Bloomington Public Library

*Books are just the beginning.*

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, January 15, 2019

5:30 p.m.

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

**AGENDA**

I. Call to Order

II. Roll Call

III. Introduction of Public

IV. Public Comment

V. President's Report

VI. Director's Report

VII. Fiscal Report Presentation

VIII. Consent Agenda
A. Approve Minutes of December 18, 2018 Regular BPL Board Meeting
B. Approve Bills List of December 2018

IX. Action Items
A. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund

X. Discussion Items
A. Discussion on Library's Strategic Plan
B. Discussion on Library Expansion

XI. Comments from Board Trustees

XII. Adjournment

**Posted: 1.10.19 11:30 a.m.**

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, December 18, 2018

5:30 p.m.

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

Minutes

I. Call to Order
President Westerhout called the meeting to order at 5:30 p.m.

II. Roll Call

| | |
|---|---|
| Trustees Present: | Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout |
| Trustees Absent: | John Argenziano, Alicia Whitworth |
| Others Present: | Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow |

III. Introduction of Public
There were no members of the public present.

IV. Public Comment
There were no public comments.

V. President's Report
President Westerhout welcomed new Trustee, Catrina Parker to the Board, and asked everyone to introduce themselves.
President Westerhout reported that the City Council approved the tax levy for the Library, which will be an increase of about $43,000.00. President Westerhout stated that there has been a small resurgence in community interest of a Library expansion, in relation to upcoming elections. He went on to say that Travis Wilson, who was a candidate for City Council, appearing on WGLT's Sound Ideas, had suggested shrinking library's current space and setting up satellite locations in unused spaces that would be low cost or free. There was some discussion on this.

VI. Director's Report
Director Hamilton reported that Travis Wilson had asked to meet with her today, but with him being disqualified to run for a Council seat, the meeting did not occur.
Director Hamilton distributed an article featured in the Illinois Library Association magazine that talked about non-traditional services offered by BPL.
Director Hamilton distributed information on the annual ILA Legislative Meet Up that will be held in February at the Marriot in Uptown Normal.

President Westerhout shared that individuals from libraries in the State, ILA members, ILA Legislative Affairs Director, and regional politicians attend this event. This is a good chance to network and talk to folks who may have some impact on libraries and library related things.
The A/V refresh project is now complete!

VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that the budget should be at about 58 percent. She went on to say that the final Property Tax Distribution was received in November.
She entertained questions.

VIII. Consent Agenda
A. Approve Minutes of November 20, 2018 Regular BPL Board Meeting
B. Approve Bills List of November 2018

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Action Items
A. Approve Waiving Three Quote Requirement for Property, Liability, Vehicle, Umbrella, and Director's & Officer's Insurance
Director Hamilton reviewed that last year, the library went thru an extensive bidding process for the insurance. She went on to say that this year it is considered a limited source since this is a pool, and the preference is to go through the bidding process every three years. Director Hamilton shared that there will be a 1.4% increase, and with this the worker's compensation insurance is a separate package and will be billed separately, but the amount should be below the purchasing policy threshold for Board approval.
Kathy Jeakins stated that the limits are still the same as what was approved a year ago.

VAN MILLER MOVED, SUSAN MOHR SECONDED, TO WAIVE THE THREE-QUOTE REQUIREMENT AND AUTHORIZE THE LIBRARY DIRECTOR TO RENEW INSURANCE PACKAGES FOR PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S & OFFICER'S INSURANCE THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE JANUARY 1, 2019 IN THE AMOUNT OF $22,740.00.

| | |
|---|---|
| AYES: | Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout |
| NAYES: | None |
| ABSENT: | John Argenziano, Alicia Whitworth |

THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items
A. Review of and Discussion on Library's Strategic Plan
Director Hamilton reviewed with the Trustees that the Strategic Plan had been approved in March of 2015, which was before she was here, and the only current Trustees, were Van and Julian. She went on to say that this would be a good time to review it and see if this is still the direction desired by the Board. Director Hamilton stated that the goals still work, but there has been mention that goals 1 and 2 are often redundant. She went on

to say that former Board President, Alex Cardona was interested in moving towards more outcome measures instead of output measurements. Director Hamilton asked the Trustees if this is what they would like to move towards and if they want to deal with this internally or perhaps work with a consultant.
There was much discussion on how to proceed. The consensus was that the framework of the plan is good, and that the 3 P's Committee can look at possible subtle revisions at a February meeting.

B. Discussion on Library Expansion
President Westerhout stated that discussion on expansion is still in a holding pattern, waiting for the budget outcome.

XI. Comments from Board Trustees
There were no comments from Board Trustees.

XII. Adjournment

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:28 p.m.

# APPROVAL OF BILLS

## BILLS LIST

Approved by BPL Board of Trustees, January 15, 2019

_____

Signature, BPL Trustee

| Vendor | Line Item | Amount |
|---|---|---|
| Amazon.com, LLC | A/V Materials | 529.98 |
| Amazon.com, LLC | Adult Books | 303.79 |
| Amazon.com, LLC | Building Mtnc Supplies | 75.98 |
| Amazon.com, LLC | Children's Books | 131.78 |
| Amazon.com, LLC | Computer Supplies | 732.93 |
| Amazon.com, LLC | Employee Relations | 19.53 |
| Amazon.com, LLC | Janitorial Supplies | 107.32 |
| Amazon.com, LLC | Miscellaneous Expenses | 62.38 |
| Amazon.com, LLC | Other Purchased Services | 367.91 |
| Ameren IP | Electricity | 6,120.75 |
| American Pest Control | Building Maintenance | 160.00 |
| Arthur J. Gallagher Risk Management Services, Inc. | Worker's Compensation | 8,575.00 |
| Automatic Fire Sprinkler, LLC | Building Maintenance | 3,967.00 |
| Baez, Clare | Travel | 1.09 |
| Blackstone Audio | A/V Materials | 12.95 |
| Brush, C. K. | Building Maintenance | 419.00 |
| Carpet Weavers, Inc. | Building Maintenance | 8,670.00 |
| CDW Government | Computer Supplies | 591.31 |
| CDW Government | Office/Equipment Mtnc | 3,013.20 |
| Cengage Learning | Adult Books | 378.59 |
| CIRNB, LLC | Telecommunications | 420.33 |
| CIT Group, Inc. | Vehicle Maintenance | 2,187.42 |
| City of Bloomington | Dental Insurance | 1,026.98 |
| City of Bloomington | FICA | 11,901.36 |
| City of Bloomington | Gas & Diesel Fuel | 387.98 |
| City of Bloomington | Health Insurance-HMO | 3,643.52 |
| City of Bloomington | Health Insurance-PPO | 26,059.12 |
| City of Bloomington | IMRF | 21,706.70 |
| City of Bloomington | Life Insurance | 257.60 |
| City of Bloomington | Medicare | 2,783.27 |
| City of Bloomington | Payroll | 297,526.75 |
| City of Bloomington | Vision Insurance | 222.30 |
| City of Bloomington | Water | 3,799.60 |
| CM Promotions, Inc. | Library Supplies | 221.00 |
| Cope, Michelle | Travel | 17.93 |
| Custom Digital Imaging | Printing/Binding | 238.33 |
| Dean's Graphics, Inc. | Other Purchased Services | 77.00 |
| Dell Marketing, L. P. | Computer Supplies | 4,373.19 |

| | | |
|---|---|---|
| Demco | Library Supplies | 252.57 |
| Earthwise Environmental, Inc. | Building Mtnc Supplies | 4,986.30 |
| Ebsco Industries | Periodicals | 368.94 |
| Ebsco Industries | Professional Collection | (120.44) |
| Engler, Callaway, Baasten, Sraga, LLC | Other Purchased Services | 772.86 |
| EnvisionWare | Office/Equipment Mtnc | 725.00 |
| Farm & Home Publishers, Ltd. | Adult Books | 53.90 |
| Federal Warehouse Company | Other Purchased Services | 5,415.00 |
| Four Season Peoria (WAOE) | Advertising | 345.00 |
| Frontier | Telecommunications | 2,237.75 |
| Granite Broadcasting (WEEK TV) | Advertising | 400.00 |
| Hillenbrand, William | Other Purchased Services | 673.78 |
| Illinois Wesleyan University | Other Purchased Services | 492.56 |
| Ingram Library Services | Adult Books | 141.17 |
| Johnson Controls | Building Maintenance | 4,614.12 |
| Knoll, Bernard | Other Purchased Services | 18.50 |
| Kone | Building Maintenance | 344.11 |
| Libraries of Illinois Risk Agency | Property Insurance | 14,625.00 |
| Libraries of Illinois Risk Agency | Other Insurance | 5,072.00 |
| Libraries of Illinois Risk Agency | Vehicle Maintenance | 3,043.00 |
| Library Store | Library Supplies | 333.89 |
| Massie, Rhonda | Advertising | 169.23 |
| McClellan McAndrew, Tara | Other Purchased Services | 150.00 |
| Midwest Tape | A/V Materials | 1,210.42 |
| Miller Janitorial Supply | Janitorial Supplies | 298.62 |
| Office Depot | Computer Supplies | 327.53 |
| Office Depot | Miscellaneous Expenses | 67.43 |
| Office Depot | Office Supplies | 274.11 |
| Pantagraph | Advertising | 384.00 |
| Pilot Media, LLC | Advertising | 200.00 |
| Proquest, LLC | Downloadable Materials | 95.99 |
| Recorded Books, Inc. | A/V Materials | 213.59 |
| Rosedrew, Inc. | Library Supplies | 2,335.82 |
| Scholastic Library Publishing | Public Access Software | 3,997.00 |
| Springfield Electric Supply Company | Building Mtnc Supplies | 349.51 |
| Weber Electric, Inc. | Building Maintenance | 330.00 |
| World Book, Inc. | Children's Books | 2,233.00 |
| VISA - Ace Hardware | Other Purchased Services | 49.98 |
| VISA - American Library Association | Professional Collection | 70.00 |
| VISA - Baker & Taylor Books | A/V Materials | 8,113.22 |
| VISA - Baker & Taylor Books | Adult Books | 9,184.66 |
| VISA - Baker & Taylor Books | Children's Books | 9,911.51 |
| VISA - Demco | Office/Equipment Mtnc | 1,350.00 |
| VISA - Five Star Water Co. | Miscellaneous Expenses | 49.20 |
| VISA - Flingers Pizza | Employee Relations | 374.27 |
| VISA - GameStop | A/V Materials | 414.89 |
| VISA - Hobby Lobby | Other Purchased Services | 54.11 |
| VISA - In Blubrry | Other Purchased Services | 20.00 |
| VISA - Magnolia Journal | Periodicals | 80.00 |
| VISA - Michael's | Other Purchased Services | 346.56 |
| VISA - MyFavouriteMazines | Periodicals | 19.95 |
| VISA - NewEgg.com | Other Purchased Services | 105.80 |

| | | |
|---|---|---|
| VISA - Old House Journal | Periodicals | 18.00 |
| VISA - Paypal*MelissaAlcorn | Advertising | 635.00 |
| VISA - Sam's Club | Employee Relations | 114.51 |
| VISA - Sam's Club | Miscellaneous Expenses | 13.93 |
| VISA - Sam's Club | Other Purchased Services | 6.95 |
| VISA - Skinit.com | Computer Supplies | 244.93 |
| VISA - SteamGames | Other Purchased Services | 50.00 |
| VISA - Verizon Wireless | Telecommunications | 135.75 |
| VISA - Wal-Mart | Employee Relations | 95.50 |
| VISA - Wal-Mart | Janitorial Supplies | 95.76 |
| VISA - Wal-Mart | Library Supplies | 57.78 |
| VISA - Wal-Mart | Office Supplies | 26.16 |
| VISA - Wal-Mart | Other Purchased Services | 87.60 |
| VISA - Windstream | Telecommunications | 108.87 |
| Total | | 500,357.02 |

Bloomington Public Library

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**Director's Report**

**December 2018**

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

I worked to resolve issues due to a delay in the delivery of new A-V shelving. Once they arrived, I helped shift the collection to the new shelves.

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

I met with staff to discuss ideas for our Summer Reading Program – It's Showtime at the Library.

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

This month, I:

- Attended a Staff Development Committee meeting
- Watched a webinar called How to Develop Outcome Measures & Design Effective Surveys
- Watched part of a webinar called Employee Engagement During Difficult Feedback
- Worked with Department Managers to plan important dates for 2019
- Continued to review the union contract with Department Managers in preparation for upcoming negotiations
- Worked with Department Managers to plan which staff will attend our train-the-trainer sessions with our new ILS, Polaris

**Goal: Administer a cost-effective public library.**

This month, I:

- Wrote thank you notes to several donors
- Prepared and submitted the annual per capita grant application for both Bloomington Public Library and Golden Prairie Public Library District

**Adult Services Report**
**Carol Torrens**
**December 2018**

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

**COLLECTIONS**

- *Weeding and refreshing collections has been shown to increase the use of those materials. The newer, current items are more easily spotted when older, damaged, and/or outdated ones are removed.*
    - Marcie utilized dead item, grubby item, and collection check reports to complete collection maintenance for the Westerns.
    - Katie utilized dead and grubby reports from Collection HQ to complete collection maintenance for: Biographies & Memoirs S-Z and NFIC 000-006. She lightly weeded some travel guides and test prep books by sight and date on spine.
- Displays were mostly seasonal this month: Holiday fiction; holiday nonfiction; books with "gift" in the title; and historical fiction. Holiday movies were featured on the rack in the DVD area. *Displays follow general marketing principles in that featured items draw the attention of the customer. Regardless of the topic, items from displays are checked out by customers throughout each month. If left in their normal spot on the shelves, these items might not be used as much.*
- Carol and Katie helped with shelving audio books on the new shelves. Carol and a few other AS staff worked in the Community Room when the AV collection was in that space.
- Marcie and Katie joined Children's materials selectors for a webinar/training session with our Collection HQ rep.

**PROGRAMS**

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students:
BJHS (2 visits) – 335; CJHS – 41; PJHS – 81; KJHS – 53; EJHS – 59

Adult/Family programs
Fiction & Mystery combined year-end review – 1 session – 6 attended
Books on Tap Book Club – 1 session – 11 attended
Holiday Printmaking – 1 session – 11 attended
Classic Movie Holiday Inn – 1 session – 4 attended
Adult VR (virtual reality) – 1 session – 0 attended
Jack of All Spades Card Club – 1 session – 0 attended

Teen Programs
Learn to play Magic The Gathering – 1 session – 2 attended
Sparkling Juice and a Masterpiece (DIY painting) – 2 sessions – 21 attended

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

- Several staff attended mini-morning sessions (MMS) on topics of the new self-check machines and STEAM kits.
- Webinars: Marcie—Prioritizing your Time; Karen M. and Pat—Active Shooter

## Goal: Work effectively through the use of technology.

- There were 5 individual computer appointments this month. Topics were: 2 for ereading; 3 for online form completion and/or email help.
- All desk staff met with Rachel to learn about our new staff resource: WhitePages.com. We have a staff-only account with them, allowing us to find addresses and phone numbers for customers.
- Using our LibraryAware software and database system, Marcie and Katie created websites for each of the seven book clubs sponsored by the library. *These dynamic lists provide customers with links to the catalog record for each title. Here they can find summaries, reviews, and related materials. Plus, they can place the books on hold.*

**Goal: Administer a cost-effective public library.**

- Volunteers helped with adult movie programs.

**BUSINESS OFFICE REPORT**
**Kathy Jeakins**
**December 2018**

**Goal: Administer a cost-effective public library.**

Library Credit Cards: I canceled cards for staff who left employment, processed applications for staff new to using a Library credit card and then met with the staff once their card arrived to go over the credit card guidelines and usage policy; I entered all credit card transactions in account files

The City Council passed the levy for FY 20, which included the levy for the Library. The Library will receive an additional $48,000 in Property Tax.

Bills Costing in Excess of $5,000:

1. Arthur J. Gallagher Risk Management Services, Inc.: $8,575.00 for 2019 Worker's Compensation Premium
2. Carpet Weavers, Inc. : $8,670.00 for replacement of the flooring in the A/V area (The BPL Foundation has agreed to fund this and will reimburse the Library for the cost)
3. Libraries of Illinois Risk Agency (LIRA): $14,625.00 for 2019 Annual Premium for Property, Liability, and Umbrella Insurance
4. Libraries of Illinois Risk Agency (LIRA): $5,072.00 for 2019 Annual Premium for D & O Insurance

**Children's Services Report**
**Melissa Robinson**
**December 2018**

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

- Cowpoke Campfire Story Time – 65 attended
- Sensory Story Time – 17 attended
- Where the Wild Things Read – 2 sessions – 24 attended
- Move and Learn Story Time – 2 attended
- Global Tales – 18 attended
- Lego Construction Time – 43 attended
- Embroidery for Kids – 26 attended
- Itsy Arts with Illinois Art Station – 4 sessions – 54 attended
- Better Together Paint Project – 25 attended
- 14 programs/sessions offered – 274 attended

8 passive programs – 1202 participated

We visited the following groups:

- Milestones Preschool – 57 attended
- Brigham Head Start – 2 classes – 64 attended
- Little Jewels Day Care – 45 attended
- Trinity Lutheran Preschool – 17 attended

We attended the following events:

- Miller Park Zoo Wild Lights – 75 attendees interacted with our staff
- McLean County Children's Christmas Party – 350 attended

6 groups/events – 608 attended

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

- Alex attended a webinar, "Continuous Learning in Youth Services."
- Lisa, Donna, and Clare viewed the Active Shooter video.
- Children's staff attended the mini morning session on the new STEAM kits.
- Jesse and Alex attended LEGO Mindstorm training at Normal Public Library.

Upcoming:

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

- Jan 2 – Learn to Play Pokemon
- Jan 3 – Sign and Sing Story Time
- Jan 4 – Lego Construction
- Jan 15 and 25 – Fiber Arts for Kids
- Jan 16 – Itsy Arts with the Illinois Art Station
- Jan 21 – Winter Wonderland with Author/Illustrator Will Hillenbrand
- Jan 22 – 1000 Books before Kindergarten Kick Off with Storyteller Mike Lockett

**Circulation and Outreach Services Report**
**Colleen Shaw**
**December 2018**

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

- Circulation staff was busy acclimating to the new A/V space and helping patrons with the new self-checks that were installed.

- Outreach and Children's staff represented the Library at Miller Park Zoo's Wild Lights event on 12/7 and the McLean County Children's Christmas Party at Bloomington High School on 12/15.

- Michelle Cope had a meeting with a group of nonprofit organizations[1] tasked with reducing social isolation in our community. She also continued her work with the McLean County Chamber of Commerce Leaders on Loan program.

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

- Home Delivery staff delivered 338 items to 47 patrons this month. Two new recipients were added.

- Deposit Collections staff delivered 409 items to 8 sites. Staff visited the McDonalds on South 51 and Miller Park for Tech Drop In assistance.

- On 12/10, the bookmobile had its two front tires replaced. On 12/11 bookmobile stops to Eagle Creek and Stevenson School were cancelled so the bookmobile could be taken in to repair a problem with the transmission. It was also taken into the shop on 12/19 due to a broken battery cable causing the lights to flicker. The cable was replaced in time for stops that day.

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

- Caitlyn Clyne successfully passed her CDL permit exam and is getting comfortable behind the wheel with the helpful guidance of Outreach driving staff.

[1] ECIAAA, Peace Meal, Community Connections, NPL, BroMenn Adult Day Care Services

Bloomington Public Library

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## (12/2018) Circulation and Outreach Services Statistics

| | |
|---|---|
| Total Circ BPL | **86,576** |
| | |
| Total Circ Main | **71,850** |
| Adults | 37,110 |
| Teens | 1,708 |
| Children | 33,032 |
| | |
| Total Circ Outreach | **3,874** |
| OTR Adults | 1,579 |
| OTR Teens | 68 |
| OTR Children | 2,227 |
| | |
| Total Circ eBooks | **10,852** |
| Hoopla | 2,306 |
| Overdrive | 7,653 |
| RBDigital | 771 |
| TumbleBooks | 119 |
| eBook Central | 3 |
| | |
| Borrowers Registered | **279** |
| | |
| Total Active Cardholders | **36,803** |
| Children | 4,623 |
| Teen | 9,140 |
| Adult | 23,040 |
| GPPLD | 1,386 |
| | |
| Total Holds Filled | **6,835** |
| Main Holds | 5,859 |
| Outreach Holds | 976 |
| | |
| Door Count | **21,997** |

**Circulation Questions Answered**: 966
**Outreach Questions Answered**: 28
**Total Questions Answered**: 994

10 Stops with Highest Circulation

| | | | |
|---|---|---|---|
| THUR | 2.5 | WINGOVER APTS (EVENING) | 572 |
| WED | 1.5 | RAINBOW AVE | 185 |
| MON | 1 | EKSTAM DR | 177 |
| THUR | 1.25 | EAGLE RIDGE | 145 |
| TUE | 1 | PONDS APTS | 132 |
| WED | 1.25 | NORTH POINTE | 131 |
| MON | 1.5 | THE GROVE | 125 |
| MON | 1 | ROLLINGBROOK SOUTH | 119 |
| THUR | 1 | WINGOVER APTS (MORNING) | 114 |
| MON | 1 | ARBORS APTS | 96 |

5 Stops with Lowest Circulation

| | | | |
|---|---|---|---|
| SAT | 1 | MEADOWS | 0 |
| WED | 1 | SPRING RIDGE | 0 |
| THUR | 1.5 | SUNNYSIDE PARK | 0 |
| WED | 1.25 | WELBROOK | 1 |
| THUR | 1 | BLOOMING GROVE | 2 |

**Bookmobile Customers**: 543

**Total Monthly Stops**: 44* (at 43 locations)

*The bookmobile was scheduled off-road from 12/21-12/31.

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| | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total Circ | | | | | | | | | | | | |
| 2013 | 135,806 | 117209 | 134,007 | 128,915 | 122,888 | 146,819 | 154,032 | 135,012 | 119,417 | 121,594 | 120,493 | 110,073 |
| 2014 | 116,717 | 106,520 | 124,081 | 111,830 | 107,779 | 141,538 | 142,819 | 123,207 | 116,986 | 118,036 | 112,807 | 109,247 |
| 2015 | 115,409 | 106,414 | 120,059 | 109,664 | 110,534 | 140,366 | 132,776 | 121,986 | 109,079 | 115,446 | 107,593 | 108,085 |
| 2016 | 115,834 | 107,977 | 114,870 | 107,576 | 111,304 | 131,572 | 128,439 | 116,681 | 104,656 | 112,022 | 105,100 | 97,912 |
| 2017 | 113,831 | 100,674 | 110,265 | 96,693 | 103,159 | 113,776 | 112,791 | 107,594 | 93,335 | 101,602 | 97,716 | 90,227 |
| 2018 | 102,019 | 91,030 | 104,298 | 95,337 | 99,405 | 115,080 | 114,304 | 101,761 | 92,687 | 96,937 | 86,122 | **86,576** |
| Main Circ | | | | | | | | | | | | |
| 2013 | 124,116 | 111,489 | 122,741 | 122,198 | 111,484 | 136,371 | 142,283 | 126,755 | 108,180 | 110,152 | 111,062 | 101,115 |
| 2014 | 106,624 | 102,576 | 118,907 | 105,133 | 101,459 | 136,527 | 130,193 | 111,651 | 106,393 | 108,351 | 103,053 | 103,341 |
| 2015 | 110,164 | 97,499 | 108,559 | 103,495 | 98,882 | 127,685 | 123,212 | 108,030 | 102,131 | 102,693 | 95,683 | 96,524 |
| 2016 | 103,448 | 96,129 | 102,051 | 94,675 | 97,826 | 117,687 | 115,404 | 106,625 | 97,633 | 97,679 | 92,573 | 87,161 |
| 2017 | 100,185 | 87,246 | 96,002 | 83,182 | 89,162 | 103,766 | 99,545 | 92,320 | 80,657 | 88,108 | 85,196 | 77,814 |
| 2018 | 87,756 | 77,949 | 89,019 | 81,429 | 84,157 | 100,149 | 99,158 | 86,406 | 78,268 | 81,385 | 71,469 | **71,850** |
| Active Users | | | | | | | | | | | | |
| 2013 | 31,325 | 31,422 | 31,325 | 31,933 | 32,747 | 33,874 | 33,374 | 34,727 | 35,905 | 36,210 | 36,755 | 37,045 |
| 2014 | 37,445 | 37,890 | 38,378 | 38,088 | 37,730 | 37,208 | 37,006 | 36,791 | 36,605 | 36,438 | 36,085 | 35,895 |
| 2015 | 35,612 | 35,316 | 34,990 | 34,709 | 34,434 | 34,209 | 33,986 | 33,696 | 33,304 | 33,031 | 32,796 | 33,342 |
| 2016 | 33,460 | 33,162 | 33,063 | 32,875 | 32,871 | 33,243 | 32,994 | 32,890 | 35,412 | 35,144 | 35,177 | 35,068 |
| 2017 | 35,357 | 35,244 | 35,363 | 35,216 | 35,308 | 34,469 | 34,287 | 34,205 | 34,017 | 34,819 | 33,910 | 33,831 |
| 2018 | 35,346 | 35,084 | 35,131 | 35,010 | 35,040 | 34,666 | 34,495 | 34,551 | 35,452 | 37,182 | 36,870 | **36,803** |

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**Human Resources Report**
**Gayle Tucker**
**December 2018**

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
    - I attended a session on STEAM Kits
- I share relevant training opportunities with Department Managers
- In December, there were no in-house Job Announcements
- In December, I participated in three interviews
- I provided orientation to three new staff members
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

**Goal: Work effectively through the use of technology.**

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. We are in the testing phase.
- Due to the holiday schedule, Amy and I had to work around unusual payroll deadlines from City

**Goal: Administer a cost-effective public library.**

- I serve as the Work Study Coordinator with Illinois Wesleyan University
    - Student workers cost us about $2.31/hour, each
    - We will have nine students for the Spring semester
- I closely track hours worked by part-time staff
- I worked with Rondalea to write and place a Facebook/website posting for program volunteers

**Upcoming:**

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

**Information Technology Services Report**
**Jon Whited**
**December 2018**

Goal: **Work effectively through the use of technology.**

We changed over six self-checks to the new Envisionware software. All seven self-checks are available for the public to use at this point. The process went smoothly, and the public seems to have adapted to them.

The Training server for Polaris has been setup with the data from the old system and we are able to view what the new system is going to look like. While the majority of the software is web based a few of the staff workstations had to have additional software setup. Training for January and part of February for staff has been scheduled. The go-live date for the Polaris system has been set as March 20th.

We are currently replacing a third of the laptops in the Adult Services public area and we will be continuing to replace the staff workstations in the children's staff area.

# Marketing Report
# Rhonda Massie
# December 2018

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

**HANGING SIGN PROJECT**

- The first round of signs was delivered on Monday, December 17.
- Dean's Graphics is stripping and cleaning the old signs before applying updated vinyl images and delivering "new" signs.

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

**JAN-APR PROGRAM GUIDE**

- The Jan-Apr Program Guide is now available at the Library, on the Bookmobile, and on our website. It was also distributed via backpack to those in K-5 in District 87 and TriValley.

**HEADLINES**

- On December 4, Rhonda was interviewed on WJBC about upcoming programs and to give a plug for people to shop our Used Book Shoppe for their holiday gift giving.
    - As a side, we posted to Facebook on December 6 that the Book Shoppe had brought in $137,000 since it opened in August of 2012.
- BPL programs spark creativity ahead of the holidays; The Pantagraph; December 11
- 12 gifts for our readers: 11 activities do with your kids during Christmas break; The Pantagraph; December 18

**LEADERS ON LOAN**

- Marketing is working with a Leaders on Loan group assigned to the Library by the Chamber of Commerce. The group is responsible for creating three short informational videos for the library. The videos will highlight the Bookmobile, teenZone, and the Digital Preservation Studio. Marketing is working on script revisions and suggestions.

**PROMOTIONAL ITEMS**

- Marketing worked with CM Promotion to reorder the lidded tumblers we used to carry which read "When in Doubt, go to the Library." The new tumblers will have new artwork.
- Marketing worked with CM Promotions to find a suitable bag which fell within our budget and is also of high enough quality to serve as the final prize for people who complete the 1000 Books Before Kindergarten program. This bag will sport a full-color design which was designed by Marketing.

**SUMMER READING**

- Compiled an extensive list of Marketing deadlines for the 2019 Summer Reading Program for Melissa (2019 SRP Chairperson) to peruse prior the start of those committee meetings.

**CREATIVE WORK**

**Publicity**

- Story Time Brochure
- January Calendars
- Winter Break
- Magazine Sale
- Global Tales
- DEAR Bingo
- Teen No-School DIY
- Fitness Seminar
- Getting Started with Computers
- Alfred Hitchcock Series
- Saint John's Bible
- Job Fairs
- SCORE Series for entrepreneurs
- Girls Who Code
- Grape Juice and a Masterpiece
- Nonfiction Book Club
- Itsy Arts
- Where the Wild Things Read
- Website Builder Boot Camp
- Tax Assistance
- Tales for Tails
- Sensory Story Time
- Winter Wonderland w/ Poster

**Rotating Bar and Highlight Boxes on Website**

- Sign and Sing Story Time
- Donation Day
- Program Guide

**Extra Printing**

- 200 Donation Day Handouts

**Signs** (some paper; some digital; some both)

- Endcap signs for AS
- RIP George HW Bush
- Christmas and New Year's closures
- Temporary endcap signs used while AV was under construction
- 3DS & Switch games need to be unlocked at desk
- Before/After image of AV construction
- National Science Fiction Day
- Getting in Shape for the New Year

**Advertising**

- Winter Break Programs for The Pantagraph
- 1000 Books Before Kindergarten for The Pantagraph
- Image for Macaroni Kid eBlast to promote the new Program Guide
- Leaderboard Ad for Macaroni Kid website to promote 1000 Books Before Kindergarten
- Image for Macaroni Kid eBlast to promote 1000 Books Before Kindergarten
- Community Players Playbill; promotes Kids: Winter Wonderland, Website Builder Boot Camp, Getting Started with Computers
- Penned 4 months of commercial scripts for WGLT (ad changes weekly)
- Penned 4 months of commercial scripts for Magic 99.5 (ad changes up to twice per month)

**Press Release**

- A press release was submitted to area media in advance of the opening registration date for our 13-program series, Girls Who Code.

**Misc**

- Logoed background for AS window that separates AS Workroom from public
- Numbered cards to mark the self-check stations
- Image created and order placed for 250 lidded tumblers.
- Image created and book bags ordered for 1000 Books Before Kindergarten. The bags will be the prize when a parent/child duo reaches 1,000 books.

**ELECTRONIC OUTREACH**

- During the past month:
  - the Library added 41 Facebook followers for a total of 6,491;
    - Unless there's registration and a fear that a program will fill up, it is promoted as an event on Facebook. Each event receives its own piece of artwork which is designed in Marketing.
  - the Library added 19 Instagram followers for a total of 1,130;
  - the Library gained 1 Twitter followers for a total of 1,965;
- The Library has 277 current text subscribers.
- The Library's Bookmobile stops combined have 810 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.

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

- The Library's Cardholder Perks eBlast list contains 30,250 subscribers.
- The Library's Program Guide eBlast list contains 30,137 subscribers.
- The Library's General eBlast list contains 30,187 subscribers.

**ONGOING FREE PROMOTION**

The Library:

- sends a monthly eBlast to all its cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter.
  - On December 1, we sent an eBlast to 26,368 cardholders promoting Ancestry.com and Heritage Quest.
  - On January 1, we sent an eBlast to 30,250 cardholders promoting our 7 Book Clubs.
- submits all Children's & Teen programs to the Macaroni Kid website;

- submits all its programs to *Eastside Neighbors* Magazine;
- submits all non-recurring programs to the print edition of *The Pantagraph* for its Daily Calendar;
- submits select programs to the DBA's eNewsletter;
- is interviewed every other Monday on WJBC for a segment called Book Talk;
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- The Marketing Department continues to compile and distribute the monthly Staff Newsletter.

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

**STAFF COLLABORATION**

- Updated the Staff Photo Directory

**TRAINING**

- Rhonda observed a Niche Academy Webinar titled, "Adding Value to Libraries, Archives and Museums."

**Support Services Report**
**Caprice Prochnow**
**December 2018**

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

- Custodial staff:
  - Caleb Phillips was hired as our new Temp Custodian.
  - The bookmobile carpeting, community room carpeting and area rug in the preschool area were shampooed.
  - Did a great job in regrouping on program setups in the Story Room with the A/V project delay.
  - Removed steel plates from bottom of sectional in Children's.
  - Relocated CD shelving from the Community Room back to the A/V area. Moved the empty wooden shelving (from A/V area) out of the way in the Community Room to allow room for programs over the weekend until the shelving was picked up. Tom assisted with this as well.
  - Assisted with the loading of the sectional (from CS) into the new owner's vehicle, along with rearranging furniture in the preschool area.
- Repairs/Installs:
  - Weber Electric installed a replacement contactor for the exterior soffit lights, replaced lamps and ballasts in exterior fixtures that illuminate BPL signage on building, replaced lamps in decorative post lights at back of lot, repaired fluorescent fixtures, and replaced dimmer switch with standard switch in the community room.
  - MIM performed a flush and cleaning of the chilled water loop to maintain the integrity of the chiller.
  - Kone performed the monthly PM and discovered standing water in the elevator pit. CK Brush was called to pump the water out and discovered that the sump pump had failed. The sump pump was replaced.
  - Federal Companies picked up the old wooden A/V shelving from the library and disposed of it.
  - Automatic Fire Sprinkler replaced some piping in the boiler room that leads outside to the Fire Dept. connection to get the system up to par for the 5-year inspection. In doing so, they discovered that the pipe underground was compromised. The piping had to be dug up, joints repaired, shored up, and reburied.
  - Alpha Controls updated the HVAC operating system so that it could safely be accessed remotely.

Bloomington Public Library

*Books are just the beginning.*

**Technical Services Report**
**Allison Schmid**
**December 2018**

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

- 10 STEAM Kits have been cataloged and processed for check out in the Children's Department. Watch for them to begin circulating mid-January in the children's department.
- The adult CD project is complete! We replaced over 4,600 cases. Before this project, our CD shelves could only hold 12 CDs a shelf. Now that they can hold 16, that gives us space for 2,688 more CDs! A big thank you goes out to everyone who helped, but especially Robbin and Abby who did the bulk of the work.

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

- TS staff took on many shifts in the Community Room, Teen Zone, and on-shelf holds during the busy month of December.
- Three TS staff attended "Responding to an Active Shooter in the Library: Protecting Patrons and Staff From a Rare But Catastrophic Event."
- Katy S. attended "Community Conversations Across Neighborhoods: Dialogue-Driven Programming" webinar.
- All TS staff attended the MMS on STEAM kits presented by Jesse and Allison
- **Training Hours** – 8.5

**Goal: Administer a cost-effective public library.**

- We rearranged our AV cases storage area to hold more of the items we purchase the most. That way we can buy in bulk and save money. For example, instead of paying $1.25 per DVD, we were able to buy a 1,000 for $1.02 each, saving $230!
- **Volunteer Hours** – 6

**Upcoming:**

- We're going to tackle the Children's CDs next to replace the old thicker cases with slimmer newer cases.
- The annual magazine sale will take place on Saturday, January 5th.

Bloomington Public Library

*Books are just the beginning.*

## December 2018

### BPL Monthly Stats

| Materials | Added | Withdrawn |
|---|---|---|
| Adult Fiction | 393 | 339 |
| Adult Nonfiction | 156 | 210 |
| Juvenile Fiction | 457 | 275 |
| Juvenile Nonfiction | 211 | 16 |
| | | |
| Adult CDs | 107 | 73 |
| Juvenile CDs | 2 | 47 |
| | | |
| Adult DVDs | 292 | 35 |
| Juvenile DVDs | 80 | 389 |
| | | |
| Adult Audio | 11 | 0 |
| Juvenile Audio | 24 | 0 |
| | | |
| Adult Computer Games | 10 | 32 |
| Juvenile Computer Games | 8 | 2 |
| | | |
| Total Adds/Withdraws | 1751 | 1418 |

| | |
|---|---|
| Total Items in Main | 307723 |
| Total Items in OTR | 10616 |
| Total Items in Library | 318339 |

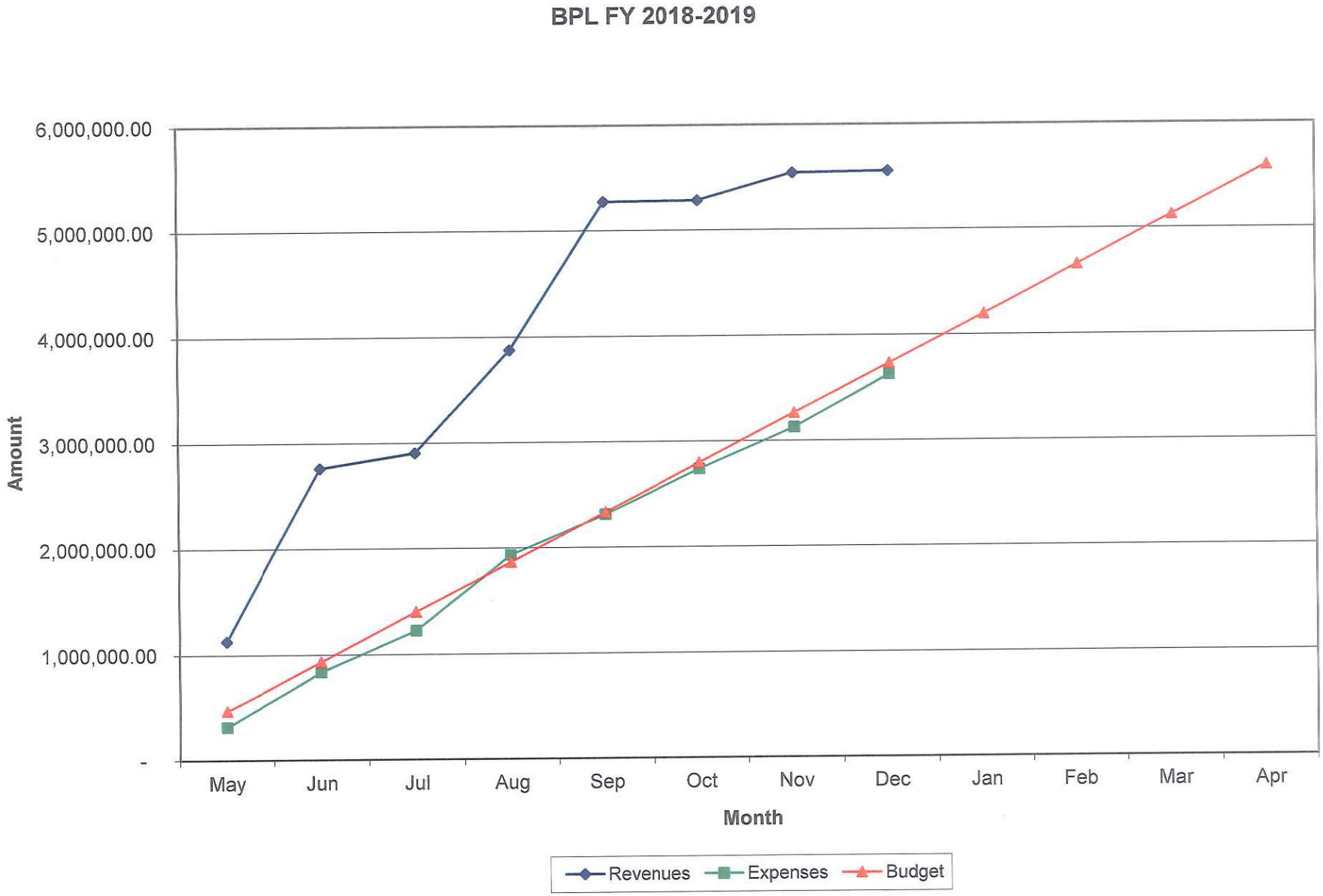
BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

REVENUES:

| ACCT NAME | BUDGET | DEC 2018 | YR-TO-DATE | AMOUNT OVER/UNDER | % RECEIVED |
|---|---|---|---|---|---|
| Property Tax | 4,823,604 | 0.00 | 4,822,566.96 | (1,037.04) | 100.0 |
| Replacement Tax | 130,400 | 0.00 | 130,400.00 | 0.00 | 100.0 |
| State Grants | 59,000 | 0.00 | 95,762.50 | 36,762.50 | 162.3 |
| GPPLD | 405,000 | 0.00 | 380,375.96 | (24,624.04) | 93.9 |
| Fees & Rentals | 87,000 | 4,030.27 | 40,028.16 | (46,971.84) | 46.0 |
| Copies | 3,000 | 178.40 | 2,220.10 | (779.90) | 74.0 |
| Interest on Investments | 15,000 | 7,191.21 | 45,200.78 | 30,200.78 | 301.3 |
| Interest From Taxes | 0 | 0.00 | 25.24 | 25.24 | ------- |
| Sale of Property | 1,000 | 0.00 | 0.00 | (1,000.00) | 0.0 |
| Donations | 25,000 | 25.00 | 8,144.81 | (16,855.19) | 32.6 |
| Other Private Grants | 0 | 0.00 | 500.00 | 500.00 | ------- |
| Cash Over/Short | 0 | 1.22 | 41.18 | 41.18 | ------- |
| Other | 45,000 | 3,641.65 | 32,246.27 | (12,753.73) | 71.7 |
| Total Revenues | 5,594,004 | 15,067.75 | 5,557,511.96 | (36,492.04) | 99.3 |

| ACCT NAME | BUDGET | DEC 2018 | YR-TO-DATE | AMOUNT OVER/UNDER | % SPENT |
|---|---|---|---|---|---|
| Full-Time Salaries | 2,221,893 | 255,752.08 | 1,474,120.03 | (747,772.97) | 66.3 |
| Part-Time Salaries | 453,622 | 40,510.15 | 271,841.90 | (181,780.10) | 59.9 |
| Seasonal Salaries | 61,224 | 1,264.52 | 33,987.55 | (27,236.45) | 55.5 |
| Overtime Salaries | 1,100 | 0.00 | 6.00 | (1,094.00) | 0.5 |
| Other Salaries | 0 | 0.00 | 13,406.00 | 13,406.00 | ------- |
| Total Sals & Wages | 2,737,839 | 297,526.75 | 1,793,361.48 | (944,477.52) | 65.5 |
| | | | | | |
| Dental Insurance | 14,952 | 1,026.98 | 8,280.91 | (6,671.09) | 55.4 |
| Vision Insurance | 2,651 | 222.30 | 1,816.55 | (834.45) | 68.5 |
| Health Insurance, BC/BS PPO | 326,236 | 26,059.12 | 210,921.84 | (115,314.16) | 64.7 |
| Health Insurance, OSF HMO | 61,134 | 3,643.52 | 28,537.26 | (32,596.74) | 46.7 |
| Life Insurance | 3,081 | 257.60 | 2,063.65 | (1,017.35) | 67.0 |
| IMRF | 336,259 | 21,706.70 | 185,087.26 | (151,171.74) | 55.0 |
| FICA | 177,143 | 11,901.36 | 100,221.61 | (76,921.39) | 56.6 |
| Medicare | 36,805 | 2,783.27 | 23,438.87 | (13,366.13) | 63.7 |
| Worker's Comp | 17,411 | 8,575.00 | 8,236.00 | (9,175.00) | 47.3 |
| Uniforms | 700 | 0.00 | 29.77 | (670.23) | 4.3 |
| Tuition Reimbursement | 25,000 | 0.00 | 22,152.00 | (2,848.00) | 88.6 |
| Other Benefits | 20,000 | 0.00 | 11,596.75 | (8,403.25) | 58.0 |
| Total Benefits | 1,021,372 | 76,175.85 | 602,382.47 | (418,989.53) | 59.0 |
| | | | | | |
| Rentals | 22,000 | 1,000.86 | 14,537.05 | (7,462.95) | 66.1 |
| Total Rentals | 22,000 | 1,000.86 | 14,537.05 | (7,462.95) | 66.1 |
| | | | | | |
| Building Mtnc | 139,400 | 16,509.32 | 87,069.71 | (52,330.29) | 62.5 |
| Vehicle Mtnc | 9,000 | 2,187.42 | 7,785.79 | (1,214.21) | 86.5 |
| Office & Computer Mtnc | 175,000 | 5,088.00 | 134,492.25 | (40,507.75) | 76.9 |
| Total Repair/Mtnc | 323,400 | 23,784.74 | 229,347.75 | (94,052.25) | 70.9 |

| ACCT NAME | BUDGET | DEC 2018 | YR-TO-DATE | AMOUNT OVER/UNDER | % SPENT |
|---|---|---|---|---|---|
| Advertising | 45,000 | 2,415.97 | 24,696.09 | (20,303.91) | 54.9 |
| Printing/Binding | 20,000 | 1,412.71 | 12,343.71 | (7,656.29) | 61.7 |
| Travel | 1,000 | 19.02 | 104.36 | (895.64) | 10.4 |
| Membership Dues | 6,000 | 642.00 | 1,745.00 | (4,255.00) | 29.1 |
| Professional Development | 14,500 | 38.00 | 4,446.00 | (10,054.00) | 30.7 |
| Other Purchased Services | 140,000 | 8,507.88 | 65,552.43 | (74,447.57) | 46.8 |
| Property Insurance | 25,000 | 14,625.00 | 14,625.00 | (10,375.00) | 58.5 |
| Vehicle Insurance | 6,000 | 3,043.00 | 3,043.00 | (2,957.00) | 50.7 |
| Other Insurance | 6,000 | 5,072.00 | 5,072.00 | (928.00) | 84.5 |
| Total Purchased Services | 263,500 | 35,775.58 | 131,627.59 | (131,872.41) | 50.0 |
| | | | | | |
| Office Supplies | 19,100 | 1,077.07 | 9,006.65 | (10,093.35) | 47.2 |
| Computer Supplies | 87,000 | 8,087.46 | 55,020.95 | (31,979.05) | 63.2 |
| Postage | 12,000 | 0.00 | 144.12 | (11,855.88) | 1.2 |
| Library Supplies | 80,000 | 4,571.99 | 51,381.69 | (28,618.31) | 64.2 |
| Janitorial Supplies | 17,000 | 441.72 | 8,051.32 | (8,948.68) | 47.4 |
| Gas & Diesel Fuel | 4,500 | 381.98 | 2,750.10 | (1,749.90) | 61.1 |
| Building Mtnc & Repair Supplies | 10,600 | 425.49 | 9,893.34 | (706.66) | 93.3 |
| Total Supplies | 230,200 | 14,985.71 | 136,248.17 | (93,951.83) | 59.2 |
| | | | | | |
| Natural Gas | 22,000 | 2,255.66 | 8,697.10 | (13,302.90) | 39.5 |
| Electricity | 95,000 | 6,120.75 | 61,260.10 | (33,739.90) | 64.5 |
| Water | 10,000 | 3,799.60 | 4,662.10 | (5,337.90) | 46.6 |
| Telecommunications | 35,500 | 2,009.60 | 21,384.89 | (14,115.11) | 60.2 |
| Total Utilities | 162,500 | 14,185.61 | 96,004.19 | (66,495.81) | 59.1 |
| | | | | | |
| Professional Collection | 2,000 | (50.44) | 991.71 | (1,008.29) | 49.6 |
| Total Prof Collection | 2,000 | (50.44) | 991.71 | (1,008.29) | 49.6 |
| | | | | | |
| Periodicals | 41,000 | 406.89 | 29,440.72 | (11,559.28) | 71.8 |
| Adult Books | 154,000 | 8,213.62 | 95,011.14 | (58,988.86) | 61.7 |
| Children's Books | 124,000 | 11,679.66 | 78,943.72 | (45,056.28) | 63.7 |
| A/V Materials | 139,000 | 10,641.26 | 93,259.17 | (45,740.83) | 67.1 |
| Public Access Software | 140,000 | 3,997.00 | 100,073.02 | (39,926.98) | 71.5 |
| Downloadable Materials | 76,700 | 248.86 | 77,172.65 | 472.65 | 100.6 |
| Total Materials | 674,700 | 35,187.29 | 473,900.42 | (200,799.58) | 70.2 |
| | | | | | |
| Employee Relations | 6,400 | (402.14) | 1,839.96 | (4,560.04) | 28.7 |
| Miscellaneous Expenses | 9,600 | 1,042.13 | 3,629.33 | (5,970.67) | 37.8 |
| Transfer to Capital Fund | 140,493 | 0.00 | 140,493.00 | 0.00 | 100.0 |
| Total Other Expenses | 156,493 | 639.99 | 145,962.29 | (10,530.71) | 93.3 |
| | | | | | |
| Total Expenses | 5,594,004 | 499,211.94 | 3,624,363.12 | (1,969,640.88) | 64.8 |


BPL FY 2018-2019
6,000,000.00
5,000,000.00
4,000,000.00
3,000,000.00
2,000,000.00
1,000,000.00
-
Amount
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
Month
Revenues
Expenses
Budget

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2018

Property Tax (100.0%): The Library received its final distribution in November, bringing the total for the year to $4,822,566.96, just $1,037.04 short of the projected amount.
Replacement Tax (100.0%): The Library received its distribution in July.
State Grants (162.3%): The Library received the Per Capita Grant in November.
Golden Prairie (93.9%): This is 95% of Property Tax distributions, as per our agreement with them.
Fees & Rentals (46.0%): This is below the projected amount.
Copies (74.0%): This is more than the projected amount.
Interest on Investments (301.3%): The Library projected a low amount for Interest.
Sale of Property (0.0%): Nothing has been collected.
Donations (32.6%): Once the Library receives donations from the Foundation for the Summer Reading Program, this will be more in line.
Part-Time Salaries (59.9%): This is just less than the projected amount due to a few vacancies.
Seasonal Salaries (55.5%): This is under-spent because the majority of this is used for employees hired to help with the Summer Reading Program; additional funds are used for various Seasonal positions, i.e., Shelvers and Custodians.
Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.
Dental Insurance (55.4%): Not as many employees elected to have dental coverage
Health Insurance, OSF, HMO (46.7%): Not as many employees selected this option for their health insurance.
IMRF (55.0%): This is under-spent due to a few vacancies.
FICA (56.6%): Same as for IMRF.
Worker's Compensation (47.3%): This was less than the Library budgeted.
Uniforms (4.3%): Charges have been minimal.
Tuition Reimbursement (88.6%): Tuition for Summer and Fall semester classes has been paid for two employees.
Other Benefits ($58.0%): This is where we charge vacation payouts to exiting employees; charges have been minimal.
Vehicle Maintenance (86.5%): This is over-spent due to several bookmobile repairs.
Office/Computer Equipment Maintenance (76.9%): Several annual maintenance payments were made in the first quarter of the fiscal year.
Advertising (54.9%): Charges have been minimal.

Travel (10.4%): Charges have been minimal.
Membership Dues (29.1%): Charges have been minimal.
Professional Development (30.7%): Charges have been minimal.
Other Purchased Services (46.8%): Charges have been minimal.
Property Insurance (58.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Vehicle Insurance (50.7%): The annual premium for 2019 was paid in December and was less than anticipated.
Other Insurance (84.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Office Supplies (47.2%): Charges have been minimal.
Postage (1.2%): Charges have been minimal.
Janitorial Supplies (47.4%): Charges have been minimal.
Gas & Diesel Fuel (61.1%): Charges have been minimal.
Building Maintenance Supplies (93.3%): This line item is over-spent due to the purchase of supplies that the Library made as opposed to a contractor supplying them when working on a project.
Natural Gas (39.5%): Charges have been minimal.
Water (46.6%): Monthly payments are made, however, due to all the staff changes at City, the Finance Dept is behind in entering journal entries to reflect the Library's monthly water payments.
Professional Collection (49.6%): Charges have been minimal.
Periodicals (71.8%)This is over-spent because the annual subscription service payment to Ebsco was made in June.
Downloadable Materials (100.6%): This is over-spent due to payments for various downloadable services.
Employee Relations (28.7%): Charges have been minimal.
Miscellaneous Expenses (37.8%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

| | |
|---|---|
| Community Donations, Summer Reading Program: | $ 3,935.00 |
| Golden Prairie, towards replacement of Poster Printer: | 3,311.00 |
| Memorial Donations: | 120.00 |
| State Farm Good Neighbor Grant: | 500.00 |
| Fountain Receipts: | 12.31 |
| Fresh Thyme, Giving Bag Donation: | 63.00 |
| Robert Starckovich, Miscellaneous Donation: | 25.00 |
| Miscellaneous Donations: | 153.50 |
| Total Donations: | $ 8,119.81 |

The Other Revenue line item breaks out as follows:

| | |
|---|---|
| Blankets: | $ 0.00 |
| Book Pick-Up: | 715.10 |
| Book Shoppe: | 16,110.00 |

| | |
|---|---|
| Drawstring Bags: | 33.00 |
| Ear Buds: | 370.50 |
| Flashdrives: | 224.25 |
| Hot Beverage Service: | 506.00 |
| Meeting Room Fees: | 792.50 |
| Print Station: | 7,627.80 |
| Reusable Bags: | 390.00 |
| Slingback Packs: | 52.00 |
| Test Proctoring: | 900.00 |
| Totebags: | 344.00 |
| Tumblers: | 26.00 |
| Umbrellas: | 28.00 |
| Miscellaneous: | 4,127.12 |
| Total Other Revenue: | $32,246.27 |

During December, 15 batches containing 100 invoices were processed, totaling $93,988.06 and 143 credit card charges were made totaling $31,834.89.

As of December 31, the Library's Maintenance & Operating Fund Balance is $4,572,744.71, which is 81.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is $1,398,501.

Library Fund Balance Information, 12/31/18:

| | |
|---|---|
| Operating: | $ 4,572,744.71 |
| Capital: | $ 2,814,565.87 |
| Fixed Assets: | $ 1,120,594.73 |

# Bloomington Public Library
## Monthly Statistics - December 2018

| | FY19 | | FY18 | |
|---|---|---|---|---|
| | Current Month | Cumulative | Last Year | Cumulative |
| CIRCULATION | | | | |
| Adults | 37,110 | 340,861 | 41,806 | 367,053 |
| Teens | 1,708 | 17,808 | 1,822 | 20,358 |
| Children | 33,032 | 314,173 | 34,186 | 329,157 |
| OTR Adults | 1,579 | 15,444 | 1,746 | 17,609 |
| OTR Teens | 68 | 903 | 56 | 1,049 |
| OTR Children | 2,227 | 24,269 | 2,450 | 29,427 |
| e-Books - Overdrive | 7,653 | 56,554 | 5,952 | 44,231 |
| Ebook Central | 3 | 3 | | |
| Hoopla downloads | 2,306 | 15,404 | 1,275 | 7,977 |
| Zinio/RBdigital Magazines | 771 | 6,234 | 317 | 2,440 |
| Tumblebooks | 119 | 1,134 | 617 | 849 |
| TOTAL CIRCULATION | | | | |
| Adults | 38,689 | 356,305 | 43,552 | 384,662 |
| Teens | 1,776 | 18,711 | 1,878 | 21,407 |
| Children | 35,259 | 338,442 | 36,636 | 358,584 |
| Digital Downloads | 10,852 | 79,329 | 10,611 | 55,497 |
| Combined Total | 86,576 | 792,787 | 92,677 | 820,150 |
| ITEMS IN THE COLLECTION | | | | |
| Main | 307,723 | 307,723 | 307,520 | 307,520 |
| OTR | 10,616 | 10,616 | 10,859 | 10,859 |
| TOTAL | 318,339 | 318,339 | 317,701 | 318,379 |
| HOLDS FILLED | 6,835 | 60,028 | 6,816 | 59,972 |
| INTERLIBRARY LOAN | | | | |
| Borrowing Requests Received | 429 | 3,982 | 400 | 3,902 |
| Outgoing Loans (Lending) | 179 | 1,940 | 184 | 1,929 |
| CARDHOLDERS | | | | |
| Added | 279 | 3,682 | 348 | 3,027 |
| TOTAL ACTIVE CARDS | | | | |
| Adults | 23,040 | 23,040 | 23,573 | 23,573 |
| Teens | 9,140 | 9,140 | 3,163 | 3,163 |
| Children | 4,623 | 4,623 | 7,095 | 7,095 |
| Combined Total | 36,803 | 36,803 | 33,831 | 33,831 |
| REFERENCE QUESTIONS | | | | |
| Adults | 1,948 | 16,726 | 2,032 | 17,253 |
| Teens | 60 | 947 | 87 | 1,201 |
| Children | 569 | 6,769 | 595 | 5,983 |
| OTR | 28 | 540 | 55 | 718 |
| Circulation | 966 | 6,826 | 794 | 6,155 |
| Marketing (Facebook) | 0 | 1 | n/a | n/a |
| TOTAL | 3,571 | 31,809 | 3,563 | 31,310 |
| PROGRAMS & OUTREACH | | | | |

# Bloomington Public Library
## Monthly Statistics - December 2018

| | FY19 | | FY18 | |
|---|---|---|---|---|
| | Current Month | Cumulative | Last Year | Cumulative |
| Adult | 6 | 107 | 3 | 103 |
| Teens | 3 | 26 | 3 | 34 |
| Childrens | 22 | 208 | 7 | 175 |
| Community Group in Library | 0 | 32 | 2 | 60 |
| Staff Visit to Community Group | 14 | 87 | 13 | 92 |
| TOTAL | 45 | 460 | 28 | 464 |
| | | | | |
| PROGRAM & OUTREACH ATTENDANCE | | | | |
| Adult | 32 | 1,793 | 17 | 2,054 |
| Teen | 23 | 602 | 58 | 710 |
| Childrens | 1,476 | 9,000 | 217 | 8,161 |
| Community Group in Library | 0 | 1,104 | 88 | 1,466 |
| Staff Visit to Community Group | 1,677 | 13,015 | 868 | 13,057 |
| 1-on-1 with Staff | 5 | 75 | 4 | 76 |
| TOTAL | 3,213 | 25,589 | 1,252 | 25,524 |
| | | | | |
| COMPUTER USE | | | | |
| Public computer uses | 3,389 | 35,667 | 4,042 | 33,259 |
| Website database/catalog hits | 35,259 | 322,270 | 20,134 | 190,964 |
| Online Resource (Database) uses | 8,627 | 82,259 | 6,275 | 44,743 |
| TOTAL | 47,275 | 440,196 | 30,451 | 268,966 |
| | | | | |
| MEETING ROOM USAGE | | | | |
| Study Room | 104 | 862 | 48 | 678 |
| Digital Media Lab | 15 | 75 | 16 | 83 |
| Community Room | 37 | 392 | 24 | 317 |
| TOTAL | 156 | 1,329 | 88 | 1,078 |
| | | | | |
| CUSTOMER VISITS | | | | |
| Main | 21,997 | 219,459 | 22,513 | 220,426 |
| Bookmobile | 543 | 8,090 | 620 | 9,181 |
| TOTAL | 22,540 | 227,549 | 23,133 | 229,607 |
| | | | | |
| TRAINING HOURS | 140 | 1,430 | 135 | 1,572 |

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, November 14, 2018
5:00 p.m.

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

**MINUTES**

I. Call to Order
President Peterson called the meeting to order at 5:00 p.m.

II. Roll Call

| | |
|---|---|
| MEMBERS PRESENT: | Ary Anderson, Laurie Nippe, Ruth Novosad, Patti Salch, Jodi Sherman, Stephen Peterson |
| MEMBERS ABSENT: | Stephanie Walden |
| OTHERS PRESENT: | Amy Dunham, Jeanne Hamilton, Colleen Shaw |

III. Introductions
There were no introductions.

IV. Public Comment
There were no public comments.

V. President's Report
President Peterson reported that City Council had a meeting on November 13, 2018. There is no additional news to share.

VI. Approval of Minutes
A. October 17, 2018
PATTI SALCH MOVED, ARY ANDERSON SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 17, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports
A. Director's Report
Director Hamilton discussed the Celebration of India: Day of the Child event held on November 10. We had 390 people attend which is a great turnout. It was our 6th year hosting this Celebration and is great opportunity for the BPL to work with our community partners. Director Hamilton consulted with the Board on packet distribution. She discussed how we bring an extra copy of the Board packet to the meeting each week. Discussion was held about holidays and mail service as well WIFI capabilities both at the library and home. After a group discussion, the final directive was as follows:

Stephen Peterson – Email Only

Jodi Sherman – Email Only
Laurie Nippe – Email Only
Patti Salch – Email and postal mail
Ary Anderson – Email and postal mail
Ruth Novosad - Email and postal mail
Stephanie Walden will be consulted on her preference at the December meeting.

An update regarding the City Council and the BPL Expansion Project was requested. Director Hamilton reported that there were no decisions made. Most of the City Council members are supportive of the Library. Discussion was held regarding funds for the roof repair in the next five years. Director Hamilton clarified that the BPL has the money for the roof repair, but we are waiting on the decision regarding a future construction project before we spend the money on the roof repair. The City Manager and the Library Board has requested the City Council render a decision by budget time which is April 2019. A question was asked about the Find More Illinois Program. Informational discussion was held. Director Hamilton updated the Board on the switch to a new catalog, Polaris, in early April 2019.

B. Outreach Report
Circulation and Outreach Manager, Colleen Shaw, reported that her department sent out the first large batch of student cards to District 87 students and are currently finishing work on the Unit 5 cards. Students can now check out A/V items along with print items but are still limited to 3 total check-outs. The Bookmobile schedule was sent to Ellsworth, Arrowsmith and Shirley. Discussion was held on total number of check-outs from those locations

C. Financial Report
Director Hamilton presented the Financial Report. There are three corrections to the dates on the Revenues, Expenditures and Ending Balance. They should have the date of 10/31/18 instead of 9/30/18. A question was raised about the total for printing. Director Hamilton explained that it was for printing the budget ordinance in the Pantagraph per legal compliance. A question was raised about the legal services amount. Director Hamilton explained that it was for the budget review. Discussion was held about the fees charged by the attorney. The consensus from the Board Members was to have Director Hamilton add this item for discussion to New Business in May 2019. Director Hamilton notified the Board that the draft audit will be emailed to Board Members. It will be on the agenda for a vote at the December meeting. Director Hamilton presented options for the renewal of the surety bond. The renewal premium is $795.00 which is the same as last year. Our agent quoted an additional option covering faithful performance of duty. This would increase the premium by $200.00. The Board is covered up to $400,000 which is based off what is received in yearly taxes. A consensus from the Board Members was reached to renew the surety bond as presented without the additional coverage. The Board requested the Business Manager to find how much additional it would be to increase the coverage amount to a higher amount. President Peterson reported that the CD held by GPPLD is maturing on February 6, 2019. He will check on interest rates prior to the December meeting. This item will be added as New Business on the December 19, 2019 agenda.

VIII. Unfinished Business

A. Approve Proposed Amendments to the Bylaws.
Discussion was held to confirm that all members were up-to-date on changes reviewed and proposed at the October meeting.

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE THE AMENDMENT TO THE BYLAWS. THE MOTION CARRIED UNANIMOUSLY.

B. Summaries from the ILA Conference
Board Members Jodi Sherman and Laurie Nippe reported on the ILA Conference. They attended the Trustee sessions. Our Board is in a different situation than most of the other Trustee Boards. We are elected. We do not have a library. We do not have employees. There was a presentation about how libraries are social service organizations. Director Hamilton confirmed that we work with two local agencies to provide services here at the BPL. An interesting take away is that 75% of board agenda should not be discussions but should be report outs. For example, "Jodi, I need you to take the CD issue and report out next time." So, it's the higher-level summary instead of the all the detail. This would result in the Board spending our meeting time reaching a consensus instead of discussing topics. Both members thanked the Board for the opportunity to attend the conference.

C. Discuss Election Procedures
Notarized paperwork from Stephanie Walden and Ary Anderson is being held by Amy Dunham. Stephen Peterson and Laurie Nippe need to turn in their notarized paperwork to Amy by December 10, 2019. Secretary Ruth Novosad will file them with the County Clerk's office between December 10 – 17, 2018. President Peterson reminded Board Members who are running for re-election that the Statement of Economic Interest is also required. It can be found online under the McLean County Clerk's Office.

IX. New Business

A. Discussion of Per Capita Grant Requirements
   i. Ruth Novosad watched the Serving Patrons with Disabilities Webinar. She summarized what she learned and shared that communication is the key. Some key points she shared were:
      1. Discussions should take place with community members assessing their needs.
      2. Programming should incorporate universal design to allow for usability for everyone.
      3. Websites should have an option to request an accommodation for any programs or events.
      4. Disabilities come in many forms, not all are physical disabilities.
      5. Libraries should have staff training on how to communicate with patrons with disabilities on a periodic basis.

X. Comments from Board Trustees

December 19th is the next Board meeting.

XI. Adjournment

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:22 p.m.

## Incident Report Summary for December 2018

2018-12-31 23:59:00
2018-12-01 01:00:00
30 days in month

| Incident ID | Date/Time Submitted | Violation |
|---|---|---|
| 3896 | 2018-12-03 21:14:35 | AlcoholDrugs |
| 3897 | 2018-12-05 17:52:28 | InappropriateBehavior |
| 3898 | 2018-12-06 10:50:21 | StalkingIncident |
| 3899 | 2018-12-10 19:04:04 | InappropriateBehavior |
| 3900 | 2018-12-11 12:15:08 | StolenDamagedLibraryMaterial |
| 3901 | 2018-12-13 15:19:01 | StolenDamagedLibraryMaterial |
| 3902 | 2018-12-17 17:22:36 | AlcoholDrugs |
| 3903 | 2018-12-18 11:02:43 | StolenDamagedLibraryMaterial |
| 3904 | 2018-12-19 20:12:47 | StolenDamagedLibraryMaterial |
| 3905 | 2018-12-20 10:02:33 | StolenDamagedLibraryMaterial |
| 3906 | 2018-12-21 14:48:11 | StolenDamagedLibraryMaterial |
| 3907 | 2018-12-22 16:48:08 | StolenDamagedLibraryMaterial |
| 3908 | 2018-12-26 12:48:21 | InappropriateBehavior |

| | | |
|---|---|---|
| 3909 | 2018-12-26 13:06:07 | UnattendedChild |
| 3910 | 2018-12-28 17:32:25 | InappropriateBehavior |
| 3911 | 2018-12-29 10:34:15 | StolenDamagedLibraryMaterial |

## Suspension Report Summary for December 2018

2018-12-31 04:24:55pm
2018-12-01 04:24:55pm
31 days in month

| Suspension ID | Date/Time Submitted | Violation |
|---|---|---|
| 182 | 2018-12-26 00:00:00 | UnattendedChild |
| 178 | 2018-12-06 00:00:00 | StalkingIncident |
| 179 | 2018-12-10 00:00:00 | InappropriateBehavior |
| 180 | 2018-12-17 00:00:00 | AlcoholDrugs |

BLOOMINGTON PUBLIC LIBRARY

CAPITAL RESERVE FUND TRANSFER

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

BE IT RESOLVED THAT $227,668 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

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

THAT the updated Capital Reserve Fund Balance is approximately $3,042,233.87.

Approved the 15th day of February 2019

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Julian Westerhout, President
Bloomington Public Library Board of Trustees