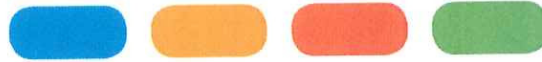


Bloomington Public Library
Books are just the beginning.



**BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Tuesday, February 20, 2018

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. Special Presentation: Multicultural Leadership Program Presentation
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of January 23, 2018 Regular BPL Board Meeting
 - B. Approve Executive Session Minutes of November 21, 2017
 - C. Approve Bills List of January 2018
- X. Regular Action Items
 - A. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund
- XI. Regular Discussion Items
 - A. Discuss Library Director's Annual Performance Review
 - B. Discuss Circulation Changes
- XII. Library Expansion Items
 - A. Discussion on Library Expansion
 - B. Approve a Resolution to Expand the Library in the Current Location
 - C. Approve Revised Farnsworth Contract Amendment No. 1
- XIII. Comments from Board Trustees
- XIV. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Feb. 20, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Service	Building Maintenance	3,460.36
Amazon.com, LLC	A/V Materials	1,121.60
Amazon.com, LLC	Adult Books	281.18
Amazon.com, LLC	Building Mtnc Supplies	110.86
Amazon.com, LLC	Computer Supplies	24.29
Amazon.com, LLC	Library Supplies	17.90
Amazon.com, LLC	Office Supplies	53.81
Amazon.com, LLC	Other Purchased Services	104.85
American Pest Control	Building Maintenance	255.00
Bernard, Knoll	Other Purchased Services	24.00
Bibliotheca, LLC	Library Supplies	6,502.00
Blackstone Publishing	A/V Materials	35.91
Bloomington Edge	Advertising	3,500.00
CB Bloomington Operations	Building Mtnc Supplies	37.68
CDW Government	Computer Supplies	666.73
Cengage Learning	Adult Books	138.69
Central Catholic High School	Adult Books	160.00
Children's Plus, Inc.	Children's Books	18.85
CIRBN, LLC	Telecommunications	420.33
City Directories	Public Access Software	10,600.00
City of Bloomington	Dental Insurance	1,074.53
City of Bloomington	FICA	11,787.84
City of Bloomington	Gas & Diesel Fuel	273.85
City of Bloomington	Health Insurance-HMO	3,032.62
City of Bloomington	Health Insurance-PPO	25,796.41
City of Bloomington	IMRF	21,550.72
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	2,756.85
City of Bloomington	Payroll	201,679.38
City of Bloomington	Vision Insurance	233.65
City of Bloomington	Water	400.56
Cummins Mid State	Vehicle Maintenance	860.59
Cumulus Broadcasting	Advertising	408.00
Dean's Superior Blueprints	Library Supplies	135.00
Dell Marketing, L.P.	Computer Supplies	7,386.28
Demco	Library Supplies	447.15
Demco	Office Supplies	116.10
Ebsco Subscription Services	Periodicals	21.45
Ebsco Subscription Services	Public Access Software	2,726.00

Engels, Sara
 Engler, Callaway, Baasten, & Sraga, LLC
 Findaway World, LLC
 Frontier
 Hamilton, Jeanne
 Illinois Association of Advancement of Archaeology
 Illinois State Genealogical Society
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 Lincoln College
 Massie, Rhonda
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Nicor/Northern Illinois Gas
 O'Brien, Michael
 OCLC, Inc.
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Penguin Random House, LLC
 Pilot Media, LLC
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Rockford Map Publishers
 Rosedrew, Inc.
 Tarvin, Richard
 Tri County Irrigation
 Uline Shipping Supply Specialists
 Unique Management Services, Inc.
 University of Illinois
 Vernon Library Supplies, Inc.
 Weaver's Rent-All
 Weber Electric, Inc.
 World Book, Inc.
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Concord Custom Cleaners
 VISA - Dollar Tree
 VISA - Earthwise Environmental

Travel	9.63
Other Purchased Services	2,024.00
A/V Materials	197.96
Telecommunications	2,404.57
Travel	119.90
Membership Dues	30.00
Membership Dues	35.00
Advertising	272.70
Other Purchased Services	323.18
Adult Books	287.08
Tuition Reimbursement	964.00
Advertising	346.60
Building Maintenance	969.46
A/V Materials	512.27
Downloadable Materials	9,948.93
Janitorial Supplies	806.71
Natural Gas	4,623.05
Other Purchased Services	200.00
Office/Equipment Mtn	516.04
Computer Supplies	429.58
Copier Supplies	202.61
Employee Relations	140.28
Janitorial Supplies	33.46
Library Supplies	68.36
Office Supplies	1,173.78
A/V Materials	28.50
Advertising	200.00
A/V Materials	230.83
Rentals	1,716.49
Adult Books	74.70
Library Supplies	2,412.83
Building Maintenance	290.00
Building Maintenance	555.50
Janitorial Supplies	270.63
Other Purchased Services	581.75
Tuition Reimbursement	8,904.00
Library Supplies	610.48
Building Mtn Supplies	976.00
Building Maintenance	2,032.00
Children's Books	358.00
Adult Books	39.85
Office Supplies	8.99
A/V Materials	15.98
Adult Books	14.99
Building Mtn Supplies	8.97
Periodicals	70.00
Professional Development	308.75
A/V Materials	10,625.35
Adult Books	11,754.97
Children's Books	14,338.50
Other Purchased Services	62.84
Other Purchased Services	1.00
Building Maintenance	1,197.00

VISA - Earthwise Environmental	Building Mtn Supplies	695.90
VISA - Exotic Wildlife Sanctuary	Other Purchased Services	350.00
VISA - Five Star Water Co.	Miscellaneous Expenses	48.70
VISA - GameStop	A/V Materials	123.97
VISA - GameStop	Other Purchased Services	19.99
VISA - Harvard Business Review	Periodicals	69.00
VISA - Hobby Lobby	Other Purchased Services	125.91
VISA - Illinois Library Association	Membership Dues	500.00
VISA - Illinois Library Association	Professional Development	175.00
VISA - In Blubry	Other Purchased Services	20.00
VISA - Interstate All Battery Center	Vehicle Maintenance	109.20
VISA - Kroger	Other Purchased Services	30.54
VISA - Martin-Sullivan, Inc.	Vehicle Maintenance	117.62
VISA - McLean County Museum of History	Adult Books	30.00
VISA - Meetup.com	Advertising	59.94
VISA - Meijer	Janitorial Supplies	35.20
VISA - Meijer	Library Supplies	30.96
VISA - Meijer	Miscellaneous Expenses	58.11
VISA - Menards	Janitorial Supplies	189.00
VISA - Michael's	Library Supplies	4.57
VISA - Michael's	Other Purchased Services	128.89
VISA - My Mystery Party	Other Purchased Services	55.90
VISA - MyBinding.com	Office Supplies	283.38
VISA - National Enquirer	Periodicals	79.82
VISA - Office Depot	Miscellaneous Expenses	299.50
VISA - Oriental Trading Company	Other Purchased Services	102.38
VISA - Paypal*Melissa Alcorn	Advertising	385.00
VISA - Security Products, Inc.	Building Mtn Supplies	117.10
VISA - Springfield Electric	Building Mtn Supplies	2,042.77
VISA - United Airlines	Professional Development	385.60
VISA - Verizon Wireless	Telecommunications	126.26
VISA - Wal-Mart	Janitorial Supplies	167.70
VISA - Wal-Mart	Library Supplies	37.45
VISA - Wal-Mart	Other Purchased Services	32.95
VISA - Windstream	Telecommunications	119.84
Total		399,970.42

Bloomington Public Library

Books are just the beginning.



Director's Report

January 2018

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

I prepared a presentation for the joint Library Board, City Council, and Connect Transit Board meeting. This presentation included a comprehensive timeline of the library expansion discussion (dating back to 2000) and concluded with a request for resolution, which would include the direction that we should go and a commitment to fund that direction.

I also:

- Attended the Martin Luther King Jr. luncheon
- Attended the ILA Central Illinois Legislative Breakfast
- Met with the Downtown Directors for our second quarterly meeting
- Worked with Alex and Farnsworth to revise their proposal

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

I met with Veronda Pitchford of the Reaching Across Illinois Library System to talk about a new initiative they are working on. The new initiative is called Explore More Illinois. It is a partnership between local museums, cultural venues, sporting events and public libraries to support Illinois residents in discovering one-of-a-kind venues in their own backyard. It will make cultural passes available through an easy-to use online library of passes that can be reserved by library cardholders.

I also attended our first Inter-Library Committee with Normal Public Library. This committee was established by Michelle Cope, our Outreach Library Associate, and Laura Golaszewski, NPL's Community Engagement Manager (our former Circulation and Outreach Manager), to encourage inter-library communication and collaboration.

I also wrote a letter of support for a Star Literacy grant application.

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

This month, I:

- Continued to work with Gayle to revise our personnel handbook
- Attended an Active Shooter Training
- Attended a RAILS update (via the web)
- Attended a webinar on Managing a Vibrant Volunteer Program
- Prepared board packet and city council packet materials for the approval of our new union contract
- Presented a mini-morning session for staff on our new FMLA and Sexual Harassment policies
- Began a 12-week ALA e-course called Winning Support and Influencing Communities for Library Funding

Bloomington Public Library

Books are just the beginning.



Goal: Work effectively through the use of technology.

I attended a demonstration of Polaris (a library catalog/automation system)

Goal: Administer a cost-effective public library.

This month, I:

- Attended the Library Foundation meeting
- Worked with Kathy to finalize the FY19 Program budget
- Completed and submitted the Annual Per Capita Grant for both BPL & GPPLD
- Completed and submitted the Annual Illinois State Library Certification for both BPL & GPPLD (a requirement of the Per Capita Grant Application)

Adult Services - January, 2018
Carol Torrens, Manager

Collections

Dozens of Rubik's Cube STEM Kits have been bagged and processed. Following a February program in partnership with State Farm—where a grant was received for this project, these kits will be available in the teenZone for anyone to check out.

Marcie completed the collection HQ grubby item and collection checks for fiction authors M-N, continued locating titles needing replacing (using collection HQ's popular author summary), began weeding fiction authors O-P using collection HQ dead item reports, and weeded urban fiction due to space constraints.

Rob ordered replacements for more CDs with 150 – 160 checkouts from across all genres. Carol continues to replace TV series DVDs that have high usage, 100+ circulations.

Karen M reviewed the City of Bloomington Financial Reports and Budgets in the Illinois Collection, then worked with TS so there are uniform call numbers on them to aid in shelving.

Karen M will work with the State Library's Illinois Classics Bicentennial Reading List, formatting it for handout to customers and displaying titles in the IL Collection.

Programs

Displays in Adult Services: "winter" books; try a series; international mystery authors; RIP for Sue Grafton and Ursula LeGuin. Golden Globe nominees and winners were on the DVD area display. In the Illinois Collection, IL authors are featured.

Publicity for the Bloomington Reads programming series is about to go out. This series culminates in the visit of author Jaime Ford on April 12, and centers around his book *Hotel on the Corner of Bitter and Sweet*.

Karen M. met with the Lincoln Festival committee, planning events for July's annual celebration throughout central Bloomington.

Karen M and Tiffany put together library resource and programming material to be displayed at the McLean County History Museum's upcoming History seminar for educators.

Tiffany visited schools for book talks and promotion of library events, talking to the listed number of students.

NCHS—cancelled; BHS—cancelled; EJHS—45; CJHS—32; PJHS—48; KJHS—49; BJHS (3 visits)—385

Adult/Family programs

Fiction – 1 session – 2 attended

Mystery Book Club – 1 session – 4 attended

Books on Tap – 1 session – 11 attended

Wednesday Classic Movie – 4 sessions – 42 attended
SCORE Small Business program – 1 session – 13 attended
Website Builder Bootcamp – 4 sessions – 67 attended
Jack of All Spades lunchtime card club – 1 session – 5 attended
Harmonica demo and lesson – 1 session – 50 attended
WWI McLean County War Horses – 1 session – 13 attended

Teen Programs

No School DIY Mugs – 1 session – 16 attended
Sparkling Juice and a Masterpiece (DIY painting) – 1 session – 13 attended

Training & Technology

There were 8 individual appointments with an Adult Services staffer. Topics: all about ebooks except for one on ipad use, one to convert VHS to DVD, and one on resume and job applications.

Staff attended a morning session about responding to an Active Shooter event. They also attended or read the updated Sexual Harassment and FMLA policies.

Marcie watched an excellent webinar on Assessing and Staying on Top of Adult Leisure Reading and Collection Development Trends. Rob watched a Diversity for Employees webinar. Daphne watched a Breaking Bad Communication Habits webinar. Carol watched a portion of a recent RAILS membership meeting that focused on BiblioBoard, an ebook resource.

Staffing

Mary Crusier plans to retire in April after close to 40 years of service at the library! Congratulations and thanks to her!

Clare will return from leave in February. Kelly will return to her Shelver position upon Clare's return.

Karen M. completed the State Farm Good Neighbor Grant information on behalf of volunteer Nancy Miller. Nancy assists with local history research requests we receive from out of the area. She also helps customers use the IL Collection resources in-house. Nancy has volunteered here for 10 years!

We have a new teen volunteer in teenZone. Anisa will help with shelving in that collection.

Other

Carol attended the joint meeting of the City Council, Library Board, and Transit Board.

Carol accompanied Jon Whited to a meeting at NPL, talking with staff there about student library cards.

BUSINESS OFFICE - January 2018
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 continued to be a success; they collected more in January than in December and they are ahead of last year's total, as of the end of January!
- Answered a FOIA request related to a staff member's credit card charge
- Jeanne, Jon, and I met to discuss questions related to the self-check proposals
- I developed the FY 19 programming budgets for the departments
- The annual Magazine Sale, which was held on 1/6, brought in \$92.25
- Prepared 1 expense batch in MUNIS
- Prepared 13 deposit batches in MUNIS
- Prepared 2 Journal Entries
- Entered 13 expense batches in account files
- Entered 27 deposit batches in account files
- Expenditures in December in excess of \$5,000:
 - Reference USA, \$10,600
 - University of Illinois, Spring Semester Tuition, \$5,088
- Meetings:
 - Attended Active Shooter Training, 1/11
 - Department Managers: 1/3, 1/10, 1/17, 1/24, 1/31
 - BPL Foundation Board Meeting: 1/10
 - BPL Board Meeting: 1/23
 - GPPLD Board Meeting: 1/17
- Bills review in January: Alex Cardona (1/2 & 1/8), Dianne Hollister (1/15), Van Miller (1/22), and Alicia Henry (1/29)
- Training Hours for January: 1.5

Children's Services - January 2018

Melissa Robinson, Manager

Programs

- Toddler story time – 8 sessions – 124 attended
- Preschool story time – 3 sessions – 41 attended
- Singing Swinging story time – 2 sessions – 66 attended
- Winter break movie – 54 attended
- Family Games Day – 20 attended
- Music Makers – 28 attended
- Tales for Tails – 2 sessions – 26 attended
- Move and Learn – 2 sessions – 56 attended
- Global Tales – 19 attended
- Lego Construction Time – 50 attended
- Winter break crafts – 90 crafts made
- My First Reading Program began Jan 8
- 23 programs/sessions total – 574 attended

Children's staff visited the following groups and events:

- YMCA day camp – 12 attended
- Milestones Preschool – 55 attended
- Little Jewels Day Care – 3 classes – 122 attended
- Books Alive – 120 attended

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

- Storyteller, Bobby Norfolk – Feb 3
- TinkerLab resumes Feb 15 (once a month in February, March, and April)
- Winter Wonderland – Feb 19
- Lego Construction Time – Feb 19
- Learn to Solve a 2x2 Rubik's Cube – Feb 24
- Harambee!: A Journey through African-American Dance – Feb 25

Children's staff also attended various summer reading planning meetings. Rondalea is the chair of the prize and donations group, I am the chair of the print materials group, Lisa is on the decorations group, and Jesse and Danny are on the kickoff event group.

Staff and Training

- Work-study students Gisela Cervantes, Christian Marino, and Amber Stringer returned to work. Briana Aken also joined the department as a work-study student.

- Children's staff attended the active shooter training, the FMLA/sexual harassment training, and the virtual reality set-up mini morning session.

Other

- Jesse attended the Community Library Committee meeting at Normal Public Library.
- We are planning to dismantle the Parent collection and integrate those items into the general collection. We are also going to shift the nonfiction and World Language to gain more room for the graphic novels. The books with CDs in the Mixed Media location are going to be moved to a more prominent spot in front of the audiobooks.

Circulation and Outreach Services - January 2018
Colleen Shaw, Manager

1) Staff, committees, and training

- Swati Chalam rejoined the department after an extended leave of absence. Dean Khrisat resigned from his part-time Library Assistant position to accept an internship offer. We are currently hiring for the vacant 15 hour/week position.
- The Community Library Committee held its first meeting on Wednesday, Jan 31 at Normal Public Library. The Committee aims to bring staff from Bloomington and Normal Public together with the purpose of increasing collaboration and communication.

2) Outreach news

- On Jan. 2 a broken garage cable and extremely cold temperatures kept the bookmobile off the road. Evening stops were also cancelled on Jan. 3 & 4 as well as Jan. 15 due to winter weather advisories/warnings.
- With support from the Outreach Working Group, Outreach Library Associate, Michelle Cope, created a Community Connection Form as a means to present partnerships and ideas for making connections in our community to library staff.
- Deposit Collections staff delivered 719 books to 11 different sites this month. Deposits programming ramped back up this month. Staff had a great turnout at Luther Oaks and Miller Park Pavilion for their regularly scheduled Tech Day. Staff also presented a special Card Game program at Miller Park.
- Home Delivery staff delivered 385 items to 42 patrons this month.

Door Count: 26,094

Bookmobile Customers: 643

Training Hours: 95

Volunteer Hours: 18

(1/2018) Circulation and Outreach Services Statistics

Total Circ BPL	102,019
Total Circ Main	87,756
Adults	47,208
Teens	2,307
Children	38,241
Total Circ Outreach	4,786
OTR Adults	1,969
OTR Teens	81
OTR Children	2,736
Total Circ eBooks	9,477
Hoopla	1,736
MyMediaMall	6,770
RBDigital (Zinio)	854
TumbleBooks	117
Borrowers Registered	280
Total Active Cardholders	35,346
Children	8,693
Teen	3,139
Adult	23,514
GPPLD	1,327
Total Holds Filled	8,040
Main Holds	6802
Outreach Holds	1238
Door Count	26,094

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (PM)	425
MON	1.5	THE GROVE	223
THUR	1	WINGOVER APTS (AM)	153
WED	1	EAGLE CREST	151
MON	1	EKSTAM DR	136
TUE	1.25	EAGLE CREEK	132
WED	1.25	RAINBOW AVE	128
MON	1	ROLLINGBROOK SOUTH	116
WED	1.25	NORTH POINTE	112
SAT	1	ARROWSMITH	100

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
SAT	1	FOX CREEK	0
SAT	1	HEARTLAND HILLS	0
THUR	1.5	SUNNYSIDE PARK	0
FRI	1	MARKET SQUARE SHOPPING CENTER	0
TUE	1.25	GOLDEN EAGLE	0

Total Monthly Stops: 57 (at 46 locations)

Circulation Questions Answered: 688
 Outreach Questions Answered: 58
 Total Questions Answered: 746

[illegible]

Human Resources - January, 2018
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
 - I attended the Active Shooter Training
 - Jeanne and I presented two Mini Morning Sessions on FMLA and Sexual Harassment
 - Jeanne and I have been working on updating the Employee Handbook
- 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
 - I post in-house Job Announcements to SharePoint
- In January, there was one in-house job announcement and two website/Facebook ads
- In January, I participated in two interviews
- I serve on the negotiating team for renewal of the union contract
 - Johanna made the necessary updates to the contract prior to ratification
 - I attended the BPL Board Meeting at which the Board ratified the contract
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have ten students hired for this school year
- 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
 - I am hopeful for a timeline for new timeclocks in the next couple of months
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteer applications for Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 1.75

Information Technology – January 2018

Jon Whited, Manager

Operational

We are continuing to work on the Unit 5 Library cards and we are approximately $\frac{3}{4}$ of the way complete.

We have the upgrade for the Enterprise catalog schedule for February 13th. We hope to get several new features in this version such as the ability for Customer to change their personal information and for the catalog to display on mobile devices better.

We have finished installing the replacement desktop PCs at the Reference desk on the second floor.

We have purchase the replacement software and server for the new electronic resources portal and will be installing and testing it soon.

We are planning on migrating from Slack to Microsoft Teams as an Internal messaging system. While slack is free to use, Microsoft Teams comes with the package that we already pay for and integrates more easily with our other Microsoft Office software.

Marketing - January 2018
Rhonda Massie, Manager

PARTNERSHIP WITH THE EDGE (arena football)

Rhonda met with Connor McGrath of The Edge three times this month to develop a sponsorship package. It includes:

- Video Board Commercial to play at each of the Edge's 6 home games
 - The Edge will produce the commercial using their mascots as well as our Dora, Curious George, and Cat in the Hat costumes.
- In-Game promotion of BPL and the Book Shoppe via a jumbotron Trivia Contest at a game break
 - BPL Logo will be displayed on the video board during the contest
 - Chosen fan participates in in-game promotion
 - Winning fan gets \$20 to Book Shoppe – (4) \$5 certificates
 - Each person in winner's row gets a \$5 certificate to the Book Shoppe
- BPL PA announcement at each Edge Home Game
 - Each announcement will feature an upcoming library program
- Edge will promote BPL programs on social media upon request
- Edge will provide player appearances at BPL when requested
- BPL has the option to occupy vendor space on the concourse at every Edge Home Game
- BPL has the option to occupy vendor space at three upcoming Edge Events
- BPL Dasher Board Banner (these are hung around the field during each home game)
- 25 Flex Tickets to BPL (we can use these however we want; including as prizes for patrons)
- Employee Appreciation Night at one Edge home game

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 quarter: 61701, 61705, 61704, 61722, 61736, 61737, and 61772. The new resident postcard image includes the names of the GPPLD towns the library serves.

APPAREL STORE

- Marketing added three t-shirt options and relaunched the BPL apparel store. The store closes Sunday, February 11.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added its Books on Tap Book Club gatherings to Meetup.com
 - the Library added 67 Facebook followers for a total of 5,887;
 - the Library added 26 Instagram followers for a total of 931;
 - the Library added 17 Twitter followers for a total of 1,884;
 - 52 new cardholders opted to receive the Library's Program Guides & eBlasts via email.

- The Library has 220 current text subscribers.
- The Library's Bookmobile stops combined have 690 text subscribers.

PRESS

- A press release promoting Storyteller Bobby Norfolk's February 3 library performance was sent to local media outlets.
- Arranged Bobby Norfolk interviews with WGLT, WJBC, WBNQ
- Ran Bobby Norfolk commercial spots on WGLT, WJBC, WBNQ
- Submitted eBlast to accompany art which was sent to Macaroni Kid's email subscription list

DESIGN WORK

Print & Digital Ads

- Leaderboard ad with Macaroni Kid promoting Storyteller Bobby Norfolk
- *Pastelle* ad promoting the 2018 Bloomington Reads programming series
- Print ad with *The Normalite* (8 local weekly papers) promoting Storyteller Bobby Norfolk
- Full-page print ad in the MLK Jr. Luncheon program booklet

Website Highlight Boxes

- Bloomington Reads

Website Rotating Art

- Bloomington Reads
- Black History Month

Display & Digital Signs

- Updated the vinyl in the roll-up standing display we take to offsite events
- Late Opening on 1.11.18
- Shelf Talkers for requested titles
- Memorial Sign for Ursula Le Guin 1929-2018
- Sample Signs for AS Newspaper Rack
- Display - Celebrating Black History in Film
- Display - Chocolate Lovers Month

Program Publicity (digital & paper)

- | | |
|--|----------------------------------|
| • February Program Calendars | • Teen Murder Mystery Party |
| • WWI Series | • 2x2 Rubik's Cube Program |
| • Tax Assistance | • Craft Swap |
| • Virtual Reality | • Getting Started with Computers |
| • Jack of All Spades Card Club | |
| • Website Builder Boot Camp | |
| • Learn to Play the Harmonica | |
| • Storyteller Bobby Norfolk | |
| • Black History Month | |
| • Tinker Lab | |
| • Sparkling Grapejuice & a Masterpiece | |
| • Winter Wonderland | |
| • Medicare Basics | |

New/Updated Handouts

- 40 RB Digital Handouts
- 150 For Teacher Handouts
- ABBY Instructions

Additional Print Requests

- 250 Text Alerts
- 25 Hoopla
- 250 Green Overdrive
- 250 Suggest/Recommend Form
- 150 Brainfuse Handouts
- 150 Welcome to the TeenZone Handouts
- 150 Jan-Apr Story Times
- Wireless Printing Handouts

PODCAST

- As of February 1, BPL's podcast has been downloaded 7,507 times.
- The Podcast Committee will lose co-host Marion Archer to a new employer on Feb 9
- Upcoming Podcast Topics (tentative):
 - February – Storytelling with storyteller Bobby Norfolk who will be here for a library program
 - March – Interview with author Jamie Ford
 - April - Local Breweries and Brewers – interviews with White Oak, Destihl, and the owner of the home brew shop (tentative date)

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On January 1, an eBlast promoting BPL's rb digital resource (formerly Zinio) was delivered to 23,423 cardholders.
 - On February 1, an eBlast promoting BPL's Lynda.com resource was delivered to 23,463 cardholders.
 - These eBlasts are now also being posted to Facebook and Twitter.
- Purchased a 1-year advertising package with *The Pantagraph*. This begins on 2.17.18. BPL will receive:
 - a weekly print ad in the TV Section of the paper on Saturdays
 - a weekly print ad in the newspaper on either Monday or Tuesday
 - digital ads within the content of articles on a rotating basis with other advertisers.
- sponsors WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two on-air spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots change weekly and promote upcoming library programs. We also receive an ad at the beginning of WGLT's Grow podcast. For this spot, we promote the Library's podcast.
- has a monthly radio advertising package with Great Plains Media's Magic 99.5;
- submits all its Children's & Teen programs to the Macaroni Kid website each month;
- submits all its programs to the Eastside Neighbors Magazine each month;
- submits all its non-recurring programs to the print edition of *The Pantagraph* Daily Calendar;
- submits select programs to PATH's bi-weekly eNewsletter;

- submits select programs to the DBA's eNewsletter;
- is interviewed twice each month for Book Talk radio spots on WJBC;
- 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.
- runs an ad in each Community Players playbill.

Additionally, Library programs appear on the Library's website and on the plasma TV in the Library's lobby. And the Marketing Department continues to compile and distribute the monthly Staff Newsletter.

NON-STANDARD MEETINGS/TRAINING

- Rhonda started a 12-week interactive online course with Every Library before leaving on vacation for two weeks. The course is titled *Winning Support and Influencing Communities for Library Funding*. Due to that vacation, she is now playing catch up.
- Rhonda took in an ALA webcast titled *AL Live: Community Engagement and Fundraising*.

Support Services – January 2018
Caprice Prochnow – Manager

- Meetings:
 - Department Managers – January 3, 10, 24
 - Foundation Board meeting – January 10
 - Room Reservation System Committee – January 10
 - BPL Board meeting – January 23
 - Interviews for PT Security Officer – January 23
 - Safety Committee – January 25
 - Trials & Triumphs for a Public Library Facilities Manager – January 25
- Custodial staff –
 - Raised and moved the cabinets further north on the west wall of the break room.
 - Relocated the phone charging station from the lower lobby to the Childrens Preschool area.
 - Removed the hanging “catalog computers” sign. It was then discovered that the sign was very loose on the threaded pipe, and was close to coming down. Other hanging signs were checked and tightened as needed.
 - Replaced flush valve on toilet in lower level men’s restroom.
 - Replaced a few damaged parts on the plow that is attached to the tractor.
 - The paper cutter in TS was sharpened.
 - A section of shelving in the staff hallway was adjusted in order to make the top shelf usable for storing holiday a/v items.
 - To increase safety, peepholes were installed in the Children’s workroom and Story Room doors that open into the preschool area.
 - All the chairs in the Conference and Board rooms were vacuumed and wiped down.
- Facilitated and attended Active Shooter Training with BPD Officer Elias Mendiola on Thursday, January 11.
- Tom and Caprice met with Andy Cooper from MIDCO to get a quote for adding more cameras to the Library, and adding a panic button system.
- The Safety Committee met on January 25 and discussed what was presented at the Active Shooter training, along with restocking the First Aid packs and replacing batteries in flashlights throughout the building.
- The Library experienced a complete power outage on January 25. Fortunately, an electrician was on site, and remedied the situation in about 15 minutes.
- Staff areas – the soap and the paper towels have been switched out so as to be less harsh on hands during the winter months.
- A convertible hand truck was purchased, which will be invaluable to Support Services staff.
- An all weather rug was added in front of the Circulation desk to help keep the tile floor dry and safe in this area during wet weather.
- The Key Acceptance Agreement for new Custodial and Security staff was updated.
- A chest freezer was purchased (to be used for pest quarantine) and set in the garage.
- Both Mid-Illinois Mechanical and Alpha Controls have been addressing issues with the roof top air handler. The controller for the unit had to be replaced, and the frequency drive for the supply fan may need to be replaced in the near future.

- Weber Electric re-lamped fixtures on the west, exterior side of the building, replaced ballasts in 2' and 4' fluorescent fixtures in the building.
- Kone Elevator conducted the monthly PM on the elevator.
- Childer's completed repairs and replaced cables for the garage door.

Training: 10 hours

Technical Services – January 2018
Allison Schmid, Manager

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

- We made \$100.25 on the magazine sale, had around 28 customers during the sale, and 25 for the free magazines in the Community Room.
- We processed and added 40 Rubik's Cubes to the collection for checkout via a grant Tiffany received.
- Allison checked and fixed 177 catalog records by Johnstone, William W. and Johnstone, J.A. to ensure they were under the correct title. To aid in shelving, (like the Star Wars and Star Trek books), these titles will now have the first three letters of the title underlined on the title page.

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

- Five TS staff attending the active shooter staff training.
- All TS staff either attended or viewed the video of the mini-morning session on Playstation VR Set Up with Justin.
- All TS staff attended or viewed training on FMLA and sexual harassment.
- Allison attended an all-day session on Polaris.
- Allison went to one of the weekly Circulation meetings to talk about a few common misconceptions between Circ. and TS. We will continue these intermittent drop-ins when it's deemed necessary.
- 3 of the 4 SRP subgroups met to start brainstorming for this year's program. The theme is Reading Takes You Everywhere and we're going a step further and making it literary places specifically.
- The National Library Week committee met and came up with some great ideas for staff and customers, April 8-12.
- Marion's last day will be February 9th.
- Training hours – 22

GOAL – To work effectively through the use of technology

- With Jon's help, we changed the "SIRSI rules" on item type TRGAME to make it circulate for the normal 3 weeks. We used the item type TRGAME and the location of MIXED for the new Rubik's Cubes.

GOAL - To administer a cost-effective public library.

- We tested out Amazon Business Prime Shipping for the month of January since they have changed their free shipping policies. We will now pay \$499 a year for 10 users to receive free shipping on all business prime items, without a minimum threshold for spending.
- Volunteer hours – 11

January 2018

Materials	Added	Withdrawn
Adult Fiction	677	961
Adult Nonfiction	299	529
Juvenile Fiction	794	973
Juvenile Nonfiction	402	156
Adult CDs	161	128
Juvenile CDs	5	0
Adult DVDs	349	223
Juvenile DVDs	123	135
Adult Audio	91	2
Juvenile Audio	23	46
Adult Computer Games	4	2
Juvenile Computer Games	8	7
Total Adds/Withdraws	2936	3162

Total Items in Main	305688
Total Items in OTR	10429
Total Items in Library	316117

BLOOMINGTON PUBLIC LIBRARY
FY 2017-2018 FISCAL REPORT

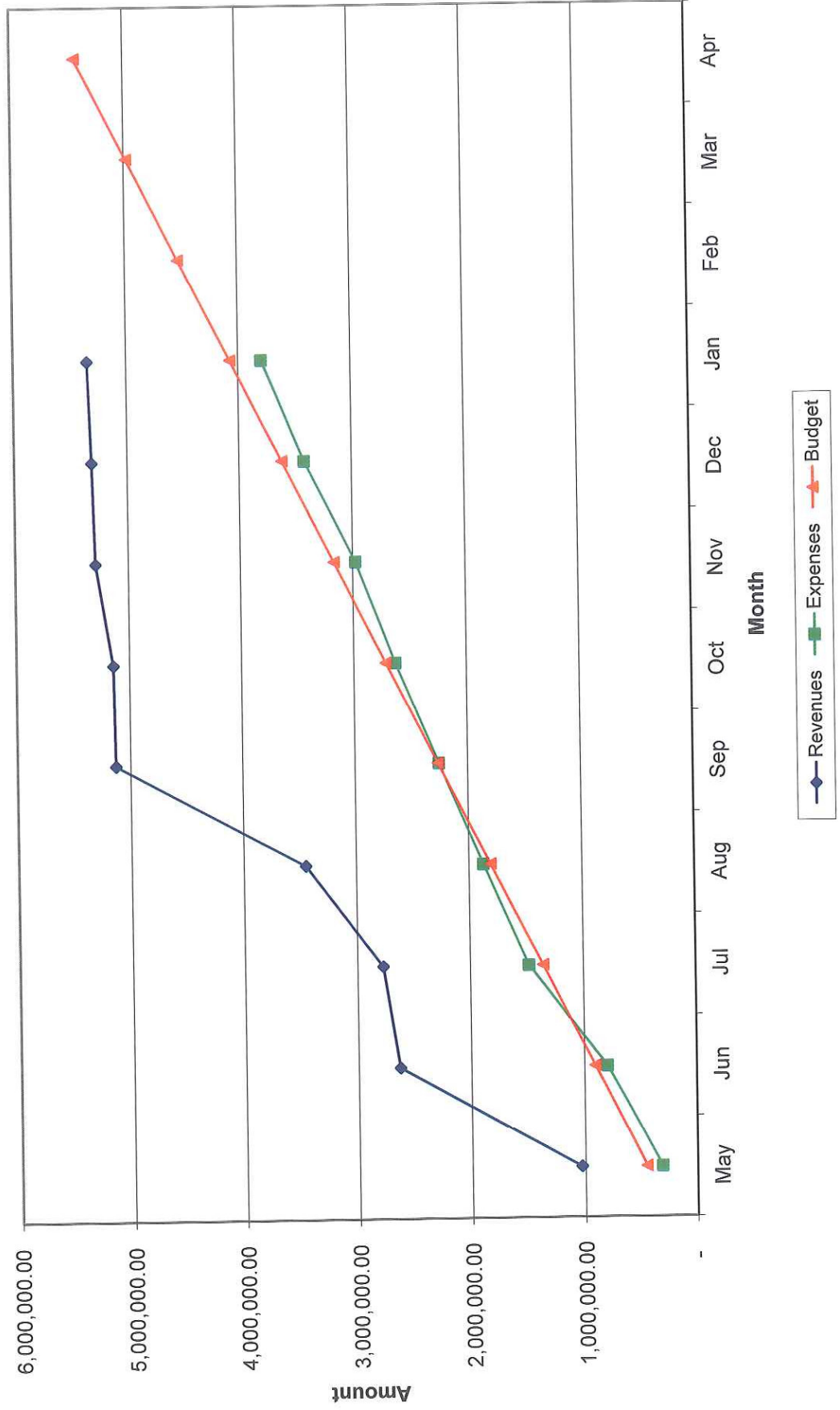
REVENUES:

ACCT NAME	BUDGET	JAN 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	0.00	4,679,452.84	(3,658.16)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	0.00	388,023.29	(11,976.71)	97.0
Fees & Rentals	85,000	5,791.22	49,603.13	(35,396.87)	58.4
Copies	3,500	216.80	2,499.70	(1,000.30)	71.4
Interest on Investments	5,000	4,106.19	29,126.81	24,126.81	582.5
Interest From Taxes	0	0.00	31.22	31.22	-----
Sale of Property	1,000	0.00	3.75	(996.25)	0.4
Donations	27,150	16,214.59	35,354.50	8,204.50	130.2
Cash Over/Short	0	(15.49)	(19.59)	(19.59)	-----
Other	41,200	3,666.11	34,248.26	(6,951.74)	83.1
Total Revenues	5,435,361	29,979.42	5,348,723.91	(86,637.09)	98.4

ACCT NAME	BUDGET	JAN 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	163,366.02	1,577,161.77	(562,733.23)	73.7
Part-Time Salaries	435,888	30,451.57	283,590.07	(152,297.93)	65.1
Seasonal Salaries	62,005	2,486.03	41,422.42	(20,582.58)	66.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	196,303.62	1,902,174.26	(736,713.74)	72.1
Dental Insurance	13,122	1,074.53	10,361.63	(2,760.37)	79.0
Vision Insurance	2,155	233.65	1,943.55	(211.45)	90.2
Health Insurance, BC/BS PPO	236,544	25,796.41	226,425.68	(10,118.32)	95.7
Health Insurance, OSF HMO	84,996	3,032.62	43,360.38	(41,635.62)	51.0
Life Insurance	3,100	263.20	2,328.02	(771.98)	75.1
IMRF	318,417	21,550.72	197,984.74	(120,432.26)	62.2
FICA	170,762	11,787.84	106,352.82	(64,409.18)	62.3
Medicare	38,248	2,756.85	24,872.67	(13,375.33)	65.0
Worker's Comp	17,075	0.00	(643.00)	(17,718.00)	-3.8
Uniforms	700	0.00	342.77	(357.23)	49.0
Tuition Reimbursement	20,000	964.00	8,612.00	(11,388.00)	43.1
Other Benefits	20,000	5,375.76	13,802.63	(6,197.37)	69.0
Total Benefits	925,119	72,835.58	635,743.89	(289,375.11)	68.7
Rentals	30,000	1,499.28	13,689.43	(16,310.57)	45.6
Total Rentals	30,000	1,499.28	13,689.43	(16,310.57)	45.6
Building Mtnc	123,600	5,308.66	57,818.02	(65,781.98)	46.8
Vehicle Mtnc	5,500	1,131.41	6,794.18	1,294.18	123.5
Office & Computer Mtnc	169,950	0.00	124,216.97	(45,733.03)	73.1
Total Repair/Mtnc	299,050	6,440.07	188,829.17	(110,220.83)	63.1

ACCT NAME	BUDGET	JAN 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	806.62	17,029.26	(15,970.74)	51.6
Printing/Binding	19,570	2,297.80	8,073.91	(11,496.09)	41.3
Travel	1,000	9.63	478.44	(521.56)	47.8
Membership Dues	5,150	530.00	2,771.46	(2,378.54)	53.8
Professional Development	14,000	819.35	9,299.74	(4,700.26)	66.4
Other Purchased Services	130,000	784.98	76,712.47	(53,287.53)	59.0
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	4,200	0.00	0.00	(4,200.00)	0.0
Other Insurance	5,700	0.00	0.00	(5,700.00)	0.0
Total Purchased Services	237,620	5,248.38	114,365.28	(123,254.72)	48.1
Office Supplies	15,000	1,235.34	6,594.86	(8,405.14)	44.0
Computer Supplies	82,400	3,908.79	64,408.93	(17,991.07)	78.2
Copier Supplies	3,500	712.41	3,193.68	(306.32)	91.2
Postage	12,360	219.14	541.66	(11,818.34)	4.4
Library Supplies	77,250	10,873.21	41,550.25	(35,699.75)	53.8
Janitorial Supplies	16,480	1,391.93	8,636.75	(7,843.25)	52.4
Gas & Diesel Fuel	4,500	273.85	1,830.36	(2,669.64)	40.7
Building Mtnc & Repair Supplies	10,300	3,013.28	13,241.72	2,941.72	128.6
Total Supplies	221,790	21,627.95	139,998.21	(81,791.79)	63.1
Natural Gas	25,000	4,623.05	11,440.19	(13,559.81)	45.8
Electricity	89,000	10,200.05	63,674.73	(25,325.27)	71.5
Water	8,500	400.56	5,492.31	(3,007.69)	64.6
Telecommunications	35,000	2,184.77	25,196.97	(9,803.03)	72.0
Total Utilities	157,500	17,408.43	105,804.20	(51,695.80)	67.2
Professional Collection	1,000	490.98	934.35	(65.65)	93.4
Total Prof Collection	1,000	490.98	934.35	(65.65)	93.4
Periodicals	38,000	(250.71)	33,233.97	(4,766.03)	87.5
Adult Books	162,000	12,386.72	114,283.97	(47,716.03)	70.5
Children's Books	130,000	15,084.54	89,830.30	(40,169.70)	69.1
A/V Materials	147,000	11,686.35	99,865.14	(47,134.86)	67.9
Public Access Software	148,000	10,600.00	104,228.54	(43,771.46)	70.4
Downloadable Materials	70,000	0.00	30,719.16	(39,280.84)	43.9
Total Materials	695,000	49,506.90	472,161.08	(222,838.92)	67.9
Employee Relations	6,180	(634.92)	1,583.55	(4,596.45)	25.6
Miscellaneous Expenses	9,270	325.70	4,888.46	(4,381.54)	52.7
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	(309.22)	220,416.01	(8,977.99)	96.1
Total Expenses	5,435,361	371,051.97	3,794,115.88	(1,641,245.12)	69.8

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2018

Property Tax (99.9%): The Library has received all Property Tax distributions this fiscal year; we were \$3,658.16 below the projection; this is the closest we've come to the projected amount since FY 16, when Property Tax was only \$1,945.05 short of the projected amount

Replacement Tax (100.0%): The Library received its Replacement Tax distribution in August.

State Grants (0.0%): The Library has not received its Per Capita Grant yet.

GPPLD (Golden Prairie Public Library District) (97.0%): The Library has received all distributions from Golden Prairie this fiscal year.

Fees & Rentals (58.4%): This is under the projected amount.

Interest on Investments (582.5%): The Library projected a low amount for Interest.

Sale of Property (0.4%): The Library sold an old garage sale item.

Donations (130.2%): This is over because of an additional donation the Foundation gave the Library for last year's Summer Reading Program.

Other Revenue (83.1%): This is over the projected amount due to the success of the Book Shoppe.

Part-Time Salaries (65.1%): This is under-spent due to continuing bargaining unit negotiations.

Seasonal Salaries (66.8%): This is under-spent due to a vacancy in the Seasonal Shelves position.

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

Vision Insurance (90.2%): This is over-spent due to more staff enrolling in this insurance program than anticipated.

Health Insurance BC/BS PPO (95.7%): This is over-spent due to more staff choosing this option for their health insurance.

Health Insurance HMO (51.0%): This is under-spent due to fewer staff choosing this option for their health insurance.

IMRF (62.2%): This line item is under-spent because of the continuing bargaining unit negotiations and the impact salaries have on IMRF.

FICA (62.3%): This line is also affected by the continuing bargaining unit negotiations.

Medicare (65.0%): This line item is also affected by the continuing bargaining unit negotiations.

Worker's Compensation (-3.8%): This reflects a refund the Library received as a result of the annual Worker's Compensation Audit, which took place last January.

Uniforms (49.0%): Charges have been minimal.

Tuition Reimbursement (43.1%): Charges have been minimal.

Other Benefits (69.0%): Vacation time has been paid to employees who left employment, along with IMRF Buy Back for one employee who has announced her retirement.

Rentals (45.6%): Charges have been minimal.
Building Maintenance (46.8%): Charges have been minimal.
Vehicle Maintenance (123.5%): This is over-spent due to some bookmobile repairs.
Advertising (51.6%): Charges have been minimal.
Printing/Binding (41.3%): Charges have been minimal.
Travel (47.8%): Charges have been minimal.
Membership Dues (53.8%): Charges have been minimal.
Professional Development (66.4%): Charges have been minimal.
Other Purchased Services (59.0%): Charges have been minimal.
Property Insurance (0.0%): Nothing has been paid from this line item.
Vehicle Insurance (0.0%): Nothing has been paid from this line item.
Other Insurance (0.0%): Nothing has been paid from this line item.
Office Supplies (44.0%): Charges have been minimal.
Copier Supplies (91.2%): This line item is over-spent due to a recent purchase of copy paper.
Postage (4.4%): Charges have been minimal.
Library Supplies (53.8%): Charges have been minimal.
Janitorial Supplies (52.4%): Charges have been minimal.
Gas & Diesel Fuel (40.7%): Charges have been minimal.
Building Maintenance Supplies (128.6%): This line item is over-spent due to the purchase of a supply of fluorescent light bulbs
Natural Gas (45.8%): Charges have been minimal.
Water (64.6%): Charges have been minimal.
Professional Collection (93.4%): This line item is over-spent due to charging a portion of the annual Ebsco subscription payment for professional journals.
Periodicals (87.5%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Children's Books (69.1%): Charges have been minimal; however, this does not reflect what has been ordered.
A/V Materials (67.9%): Charges have been minimal; however, this does not reflect what has been ordered.
Downloadable Materials (43.9%): Charges have been minimal.
Employee Relations (25.6%): Charges have been minimal.
Miscellaneous Expenses (52.7%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,230.00
BPL Foundation (former Friends) for SRP:	14,460.44
BPL Foundation, additional for 2017 SRP:	15,189.59
Geneta Miles, Miscellaneous Donation:	1,000.00
State Farm Good Neighbor Grant:	500.00
State Farm: Rubix Cube Program:	250.00
Michael Lockett, Donation for Refreshments at	
Author Fair	75.00
Memorial Donations:	65.00

Miscellaneous Donations:	575.00
Fountain Receipts:	9.47
Total Donations:	\$ 35,354.50

The Other Revenue line item breaks out as follows:

Blankets:	\$ 15.00
Book Pick-Up:	1,064.98
Book Shoppe:	18,661.15
Ear Buds:	373.50
Eclipse Glasses:	339.25
Flashdrives:	234.00
Hot Beverage Service:	476.00
Meeting Room Fees:	547.50
Print Station:	9,450.00
Reusable Bags:	424.50
Slingback Packs:	316.00
Test Proctoring:	800.00
Totebags:	592.00
Tumblers:	128.00
Umbrellas:	35.00
Miscellaneous:	791.38

Total Other Revenue:	\$34,248.26
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During January, 12 batches containing 99 invoices were processed, totaling \$49,270.95 and 164 credit card charges were made totaling \$45,605.34.

As of January 31, the Library's Maintenance & Operating Fund Balance is \$3,571,958.77, which is 65.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 1/31/18:

Operating:	\$ 3,571,958.77
Capital:	\$ 2,439,630.59
Fixed Assets:	\$ 1,137,195.78

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 18

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
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	2,000.00	0.00	0.00		2,000.00
Heartland Bank	100.00	0.00	0.00		100.00
Robert's Trophies	100.00	0.00	0.00		100.00
Snyder & Snyder Agency	200.00	0.00	0.00		200.00
Specs Around Town	50.00	0.00	0.00		50.00
Copy Shop	0.00	250.00	0.00		250.00
Total Summer Reading Program Community Donations	2,980.00	250.00	0.00	0.00	3,230.00
Memorial Donations:					
Barbara Gaffron Trust, Norene Bell Memorial	15.00	0.00	0.00		15.00
Gayle Dustman, Gary Hoover Memorial	25.00	0.00	0.00		25.00
Betty Adcock, Helen Benson Memorial	0.00	0.00	25.00		25.00
Total Memorial Donations	40.00	0.00	0.00	0.00	65.00
Other Donations:					
Fountain Receipts	7.79	1.68	0.00		9.47
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00	0.00		500.00
State Farm, Rubix Cube Program Grant	0.00	250.00	0.00		250.00
Michael Lockett, Donation for Author Fair	0.00	75.00	0.00		75.00
Susan Killian, Unrestricted Donation	0.00	0.00	100.00		100.00
Robert Starckovich, Unrestricted Donation	0.00	0.00	25.00		25.00
Mary/Steve Goodwin, Unrestricted Donation	0.00	0.00	300.00		300.00
Verlyn Zachow, Unrestricted Donation	0.00	0.00	50.00		50.00
Lois Rubbel, Unrestricted Donation	0.00	0.00	100.00		100.00
Geneta Miles, Unrestricted Donation	0.00	0.00	1,000.00		1,000.00
Total Other Donations	507.79	326.68	0.00	0.00	2,409.47
Foundation:					
Tuition for Staff	5,388.00	15,264.00	0.00		20,652.00
Summer Reading Program, 2017	0.00	0.00	14,460.44		14,460.44
Additional Summer Reading Program, 2017	0.00	0.00	15,189.59		15,189.59
Annual Appreciation Day, 11/7/17	0.00	0.00	1,723.58		1,723.58
Total Foundation	5,388.00	15,264.00	0.00	0.00	52,025.61
Total Donations	8,915.79	15,840.68	0.00	0.00	57,730.08

Bloomington Public Library
Monthly Statistics - January 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	47,208	414,261	54,146	462,033
Teens	2,307	22,665	3,116	34,268
Children	38,241	367,398	42,923	409,747
OTR Adults	1,969	19,587	2,287	20,916
OTR Teens	81	1,130	119	1,426
OTR Children	2,736	32,163	3,761	36,898
e-Books - Overdrive	6,770	51,001	6,105	42,150
Hoopla downloads	1,736	9,713	n/a	n/a
Zinio Magazines	854	3,294	455	3,093
Tumblebooks	117	966	93	736
TOTAL CIRCULATION				
Adults	49,177	433,848	56,433	482,949
Teens	2,388	23,795	3,235	35,694
Children	40,977	399,561	46,684	446,645
Digital Downloads	9,477	64,974	6,653	45,979
Combined Total	102,019	922,178	113,005	1,011,267
ITEMS IN THE COLLECTION				
Main	305,688	305,688	304,179	304,179
OTR	10,429	10,429	11,126	11,126
TOTAL	316,117	316,117	315,305	315,305
HOLDS FILLED	8,040	68,012	8,991	72,618
INTERLIBRARY LOAN				
Borrowing Requests Received	485	4,387	547	4,828
Outgoing Loans (Lending)	236	2,165	304	2,436
CARDHOLDERS				
Added	280	3,307	356	3,755
TOTAL ACTIVE CARDS				
Adults	23,514	23,514	25,335	25,335
Teens	3,139	3,139	2,990	2,990
Children	8,693	8,693	7,032	7,032
Combined Total	35,346	35,346	35,357	35,357
REFERENCE QUESTIONS				
Adults	2,370	19,623	2,481	21,490
Teens	122	1,323	132	1,164
Children	776	6,759	645	6,610
OTR	58	776	88	1,055
Circulation	688	6,843	495	6,940
TOTAL	4,014	35,324	3,841	37,259
PROGRAMS & OUTREACH				
Adult	15	118	20	164
Teens	2	36	2	37

Bloomington Public Library
Monthly Statistics - January 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
Childrens	23	198	21	190
Community Group in Library	1	61	2	65
Staff Visit to Community Group	13	105	9	93
TOTAL	54	518	54	549
PROGRAM & OUTRACH ATTENDANCE				
Adult	207	2,261	161	2,279
Teen	29	739	1	327
Childrens	574	8,735	637	7,601
Community Group in Library	8	1,474	n/a	n/a
Staff Visit to Community Group	868	13,925	n/a	n/a
1-on-1 with Staff	8	84	n/a	n/a
TOTAL	1,694	27,218	799	10,207
COMPUTER USE				
Public computer uses	4,049	37,308	4,222	39,595
Website database/catalog hits	44,351	235,315	26,635	223,896
Online Resource (Database) uses	7,557	52,300	4,547	42,950
TOTAL	55,957	324,923	35,404	306,441
MEETING ROOM USAGE				
Study Room	95	773	71	541
Digital Media Lab	8	91	15	84
Community Room	51	368	43	382
TOTAL	154	1,232	129	1,007
CUSTOMER VISITS				
Main	26,094	246,520	25,097	68,090
Bookmobile	643	9,824	364	9,951
TOTAL	26,737	256,344	n/a	n/a

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 20, 2017
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 Peterson called the meeting to order at 5:03 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Tim Ervin, Ruth Novosad, Stephen Peterson, Patti Salch, Lynn Gray

MEMBERS ABSENT: Jodi Sherman

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Rick Phillips, Johanna Sneed
- III. Introductions
President Peterson introduced Rick Phillips, the Auditor of GPPLD.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson reported that he attended part of the BPL Board meeting last night. A reference Librarian presented on Reference USA, an online resource that provides reasonably accurate and verified names, nationwide addresses, and demographic information. It can be accessed from home using a Library card.
President Peterson shared that he continues to see letters sent to the Pantagraph advocating for the Connect Transit and Library move to the parking garage downtown. The Board briefly discussed this.
- VI. Approval of Minutes
A. November 15, 2017
PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE NOVEMBER 15, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton shared that a legislative breakfast will be held in Bloomington-Normal on January 29th. She proceeded to distribute information and added that the cost to attend is \$25.00 per Trustee. Director Hamilton advised that anyone who is interested in attending should let her know, and she can get them registered. Ary

Anderson, Patti Salch, and Stephen Peterson displayed interest in attending, thus the Board will vote on approving the cost to attend the event during the next scheduled Board meeting but in the meantime they tentatively (and unofficially) agreed to paying for the interested Trustees.

Director Hamilton reported on last night's BPL Board meeting. The BPL Board has been invited to take part in a meeting with Connect Transit, City Council, and the Downtown Task Force. The meeting will be held on January 16th. The Task Force will present their plan for a catalyst project. Director Hamilton proceeded to entertain questions. A question was posed about what the next steps were with Farnsworth Group and the current expansion plans. Director Hamilton shared that the BPL Board has requested additional conceptual plans, but the discussion has been ultimately tabled until after the January BPL Board meeting.

B. Financial Report

Kathy Jeakins reported that the final Property Tax Distribution was received for this tax year. Kathy proceeded to entertain questions about the financial report.

Kathy Jeakins shared that every year, a 3.5% transfer of the fiscal year's total tax collected is made from the Operating Fund into the Capital Fund. However, the Board no longer has a Capital Fund, only two CDs. The ordinance to complete the annual transfer is still in effect, so the Board needs to consider designating the 3.5% for Capital in the Operating account. Kathy entertained questions, and the Board continued to discuss this. The Board asked that Kathy bring a copy of the ordinance to the next meeting. Rick Phillips added that the way the ordinance works, the Board can choose to designate or hold the money for a purpose in a reserve. The money can be withdrawn at any time, but is separated to show the Board's intended designation, although it is not restricted in its usage.

STEPHEN PETERSON MOVED, RUTH NOVOSAD SECONDED, TO MOVE
AGENDA ITEM IX. A. "ACCEPTANCE OF FY17 COMPREHENSIVE ANNUAL
FINANCIAL REPORT" TO AFTER THE FINANCIAL REPORT. THE MOTION
CARRIED UNANIMOUSLY

VIII. Unfinished Business

A. Per Capita Grant Requirements:

1. Report on Online Safety Training by Lynn Gray

Lynn Gray reported that she watched all of the safety training webinars, and they were mostly to spread awareness of what goes on in libraries. She added that, as a public place, libraries deal with a lot of different people and problems, from health issues to criminal activity. Lynn shared that the webinars were an eye-opening experience, and she recommended that other Trustees watch them.

2. Report on Serving Our Public Safety Chapter by Library Staff

Director Hamilton shared that the Library has an internal staff Safety Committee, and they reviewed the "Serving Our Public Safety" chapter more thoroughly. The Committee reported some of the concerns that were highlighted in the Chapter, and, as a result, the Library will open a couple of hours late in January to conduct active shooter training.

B. Discuss Library Service Gap in Downs, Illinois

Ary Anderson shared that after doing further research, it is now known who owns all of the properties in the unserved areas. Ruth Novosad added that, in October, the Board discussed that the approach would be to contact anyone who is contiguous to GPPLD and make them aware of the information to complete a voluntary individual petition for annexation. She added that during their research, it was found that one of the roads on the GPPLD map was ambiguously colored, and that they were unable to tell who owns it.

Ruth Novosad reported that she has a list of property owners that would be eligible in the first phase of the process, which would be about half of the property owners. Ruth proceeded to distribute a draft of a letter to be sent to the property owners. She proposed that the Board contact Phil Lenzini to seek legal counsel to ensure that their approach is correct. Ruth and Ary will compile a packet of information and will seek Phil Lenzini's legal advice.

Director Hamilton shared that active cardholders in the unserved area who have not paid for non-resident cards can have their cards expired with a three-month grace period. As of right now, this would affect nine cardholders. The cardholders would be notified that they are able to continue using the Library by being annexed to GPPLD. The plan has not been implemented yet, and will not be until the Board seeks legal counsel and determines the next steps.

IX. New Business

A. Acceptance of FY17 Comprehensive Annual Financial Report

Rick Phillips reviewed the annual financial report and the different accruals. He reported that the audit went well, and that there were no problems. He proceeded to entertain questions.

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY17 COMPREHENSIVE ANNUAL FINANCIAL REPORT.

AYES: ARY ANDERSON, TIM ERVIN, RUTH NOVOSAD,
STEPHEN PETERSON, PATTI SALCH, LYNN GRAY

NAYES: NONE

ABSENT: JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

There were no comments from Board Trustees.

XI. Adjournment

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:25 p.m.

Incident Report Summary for January 2018

2018-01-31 23:59:00
 2018-01-01 01:00:00
 27 days in month

Incident ID	Date/Time Submitted	Violation
3728	2018-01-04 18:43:56	AlcoholDrugs
3729	2018-01-07 14:33:54	SuspiciousCustomerActivity
3730	2018-01-08 12:36:36	Other
3731	2018-01-08 18:38:30	AlcoholDrugs
3732	2018-01-09 15:55:24	InappropriateBehavior
3733	2018-01-10 20:33:38	AlcoholDrugs
3734	2018-01-11 20:39:36	InappropriateBehavior
3735	2018-01-13 15:55:23	InappropriateBehavior
3736	2018-01-20 14:11:56	InappropriateBehavior
3737	2018-01-22 17:31:19	StolenDamagedLibraryMaterial
3738	2018-01-23 19:12:11	InappropriateBehavior
3739	2018-01-26 09:33:47	StolenDamagedLibraryMaterial
3740	2018-01-29 12:43:41	StolenDamagedLibraryMaterial
3741	2018-01-30 16:07:45	PoliceAmbulanceCall

Suspension Report Summary for January 2018

2018-01-31 11:39:50am
2018-01-01 11:39:50am
31 days in month

Suspension ID	Date/Time Submitted	Violation
122	2018-01-09 00:00:00	InappropriateBehavior
123	2018-01-11 00:00:00	InappropriateBehavior
124	2018-01-13 00:00:00	InappropriateBehavior
127	2018-01-22 00:00:00	Other
128	2018-01-23 00:00:00	InappropriateBehavior
130	2018-01-30 00:00:00	PoliceAmbulanceCall

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 \$192,166 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 \$2,631,796.59.

Approved the 20th day of February 2018

Alex Cardona, President
Bloomington Public Library Board of Trustees

Bloomington Public Library

Books are just the beginning.



Question from a Board Member: I'm curious about staff perceptions regarding circulation statistics and any strategies that have been tested/ implemented in the past few years to address circulation changes over time.

Answer:

The Challenges

Decreasing circulation is not an issue unique to our library, in the June 2016 ILA Reporter, Carolyn Anthony of Skokie Public Library wrote "In recent years, many of the output measures traditionally reported by the public library have started to decline. We understand that public libraries are fielding fewer reference questions because so many people are using Google to find answers to their questions. They may be reading some of their books and magazines digitally and renewing titles online rather than making a trip to the library to have staff update their circulation record. For these reasons and more that we are aware of and can explain, library outputs are generally static or declining. Funding authorities may look at these figures and conclude that the local public library needs less revenue for operations or that there is no need to expand or upgrade a dated library facility. Those of us working in public libraries know that we are not doing less. In fact, public libraries have been busier than ever and doing important work such as helping job seekers prepare resumes or look for work during the recent downturn in the economy; working with parents and preschoolers on early childhood literacy skills; teaching people computer skills; and bringing people together for discussion of societal issues such as immigration or prison reform."

Libraries will always see some fluctuation in circulation but typically library use increases dramatically nationwide when a recession begins. Since the slight upturn in the economy (or at least seeing the economy as a new normal) and the decrease in the unemployment rate, most libraries are seeing use begin to decline.

Bloomington Public Library's lack of space severely limits our ability to fully meet the needs of our community. (The existing Library was built in 1976, designed for a population of 41,000. In 2006, the Library increased our space by 25% but our population has increased by 87%.) Research shows that a lack of shelving space makes it harder to provide the materials that people want in the library, it discourages patrons from browsing the shelves, and items are weeded at a faster pace than standards encourage. The lack of parking space and adequate program space means that we have limits to the capacity that we can hold in the library and/or a program at a given time. We have seen and heard testimonials from people that have left the library without coming inside due to lack of parking or been turned away from a program because we have already met the program room fire code capacity of 200 people.

The Bloomington Public Library has also committed to providing bookmobile service to all areas of Bloomington despite consistent lack of use at stops in certain geographic areas. While the Library certainly is committed to equitable access, this is not without impact to our circulation. If we were to add an additional stop at our most popular location in lieu of one of our zero attendance/circulation stops, we would most likely see an annual increase of approximately 1,700 items.

The Numbers

Comparison of Local Library Statistics FY16							
City/Town	Population	Total Operating Expenditures	Total Circulation	% of Circulation are eMaterials	Total Visits	Total Programs*	Total Program Attendance*
Urbana	41,250	\$3,582,975	778,947	3.78%	390,991	808	31,801
Normal	52,497	\$3,793,433	667,396	4.30%	301,866	882	35,938
Peoria	115,007	\$6,980,925	1,099,275	2.87%	714,726	751	12,408
Champaign	81,055	\$6,486,021	1,898,964	7.66%	799,250	1,326	40,953
Bloomington	76,610	\$5,062,389	1,392,122	5.28%	342,681	521	16,861

Comparison of Local Library Statistics FY17							
City/Town	Population	Total Operating Expenditures	Total Circulation	% of Circulation are eMaterials	Total Visits	Total Programs*	Total Program Attendance*
Urbana	41,250	\$3,677,438	812,219	4.64%	375,975	758	30,131
Normal	52,497	\$3,999,746	692,478	5.66%	283,491	906	33,709
Peoria	115,007	\$7,071,780	1,075,311	2.78%	712,414	873	13,932
Champaign	81,055	\$7,008,826	1,806,350	11.30%	776,092	1,507	47,928
Bloomington	76,610	\$5,010,294	1,325,386	5.08%	309,777	554	14,809

*Libraries may differ on what they consider a program. For example, Bloomington does not include groups tours in their total program numbers while other libraries may.

Comparison of Local Library Statistics FY16 vs FY17							
City/Town	Population	Operating Expenditures	Circulation	eMaterials	Visits	Programs	Program Attendance
Urbana	0%	2.64%	4.27%	22.75%	-3.84%	-6.19%	-5.25%
Normal	0%	5.44%	3.76%	31.63%	-6.09%	2.72%	-6.20%
Peoria	0%	1.30%	-2.18%	-3.14%	-0.32%	16.25%	12.28%
Champaign	0%	8.06%	-4.88%	47.52%	-2.90%	13.65%	17.03%
Bloomington	0%	-1.03%	-4.79%	-3.79%	-9.60%	6.33%	-12.17%

Since our last renovation in 2006, our:

- Circulation of over 1.3 million has seen a 76% increase
- Program attendance of over 14,000 people has seen a 13% increase*
- Our visitor count of almost 310,000 people has seen a 24% increase

*Compared to FY08 because many programs in FY07 were canceled due to construction

The Strategies

When managers were asked this question, the general response was that it is hard to answer how we try to increase Circulation numbers when they decrease because we try to focus on a bigger, more holistic view of how the library is used and how we can improve that usage in a way that fulfills our mission to *provide our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning.*

Some of the ways that we have worked to combat some of these challenges and improve overall usage and access to the library include:

- Establishing a partnership with Beck Memorial Home to provide additional parking during high traffic programs
- Offering two sessions of popular programs
- Finding offsite venues to offer high interest programs, examples include:
 - Erik Larson at the BCPA in 2017 (rental fee: \$3,030.50)
 - Jamie Ford at BHS in 2018 (no rental fee)
- Partnering with District 87 (2016) and Unit 5 (2017) to issue student cards
- Creating enticing and thematic book displays throughout the Library
- Begin sending newsletter and promotional emails to cardholders (2016), including “cardholder perks” emails (2017)
- Sending postcards promoting the bookmobile to 6 neighborhoods surrounding new stops in historically low attendance areas (2015)
- Creating a staff Outreach Committee (2016)
- Hiring an Outreach Library Associate (2017)
- Allowing the Digital Media Lab to be used as a study room to meet increase in demand for study rooms
- Continuing to provide access to public computers, one-on-one computer help, and computer classes
- Continuing to partner with AARP to offer tax help
- Adding access to Lynda.com courses (2016)
- Adding Hoopla (digital checkouts) and then increasing the limit from 5 to 7 checkouts per month (2017)
- Using analytical software to consistently maintain fresh collections by:
 - adding new, popular, and demanded items
 - removing items in poor condition
 - removing items with poor circulation
 - removing outdated items
 - adding items in sparse collections

- removing items in overcrowded collections (some areas are at an add an item, remove an item status)
- Encouraging staff to share and implement innovative ideas
- Providing opportunities for professional development and hiring talented staff

The Future

While we would like to continue to seek out innovative ways to our Library's usage, we also think it is appropriate to reevaluate how the community sees, uses, and needs the Library. Libraries, including our own, are still seeing that they are needed by the community but as the world changes, those community needs are changing too. One example of this is the movement towards seeing and using libraries as a "third place" (after home and work) and as a "community living room."

With this changing landscape, we need to explore ways to measure outcomes rather than just outputs and to develop a strong narrative that communicates how the library meets current community needs.

Bloomington Public Library

Books are just the beginning.



RESOLUTION TO EXPAND THE LIBRARY IN THE CURRENT LOCATION FOR THE BLOOMINGTON PUBLIC LIBRARY

Whereas, the Library Board has exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose under the provisions of 75 ILCS 5/4-7(3);

Whereas, the Library Board may remodel or reconstruct a building erected or purchased by the Board, when such building is not adapted to its purposes or needs under the provisions of 75 ILCS 5/4-7(5);

Whereas, the Trustees Facts File, published by the Illinois Library Association and the Illinois State Library, recommends that Library Board Members work with the Library Director to develop a strategic plan for the Library and to evaluate whether Library facilities adequately meet community needs;

Whereas, in 2000, the Library Board, Consultants, and Library Staff concluded that for the library to be able to do more for the community it needs more space; and

Whereas, there have been 18 years of library expansion conversations, community focus groups, paid studies and plans,

Now, Therefore, be it resolved by the Bloomington Public Library Board of Bloomington, Illinois:

The recitals set forth above are incorporated herein. The Library Board feels it is in the best interest of the community to expand the Library in the existing location. Thus, it is the Library Board's intent to pursue a Library expansion and opportunities for synergistic collaboration in the existing location. All preceding resolutions and statements that conflict with the provisions of this resolution are rescinded. This resolution is merely an expression of the Library Board's intent to pursue the Library expansion, and nothing contained herein shall be interpreted to create any obligation on the part of the Library with respect to the project, or to create any rights or benefits in favor of any party.

Passed this 20th day of February, 2018.

AYES:

NAYS:

ABSENT:

Approved this 20th day of February, 2018.

BLOOMINGTON PUBLIC LIBRARY BOARD

ATTEST:

Board President

February 15, 2018

Mr. Alex G. Cardona, Library Board President
Ms. Jeanne Hamilton, Director
Bloomington Public Library
205 East Olive St.
Bloomington, IL 61701-5218

Re: **Additional Site Planning Services • Amendment No. 1**
Renovation & Expansion
Bloomington Public Library

Dear Alex & Jeanne:

Many thanks for our several meetings and conversations held during this first part of 2018, and revolving around the joint City Council/Library Board/Connect Transit Board session, held on January 16, 2018. In accordance with those meetings and conversations, we would propose the following additional design tasks, to further explore how the renovation and addition to the existing library might become a reality:

Task 1 • Updated Concept Master Site Plan

The previously-selected "Option 2" concept master site plan will be used as a springboard to develop an updated plan, based on the events that have occurred since its creation and approval. This updated plan will still include the basic components of that "Option 2", namely: (a) approximate 50,000 square foot addition to the existing approximate 50,000 square foot library; (b) expanded and landscaped parking to serve the expanded library; (c) "village green" or similar dynamic public activity space to serve the new main library entrance and also serve as a larger, campus focal point; and (d) other potential related future buildings to further energize that campus development.

Task 2 • Phasing Plan for Revised Concept Site Plan

In tandem with revisions and updates to the concept master site plan, a construction phasing plan, which includes potential site plan alternatives, will be developed that will indicate how this master plan can be logically realized in feasible steps. The organization of this phasing plan will allow the library to ultimately realize its addition and renovation, independent of other potential partner entities timelines needed to fill-in the other portions of the larger proposed campus scheme.

Task 3 • Property Allocation Plan for the Phasing Plan

Also in tandem with the updated concept master site plan, a simple property allocation plan will be created, indicating what parcels will be needed (and when) in order to realize each of the discrete parts of the phasing plan.

Task 4 • Planning Session with Bonding Agency

Finally, Farnsworth Group will facilitate a meeting with a municipal bonding company experienced with local publicly-financed projects, in order to discuss how the revised and updated concept plan (and the various phases identified in the phasing plan) may be financed. This planning level meeting will discuss steps to financing, barriers to financing, what budget level debt payments may be expected, and review the City of Bloomington's current debt obligations.

Task 5 • Final Presentation Packet

The results of the various tasks described above will be assembled into a report that can be used for presentations to the Bloomington City Council, other potential partner organizations, and the general citizenry of Bloomington.

For these five (5) tasks, we anticipate a total of approximately three (3) meetings. These will be with the library senior staff and/or the Board of Trustees; and/or with other City staff and community groups, as we and the library staff see fit.

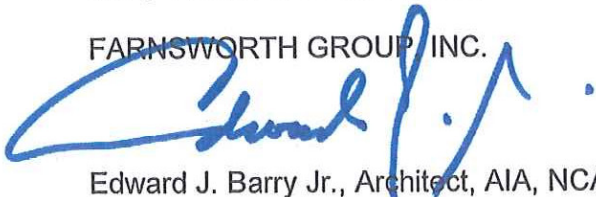
And, for the above-described tasks, we would propose a not-to-exceed maximum professional services fee of \$14,850.00; plus \$250.00 in reimbursable expenses. Invoices for these professional services would be billed on a time-and-expense basis, in accordance with our current Farnsworth Group rate schedule, with the above-noted fee plus reimbursable expenses serving as a not-to-exceed maximum.

This proposal assumes commencement of our work right away. And, it assumes completion of all project work no later than 31 May 2018.

We propose that this letter be considered as Amendment No. 1 to our previous contract. If acceptable, kindly acknowledge that acceptance by signing and returning this letter (via e-mail) to our attention. We look forward to continuing our work with you on this terrific Bloomington Community project.

Many Thanks & Best Regards,

FARNSWORTH GROUP INC.



Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP
Principal

Chad T. Frankeberger, Associate AIA
Senior Project Manager

Jeff Martin, PLA
Landscape Architectural Manager

BLOOMINGTON PUBLIC LIBRARY

Signature

Printed Name

Date