

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 21, 2017

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Farnsworth Update on the Preliminary Planning and Design Services
- VI. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
– Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VII. Consent Agenda
 - A. Recommend Approval of Minutes of January 17, 2017 Regular BPL Board Meeting
 - B. Recommend Approval of Executive Session Minutes of July 19, 2011, July 16, 2013, September 17, 2013, September 18, 2014, August 8, 2015, September 20, 2016, November 15, 2016 and January 17, 2017.
 - C. Recommend Approval of Bills List of January 2017
- VII. President's Report
 - A. Appoint Nominating Committee
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. New Business
 - A. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund
 - B. Approve Waiving of Three Quote Requirement for Annual Service Contract for HVAC Controls
 - C. Approve the Closing of the Library on May 9th for Staff Development Day
- XI. Old Business
 - A. Discuss Farnsworth Study and Collective Vision for the Future of the Library
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 2/16/17 2:00 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 21, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	5,974.55
American Pest Control	Building Maintenance	80.00
Bloomington Normal Sunrise Rotary Club	Membership Dues	300.00
Blue Beacon International, Inc.	Vehicle Maintenance	48.00
CDW Government	Computer Supplies	1,607.98
CDW Government	Office/Equipment Mtn	747.30
CDW Government	Office Supplies	55.53
Cengage Learning	Adult Books	313.37
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,175.44
City of Bloomington	FICA	10,873.36
City of Bloomington	Gas/Diesel Fuel	27.12
City of Bloomington	Health Insurance-HMO	5,815.58
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	20,288.27
City of Bloomington	Life Insurance	176.55
City of Bloomington	Medicare	2,542.98
City of Bloomington	Payroll	188,569.91
City of Bloomington	Vision Insurance	215.00
City of Bloomington	Water	392.25
City of Bloomington-General Fund	Other Purchased Services	500.00
Computype, Inc.	Library Supplies	1,026.38
Custom Digital Imaging	Printing/Binding	74.14
Dell Marketing, L.P.	Computer Supplies	4,361.16
Demco	Library Supplies	627.30
Findaway World, LLC	A/V Materials	1,531.90
Frontier	Telecommunications	1,351.64
Huntley Area Public Library	Miscellaneous Expenses	7.99
Illinois Historical Preservation Agency	Periodicals	25.00
Illinois Wesleyan University	Other Purchased Services	415.68
Ingram Library Services	Adult Books	208.69
Ingram Library Services	Other Purchased Services	508.50
Jain, Nirmal	Other Purchased Services	50.00
Keyes, Laura	Other Purchased Services	200.00
Massie, Rhonda	Advertising	75.96
Midwest Tape	A/V Materials	296.91
Miller Janitorial Supply	Janitorial Supplies	719.81
Mount Prospect Public Library	Miscellaneous Expenses	17.95
Multicultural Books & Videos	A/V Materials	160.18
Nicor/Northern Illinois Gas	Natural Gas	3,296.65
Office Depot	Computer Supplies	556.52
Office Depot	Employee Relations	30.64

Office Depot	Miscellaneous Expenses	49.49
Office Depot	Office Supplies	19.50
OverDrive	Ebooks	4,990.00
Penguin Random House, LLC	A/V Materials	217.50
Recorded Books, Inc.	A/V Materials	1,806.65
Ricoh	Rentals	1,763.15
Rosedrew, Inc.	Library Supplies	1,998.80
Tarvin, Richard (Culligan Water Conditioning)	Building Maintenance	290.00
Taylor, Pamela	Other Purchased Services	50.00
Unique Management Services, Inc.	Other Purchased Services	590.70
Weber Electric, Inc.	Building Maintenance	1,995.00
World Book, Inc.	Children's Books	717.00
VISA - Amazon Marketplace	Building Mtn Supplies	213.08
VISA - Amazon Marketplace	Office Supplies	81.66
VISA - Amazon Marketplace	Other Purchased Services	660.21
VISA - Amazon.com	A/V Materials	1,051.66
VISA - Baker & Taylor Books	A/V Materials	6,420.96
VISA - Baker & Taylor Books	Adult Books	12,273.47
VISA - Baker & Taylor Books	Children's Books	8,558.91
VISA - Baker & Taylor Books	Other Purchased Services	38.74
VISA - Blubrry	Other Purchased Services	20.00
VISA - City of Bloomington	Other Purchased Services	300.00
VISA - CWC Group, Inc.	Building Mtn Supplies	39.98
VISA - Dollar Tree	Other Purchased Services	15.00
VISA - Don Smith Paint Co.	Building Mtn Supplies	63.22
VISA - Five Star Water Co.	Miscellaneous Expenses	42.05
VISA - Galls	Uniforms	33.94
VISA - GameStop	A/V Materials	635.27
VISA - George Patton Associates	Library Supplies	69.61
VISA - HyVee	Community Relations	45.00
VISA - Kirby-Risk Electrical Supplies	Building Mtn Supplies	446.40
VISA - Magnetic Frames	Library Supplies	225.00
VISA - McLean Co Chamber of Commerce	Professional Development	100.00
VISA - Michael's	Other Purchased Services	14.60
VISA - Mission Mart	Other Purchased Services	2.99
VISA - Oriental Trading Co.	Other Purchased Services	69.58
VISA - Paypal*Dubuque Area Library Automation Consortium	Professional Development	60.00
VISA - Rev.com	Other Purchased Services	38.00
VISA - Sam's Club	Copier Supplies	165.54
VISA - Skillpath/National Seminars	Professional Development	249.00
VISA - UPS	Postage	38.19
VISA - US Borne Books	Children's Books	646.39
VISA - USPS	Postage	222.54
VISA - Verizon Wireless	Telecommunications	233.13
VISA - Vernon Library Supplies	Library Supplies	67.39
VISA - Wal-Mart	Janitorial Supplies	128.16
VISA - Wal-Mart	Library Supplies	10.02
VISA - Wal-Mart	Miscellaneous Expenses	79.68
VISA - Wal-Mart	Office Supplies	12.81
VISA - Wal-Mart	Other Purchased Services	82.67
VISA - Webstaurant Store	Library Supplies	76.16
VISA - Windstream	Telecommunications	104.85
Total		328,505.01

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

January 2017

Goal: Explore and implement strategies to improve access to the library and its resources.

During January, the Leadership McLean County program focused on Crucial Conversations, Emotional Intelligence, Storytelling, Leadership Courage, Self-Awareness, Developing Others, and Education in McLean County.

I have continued to work on developing relationships within the community and attended several key events this month. These included the Martin Luther King, Jr. Luncheon, the McLean County Regional Planning Commission Housing Study, and Chamber Gala.

I prepared for and presented the Library's Capital Improvement Plan needs to the City Council. I also met with board members and department heads to review the draft conceptual building designs; providing feedback to Farnsworth.

With Rhonda's help, I created and presented the "Bloomington Public Library Year in Review" to the Bloomington Rotary Club.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

I helped Danny host a Family Movie during Winter break.

I completed the Illinois Public Library Annual Certification for both Bloomington PL and Golden Prairie PLD.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

Laura, Gayle, and I met to discuss details of the new Librarian I position in the Circ/Outreach Department. We are excited to continue to develop our interview questions and vision for this new role.

Gayle, Kathy, and I developed a new tuition reimbursement application. We hope this will improve the tuition reimbursement process.

I attended trainings on the city's procurement process and the city's council packet process.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

The City of Bloomington is working to creating values specific to each department and we have developed the following values for the Library.

Bloomington Public Library Values

Established January 2017

The City of Bloomington is committed to the ongoing provision of excellence in service to all stakeholders – internal and external. In doing so, the Bloomington Public Library is committed to living our Core Values as follows:

Service

"We strive to provide excellent, responsive services to meet and exceed user need and maximize user experience."

- We are open and responsive to requests and suggestions from the community.
- We strive to be efficient and effective.
- We go above and beyond the expectations of our patrons.
- We are active participants in the community in order to ensure relevance.

Accountability

"We take responsibility for our actions, the services we provide, and for the stewardship of our materials and spaces."

- We are open and responsive to requests and suggestions from the community.
- We post regular reports on our website and submit them to our governing board.
- We manage our budget efficiently and effectively.

Intellectual Freedom

"We value and facilitate the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice."

- We protect the confidentiality of our patrons' information and use.
- We do not judge patrons' based on their questions or material selections.
- We select a wide variety of materials for our collection, regardless of our personal beliefs and viewpoints.

Innovation

"We encourage and practice creativity, experimentation and the generation of ideas."

- We offer programs that encourage the community to be creative.
- We are constantly exploring new ways of doing things better and doing better things.

Adult Services - January, 2017
Carol Torrens, Manager

Collections

Marcie completed removal of grubby items in fiction authors I – J, using collection HQ reports. She also replaced worn fiction paperbacks.

Carol is weeding Popular CDs, with help from shelper Kelly.

Programs

Displays in Adult Services: well-rated books from Good Reads, organize your life, cats, and graphic novels. The display in the DVD area was Golden Globe nominees and winners. For the death of Mary Tyler Moore, an RIP display was created. Fiction by Illinois authors was featured on the IL Collection endcaps.

Karen met with the Lincoln Festival planning committee.

Tiffany conducted Books & Bites—book talks with students at the junior highs:
Evans: 21; Chiddix: 18; Kingsley: 60; Parkside: 57

Adult/Family programs

Fiction Book Club – 1 session – 9 attended
Mystery Book Club – 1 session – 6 attended
Books on Tap – 1 session – 10 attended
Classic Movies: Olivia De Havilland and Errol Flynn – 4 sessions – 28 attended
Craft Yourself Silly – 1 session – 35 attended
Drop in Tech Time – 1 session – 4 attended
Introduction to Computers
 Basics for the Beginner – 1 session – 6 attended
 Simple Tasks – 1 session – 4 attended
 Internet Searching – 1 session – 6 attended
 Getting Connected – 1 session – 8 attended
Tech 2 Connect
 There's an App for That – 1 session – 1 attended
 Database Speed Dating – 1 session – 0 attended
DIY Winter Deco Mesh wreath – 2 sessions – 19 attended
Radical Home Ec – 1 session – 4 attended
Essentials of Business with SCORE – 1 session – 11 attended
Introduction to Essential Oils – 1 session – 10 attended

Teen programs

DIY Bouncy Ball – 1 session – 1 attended
Craft Yourself Silly – listed above; teen attendees were not separately counted

Training & Technology

There were 14 individual appointments with an Adult Services staffer. Topics: several about ebooks; a new tablet and a new laptop—how to use; transferring a picture from a phone to email; email setup and use; resumes; ancestry.com use.

Several staff attended mini morning sessions presented by Renny about the BookMyne app.

Renny took part two webinars: Dealing with Challenging Patrons: Safety and Security in Our Libraries, and Librarians vs. Fake News.

Staff

Becca Hasemann joined AS as a work study shelver for this school year.

Other

Carol went with Laura K. from Circ to meet with a program supervisor at Project Oz to gather information for the Targeted Outreach Committee.

BUSINESS OFFICE – January, 2017
Kathy Jeakins, Manager

Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
The Book Shoppe continues to be a success; through the end of January, the Book Shoppe receipts are \$4,872.25 ahead of last year;

I continued to track a Worker's Comp claim for an employee who fell in the parking lot; another claim for an employee to hurt her foot on the Bookmobile; and another for an employee who injured her arm in the sorter

I submitted the following budget transfer:

Children's Books -\$22,500

Advertising: +\$10,000

Other Purchased Services: +\$12,500

I worked on opening the new bank accounts for Golden Prairie

Prepared 0 expense batch in MUNIS

Prepared 8 deposit batches in MUNIS

Prepared 1 Journal Entries

Entered 8 expense batches in account files

Entered 21 deposit batches in account files

Meetings:

On 1/9 I met with Rachel Park, of Adult Services, to discuss public access software databases

On 1/13 I met with Kathy Burtle for the annual Worker's Comp audit

On 1/18 I met with Melissa Robinson, Children's Manager, to discuss the Children's book budget and negotiate a lower budgeted amount for FY17

Department Managers: 1/18 & 1/25

BPL Board Meeting: 1/17

Golden Prairie Board Meeting: 1/18

Bills review in January: Julian Westerhout (1/2 & 1/23), Alex Cardona (1/9) Mike Raikes (1/16), and Carol Koos (1/30)

Children's Services - January 2017
Melissa Robinson, Manager

Programs

In January, the following programs were offered:

- My First Reading Program began
- Minecraft Mania – 110 attended
- Singing Swinging story time – 2 sessions – 47 attended
- Toddler story time – 6 sessions– 141 attended
- Preschool story time – 3 sessions – 95 attended
- Move and Learn story time – 2 sessions – 47 attended
- Music Makers – 43 attended
- Winter Break Movie – 42 attended
- Global Tales – 9 attended
- Family Board Games Day – 47 attended
- Book Adventures – 5 attended
- Brick by Brick Duplo story time – 19 attended
- School Age Lego Block Party – 32 attended
- 21 programs/sessions offered – 637 attended

We visited the following sites:

- Milestones Preschool – 42 attended
- Head Start Brigham – 2 classes – 60 attended
- Little Jewels on Oakland – 115 attended
- Books Alive literacy event – 55 attended

The following groups visited us:

- Head Start Fun Club – 72 attended

In February, in addition to our recurring programs, the following programs will be offered:

- Harambee: A Journey Through African American Dance – Feb 4
- Sensory Friendly Movie – Feb 25

Training

- Children's staff attended the mini morning session on the BookMyne app.
- Danny organized and facilitated and Jesse listened to the monthly webinar, "Developing a Perpetually Positive Attitude".

Other

- Rondalea began attending the Mid-State Reading Council's board meetings as the Bloomington Public Library liaison.

Circulation and Outreach Services - January 2017

Laura Golaszewski

1) Staff, committees, and training

- With Rhonda, I attended a local meeting on homelessness in Bloomington-Normal. We heard from many local agencies such as BPD, Home Sweet Home, Safe Harbor, and PATH.
- Interviews have begun for Circ's open Library Assistant position. We have had quite a few applicants!

2) Outreach news

- Home Delivery staff delivered 453 items to 48 patrons.
- Deposits staff put on 2 programs with a total number of 5 participants. They also delivered 1,082 books to 13 sites.
- Due to a large number of requests for juvenile "series" books on the bookmobile, we have created a special shelf to start carrying more of these items. A few of the series we have been asked for are Harry Potter, Dork Diaries, Diary of a Wimpy Kid, and others.

3) Technology

- Rob has been working on insuring that our forms that we utilize for snags, CS/CRs, and damaged items are compatible with the new suite of Windows programs we are using. This has involved a lot of tweaking in InfoPath since this program was not included in the Windows upgrade.

January 2017 Circulation and Outreach Services Statistics

Total Circ BPL	113,831
Total Circ Main	100,185
Adults	54,146
Teens	3,116
Children	42,923
Total Circ Outreach	6,167
OTR Adults	2,287
OTR Teens	119
OTR Children	3,761
Total Circ eBooks	7,479
Freeding	17
MyMediaMall	6,105
Total Circ Freegal	809
Total Circ Zinio	455
Total TumbleBooks	93
Borrowers Registered	356
Total Active Cardholders	35,357
Children	7,032
Teen	2,990
Adult	25,335
GPPLD	1,407
Total Holds Filled	8,991
Main Holds	7,687
Outreach Holds	1,304
Door Count	25,097

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	397
WED	1.25	RAINBOW AVE.	190
MON	1.5	THE GROVE	173
TUE	1	PONDS APTS.	154
THUR	1	WINGOVER MORNING	154
WED	1.25	RAINBOW AVE.	151
WED	1	EAGLE CREST	143
TUE	1.25	EAGLE CREEK	137
MON	1.5	THE GROVE	137
THUR	1	WINGOVER MORNING	134

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
TUE	1.5	TURNBERRY VILLAGE	0
WED	1	GRANDVIEW ESTATES	0
THUR	1	SUNNYSIDE PARK	0
TUE	1.5	TURNBERRY VILLAGE	0
FRI	1	COLONIAL PLAZA	5

Total Monthly Stops: 47

Circulation Questions Answered: 495

Outreach Questions Answered: 88

Total Questions Answered: 583

[illegible]

Human Resources - January, 2017

Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
- In January, I participated in one interview
- In January, there was one in-house job announcement and two website/Facebook announcements
- In January, I posted an ad to Indeed.com, which produced over 125 applicants
- In January, I conducted an orientation session for one new employee
- I reviewed the preliminary Farnsworth building plans with other managers
- I led the review of the union contract with all managers (September—February)
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - We recently added a new volunteer to the Technical Services department
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Information Technology – January 2017

Jon Whited, Manager

Operational

We completed the email migration to Office 365. All of the library PCs have the latest version of office installed on them and are connected to the new email service. The old email server has been removed from service. We will also be removing our spam filter and not renewing the contract with them.

We have setup a secure WiFi connection for the Tax Preparation people to use to while they are preparing taxes for the public. We also replaced one of the two printers that they use to print the returns.

We are in the process of replacing the last remaining PCs in the Circulation department and will be replacing the PCs in the Adult Services workroom area next.

We are in the process of setting up eResource Central, which will return electronic materials, such as ebooks, when Customers search the online database. This will also should Customers real availability of the electronic items in the catalog results.

We loaded the updates files from District 87 of new students that have come into the school system in the last two months.

Program Guide

The March-May 2017 Program Guide has been compiled, designed, and through proofing stage 1. The guide will be sent to the printer on 2.3.17. It will be distributed via backpack to those in grades K-5 in District 87; via email to 24,397 cardholders; and it will be available at the Library and on the Bookmobile in mid-February.

Presentations

- Marketing worked to update the FY15 In Review presentation to make it a FY16 In Review presentation. Jeanne gave this presentation to a Rotary Club in January, and it is available for other speaking engagements.
- Marketing also worked with Jeanne on several of the slides that were presented to the City Council as part of the Capital Improvement Plan presentation.

Library Aware Pilot – Promoting our Online Resources

The Library will take part in a 6-month pilot program with Library Aware (this is the service that distributes our Program Guide as well as "newsletters" such as New DVDs, New Fiction, New Mystery, etc). During the pilot, we will send one email per month highlighting a different online resource. This promotion will initially reach approximately 24,397 cardholders.

Online Resources to be highlighted include:

- 1.31.17 - Welcome eMail noting promotion
- 2.1.17 – Lynda.com
- 3.1.17 – Brainfuse & Learning Express
- 4.1.17 – eBooks & eAudiobooks on Overdrive
- 5.1.17 – Mango Languages
- 6.1.17 – Zinio
- 7.1.17 – Ancestry/Heritage

Summer Reading:

- Deadlines for all Summer Reading promotions were set. This includes: reading log compilation deadline, programming deadlines, program guide compilation and proofing deadlines, T-shirt design and ordering deadlines for staff, props for school visits, decorations, bookmarks for school visits, deadlines to insert program guides and reading logs in District 87 backpacks during the last week of school, and the publicity request deadline for individual programs.

Podcast:

• Stats as of January 30:

<u>Podcast</u>	<u>Title</u>	<u>Date Released</u>	<u>Total Downloads</u>
	Universal Design for Learning	1.24.17	66
	Tiny Houses	12.20.16	186
	Puppetry	11.18.16	215
	Non Voting	10.19.16	241
	Cemetery Walk	9.20.16	294
			1,002 Downloads

• Upcoming Topics:

- February – Virtual Reality
- March – Interview with Erik Larson

• Sponsor

- The potential sponsor we reported in December fell through.

New Resident Postcards

- New Resident Postcards inviting new residents to come in and get their free Library card were sent to those who've moved to the following zip codes during the past six months: 61701, 61705, 61704, 61722, 61736, 61737, and 61772. The new resident postcard includes the names of the GPPLD towns the library serves.

Electronic Outreach:

- During the past month, the Library added 73 Facebook fans for a total of 5,066.

- During the past month, the Library added 25 Twitter followers for a total of 1,670.
- During the past month, the Library added 27 Instagram followers for a total of 686.
- During the past month, the Library added 22 General Library Text Subscribers for a total of 181.
These numbers reflect current opt-ins. We've had some opt outs over the months.
- During the past month, the Library added 19 Bookmobile Text Subscribers for a total of 611.
These numbers reflect current opt-ins. We've had some opt outs, especially with the Hilltop site which we believe at times is accidentally promoted by another entity. The Hilltop stop alone has seen 50 opt-ins with 25 opt-outs.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in January was 52.
- The quarterly Program Guide is currently emailed to 24,397 people.

Design Work

Digital Artwork for Facebook, Facebook Events, Twitter, and Instagram

- Updated Text Alert Information to include new Bookmobile stops
- Annual Magazine Sale
- New Profile Art for our Instagram Page
- Read to Your Bunny Promotion
- Intro to Computers (4 classes)
- Minecraft Mania
- Tax Assistance
- Essential Oils Program Publicity
- Essentials of Business with SCORE

Display Signs

- Clean Off Your Desk Day
- Answer your Cat's Question Day
- Celebrate Great American Pie Month
- Random Acts of Kindness Day
- "Love" a good book (books with love in title)
- Celebrating the Contributions of African Americans
- Academy Award Winners

Other Signage

- Print and laminate 10 "Temporarily Out of Service" signs for AS
- New Endcap signage for all Magazine shelves
- Book Club Kit "shelf-talkers" for the 2017 Book Club Selections

Promotional Materials

- Program Guide
 - The March-May program guide has been compiled and designed. It will be sent to the printer on 2.3.17. See above for distribution information.
- February Calendars
- Update and Print Text Alert Handouts
- Creation of two new handouts explaining Overdrive to patrons
- Career Builder Seminar Program Publicity
- Sunday Anime Matinee Marathon for Teens
- Read to your Bunny Activity Logs
- Radical Home Economics Publicity
- Career Builder Seminar Publicity
- Harambee Impact Dance Theatre Publicity
- Tax Assistance Publicity
- Silent Library for Teens Publicity
- Blind Date with a Book Valentine's Day Party for Teens
- Essential Oils Program Publicity
- Birthing Center Difference Publicity
- Tinker Lab Publicity
- Ghosts? Here in BN Publicity
- 2nd Wednesday Classic Movie Series

Ads

- Martin Luther King Jr. Awards Luncheon
- Pastelle ad promoting Erik Larson's visit in April
- Chamber eBlast touting Erik Larson's visit in April

Article

- Article submitted to *Pastelle* as promotion for Erik Larson's visit.

Training

- Rhonda enrolled in Successful Library Marketing -- an Online Classroom with Library Journal. There are 8 sessions total. During January, she completed Session 5: Moving the Needle on Engagement (1 hour)
- Rhonda & Jim both watched the Business Opportunities in Instagram series on Lynda.com (2.5 hours total)

Ongoing Promotion:

- Monthly, the Library submits its Children's programs to the Macaroni Kid website:
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.

B Logistics:

- Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's used Book Shoppe. In the past, we would pay Midwest Fiber to recycle these materials. Through B Logistics, we receive \$.05 per pound for them. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises (we have no space to store overstock), and we no longer pay for recycling of these materials.
 - From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library's Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Support Services – January 2017
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – Every Wednesday
 - Foundation Board meeting – January 11
 - BPL Board meeting – January 17
 - Excelling as a Manager or Supervisor seminar – January 17
 - Interviews for PT Custodial Position – January 16 and January 27
 - Safety Committee – January 24
- Custodial staff –
 - Carpet cleaning in the A/V area, Adult Services and Community Room
 - Painting in the Community Room.
 - Dismantling and storing of magazine shelving no longer used.
 - Re-lamped fixtures in Adult, Children Services and exterior.
 - Repotted various plants throughout the Library.
- The Safety Committee distributed new LED tactical flashlights to a number of departments, and added higher power flashlights to the emergency stairwells.
- The McCurdy prints that once hung in the staff hallway are going to be hung in the Conference Room.
- Along with receiving an email notification regarding the lowering of the flag, Johanna will post the lowering of the flag on SharePoint, under “Announcements”.
- When there is either ice or snow on the weekend, and the lower parking lot is not safe or feasible for parking or walking, staff may park in the back row of the upper lot.
- Since October, there have been five individuals arrested for various offenses here at the Library.
- The filters were replaced in the air handler in the boiler room.
- Weber Electric repaired fixtures in the high ceiling of AS.
- Alpha Controls installed the new actuator for the WCW Reading Room.
- An exhaust fan failed in the Variable Frequency Drive on the Return Air Fan side. A new fan has been ordered, and Mid-Illinois Mechanical will install it.
- Culligan Water conducted their annual inspection of the RO water system, and all is well.

Technical Services – January 2017
Allison Schmid, Manager

GOAL - To provide sustainable services, collections, and programs to meet the needs of our diverse community.

- The magazine sale went very smoothly and we made \$114. As long as we continue to make enough money to cover the majority of staff time spent, we will continue to have the sale.
- Theresa and Allison alphabetized the magazines on a Sunday before we opened and it went very well. I think patrons and staff will enjoy having them in complete ABC order versus genre first.

GOAL – To recruit, train and develop a knowledgeable, collaborative staff.

- Allison and Marion worked at least 3 Teen Zone shifts.
- All TS staff attended the mini morning session on BookMyne
- Robbin helped Renny with her DIY program on winter wreaths.
- Allison and Renny met with Jesse to come up with a solution for the children's summer reading logs.
- Training hours – 3

GOAL – To work effectively through the use of technology

- Allison combined all the Sirsi records of Devil in the White City (so staff won't have to place blanket holds on multiple copies in the coming months before the big program.) We will be adding 40 more copies once the programs are set and a display is ready.

GOAL - To administer a cost-effective public library.

- We recruited a new volunteer to replace Aruna while she's on an extended trip to visit family in India. Her name is Krystal Pratt and will do 2 hours of processing a week.

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

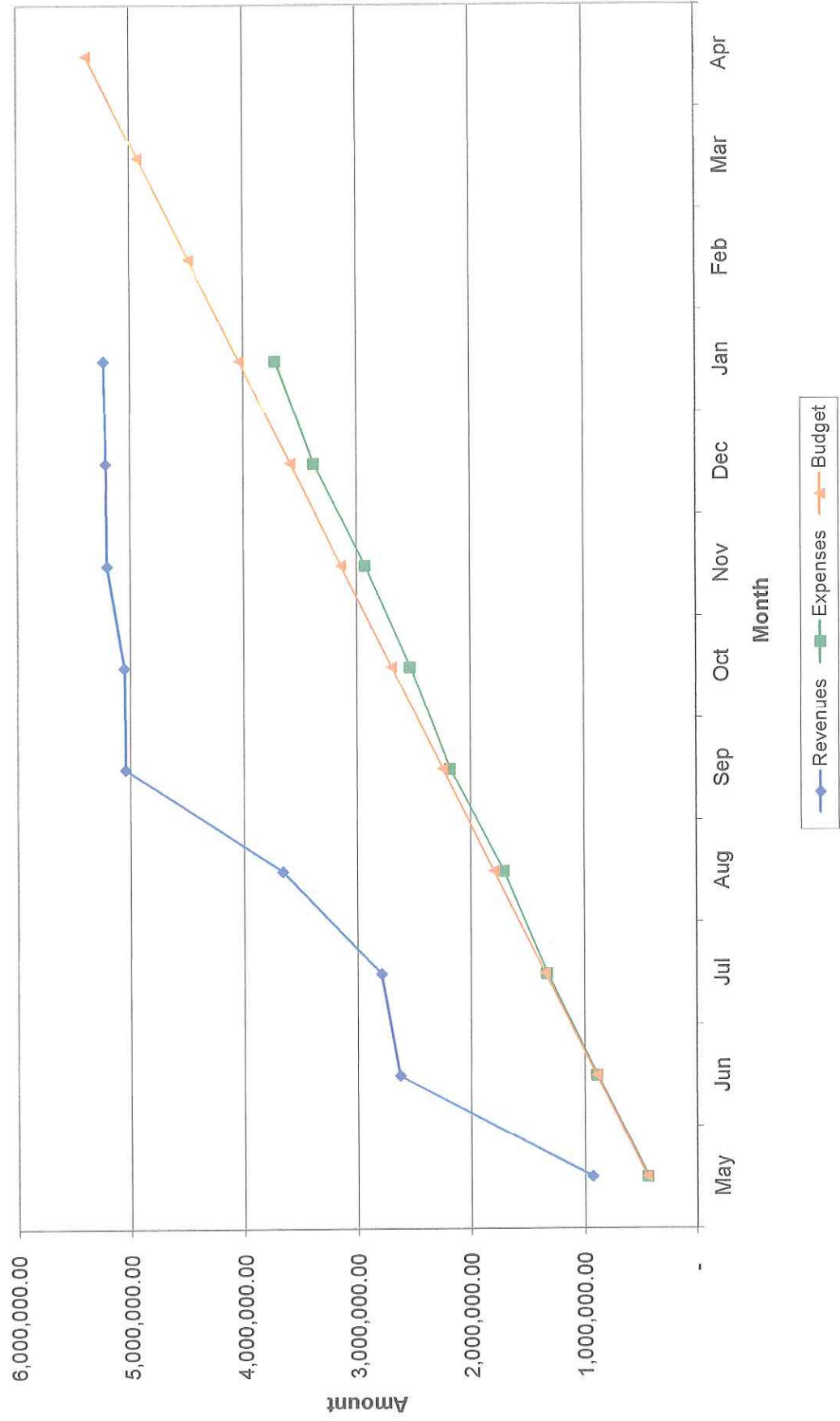
REVENUES:

ACCT NAME	BUDGET	JAN 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,535,940.39	(10,769.61)	99.8
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	0.00	381,469.60	(10,530.40)	97.3
Fees & Rentals	83,000	5,605.95	53,019.16	(29,980.84)	63.9
Copies	3,200	191.20	2,731.55	(468.45)	85.4
Interest on Investments	1,000	1,888.47	11,815.47	10,815.47	1181.5
Interest from Taxes	0	0.00	27.04	27.04	-----
Sale of Property	1,000	0.00	633.05	(366.95)	63.3
Donations	28,000	2,500.00	27,952.56	(47.44)	99.8
Cash Over/Short	0	26.39	28.41	28.41	-----
Other	40,000	3,505.55	32,010.49	(7,989.51)	80.0
Total Revenues	5,320,310	13,717.56	5,235,082.54	(85,227.46)	98.4

ACCT NAME	BUDGET	JAN 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	158,804.41	1,521,028.82	(628,858.18)	70.7
Part-Time Salaries	402,086	27,822.03	266,879.62	(135,206.38)	66.4
Seasonal Salaries	47,701	1,943.47	43,263.16	(4,437.84)	90.7
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	188,569.91	1,831,171.60	(769,602.40)	70.4
Dental Insurance	12,400	1,175.44	7,854.04	(4,545.96)	63.3
Vision Insurance	3,050	215.00	1,760.54	(1,289.46)	57.7
Health Insurance, BC/BS PPO	294,901	24,714.84	206,564.43	(88,336.57)	70.0
Health Insurance, OSF HMO	100,429	5,815.58	52,928.06	(47,500.94)	52.7
Life Insurance	3,100	176.55	2,091.67	(1,008.33)	67.5
IMRF	310,000	20,288.27	227,207.35	(82,792.65)	73.3
FICA	163,000	10,873.36	102,733.42	(60,266.58)	63.0
Medicare	39,000	2,542.98	24,026.91	(14,973.09)	61.6
Worker's Comp	17,000	0.00	13,740.00	(3,260.00)	80.8
Uniforms	600	33.94	216.25	(383.75)	36.0
Tuition Reimbursement	0	0.00	488.36	488.36	----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	65,835.96	650,496.94	(312,983.06)	67.5
Rentals	22,000	3,129.44	15,929.47	(6,070.53)	72.4
Total Rentals	22,000	3,129.44	15,929.47	(6,070.53)	72.4
Building Mtnc	120,000	1,691.00	36,887.77	(83,112.23)	30.7
Vehicle Mtnc	5,300	0.00	4,612.52	(687.48)	87.0
Office & Computer Mtnc	165,000	889.79	110,496.46	(54,503.54)	67.0
Total Repair/Mtnc	290,300	2,580.79	151,996.75	(138,303.25)	52.4

ACCT NAME	BUDGET	JAN 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	42,574	63.31	23,617.00	(18,957.00)	55.5
Printing/Binding	19,000	1,756.00	9,145.13	(9,854.87)	48.1
Travel	1,000	0.00	43.20	(956.80)	4.3
Membership Dues	5,000	300.00	3,491.00	(1,509.00)	69.8
Professional Development	13,000	409.00	3,948.72	(9,051.28)	30.4
Other Purchased Services	197,418	2,422.97	85,161.14	(112,256.86)	43.1
Property Insurance	24,000	0.00	20,247.00	(3,753.00)	84.4
Vehicle Insurance	4,000	0.00	3,833.00	(167.00)	95.8
Other Insurance	5,500	0.00	5,067.00	(433.00)	92.1
Total Purchased Services	311,492	4,951.28	154,553.19	(156,938.81)	49.6
Office Supplies	12,000	106.42	7,025.05	(4,974.95)	58.5
Computer Supplies	82,462	1,792.54	31,063.42	(51,398.58)	37.7
Copier Supplies	3,400	165.54	2,225.58	(1,174.42)	65.5
Postage	12,000	271.41	3,418.46	(8,581.54)	28.5
Library Supplies	75,000	3,989.96	37,749.26	(37,250.74)	50.3
Janitorial Supplies	16,000	698.40	6,546.82	(9,453.18)	40.9
Gas & Diesel Fuel	4,290	27.12	1,897.34	(2,392.66)	44.2
Building Mtnc & Repair Supplies	10,000	744.69	6,145.22	(3,854.78)	61.5
Total Supplies	215,152	7,796.08	96,071.15	(119,080.85)	44.7
Natural Gas	32,000	3,296.65	11,143.72	(20,856.28)	34.8
Electricity	80,000	5,974.55	72,052.94	(7,947.06)	90.1
Water	8,000	392.25	5,086.36	(2,913.64)	63.6
Telecommunications	26,780	2,093.96	24,913.07	(1,866.93)	93.0
Total Utilities	146,780	11,757.41	113,196.09	(33,583.91)	77.1
Professional Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Total Prof Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Periodicals	36,050	21.45	31,119.91	(4,930.09)	86.3
Adult Books	159,100	11,969.62	119,079.55	(40,020.45)	74.8
Children's Books	105,500	9,076.50	86,385.33	(19,114.67)	81.9
A/V Materials	151,000	11,625.63	127,406.90	(23,593.10)	84.4
Public Access Software	144,200	13,250.00	122,678.16	(21,521.84)	85.1
Ebooks	60,000	4,990.00	49,630.00	(10,370.00)	82.7
Total Materials	655,850	50,933.20	536,299.85	(119,550.15)	81.8
Employee Relations	6,000	30.64	593.96	(5,406.04)	9.9
Miscellaneous Expenses	9,000	439.39	7,958.44	(1,041.56)	88.4
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	470.03	167,388.40	(6,447.60)	96.3
Total Expenses	5,383,164	336,024.10	3,718,190.36	(1,664,973.64)	69.1

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2017

Property Tax (99.8%): The Library has received all of its distributions for the year.

Replacement Tax (100.0%): The Library received this distribution in July.

State Grants (62.2%): This reflects the reduction that occurred state-wide with the Per Capita Grants--The Library received a reduction of approximately \$30,000.

GPPLD (97.3%): The Library has received all of its distributions from Golden Prairie for the year.

Fees & Rentals (63.9%): This is less than the projected amount.

Copies (85.4%): Copy revenue is more than projected.

Interest on Investments (1181.5%): The Library projected a low amount for Interest.

Sale of Property (63.3%): The Library has only had one garage sale this fiscal year.

Donations (99.8%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Part-Time Salaries (66.4%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (90.7%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

Overtime Salaries (0.0%): Nothing has been paid from this line item.

Dental Insurance (63.3%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (57.7%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (52.7%): This is under-spent because fewer staff chose this coverage than we had projected.

Life Insurance (67.5%): Some of the cost for life insurance has been re-allocated and is now a part of health insurance.

FICA (63.0%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (61.6%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Worker's Compensation (80.8%): The annual premium for Worker's Compensation was paid in late December.

Uniforms (36.0%): Charges have been minimal.

Other Benefits (54.4%): Charges have been minimal.

Building Maintenance (30.7%): Charges have been minimal.

Vehicle Maintenance (87.0%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (67.0%): Charges have been minimal.

Advertising (55.5%): Charges have been minimal.

Printing/Binding (48.1%): Charges have been minimal.

Travel (4.3%): Charges have been minimal.

Membership Dues (69.8%): Charges have been minimal.

Professional Development (30.4%): Charges have been minimal.

Other Purchased Services (43.1%): Charges have been minimal.

Property Insurance (84.4%): The annual premium was paid in late December.

Vehicle Insurance (95.8%): The annual premium was paid in late December.

Other Insurance (92.1%): The annual premium was paid in late December.

Office Supplies (58.5%): Charges have been minimal.

Computer Supplies (37.7%): Charges have been minimal.

Copier Supplies (65.5%): Charges have been minimal.

Postage (28.5%): Charges have been minimal.

Library Supplies (50.3%): Charges have been minimal.

Janitorial Supplies (40.9%): Charges have been minimal.

Gas & Diesel Fuel (44.2%): Charges have been minimal.

Building Maintenance Supplies (61.5%): Charges have been minimal.

Natural Gas (34.8%): Charges have been minimal.

Electricity (90.1%): This is over-spent due to higher spending during the summer months.

Water (63.6%): Charges have been minimal.

Telecommunications (93.0%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.

Professional Collection (31.1%): Charges have been minimal.

Periodicals (86.3%): This is over-spent because the annual subscription service to Ebsco was paid in June.

Children's Books (81.9%): This is just slightly over-spent.

A/V Materials (84.4%): This is just slightly over-spent.

Public Access Software (85.1%): This is over-spent because several annual payments for public access software packages have been paid.

Ebooks (82.7%): This is slightly higher than projected.

Employee Relations (9.9%): Charges have been minimal.

Miscellaneous Expenses (88.4%): This is over-spent at this point due to the purchase of tote bags and umbrellas that are sold at the Circulation desk.

ERI Reimbursement (100.0%): The full amount was paid in May.

Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50
Golden Prairie, for Blm Reads Pgm:	2,500.00
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00
Fountain Receipts:	6.06
Miscellaneous Donations:	520.00

Total Donations: \$ 27,952.56

The Other Revenue line item breaks out as follows:

Blankets:	\$ 105.00
Book Pick-Up:	1,464.10
Book Shoppe:	18,537.25
Ear Buds:	459.50
Flashdrives:	126.75
Hot Beverage Service:	638.00
Meeting Room Fees:	554.18
Print Station:	8,354.60
Reusable Bags:	284.00
Slingback Packs:	258.00
Test Proctoring:	725.00
Totebags:	224.00
Tumblers:	58.00
Miscellaneous:	222.11

Total Other Revenue: \$32,010.49

During January, 8 batches containing 99 invoices were processed, totaling \$91,182.67 and 175 credit card charges were made totaling \$33,635.86.

As of January 31, the Library's Maintenance & Operating Fund Balance is \$3,397,853.32, which is 63.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 12/31/16:

Operating:	\$ 3,397,853.32
Capital:	\$ 2,296,471.42
Fixed Assets:	\$ 936,837.69

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 17

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00		150.00
Copy Shop	250.00	0.00	0.00		250.00
Bloomington Education Association	500.00	0.00	0.00		500.00
Kurt's Autobody	250.00	0.00	0.00		250.00
Don Owen Tire Service	100.00	0.00	0.00		100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00	0.00		30.00
Golden Prairie Public Library District	1,000.00	0.00	0.00		1,000.00
Heratland Bank	100.00	0.00	0.00		100.00
Specs Around Town	50.00	0.00	0.00		50.00
Total Summer Reading Program Community Donations	2,430.00	0.00	0.00	0.00	2,430.00
Memorial Donations:					
	0.00	0.00	0.00		0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Fountain Receipts	1.83	0.97	0.00		2.80
McLean Co Retired Teachers Association	35.00	0.00	0.00		35.00
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00	0.00		500.00
Robert Starckovich	0.00	0.00	25.00		25.00
Wendy Gatch Iverson	0.00	0.00	120.00		120.00
Susan Killian	0.00	0.00	100.00		100.00
Verlyn Zachow	0.00	0.00	75.00		75.00
Lois Rubbel	0.00	0.00	100.00		100.00
Country Kids Day Care	0.00	0.00	100.00		100.00
Golden Prairie Pub Lib Dist, for Bloomington Reads Pgm	0.00	0.00	2,500.00		2,500.00
Total Other Donations	536.83	0.97	0.00	0.00	537.80
Foundation:					
Summer Reading Program, 2016	21,961.50	0.00	0.00		21,961.50
Director Reception	0.00	0.00	1,250.00		1,250.00
Tuition for Staff	5,388.00	10,500.00	10,026.27		25,914.27
Appreciation Day	0.00	814.43	1,248.74		2,063.17
Total Foundation	27,349.50	11,314.43	12,525.01	0.00	49,125.77
Total Donations	30,316.33	11,315.40	12,525.01	0.00	52,093.57

**Bloomington Public Library
Monthly Statistics - January 2017**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	54,146	462,033	54,529	486,205
Teens	3,116	34,268	3,460	34,136
Children	42,923	409,747	45,459	432,461
OTR Adults	2,287	20,916	2,306	21,571
OTR Teens	119	1,426	110	1,444
OTR Children	3,761	36,898	3,332	36,086
e-Books - Freading	17	128	18	213
e-Books - Overdrive	6,105	42,150	5,392	40,168
Freegal downloads	809	6,359	667	4,967
Zinio Magazines	455	3,093	433	3,954
Tumblebooks	93	736	128	494
TOTALS				
Adults	56,433	482,949	56,835	507,776
Teens	3,235	35,694	3,570	35,580
Children	46,684	446,645	48,791	468,547
Digital Downloads	7,479	52,466	6,638	49,796
COMBINED TOTAL	113,831	1,017,754	115,834	1,061,699
ITEMS IN THE COLLECTION				
Main	304,179	304,179	302,684	302,684
OTR	11,126	11,126	10,993	10,993
TOTAL	315,305	315,305	313,677	313,677
HOLDS FILLED	8,991	72,618	8,711	70,380
CARDHOLDERS				
Added	356	3,755	458	3,968
TOTAL NUMBER				
Adults	25,335	25,335	25,594	25,594
Teens	2,990	2,990	2,077	2,077
Children	7,032	7,032	5,789	5,789
Combined Total of Active Cards	35,357	35,357	33,460	33,460
REFERENCE QUESTIONS				
Adults	2,481	21,490	2,441	21,439
Teens	132	1,164	139	1,516
Children	645	6,610	866	7,976
OTR	88	1,055	94	937
Circulation	495	6,940	754	6,731
PROGRAMS				
Adult	20	164	13	118
Teens	2	37	2	35
Childrens	21	190	28	226

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - January 2017

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	161	2,279	160	1,722
Teen Programs	1	327	20	389
Children's Programs	637	7,601	1,046	10,403
COMPUTER USE				
Public computer uses	4,222	39,595	3,861	39,091
Website database/catalog hits	26,635	223,896	25,785	260,120
Online Resource (Database) uses	4,547	42,950	4,982	43,291
TOTAL	35,404	306,441	34,628	342,502
INTERLIBRARY LOAN				
Borrowing Requests Received	547	4,828	558	4,674
Outgoing Loans (Lending)	304	2,436	304	2,468
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	65	4	62
Outside the library (events)	9	93	9	82
Number of people	505	12,282	680	13,839
VOLUNTEER HOURS	196	932	83	1,349
MEETING ROOM USAGE				
Study Room	71	541	48	550
Digital Media Lab	15	84	21	238
Community Room	43	382	37	381
Customer Visits (MAIN)	25,097	n/a due to gate malfunction		
Customer Visits (OTR)	364	9,951	853	41,982
COMBINED TOTAL VISITS	25,461	n/a due to gate malfunction		
TRAINING HOURS	58	857	301	1,073

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 21, 2016
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

MINUTES

- I. Call to Order
President Lynn Gray called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Tim Ervin, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Kathy Jeakins, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Gray called attention to the GPPLD plaque that was recently installed in the William Wetzel Reading Room.
President Gray reported that there was an increase of four GPPLD cardholders in November.
President Gray informed the Board that, per Robert's Rules, meeting minutes are not required to be approved during the monthly Board meetings. The Board discussed this and agreed that they would like to continue approving the meeting minutes during each monthly meeting.
- VI. Approval of Minutes
A. November 16, 2016
PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE NOVEMBER 16, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports

A. Director's Report

Director Hamilton presented her report and proceeded to entertain questions.

B. Outreach Report

Laura Golaszewski reported that the bookmobile is not in service during the holidays and will resume as regularly scheduled on January 2nd.

Laura Golaszewski announced that, per patron requests, picture and board books have been moved to the lower shelves on the bookmobile to improve their accessibility for children.

C. Fiscal Report

Kathy Jeakins reported that the final Property Tax Distribution was received.

1. Presentation of November Financial Report

Kathy Jeakins presented the November Financial Report and proceeded to entertain questions.

VIII. Unfinished Business

A. Report on the Status of Investment Account

Stephen Peterson reported on the services offered by the Bloomington-Normal Community Bank. He stated that they offer interest bearing checking accounts at a rate of .4% and CDs at a rate of .65%. A question was posed about the safety of these accounts as this was a concern discussed during the previous meeting. Ruth Novasad addressed the concern, and informed the Board that Community Bank can require the authorization of two Board members for withdrawals on the accounts. Stephen Peterson recommended that all GPPLD funds be transferred to Bloomington-Normal Community Bank and that a twelve month CD be opened in anticipation that interest rates will increase in the upcoming year.

IX. New Business

A. Approve Transfer of 3.5% from Operating Fund into Capital Fund

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE TRANSFER OF \$13,931.18 FROM OPERATING FUND INTO CAPITAL FUND.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, RUTH NOVOSAD,
STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Bloomington Reads Donation

Director Hamilton announced that the BPL Board approved bringing author Erik Larson as the guest for the 2017 Bloomington Reads. The program series will primarily revolve around Larson's book, *The Devil in the White City*. The author's fee comes to a total of \$26,000. The Board agreed to donate \$2,500 towards the

program series, and that, if necessary, they would consider an additional donation using money budgeted for Advertising in the future.

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO APPROVE \$2,500.00 DONATION TOWARDS THE 2017 BLOOMINGTON READS.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, RUTH NOVOSAD,
STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN
GRAY

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Discuss Storage of GPPLD Forms and Policies for the Board to Access

The Board discussed storage options for GPPLD forms and policies that can be accessed by Board members at their convenience. Director Hamilton suggested that a password protected webpage be created for the Board to store these documents. They agreed to this and requested that the secure page be created prior to the next scheduled Board meeting.

D. Discuss Library Service Gap in Downs, Illinois

Director Hamilton stated that library staff recently found a small area in Downs that is not currently served by a library. Patti Salch informed the Board that when GPPLD was established, the residents of Old Town Township who were living in the Village of Downs chose to be excluded from Golden Prairie as, at the time, they could purchase a \$15 library card from the Heyworth Public Library District. The unincorporated group currently still uses Heyworth library services. However, per the State, those in non-resident areas are to use library services from the closest physical building, and BPL is closer to this area than the Heyworth Public Library District. Director Hamilton will investigate how to incorporate this area into Golden Prairie.

X. Comments from Board Trustees

There were no comments.

XI. Adjournment

STEPHEN PETERSON MOVED, TIM ERVIN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:08 p.m.

Incident Reports

Date	Time	Type
01/11	2:28 PM	Other
01/12	8:49 PM	Vandalism
01/9	1:32 PM	PoliceAmbulanceCall
01/9	5:03 PM	InappropriateBehavior
01/10	6:07 PM	SleepingIncident
01/11	10:18 AM	StolenDamagedLibraryMaterial
01/12	6:42 PM	StolenDamagedLibraryMaterial
01/2	3:26 PM	StolenDamagedLibraryMaterial
01/2	4:03 PM	StolenDamagedLibraryMaterial
01/2	6:02 PM	StolenDamagedLibraryMaterial
01/3	5:28 PM	StolenDamagedLibraryMaterial,stolen game
01/3	5:57 PM	StolenDamagedLibraryMaterial,stolen game
01/3	7:03 PM	InappropriateBehavior
01/4	7:27 PM	StolenDamagedLibraryMaterial
01/5	2:53 PM	Vandalism
01/6	10:17 AM	Other
01/13	10:51 AM	CustomerComplaint,test
01/13	10:52 AM	CustomerComplaint,test
01/13	10:56 AM	BicycleIncident,test
01/16	1:10 PM	InappropriateAttire
01/28	1:07 PM	InappropriateBehavior,running, pushing
01/29	1:46 PM	InappropriateBehavior,disciplining children
01/17	11:32 AM	InappropriateBehavior
01/17	7:41 PM	InappropriateBehavior
01/19	4:54 PM	InappropriateBehavior
01/19	5:50 PM	InappropriateAttire
01/19	6:20 PM	CustomerSuspensionViolation
01/21	4:12 PM	InappropriateBehavior
01/21	4:47 PM	InappropriateBehavior
01/24	4:36 PM	AlcoholDrugs
01/27	10:23 AM	StolenDamagedLibraryMaterial
01/29	3:49 PM	Other,BPD looking for a suspect
01/30	9:24 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
01/2	3:27 PM	StolenDamagedLibraryMaterial
01/3	7:05 PM	InappropriateBehavior, he would not give me his name.
01/6	10:19 AM	Other
01/9	12:58 PM	StolenDamagedLibraryMaterial
01/10	6:08 PM	SleepingIncident,allowed back in 1-12-17
01/16	1:12 PM	InappropriateAttire
01/17	7:43 PM	InappropriateBehavior
01/19	5:52 PM	InappropriateAttire
01/30	9:18 PM	DMLViolation
01/30	9:19 PM	InappropriateAttire
01/31	9:21 AM	InappropriateBehavior

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$120,011.47 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$2,416,482.89.

Approved the 21st day of February 2017

Carol Koos, President
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR HVAC CONTROLS MAINTENANCE TO
ALPHA CONTROLS & SERVICES, LLC

Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington,
Illinois,

1. That the three quote requirement be waived and the Library Director authorize payment for HVAC Controls Maintenance to Alpha Controls & Services, LLC.
2. That the HVAC controls maintenance has been under warranty and it is now necessary to contract for this service.
3. That this quote with Alpha Controls & Services, LLC is for three years
4. That Alpha controls & Services, LLC will review the programming, scheduling, and settings on the front-end of the existing Alerton Building System.
5. That Alpha Controls & Services, LLC will check the settings associated with the VAV boxes.
6. That Alpha Controls & Services, LLC will check the manual operation of the existing VAV boxes.
7. That Alpha Controls & Services, LLC will make necessary changes to the settings, programming, or schedules to allow the system to operate efficiently.
8. That Alpha controls & Services, LLC will provide a written report on their findings.
9. That Alpha Controls & Services, LLC is the only vendor in the area qualified to work on the Alerton Building Automation System.
10. That the funds come from the following source:

Bloomington Library Operating and Maintenance Budget: \$5,769.00

Approved this 21st day of February 2017.

Carol Koos, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Support Services

Item (Including Detailed Description & Model Number, if applicable): Annual Support Services agreement with preferred material/labor pricing and preventative maintenance for the HVAC system controls.

Qty:

Single Source (Y/N): Y

1. **Vendor Name:** Alpha Controls & Services LLC

Vendor Remit Address: 4104 Charles St.

Vendor Email Address: patc@AlphaACS.com

Vendor Number: 1188

Quote Amount (include Shipping, where applicable): \$5,769.00

If not Single Source, at least two additional quotes needed:

2. **Vendor Name:**

Vendor Remit Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable):

3. **Vendor Name:**

Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable):

Recommendation (Include Justification): Alpha provided the front end for the controls program along with the graphics, and they manage the system remotely. The front end for the controls program is propriety software and such that if we went with a different vendor, we would have to purchase new software which is quite costly.

Alpha will provide quarterly PM services on the system which will help prevent future repair costs. With this service agreement, we will be a preferred customer, which will garner us a quicker response time on a service call. The yearly cost for the three year agreement remains the same, and does not increase each year.

Department Manager Signature:

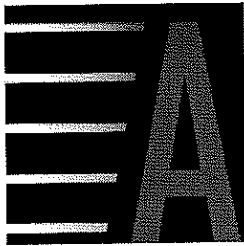
Caprice Procknow

Date:

2/14/17

Director: Approve/Deny **Date:** 2/14/17

Initials: JCH



ALPHA
controls&services
LLC™

4104 Charles Street
Rockford, IL 61108
T. 815-227-4000
T. 866-ALPHA-01
(866-257-4201)
F. 815-227-4004

2865 Via Verde
Springfield, IL 62703

411 Devonshire Drive
Champaign, IL 61820

Benefits of Support Services Agreement

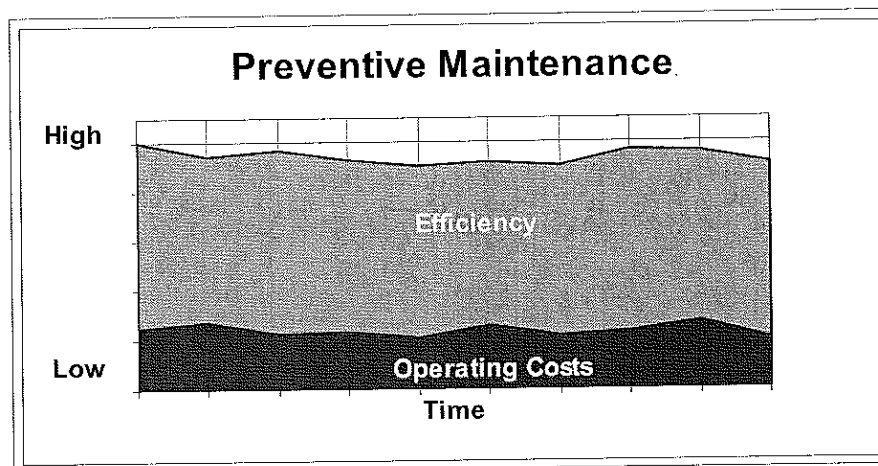
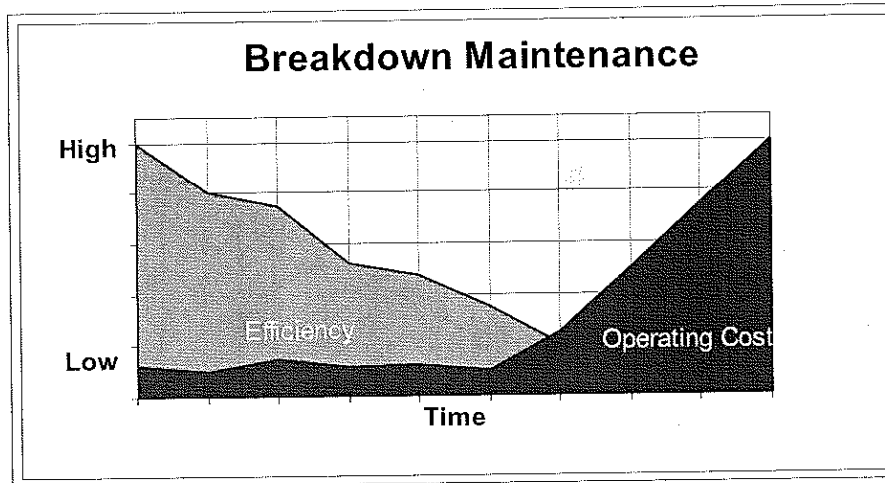
As a result of Preventative Maintenance on your HVAC and Building Management systems;

- Improved tenant comfort
- Greater employee efficiency due to consistent / optimized indoor environment
- HVAC equipment is more energy efficient
- Lower facility HVAC energy costs (10 to 15%), Operating sequence adjustments (20 to 25%)
- Less steam / hot water usage, extending life of Boilers
- Extended A/C life
- Longer actuator and damper life
- Lower repair costs with early diagnosis
- Longer valve and actuation life
- Avoidance of mechanical system damage
- Proven Maintenance programs extend system life
- Problem avoidance during extreme temperature periods
- Self-funding through cost avoidance
- Increased efficiency of on-site maintenance / operations personnel
- Lower overall maintenance costs/time savings through factory trained personnel
- Useful information on operational performance of facility systems
- Lower emergency, repair and migration costs
- Lower overall facility operations costs

Partner
of
Schneider
Electric



Preventive Maintenance vs. Breakdown Service



Breakdown

Operating costs rise and efficiency drops.
System is heading for early replacement.
Comfort problems increase.
Reliability is non-existent.

Preventive

System's efficiency maximized.
Operating costs remain level.
Comfort is as designed.
System's life increases.

Partner
of
Schneider
Electric





Alpha Controls & Services, L.L.C.
4104 Charles Street
Rockford, Illinois 61114
Cellular: 217-299-1592
Email: patc@AlphaACS.com
Proposal #: 17PC005

Subject: Support Services Agreement – Bloomington Public Library

Alpha Controls & Services is pleased to present the following Support Services Agreement for your facility.

Through the Support Services Agreement, you will realize the benefit of preferred material/labor pricing and preventative maintenance for the HVAC systems throughout your facility (see attached equipment list).

After service is completed, a detailed site report will include recommendations on field equipment that requires repair or replacement and potential control and mechanical strategy changes that will yield energy conservation or improved occupant comfort.

Included in our proposal are quarterly visits with eight hours of remote access support to complete required preventative maintenance on your facilities equipment. Owner will provide direction for on-site repairs and program adjustments. This ongoing process will assure energy efficient operation of facility systems.

Clarifications

- See attached supporting documents.
- A service tech will be onsite to perform visits per the attached Equipment Schedule.
- Required repair or system modifications, beyond the scheduled visits, will be billed as defined in the attached Rate Schedule.
- Four hour response time for emergency service included, non-emergency service will be scheduled as timely as possible in the order of other non-emergency service requests.

Exclusions

- Existing system deficiencies and corrective actions.
- Controls issues existing in current Management System.
- Holiday, Overtime or Shift Premium Time.
- Bonding, Permits, Federal/State/Local Taxes

Terms of Payment: This Service Agreement shall begin on the 1st day of January, 2017, and shall continue for a period of 3 years through December, 2019. After the initial term, either party may renew this agreement upon thirty-(30) day's written notice prior to the anniversary date of the agreement. The contract price shall be subject to adjustment yearly. Material pricing will be based on the current Schneider Electric WWL price schedule at all times during the contract period. This agreement is paid in advance on a quarterly basis, with first payment due within 30 days of issuance of agreement. All subsequent invoices will be due at the beginning of each subsequent quarter under standard terms.

This proposal, including the attached pages constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by Alpha Controls & Services. This agreement supersedes all prior presentations and agreements not incorporated herein.

Year 1 (2017).....	\$5,769
Year 2 (2018)	\$5,769
Year 3 (2019)	\$5,769

The standard terms and conditions of sale are attached and are a part hereof:

Proposed by: *Pat Capranica*

Sales Engineer Facility Services & Solutions

patc@alphaacs.com (217) 299-1592

Date: January 31, 2017

Accepted by: _____

Signature: _____

Date: _____

Title: _____

ALPHA CONTROLS & SERVICES – FS&S - GENERAL CONDITIONS

- 1. GENERAL** This Agreement applies only to equipment installed prior to effective date of this Agreement and as described in this Agreement. Normal working hours (7 a.m. to 5 p.m.; Monday through Friday, excluding holidays) will apply to all services, unless otherwise stated, including major repairs performed under this Agreement.
- 2. ACCESS** It is agreed that the Customer shall provide reasonable means of access to all devices which are to be maintained. Normal operation such as starting, stopping and resetting of the listed equipment is not included in this program. However, Company shall be permitted, with Customer's prior consent, to start and stop all primary equipment incidental to the operation of the mechanical system.
- 3. DAMPERS AND VALVES** Removal and installation of dampers and valves are not covered under this Agreement, unless specifically provided for.
- 4. REPAIRS** This Agreement assumes the systems covered to be in maintainable condition. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted to Customer for prior approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the Agreement price adjusted accordingly.
In the event Company is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Company's control, the Customer shall reimburse Company for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.
If equipment becomes non-repairable due to unavailability of replacement parts, Company will promptly notify Customer and then, at Company's option, may remove the equipment from the contract and Company will not be required to maintain or service such equipment as a part of this Agreement and the contract price shall be adjusted accordingly. However, Company will assist the Customer in replacing the equipment at prevailing service rates.
Customer is responsible for the replacement or repair of non-moving parts of the heating, cooling and ventilating systems, such as duct work, boiler shell and tubes, boiler refractory and complementary equipment, for example but not limited to: cabinets, fixtures, boxes, water supply lines, drain lines, steam lines, plumbing, oil storage tanks, oil and/or gas lines, domestic water lines, refrigerant piping, pneumatic tubing, converter shell and tubes, heating or cooling coils and electrical wiring.
- 5. MODIFICATIONS** If the system is modified, changed or altered, or if any equipment is added, or if the system is removed within the premises or to other premises, Company, at its sole option, reserves the right to terminate or re-negotiate this Agreement based on the condition of the system after the changes have been made.
- 6. MONITORING SERVICES** If monitoring services are provided herein, Customer acknowledges that Company provides no guarantee or liability over loss or damage that may occur due to monitoring device failure. In no event will Company's liability exceed the purchase price paid under this contract.
- 7. AIR QUALITY** Company will not be held responsible for the indoor air quality of Customer's facility.
- 8. LIABILITY** Company shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by Company's agents, employees or subcontractors. Under no circumstances shall Company be liable for any incidental, special, or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. In no event shall Company's liability in warranty or contract exceed the purchase price paid under this contract.
- 9. INSURANCE** Company will carry and maintain General Liability, Automobile Liability, and Worker's Compensation insurance with reputable insurance carriers authorized to do business in the state in which the activities will be performed and will provide Customer evidence of such insurance prior to the activities of Company's personnel on Customer's premises.
- 10. FORCE MAJEUR** Company and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Company impractical: strikes, fires, war, late or non-delivery by suppliers of Company, and all other contingencies beyond the reasonable control of Company.
- 11. TAXES** Customer shall pay directly to the taxing authority, in addition to the contract price, the amount of all present and future taxes or any other government charge now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this Agreement relates, exclusive of ordinary personal property taxes assessed against Company.
- 12. EXTRAS** Company shall not be held responsible for service and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion or lightning strikes. Customer shall pay extra for such service.
- 13. REQUIREMENTS OF AUTHORITIES** Customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.
- 14. TERMINATION FOR NONPAYMENT** Company reserves the right to suspend or terminate this Agreement for nonpayment by Customer; provided, Customer does not cure such payment default within ten (10) days of written notice by Company. In the event of such suspension or termination for nonpayment, Company shall be entitled to recover from Customer all costs for collection, including reasonable attorneys' fees, and interest (at the legally permitted limit not to exceed 1½% per month) incurred by Company in connection with any amount due Company from Customer.
- 15. ENTIRETY** This agreement supersedes any prior negotiations, oral or written, and shall be binding on the parties' heirs, executors, administrators and assigns. No modifications may be made to this agreement unless in writing and executed by both parties' authorized representatives.

Rates effective July 1st 2016 thru June 31st 2017.

Rates will increase in year 2 of 3-year contract or in years 2 & 4 of 5-year contract. See below schedule

	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
Control Engineer	\$140	\$144	\$144	\$148	\$148
Mechanical Tech	\$110	\$113	\$113	\$116	\$116
Electrical Tech	\$113	\$116	\$116	\$119	\$119

CONTROLS ENGINEER "SSA" SERVICE RATE

ALPHA "SUPPORT SERVICES AGREEMENT" CONTRACT RATE:

- Labor @ **\$140.00/Hour**.
- Emergency services labor @ **\$140.00/Hour** for 7am to 4pm, Monday through Friday.
- Emergency services labor @ **\$210.00/Hour** for non-Holiday, non-Sunday.
- Emergency services labor @ **\$280.00/Hour** for Holiday and Sunday.

MECHANICAL "SSA" SERVICE RATE

ALPHA "SUPPORT SERVICES AGREEMENT" CONTRACT RATE:

- Labor @ **\$110.00/Hour**.
- Emergency services labor @ **\$110.00/Hour** for 7am to 4pm, Monday through Friday.
- Emergency services labor @ **\$169.50/Hour** for non-Holiday, non-Sunday.
- Emergency services labor @ **\$226.00/Hour** for Holiday and Sunday.

ELECTRICAL "SSA" SERVICE RATE

ALPHA "SUPPORT SERVICES AGREEMENT" CONTRACT RATE:

- Labor @ **\$113.00/Hour**.
- Emergency services labor @ **\$113.00/Hour** for 7am to 4pm, Monday through Friday.
- Emergency services labor @ **\$169.50/Hour** for non-Holiday, non-Sunday.
- Emergency services labor @ **\$226.00/Hour** for Holiday and Sunday.

MATERIAL "SSA" SERVICE RATE

- Replacement Material – **Systems @ 0.55 x Schneider Electric WWL Price.**
- Replacement Material – **Components @ 0.37 x Schneider Electric WWL Price.**
- Non-Schneider Electric material See below pricing schedule

Dollar Range	\$0 thru \$50	\$51-250	\$251-\$1,000	\$1,001-\$2,500	>\$2,501
Markup%	75%	50%	35%	30%	25%

Services Schedule

Alpha Controls & Services will maintain the system or equipment listed in the Equipment Schedule:

I. SCHEDULED MAINTENANCE

1. **Specially trained technicians, engineers and mechanics** are available to conduct the necessary tasks to ensure that your systems equipment is properly maintained.
2. All work will be conducted during normal working hours (**7am to 5pm, Monday through Friday, excluding holidays**).
3. Each piece of **covered equipment** receives an inspection and thorough preventive maintenance routine as appropriate.
4. Periodic tests and adjustments are made to ensure efficient and reliable operation of major components. Alpha Controls & Services will perform **scheduled preventative maintenance inspections as indicated in the proposal**. Specific maintenance intervals will be determined by our experience, manufacturers' recommendations, usage, and location unless otherwise noted.
5. **Each scheduled call has a specific set of tasks** detailing exactly what needs to be performed and what special skills, tools or instruments are required to keep equipment operating at peak level.
6. A **typical scheduled preventative maintenance service procedure** will consist of;
Analyze and adjust/calibrate, as appropriate/required, the applicable temperature sensors, humidity sensors, actuators, damper linkages, valves & assemblies, diagnostic LEDs, printers, power supplies, work stations, controllers, input/output points, communication cabling, transmitters, transducers, GUI database and UPS for the EMS system.
7. A **service report will be completed** after each call and provided to the Customer. A duplicate record will be maintained at Alpha Controls & Services to document the work performed.

II. REPAIR SERVICES

If in the course of a service call, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the following repair schedules apply:

- A. **Support Services Agreement "SSA" Replacement Pricing:** If a defect is identified through the course of the quarterly activities, Alpha Controls & Services will advise the Customer of the situation and **will invoice the customer for the material** at the SSA material pricing level. If the **Customer identifies a defect and notifies Alpha Controls & Services** of the situation, Alpha Controls and Services will **invoice the customer for work performed, as an extra to the contract, at SSA labor and material rates**. In all cases, work will proceed following approval by an authorized agent of the Customer.
- B. **Support Services Agreement "SSA" Transition Material Pricing:** Through the course of the quarterly activities of Alpha Controls & Service, if Customer elects to transition systems to the latest technology Alpha Controls & Services will work with the Customer on preferred pricing to recognize the previous investment into their Building Management System.
- C. **Support Services Agreement "SSA" Emergency Pricing:** Alpha Controls & Services will invoice Customer at SSA levels based on time of day and day of week.

III. EnergyEdge FACILITY OPTIMIZATION SERVICES

During regularly scheduled service intervals, Alpha Controls & Services will make recommendations to the Customer to improve system efficiency and reliability, or to reduce operational costs. A summary of recommendations will be prepared and presented for Customer's review and consideration for implementation.



JOB NAME: Bloomington Public Library
LOCATION: Bloomington, IL
CONTRACT #: _____

Spring
Summer
Fall
Winter

START DATE: January 1, 2017
RENEWAL DATE: December 31, 2019

[illegible]

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

Recommendation to Close Library for Staff Development Day, Tuesday, May 9, 2017:

In order to provide Staff Development Day on Tuesday, May 9, 2017, staff recommend the Library be closed so that all full-time and most part-time employees can attend. The day would consist of a Continental breakfast, lunch, and speakers presenting programs on cyber security and team building exercises. The Library has budgeted \$900 for the day.

The Bloomington Public Library Board of Trustees approve closing the Library on Tuesday, May 9, 2017 to provide Staff Development Day.

Approved this 21st day of February 2017

Carol Koos, President
Bloomington Public Library Board of Trustees

Farnsworth Study Executive Summary

In September 2015, Farnsworth was hired to provide the Bloomington Public Library with a holistic and comprehensive ensemble of preliminary planning and design services. These services included:

1. Existing Building Assessment: Is the existing building sound and able to be used for renovation and expansion and/or able to be repurposed for another entity's use?
2. Long-Range Vision for the Future: What is it that the community desires for the future of the Library? What things are lacking in the existing building? What exciting things would they like to see incorporated in a new facility?
3. Program of Building Spaces & Amenities: What spaces need to be available in a future Library? How much square footage is required for each of those spaces?
4. Conceptual Site Planning: What are some conceptual ways that the previous three deliverables be incorporated into the existing Library site and the land to the South? How can the Library serve as a focal point for a public-oriented Downtown Cultural and Municipal hub?
5. Conceptual Building Design: How might the "puzzle pieces" from the previous four deliverables fit together if we expanded and renovated our existing facility? Would it be feasible to incorporate all the community needs/desires?

Through Farnsworth's deliverables, we found:

1. Existing Building Assessment: The existing building has "excellent bones" and is in excellent condition. It can be used for renovation and expansion and/or able to be repurposed for another entity's use.
2. Long-Range Vision for the Future: The existing seven-point vision statement was enhanced. The seven points are a community center, flexible spaces & gathering places, staff & patron integration, a prominent community citizen, high technology & high architecture, a downtown cultural & municipal hub, and a civic destination.
3. Program of Building Spaces & Amenities: In order to incorporate the necessary spaces, the building program calls for 98,765 gross square feet (GSF). The existing library is 57,700 GSF, so this would be an additional 41,065.

4. **Conceptual Site Planning:** Farnsworth provided three different concepts. The most conservative option simply expanding the existing building and parking lot to the South. A second option, expanding the existing building to the South but also adding several buildings for retail space and/or other organizations. Finally, an option, that moves the Library to a brand-new building next to the railroad tracks to the South, adds several buildings for retail space and/or other organizations, and repurposes the existing library building.
5. **Conceptual Building Design:** Farnsworth was able to provide a clear visual of what a renovation and expansion could look like. While we are excited with the potential and found that many of the “puzzle pieces” fit, the following are a list of things that can’t be done and/or will be challenging if we expand to the South in our existing location:
 - The dramatic change in grade.
 - The majority of parking is to the South but the connection to Downtown is to the North, this leads to the desire for two entrances but having two entrances would make our book return workflow difficult and could pose security concerns.
 - The building is already much longer in the North/South direction than the East/West direction, ideally the building would not be skewed so heavily in one direction.
 - The Children’s Department would love to be on the ground floor to make stroller navigation easier but it simply won’t work in the existing confines of the building.
 - Ideally, a drive-up book return would be a separate flow of traffic from both the bookmobile garage and other cars.
 - Ideally, the bookmobile garage would be a pull through, but with the building being built into a hill this isn’t possible.