

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 17, 2017

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Library Services
Presentation of Read to Your Bunny
- VI. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VII. Consent Agenda
 - A. Recommend Approval of Minutes of December 20, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of December 2016
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Comments from Board of Trustees
- XI. Adjournment

Posted: 1/13/17 11:15 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 17, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	6,282.43
American Pest Control	Building Maintenance	80.00
Armored Lock & Safe Co.	Other Purchased Services	398.00
Brodart Company	Library Supplies	273.60
CDW Government	Computer Supplies	61.12
Cengage Learning	Adult Books	138.69
City Directories (InfoGroup)	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	851.66
City of Bloomington	FICA	11,280.29
City of Bloomington	Gas/Diesel Fuel	24.06
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	23,494.70
City of Bloomington	IMRF	21,695.23
City of Bloomington	Life Insurance	160.50
City of Bloomington	Medicare	2,638.24
City of Bloomington	Payroll	273,909.07
City of Bloomington	Vision Insurance	192.60
City of Bloomington	Water	567.70
City of Bloomington-General Fund	Advertising	125.00
Cumulus Broadcasting	Advertising	1,333.00
Custom Digital Imaging	Printing/Binding	1,756.00
Demco	Library Supplies	439.99
Donaldson, Kara	Other Purchased Services	54.48
Ebsco Subscription Services	Periodicals	21.45
Farm & Home Publishers, Ltd.	Adult Books	44.70
Frontier	Telecommunications	1,491.38
Illinois Wesleyan University	Other Purchased Services	760.24
Ingram Distribution	Adult Books	70.01
Keystone U. S. Management	Building Maintenance	273.58
Lander Van Gundy	Other Insurance	5,067.00
Lander Van Gundy	Property Insurance	20,247.00
Lander Van Gundy	Vehicle Insurance	3,833.00
Lander Van Gundy	Worker's Compensation	14,207.00
Massie, Rhonda	Advertising	63.31
Midwest Tape	A/V Materials	1,348.17
Miller Janitorial Supply	Janitorial Supplies	481.83
Nicor/Northern Illinois Gas	Natural Gas	2,059.98
Office Depot	Miscellaneous Expenses	43.61
Office Depot	Office Supplies	240.83
Pilot Media, LLC	Advertising	300.00
Rainbow Book Company	Children's Books	898.57
Recorded Books, Inc.	A/V Materials	679.06

Ricoh	Rentals	1,366.29
Rockford Map Publishers	Adult Books	130.95
Simplex-Grinnell	Building Maintenance	4,412.56
Taylor, Pamela	Other Purchased Services	50.00
Unique Management Services, Inc.	Other Purchased Services	402.75
West Sangamon Public Library District	Miscellaneous Expenses	5.00
VISA - Amazon Marketplace	A/V Materials	10.09
VISA - Amazon Marketplace	Building Mtnc Supplies	43.98
VISA - Amazon.com	A/V Materials	1,689.66
VISA - Amazon.com	Computer Supplies	142.95
VISA - Amazon.com	Library Supplies	11.32
VISA - Amazon.com	Office Supplies	65.62
VISA - Amazon.com	Other Purchased Services	87.31
VISA - Amazon.com	Vehicle Maintenance	596.52
VISA - Baker & Taylor Books	A/V Materials	10,098.84
VISA - Baker & Taylor Books	Adult Books	10,108.29
VISA - Baker & Taylor Books	Children's Books	6,651.18
VISA - Blackstone Audio, Inc.	A/V Materials	10.56
VISA - Blubrry	Other Purchased Services	20.00
VISA - Economic Development Council	Professional Development	25.00
VISA - ElmUSA	Library Supplies	1,315.33
VISA - Five Star Water Co.	Miscellaneous Expenses	48.10
VISA - GameStop	A/V Materials	52.47
VISA - Go Daddy.com	Office/Equipment Mtnc	142.49
VISA - GooglePlayCredit	Computer Supplies	30.00
VISA - Harvard Business Review	Periodicals	89.00
VISA - Hobby Lobby	Library Supplies	58.16
VISA - Home Depot	Library Supplies	71.73
VISA - Illinois Library Association	Membership Dues	100.00
VISA - Kirby-Risk Electrical Supplies	Building Mtnc Supplies	582.50
VISA - Meijer	Employee Relations	42.45
VISA - Meijer	Library Supplies	15.48
VISA - Meijer	Miscellaneous Expenses	6.00
VISA - Michael's	Library Supplies	7.49
VISA - Michael's	Other Purchased Services	50.93
VISA - Office Depot/OfficeMax	Office Supplies	95.32
VISA - Paypal*AB Video Software	Other Purchased Services	25.00
VISA - Regional Help Wanted.com	Advertising	264.00
VISA - Rev.com	Other Purchased Services	43.00
VISA - Sam's Club	Employee Relations	25.46
VISA - Sprint	Telecommunications	561.85
VISA - UPS	Postage	24.69
VISA - USPS	Postage	11.18
VISA - Vacuum Direct	Building Mtnc Supplies	23.84
VISA - Verizon Wireless	Telecommunications	126.09
VISA - Wal-Mart	Employee Relations	82.98
VISA - Wal-Mart	Janitorial Supplies	129.54
VISA - Wal-Mart	Library Supplies	126.21
VISA - Wal-Mart	Miscellaneous Expenses	99.94
VISA - Wal-Mart	Office Supplies	33.95
VISA - Wal-Mart	Other Purchased Services	92.68
VISA - Windstream	Telecommunications	104.04
Total		457,436.91

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December 2016

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

I connected with our neighbors at the Downtown Business Association Jean Anderson Awards and Volunteer Reception.

Carol Koos and I met with Peoria Public Library Director Leann Johnson and Board President Ed Barry. We talked about different ways that the two libraries might collaborate in the future. We thought some shared program ideas might have some real potential.

Laura Golaszewski and I met with the Boys & Girls Club as representatives of our staff targeted outreach committee. Library Board member, Alicia Whitworth, put on her other hat as a Boys & Girls Club staff member for this meeting. Laura and I felt like we learned some great information and are excited to put some of the ideas for collaboration into place.

Farnsworth completed the conceptual site plan design phase of the project. I was able to use these as I prepared for the Library Capital Improvement Plan Presentation to the City Council.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community AND Goal: Work effectively through the use of technology.

We were excited to experiment with Facebook Live making the announcement of Erik Larson for Bloomington Reads. We definitely learned some dos and don'ts of Facebook Live but we have received pretty positive feedback about Erik Larson's upcoming event.

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

In December, we hosted a RAILS (Reaching Across Illinois Libraries System) networking event. Project team members from Gail Borden Public Library District came and talked about Gail's Toolkit, a free online portal sponsored by RAILS that offers teaching resources for library staff. This was a great way to learn about new resources and meet other library staff members in the area.

Gayle and I met with the City's new Talent Acquisition and Development Manager to go over our staff onboarding process. We were pleased, as he seemed to be impressed with our process and materials.

I worked with staff members to be trained on both the Teen Zone and Adult Services desk. I find it important to have exposure to all aspects of the Library so that I may respond to both questions and requests for changes with a more informed perspective. When we were a little short staff during the holiday season, I even had the opportunity to put my new training to use for a two hour shift in the Teen Zone.

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Goal: Administer a cost-effective public library.

I continued to preparing budget materials for the City. This included a successful presentation at the city council meeting for the final approval of the levy.

I prepared and submitted the 2017 Illinois Public Library Per Capita grant application.

Adult Services - December, 2016
Carol Torrens, Manager

Collections

Marcie completed weeding in fiction authors G-H using collection HQ dead item reports.

Marcie also reviewed the book club kit binders for accuracy. The teen titles are now clearly identified.

Overflow holiday CDs and newly designated holiday DVDs will be stored in the back hallway, near Book Kit books.

Programs

Displays in Adult Services: WWII and Pearl Harbor; Holiday fiction and nonfiction. The display in the DVD area was Holiday Movies. With the death of John Glenn, Carrie Fisher, and Debbie Reynolds, RIP displays were also created.

Erik Larson has agreed to be the featured author for next year's Bloomington Reads series, using his book *Devil in the White City*. He'll attend a ticketed reception, then give a public presentation at the BCPA on the evening of Wed., April 12. The next morning, he'll attend a book discussion at the library. Many additional programs will lead up to these two events, which are during National Library Week.

Tiffany conducted Books & Bites—book talks with students at the junior highs:
Evans: 43; Chiddix: 54; Kingsley: 69; Parkside: 65

Tiffany also met with high school book clubs:
BHS: 5; NCHS: 5; NCWHS: 15; U High: 12

Adult/Family programs

Combined Mystery / Fiction Book Club – 1 session – 5 attended
Books on Tap – 1 session – 5 attended
Classic Holiday Movie -- 1 session – 3 attended
Board Game Bonanza with Red Raccoon Games -- 1 session – 5 attended
Pearl Harbor through the Eyes of an 8-year-old with Barbara Segobiano – 1 session – 55 attended
Drop in Tech Time – 1 session – 3 attended
Sounds of the Season
 Selections from Holiday Spectacular – 1 session – 37 attended
 Bloomington Normal Community Bells – 1 session – 37 attended
DIY Etched Wine Glasses – 2 sessions – 19 attended

Teen programs

DIY Create a Mug – 1 session – 16 attended
DIY Holiday Ornament – 1 session – 6 attended

Training & Technology

There were 13 individual appointments with an Adult Services staffer. Topics: several about ebooks, printing wirelessly from a phone, general phone help, online shopping, email setup and use, resume creation, Zinio account.

Some staff attended mini morning sessions about the new pod casts on our website.

Staff

New shelver Sierra Fields has worked diligently with a few staff to learn all the intricacies of shelving.

New part-time LTA Katy Stein is doing well at the desk following an abbreviated training schedule in December.

BUSINESS OFFICE - December 2016

Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; cancelled cards for staff leaving employment; and dealt with a card with fraudulent charges—the card was cancelled immediately and the charges were reversed
- The Book Shoppe continues to be a success; through the end of December, the Book Shoppe receipts are \$34,354.50 ahead of last year;
- I am tracking a Worker's Comp claim for an employee who fell in the parking lot
- The Office safe electronic lock quit working and we needed to call a locksmith, who replaced the electronic lock—everything is fine now
- Received the 2017 insurance cards for the van and bookmobile; gave them to appropriate staff for placement in vehicles
- Prepared 3 expense batch in MUNIS
- Prepared 12 deposit batches in MUNIS
- Prepared 0 Journal Entries
- Entered 5 expense batches in account files
- Entered 24 deposit batches in account files
- Meetings:
 - Department Managers: 12/7, 12/14, & 12/21
 - BPL Board Meeting: 12/20
 - Golden Prairie Board Meeting: 12/21
- Bills review in December: Alicia Henry (12/5), Alex Cardona (12/12), and Whitney Roberson (12/20)
- Training Hours for November: 0

Children's Services - December 2016

Melissa Robinson, Manager

Programs

In December, the following programs were offered:

- Tinker Lab – 18 attended
- Reindeer Games – 17 attended
- Sylvan Center Robotics Demo – 26 attended
- Music Makers – 33 attended
- Lego Family Block Party – 50 attended
- New Year's Story Time – 70 attended
- Singing Swinging Story Time – 2 sessions – 36 attended
- 8 programs/sessions offered – 250 attended

We visited the following sites:

- Katie's Kids – 45 attended
- Head Start Brigham – 2 classes – 60 attended
- Milestones – 52 attended
- Little Jewels Williamsburg – 34 attended

The following groups visited us:

- Sheridan 2nd grade – 3 classes – 50 attended

In January, the following programs will be offered:

- Many recurring programs will resume/continue – Toddler Time, Preschool Story Time, Singing Swinging Story Time, Move and Learn Story Time, and Global Tales
- My 1st Reading program – incentive program for children 36 months and younger
- Winter Break Crafts – Jan 2-6
- Minecraft Mania – Jan 16
- Family Board Games – Jan 21
- Music Makers – Jan 23
- Book Adventures – Jan 23
- Brick by Brick Duplo Story Time – Jan 24
- School-Age Lego Block Party – Jan 24

Training

- Children's staff attended mini morning sessions on virtual reality and the podcast and the staff development monthly webinar.
- Rondalea attended the RAILS meeting.

Other

- Jesse, Danny, Cody, and Sarah are now monitoring the tablets and closing out running apps.
- Lisa shifted the CDs and video games to the front of the audiobooks to make more room for our growing DVD collection.
- Staff continue to serve on other committees as well – Jesse on summer reading, Spirit, and webteam; Rondalea and Sarah on Bloomington Reads; Suzie and Lisa on safety; and Danny on staff development, the podcast committee, and targeted outreach.

Circulation and Outreach Services - December 2016
Laura Golaszewski, Manager

1) Staff, committees, and training

- Samantha Wolter joined our department as a part-time library assistant. Salwa Khan returned over her winter break to help us as a winter temp.
- Linda Short left the library but plans to return as a summer temp this summer.
- I prepared and delivered a presentation to the board regarding our District 87 cards and how that program is doing/came about. Currently we have issued 2,406 of these cards and have seen them being used in the library for checkout. We have also had parents bringing their children in to upgrade them to full-use cards.
- Thanks to Aleshia's hard work on the Book Shoppe, we are \$4,000 OVER what we did last year at this time.

2) Outreach news

- Home Delivery staff delivered 483 items to 47 patrons.
- Deposits staff put on 3 programs with a total number of 18 participants. They also delivered 624 books to 7 sites.
- Jeanne and I met with the Boys and Girls club (BGC) to talk about how they serve the community and how the library could best assist them in what they do. This was in connection with the work of the Targeted Outreach Committee.
- To increase traffic at our Sunnyside bookmobile stop, we plan to start working with BGC to get the word out. We are hoping if we let them know a week beforehand that they may be able to let the families in the area know we're there.

3) Technology

- A GPS was ordered for the bookmobile that includes truck routes and other information. This will help us to know if we are able to drive on certain roads and the best routes to our stops if we have things to work around such as road closures.

Door Count: Gate Malfunction

Bookmobile Customers: 257

Training Hours: 36

Volunteer Hours: 20

December 2016 Circulation and Outreach Services Statistics

Total Circ BPL	97,912
Total Circ Main	87,161
Adults	46,329
Teens	2,891
Children	37,941
Total Circ Outreach	4,285
OTR Adults	1,683
OTR Teens	83
OTR Children	2,519
Total Circ eBooks	6,466
Freeding	11
MyMediaMall	5,195
Total Circ Freegal	806
Total Circ Zinio	384
Total TumbleBooks	70
Borrowers Registered	221
Total Active Cardholders	35,068
Children	6,958
Teen	2,962
Adult	25,148
GPPLD	1,402
Total Holds Filled	7,538
Main Holds	6,546
Outreach Holds	992
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	591
TUE	1.25	EAGLE CREEK	158
MON	1	EKSTAM DR.	158
WED	1.25	RAINBOW AVE.	152
TUE	1	STEVENSON SCHOOL	148
SAT	1	EAGLE CREST EAST	126
TUE	1	PONDS APTS.	117
MON	1	ROLLINGBROOK SOUTH	115
TUE	1.25	GOLDEN EAGLE	112
SAT	1	ARROWSMITH	109

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
FRI	1	MARKET SQUARE	0
TUE	1.5	TURNBERRY VILLAGE	1
SAT	1	WHITE EAGLE	1
THUR	1	SUNNYSIDE PARK	7
TUE	1	BEICH ROAD	9

Total Monthly Stops: 47

Circulation Questions Answered: 703

Outreach Questions Answered: 73

Total Questions Answered: 776

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2012	126,703	118,957	129,948	118,245	123,656	146,606	146,388	136,421	121,593	129,337	124,058	120,710
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
Main Circ												
2012	116,608	108,901	118,183	109,640	112,845	136,237	137,032	124,877	112,684	118,807	114,230	111,290
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
Active Users												
2012	32,013	32,082	32,039	31,305	31,401	31,269	31,358	31,337	31,280	31,303	31,264	31,274
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

Human Resources - December, 2016
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
- In December, I participated in four interviews
- In December, there was one in-house job announcement and one website/Facebook announcement
- In December, I posted an ad to BloomingtonHelpWanted.com
- In December, I conducted orientation sessions for three new employees
- I teamed up with Carol to cover book drop duty when we were closed on 12/31 for the holiday
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
 - Johanna and I worked around a few different payroll deadlines due to the holidays
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 0.0

Information Technology – December 2016

Jon Whited, Manager

Operational

We have started migrating the email to Office 365. The last of the email accounts were migrated on New Year's Eve. We will begin to upgrade all of the office software in the library to the 2016 version and then eliminate our server located at the library.

We upgraded several of the PCs in the Circulation department and we will be finishing up with the remaining PCs in the near future.

We in the process of planning the new web site to replace the main part of the current web site. Both the Teen and Children's sites will remain the same for the time being.

We upgraded the PC reservation software to the latest version in an effort to get the software more stable. This was a 6 hour process after the library had closed.

We installed and setup two outdoor surveillance cameras to record the dock and outer driveway areas. We are looking at adding additional cameras at the request of the operations staff.

The new sharepoint site is up and live. We will be removing the old site soon.

We removed all of the software from the two PCs in the Digital Media Lab and reinstalled it to clean them up. We also installed some software to attempt to keep Customer for downloading software. We also added a new version of the VHS converting software to make it easier for Customers to convert their home movies to a digital version.

Monthly Marketing - December 2016

Rhonda Massie, Manager

Podcast

- **Sponsor** - The podcast committee was approached by Carlson Exteriors which expressed interest in sponsoring the podcast. The committee came up with the parameters outlined below. Since outlining these details for Carlson Exteriors on 12.27.16, the committee has not heard back from their representative (as of 1.2.17).
 - 3-month contract (January, February, March) with possibility of renewal if all are happy
 - \$60 per episode (one episode per month)
 - up to a 30-second commercial near the middle of the podcast
 - advertiser writes the commercial text
 - Podcast will only accommodate 1-2 sponsors on any single episode
- **Transcription** - A podcast committee member expressed a desire to offer a transcribed version of each podcast. After testing how much time it would take to transcribe an episode in-house (3 hours for 30 minutes), we sent the Tiny House podcast off to be transcribed by Rev.com. We received the transcription in 4 hours and it cost \$43 (for a 43-minute podcast). The committee has decided to have the podcast transcribed and posted on our website where Kerrie (the Webmaster) will keep track of clicks for 6 months to determine if there is a use/need for this sort of transcription.
- **Stats** as of January 1:
 - | <u>Podcast Title</u> | <u>Date Released</u> | <u>Total Downloads</u> | <u>Unique Downloads</u> |
|----------------------|----------------------|------------------------|-------------------------|
| Tiny Houses | 12.20.16 | 110 | 77 |
| Pupperty | 11.18.16 | 159 | 113 |
| Non Voting | 10.19.16 | 191 | 144 |
| Cemetery Walk | 9.20.16 | 241 | 174 |
- **Upcoming Topics:**
 - January – Universal Design Learning
 - February – Virtual Reality
 - March – Interview with Erik Larson

Library Aware

The Library will take part in a 6-month pilot program with Library Aware (this is the service that distributes our Program Guide as well as “newsletters” such as New DVDs, New Fiction, New Mystery, etc). During the pilot, we will send one email per month highlighting a different online resource. Rhonda will be working on this in early January. This promotion will reach approximately 24,369 cardholders.

Online Resources to be highlighted include (tentative):

- My Media Mall
- Lynda.com
- Brainfuse
- Mango Languages
- Zinio
- Consumer Reports

Electronic Outreach:

- During the past month, the Library added 116 Facebook fans, for a total of 4,993.
- During the past month, the Library added 23 Twitter followers, for a total of 1,645.
- During the past month, the Library added 14 Instagram followers, for a total of 659.
- 159 people currently receive general texts from the Library.
These numbers reflect current opt-ins. We've had some opt outs.
- 592 people currently receive Bookmobile reminder texts. *These numbers reflect current opt-ins. We've had some opt outs, especially with the Hilltop site which we believe at times is accidentally promoted by another entity. The Hilltop stop alone has seen 50 opt-ins with 25 opt-outs.*
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in November (51) and December (44) was 95. The quarterly Program Guide is currently emailed to 24,369 people.

(Rhonda was on vacation the last week of November and the first 2 weeks of December; therefore the Program Guide numbers were not available in November).

Design Work

Digital Artwork for Facebook Events, Twitter, and Instagram

- Erik Larson Coming April 12 & 13
- Drop-In Tech Time
- Sale
- Programs Over Winter Break
- Magazine

Display Signs/Case

- Changed the Library Display Case to one that promotes the sale of Library items as stocking stuffers
- Golden Globes
- Cuddle Up With an Award-Winning Book from Goodreads.com
- Graphic Novels
- Christmas
- Hanukkah
- Kwanza
- RIP John Glen RIP
- RIP Carrie Fischer
- RIP Debbie Reynolds

Other Signage

- Book Club Kit "Shelftalkers" for 2017 selections
- Sign about Magazines being permanently re-arranged
- Shelf Talkers for teenZone
- Tags for the Digital Media Lab
- Christmas and New Year's Closures

Promotional Materials

- Radical Home Economics
- Drop-In Tech Time
- My First Reading Program
- Family Board Games Day
- January Calendars
- Essentials of Business with SCORE Series
- Books on Tap Handouts
- Books on Tap Table Tents
- Tales for Tails & Book Adventures
- Global Tales
- Music Makers
- Signage for the January 7 Magazine Sale
- DUPLO/LEGO publicity to Rondalea eProof sent 11/23 DONE 11/30
- Winter Break Flyer (family block party, New Year story time, winter break crafts, and movie)
- Adult DIY Publicity
- New Year's Story Time
- Teen DIY Publicity
- Craft Yourself Silly Publicity
- Minecraft Mania publicity
- Computer Basics (or Intro to Computers) Publicity
- Tech 2 Connect Publicity
- Movie salute to Olivia de Havilland, etc. publicity

Ads

- **12.30** Ad deadline for Community Players (play runs 1.13-1.22) DONE 12/21/16

Bloomington Reads with Erik Larson

- Beginning in January, Rhonda has been asked to start attending committee meetings for Bloomington Reads with Erik Larson.

Training

- Rhonda enrolled in Successful Library Marketing -- an Online Classroom with Library Journal. There are 8 sessions total. She's completed:
 - The Story Comes First
 - Social Media 101
 - Targeting the Right User at the Right Time
 - Staying Ahead of the Social Media Curve

Ongoing Promotion:

- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.

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 – December 2016
Caprice Prochnow, Manager

- Meetings:
Department Managers – Every Wednesday except December 21
BPL Board meeting – December 20
Interviews for PT Custodial Position – December 8
- Custodial staff –
 - Carpet cleaning in the WCW Reading Room and Community Room.
 - Painting in CS and Business Office.
 - Shampooing of soiled chairs.
 - Re-lamped the soffit fixtures in the Community Room.
 - Removed the speed bumps for the winter season.
- Andrew Dickerson was hired as the new PT Security Officer, and his first day was December 12.
- Rick Fairand's last day working was on December 16. He will be missed! An ad for the PT Custodial position has been posted on B-N Help Wanted.
- Coming soon to SharePoint will be a link for staff to view photos of those that have been suspended from the Library or are repeat offenders. This will be most helpful for desk staff to refer to if a name or face seems familiar, to know if the individual should be in the Library or not.
- The GPPLD plaque that was originally hung on the patio has been moved to the WCW Reading Room. It looks very nice in that location!
- Weber Electric re-lamped fixtures in the high ceiling of AS, replaced a locking receptacle cover by the staff entrance, and repaired a fixture in the breakroom.
- Simplex conducted the semi-annual inspection of the fire alarm system.
- The actuator for the VAV in the WCW Reading has failed. Alpha Controls has a new one on order, and will install once it is in.
- We now have a second Rug Doctor, and the brush was replaced on the old Rug Doctor.

Volunteer hours: 12

Technical Services – December 2016
Allison Schmid, Manager

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

- Allison contacted one of our B&T rep, Curt Leppert, to ensure we have all up-to-date contacts for each of our accounts.
- Almost 100 DVDs now have a "Christmas" sticker and the genre is HOL in SIRSI (instead of COM or DRA). These items can be found at the end of the book club kit shelving. (Over 50 more are still on hold to be changed over in the coming weeks.)
- We are very busy preparing for the magazine sale this Saturday, January 7th.
 - **9:15am**
From 9:15-11:15am in the Community Room, a selection of 2015 magazines will be available for purchase on a first-come-first-served basis at a cost of 25 cents each or 5 for \$1.
 - **11:30am**
Magazines will not be reserved before the sale begins. From 11:30am-1pm, also in the Community Room, all remaining magazines will be available for free with no limits on quantity.
 - **1:15pm**
If magazines remain, they'll be moved to the Lower Level Lobby at the bottom of the stairs from 1:15-5pm for patrons to take freely. They'll remain there as quantities last until 5pm on Sunday, January 8.
 - Magazines kept permanently and magazines that are weeded more often than once a year will not be included in the sale. Only magazines that are on the shelf at the time they are weeded will be available. Magazines that were discontinued in 2016 will be included in the sale.

GOAL – To recruit, train and develop a knowledgeable, collaborative staff.
All TS staff attended the mini morning session on Virtual Reality

- All TS staff attended the mini morning session on Podcasts
- Robbin helped Renny with a few of her DIY programs including arm knitting and glass etching. (In fact, almost all of TS pitched in when Renny had to leave early to take her son to the doctor.)
- Marion and Allison continue to pitch in on shifts in the Teen Zone and Adult Services.
- We've streamlined the process for when audiobooks are returned with broken or missing discs (when the patron is sure they will not find them.)
- Training hours – 6

GOAL – To work effectively through the use of technology

- Allison and Marion worked hard on using the new Neat Desk scanner, but it just doesn't have the capabilities we thought it would. We will continue to work on finding a way to make it work, possibly for material hold request forms.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 8

December 2016

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	617	647
Adult Nonfiction	197	94
Juvenile Fiction	632	1001
Juvenile Nonfiction	114	194
Adult CDs	121	167
Juvenile CDs	7	30
Adult DVDs	329	150
Juvenile DVDs	299	687
Adult Audio	37	3
Juvenile Audio	12	15
Adult Computer Games	0	1
Juvenile Computer Games	5	102
Total Adds/Withdraws	2370	3091

Total Items in Main	306136
Total Items in OTR	11565
Total Items in Library	317701

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

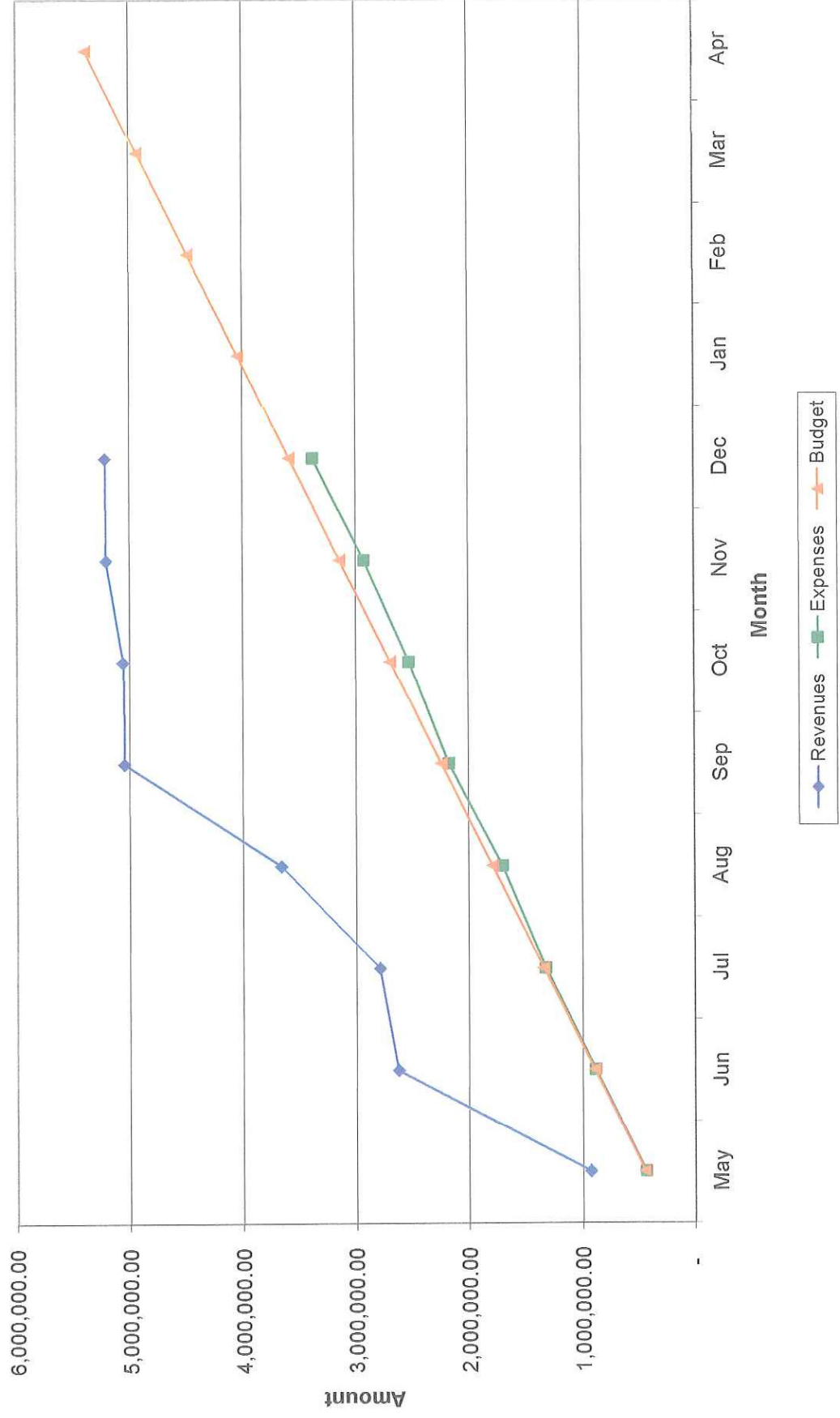
REVENUES:

ACCT NAME	BUDGET	DEC 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,535,940.39	(10,769.61)	99.8
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	0.00	381,469.60	(10,530.40)	97.3
Fees & Rentals	83,000	5,285.74	47,413.21	(35,586.79)	57.1
Copies	3,200	297.60	2,540.35	(659.65)	79.4
Interest on Investments	1,000	1,635.91	9,927.00	8,927.00	992.7
Interest from Taxes	0	0.00	27.04	27.04	-----
Sale of Property	1,000	0.00	633.05	(366.95)	63.3
Donations	28,000	495.00	25,452.56	(2,547.44)	90.9
Cash Over/Short	0	(2.02)	23.99	23.99	-----
Other	40,000	3,903.75	28,504.94	(11,495.06)	71.3
Total Revenues	5,320,310	11,615.98	5,221,386.95	(98,923.05)	98.1

ACCT NAME	BUDGET	DEC 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	238,169.99	1,362,224.41	(787,662.59)	63.4
Part-Time Salaries	402,086	34,406.64	239,057.59	(163,028.41)	59.5
Seasonal Salaries	47,701	1,332.44	41,319.69	(6,381.31)	86.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	273,909.07	1,642,601.69	(958,172.31)	63.2
Dental Insurance	12,400	851.66	6,678.60	(5,721.40)	53.9
Vision Insurance	3,050	192.60	1,545.54	(1,504.46)	50.7
Health Insurance, BC/BS PPO	294,901	23,494.70	181,849.59	(113,051.41)	61.7
Health Insurance, OSF HMO	100,429	5,889.06	47,112.48	(53,316.52)	46.9
Life Insurance	3,100	160.50	1,915.12	(1,184.88)	61.8
IMRF	310,000	21,695.23	206,919.08	(103,080.92)	66.7
FICA	163,000	11,280.29	91,860.06	(71,139.94)	56.4
Medicare	39,000	2,638.24	21,483.93	(17,516.07)	55.1
Worker's Comp	17,000	14,207.00	13,740.00	(3,260.00)	80.8
Uniforms	600	0.00	182.31	(417.69)	30.4
Tuition Reimbursement	0	0.00	488.36	488.36	----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	80,409.28	584,660.98	(378,819.02)	60.7
Rentals	22,000	0.00	12,800.03	(9,199.97)	58.2
Total Rentals	22,000	0.00	12,800.03	(9,199.97)	58.2
Building Mtnc	120,000	5,593.14	35,196.77	(84,803.23)	29.3
Vehicle Mtnc	5,300	847.04	4,612.52	(687.48)	87.0
Office & Computer Mtnc	165,000	0.00	109,606.67	(55,393.33)	66.4
Total Repair/Mtnc	290,300	6,440.18	149,415.96	(140,884.04)	51.5

ACCT NAME	BUDGET	DEC 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	32,574	2,205.01	23,553.69	(9,020.31)	72.3
Printing/Binding	19,000	0.00	7,389.13	(11,610.87)	38.9
Travel	1,000	15.12	43.20	(956.80)	4.3
Membership Dues	5,000	1,037.00	3,191.00	(1,809.00)	63.8
Professional Development	13,000	25.00	3,539.72	(9,460.28)	27.2
Other Purchased Services	184,918	2,247.85	82,738.17	(102,179.83)	44.7
Property Insurance	24,000	20,247.00	20,247.00	(3,753.00)	84.4
Vehicle Insurance	4,000	3,833.00	3,833.00	(167.00)	95.8
Other Insurance	5,500	5,067.00	5,067.00	(433.00)	92.1
Total Purchased Services	288,992	34,676.98	149,601.91	(139,390.09)	51.8
Office Supplies	12,000	629.85	6,918.63	(5,081.37)	57.7
Computer Supplies	82,462	3,094.36	29,270.88	(53,191.12)	35.5
Copier Supplies	3,400	0.00	2,060.04	(1,339.96)	60.6
Postage	12,000	23.83	3,147.05	(8,852.95)	26.2
Library Supplies	75,000	3,011.05	33,759.30	(41,240.70)	45.0
Janitorial Supplies	16,000	740.68	5,848.42	(10,151.58)	36.6
Gas & Diesel Fuel	4,290	24.06	1,870.22	(2,419.78)	43.6
Building Mtnc & Repair Supplies	10,000	1,620.83	5,400.53	(4,599.47)	54.0
Total Supplies	215,152	9,144.66	88,275.07	(126,876.93)	41.0
Natural Gas	32,000	2,059.98	7,847.07	(24,152.93)	24.5
Electricity	80,000	6,282.43	66,078.39	(13,921.61)	82.6
Water	8,000	567.70	4,694.11	(3,305.89)	58.7
Telecommunications	26,780	2,704.94	22,819.11	(3,960.89)	85.2
Total Utilities	146,780	11,615.05	101,438.68	(45,341.32)	69.1
Professional Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Total Prof Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Periodicals	36,050	167.35	31,098.46	(4,951.54)	86.3
Adult Books	159,100	10,199.14	107,109.93	(51,990.07)	67.3
Children's Books	128,000	10,286.78	77,308.83	(50,691.17)	60.4
A/V Materials	151,000	13,943.15	115,781.27	(35,218.73)	76.7
Public Access Software	144,200	0.00	109,428.16	(34,771.84)	75.9
Ebooks	60,000	4,990.00	44,640.00	(15,360.00)	74.4
Total Materials	678,350	39,586.42	485,366.65	(192,983.35)	71.6
Employee Relations	6,000	(1,105.12)	563.32	(5,436.68)	9.4
Miscellaneous Expenses	9,000	618.61	7,519.05	(1,480.95)	83.5
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	(486.51)	166,918.37	(6,917.63)	96.0
Total Expenses	5,383,164	455,295.13	3,382,166.26	(2,000,997.74)	62.8

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2016

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

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

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

Fees & Rentals (57.1%): This is less than the projected amount.

Copies (79.4%): Copy revenue is more than projected.

Interest on Investments (992.7%): The Library projected a low amount for Interest.

Donations (90.9%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Part-Time Salaries (59.5%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (86.6%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (53.9%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (50.7%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (46.9%): This is under-spent because fewer staff chose this coverage than we had projected.

FICA (56.4%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (55.1%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

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

Uniforms (30.4%): Charges have been minimal.

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

Rentals (58.2%): Charges have been minimal.

Building Maintenance (29.3%): Charges have been minimal.

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

Advertising (72.3%): This line item is over-spent because it was necessary to pre-pay some invoices for advertising spots.

Printing/Binding (38.9%): Charges have been minimal.

Travel (4.3%): Charges have been minimal.

Professional Development (27.2%): Charges have been minimal.

Other Purchased Services (44.7%): Charges have been minimal.

Property Insurance (84.4%): The annual premium was paid in late December.
Vehicle Insurance (95.8%): The annual premium was paid in late December.
Other Insurance (92.1%): The annual premium was paid in late December.
Office Supplies (57.7%): Charges have been minimal.
Computer Supplies (35.5%): Charges have been minimal.
Copier Supplies (60.6%): Charges have been minimal.
Postage (26.2%): Charges have been minimal.
Library Supplies (45.0%): Charges have been minimal.
Janitorial Supplies (36.6%): Charges have been minimal.
Gas & Diesel Fuel (43.6%): Charges have been minimal.
Building Maintenance Supplies (54.0%): Charges have been minimal.
Natural Gas (24.5%): Charges have been minimal.
Electricity (82.6%): This is over-spent due to higher spending during the summer months.
Water (58.7%): Charges have been minimal.
Telecommunications (85.2%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (31.1%): Charges have been minimal.
Periodicals (86.3%): This is over-spent because the annual subscription service to Ebsco was paid in June.
Children's Books (60.4%): Charges have been minimal.
A/V Materials (76.7%): This amount reflects the one-time payment for Freegal, the downloadable music service.
Public Access Software (75.9%): This is over-spent because several annual payments for public access software packages have been paid.
Ebooks (74.4%): This is slightly higher than projected.
Employee Relations (9.4%): Charges have been minimal.
Miscellaneous Expenses (83.5%): This is over-spent at this point due to the purchase of tote bags and umbrellas that are sold at the Circulation desk.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

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

Total Donations:	\$ 25,452.56
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 105.00
Book Pick-Up:	1,464.10
Book Shoppe:	16,404.50
Ear Buds:	417.50
Flashdrives:	107.25
Hot Beverage Service:	570.00
Meeting Room Fees:	494.18
Print Station:	7,436.15
Reusable Bags:	243.50
Slingback Packs:	258.00
Test Proctoring:	650.00
Totebags:	104.00
Tumblers:	44.00
Miscellaneous:	206.76

Total Other Revenue:	\$28,504.94
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During December, 5 batches containing 55 invoices were processed, totaling \$13,425.48 and 184 credit card charges were made totaling \$34,035.24.

As of December 31, the Library's Maintenance & Operating Fund Balance is \$3,766,445.24, which is 70.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 12/31/16:

Operating:	\$ 3,766,445.24
Capital:	\$ 2,295,320.81
Fixed Assets:	\$ 936,837.69

**Bloomington Public Library
Monthly Statistics - December 2016**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	46,329	407,887	50,580	431,676
Teens	2,891	31,152	3,474	30,676
Children	37,941	366,824	42,470	387,002
OTR Adults	1,683	18,629	2,039	19,265
OTR Teens	83	1,307	130	1,334
OTR Children	2,519	33,137	3,261	32,754
e-Books - Freading	11	111	13	195
e-Books - Overdrive	5,195	36,045	4,909	34,776
Freegal downloads	806	5,550	603	4,300
Zinio Magazines	384	2,638	453	3,521
Tumblebooks	70	643	153	366
TOTALS				
Adults	48,012	426,516	52,619	450,941
Teens	2,974	32,459	3,604	32,010
Children	40,460	399,961	45,731	419,756
Digital Downloads	6,466	44,987	6,131	43,158
COMBINED TOTAL	97,912	903,923	108,085	945,865
ITEMS IN THE COLLECTION				
Main	306,136	306,136	301,678	301,678
OTR	11,565	11,565	11,380	11,380
TOTAL	317,701	317,701	313,058	313,058
HOLDS FILLED	7,538	63,627	7,653	61,669
CARDHOLDERS				
Added	221	3,399	279	3,510
TOTAL NUMBER				
Adults	25,148	25,148	25,481	25,481
Teens	2,962	2,962	2,080	2,080
Children	6,958	6,958	5,781	5,781
Combined Total of Active Cards	35,068	70,245	33,342	33,342
REFERENCE QUESTIONS				
Adults	2,032	19,009	2,119	18,998
Teens	87	1,032	115	1,377
Children	555	5,965	669	7,110
OTR	73	967	51	843
Circulation	703	6,445	920	5,977
PROGRAMS				
Adult	10	144	8	105
Teens	2	35	3	33
Childrens	8	169	4	69

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - December 2016

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	169	2,118	119	1,562
Teen Programs	22	326	45	369
Children's Programs	250	6,964	71	4,953
COMPUTER USE				
Public computer uses	3,729	35,373	3,486	35,230
Website database/catalog hits	21,859	197,261	22,962	234,335
Online Resource (Database) uses	4,782	38,403	3,930	38,309
TOTAL	30,370	271,037	30,378	307,874
INTERLIBRARY LOAN				
Borrowing Requests Received	455	4,281	475	4,116
Outgoing Loans (Lending)	258	2,132	224	2,164
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	63	2	58
Outside the library (events)	13	84	8	73
Number of people	509	11,777	541	13,159
VOLUNTEER HOURS	104	678	76	1,266
MEETING ROOM USAGE				
Study Room	48	470	55	502
Digital Media Lab	16	69	23	217
Community Room	32	339		
Customer Visits (MAIN)	n/a	42,993	22,704	192,764
Customer Visits (OTR)	257	9,587	705	41,129
COMBINED TOTAL VISITS		52,323	23,409	233,893
TRAINING HOURS	83	832	28	772

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, November 16, 2016
5:00 p.m.

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

AGENDA

- 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, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Carol Koos, Kathy Jeakins, Rachel Park, Johanna Sneed
- III. Introductions
President Lynn Gray introduced Adult Services Librarian Rachel Park.
- IV. Public Comment
There was no public comment.
- V. Highlight of Library Services: Presentation of Consumer Reports Online
Adult Services Librarian Rachel Park presented the Consumer Reports Online resource offered by the Library. The site gives patrons access to product reviews in varying industries. She provided instructions to access the Consumer Reports directly from the BPL website, and demonstrated searching, filtering, reviewing buying guides, and other website features.
- VI. President's Report
President Gray did not have anything to report.
BPL Board President, Carol Koos, mentioned that the three percent tax levy increase was approved, and she commended Director Hamilton on her presentation to the City Council.
- VII. Approval of Minutes
A. October 19, 2016
PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 19, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

A. Director's Report

Director Hamilton reported on the BPL Board meeting. She called attention to the Community Return on Investment document that is attached to the Director's Report. She added that for every dollar received, the Bloomington Public Library provides over \$4.83 in materials, services, and programs to the community, a 483% return on investment.

B. Outreach Report

Laura Golaszewski reported that bookmobile schedules, program guides, and program flyers have been mailed to GPPLD Post Offices.

Laura Golaszewski added that the new bookmobile stop near Shirley on Beich Road received a good turnout.

C. Fiscal Report

Kathy Jeakins reported that the final Property Tax Distribution was received last week. Kathy then entertained questions.

1. Presentation of October Financial Report

Kathy Jeakins presented the October Financial Report. She proceeded to entertain questions.

IX. Unfinished Business

A. Report on the Status of Investment Account

Stephen Peterson reported that the opening of an investment account is still in the works. He expressed some concern about the set-up of a brokerage account with Commerce bank, adding that anyone with authorization can easily access the account's funds. The Commerce Bank representative, Gary Connely, informed him that the account cannot be set up to require two signature authorizations for withdrawals. Further research will be done to find a more secure account.

X. New Business

A. Approve Travel Expense Policy

The Board reviewed and discussed the Travel Expense Policy. Kathy Jeakins informed the Board that BPL is looking to update their travel forms; therefore GPPLD forms will be updated as well for consistency and to reflect the new Travel Expense Policy.

Upon further discussion, the Board questioned whether all of their policies are available for them to access at their convenience by means other than the Board packets. The Board requested to discuss this further during the next meeting.

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE TRAVEL EXPENSE POLICY. THE MOTION CARRIED UNANIMOUSLY.

B. Acceptance of FY16 Comprehensive Annual Financial Report

RUTH NOVOSAD MOVED, CAROL CAREY-ODEKIRK SECONDED, TO ACCEPT THE FY16 COMPREHENSIVE ANNUAL FINANCIAL REPORT. THE MOTION CARRIED UNANIMOUSLY.

C. Discuss December Meeting Date

Due to the approaching holidays, Director Hamilton asked the Board to verify that they will have a quorum during the December 21 Board meeting. The Board agreed to keep the meeting as originally scheduled.

XI. Comments from Board Trustees

Patti Salch brought forward for discussion the GIS map that was created by the McLean County Regional Planning Commission. Since the previous map is over a decade old, she asked the Board if they would like to consider purchasing a new one. Director Hamilton stated that the state hosts a library district map online that can be accessed free of charge. She will send a link to all Trustees to review before the Board makes a decision to purchase a new map.

XII. Adjournment

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:07 p.m.

Incident Reports

Date	Time	Type
12/12	3:54 PM	AlcoholDrugs
12/12	9:01 PM	Other
12/17	9:43 AM	InappropriateBehavior
12/19	2:20 PM	StaffRelatedIncident,Fall
12/28	8:25 PM	AlcoholDrugs
12/28	8:31 PM	InappropriateBehavior,Cell Phone, Incessant Giggling
12/29	10:59 AM	InappropriateBehavior
12/29	3:21 PM	CustomerComplaint
12/28	9:29 AM	Theft of another patron's property
12/28	9:33 AM	StolenDamagedLibraryMaterial,Rollover suspension
12/29	5:41 PM	StolenDamagedLibraryMaterial
12/30	10:05 AM	StolenDamagedLibraryMaterial,Stole 4 games and 1 movie
12/30	12:56 PM	StolenDamagedLibraryMaterial,Stolen Book
12/20	5:08 PM	StolenDamagedLibraryMaterial
12/20	8:04 PM	AlcoholDrugs
12/21	10:16 AM	StolenDamagedLibraryMaterial
12/21	11:33 AM	Vandalism
12/21	7:20 PM	CustomerComplaint
12/22	5:15 PM	InappropriateBehavior
12/23	9:56 AM	CustomerRelatedIllnessAccident
12/23	2:01 PM	AlcoholDrugs
12/27	9:59 AM	SuspiciousCustomerActivity
12/27	12:49 PM	AlcoholDrugs
12/2	2:08 PM	Vandalism
12/2	2:28 PM	Vandalism
12/2	2:37 PM	AlcoholDrugs
12/3	12:01 PM	Vandalism
12/3	2:01 PM	Other,violated suspension
12/3	2:29 PM	Other,Gate alarm
12/6	6:34 PM	InappropriateAttire
12/6	6:39 PM	InappropriateAttire
12/7	8:16 PM	AlcoholDrugs
12/8	1:09 PM	InappropriateAttire
12/8	5:19 PM	CustomerSuspensionViolation
12/8	6:52 PM	InappropriateBehavior
12/8	6:56 PM	InappropriateBehavior
12/9	11:06 AM	StolenDamagedLibraryMaterial
12/12	12:14 PM	Other

Suspension Reports

Date	Time	violation
12/28	9:10 AM	InappropriateBehavior, Theft of another patron's property
12/2	2:39 PM	AlcoholDrugs
12/3	1:56 PM	Other, violated suspension
12/6	6:21 PM	InappropriateBehavior
12/12	4:01 PM	AlcoholDrugs
12/22	4:41 PM	InappropriateBehavior
12/29	12:34 PM	AlcoholDrugs
12/30	9:58 AM	StolenDamagedLibraryMaterial, Stole 4 games and 1 movie
12/28	9:07 AM	StolenDamagedLibraryMaterial, Rollover suspension