

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 19, 2019

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. President's Report
- VI. Director's Report
 - A. Appoint Nominating Committee
- VII. Fiscal Report Presentation
- VIII. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
- IX. Consent Agenda
 - A. Approve Minutes of January 15, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of January 2019
- X. Action Items
 - A. Approve the Purchase of Replacement Tables through a joint/co-op purchase agreement from Widmer Interiors
 - B. Approve Amendments to the Policy Regarding Display Space
 - C. Approve Destruction of BPL Executive Session recordings prior to August 19, 2017
- XI. Discussion Items
 - A. Discuss Process for the Library Director's Annual Performance Review
 - B. Discussion on Library Expansion
- XII. Comments from Board Trustees
- XIII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 19, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Alsip-Merrionette Park Public Library District	Miscellaneous Expenses	32.00
Amazon.com, LLC	A/V Materials	2,075.81
Amazon.com, LLC	Adult Books	307.87
Amazon.com, LLC	Building Mtnc Supplies	16.95
Amazon.com, LLC	Children's Books	33.98
Amazon.com, LLC	Computer Supplies	67.64
Amazon.com, LLC	Janitorial Supplies	93.63
Amazon.com, LLC	Office Supplies	159.85
Amazon.com, LLC	Other Purchased Services	1,017.71
Amazon.com, LLC	Vehicle Maintenance	13.26
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	4,268.00
B & K Technology	Other Purchased Services	218.00
Bill's Key & Lock Shop, Inc.	Building Maintenance	204.75
Blackstone Audio	A/V Materials	12.95
CB Bloomington Operations	Building Mtnc Supplies	5.66
CDW Government	Computer Supplies	487.56
Cengage Learning	Adult Books	213.66
CIRNB, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	17,253.71
City of Bloomington	Gas & Diesel Fuel	262.45
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	18,997.70
City of Bloomington	IMRF	25,535.00
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	4,035.13
City of Bloomington	Payroll	206,202.46
City of Bloomington	Vision Insurance	216.92
CM Promotions, Inc.	Library Supplies	657.22
Conrad Sheet Metal	Vehicle Maintenance	252.00
Custom Digital Imaging	Printing/Binding	5,418.04
Dell Marketing, L. P.	Computer Supplies	7,996.23
Demco	Library Supplies	80.88
Elm USA, Inc.	Library Supplies	92.01
Engler, Callaway, Baasten, Sruga, LLC	Other Purchased Services	638.00
Fascione, Chris	Other Purchased Services	450.00
Four Season Peoria (WAOE)	Advertising	717.50

Freeport Public Library
 Frontier
 Granite Broadcasting (WEEK TV)
 Illinois State University
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 Johnson Controls Fire Protection, LP
 KCN Solutions, LLS
 Kone
 Leading Labor (Magic Blue Box)
 Library Store
 Massie, Rhonda
 McHenry Public Library District
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Neopost USA, Inc.
 NICOR/Northern Illinois Gas
 Nu Air Corp.
 O'Brien, Michael
 OCLC
 Office Depot
 Office Depot
 OverDrive, Inc.
 Pantagraph
 Penguin Random House
 Pilot Media, LLC
 Pittsfield Public Library
 Proquest, LLC
 Ricoh USA, Inc.
 Taylor, Pamela
 TCI Companies, Inc.
 Theune, Michael
 Tommy House Tires
 U.S. Postmaster
 Uline, Inc.
 Unique Management Services, Inc.
 Voice Spring, LLC
 Weber Electric, Inc.
 Weston Woods Studios, Inc.
 Windstream
 Wm Aupperle & Sons, Inc.
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books

Miscellaneous Expenses	28.95
Telecommunications	1,752.19
Advertising	600.00
Advertising	620.00
Miscellaneous Expenses	50.00
Other Purchased Services	190.20
Adult Books	58.42
Building Maintenance	18,558.00
Building Mtnc Supplies	1,130.40
Building Maintenance	458.39
Telecommunications	616.86
Library Supplies	1,901.62
Advertising	550.16
Miscellaneous Expenses	29.95
Building Maintenance	4,900.00
A/V Materials	1,510.75
Downloadable Materials	12,220.48
Janitorial Supplies	1,044.48
Children's Books	106.15
Rentals	52.90
Natural Gas	8,774.24
Building Mtnc Supplies	312.84
Other Purchased Services	200.00
Office/Equipment Mtnc	550.00
Library Supplies	32.69
Office Supplies	866.25
Downloadable Materials	9,980.00
Advertising	480.00
A/V Materials	10.00
Advertising	200.00
Miscellaneous Expenses	18.95
Downloadable Materials	936.57
Rentals	3,504.10
Other Purchased Services	150.00
Building Maintenance	95.00
Other Purchased Services	75.00
Vehicle Maintenance	854.20
Postage	225.00
Janitorial Supplies	185.47
Other Purchased Services	868.15
Telecommunications	47.50
Building Maintenance	1,740.00
Children's Books	18.00
Telecommunications	122.29
Building Maintenance	5,240.00
Professional Development	430.00
Membership Dues	290.00
Professional Development	135.00
A/V Materials	7,257.30
Adult Books	9,888.90
Children's Books	8,646.65
Other Purchased Services	483.00

VISA - Briocce Doree	Professional Development	15.37
VISA - Concord Custom Cleaners	Other Purchased Services	13.00
VISA - Daniel's Broiler	Professional Development	12.11
VISA - Eastern Illinois University	Professional Development	30.00
VISA - Ellison Educational.Com	Library Supplies	34.98
VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - GameStop	A/V Materials	229.46
VISA - Hobby Lobby	Office Supplies	38.97
VISA - Hudson	Professional Development	10.98
VISA - Hyatt Regency Seattle	Professional Development	1,003.86
VISA - Hy-Vee	Other Purchased Services	54.03
VISA - Illinois Library Association	Professional Development	270.00
VISA - Kroger	Miscellaneous Expenses	5.96
VISA - Kroger	Other Purchased Services	15.17
VISA - Lowe's	Building Mtnc Supplies	31.54
VISA - Lowe's	Vehicle Maintenance	25.98
VISA - MakerBot.com	Computer Supplies	155.46
VISA - McLean Co Chamber of Commerce	Professional Development	125.00
VISA - MeetUpOrganizer.com	Advertising	89.94
VISA - Michael's	Other Purchased Services	92.96
VISA - MyMysteryParty.com	Other Purchased Services	77.85
VISA - Network Solutions	Office/Equipment Mtnc	254.89
VISA - Office Depot	Office Supplies	124.94
VISA - Office Depot	Other Purchased Services	77.96
VISA - Paypal*AE Taxi	Professional Development	40.00
VISA - Rancho Bravo Tacos	Professional Development	9.88
VISA - Skillpath/National Seminars	Professional Development	448.25
VISA - SmartSign.com	Building Mtnc Supplies	147.96
VISA - Sprint	Telecommunications	1,278.40
VISA - Subway	Professional Development	11.01
VISA - Tribeca Kitchen & Bar	Professional Development	17.54
VISA - Verizon Wireless	Telecommunications	135.75
VISA - Wal-Mart	Building Mtnc Supplies	59.27
VISA - Wal-Mart	Janitorial Supplies	128.18
VISA - Wal-Mart	Library Supplies	25.89
VISA - Wal-Mart	Other Purchased Services	138.57
VISA - Windstream	Telecommunications	100.76
VISA - WSCC Catering	Professional Development	13.50
Total		417,052.93

Bloomington Public Library

Books are just the beginning.



Director's Report

January 2019

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

This month, I:

- Researched other libraries' methods for reporting outputs and outcomes.
- Met with a staff member to brainstorm an event to promote our Bookmobile services.
- Met with Julian and Alderwoman Diana Hauman to discuss the Library Expansion project.
- Attended a History Museum Library Committee Meeting.
- Attended the Annual Chamber Gala.
- Wrote a grant letter of support for Star Literacy.
- Worked to follow up on issues that occurred during new A-V shelving project.
- Submitted the following 2018 Library Accomplishments to the City Manager:
 - The Library Board passed a resolution to pursue Library expansion in the existing location. The City Council and Golden Prairie Public Library District, contracting with Bloomington Public Library for library services, passed supporting resolutions.
 - The Illinois Prairie Community Foundation awarded the Library with a \$500 grant for a Bingo for Books program, gifting a free book to low income students served by Western Avenue Community Center.
 - The Library increased vocabulary, improved focus, and inspired more active imaginations by encouraging reading during its annual Summer Reading Program. 3,411 children, 544 teens, and 584 adults completed the program, an increase over 2017.
 - The Library continued its partnership with both local school districts to offer cards to every public school student residing in Bloomington. 2018 was the first full year of partnership with Unit 5 and the second full year of partnership with District 87.
 - The Bloomington Public Library Foundation contributed funds donated by State Farm to replace flooring, paint, and shelving in the Library's Movies, Music, and Audiobooks section.

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

I have been working hard with a variety of staff to ensure a smooth implementation of our new ILS (Checkout System and Catalog). I have coordinated the decision-making processes and have led planning for communications and implementation.

I also coordinated a presentation by the two city managers, Tim Gleason and Pam Reece, to the Bloomington Rotary Club.

Bloomington Public Library

Books are just the beginning.



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

This month, I:

- Attended a Staff Development Committee meeting
- Conducted our Administrative Assistant's 3-month performance review
- Continued to review the union contract with Department Managers in preparation for upcoming negotiations
- Compiled documents to fill an information request from the union
- Worked with Gayle to update staff technology usage guidelines
- Attended Polaris trainings on Patron Services, Cataloging, Serials, and Acquisitions
- Coordinated the planning of Polaris trainings for staff

Goal: Administer a cost-effective public library.

I attended a Library Foundation meeting and obtained funding for 3 staff members participating in our tuition reimbursement program.

**Adult Services Report
Carol Torrens
January 2019**

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

COLLECTIONS

- *Weeding and refreshing collections has been shown to increase the use of those materials. The newer, current items are more easily spotted when older, damaged, and/or outdated ones are removed.*
 - Marcie utilized Collection HQ dead item, grubby item, and collection check reports to complete collection maintenance in Large Print.
 - Katie weeded in the 000s and 300s using HQ reports.
- Carol continues as a board member of the new Electronic Content Consortium, the group of libraries that participate in My Media Mall. The group is on the brink of making a change in its management setup. It's hoped that changes will provide some cost savings for member libraries and make running the collective more efficient.
- Displays were mostly seasonal this month: cabin fever, money matters, football, and get in shape. Science Fiction movies were featured on the rack in the DVD area. *Displays follow general marketing principles in that featured items draw the attention of the customer. Regardless of the topic, items from displays are checked out by customers throughout each month. If left in their normal spot on the shelves, these items might not be used as much.*

PROGRAMS

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students: BJHS (2 visits) – 303; CJHS – 29; PJHS – 27; KJHS – 42; EJHS – 47

Adult/Family programs

Fiction Book Club -- 1 session – 5 attended
Mystery Book Club – 1 session – 7 attended
NonFiction Book Club – 1 session – 1 attended
Books on Tap Book Club – 1 session – 12 attended
Classic Movies of Alfred Hitchcock – 3 sessions – 26 attended
Fitness Seminar – 1 session – 14 attended
St. John's Bible – 1 session – 26 attended
Getting Started with Computers

- Basics – 1 session – 3 attended
- Simple Tasks – 5 attended
- Microsoft Office – 7 attended
- Files and Organization – 4 attended

Teen Programs

No School DIY

- Touch screen gloves – 1 session – 8 attended
- Personalized Mugs – 1 session – 21 attended

Sparkling Juice and a Masterpiece (DIY painting) -- 1 session – 15 attended

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

- Several staff watched recordings of mini-morning sessions (MMS): steam kits and MARC services.
- Webinars: Marcie—Design Thinking and the Role of Library Staff; Karen M., Katie, and Pat—Working with the Homeless
- We had a part time library associate leave in January and a part time library assistant (who assists with ILL) will leave in February. Both positions and a temporary shelve are in the process of being filled.

Goal: Work effectively through the use of technology.

- There were 12 individual computer appointments this month. Topics were: several for ereading; general computer / email help and filling out online forms.

Goal: Administer a cost-effective public library.

- Volunteers helped with adult movie programs.

Business Office Report

Kathy Jeakins

January 2019

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

Provided input for Amy's three-month review

Participated in Polaris training on two occasions in January

Continued to track a Worker's Compensation claim for a staff member

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment, notified staff whose cards were about to expire that new cards were ready, increased the limit for one credit card for a staff member who would be attending a conference, processed applications for staff new to using a Library credit card and then met with the staff once their card arrived to go over the credit card guidelines and usage policy; I entered all credit card transactions in account files.

Discussed benefactor information with a potential donor

Contacted Ricoh regarding an incorrect invoice which included a \$19,000 overage charge, which resulted in Ricoh correcting the error and waiving any late fees

Several vendors contacted me during the month to find out the status of payments. I informed them that in December the city only processed one batch of checks, therefore, they would be paid by the end of January for services and/or for products ordered in December.

Bills Costing in Excess of \$5,000:

1. Johnson Controls: \$11,978.00 for upgrade of the fire alarm panel devices
2. Wm. Apperle & Sons: \$5,240.00 for excavation for drain pipe repair

Children's Services Report

Melissa Robinson

January 2019

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

- Alex, along with Michelle Cope, represented the library at the Community Educators and District 87 meeting.
- Alex and Michelle also attended the Mulberry Parent Meeting.

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

Collections:

- We began offering STEAM kits for check out.

Programs:

- Sign and Sing Story Time – 106 attended
- Winter Wonderland with Author, Will Hillenbrand – 126 attended
- 1000 Books before Kindergarten Kickoff – 60 attended
- Where the Wild Things Read – 2 sessions – 23 attended
- Preschool Story Time – 2 sessions – 34 attended
- Toddler Time – 6 sessions – 65 attended
- Move and Learn – 3 sessions – 51 attended
- Learn to Play Pokemon – 12 attended
- Lego Construction Time – 48 attended
- Itsy Arts – 2 sessions – 24 attended
- Fiber Arts – 2 sessions – 9 attended
- Tales for Tails – 24 attended
- Family Games Day – 52 attended
- 24 programs/sessions – 610 attended

3 passive programs – 1262 participated

We visited the following groups:

- Katie's Kids – 88 attended
- Milestones Preschool – 86 attended
- Washington School – 124 attended

- Trinity Lutheran preschool – 17 attended
- Bent Elementary – 19 attended
- Little Jewels Oakland – 108 attended
- Alphabet Soup Academy – 15 attended
- Brigham Head Start – 51 attended
- Stevenson School – 407 attended
- Sheridan Books'n'Bites – 42 attended

The following groups visited us:

- Heartland Head Start Reading Rocks – 35 attended
- Sheridan Kindergarten – 64 attended

12 groups – 957 attended

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

- Jesse and I attended Polaris training.
- Children's staff attended the mini morning session on ICMA.
- Alex attended the ALA Midwinter Conference.

Upcoming:

In addition to our regular, recurring programs, the following programs are planned for February:

- Feb 2 – Chris Fascione: Juggling Funny Stories!
- Feb 7 - Crafts at Bobzbay's Drag Queen Story Hour (offsite)
- Feb 10 – Harambee: Journey through African American Dance

Circulation and Outreach Services Report
Colleen Shaw
January 2019

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

- Outreach joined Children's Services for a special event at Mulberry School on Monday, 1/14. Staff signed attendees up for cards, offered a selection of books for checkout, and promoted our upcoming programs.
- Emily Wolpert, our Home Delivery expert, met with Normal Public Library to help them plan for expanding the reach of their Home Delivery services.
- Michelle Cope attended the Community Educators meeting for District 87. They discussed district needs and overcoming barriers to meet them. She also continued her work with the McLean County Chamber of Commerce Leadership McLean County program and met with the following community committees and nonprofits this month:
 - Social Isolation Committee¹
 - BN Parents Coalition²
 - Blue Bow Committee³ (worked on raising support for Child Abuse Awareness month)
 - Heartland Area Planning Council⁴ (worked on planning directives for the Community College Board)
 - PATH (discussed revamping the social services hour they host at the Library)
 - Miller Park and Western Ave (discussed their senior services scope and reach)

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

- Home Delivery staff delivered 346 items to 50 patrons this month. Two new recipients were added.
- Deposit Collections staff delivered 409 items to 8 sites. Deposits is working with sites to begin offering BPL service and resource focused programs this year.
- Due to the hazardous weather that plagued us this month, the following bookmobile stops were cancelled:
 - 1/12: Meadows, White Eagle, and Freedom Oil
 - 1/19: Fox Creek, Heartland Hills, and Shirley
 - 1/22: Beich Road
 - 1/24: Pepper Ridge and Blooming Grove
 - 1/29: Golden Eagle and Ponds
 - 1/30: Welbrook, Bohmer Drive, and Rainbow Ave
 - 1/31: Wingover

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

- Caitlyn Clyne, our bookmobile driver-in-training, is preparing to pass her CDL license exam and driving test on February 5.
- IWU work study students Kaylah Keuch, Shannon Young, and Maria Poehls started as part-time Library Assistants in the department this month.

¹ ISU, ECIAAA, Peace Meal, Faith in Action, Show Bus McLean, NPL

² Bloomington & Normal Police, ISU, IWU, Unit 5, Project Oz, Bromenn, Chestnut Health Systems

³ ISU, BPD, NPL, CDM, Unit 5, D87

⁴ YWCA, NPL, HSHM, Career Link, Immigration Project, Bloomington Housing Authority



(1/2019) Circulation and Outreach Services Statistics

Total Circ BPL	95,472
Total Circ Main	79,214
Adults	42,392
Teens	1,762
Children	35,060
Total Circ Outreach	4,197
OTR Adults	1,764
OTR Teens	87
OTR Children	2,346
Total Circ eBooks	12,061
Hoopla	2,606
Overdrive	8,385
RBDigital	973
TumbleBooks	72
eBook Central	25
Borrowers Registered	214
Total Active Cardholders	36,506
Children	9,041
Teen	4,593
Adult	22,872
GPPLD	1,405
Total Holds Filled	7,871
Main Holds	6,655
Outreach Holds	1,216
Door Count	22,934

Circulation Questions Answered: 767

Outreach Questions Answered: 17

Total Questions Answered: 784

10 Stops with Highest Circulation

THUR	2.5	WINGOVER APTS (EVENING)	442
THUR	1	WINGOVER APTS (MORNING)	133
MON	1.5	THE GROVE	132
WED	1.5	RAINBOW AVE	130
THUR	1.25	EAGLE RIDGE	130
TUE	1	PONDS APTS	120
TUE	1.25	GOLDEN EAGLE	90
SAT	1	EAGLE CREST EAST	90
TUE	1.25	EAGLE CREEK	85
THUR	1.25	EAGLE RIDGE	83

5 Stops with Lowest Circulation

MON	0.75	BROADMOOR	0
THUR	1.5	SUNNYSIDE PARK	0
WED	1.25	WELBROOK	1
FRI	1	MARKET SQUARE SHOPPING CENTER	4
FRI	1	MARKET SQUARE SHOPPING CENTER	5

Bookmobile Customers: 640

Total Monthly Stops: *55 (at 39 locations)

*Bookmobile stops were cancelled at 15 locations this month due to hazardous weather.

Bloomington Public Library

Books are just the beginning.



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472											
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214											
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506											

Bloomington Public Library

Books are just the beginning.



Human Resources Report

Gayle Tucker

January 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on ICMA
- I share relevant training opportunities with Department Managers
- In January, there was one in-house Job Announcement, and one website/Facebook posting for a Temporary Shelver, which garnered 36 applications
- In January, there were no interviews
- I provided orientation to three new staff members
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. We are in the testing phase. I attended four meetings in January.
- I provided total compensation information to the City of Bloomington

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - We will have nine students for the Spring semester
- I closely track hours worked by part-time staff
- I helped Rondalea coordinate volunteers for her Fiber Arts Program

Upcoming:

- Union Negotiations
- Personnel Code/Employee Handbook updates
- Updating orientation documents
- Kronos training/testing
- New timeclocks that communicate directly with Munis

Information Technology Services Report
Jon Whited
February 2019

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

Girls Who Code: We had two sessions one on 1/16, which was attended by 10 teens and then again on 1/24 which had 12 attendees.

Goal: Work effectively through the use of technology.

We have finished replacing the laptops that are available for the public to use while here at the Library. We are going to be finishing upgrading the children's PCs in the following month.

We are getting quotes to replace the current firewall and other key networking equipment in the library as they are starting to reach their end of life.

A group from the Circulation Department and IT are meeting with cell phone companies to explore the possibility of loaning wireless hotspots to the public.

Marketing Report

Rhonda Massie

January 2019

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

SUMMER READING

- Rhonda reached out to Maureen Backe and Dayna Brown at Unit 5 to ask if they would be willing to send home our reading logs and Summer Program Guides with students in grades K-5. They are willing.
 - We'll send these items home with students at the schools listed below. (These schools are the Unit 5 schools which have a high population of students who live in Bloomington. These schools are also the schools we already send a staff member to visit in an effort to promote the Summer Reading Program.)
 - Benjamin
 - Brigham
 - Cedar Ridge
 - Fox Creek
 - Grove
 - Northpoint
 - Pepper Ridge
 - We already send these materials home with every K-5 student in District 87.

HANGING SIGN PROJECT

- Support Services removed the final round of old signs from Adult Services in late January.
- Dean's Graphics picked the signs up on January 29. They're being stripped and cleaned before new vinyl is installed and the "new" signs are returned.

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

1000 BOOKS BEFORE KINDERGARTEN

Advertising

- Macaroni Kid's subscriber list received a paid eBlast about the program.
- Macaroni Kid ran an "article" about the program on their website.
- Macaroni Kid leaderboard ad
- Facebook
- Ad in The Pantagraph
- Radio ad on Magic 99.5
- Radio ad on WGLT (in late December)

Promotion/Program Materials

- Press release to local media
- Program Guide
- 10 different reading logs; each covers 100 books
- 10 different stickers; a rewarded each time a parent/child duo completes 100 books
- 3-foot tall standee of owl logo
- Instructional Handout
- Combo Holder Backgrounds and General Handouts
- Artwork for Prize Bags
- (3) display signs, each 3' x 1'
- Digital Highlight Box for Website
- Digital Art for the Rotating Bar on the Website
- Digital Art for Plasma TV
- Bookplate Design
- Images for CS Bulletin Board
- Sign for CS Desk inviting people to ask about the program
- Art for the Story Room Door

HEADLINES

- January 9; WGLT; Bloomington Projects \$500000 Surplus; Setting Capital Priorities
- January 13; The Pantagraph; Girls Who Code series coming to Bloomington Public Library
- January 16; WGLT; Renner: After Cuts and Fee Increases, Time to Focus on Capital Improvements

- January 21; The Pantagraph; Tax assistance available soon at Bloomington library
- January 29; The Pantagraph; BPL challenges kids (and parents) to 1000 Books Before Kindergarten

CREATIVE WORK

Publicity

- Tool Library Services
- Oldtime Fiddle Jam
- Fiber Arts
- Lego Construction
- AARP Tax Assistance
- Tales for Tails
- Sensory Story Time
- 1000 Books Before Kindergarten
- Valentine Murder Mystery Party
- Parents of Tweens/Teens Discussion Group
- How to Survive a Zombie Apocalypse
- Black History Month
- Becoming a State the Illinois Way
- Chris Fascione's "Juggling Funny Stories"
- Harambee
- February Event Calendars
- Tinker Labs
- Classic Screwball Comedy Series
- Read Across America
- Spanish Book Club

Rotating Bar and Highlight Boxes on Website

- New Program Guide
- 1000 Books Before Kindergarten

Extra Printing

- Libby App Handouts
- Books on Tap Bookmarks
- GoChip Beam Handouts
- Mystery Book Club Handout
- 100 Book Shoppe Certificates

Signs

- Endcap signs
- AS Display Sign; Distant Lands: Travel the World Through Books
- Sign for CS Desk about 1000 Books Before Kindergarten

Advertising

- Pantagraph ad promoting 1000 Books Before Kindergarten
- WGLT ads promoting
 - Getting Started with Computers
 - St. John's Bible
 - Winter Wonderland / Author Illustrator Will Hillenbrand
 - Fiber Art for Kids
- Magic 99.5 ads promoting
 - 1000 Books Before Kindergarten
 - Winter Wonderland / Author Illustrator Will Hillenbrand

Press Releases

- 1000 Books Before Kindergarten
- AARP Tax Assistance

Misc

- Winter Wonderland Poster created and mounted to foam core to be used as a school prop.

MISC

- Fulfilled prize requests for:
 - Irving School
 - Washington School
- Bookmobile Cancellations to Facebook, Instagram, Twitter, and Texting Service
- Weather-related Library closures due to Facebook, Instagram, Twitter, and Texting Service

LEADERS ON LOAN

- Marketing is working with a Leaders on Loan group assigned to the Library by the Chamber of Commerce. The group is responsible for creating three short informational videos for the library. The videos will highlight the Bookmobile, teenZone, and the Digital Preservation Studio. Marketing continues to work on script revisions and suggestions.
 - The Leaders on Loan group has outsourced the TeenZone video to some students in a Digital Media class at NCWHS. Marketing met with these students in January.

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 72 Facebook followers for a total of 6,563;
 - Unless there's registration and a fear that a program will fill up, it is promoted as an event on Facebook. Each event receives its own piece of artwork which is designed in Marketing.
 - the Library added 16 Instagram followers for a total of 1,146;
 - the Library gained 8 Twitter followers for a total of 1,973;
- The Library has 279 current text subscribers.
- The Library's Bookmobile stops combined have 816 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.

For the next 3 three bullets, we are now adding new cardholder subscribers to the eBlast list every 4 months – with the release of each Program Guide – as opposed to monthly. These subscriber numbers will not increase again until April.

- The Library's Cardholder Perks eBlast list contains 30,115 subscribers.
- The Library's Program Guide eBlast list contains 30,065 subscribers.
- The Library's General eBlast list contains 30,115 subscribers.

ONGOING FREE PROMOTION

The Library:

- sends a monthly eBlast to all its cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter.
 - On January 1, we sent an eBlast to 30,250 cardholders promoting our 7 Book Clubs.
 - On February 1, we sent an eBlast to 30,136 cardholders promoting Lynda.com
- submits all Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all non-recurring programs to the print edition of *The Pantagraph* for its Daily Calendar;
- submits select programs to the DBA's eNewsletter;
- is interviewed every other Monday on WJBC for a segment called Book Talk;
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- The Marketing Department continues to compile and distribute the monthly Staff Newsletter.

COMMUNITY

- Met with The Pantagraph about sponsoring Girls World Expo. This is still in the works and may or may not materialize.
- Met with two Digital Media students and an instructor from NCWHS. Our Leaders on Loan group from the Chamber has outsourced to these teens one of the videos they were tasked with creating for us.

Support Services Report
Caprice Prochnow
January 2019

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

- Support Services staff:
 - Installed updated wayfinding signs in lower lobby and Children's.
 - Replaced the filters in the main air handler.
 - Have done an excellent job in keeping the lot and sidewalks safe with all of the ice and snow that January has brought to us.
- Repairs/Installs:
 - Johnson Controls installed three additional addressable devices that they had missed previously.
 - Weber Electric repaired some fluorescent fixtures and checked the operation of the popcorn maker.
 - Advanced Roofing inspected the roof for cause of leaks in Children's and discovered some joints that needed to be resealed.
- ATR Recycling picked up electronic items to be recycled.
- A new STOP sign was purchased for the employee entrance crosswalk.

Recruit, train and develop a knowledgeable, collaborative staff.

- Support Services staff attended "Librarian's Guide to Homelessness" webinar.

Administer a cost-effective public library.

- Mid-Illinois Mechanical conducted a quarterly PM of the HVAC system.
- Johnson Controls conducted the semi-annual fire alarm inspection.

Upcoming .

- MIM will be installing replacement flex connectors for the pumps on the HW loop, replacing a corroded valve and installing a pump for the heater in the east emergency stairwell.
- Advanced Roofing will be repairing joints on the roof.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

January 2019

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

- All the old CD cases have now been replaced in the children's department, over 300 CD cases were fixed. Circulation is on the lookout for any incoming old cases.
- The magazine sale took place on Saturday, January 5th. It made \$68 and we had 28 customers during the paid time open. Since we've seen a steady decline in revenue over the last 3 years, we're considering other options for next year.
- Katy and Allison assisted in book sales during the Will Hillenbrand children's program.

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

- Katy attended several webinars via Wild Wisconsin Winter Web Conference. - 5
 - Pull Your Shelf Together: Community Organizing in Libraries
 - Great Expectations: Customer Services and the Future of Libraries
 - Let's Talk About Race
 - Self-Care: Preventing Burn Out
 - WHY-Brarian (Small & Mighty)
- Allison attended Polaris Circulation Training. – 9
- All TS staff attended Polaris Cataloging Training – $9 \times 6 = 54$
- Allison, Robbin, and Kelly attended Polaris Acquisition Training – $10 \times 3 = 30$
- Allison, Robbin, and Theresa attended Polaris Serial Training – $2 \times 3 = 6$
- All TS staff attended the MMS on ICMA retirement planning. - $.5 \times 6 = 3$
- Katy is being cross-trained on Mending procedures. - 3
- **Training Hours – 110**

Goal: Administer a cost-effective public library.

- We saved over 100 magazines that didn't sell for in-house programming like the Bloomington Reads Vision Board.
- **Volunteer Hours – 4**

Upcoming:

Bloomington Public Library

Books are just the beginning.

- We're going to start selling our discarded magazines in the Book Shoppe as soon as signage is available. At this time, it will only be weekly magazines that are withdrawn throughout the year. They will be 25 cents apiece.

January 2019

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	615	466
Adult Nonfiction	273	711
Juvenile Fiction	748	922
Juvenile Nonfiction	182	53
Adult CDs	80	72
Juvenile CDs	2	2
Adult DVDs	247	98
Juvenile DVDs	266	309
Adult Audio	22	1
Juvenile Audio	2	0
Adult Computer Games	2	4
Juvenile Computer Games	2	0
Total Adds/Withdraws	2441	2638

Total Items in Main	306172
Total Items in OTR	10175
Total Items in Library	316347

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

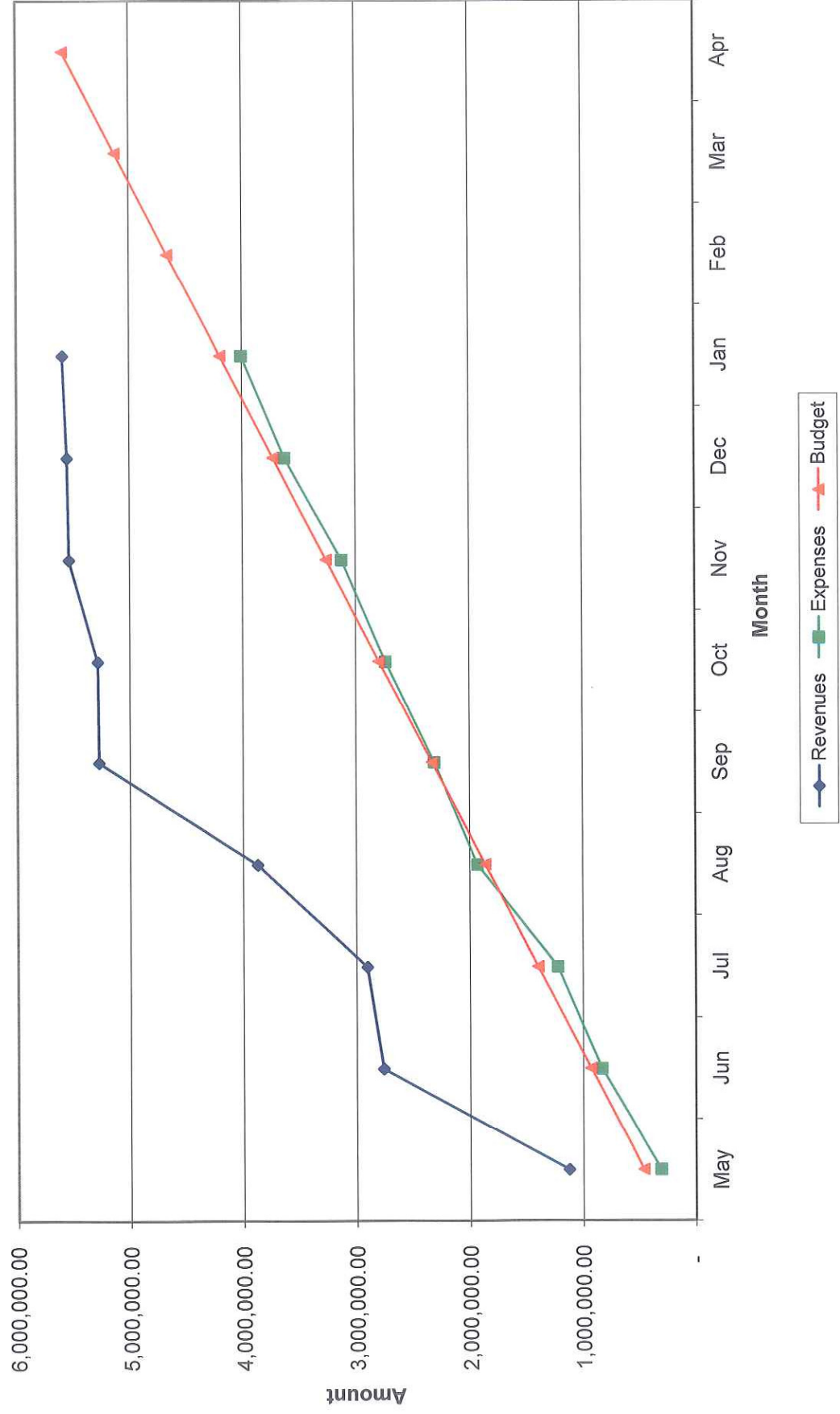
REVENUES:

ACCT NAME	BUDGET	JAN 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	0.00	4,822,566.96	(1,037.04)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	95,762.50	36,762.50	162.3
GPPLD	405,000	14,113.92	394,489.88	(10,510.12)	97.4
Fees & Rentals	87,000	5,002.41	45,030.57	(41,969.43)	51.8
Copies	3,000	308.80	2,220.10	(779.90)	74.0
Interest on Investments	15,000	56.03	45,256.81	30,256.81	301.7
Interest From Taxes	0	0.00	25.24	25.24	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	16,362.25	24,507.06	(492.94)	98.0
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(3.65)	37.53	37.53	-----
Other	45,000	3,286.08	35,523.35	(9,476.65)	78.9
Total Revenues	5,594,004	39,125.84	5,596,320.00	2,316.00	100.0

ACCT NAME	BUDGET	JAN 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	170,792.20	1,644,912.23	(576,980.77)	74.0
Part-Time Salaries	453,622	33,721.61	305,563.51	(148,058.49)	67.4
Seasonal Salaries	61,224	1,688.65	35,676.20	(25,547.80)	58.3
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	13,406.00	13,406.00	-----
Total Sals & Wages	2,737,839	206,202.46	1,999,563.94	(738,275.06)	73.0
Dental Insurance	14,952	871.32	9,152.23	(5,799.77)	61.2
Vision Insurance	2,651	216.92	2,033.47	(617.53)	76.7
Health Insurance, BC/BS PPO	326,236	18,997.70	229,919.54	(96,316.46)	70.5
Health Insurance, OSF HMO	61,134	3,017.38	31,554.64	(29,579.36)	51.6
Life Insurance	3,081	252.00	2,315.65	(765.35)	75.2
IMRF	336,259	25,535.00	210,622.26	(125,636.74)	62.6
FICA	177,143	17,253.71	117,475.32	(59,667.68)	66.3
Medicare	36,805	4,035.13	27,474.00	(9,331.00)	74.6
Worker's Comp	17,411	0.00	8,236.00	(9,175.00)	47.3
Uniforms	700	0.00	29.77	(670.23)	4.3
Tuition Reimbursement	25,000	0.00	22,152.00	(2,848.00)	88.6
Other Benefits	20,000	0.00	11,596.75	(8,403.25)	58.0
Total Benefits	1,021,372	70,179.16	672,561.63	(348,810.37)	65.8
Rentals	22,000	1,896.60	16,433.65	(5,566.35)	74.7
Total Rentals	22,000	1,896.60	16,433.65	(5,566.35)	74.7
Building Mtn	139,400	12,841.55	99,911.26	(39,488.74)	71.7
Vehicle Mtn	9,000	39.24	7,825.03	(1,174.97)	86.9
Office & Computer Mtn	175,000	1,254.89	135,747.14	(39,252.86)	77.6
Total Repair/Mtn	323,400	14,135.68	243,483.43	(79,916.57)	75.3

ACCT NAME	BUDGET	JAN 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	2,028.17	26,724.26	(18,275.74)	59.4
Printing/Binding	20,000	5,418.04	17,761.75	(2,238.25)	88.8
Travel	1,000	0.00	104.36	(895.64)	10.4
Membership Dues	6,000	290.00	2,035.00	(3,965.00)	33.9
Professional Development	14,500	2,423.50	6,869.50	(7,630.50)	47.4
Other Purchased Services	140,000	3,580.52	69,132.95	(70,867.05)	49.4
Property Insurance	25,000	0.00	14,625.00	(10,375.00)	58.5
Vehicle Insurance	6,000	0.00	3,043.00	(2,957.00)	50.7
Other Insurance	6,000	0.00	5,072.00	(928.00)	84.5
Total Purchased Services	263,500	13,740.23	145,367.82	(118,132.18)	55.2
Office Supplies	19,100	861.15	9,867.80	(9,232.20)	51.7
Computer Supplies	87,000	9,462.58	64,483.53	(22,516.47)	74.1
Postage	12,000	221.15	365.27	(11,634.73)	3.0
Library Supplies	80,000	2,690.86	54,072.55	(25,927.45)	67.6
Janitorial Supplies	17,000	1,143.53	9,194.85	(7,805.15)	54.1
Gas & Diesel Fuel	4,500	262.45	3,012.55	(1,487.45)	66.9
Building Mtnc & Repair Supplies	10,600	6,246.96	16,140.30	5,540.30	152.3
Total Supplies	230,200	20,888.68	157,136.85	(73,063.15)	68.3
Natural Gas	22,000	8,774.24	17,471.34	(4,528.66)	79.4
Electricity	95,000	0.00	61,260.10	(33,739.90)	64.5
Water	10,000	0.00	4,662.10	(5,337.90)	46.6
Telecommunications	35,500	4,417.02	25,801.91	(9,698.09)	72.7
Total Utilities	162,500	13,191.26	109,195.45	(53,304.55)	67.2
Professional Collection	2,000	0.00	991.71	(1,008.29)	49.6
Total Prof Collection	2,000	0.00	991.71	(1,008.29)	49.6
Periodicals	41,000	80.00	29,520.72	(11,479.28)	72.0
Adult Books	154,000	9,632.58	104,643.72	(49,356.28)	68.0
Children's Books	124,000	8,591.88	87,535.60	(36,464.40)	70.6
A/V Materials	139,000	9,591.09	102,850.26	(36,149.74)	74.0
Public Access Software	140,000	0.00	100,073.02	(39,926.98)	71.5
Downloadable Materials	76,700	15,065.99	92,238.64	15,538.64	120.3
Total Materials	674,700	42,961.54	516,861.96	(157,838.04)	76.6
Employee Relations	6,400	(110.68)	1,729.28	(4,670.72)	27.0
Miscellaneous Expenses	9,600	268.24	3,897.57	(5,702.43)	40.6
Transfer to Capital Fund	140,493	0.00	140,493.00	0.00	100.0
Total Other Expenses	156,493	157.56	146,119.85	(10,373.15)	93.4
Total Expenses	5,594,004	383,353.17	4,007,716.29	(1,586,287.71)	71.6

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2019

Property Tax (100.0%): The Library received its final distribution in November, bringing the total for the year to \$4,822,566.96, just \$1,037.04 short of the projected amount.

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

State Grants (162.3%): The Library received the Per Capita Grant in November.

Golden Prairie (97.4%): As per our agreement with Golden Prairie, they give BPL 95% of their tax dollars to provide service to the residents of the Golden Prairie area.

Fees & Rentals (51.8%): This is below the projected amount.

Interest on Investments (301.7%): The Library projected a low amount for Interest.

Sale of Property (0.0%): Nothing has been collected.

Donations (98.0%): The Library received a donation from the Foundation for the Summer Reading Program.

Part-Time Salaries (67.4%): This is under-spent due to a few vacancies.

Seasonal Salaries (58.3%): This is under-spent because the majority of this is used for employees hired to help with the Summer Reading Program; additional funds are used for various Seasonal positions, i.e., Shelves and Custodians.

Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.

Dental Insurance (61.2%): Not as many employees elected to have dental coverage; and effective January 1, 2019, the rates decreased.

Health Insurance, OSF, HMO (51.6%): Not as many employees selected this option for their health insurance.

IMRF (62.6%): This is under-spent due to a few vacancies.

FICA (66.3%): Same as for IMRF.

Worker's Compensation (47.3%): This was less than the Library budgeted.

Uniforms (4.3%): Charges have been minimal.

Tuition Reimbursement (88.6%): Tuition for Summer and Fall semester classes has been paid for two employees.

Other Benefits (58.0%): This is where we charge vacation payouts to exiting employees; charges have been minimal.

Vehicle Maintenance (86.9%): This is over-spent due to several bookmobile repairs.

Advertising (59.4%): Charges have been minimal.

Printing (88.8%): This is over-spent because it was necessary to have an additional run of the September - December Program Guides.

Travel (10.4%): Charges have been minimal.
Membership Dues (33.9%): Charges have been minimal.
Professional Development (47.4%): Charges have been minimal.
Other Purchased Services (49.4%): Charges have been minimal.
Property Insurance (58.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Vehicle Insurance (50.7%): The annual premium for 2019 was paid in December and was less than anticipated.
Other Insurance (84.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Office Supplies (51.7%): Charges have been minimal.
Postage (3.0%): Charges have been minimal.
Library Supplies (67.6%): Charges have been minimal.
Janitorial Supplies (54.1%): Charges have been minimal.
Gas & Diesel Fuel (66.9%): Charges have been minimal.
Building Maintenance Supplies (152.3%): This line item is over-spent due to the purchase of supplies that the Library made as opposed to a contractor supplying them when working on a project.
Electricity (64.5%): Charges have been minimal.
Water (46.6%): Monthly payments have been made, however, due to all the staff changes at City, the Finance Dept is behind in entering journal entries to reflect the Library's monthly water payments.
Professional Collection (49.6%): Charges have been minimal.
Adult Books (68.0%): charges have been minimal.
Downloadable Materials (120.3%): This is over-spent due to customer demand for various downloadable services.
Employee Relations (27.0%): Charges have been minimal.
Miscellaneous Expenses (40.6%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,935.00
Golden Prairie, towards replacement of	
Poster Printer:	3,311.00
BPL Foundation, for Summer Reading Pgm:	16,362.25
Memorial Donations:	120.00
State Farm Good Neighbor Grant:	500.00
Fountain Receipts:	12.31
Fresh Thyme, Giving Bag Donation:	63.00
Robert Starckovich, Miscellaneous Donation:	25.00
Judith Hughes, to honor Book Club members:	25.00
Miscellaneous Donations:	153.50

Total Donations:	\$ 24,507.06
------------------	--------------

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	715.10
Book Shoppe:	18,000.00
Drawstring Bags:	39.00
Ear Buds:	408.00
Flashdrives:	243.75
Hot Beverage Service:	597.00
Meeting Room Fees:	852.50
Print Station:	8,477.00
Reusable Bags:	436.50
Slingback Packs:	52.00
Test Proctoring:	900.00
Totebags:	384.00
Tumblers:	26.00
Umbrellas:	35.00
Miscellaneous:	4,366.50

Total Other Revenue: \$35,532.35

During January, 11 batches containing 101 invoices were processed, totaling \$76,726.47 and 143 credit card charges were made totaling \$32,511.22.

As of January 31, the Library's Maintenance & Operating Fund Balance is \$2,649,097.75, which is 47.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 1/31/19:

Operating:	\$ 2,649,097.75
Capital:	\$ 3,053,839.16
Fixed Assets:	\$ 1,143,061.36

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 19

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
Roberts Trophies	100.00	0.00	0.00		100.00
Don Owen Tire Service	100.00	0.00	0.00		100.00
Kathy Alwes-Petri, American Family Insurance	35.00	0.00	0.00		35.00
Golden Prairie Public Library District	3,000.00	0.00	0.00		3,000.00
Kurt's Auto Body	250.00	0.00	0.00		250.00
Specs Around Town	50.00	0.00	0.00		50.00
Copy Shop	250.00	0.00	0.00		250.00
Total Summer Reading Program Community Donations	3,935.00	0.00	0.00	0.00	3,935.00
Memorial Donations:					
Margie Hohenshell, Alan Sutter Memorial	50.00	0.00	0.00		50.00
Margaret Wolf, Barbara Mosley Memorial	0.00	20.00	0.00		20.00
Kimberlie Defrees, Barbara Mosley Memorial	0.00	25.00	0.00		25.00
Rachel Wilson, Barbara Mosley, Memorial	0.00	25.00	0.00		25.00
Total Memorial Donations	50.00	70.00	0.00	0.00	120.00
Other Donations:					
Fountain Receipts	2.24	10.07	0.00		12.31
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00	0.00		500.00
Golden Prairie Public Library District (to replace poster printer)	3,311.00	0.00	0.00		3,311.00
Fresh Thyme, Giving Bag Donation	62.00	1.00	0.00		63.00
Karen Ann Satiano, Donation for Postage for Obit Search	0.00	3.50	0.00		3.50
Robert Starckovich, Miscellaneous Donation	0.00	25.00	0.00		25.00
Lois Rubel, Miscellaneous Donation	0.00	0.00	100.00		100.00
Verlyn Zachow, Miscellaneous Donation	0.00	0.00	50.00		50.00
Judith Hughes, Donation to Honor Book Club Members	0.00	0.00	25.00		25.00
Total Other Donations	3,875.24	39.57	175.00	0.00	4,089.81
Foundation:					
Donation for DVD Shelving (Partial Payment)	0.00	7,663.34	0.00		7,663.34
Donation for AudioBook Shelving (Partial Payment)	0.00	3,980.00	0.00		3,980.00
Donation for Development Day, 10/3/18	0.00	905.00	0.00		905.00
Donation for Summer Reading Program, 2018	0.00	0.00	16,362.25		16,362.25
Donation for Appreciation Day Gifts, 11/6/18	0.00	0.00	2,299.42		2,299.42
Donation for Appreciation Day Food, Decorations, 11/6/18	0.00	0.00	1,045.95		1,045.95
Total Foundation	0.00	12,548.34	19,707.62	0.00	32,255.96
Total Donations	7,860.24	12,657.91	19,882.62	0.00	40,400.77

Bloomington Public Library
Monthly Statistics - January 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	42,392	383,253	47,208	414,261
Teens	1,762	19,570	2,307	22,665
Children	35,060	349,233	38,241	367,398
OTR Adults	1,764	17,208	1,969	19,578
OTR Teens	87	990	81	1,130
OTR Children	2,346	26,615	2,736	32,163
e-Books - Overdrive	8,385	64,939	6,770	51,001
Ebook Central	25			
Hoopla downloads	2,606	18,010	1,736	9,713
Zinio/RB Digital Magazines	973	7,207	854	3,294
Tumblebooks	72	1,206	117	966
TOTAL CIRCULATION				
Adults	44,156	400,461	49,177	433,839
Teens	1,849	20,560	2,388	23,795
Children	37,406	375,848	40,977	399,561
Digital Downloads	12,061	91,390	9,477	64,974
Combined Total	95,472	888,259	102,019	922,169
ITEMS IN THE COLLECTION				
Main	306,172	306,172	305,688	305,688
OTR	10,175	10,175	10,429	10,429
TOTAL	316,347	316,347	316,117	316,117
HOLDS FILLED				
	7,871	67,899	8,040	68,012
INTERLIBRARY LOAN				
Borrowing Requests Received	458	4,440	485	4,387
Outgoing Loans (Lending)	262	2,202	236	2,165
CARDHOLDERS				
Added	214	3,896	280	3,307
TOTAL ACTIVE CARDS				
Adults	22,872	22,872	23,514	23,514
Teens	4,593	4,593	3,139	3,139
Children	9,041	9,041	8,693	8,693
Combined Total	36,506	36,506	35,346	35,357
REFERENCE QUESTIONS				
Adults	2,199	18,925	2,370	19,623
Teens	74	1,021	122	1,323
Children	613	7,382	776	6,759
OTR	17	557	58	776
Circulation	767	7,593	688	6,843
Marketing (Facebook)		1	n/a	n/a
TOTAL	3,670	35,479	4,014	35,324
PROGRAMS & OUTREACH				

Bloomington Public Library
Monthly Statistics - January 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
Adult	14	121	15	118
Teens	5	31	2	36
Childrens	24	232	23	198
Community Group in Library	2	34	1	61
Staff Visit to Community Group	17	104	13	105
TOTAL	62	522	54	518
PROGRAM & OUTREACH ATTENDANCE				
Adult	185	1,978	207	2,261
Teen	66	668	29	739
Childrens	1872	10,872	574	8,735
Community Group in Library	99	1,203	8	1,474
Staff Visit to Community Group	997	14,012	868	13,925
1-on-1 with Staff	12	87	8	84
TOTAL	3,231	28,820	1,694	27,218
COMPUTER USE				
Public computer uses	3,365	39,032	4,049	37,308
Website database/catalog hits	43,957	366,227	44,351	235,315
Online Resource (Database) uses	8,513	90,772	7,557	52,300
TOTAL	55,835	496,031	55,957	324,923
MEETING ROOM USAGE				
Study Room	90	952	95	773
Digital Media Lab	11	86	8	91
Community Room	50	442	51	368
TOTAL	151	1,480	154	1,232
CUSTOMER VISITS				
Main	22,934	242,393	26,094	246,520
Bookmobile	640	8,730	643	9,824
TOTAL	23,574	251,123	26,737	256,344

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 19, 2018
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 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Laurie Nippe, Ruth Novosad, Patti Salch,
Jodi Sherman, Stephanie Walden, Stephen Peterson

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson discussed the possibility of a combined District Library instead of separate Bloomington and Normal Libraries. General discussion was held.
- VI. Approval of Minutes
A. November 14, 2018

ARY ANDERSON MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES, AS AMENDED, FROM THE NOVEMBER 14, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports

A. Director's Report
Director Hamilton reported that the next Program Guide is available online. Printed guides will be ready soon. Golden Prairie Public Library District is sponsoring three programs: February 2nd – Chris Fascione: Juggling Funny Stories; March 2nd – Read Across America Celebration: Clothespin Puppets; March 25th – Music and Magic. The GPPLD is also a partial sponsor to our Bloomington Reads Series. This year we will have Author Nafissa Thompson-Spires. She is a Professor at the University of Illinois and wrote "Heads of the Colored People". She will be here on April 9th from 6:30 – 8:00 p.m. Director Hamilton passed around the Illinois Library Association magazine in which the BPL was mentioned for the non-traditional services we offer. Director Hamilton shared information from ILA about legislative meet-ups in different areas of the state. This event provides an opportunity to discuss legislative issues and meet legislators. The next one is in Uptown Normal at the Marriott on February 4th. If you are interested, just sign your name and she will contact you to confirm before she actually registers for the event. Cost is between \$20

- \$30. Director Hamilton shared that the Audio/Visual remodel is complete, and we are pleased with the way it looks. A couple of follow-up questions from the Director's report were asked and answered by Director Hamilton.

B. Outreach Report

Colleen Shaw, Circulation and Outreach Department Manager, reported that her department has finished the Unit 5 student card project. The IT and Circulation departments worked together to mail out 1500 student cards. We have a new Bookmobile driver, Caitlin Clyne. She has passed her CDL permit test and is already driving with assistance. The Bookmobile will be off road starting Friday, December 21 through January 1, 2019. This is a standard time off and has been advertised in advance. The Bookmobile will be receiving some scheduled maintenance and cleaning.

C. Financial Report

Kathy Jeakins, Business Manager, reported that we received the final Property Tax Distribution in November. Golden Prairie is at 44% for that item at this time. Golden Prairie will receive the next installment in June 2019. We also received the Per Capita Grant in the amount we were expecting.

VIII. Unfinished Business

A. Election Filing Update

Ruth Novosad, GPPLD Board Secretary, submitted the paperwork from four Board members on December 10th at the County Clerk's office. Ruth learned that she is the Election Official for the District. If someone off the street decided to run, they would present their paperwork to Ruth for submission to the County Clerk's Office. The deadline is December 17th. Ruth had to pick the order of how the candidates will listed on the ballot. Here is the final outcome: *(Vote for Two)* 6-year Term: Stephen Peterson and Laurie Nippe. *(Vote for One)* 4-year Term: Ary Anderson. *(Vote for One)* 2-year Term: Stephanie Walden. Everything has been done. Discussion was held on where to keep the original files. The decision was made to maintain those records in the Administration Offices.

IX. New Business

A. Maturing CD – Interest Rate Report Out

One of the Golden Prairie's CDs will mature on February 6, 2019. President Peterson recommends a simple rollover if a good rate is offered. President Peterson will research options and present them for a decision at the January 2019 meeting. Of note, Golden Prairie also holds a second CD with a maturity date of February 6, 2020.

B. Acceptance of FY18 Comprehensive Annual Financial Report

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO ACCEPT THE FY18 COMPREHENSIVE ANNUAL FINANCIAL REPORT.

YAYS: ARY ANDERSON, LAURIE NIPPE, RUTH NOVOSAD, PATTI SALCH, JODI SHERMAN, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Jodi Sherman will be absent at the January 16th meeting.

XI. Reminder: Next Board Meeting is January 16, 2019

XII. Adjournment

JODI SHERMAN MOVED, LAURIE NIPPE SECONDED, TO ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 5:53 p.m.

Incident Report Summary for January 2019

2019-01-31 23:59:00

2019-01-01 01:00:00

27 days in month

Incident ID	Date/Time Submitted	Violation
3912	2019-01-03 11:57:46	Stolen Damaged Library Material
3913	2019-01-04 15:51:10	Alcohol/Drugs
3914	2019-01-05 16:46:18	Stolen Damaged Library Material
3915	2019-01-07 10:06:06	Stolen Damaged Library Material
3916	2019-01-08 18:28:11	Stolen Damaged Library Material
3917	2019-01-09 15:29:38	Stolen Damaged Library Material
3918	2019-01-10 15:17:55	Customer Related Illness Accident
3919	2019-01-13 15:39:08	Customer Suspension Violation
3920	2019-01-13 16:49:59	Stolen Damaged Library Material
3921	2019-01-14 14:13:28	Stolen Damaged Library Material
3922	2019-01-20 16:08:10	Other
3923	2019-01-22 14:55:03	Alcohol/Drugs
3924	2019-01-22 19:14:03	Stolen Damaged Library Material

3925	2019-01-23 20:00:49	InappropriateBehavior
3926	2019-01-27 16:03:12	AlcoholDrugs
3927	2019-01-28 16:03:39	TobaccoUse
3928	2019-01-29 12:52:18	StolenDamagedLibraryMaterial
3929	2019-01-31 15:59:01	AlcoholDrugs

Suspension Report Summary for January 2019

2019-01-31 10:16:32am
2019-01-01 10:16:32am
31 days in month

Suspension ID	Date/Time Submitted	Violation
183	2019-01-20 00:00:00	Other
184	2019-01-27 00:00:00	AlcoholDrugs
185	2019-01-28 00:00:00	TobaccoUse

A RESOLUTION TO APPROVE THE PAYMENT FOR NEW TABLES
FOR THE COMMUNITY ROOM
TO WIDMER INTERIORS

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

1. That the Library Director authorize payment for new tables for the Community Room to Widmer Interiors in the amount of \$12,304.80
2. That the purchase from Widmer Interiors is done through a joint/co-op purchase agreement, Contract: National IPA Contract # P15-150
3. That the new tables weigh less than the current ones, making it safer for the staff to set-up and take-down arrangements for Community Room customers
4. That the new tables require less storage space than the current ones
5. That the Library will dispose of the current tables by selling them or donating them to another not-for-profit agency
6. That the funds come from the following source:
Maintenance & Operating Fund: \$12,304.80

Approved this 19th day of February 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees



Bloomington Regional Office
2203 E Empire Suite A
Bloomington IL 61104
Phone: 309-454-7888
FAX: 309-862-4045
www.widmerinteriors.com

Date: 12-Feb-19
Rep: Stan Wing
Email: swing@widmerinteriors.com
Phone: 309-807-5922
File Name: National Waveworks Flip Top Table
Contract: National IPA Contract #P15-150

Prepared For:

City of Bloomington
Accounts Payable
109 E. Olive Street
Bloomington, IL 61701

Install At:

City of Bloomington
Public Library
205 E. Olive Street
Bloomington, IL 61701

Part Number	Tag	Qty	Sell	Ext Sell
 WW3072RTFML WAVEWORKS,30DX72W,TRAINING TABLE,FLIP/NEST,HPL VNM SOFTENED PVC,NATURAL X NO GROMMET STD STANDARD LAMINATE NM NATURAL 503 SATIN NICKEL METALLIC		16	\$769.05	\$12,304.80
SUBTOTAL:				\$12,304.80

Part Number	Tag	Qty	Sell	Ext Sell
Approved By: _____				
Delivery / Installation				\$960.00
Name _____				
Grand Total:				\$13,264.80
Title _____				
Date: _____				
PO: _____				

Notes:

Price based upon National IPA contract #P15-150.

Terms and Conditions

- Prices quoted are valid for 30 days unless otherwise specified. All orders are subject to approval by our credit department.
- A 50% deposit is requested prior to order.
- Terms are net 15 days from date of invoice. A service charge of 2% per month will be added to all delinquent invoices. Customer shall not withhold payment in excess of the selling price of the specific merchandise that has not been delivered or is subject to repair and/or replacement.
- Pricing is based on payment in cash, check, or ACH. A 3% convenience fee will be added to invoice if a credit card (American Express, Visa or Mastercard) is used for purchases over \$2,500. Credit cards will be charged in full at time of order.
- All product is made to order; therefore, all sales are final. All requests for changes in quantity or specification shall be in writing and if approved, additional charges may apply.
- Widmer will provide 30 days free storage (free storage does not apply to projects that are planned to be direct shipped, or received-on-site direct from the manufacturer). Beyond 30 days, a 1% (of sell price) charge per month will apply. In the event of a delay, the merchandise will be considered accepted by the customer for purposes of payment. The customer has the right to withhold 5% of the invoice amount against completion of delivery.
- When the customer receives a direct shipment of product, it is the customer's responsibility to inspect the merchandise at time of receipt and file any freight claims per the manufacturer's stipulated timeframe. Widmer cannot be held responsible for damaged goods when product is shipping directly to the customer.
- Unless otherwise noted, delivery and installation will be made during normal business hours and based on non-prevailing wage labor. Additional costs will apply for overtime or additional work requested by the customer. Risk of loss transfers to the customer once the product is on site.
- These Terms and Conditions are valid for all future orders unless otherwise agreed by both parties.

5.6 Policy Regarding Display Space

Approved 04/22/08

Bloomington Public Library adheres to the American Library Association (ALA) Library Bill of Rights and the ALA's interpretation of the Library Bill of Rights entitled, "Exhibit Spaces and Bulletin Boards."

The Library's display spaces are open to organizations engaged in educational, cultural, intellectual, or charitable activities. The library provides a community bulletin board, and a display rack for brochures and flyers, ~~and two locked display tables. All are located in the Library's lower lobby.~~

All materials to be posted on the bulletin board and in the display rack must be brought to the Adult Services Information Desk. Library staff will date and initial materials to be posted on the bulletin board. Material on the bulletin board that does not display Library staff initial will be removed. Information will be posted for one month, unless there is a specific date provided on the material. The library is unable to guarantee the return of posted or displayed material.

~~Groups interested in reserving the display cases should contact the Marketing Department. Not for-profit groups may reserve the display case for one month, one time each year. The library is not responsible for any damage or loss that may occur to items in the cases. Each case may be filled on the 1st of the month and items need to be removed before library closes on the last day of the month. Marketing will send out a reminder card the month before the display is to go up. No shows who do not notify the library at least two weeks in advance will lose the right to sign up for the next year.~~

Acceptable material for the bulletin board and display rack includes non-profit organization and governmental activities, notices, programming information, and fund raising information. Unacceptable material for the bulletin board and display rack includes personal items for sale, commercial items for sale, and individual political candidate information. Items in the display cases need to be suitable for all ages to view.

The library reserves the right to use the bulletin board, and display racks ~~and display cases~~ as needed to promote its programs and activities.