

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, January 19, 2016

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. December 15, 2015
- VI. President's Report
 - A. Appointment of Search Committee
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's) (Chair's Report attached)
 - C. Bookmobile Ad Hoc Committee
- XI. Unfinished Business
 - A. Farnsworth Update on the Needs Assessment, Programming, Site Analysis and Conceptual Design
- XII. New Business
 - A. Approve Selection of Director Search Firms to Interview
 - B. Approve Dates to Interview Director Search Firms
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted: 1/15/2016 12:00 p.m.

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, December 15, 2015

5:30 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:32 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke,
Robert Porter, Mike Raikes, Julian Westerhout, Carol Koos

MEMBERS ABSENT: Whitney Thomas

OTHERS PRESENT: Kathy Jeakins, Terry Lindberg, Patricia Marton, Caprice
Prochnow, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton, resident, made a statement regarding libraries with a safe environment for senior citizens.

V. Approval of Minutes

A. November 17, 2015

SUSAN O'ROURKE MOVED, MIKE RAIKES SECONDED, TO APPROVE THE
MINUTES FROM THE NOVEMBER 17, 2015 MEETING. THE MOTION
CARRIED UNANIMOUSLY.

B. December 1, 2015

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE
MINUTES FROM THE DECEMBER 1, 2015 MEETING. THE MOTION
CARRIED UNANIMOUSLY.

C. December 8, 2015

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 8, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos stated that the RFP for a Director Search firm is ready to be published on Friday, and that the only modifications to the document were Board approved edits and typos that Susan O'Rourke and Johanna Sneed discovered.

President Koos shared that she will be meeting with Ed Barry from Farnsworth to get his recommendations on the Expansion Study. She went on to say, that both he and Director Bouda had advised putting the Needs Assessment on hold until a permanent Director is hired as the Director has important input on the final document. There was some discussion on this.

President Koos shared that on Monday, December 21, she and Carol Torrens, AS Manager, will be giving a report on FY15 for Bloomington Public Library to the City Council.

VII. Director's Report

A report was not given.

VIII. Fiscal Report

Kathy Jeakins stated that we should be at 58%, our total Revenues are over 99% and total Expenditures are at 55%. She went on to say, that the final Property Tax Distribution was received, and the total received for the fiscal year was a little under \$2,000 of the projected amount.

IX. Approval of Bills

MIKE RAIKES MOVED, ALEX CARDONA SECONDED, TO APPROVE THE BILLS LIST FROM NOVEMBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

B. Planning, Policies & Programs (3 P's)

The 3 P's Committee did not meet. Emily Kelahan stated that she would like to call a meeting on February 3, 2016. She went on to say, that between now and then, she has duties to assign correlative to the various parts of the Strategic Plan.

President Koos asked that the Committee also look at developing standardized roles for committees.

C. Bookmobile Ad Hoc Committee

The Bookmobile Ad Hoc Committee did not meet. Alex Cardona stated that the Committee plans to meet in January as they will be welcoming a few new members. He went on to say, that they will be focusing on a Mission statement, community survey, and updated results on the new west side stops.

XI. Executive Session to Discuss Salary/Start Date for Interim Director

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE SALARY AND START DATE FOR THE INTERIM DIRECTOR.

AYES: ALEX CARDONA, EMILY KELAHAHAN, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 5:56 p.m., the Board went into Executive Session.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO RESUME REGULAR SESSION.

AYES: ALEX CARDONA, EMILY KELAHAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 7:07 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

XII. New Business

A. Approve Salary/Start Date for Interim Director

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE CONSULTING SERVICES AGREEMENT WITH COMPENSATION AT \$85.00 PER HOUR AND THE REST OF THE AGREEMENT AS PRESENTED, INCLUDING THE START DATE OF DECEMBER 16, 2015.

AYES: ALEX CARDONA, EMILY KELAHAHAN, VAN MILLER, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED.

XIII. Unfinished Business

A. Discuss Progress on Finding a Facilitator for Developing Goal #1 of Strategic Plan

President Koos stated that this had been on hold, but now that an Interim Director is in place, the search for a facilitator for this can begin again.

There was some discussion on this, and the consensus was that President Koos and Emily Kelahan, 3 P's Chairwoman, would meet with Interim Director, Terry Lindberg, in order to apprise him of what has transpired on this, and to get his professional assessment on how that process should unfold.

B. Discussion of Electronic Communication Among Board Members

Susan O'Rourke stated that this issue may have been resolved, but in order to confirm this, she asked that the Trustees reply "received" to any "test" emails that they may receive from either her or Caprice Prochnow. There was some discussion on this, and Caprice Prochnow suggested that when she sends an email to the Trustees that she will ask for a "delivery and/or read receipt" to verify receipt.

C. Discussion on Purpose of Committee Meetings

This issue has been resolved.

XIII. Comments from Board Trustees

Robert Porter stated that he is very pleased that the Board has selected Terry Lindberg as Interim Director, as Terry comes to the Library with a wide variety and breadth of public sector service. He went on to say that the Library will be very well served by him and the Board looks forward to working with him.

Terry Lindberg shared his list of possible areas of focus which include: Board Governance (Strategic Plan and Committee structure), Board/Staff relations (communications), Major Projects (Director Search and Farnsworth Needs Assessment).

Susan O'Rourke stated that in reviewing the November 17 Minutes, it is her understanding that both a facilitator and the 3 P's Committee will be addressing the purpose of committee meetings.

XIV. Adjournment

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

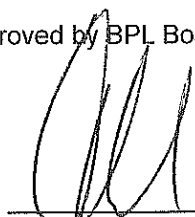
President Koos adjourned the meeting at 7:23 p.m.

2015.11

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 16, 2015



 Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	725.00
American National Skyline, Inc. (Clearly Windows)	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
CDW Government	Computer Supplies	162.12
Cengage Learning	Adult Books	938.83
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	10,809.72
City of Bloomington	Gas & Diesel Fuel	344.40
City of Bloomington	Health Insurance-HMO	6,966.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,931.25
City of Bloomington	Life Insurance	245.02
City of Bloomington	Medicare	2,528.12
City of Bloomington	Payroll	183,872.04
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,055.65
Comcast	Telecommunications	102.85
ComputType, Inc.	Library Supplies	1,034.50
Continental Research Corp	Janitorial Supplies	182.06
Cummins Mid State	Vehicle Maintenance	624.04
Demco	Library Supplies	3,879.54
Ebsco Subscription Services	Periodicals	33.50
Farm & Home Publishers, Ltd	Adult Books	43.70
Findaway World, LLC	A/V Materials	843.87
Founder's Grove Neighborhood Association	Advertising	100.00
Frontier	Telecommunications	1,210.33
Harlan Vance Company	Library Supplies	595.44
Illinois Wesleyan University	Other Purchased Services	886.27
Imaging Office Systems, Inc.	Office/Equipment Mtn	650.00
Johnson Controls	Building Maintenance	543.40
Kone, Inc.	Building Maintenance	1,376.76
Leary, Donna	Travel	67.62
Limelight Communications, Inc.	Advertising	200.00
McLean County Chamber of Commerce	Membership Dues	587.00
MicroMarketing, LLC	A/V Materials	29.85
Midwest Tape	A/V Materials	717.88
Miller Janitorial Supply	Building Mtn Supplies	20.90
Miller Janitorial Supply	Janitorial Supplies	552.45

Multicultural Books & Videos
 OfficeMax
 OfficeMax
 OfficeMax
 Osacky, Michael
 OverDrive
 PATH, Inc.
 Penguin Random Hose, LLC
 Pilot Media, LLC (Great Plains Media)
 ProQuest, LLC
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Tucker, Gayle
 Vernon Library Supplies, Inc.
 Weaver's Rent-All
 Weaver's Rent-All
 Westerhout, Julian
 Wilson, Emily
 Woelfel, Corrine (Twin City Trivia)
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Library Association
 VISA - B & H Photo
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Biaggi's
 VISA - Chocolatier, Inc.
 VISA - Concord Custom Cleaners
 VISA - Dallas & Company
 VISA - Delta Airlines
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - ESPN, the Magazine
 VISA - Evanced Solutions, LLC
 VISA - Five Star Water
 VISA - GameStop
 VISA - GameStop
 VISA - Harvard Business Review
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - Illinois Chamber of Commerce
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jewel
 VISA - Kirby Risk Electrical Supplies

Children's Books	27.95
Computer Supplies	68.64
Janitorial Supplies	270.00
Office Supplies	(222.44)
Other Purchased Services	149.50
Ebooks	4,900.00
Adult Books	40.00
A/V Materials	33.00
Advertising	1,250.00
Public Access Software	2,385.00
A/V Materials	461.06
Rentals	1,481.79
Other Purchased Services	67.00
Building Maintenance	29.01
Other Property Mtn	59.98
Travel	139.10
Library Supplies	349.34
Building Mtn Supplies	464.00
Rentals	750.00
Travel	51.85
Travel	6.33
Other Purchased Services	50.00
Computer Supplies	162.50
Library Supplies	15.92
A/V Materials	1,194.65
Adult Books	57.32
Travel	555.20
Membership Dues	558.00
Professional Development	560.00
Computer Supplies	1,297.00
A/V Materials	6,101.18
Adult Books	9,483.60
Children's Books	7,706.30
Other Purchased Services	447.32
Travel	43.55
Employee Relations	173.68
Other Purchased Services	70.17
Other Purchased Services	26.99
Travel	1,035.40
Office Supplies	13.00
Other Purchased Services	20.00
Periodicals	26.00
Office/Equipment Mtn	1,350.00
Miscellaneous Expenses	48.10
A/V Materials	725.75
Other Purchased Services	59.98
Periodicals	89.00
Library Supplies	18.44
Other Purchased Services	42.90
Office/Equipment Mtn	297.50
Professional Development	249.00
Membership Dues	75.00
Adult Books	264.13
Employee Relations	10.46
Building Mtn Supplies	1,116.00

VISA - Koldaire Equipment Co.
 VISA - Kroger
 VISA - Land's End Business Outfitters
 VISA - Lectorum Publications, Inc.
 VISA - Lowe's
 VISA - Meijer
 VISA - Michael's
 VISA - Michael's
 VISA - Namaster Plaza
 VISA - National Enquirer
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading
 VISA - Party City
 VISA - Paypal*RSZILAGY
 VISA - Roy Huff Company
 VISA - Schnuck's
 VISA - Sprint
 VISA - SteamPoweed.com
 VISA - Target
 VISA - Things Remembered
 VISA - Things Remembered
 VISA - Toys R Us
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Employee Relations 8.70
 Employee Relations 23.73
 Uniforms 178.70
 Children's Books 95.01
 Library Supplies 167.74
 Miscellaneous Expenses 67.92
 Library Supplies 39.27
 Other Purchased Services 51.72
 Other Purchased Services 59.50
 Periodicals 109.20
 Copier Supplies (41.15)
 Library Supplies 77.94
 Miscellaneous Expenses 4.49
 Office Supplies 43.49
 Employee Relations 90.71
 Employee Relations 163.08
 Other Purchased Services 19.28
 Other Purchased Services 259.41
 Employee Relations 14.98
 Telecommunications 405.98
 Other Purchased Services 100.00
 Other Purchased Services 30.97
 Employee Relations 281.00
 Other Purchased Services 205.00
 Library Supplies 35.98
 Telecommunications 122.84
 Employee Relations 59.58
 Janitorial Supplies 49.67
 Office Supplies 10.97
 Other Purchased Services 36.84
 Telecommunications 140.86

314,383.78

**Bloomington Public Library
Director's Report
December 2015**

1. Introduction

I began my services as your Interim Director Wednesday, December 16, 2015. From then through Thursday, December 31, 2015, I logged a total of 40 hours. The Department Managers and staff have all been cordial and supportive. Their passion and professionalism are evident.

2. Meetings

Inside the Library, I have attended a BPL Board meeting, a GPPLD meeting, a BPL Foundation meeting, an Ad Hoc Bookmobile Committee meeting, a 3P's meeting, several Department Heads meetings, a staff Executive Committee meeting, and an Adult Services team meeting. Eventually, I'll get to each team's meetings within the Library. I have been able to spend one-on-one time with all the department heads except Allison Schmid in Technical Services, who is on maternity leave.

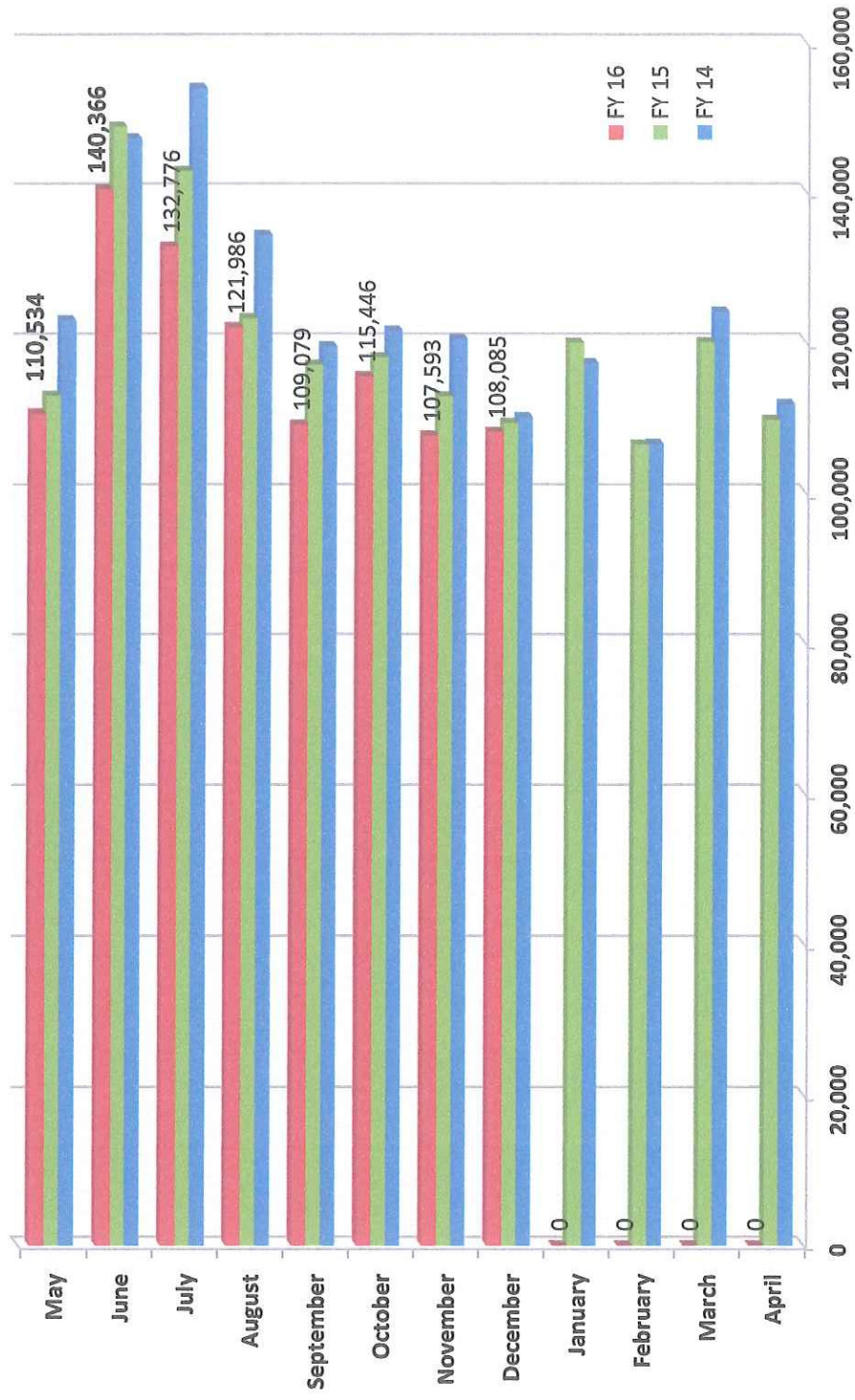
Outside the Library, I have attended two City Department Heads meetings and one City Council Meeting. I have also met with several key city department heads on a wide range of library related topics.

3. Availability

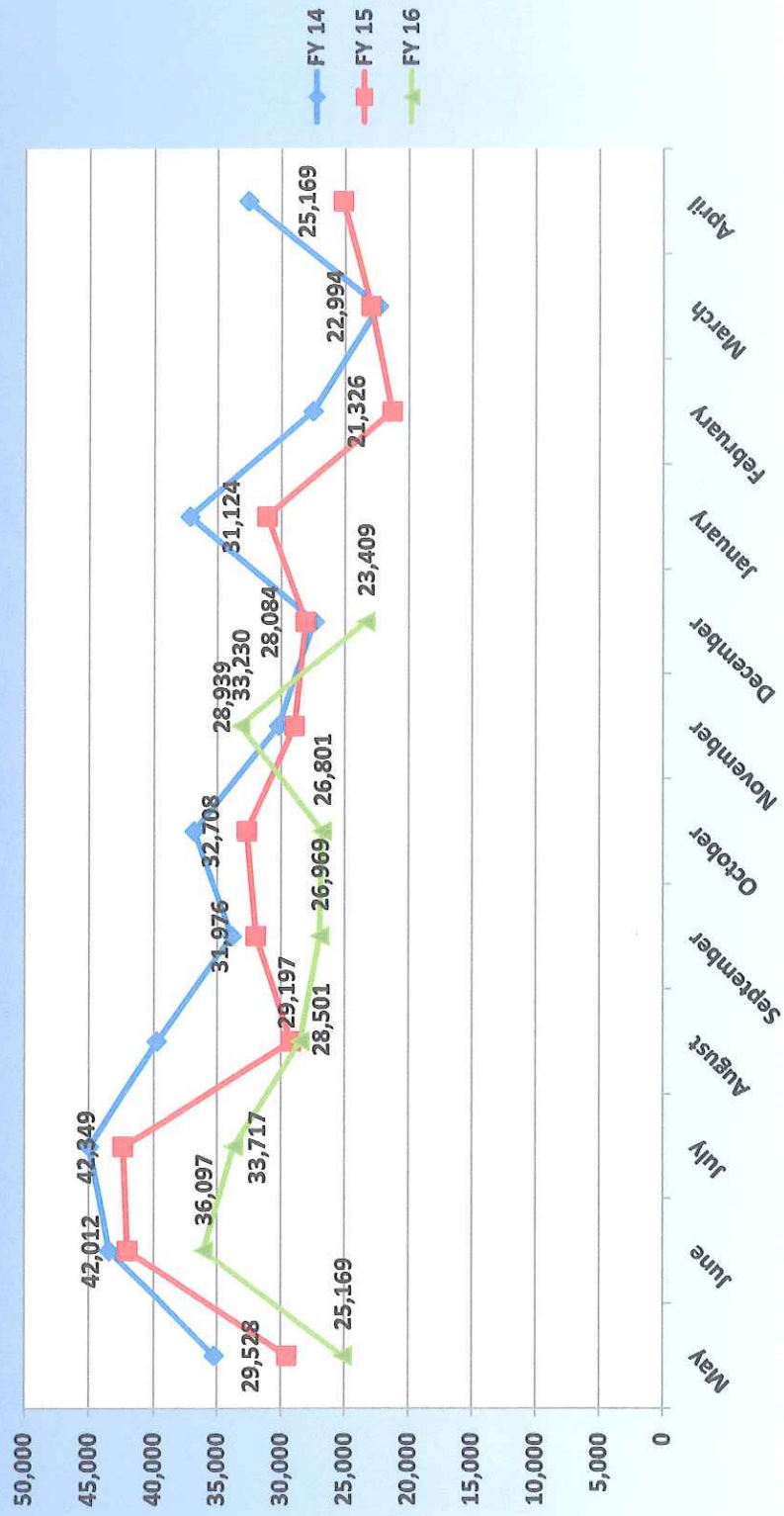
My e-mail is terryl@bloomingtonlibrary.org. My direct Library line is 309-557-8901. My cell number is 309-287-5857. I will respond as promptly as possible whether I am "on the clock" or not.

4. Department Reports and Statistics follow.

Items Circulated



Library Visitors



Adult Services - December, 2015

Carol Torrens, Manager

Collections

A shifting project in the Illinois Collection was completed. The whole collection was flipped to run in the same direction that other areas in Adult Services do. All of the Directories were put next to each other. The subsection of Plat maps was moved to be in Dewey order within the collection. And fiction and biographies were separated, hoping that will reduce shelving errors. This project also spread open space throughout so that shelving will be easier.

A shift to spread open space evenly throughout the Fiction collection is underway. If enough space is moved forward, from the Z authors toward the A authors, the Mystery collection may be able to expand.

Marcie used Collection HQ Dead reports to weed the A and B fiction authors, to assist with the shift.

Programs

Displays in Adult Services included best books of 2015; Cabin Fever; holiday fiction; There's a Book for That. The display in the DVD area was holiday movies.

Karen met with the Lincoln Coalition group.

Teen librarian Tiffany visited these schools for Books & Bites and to promote library events. The number of teens who attended is listed.

NCHS -16; Chiddix -81; Evans -59; Kingsley -140; Parkside -cancelled; BJHS--68

Adult/Family programs

Fiction & Mystery combined Book Club - 1 session - 4 attended

Books on Tap book discussion - 1 session - 9 attended

Second Wednesday Classic Movie - 1 session - 10 attended

DIY Needle Felting - 1 session - 12 attended

Computer 101: Resumes - 1 session - 1 attended

Baseball in the Attic, Collection Sports Memorabilia - 1 session - 37 attended

Sounds of the Season

U High's Madrigal Brass - 1 session - 26 attended

Community Concert Band small ensemble- 1 session - 20 attended

Teen programs

Anime Movie Marathon - 1 day - 15 attended

Star Wars Party, with Normal PL - 1 session - 18 attended

DIY Arm Knitting - 1 session - 12 attended

Training & Technology

There were 20 individual appointments with an Adult Services staffer. Topics: ebooks, Windows 10, general internet and Facebook usage, resumes & job applications.

Several staff attended mini-morning sessions about story times and the 3D printer.

Other

Along with Gayle, I interviewed three applicants for a temporary shelver position.

I attended: Library Board meeting; City Council meeting to give report on FY15.

Along with other managers, I emptied book drops over the holidays; I was here on Christmas Day.

BUSINESS OFFICE MONTHLY REPORT - December 2015

Kathy Jeakins, Manager

- The Library continued to sell bus passes to the public
- 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; reported problems staff had accessing their accounts; cancelled cards for staff leaving the Library
- Provided financial data to Rhonda for the Library's Power Point presentation at the City Council meeting on 12/21
- Finalized Golden Prairie Year-End Financial Report and submitted to Pantagraph for publishing by end of the year
- Prepared two expense batches in MUNIS
- Prepared 12 deposit batches in MUNIS
- Entered 9 expense batches in account files
- Entered 20 deposit batches in account files
- Meetings:
 - Department Managers: 12/9; 12/16
 - BPL Board Meeting: 12/15
 - Special BPL Board Meeting: 12/8
 - Golden Prairie Board Meeting: 12/16
 - Attended City Council meeting on 12/21
 - Met with Carol Koos on 12/3 to discuss the Request for Proposal for a Director Search Firm
 - Met with Lynn Gray (of Golden Prairie Board) to discuss Robert's Rules of Order
 - Attended Retirement Reception for Georgia Bouda on 12/4
- As of December 31, the Library's Maintenance & Operating Fund Balance is \$3,514,173.86; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in December: Susan (12/7), Van (12/14), Mike (12/21), and Alex (12/28)

Children's Services Monthly Report - December 2015

Melissa Waltrip, Manager

Programs

- Hugo Kringle – 21 attended
- Needle Craft – 20 attended
- Toddler time – 7 sessions – 309 attended
- Preschool story time – 3 sessions – 66 attended
- Move and Learn story time – 3 sessions – 38 attended
- Singing Swinging story time – 2 sessions – 25 attended
- Tales for Tails – 2 sessions – 30 attended
- Early Head Start visit – 23 attended
- Visited Brigham Head Start – 22 attended
- Visited Milestones Preschool – 65 attended
- Visited Little Jewels Williamsburg – 64 attended

Training

- Jesse and Laurel conducted a mini-morning session on story times.
- Children's staff attended the mini-morning session on the 3D printer.

Other

- A Registration List section was created on SharePoint so that staff can see who is registered for an event when we have questions from customers checking on their child's registration.
- We began using the new Nabi tablets. Jesse tested all of the apps.
- 125 crafts were made during winter break.

Circulation and Outreach Services Monthly Report - December 2015

Laura Golaszewski, Manager

1) Staff, committees, and training:

- Sarah Hoeniges will be starting a 6-month leave on 1/6 to begin pursuing her master's degree. We look forward to having her back in June, and have hired a temp to fill her hours while she is on leave.
- We will have 3 new library assistants starting with us in January, 2 permanent part time staff and one temporary staff member.
- With both holiday closures, Circ staff have been working very hard to keep up with the flow of patrons and returns. Thank you to the other departments for sending staff to help us out, we really appreciate it!

2) Outreach news:

- The bookmobile was off the road for the holidays from 12/21-1/1.
- Sara and I composed a letter for Home Delivery patrons that will go out in January to see if any patrons need to update their service needs.
- Bloomington Daycare unfortunately decided to cancel their deposit service this month. It is easier for the teachers to come to the libraries to select on their own since their classrooms all have different needs. We were sorry to see them go!
- Home Delivery staff delivered 558 items to 52 patrons this month.

3) Technology:

- Staff processed 149 AV snags this month.

Door Count: 22,704

Bookmobile Customers: 705

Training Hours: 11

Volunteer Hours: 20

Human Resources Departmental Report - December, 2015

Gayle Tucker, Manager

- Staff Milestones
 - Michelle Cope celebrated 5 years of service
- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Orientation documents will be available
 - I contribute news to the monthly staff newsletter
- In December, I participated in six interviews
- I attended the December 1 and 15 BPL Board Meetings
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new time clocks 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 Finance Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
 - We'll have input into a new timeclock vendor
 - We worked around a few early payroll deadlines due to holidays
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers to help in our Book Shoppe
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Information Technology Monthly Report – December 2015
Jon Whited

Operational

The opportunity to create cookie cutters were offered to the staff. 27 additional cookie cutters were printed so that the public got an opportunity to see the 3D printer.

IT added 10 new Nabi tablets in the Children's department for the children to be able to use while they are in the library. The tablet has fun learning activities and games installed on them.

IT added 6 additional laptops to the Adult Services area. IT removed the 4 preschool PCs and 1 parent PC in order to make room for the additional seating in the preschool area.

The issues with the security tags and the new software on the self-checks has been resolved. 3M eventually had to have a developer look at the code to make some adjustments.

New links were created on the web site to show all of the book club kits that are available in the Library.

We will be upgrading the Sirsi production and test servers to the latest version in the near future.

IT Manager came in on Christmas Eve to remove deleted employees from timeclock system.

Staff members meet with Sales people from TBS to get a demonstration of the automated scanning station and get materials on their credit card coin op.

Monthly Marketing Report - December 2015

Rhonda Massie, Manager

Annual Report Presentation for the City Council

- A Power Point outlining some statistics from the Library's annual report was created by Marketing and presented to the City Council by Carol Torrens on Monday, December 21. It highlighted circulation statistics, door count statistics, cardholders by location, program and program attendance statistics, information about the size of our physical and electronic collection, revenue information, and expense information. The slides made available to the City Council are included below.

Program Guide

- The Program Guides was compiled, designed, and printed during November and December. In late December, the guide became available at the Library, on the Library's website, and it was inserted into Bloomington editions of *The Pantagraph* on Saturday, January 2. Program Guides were also inserted into editions of *The Pantagraph* that are distributed in the GPPLD towns of Arrowsmith, Bentown, Downs, Ellsworth, and Holder.
 - The guide:
 - covers 5 months
 - has grown to 12 pages (from 8 pages in January 2015).
 - includes 356 programs.

Bookmobile Text Schedule

- The entire November-April schedule of Bookmobile text reminders have now been scheduled into the texting software.

January Newsletter

- The Library's January newsletter (the newsletter is distributed every other month) was written, designed, and sent off to print. It was scheduled for an early-January delivery via email, Facebook, Twitter, online, and snail mail.

Promotion

Advertising

- (4) Pantagraph ads – these run each Sunday
- Ad for the Community Players playbill promoting Bloomington Reads with *Ready Player One*
- Ad for *Pastelle* magazine promoting Bloomington Reads with *Ready Player One*
- Advertising "My First Reading Program" on the Macaroni Kid website

Press Releases

- An article was submitted to run in the January 4-February 14 issue of *Pastelle* magazine. The article focuses on the Library's Bloomington Reads program with *Ready Player One* by Ernest Cline.
- An write up about "My First Reading Program" was submitted to the Macaroni Kid website.

Program Materials Created

- All digital artwork for Facebook, the plasma television in the lobby, and the website
- January Calendars
- Materials promoting programs
 - My First Reading Program (created promotional materials and activity logs)
 - Kiddie Drive In
 - DIY Series
 - Screwball Comedy Film Series
 - Classic Film Series

- Story Time Brochure
- Bookmarks promoting the next round of titles for the Mystery Book Club
- Bookmarks promoting the next round of titles for the Fiction Book Club
- Tinker Lab
- Winter Wonderland
- Tales for Tails
- Global Story Time
- Pagina por pagina
- Tabletop 101 materials
- Read 'n Watch Discussion Club

Signage

- The vinyl wraps on the elevators were changed.
 - Upstairs wrap promotes our Bloomington Reads program with the book *Ready Player One*.
 - Downstairs wrap promotes our text opt-in service.
- Signage promoting February's Magazine sale was created.
- A banner was created for Georgia's retirement reception.
- A flyer was created to promote the sale of our leftover squids (charging buddies).
- Signs for CS stating
 - "Check back soon to use our new tablets ..."
 - "Parents can now check out laptops from AS to use in CS ..."
- Signs announcing closures for Christmas, New Year's, and Staff Appreciation Day were created and posted both in house and online.
- Sign for AS announcing the shifting of book locations and where patrons could now find the titles
- Display signs
 - Super Bowl
 - Happy Mew Year (movies/shows starring cats or with memorable scenes including cats)
 - Begin the new year with a new series

Other

- The Staff Directory was updated (it is updated every 6 months)

WebTeam

- With no agenda items submitted, the WebTeam did not meet in December.

Digital Outreach

- During the past month, the Library added 47 Facebook fans, for a total of 3,976.
- During the past month, the Library added 26 Twitter followers, for a total of 1,360.
- During the past month, the Library added 31 Instagram followers, for a total of 155.
- During the past month, the Library added 0 Pinterest followers, for a total of 54.
- During the past month, 37 people have signed up to receive Bookmobile texts for a total of 307.
- During the past month, 24 people signed up for Library texts, for a total of 64.

Training

- On December 10, Jim attended a class about Google Analytics.

Ongoing Promotion:

- The Library has contracted 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 the Bookmobile stop.
- The Library has a 12-month advertising package with WMBD/CiProud/Fox 43 via their "Excellence in Education" promotion. It is set to expire soon. In January, we will consider renewing this package.
- Weekly ads run in the Sunday edition of the *The Pantagraph* at a severely reduced rate.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.

- Programs appear on *The Pantagraph's* online calendar.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

B Logistics

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

Support Services Monthly Report - December 2015
Caprice Prochnow, Manager

- Caprice attended "Leadership, Team-Building and Coaching Skills" seminar on December 7.
- Caprice viewed "How to Write an EEOC Position Statement" webinar on December 30.
- Caprice facilitated the move of a new, Media Scape sectional couch that was donated to the Library for the Childrens area.
- Mid-Illinois Mechanical checked the operation of the unit heaters in the building along with the heater in the vestibule.
- Automatic Fire Sprinkler conducted the annual testing of the fire sprinkler system and the backflow system. Simplex conducted the semi-annual testing of the fire alarm system. C K Brush conducted the biennial cross connection control survey. All of the equipment passed inspection.
- The Safety Committee has lined up some Safety Training for staff on Staff Development Day to be held on Tuesday, January 12, 2016. Stuart Blade from the Fire Department will be on site to conduct fire extinguisher training. Along with this, staff will be shown a video on Blood Borne Pathogens and how to protect against exposure and proper disposal.
- Weber Electric replaced lamps in the parking lot pole lights, repaired some emergency fluorescent fixtures, and installed new, LED soffit lights on the north side of the building.
- One of the Tornado fans and big, green vacuum had to be sent out to Central Supply for repair.
- We received a new Shark vacuum at no charge from Shark as one of ours had failed.
- Standing desks were acquired for some staff for a healthier work day.

Volunteer hours: 20

Training: 7

Technical Services Monthly Report – December 2015

Robbin Petersen

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

-

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

- 12/4/15 – Theresa and her husband Ryan had a beautiful baby boy named Paul David. He was 8 lb. 1 oz. and 21 inches long. They are all happy and healthy.
- 12/7/15 – All TS staff attended a mini-morning session on story times hosted by Laurel and Jesse.
- Allison and her husband Patrick had a beautiful baby boy named Isaac Patrick. He weighed in at 7 lb. 14 oz. and was 19 ½ inches long. All are doing well.
- Training hours – TS staff attended a mid-morning session on 3-D printing
- TS helped shelve AV after Christmas.

GOAL - To work effectively through the use of technology

GOAL - To administer a cost-effective public library.

- Volunteer hours – 8

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

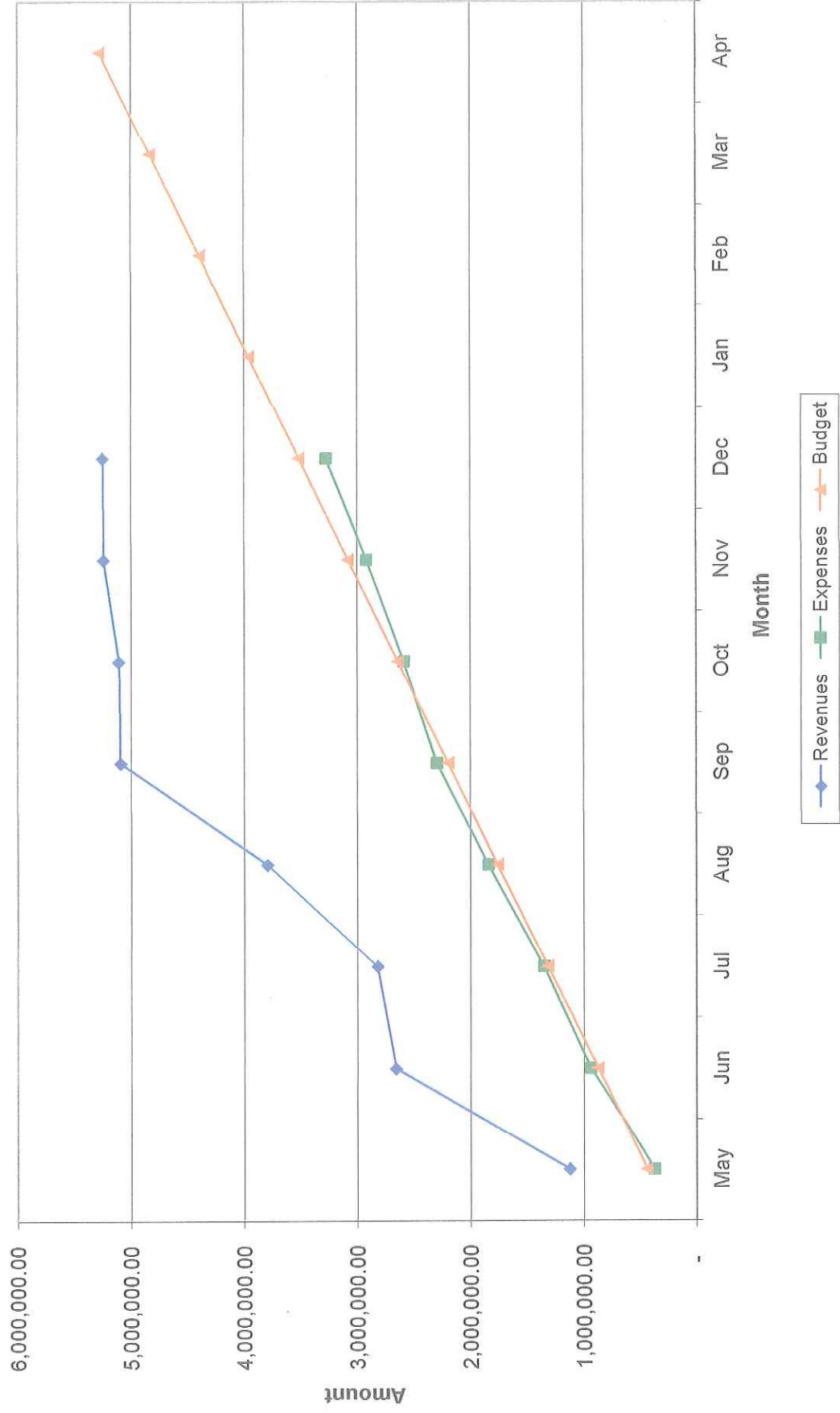
REVENUES:

ACCT NAME	BUDGET	DEC 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,544,764.95	(1,945.05)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	0.00	373,125.41	3,125.41	100.8
Fees & Rentals	80,000	5,086.55	52,813.64	(27,186.36)	66.0
Copies	3,800	335.15	2,314.35	(1,485.65)	60.9
Interest on Investments	1,000	517.75	1,881.88	881.88	188.2
Interest from Taxes	0	0.00	26.50	26.50	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	200.70	23,953.00	3,953.00	119.8
Other Grants	0	0.00	1,150.00	1,150.00	-----
Cash Over/Short	0	41.87	(27.45)	(27.45)	-----
Other	30,000	2,792.86	25,508.34	(4,491.66)	85.0
Total Revenues	5,277,910	8,974.88	5,251,673.12	(26,236.88)	99.5

ACCT NAME	BUDGET	DEC 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	155,975.47	1,302,733.14	(712,499.86)	64.6
Part-Time Salaries	453,600	25,600.25	242,417.78	(211,182.22)	53.4
Seasonal Salaries	35,586	1,521.92	37,540.03	1,954.03	105.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	183,097.64	1,582,690.95	(922,828.05)	63.2
Dental Insurance	11,273	807.72	6,429.70	(4,843.30)	57.0
Vision Insurance	2,894	199.62	1,595.46	(1,298.54)	55.1
Health Insurance, BC/BS PPO	210,104	19,796.84	156,011.60	(54,092.40)	74.3
Health Insurance, OSF HMO	118,062	6,916.60	55,332.80	(62,729.20)	46.9
Life Insurance	3,097	256.36	1,948.85	(1,148.15)	62.9
IMRF	299,867	20,978.68	186,486.64	(113,380.36)	62.2
FICA	162,368	11,121.62	93,224.72	(69,143.28)	57.4
Medicare	36,315	2,601.03	21,802.73	(14,512.27)	60.0
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	319.72	329.67	(270.33)	54.9
Tuition Reimb	30,000	0.00	24,804.00	(5,196.00)	82.7
Other Benefits	0	0.00	921.74	921.74	-----
Total Benefits	912,255	62,998.19	548,887.91	(363,367.09)	60.2
Rentals	22,000	1,121.71	13,353.58	(8,646.42)	60.7
Total Rentals	22,000	1,121.71	13,353.58	(8,646.42)	60.7
Building Mtnc	135,000	10,607.33	34,623.64	(100,376.36)	25.6
Vehicle Mtnc	5,000	86.90	4,701.57	(298.43)	94.0
Office & Computer Mtnc	165,000	911.67	120,464.76	(44,535.24)	73.0
Other Mtnc	25,000	0.00	357.75	(24,642.25)	1.4
Total Repair/Mtnc	330,000	11,605.90	160,147.72	(169,852.28)	48.5

ACCT NAME	BUDGET	DEC 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	1,179.00	12,440.53	(6,559.47)	65.5
Printing/Binding	19,000	1,086.46	10,022.69	(8,977.31)	52.8
Travel	6,000	688.61	5,829.24	(170.76)	97.2
Membership Dues	5,000	622.00	3,098.00	(1,902.00)	62.0
Professional Development	8,000	1,153.00	4,973.01	(3,026.99)	62.2
Other Purchased Services	100,000	6,102.75	32,380.49	(67,619.51)	32.4
Property Insurance	23,000	0.00	0.00	(23,000.00)	0.0
Vehicle Insurance	5,000	0.00	(346.00)	(5,346.00)	-6.9
Other Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Total Purchased Services	190,000	10,831.82	68,397.96	(121,602.04)	36.0
Office Supplies	20,000	1,771.97	10,381.99	(9,618.01)	51.9
Computer Supplies	85,000	12,245.26	29,616.29	(55,383.71)	34.8
Copier Supplies	3,300	468.23	2,344.30	(955.70)	71.0
Postage	12,000	230.54	3,532.99	(8,467.01)	29.4
Library Supplies	72,000	4,945.49	70,915.61	(1,084.39)	98.5
Janitorial Supplies	16,000	779.23	6,646.36	(9,353.64)	41.5
Gas & Diesel Fuel	8,000	45.46	2,499.88	(5,500.12)	31.2
Building Mtnc & Repair Supplies	10,000	97.20	10,477.04	477.04	104.8
Total Supplies	226,300	20,583.38	136,414.46	(89,885.54)	60.3
Natural Gas	35,000	2,688.40	10,122.59	(24,877.41)	28.9
Electricity	95,000	12,975.13	64,182.57	(30,817.43)	67.6
Water	8,500	572.29	6,932.81	(1,567.19)	81.6
Telecommunications	26,000	3,610.82	22,578.45	(3,421.55)	86.8
Total Utilities	164,500	19,846.64	103,816.42	(60,683.58)	63.1
Professional Collection	7,000	0.00	342.54	(6,657.46)	4.9
Total Prof Collection	7,000	0.00	342.54	(6,657.46)	4.9
Periodicals	35,000	23.38	31,217.05	(3,782.95)	89.2
Adult Books	170,000	11,200.49	103,505.06	(66,494.94)	60.9
Children's Books	125,000	8,129.79	68,776.46	(56,223.54)	55.0
A/V Materials	168,000	10,497.38	93,245.38	(74,754.62)	55.5
Public Access Software	140,000	16,029.00	126,996.46	(13,003.54)	90.7
Ebooks	70,000	4,900.00	39,200.00	(30,800.00)	56.0
Total Materials	708,000	50,780.04	462,940.41	(245,059.59)	65.4
Employee Relations	6,000	284.14	1,825.86	(4,174.14)	30.4
Miscellaneous Expenses	13,000	554.46	4,064.93	(8,935.07)	31.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	838.60	199,226.79	(13,109.21)	93.8
Total Expenses	5,277,910	361,703.92	3,276,218.74	(2,001,691.26)	62.1

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2015

Property Tax (100.0%): The Library has received all of its distributions for the year.

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

State Grants (100.8%): The Per Capita Grant was just slightly more than we projected.

GPPLD (100.8%): The Library has received all of its distributions from Golden Prairie for the year.

Copies (60.9%): This line item is a little under at this point.

Interest on Investments (188.2%): The Library adjusted the budgeted amount. We have exceeded the projected amount.

Sale of Property (0.0%): The Library has not sold any items yet.

Donations (119.8%): The Library received its annual amount for the Summer Reading Program in July.

Other (85.0%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (53.4%): This is under-spent because when a part-time employee leaves the Library it is not possible to fill the position right away--there is always a little time between the time an employee leaves and a new person is hired.

Seasonal Salaries (105.5%): This is over-spent because the Library found it necessary to hire additional Seasonal employees to fill voids created when staff needed extended leaves of absences.

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

Dental Insurance (57.0%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (55.1%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, PPO (74.3%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (46.9%): This is under-spent because fewer staff chose this option for health insurance coverage.

FICA (57.4%): This is under-spent because of the under-spending in Part-Time Salaries.

Medicare (60.0%): This is under-spent because of the under-spending in Part-Time Salaries.

Worker's Compensation (0.0%): Nothing has been paid from this line item yet.

Uniforms (54.9%): Charges have been minimal.

Tuition Reimbursement (82.7%): The Library has paid for summer and fall classes for staff who are enrolled in the U of I's MLS program.

Rentals (60.7%): Charges have been minimal.

Building Maintenance (25.6%): Charges have been minimal.
Vehicle Maintenance (94.0%): City paid two invoices for warranty work on the bookmobile. Matthews (the company we purchased the bookmobile from) will be reimbursing the City for those invoices. When that occurs, City will credit the Library's account.
Office/Equipment Maintenance (73.0%): This line item is over-spent due to payments for annual service of equipment maintenance.
Other Property Maintenance (1.4%): Charges have been minimal.
Printing/Binding (52.8%): Charges have been minimal.
Travel (97.2%): This is over-spent because staff have made travel arrangements to attend the Public Library Association (PLA) Conference in April.
Other Purchased Services (32.4%): Charges have been minimal.
Property Insurance (0.0%): Nothing has been paid from this line item yet.
Vehicle Insurance (-6.9%): The Library received a refund for insurance on the old bookmobile.
Other Insurance (0.0%): Nothing has been paid from this line item yet.
Office Supplies (51.9%): Charges have been minimal.
Computer Supplies (34.8%): Charges have been minimal.
Postage (29.4%): Charges have been minimal.
Library Supplies (98.5%): This is over-spent because some large orders were placed recently in anticipation of some staff taking maternity leave soon.
Janitorial Supplies (41.5%): Charges have been minimal.
Gas & Diesel Fuel (31.2%): Charges have been minimal.
Building Maintenance Supplies (104.8%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.
Natural Gas (28.9%): Charges have been minimal.
Water (81.6%): This reflects the fact that more water is used during the summer months to water the Library's lawn.
Telecommunications (86.8%): This is over-spent because CIRBN requires payment one month in advance.
Professional Collection (4.9%): Charges have been minimal.
Periodicals (89.2%): This is over-spent due to payment of the annual subscription service.
Adult Books (60.9%): Charges have been minimal.
Children's Books (55.0%): Charges have been minimal.
A/V Materials (55.5%): Charges have been minimal.
Public Access Software (90.7%): This is over-spent due to payment of annual fees for various electronic data-bases.
Ebooks (56.0%): Charges have been minimal.
Employee Relations (30.4%): Charges have been minimal.
Miscellaneous Expenses (31.3%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer to City was made in June.

Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	17.60
State Farm Good Neighbor Grant (for Miller):	500.00
John Muirhead:	200.00
McLean Co Retired Teachers Assoc:	35.00
Miscellaneous Donations:	115.70
Total Donations:	\$ 23,953.00

The Other Revenue line item breaks out as follows:

Print Station:	\$ 7,295.00
Book Shoppe:	12,050.00
Sale of Blankets:	30.00
Sale of Reusable Bags:	145.50
Sale of Sling Backpacks:	212.00
Sale of Earbuds:	439.50
Sale of Flashdrives:	107.25
Hot Beverage Station:	660.00
Test Proctoring:	1,145.00
Meeting Room Fees:	180.00
Book Pick-Up:	1,253.90
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	540.19
Total Other Revenue:	\$25,508.34

During December, 9 batches containing 100 invoices were processed, totaling \$58,789.08 and 253 credit card charges were made totaling \$33,439.38.

Library Fund Balance Information, 12/31/15:

Operating:	\$ 3,514,173.86
Capital:	\$ 2,287,378.12
Fixed Assets:	\$ 823,115.60

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 19, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	12,975.13
American Pest Control	Building Maintenance	180.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Brush, Charles (C.K. Brush Plumbing)	Building Maintenance	135.00
CDW Government	Computer Supplies	3,138.01
Cengage Learning	Adult Books	753.73
Center Point Large Print	Adult Books	469.14
Central Supply Co.	Office/Equipment Mtnc	49.00
City Directories (Info Group)	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	11,121.62
City of Bloomington	Gas & Diesel Fuel	45.46
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,978.68
City of Bloomington	Life Insurance	256.36
City of Bloomington	Medicare	2,601.03
City of Bloomington	Payroll	183,097.64
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	572.29
Comcast	Telecommunications	102.85
Continental Research Corp	Janitorial Supplies	164.00
Cumulus Broadcasting	Advertising	737.00
Custom Digital Imaging	Printing/Binding	5,431.54
Dell Marketing, L.P.	Computer Supplies	8,134.25
Ebsco Subscription Services	Periodicals	23.38
Findaway World, LLC	A/V Materials	84.98
Flynn's Delivery, Inc.	Other Purchased Services	248.00
Frontier	Telecommunications	1,460.57
Illinois Wesleyan University	Other Purchased Services	698.38
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	345.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	259.32
Lander Van Gundy Insurance	Other Insurance	5,067.00
Lander Van Gundy Insurance	Property Insurance	19,669.00
Lander Van Gundy Insurance	Vehicle Insurance	3,409.00
Lander Van Gundy Insurance	Worker's Compensation	13,188.00
Limelight Communications, Inc.	Advertising	200.00
Lindberg, Walter F	Other Purchased Services	3,060.00
Massie, Rhonda	Advertising	137.77

Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Nicor
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Pantagraph
 Postmaster, Bloomington
 ProQuest, LLC
 Rainbow Book Company
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 SimplexGrinnell
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Illinois
 Weber Electric, Inc.
 Yates, John (Arcadia Museum)
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Amtrak
 VISA - Argo Tea Garden
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Beggar's Pizza
 VISA - Bill's Key 7 Lock Shop
 VISA - Blackstone Library
 VISA - Bloomington Galaxy Theatre
 VISA - Brochure Holders 4 U
 VISA - Chicago Taxi
 VISA - Choice Taxi
 VISA - Concord Custom Cleaners
 VISA - Curbside Flash Cab
 VISA - Demco
 VISA - Dollar Treee.com
 VISA - EnvisionWare

Building Maintenance	184.00
Office/Equipment Mtnc	137.67
A/V Materials	574.90
Janitorial Supplies	568.29
Natural Gas	2,688.40
Building Mtnc Supplies	86.24
Computer Supplies	910.27
Copier Supplies	343.40
Employee Relatons	178.32
Janitorial Supplies	23.12
Office Supplies	438.36
Ebooks	4,900.00
Printing/Binding	221.30
Postage	225.00
Public Access Software	2,779.00
Children's Books	1,549.23
A/V Materials	56.99
Library Supplies	291.85
Rentals	1,121.71
Printing/Binding	60.00
Building Maintenance	3,839.63
Other Purchased Services	50.00
Building Maintenance	30.02
Other Purchased Services	492.25
Tuition Reimbursement	11,448.00
Building Maintenance	4,909.38
Other Purchased Services	600.00
Adult Books	101.88
A/V Materials	217.93
Computer Supplies	56.06
Office Supplies	8.99
A/V Materials	1,079.37
Adult Books	73.71
Children's Books	26.99
Library Supplies	86.83
Other Purchased Services	206.97
Professional Development	755.00
Travel	95.00
Travel	5.74
A/V Materials	7,539.89
Adult Books	7,498.45
Children's Books	7,589.52
Employee Relatons	20.00
Travel	6.93
Building Mtnc Supplies	6.81
A/V Materials	172.22
Other Purchased Services	15.00
Library Supplies	55.45
Travel	45.20
Travel	13.70
Other Purchased Services	49.35
Travel	13.81
Library Supplies	72.63
Other Purchased Services	37.61
Office/Equipment Mtnc	725.00

VISA - Facebook
 VISA - Five Star Water
 VISA - Galls, LLC
 VISA - GameStop
 VISA - GameStop
 VISA - Heartland Parking
 VISA - Hobby Lobby
 VISA - Hoyt's Restaurant
 VISA - Ingram
 VISA - Michael's
 VISA - Michael's
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Olalekan Kazeem
 VISA - Parkway Auto Laundry
 VISA - Paypal*Illinois State Genealogical Society
 VISA - Paypal*Melissa Alcorn
 VISA - PF Chang's China Bistro
 VISA - Scoop Advant Resources
 VISA - Skillpath/National Seminars
 VISA - Skinit.com
 VISA - Speed Lube
 VISA - Sprint
 VISA - Steam Games.com
 VISA - Subway
 VISA - USPS
 VISA - Veridesk, LLC
 VISA - Verizon Wireless
 VISA - Vernon Library Supplies
 VISA - VTS Globe Taxi
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart.com
 VISA - Wendell Niepagen Greenhouse
 VISA - Windstream
 VISA - Wyndham Chicago

Total

Advertising 66.24
 Miscellaneous Expenses 42.05
 Uniforms 150.97
 A/V Materials 382.44
 Other Purchased Services 19.99
 Travel 14.00
 Other Purchased Services 193.03
 Travel 12.84
 Adult Books 573.50
 Library Supplies 5.98
 Office Supplies 18.49
 Computer Supplies 28.32
 Copier Supplies 86.51
 Office Supplies 59.34
 Travel 25.13
 Vehicle Maintenance 22.00
 Periodicals 35.00
 Advertising 415.00
 Travel 22.07
 Professional Development 199.00
 Professional Development 199.00
 Computer Supplies 152.46
 Vehicle Maintenance 64.90
 Telecommunications 811.96
 Other Purchased Services 100.00
 Travel 5.87
 Postage 5.54
 Office Supplies 1,480.00
 Telecommunications 122.84
 Library Supplies 249.18
 Travel 19.05
 Building Mtnc Supplies 2.97
 Employee Relatons 289.14
 Janitorial Supplies 106.95
 Miscellaneous Expenses 68.78
 Library Supplies 61.51
 Office Supplies 12.97
 Other Purchased Services 130.63
 Other Purchased Services 51.76
 Library Supplies 24.00
 Telecommunications 122.66
 Travel 409.27

412,285.62

Bloomington Public Library
Monthly Statistics - December 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	50,580	431,676	54,117	453,218
Teens	3,474	30,676	2,997	26,519
Children	42,470	387,002	46,227	411,118
OTR Adults	2,039	19,265	1,811	17,734
OTR Teens	130	1,334	111	1,276
OTR Children	3,261	32,754	2,184	28,286
e-Books - Freading	13	195	12	260
e-Books - Overdrive	4,909	34,776	925	28,024
Freegal downloads	603	4,300	542	5,050
Zinio Magazines	453	3,521	321	3,105
Tumblebooks	153	366	0	0
TOTALS				
Adults	52,619	450,941	55,928	470,952
Teens	3,604	32,010	3,108	27,795
Children	45,731	419,756	48,411	439,404
Digital Downloads	6,131	42,792	1,800	36,439
COMBINED TOTAL	108,085	945,499	109,247	974,590
ITEMS IN THE COLLECTION				
Main	301,678	301,678	294,179	294,179
OTR	11,380	11,380	12,514	12,514
TOTAL	313,058	313,058	306,693	306,693
HOLDS FILLED	7,653	61,669	6,955	61,802
CARDHOLDERS				
Added	279	3,510	284	3,594
TOTAL NUMBER				
Adults	25,481	25,481	27,184	27,184
Teens	2,080	2,080	2,324	2,324
Children	5,781	5,781	6,387	6,387
Combined Total of Active Cards	33,342	33,342	35,895	35,895
REFERENCE QUESTIONS				
Adults	2,119	18,998	2,293	20,226
Teens	115	1,377	137	852
Children	669	7,110	857	8,925
OTR	51	843	47	682
Circulation	920	5,977	820	6,561
TOTAL			4,154	
PROGRAMS				
Story Times	16	129	12	116
Adult	8	105	8	82
Teens	3	33	3	48
Juvenile	4	69	4	64
Outreach Adult	0	0	0	2
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	1
PROGRAM ATTENDANCE				

Bloomington Public Library
Monthly Statistics - December 2015

	Current Month	Cumulative	Last Year	Cumulative
Story Times	438	4,404	367	4,064
Adult Programs	119	1,562	53	1,093
Teen Programs	45	369	13	485
Juvenile Programs	71	4,953	241	4,477
Outreach Adult	0	0	0	27
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	36
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	4,704
Completed	0	0	0	2,759
TEENS				
Registered	0	0	0	811
Completed	0	0	0	402
ADULTS				
Registered	0	0	0	2,300
Completed	0	0	0	1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	3,486	35,230	4,136	31,110
Website database/catalog hits	22,962	234,335	23,070	151,760
Online Resource (Database) uses	3,930	38,309	3,794	29,063
TOTAL		307,874	31,000	211,933
INTERLIBRARY LOAN				
Borrowing Requests Received	475	4,116	501	3,072
Outgoing Loans (Lending)	224	2,164	285	1,877
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	58	1	63
Outside the library (events)	8	73	12	70
Number of people	541	13,159	726	11,240
VOLUNTEER HOURS	76	1,266	156	768
MEETING ROOM USAGE				
Study Room	55	502	58	559
Digital Media Lab	23	217	26	259
Customer Visits (MAIN)	22,704	192,764	27,523	255,869
Customer Visits (OTR)	705	41,129	561	8,924
COMBINED TOTAL VISITS	23,409	233,893	28,084	264,793
TRAINING HOURS	28	772	39	965

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, November 18, 2015
5:00 p.m.

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

MINUTES

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

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Carol Koos, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Johanna Sneed
- III. Introductions
President Lynn Gray introduced BPL Board President, Carol Koos, and former GPPLD Board member Adrienne Ives.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Lynn Gray reported on the TIF district meeting she attended in Downs. President Gray is interested in knowing how much money is received by Golden Prairie from each township and will request this information from the County Clerk. President Gray went on to add that she attended the BPL Board meeting where the Strategic Plan was discussed. She added that this is a reminder for GPPLD to review their Strategic Plan in January. The Board went on to discuss the Board meeting and the Farnsworth Input Session.
President Gray read the resignation letter sent to her by Carolyn Dail.
PATTI SALCH MOVED, CAROL CAREY-ODEKIRK SECONDED, TO ACCEPT GPPLD TRUSTEE CAROLYN DAIL'S RESIGNATION EFFECTIVE NOVEMBER 13, 2015. THE MOTION CARRIED.
- A. Report on Trustee Day, ILA Conference

President Lynn Gray attended three sessions during the ILA Conference. She proceeded to distribute copies of handouts to the Board. The handouts included information on parliamentary procedure, successful Board governance, and the Freedom of Information Act.

B. Appoint Nominating Committee to Fill Office of Vice President

President Lynn Gray appointed Tim Ervin and Patti Salch to the Nominating Committee. The Vice President office will be slated and presented to the Board in December.

VI. Approval of Minutes

A. October 21, 2015

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 21, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Georgia Bouda reported on the Farnsworth Input Session. She added that it seemed as though participants saw the Library's expansion as part of a bigger plan. Director Bouda announced her retirement. She added that her last day in the office will be Friday, December 4, 2015. BPL Board President Carol Koos added that a search committee will be using a firm to conduct a nationwide search to find a permanent replacement Director.

B. Outreach Report

Laura Golaszewski reported that the Bookmobile has completed the new route last month and that mailings for the new stops have been sent. She added that no changes have been made to Golden Prairie stops.

Laura reported that the Haunted Bookmobile was successful on Halloween. It featured games and a fortune teller.

C. Fiscal Report

Kathy Jeakins announced that the final Property Tax Distribution was received in November. Kathy went on to entertain questions.

1. Approve October Financial Report

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE FINANCIAL REPORT FOR OCTOBER 2015.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Acceptance of FY15 Comprehensive Annual Financial Report

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY15 COMPREHENSIVE ANNUAL FINANCIAL REPORT

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Cost for Insertion of the Spring Program Guide in the Pantagraph

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE COST OF INSERTING THE SPRING PROGRAM GUIDE IN THE PANTAGRAPH IN THE AMOUNT OF \$182.69.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Updating Board Contact Information with GPPLD Email Group on the Website

President Lynn Gray reported that a public official's home address is exempt from FOIA and is considered private information that does have to be disclosed. Social Security numbers, driver's license numbers, biometric identifiers, financial information, passwords, telephone numbers, and personal email addresses are also considered private information.

President Gray went on to add that in light of Director Bouda's retirement, GPPLD will need to assign two new FOIA Officers. She suggested that the Vice President and Secretary always be the FOIA Officers, and that a written process be created. Carol Carey-Odekirk and Tim Ervin volunteered to create the FOIA Request Process for the Board to review and approve during the next meeting.

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE REMOVING PRIVATE INFORMATION OF GPPLD BOARD MEMBERS FROM THE BPL

WEBSITE, AND THAT A GROUP E-MAIL ADDRESS BE ADDED AS THE PRIMARY CONTACT INFORMATION FOR THE DESIGNATED FOIA OFFICER. THE MOTION CARRIED UNANIMOUSLY.

- D. Review Chapter 5, "Technology," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 for the FY16 Per Capita Grant Requirements

The Board reviewed Chapter 5 for the FY16 Per Capita Grant Requirement. Director Bouda reported that the Library uses a service provider to meet the accessibility standard. Director Bouda added that while reviewing this with the BPL Board, she recommended that no policy changes or equipment purchases be made at this time. Therefore, GPPLD meets the standard as well.

- E. Discuss Finding New Trustee to Fill Unexpired Term

The Board discussed potential new trustees to fill the unexpired term. It was confirmed that a posting is listed on the GPPLD web page.

- X. Adjournment

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:09 p.m.

**Chair's Report
3Ps Committee
13 January 2016 Meeting**

The 3Ps Committee had a lively and productive meeting. We offer you an update on our progress with respect to the two business items on our January agenda. We welcome your feedback and look forward to presenting you with final documents for a vote in the near future.

1. Revision of the Strategic Plan

After consultation with Interim Director Lindberg and thoughtful discussion, the 3Ps Committee is exploring the possibility of revising the Strategic Plan approved in 2012 (i.e., the Dahlgren Plan) and putting it forward for your endorsement in early spring. The Plan will be revised:

- a. to reflect the Board's desire to expand in its current Downtown location and to allocate Bookmobile resources in line with outreach goals in addition to circulation.
- b. to bring the content up to date.
- c. to include any aspects of the draft outline produced during our work sessions with Deborah Halperin that are not currently included and ought to be.

We hope to present you with a Strategic Plan for a vote at the March 2016 BPLB meeting.

2. Committee-Board Governance

As the Board has taken on new members, and as new members have taken on new leadership roles, the need for greater clarity concerning rules of procedure for committee meetings, duties of committees, and other aspects of our work has become apparent. The 3Ps Committee is attempting to provide some clarity in the following ways:

- a. by producing a "Guidelines for Committee Chairs" worksheet, or "Transition Document," detailing helpful information for new chairs (e.g., how to post agendas, keeping and posting minutes, establishing that a quorum is present, etc.) not exceed one page.
- b. by revising the Board Bylaws to provide a bit more detail and clarity in one or two items (e.g., item f.).
- c. by producing a set of minutes from our meeting wherein questions concerning channels of communication amongst Trustees and between Trustees and Staff, both formal and informal, were posed, discussed, and ultimately answered.

We are hopeful that we will be able to present you with the "Guidelines" worksheet and proposed revisions to the Bylaws for a vote at the March 2016 meeting of the Board.

It is our sense that the measures outlined above will sufficiently address the organizational health goal listed as "Goal 1" in the draft outline produced at our work sessions.

Respectfully submitted,
Emily Kelahan

Incident Reports

Date	Time	Type
12/5	1:46 PM	CustomerRelatedIllnessAccident
12/5	3:05 PM	LostFound
12/6	4:59 PM	InappropriateBehavior
12/7	2:26 PM	StolenDamagedLibraryMaterial
12/7	5:27 PM	InappropriateBehavior
12/8	11:58 AM	StolenDamagedLibraryMaterial
12/8	8:05 PM	AlcoholDrugs
12/9	9:58 AM	AlcoholDrugs
12/9	6:59 PM	InternetAbuse
12/9	8:29 PM	Other,theft
12/9	8:38 PM	StolenDamagedLibraryMaterial
12/10	11:12 AM	StolenDamagedLibraryMaterial
12/10	3:20 PM	StolenDamagedLibraryMaterial
12/11	12:21 PM	InappropriateBehavior
12/11	4:23 PM	StolenDamagedLibraryMaterial
12/12	3:26 PM	StolenDamagedLibraryMaterial
12/13	2:57 PM	InappropriateBehavior
12/13	3:13 PM	StolenDamagedLibraryMaterial
12/14	7:25 PM	StolenDamagedLibraryMaterial
12/17	4:59 PM	PoliceAmbulanceCall
12/19	1:15 PM	StolenDamagedLibraryMaterial
12/20	4:18 PM	InappropriateBehavior
12/21	11:39 AM	SleepingIncident
12/21	5:03 PM	InappropriateBehavior
12/21	6:45 PM	StolenDamagedLibraryMaterial
12/22	7:36 PM	CustomerComplaint,Body odor
12/22	9:06 PM	FailuretoMonitorChild
12/23	2:13 PM	Other,Body Odor
12/29	4:48 PM	Vandalism
12/29	4:53 PM	InappropriateBehavior
12/30	2:55 PM	InappropriateBehavior
12/30	5:50 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
12/11	12:23 PM	InappropriateBehavior
12/9	9:59 AM	AlcoholDrugs
12/9	8:30 PM	Other,Bike theft
12/29	4:56 PM	InappropriateBehavior,I thought the last name was Bentley but the closest name on file was Beasley.
12/30	6:09 PM	InappropriateBehavior
12/30	6:01 PM	InappropriateBehavior
12/21	11:28 AM	SleepingIncident