

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, December 17, 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 November 19, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of November 2019
- IX. Action Items
 - A. Approve Waiving Three Quote Requirement for Property/Casualty Insurance
 - B. Approve Personnel Code Updates
 - C. Approve Firms to be Interviewed for Request For Qualifications for Architectural Services
 - D. Approve Dates for Request For Qualifications for Architectural Services Interviews
- X. Discussion Items
 - A. Discuss Library Expansion, including the process for Architect Interviews
- XI. Comments from Board of Trustees
- XII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 17, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	852.03
Amazon.com, LLC	A/V Materials	566.96
Amazon.com, LLC	Adult Books	192.61
Amazon.com, LLC	Building Mtn Supplies	31.68
Amazon.com, LLC	Computer Supplies	579.64
Amazon.com, LLC	Janitorial Supplies	183.14
Amazon.com, LLC	Library Supplies	89.90
Amazon.com, LLC	Miscellaneous Expenses	327.89
Amazon.com, LLC	Office Supplies	329.43
Amazon.com, LLC	Other Purchased Services	201.79
Ameren IP	Electricity	5,058.25
American National Skyline, Inc.	Building Maintenance	600.00
Antioch Public Library District	Miscellaneous Expenses	30.50
Automatic Fire Sprinkler	Building Maintenance	720.98
Bill's Key & Lock Shop, Inc.	Building Maintenance	82.00
Bloomington Public Schools	Adult Books	70.00
Buck, Olivia	Travel	3.83
Cengage Learning	Adult Books	236.90
Central Catholic High School	Adult Books	160.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	14,474.93
City of Bloomington	Gas & Diesel Fuel	314.32
City of Bloomington	Health Insurance-HMO	3,017.58
City of Bloomington	Health Insurance-PPO	20,443.06
City of Bloomington	IMRF	20,533.32
City of Bloomington	Life Insurance	251.90
City of Bloomington	Medicare	3,385.61
City of Bloomington	Payroll	245,121.50
City of Bloomington	Vision Insurance	109.56
City of Bloomington	Water	719.25
Cook, Abbey	Other Purchased Services	100.00
Demco	Library Supplies	1,090.23
Educational Development Corp	Children's Books	1,652.22
Evans Public Library	Miscellaneous Expenses	14.98
Evanston Public Library	Miscellaneous Expenses	20.20
Farm & Home Publishers	Adult Books	56.00
Flora Public Library	Miscellaneous Expenses	19.95

Frontier
 Granite Broadcasting
 Illinois State University
 Illinois Wesleyan University
 Imaging Office Systems, Inc.
 Ingram Library Services
 KCN Solutions, LLC
 Martin Sullivan, Inc.
 Massie, Rhonda
 McLean County Chamber of Commerce
 Mid Illinois Mechanical
 Midamerica Books
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Neopost USA, Inc.
 Occidental College Library
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 OverDrive
 Pantagraph
 Pilot Media, LLC
 Proquest, LLC
 Recorded Books, Inc.
 Rosedrew, Inc.
 Scholastic Library Publishing
 Scott's Boiler Services, Inc.
 Taylor, Pamela
 Tee Jay Central, Inc.
 Tri-County Irrigation, Inc.
 Uline, Inc.
 Unique Management Services, Inc.
 Voice Spring, LLC
 Wherry Machine & Welding, Inc.
 Windstream
 World Book School & Library
 VISA - American Flags Express
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - B & H Photo
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bandana's BBQ
 VISA - Barnes & Noble
 VISA - Best Buy
 VISA - Best Version Media
 VISA - Carmine's Steak House
 VISA - Demco

Telecommunications	583.93
Advertising	1,250.00
Advertising	363.08
Other Purchased Services	872.39
Office/Equipment Mtn	750.00
Adult Books	329.99
Building Mtn Supplies	1,143.20
Vehicle Maintenance	2,647.27
Professional Development	201.84
Membership Dues	654.00
Building Maintenance	1,109.05
Adult Books	207.60
A/V Materials	872.27
Downloadable Materials	9,980.00
Janitorial Supplies	392.94
Rentals	26.45
Miscellaneous Expenses	50.00
Computer Supplies	2,275.30
Miscellaneous Expenses	39.96
Office Supplies	33.16
Other Purchased Services	68.76
Downloadable Materials	9,980.00
Advertising	997.50
Advertising	200.00
Downloadable Materials	230.75
A/V Materials	436.40
Library Supplies	507.60
Public Access Software	4,197.00
Building Maintenance	860.00
Other Purchased Services	50.00
Building Maintenance	377.80
Building Maintenance	142.50
Janitorial Supplies	105.19
Other Purchased Services	340.10
Telecommunications	42.50
Other Purchased Services	54.00
Telecommunications	109.27
Public Access Software	4,800.00
Office Supplies	219.09
Membership Dues	414.00
Professional Collection	68.55
Professional Development	610.00
Library Supplies	38.94
A/V Materials	8,476.68
Adult Books	9,652.98
Children's Books	5,954.70
Employee Relations	914.49
Other Purchased Services	100.00
Other Purchased Services	499.00
Advertising	591.52
Professional Development	41.14
Office/Equipment Mtn	1,417.50

VISA - DoDaddy.com	Office/Equipment Mtnc	127.98
VISA - Facebook	Advertising	201.64
VISA - Five Star Water Co.	Miscellaneous Expenses	49.20
VISA - GameStop	A/V Materials	677.54
VISA - GooglePlay	Computer Supplies	15.00
VISA - Hyatt Regency St. Louis	Professional Development	459.02
VISA - Hy-Vee	Employee Relations	52.99
VISA - Illinois Audubon Society	Membership Dues	25.00
VISA - Indiana State University	Postage	4.49
VISA - Jewel-Osco	Other Purchased Services	29.97
VISA - Krispy Kreme Doughnuts & Coffee	Other Purchased Services	33.98
VISA - Kroger	Employee Relations	281.62
VISA - Lake Pointe Grill	Professional Development	18.64
VISA - Martin Sullivan, Inc.	Building Mtnc Supplies	79.95
VISA - Michael's	Other Purchased Services	139.90
VISA - Network Solutions	Office/Equipment Mtnc	901.62
VISA - NewEgg.com	Other Purchased Services	40.00
VISA - Old House Journal	Periodicals	27.00
VISA - Oriental Trading Co.	Library Supplies	251.26
VISA - Party City	Employee Relations	(13.81)
VISA - Party City	Other Purchased Services	62.58
VISA - Sam's Club	Employee Relations	141.06
VISA - Sam's Club	Membership Dues	45.00
VISA - School Shop	Library Supplies	10.50
VISA - Sprint	Telecommunications	1,306.28
VISA - UPS	Postage	9.65
VISA - Varidesk	Office Supplies	430.31
VISA - Verizon Wireless	Telecommunications	136.40
VISA - Wal-Mart	Employee Relations	21.62
VISA - Wal-Mart	Janitorial Supplies	140.27
VISA - Wal-Mart	Library Supplies	100.20
VISA - Wal-Mart	Other Purchased Services	322.79
VISA - White Pages	Other Purchased Services	125.99
Total		405,469.82

Bloomington Public Library

Books are just the beginning.



Director's Report

November 2019

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

This month, I:

- Hosted architects for a pre-statement meeting and prepared responses to their questions
- Developed talking points reflecting our reasons for releasing a Request for Architectural Qualifications
- Promoted the Library Expansion efforts on a WGLT interview with Julian
- Participated in a visioning session for the Bloomington Cultural Arts
- Attended the History Museum Library Committee meeting
- Worked with RAILS to start the process of joining Find More IL, a consortium that will tie into our catalog software to make resource sharing and interlibrary loan with Illinois libraries easier
- Started planning for the implementation of autorenewals

Goal: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

We have selected two staff members to serve as Census 2020 liaisons. I met with them to plan dates and locations of our census outreach efforts. I also attended a Census meeting hosted by the City to discuss the census promotion efforts that each city department has planned and submitted an ALA census mini-grant application. For each uncaptured person, the Library will lose up to \$12.50 in per capita grant funds in the 10 years before the next census – this can add up!

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

This month, I:

- Participated in the City Staff Retreat, which focused on Servant Leadership
- Attended an ISU Leadership Breakfast: "Building and Enhancing Organizational Innovation"
- Met with our new eResources Librarian, Mimi, to provide direction on various online resources
- Reviewed the Director's Performance Review Tool
- Helped setup and cleanup for our Appreciation Day
- Attended a Staff Development Committee Meeting
- Hosted two Kronos (new timeclock) drop-in sessions with Gayle
- Participated in 4 Library Associate interviews

Goal: Work effectively through the use of technology.

This month, I:

- Formed a Working Group to explore Room Reservation Software replacement options
- Worked to review and transfer files in preparation for the retirement of our existing file server
- Followed up on a variety of Polaris items as we reached the 8-month mark since our migration

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

This month, I:

- Prepared materials for the presentation of the Estimated Levy to City Council
- Completed the FY21 budget Narrative for the City budget book
- Revised the Library's budget webpage
- Prepared materials for the Foundation Board meeting and secured a donation for the 2019 Summer Reading Program
- Reviewed Donor Search, a donor prospect database

**Adult Services Report
Carol Torrens
November 2019**

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

SERVICES

Two of the Quick Print computers will be dedicated to census registration in the early part of 2020. Katie & Carol met with other staff involved in the community census efforts to plan this strategy.

COLLECTIONS

Marcie weeded PBKROM authors E-K. Large print and Mysteries were shifted a little.

Displays featured materials on these topics: computer skills, culinary fiction, Veterans Day, and National Novel Writing Month. In the DVD area, No Shave November was the theme.

PROGRAMS

Tiffany met with the listed number of teens at school events. (October's numbers were not included last month.)

October

Parkside – 69; Kingsley – 98; Chiddix – 49; Evans –86; BJHS (5 visits) – 512

November

Parkside – 36; Kingsley – 92; Evans –51; Chiddix – 43; BJHS (3 visits) - 243

Adult/Family programs

Fiction Book Club -- 1 session – 4 attended

Mystery Book Club – 1 session – 11 attended

Nonfiction Book Club – 1 session – 3 attended

Books on Tap Book Club – 1 session – 16 attended

History Reads Quarterly Book Club – 1 session – 9 attended

Spanish Book Club – 1 session – 10 attended

Wellness Lifestyle weekly class – 4 sessions – 63 attended

Local Author Fair – 1 session – 250 attended

Website Bootcamp – 4 sessions – 35 attended

Meet Veterans, a Human Library – 1 session – 26 attended

Dance the Night Away, Swing – 1 session – 20 attended

Classic Movie – 2 sessions – 9 attended

State of IL Hiring Fair – 1 session – 42 attended

Long Term Care Costs with F3E – 1 session – 9 attended

Author William Hazelgrove 'Forging a President' – 1 session – 8 attended

Ancestor's Military History research – 1 session – 24 attended

Honeybees, 2nd & 3rd in a 3-part series – 2 sessions – 15 attended

Epilepsy series: treatments – 1 session – 5 attended

Teen Programs

Fall Into Reading – 1 session – 57 attended

DIY painting – 2 sessions – 21 attended

Spy vs. Spy event with NPL – 1 session – 22 attended

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

Karen Moen, Local History Librarian, retires in December after 27 years of service at BPL.

Bianca Aguas joined the AS Department from Circulation, becoming the newest part-time Library Associate. A second position is currently vacant.

AS staff attended, or watched a recording of, Kronos timeclock training.

Goal: Work effectively through the use of technology.

There were 9 individual appointments with AS staff: ebooks, general email help, Mango Languages app, 3 on application completion, general phone help, Libby app, and general tablet help.

Goal: Administer a cost-effective public library.

Volunteers ran the movie programs. Teen volunteers helped with shelving in teenZone.

Business Office Report
Kathy Jeakins
November 2019

Goal: Administer a cost-effective public library.

Library Credit Cards: I completed applications for staff getting credit cards and met with staff new to using Library credit cards; I canceled cards for staff leaving employment; and I entered all credit card transactions in account files

I completed the necessary FY 21 budget documents and submitted to City by the deadline of Nov. 25

The monthly total for the Book Shoppe was \$1,770.25

The Golden Prairie audit is complete

BPL has not received its Per Capita Grant funds yet due to all State of Illinois General Revenue Funds being held at the Comptroller's Office; there is no known date as to when those funds will be released

I completed the Annual Not for Profit Filing Report for the Foundation and requested a check in the amount of \$10 for the fee; the Report was filed by the deadline of Dec. 31

The Foundation reimbursed the Library for Development Day costs (\$816.09) and for Appreciation Day (\$3,000.00)

Bills Costing in Excess of \$5,000: None

Upcoming:

The Holiday Potluck Committee has been planning for this year's event; the Potluck will take place on Dec 12

I will be meeting with the Library's Ricoh (copiers) representative on Dec 13

James Pitzer, from Gallagher-Bassett (contracted with LIRA), will return to the Library to conduct an annual building safety analysis on Dec 18

Children's Services Report
Melissa Robinson
November 2019

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

- We began offering educator cards for those who teach in Bloomington and Normal.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

Collections

- Lisa and I met with Allison to discuss adding Vox books and Wonderbooks, which are read-along books, to our collection.

Programs

- Celebration of India – 324 attended
- Family Reading Night – 64 attended
- Move and Learn story time – 4 sessions – 66 attended
- Brick by Brick story time – 3 sessions – 40 attended
- Evening Lapsit – 3 sessions – 60 attended
- Preschool story time – 3 sessions – 57 attended
- Toddler time – 6 sessions – 99 attended
- Where the Wild Things Read – 2 sessions – 42 attended
- Monday Night Story Time Plus! – 9 attended
- Global Tales – 17 attended
- Lego Construction – 32 attended
- Tales for Tails – 3 sessions – 61 attended
- TinkerLab – 17 attended
- Itsy Arts – 16 attended
- Family Games Day – 14 attended
- Principals Read – 31 attended
- Sensory Story Time – 4 attended
- 34 programs/sessions offered – 953 attended

10 passive programs – 821 participated

The following groups visited us:

- Homeschool tour – 16 attended
- Bent School 2nd grade – 65 attended
- Sheridan kindergarten – 32 attended
- Bloomington High School special ed – 11 attended
- Jack and Jill of America – 23 attended

We visited the following groups and events:

- Katie's Kids – 63 attended
- Milestones Preschool – 60 attended
- Sheridan School Family Reading Night – 100 attended
- YWCA Head Start – 31 attended
- Mid-State Reading Council Carnival of Reading – 65 attended

9 groups/events total – 466 attended

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

- Lisa, Alysha, and Jesse assisted Mimi with the website bootcamp programs in Adult Services.
- Staff attended training on the bookmobile and ILA conferences, Kronos, and emergency exits.
- Alex and Jesse attended the Performer's Showcase.

Upcoming:

- We have a special story time, Here Be Dragons, on Dec 10.
- Alex is visiting the Boys and Girls Club Impact Program on Dec 3, 10, and 17.
- Clare, Alex, and Mady are going to the Miller Park Zoo Wild Lights event on Dec 6 and 7.
- Our winter break programs include Sign and Sing on Dec 30, Kiddie Drive-In Movie on Jan 2, STREAM @ the Library on Jan 3, and Lego Construction Time on Jan 4.
- We will also offer our regular, recurring programs such as Family Games Day, TinkerLab, Where the Wild Things Read, Itsy Arts, Monday Night Story Time Plus, and Sensory Story Time.

Circulation and Outreach Services Report

Colleen Shaw

November 2019

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

- Outreach Library Associate, Michelle Cope, met with the following groups/committees this month:
 - Human Services Council¹
 - McLean County Quarterly Nonprofit²
 - Heartland Adult Education Area Planning Council³
 - Fatherhood Coalition⁴
 - US Census Complete Count Committee⁵

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

- Home Delivery staff prepared and delivered 388 items to 54 patrons. One new recipient was added!
- Deposits prepared and delivered 815 items to 12 sites this month.
- On Nov 4 and 15, Aleshia Phifer instructed a Sparkling Grape Juice and a Masterpiece class for teens.
- Olivia Buck is a new contributor to the Illinois Library Association's blog, ILA Connector. Visit ilaconnector.home.blog to see her work.
- Caitlin Clyne was given a new shelf for the bookmobile from a conference vendor that allows books to be displayed face-up, giving patrons more browsing power. Patrons are taking advantage of this helpful way to flip through Children's paperbacks.
- World Kindness Day, Nov 13, was celebrated by offering \$3 Book Shoppe coupons to any patron that wished us a 'Happy World Kindness Day' at the desk or on the bookmobile.
- A Toys for Tots drop box is available in the lobby near the hold shelves for donated toys.
- About 50 teen and children's books from the Book Shoppe and 100 \$3 Book Shoppe certificates were given to the Heartland Community College Council on Family Relations to distribute at the holiday party they host for low income families.
- November Outreach events:
 - Islamic Center Potluck
 - Snyder Wellness Fair

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

- On 11/4, Paula Wager and Jan Baumgardner attended the Alzheimer's and Dementia Conference in Effingham, IL. The conference gave them some great insights into developing a Memory Care collection that would support patrons impacted by Dementia and Alzheimer's.
- Library Assistant Bianca Aguas transferred to a part-time Library Associate position in Adult Services.
- Library Associate Sara Engels accepted the Local History Librarian position in Adult Services. She will start in January. Library Technical Assistant Emily Wolpert accepted the open Library Associate position. She will begin on December 15.

¹ Children's Home + Aid, Unit 5, OSF Care Management, Stepping Stones, Chestnut Health, Baby Fold, W.D. Boyce Council, etc.

² IL Partners, Youth Build, Career Link, Faith in Action, BCAI, Normal PL, Home Sweet Home, Project Oz, State Farm, WBRP, etc.

³ Heartland CC, Immigration Project, Goodwill Career Center, Normal PL, Home Sweet Home, Career Link, Unit 5

⁴ Children's Home + Aid, Bloomington Housing Authority, Illinois State University

⁵ Town of NRML, City of BLM, Regional Planning Commission, Normal PL, IL Partners, McLean County, IL State University, Census Bureau

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(11/2019) Circulation and Outreach Services Statistics

Total Circ BPL	91,475
Total Circ Main	74,343
Adults	38,702
Teens	2,526
Children	33,115
Total Circ Outreach	5,235
OTR Adults	1,961
OTR Teens	159
OTR Children	3,115
Total Circ eBooks	11,897
Hoopla	2,739
Overdrive	7,957
RBDigital	1,146
TumbleBooks	55
Borrowers Registered	362
Total Active Cardholders	36,214
Children	8,006
Teen	4,097
Adult	24,111
GPPLD	1,599
Total Holds Filled	7,675
Main Holds	6,470
Outreach Holds	1,205
Door Count	21,945

Circulation Questions Answered: 698

Outreach Questions Answered: 64

Total Questions Answered: 762

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	470
WED	NORTH POINTE	196
THURS	WINGOVER AM	166
MON	OLD FARM LAKES	129
THURS	EAGLE RIDGE	120
MON	GROVE	114
MON	ROLLINGBROOK SOUTH	100
MON	GROVE	93
WED	EAGLE CREST	91
SAT	FREEDOM OIL	90

5 Stops with Lowest Circulation

WED	EASTVIEW COMMUNITY CENTER	7
MON	FLEETWOOD DR	5
TUES	CEDAR RIDGE	5
THURS	CATHOLIC CHARITIES	4
FRI	WEST CHESTNUT ST	0

Bookmobile Customers: 735

Total Monthly Stops: 60* (at 46 locations)

*The bookmobile was off-road Nov 27-29 for the Thanksgiving holiday

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	

Human Resources Report

Gayle Tucker

November 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on ILA and ABOS
 - I attended two staff training sessions on Kronos
- I share relevant training opportunities with Department Managers
- In November, there were four in-house Job Announcements and one website posting
- In November, I participated in eight employment interviews
- I provided orientation to one new full timer
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation
- Staff collaboration: the Spirit Committee quickly organized an event for World Kindness Day in honor of Fred Rogers. Staff wearing cardigans gathered for a quick photo before opening, and it was posted to Facebook. It received a total of 543 "likes" etc., the most ever for a BPL Facebook post!
- The Spirit Committee also coordinated "Beans for Jeans" at which staff donated a large can of green beans in exchange for wearing jeans for a day. We collected and delivered 29 cans of green beans, ranging in size from 28 oz. to 101 oz., to Home Sweet Home for their Thanksgiving dinners.
- The Spirit Committee coordinated our annual Adopt-A-Family event. This year, we provided gifts for a young mother and her toddler. Gifts were all donated personally by library staff.



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 running the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I am working with the City of Bloomington staff on the implementation of the new Kronos timeclocks and software. I offered 2 "drop-in" training sessions for staff during November. The Go Live date is December 1.

Goal: Administer a cost-effective public library.

- I worked with the City's Payroll department to ensure correct of retroactive pay for eligible bargaining unit staff
- I serve as the Work Study Coordinator with Illinois Wesleyan University

- Student workers cost us about \$2.31/hour, each
 - The work study program resumed in August. We have nine students this semester.
- I closely track hours worked by part-time staff

Upcoming:

- Kronos timeclock training/testing/implementation with Munis
- Personnel Code/Employee Handbook updates

Information Technology Systems Report
Jon Whited
December 2019

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

TeenZone gaming PCs were replaced with smaller PCs that allowed the cubicles to take up less space in the TeenZone and allows the teens that are using the VR equipment to move around better, without having to worry about backing into someone.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

15 teens attended an Arduino program. During the program the teens divided into groups and were taught how to develop small programs to create circuits, lights, sounds using these small inexpensive programming devices.

Upcoming:

We are working on upgrading the current Web Server. The new server will feature a secure web site and faster response speeds.

We are also working on upgrading the Public printing to a new server.

We ordered 20 sprint hotspots to begin loaning to the public.

**Marketing Report
Rhonda Massie
November 2019**

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

PROGRAM GUIDE

- The January-April 2020 Program guide has been compiled, designed, and is currently in the second and final stage of proofing. It will go to the printer on December 10 and should be returned between December 23-26. It will be sent to IT no later than December 11 for posting to our website.

ENDCAP / FREESTANDING SIGNAGE

- The project to update and brand all the endcap signage and freestanding signage is complete.
- In December, Marketing will update all the signage in the CD area to match the hanging signage which was installed earlier this year.
 - That will conclude all the signage changes.

ADVERTISING (scripts and artwork for each provided by Marketing)

- Eastside Neighbors & Neighbors of Southwest Bloomington
 - General ad stating that Library cards are free and so are the library's 600 annual programs.
- WGLT radio ads promoting
 - Local Author Fair
 - Veterans' Day Human Library Project
 - Fold3 Program
 - Consumer Reports
 - Identity Theft & Scams Program
- Magic 99.5 ads promoting
 - Celebration of India
 - Veterans' Day Human Library Project
- The Pantagraph
 - Human Library Project: Meet Our Veterans (prepped in October to run in early November)
 - Skybox ad ran November 3 on the front page of The Pantagraph. This ad promotes the "Human Library Project: Meet Our Veterans" program and will include the words "see our ad inside"
 - Online reveal ad to run November 3-9
 - ½-page ads will run in the physical newspaper on Nov 3, 6, and 10
 - Consumer Reports
 - (2) ¼-page ads ran in the physical newspaper on Thanksgiving and Black Friday
- Grossinger Arena
 - Digital Ads on both outdoor marquees
 - Vinyl ad on the concourse
- Ad for the next Community Players program
- Penned and submitted the weekly WGLT radio spots for January-April 2020.
- Provided a logo for T-shirts going to students at Irving School.

ARTICLES/PRESS RELEASES/COVERAGE

- In October, a press release was submitted to area media about the Local Author Fair. In addition to coverage that was received in October, the following coverage came in November:
 - Library Marks National Novel Writing Month with Local Author Fair – WGLT; 11.2.19
 - Bloomington Public Library Celebrates National Novel Writing Month with Local Authors Fair – WJBC; 11.6.19

KOIOS

- Our 1-month trial of Koios is on hold until December while our IT Department works to make our website HTTP Secure. This is a requirement to work with Koios and Google Ads.
 - Rhonda met with Koios' Trey Gordner while at the Library Marketing and Communication Conference in St. Louis. We are now 100 percent ready to roll with their product as soon as our website is HTTP Secure.

Program Publicity

- Alba Emoting

- Avoid ID Theft and Scams
- Classic Movie Series
- Fiction Book Club
- Here Be Dragons
- History Book Club Publicity
- Spy vs. Spy

Display Signs

- Holiday Closure – Thanksgiving
- Human Library Project: Meet Our Veterans | Name Cards for each presenter
- 3 Monthly AS Display Signs
- Monthly tZ Sign

Print

- 1000 Books Before Kindergarten Stickers - 100 books
- Family Reading Night 1/2-Sheet for Green Top Grocery
- Hoopla handouts
- Lego Construction Time
- Managing Epilepsy
- November Calendar (2x)
- Tales for Tales

Extras

- Created new Elevator Artwork which will Promote Black History Month and the Leap Day Party
- Printed and Cut 400 Book Shoppe Gift Certificates for National Kindness Day
- BPL Customer Parking Map
- Monthly Calendar | December
- MyLibrary! App Handout
- Nametags

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

TRAINING/MEETINGS

- Rhonda attended the Library Marketing and Communication Conference in St. Louis.
- Rhonda began meeting with the Calendar/Reservation System Working Group to replace our current software.
- Upcoming/Other
 - The International Public Library Fundraising Conference will take place at the Austin Public Library in Austin, Texas, from June 28-30, 2020. Rhonda will likely attend.

APPAREL STORE

- At the request of staff, the apparel store was reopened for another round of ordering.
 - Round 1: 14 people ordered 22 items.
 - Round 2: 10 people ordered 28 items

STAFF NEWSLETTER

- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.

Goal: Work effectively through the use of technology.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 42 Facebook followers for a total of 7,089;
 - The Library added 59 Instagram followers for a total of 1,436;
 - The Library added 4 Twitter followers for a total of 2,038;
- The Library's
 - text subscribers (to the general library list) number 326
 - text subscribers for the combined Bookmobile stops number 984
 - Books on Tap Book Club is present on MeetUp.com
 - Cardholder Perks list contains 34,286 subscribers.

- Program Guide list contains 34,278 subscribers.
- General eBlast list contains 34,327 subscribers.

Goal: Administer a cost-effective public library.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and library news. Unless a program requires registration and there's a fear that it will reach capacity, each program is also boosted. (Boosting is not free, but it is our best bang for the buck). Each individual event is posted with a piece of art that is designed by the Marketing Department.
 - A weekly #TBT photo is posted to Facebook and Instagram. These are often tiny research projects and are never boosted.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram. They're loved and never boosted.
- The library sends a monthly eBlast promoting one of its online resources to all cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter. The ability to do these things comes with our subscription to Library Aware.
 - On November 1, an eBlast promoting BPL cardholders' access to Consumer Reports was sent to 30,800 cardholders.
 - On December 1, an eBlast promoting BPL cardholders' access to RB Digital was sent to 30,800 cardholders.
- The library's programs are sent to the following for promotion on their paper and/or online calendars
 - Macaroni Kid (kid & teen programs)
 - *Eastside Neighbors Magazine* and *Neighbors of Southwest Bloomington Magazine* (receive all our programs; the publishers pick and choose what to include)
 - *The Pantagraph* has specified that for their print editions, they will only accept non-recurring programs, and that's what we send them. They will not accept story times, movie series, book clubs, etc.
 - The DBA receives all our programs for inclusion on its website and its online calendar.
 - PATH receives specific programs for inclusion in its revived PATH-O-Gram.
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then a conversation about upcoming programs. The interview materials are prepped by the Marketing Department.
- All the library's programs are posted to the library's website and the plasma TV in the lobby.

**Support Services Report
Caprice Prochnow
November 2019**

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

- Support Services staff:
 - Installed heavy duty picture hooks in various locations for the "featured artist" program.
 - Started new process in working with ILL loans and handling RAILS pickup and deliveries between Tool Room and Adult Services.
 - Setup/breakdown for Celebration of India program, along with managing the parking lot.
 - Installed 23 new end panel sign holders in Children's.
 - Relocated the north desk in the Circulation workroom.
 - Repaired the faucet in the Family Restroom.
 - Installed new study carrels in the Teen Zone.
- Repairs/Installs:
 - Clearly Windows completed the Fall window cleaning.
 - McLean Co. Door & Glass made repairs to the sliding glass doors on the Illinois Collection locked case and replaced the door closer on the east boiler room door.
 - Bill's Key & Lock replaced the inner door handle on the east A/S workroom door.
 - Advance Roofing made repairs to the roof around the air handler unit.
 - MIM replaced the seal on the pump located in the lower custodial closet, checked the operation of the baseboard heat in the Story Room and made repairs to the humidifier.
 - Alpha Controls replaced the actuators for two VAV units in the Story Room.
 - Kickapoo Creek Nursery installed the salt station for the winter season.
 - Scott's Boilers checked a leak at the back of boiler #1.
 - Weber Electric re-lamped fixtures in the emergency stairwells.

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

- Room Reservation System Working Group met to review features of various reservation system platforms available. In December, demos will be viewed of those that may be a good fit for the Library.
- Caprice led two Mini Morning Sessions which included a tour of the building exits.

Goal: Administer a cost-effective public library.

- Johnson Controls conducted the semi-annual inspection of the Fire Alarm system.
- TeeJay Doors performed the quarterly PM of the automatic entrance doors and replaced drive bearings on the inner doors and replaced all of the decals.

Upcoming:

- New, lower profile shelving in New Books area.
- Addition of blinds at south end of Children's.
- New stools for Teen Zone.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

November 2019

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

- All the Professional Collection books in the Children's Services workroom have now been processed, cataloged, and put out on the public shelves for checkout.
- We now have a collection called Children's Read-Along. We only have 2 items so far, but they are books with a self-contained audio device attached to read the book aloud.
- The collection previously known as Children's Book with CD is now called Children's Book & CD. The labels have all been changed to say, "Book & CD." This will help differentiate them from the new "Read-Along" labels.
- The circulation status of Missing has been cleaned out of all old items. There is now a new system in place to clear them out every month with help from the selectors.
- All Quiet Reading Room items came over from Sirsi to Polaris as Biography. There is now a collection called Illinois Collection Reading Room and all the Quiet Reading room materials are in that collection.
- Katie Roberts moved all the Murder, She Wrote books from Bain, Donald (original author who has now passed away) to Fletcher, Jessica (fictional character). She also updated all the records to make searching by either name possible (as well as books by the newest author, Jon Land.)

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

- All TS staff attended a MMS on ALA & ABOS. – 3
- Most TS staff attended Kronos timeclock training with Gayle - 2
- All TS staff attended Kronos timeclock training. – 2.5
- Caprice took managers on a tour of storage throughout the building.
- All TS staff attended a MMS on Emergency Walkthrough. – 3
- The National Library Week committee met to discuss plans for next April.
- TS staff helped with on-shelf holds and Teen Zone shifts multiple times throughout November.
- Katy Egts took to MCLS workshops, Child's Play: Cataloging Children's Materials and Rare Books Cataloging – 8
- We now have a paperless system for reporting damaged items from Circulation to selectors.
- **Training Hours – 18.5**

Goal: Work effectively through the use of technology.

- We have a new depop process using Simply Reports and the item's first available date. This will hopefully be much more accurate moving forward.

Bloomington Public Library

Books are just the beginning.

- Allison cleaned up the remaining call number fields in old records. These fields were unused by TS staff and were populated with mostly incorrect information.
- Brette Doris, our Ingram representative, stopped by to help us get rolling with Ingram EDI. So far, we've sent in some test carts and we're waiting to see how they responded. Ingram grid training is scheduled for December 12th at 8:30 a.m.
- We've sent in information to get EDI carts started through Midwest Tape as well, so now we're just waiting to send in some test carts.

Goal: Administer a cost-effective public library.

- Allison is now sending in historically significant items with no catalog records to the Cataloging Maintenance Center for original cataloging. Thanks to a state grant, this is free of charge. This has helped immensely in finishing the locked case before Karen's retirement!
- **Volunteer Hours – 8**

Upcoming:

- Cataloging Storytime books
- OCLC Reclamation project
- Newspaper Check-In using Polaris
- Wireless Hotspots

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

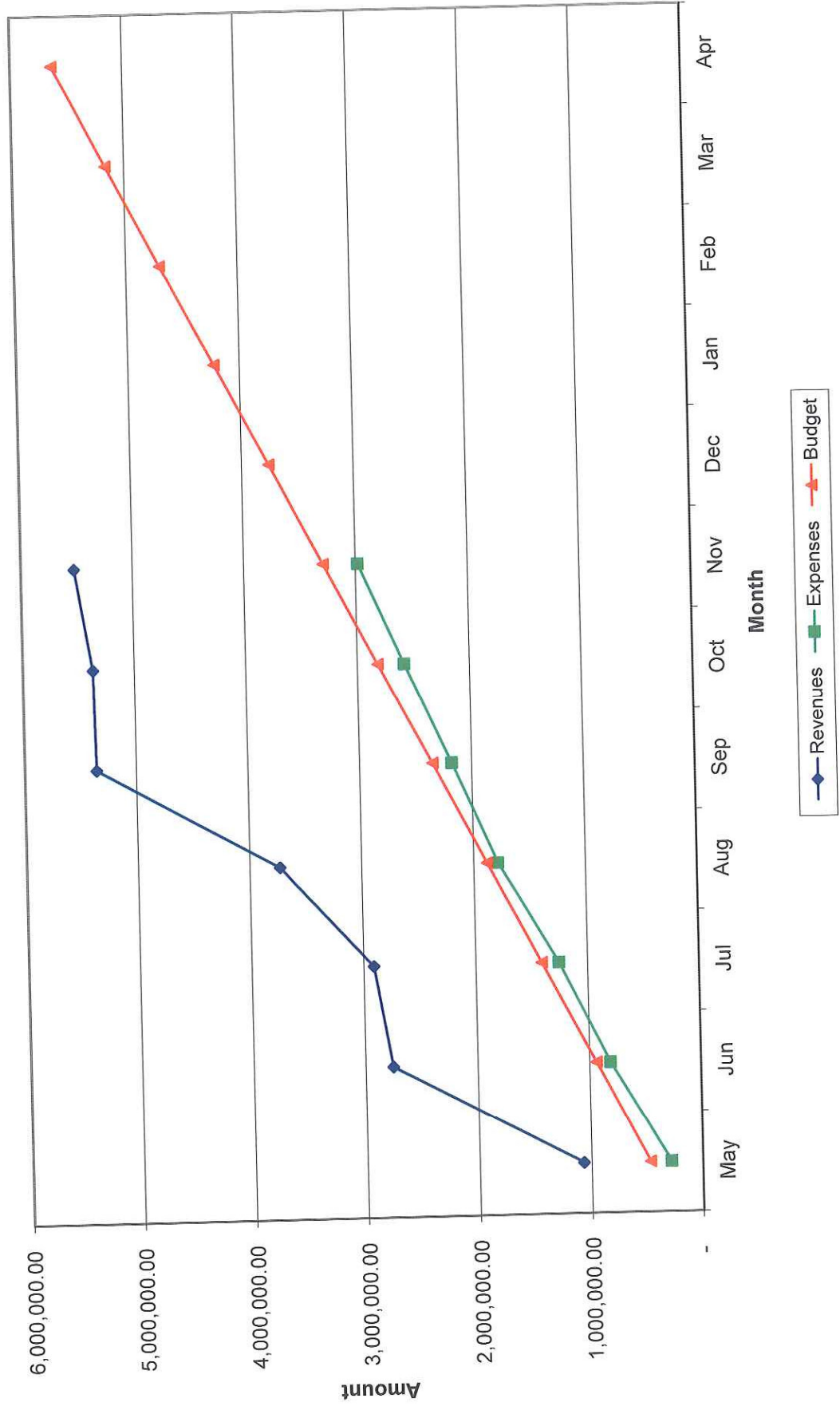
REVENUES:

ACCT NAME	BUDGET	NOV 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	114,375.16	4,864,936.06	(6,903.94)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	11,911.82	402,655.12	2,655.12	100.7
Fines & Fees	75,000	3,957.14	27,933.28	(47,066.72)	37.2
Copies	3,500	261.25	1,902.25	(1,597.75)	54.4
Interest on Investments	30,000	5,947.01	52,224.86	22,224.86	174.1
Interest From Taxes	0	54.10	54.10	54.10	-----
Donations	25,000	18,058.29	22,206.08	(2,793.92)	88.8
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(210.73)	(142.79)	(142.79)	-----
Other	45,000	3,188.24	26,400.68	(18,599.32)	58.7
Total Revenues	5,639,740	157,542.28	5,529,069.64	(110,670.36)	98.0

ACCT NAME	BUDGET	NOV 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	184,446.14	1,271,712.61	(1,041,589.39)	55.0
Part-Time Salaries	485,577	36,076.66	231,411.71	(254,165.29)	47.7
Seasonal Salaries	57,893	2,050.43	41,465.74	(16,427.26)	71.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	19,000.00	20,000.00	20,000.00	-----
Total Sals & Wages	2,857,872	241,573.23	1,564,590.06	(1,293,281.94)	54.7
Dental Insurance	13,554	871.32	5,788.05	(7,765.95)	42.7
Vision Insurance	2,802	109.56	1,449.76	(1,352.24)	51.7
Health Insurance, BC/BS PPO	357,285	20,443.06	135,800.33	(221,484.67)	38.0
Health Insurance, OSF HMO	61,134	3,017.58	20,044.02	(41,089.98)	32.8
Life Insurance	3,115	251.90	1,741.50	(1,373.50)	55.9
IMRF	231,330	20,533.32	130,448.23	(100,881.77)	56.4
FICA	177,120	14,474.93	93,506.11	(83,613.89)	52.8
Medicare	41,423	3,385.61	21,869.12	(19,553.88)	52.8
Worker's Comp	10,000	0.00	77.00	(9,923.00)	0.8
Uniforms	800	0.00	355.10	(444.90)	44.4
Tuition Reimbursement	40,000	0.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	3,548.27	16,628.67	(8,371.33)	66.5
Total Benefits	963,563	66,635.55	432,795.89	(530,767.11)	44.9
Rentals	23,000	2,462.23	13,728.47	(9,271.53)	59.7
Total Rentals	23,000	2,462.23	13,728.47	(9,271.53)	59.7
Building Mtnc	150,000	5,008.56	73,855.05	(76,144.95)	49.2
Vehicle Mtnc	10,000	2,942.04	7,062.17	(2,937.83)	70.6
Office & Computer Mtnc	195,000	3,197.10	71,946.26	(123,053.74)	36.9
Total Repair/Mtnc	355,000	11,147.70	152,863.48	(202,136.52)	43.1

ACCT NAME	BUDGET	NOV 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	4,546.76	27,470.78	(22,529.22)	54.9
Printing/Binding	20,000	1,415.88	19,431.69	(568.31)	97.2
Travel	1,000	4.41	96.02	(903.98)	9.6
Membership Dues	5,000	484.00	1,891.99	(3,108.01)	37.8
Professional Development	15,000	1,754.96	10,632.79	(4,367.21)	70.9
Other Purchased Services	140,000	3,169.65	48,451.12	(91,548.88)	34.6
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	258,000	11,375.66	107,974.39	(150,025.61)	41.9
Office Supplies	13,000	1,011.99	11,535.15	(1,464.85)	88.7
Computer Supplies	90,000	8,895.02	55,029.07	(34,970.93)	61.1
Postage	5,000	9.65	120.83	(4,879.17)	2.4
Library Supplies	82,000	2,559.73	34,521.39	(47,478.61)	42.1
Janitorial Supplies	13,000	1,336.30	8,062.68	(4,937.32)	62.0
Gas & Diesel Fuel	9,000	314.32	2,440.98	(6,559.02)	27.1
Building Mtnc & Repair Supplies	20,000	1,254.83	4,030.15	(15,969.85)	20.2
Total Supplies	232,000	15,381.84	115,740.25	(116,259.75)	49.9
Natural Gas	22,000	0.00	5,120.23	(16,879.77)	23.3
Electricity	90,000	5,058.25	52,040.57	(37,959.43)	57.8
Water	7,500	719.25	4,297.22	(3,202.78)	57.3
Telecommunications	35,000	3,639.41	24,710.95	(10,289.05)	70.6
Total Utilities	154,500	9,416.91	86,168.97	(68,331.03)	55.8
Professional Collection	1,500	68.55	951.37	(548.63)	63.4
Total Prof Collection	1,500	68.55	951.37	(548.63)	63.4
Periodicals	20,000	1,924.47	18,232.57	(1,767.43)	91.2
Adult Books	143,000	11,020.84	91,499.13	(51,500.87)	64.0
Children's Books	118,000	5,098.99	67,415.36	(50,584.64)	57.1
A/V Materials	134,000	8,564.50	71,052.30	(62,947.70)	53.0
Public Access Software	150,000	6,150.00	108,030.47	(41,969.53)	72.0
Downloadable Materials	145,000	9,985.60	75,066.85	(69,933.15)	51.8
Total Materials	710,000	42,744.40	431,296.68	(278,703.32)	60.7
Employee Relations	5,000	(2,624.07)	1,191.83	(3,808.17)	23.8
Miscellaneous Expenses	9,000	886.81	3,436.46	(5,563.54)	38.2
Transfer to Fixed Asset Fund	32,500	0.00	32,500.00	0.00	100.0
Transfer to Capital Fund	37,805	0.00	37,805.00	0.00	100.0
Total Other Expenses	84,305	(1,737.26)	74,933.29	(9,371.71)	88.9
Total Expenses	5,639,740	399,068.81	2,981,042.85	(2,658,697.15)	52.9

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 53.3% to 63.3% is acceptable)
November 2019

Property Tax (99.9%): The Library has received all of its Property Tax distributions for the year.

Replacement Tax (100.0%): The distribution was made in July.

State Grants (0.0%): Nothing has been received yet.

Golden Prairie Public Library District (100.7%): Golden Prairie has also received all of its Property Tax distributions for the year; and of that amount, BPL receives 95%.

Fines (37.2%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.

Interest (174.1%): The projection for FY 20 was low.

Donations (88.8%): This is the amount the Library has received, which includes a donation from the Foundation for the Summer Reading Program in the amount of \$18,002.33.

Part-Time Salaries (47.7%): This is less than projected due to a few vacancies that have occurred.

Seasonal Salaries (71.6%): The majority of this line item is spent during the summer with employees hired to help with the Summer Reading Program.

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

Dental Insurance (42.7%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.

Vision Insurance (51.7%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.

Health Insurance, BC/BS PPO (38.0%): This is under-spent due to the amount being less than what was anticipated.

Health Insurance, OSF, HMO (32.8%): This is under-spent due to the amount being less than what was anticipated.

FICA (52.8%): This is just slightly under-spent due to vacancies that have taken place.

Medicare (52.8%): This is just slightly under-spent due to vacancies that have taken place.

Worker's Compensation (0.8%): This reflects a payment that occurred as a result of the 2018 Worker's Comp audit.

Uniforms (44.4%): Charges have been minimal.

Tuition Reimbursement (12.7%): Charges have been minimal.

Other Benefits (66.5%): This is over-spent due to the payout of the vacation accruals to employees who left employment and due to the payment of Sick Leave Buy Back to a retiring employee.

Building Maintenance (49.2%): Charges have been minimal.

Vehicle Maintenance (70.6%): This is over-spent due to the purchase of additional items for the new lawn tractor.

Office and Computer Maintenance (36.9%): Charges have been minimal.

Printing/Binding (97.2%): This is over-spent due to printing Bookmobile Schedules and the summer Program Guide.
Travel (9.6%): Charges have been minimal.
Membership Dues (37.8%): Charges have been minimal.
Professional Development (70.9%): This is over-spent due to staff registering for the upcoming Public Library Association Conference, to be held in Nashville, TN
Other Purchased Services (34.6%): Charges have been minimal.
Property Insurance (0.0%): Nothing has been spent from this line item.
Vehicle Insurance (0.0%): Nothing has been spent from this line item.
Other Insurance (0.0%): Nothing has been spent from this line item.
Office Supplies (88.7%): This is over-spent due to chairs and a staff workstation that were purchased earlier this fiscal year.
Postage (2.4%): Charges have been minimal.
Library Supplies (42.1%): Charges have been minimal.
Gas & Diesel Fuel (27.1%): Charges have been minimal.
Building Maintenance Sups (20.2%): Charges have been minimal.
Natural Gas (23.3%): Charges have been minimal.
Telecommunications (70.6%): This is over-spent due to the annual payment for the emergency alert notification service.
Professional Collection (63.4%): This is slightly over-spent due to some purchases that were made in October.
Periodicals (91.2%): This is over-spent due to the payment of the annual subscription service.
Adult Books (\$64.0%): This is over-spent due to some large purchases that were made at the end of the month.
A/V Materials (53.0%): charges have been minimal.
Public Access Software (72.0%): This is over-spent due to the renewal of several packages so far this fiscal year.
Downloadable Materials (51.8%): Charges have been minimal.
Employee Relations (23.8%): Charges have been minimal.
Miscellaneous Expenses (38.2%): Charges have been minimal.
Transfer to Fixed Asset Fund (100.0%): The transfer from the Operating Fund to the Fixed Asset Fund occurred in June.
Transfer to Capital Fund (100.0%): The transfer from the Operating Fund to the Capital fund occurred in June.

The Donations line item breaks out as follows:

Foundation, Summer Reading Program:	\$ 18,002.33
Community Donations, Summer Reading Program:	3,435.00
Fresh Thyme, Giving Bag Donation:	110.00
Fountain Receipts:	18.75
Memorial Donations:	540.00
Robert Starckovich, Miscellaneous Donation:	25.00
Jean Robins, Miscellaneous Donation:	25.00
Verlyn Zachow, Miscellaneous Donation:	50.00

Total Donations: \$ 22,206.08

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	641.56
Book Shoppe:	15,014.00
Drawstring Bags:	90.00
Ear Buds:	316.50
Flashdrives:	146.25
Hot Beverage Service:	421.00
Meeting Room Fees:	200.00
Mugs:	33.00
Print Station:	7,728.00
Reusable Bags:	256.50
Test Proctoring:	100.00
Umbrellas:	42.00
Miscellaneous:	1,411.87

Total Other Revenue:	\$26,400.68
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During November, 9 batches containing 104 invoices were processed, totaling \$57,833.99 and 157 credit card charges were made totaling \$35,254.23.

As of November 30, the Library's Maintenance & Operating Fund Balance is \$4,705,612.22, which is 83.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 11/30/19:

Operating:	\$ 4,705,612.22
Capital:	\$ 3,149,801.23
Fixed Assets:	\$ 1,179,269.76

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

November 2019

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	40,663	38,551	5%	308,117	317,616	-3%
Teens	2,685	1,791	50%	24,264	16,935	43%
Children	36,230	35,391	2%	300,402	303,183	-1%
Digital Downloads	11,897	10,389	15%	83,282	68,568	21%
Total	91,475	86,122	6%	716,065	706,302	1%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,111	23,099	4%	24,111	23,099	4%
Teens	4,097	4,634	-12%	4,097	4,634	-12%
Children	8,006	9,137	-12%	8,006	9,137	-12%
Total	36,214	36,870	-2%	36,214	36,870	-2%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	362	206	76%	3,708	3,403	9%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	21,945	24,187	-9%	185,814	197,462	-6%
Bookmobile	735	655	12%	7,988	7,547	6%
Total	22,680	24,842	-9%	193,802	205,009	-5%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	55	111	-50%	668	758	-12%
Digital Preservation Studio	27	6	350%	172	60	187%
Community Room	122	49	149%	525	355	48%
Total	204	166	23%	1,365	1,173	16%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	23	14	64%	132	123	7%
People Reached	1,666	788	111%	16,322	12,914	26%
Community Visits to the Library	5	2	150%	57	34	68%
People Reached	147	32	359%	1,398	1,174	19%
Total Outreach Visits	28	16	75%	189	157	20%
Total People Reached	1,813	820	121%	17,720	14,088	26%

Goal: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	26	12	117%	164	101	62%
Attendance	559	408	37%	3,162	1,761	80%
Teens	3	3	0%	28	23	22%
Attendance	100	37	170%	539	579	-7%
Childrens	34	27	26%	188	182	3%
Attendance	953	915	4%	7,182	7,269	-1%
Total Programs	63	42	50%	380	306	24%
Total Attendance	1,612	1,360	19%	10,883	9,609	13%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	9	12	-25%	62	70	-11%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,272	3,448	-5%	26,127	28,238	-7%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	134.50	244.25	-45%	1,629	1,292	26%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	3,336	3,580	-7%	30,397	32,278	-6%
WiFi Sessions	3,113	3,164	-2%	23,982	22,448	7%
Website/Catalog Hits	37,680	36,712	3%	294,773	287,011	3%
Online Resource Use	4,756	8,843	-46%	41,408	73,632	-44%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	401	427	-6%	3,556	3,553	0%
Sent	245	249	-2%	1,843	1,761	5%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	141.50	105.25	34%	844	646	31%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, October 16, 2019
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 Sherman called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Laurie Nippe, Ruth Novosad,
Stephen Peterson, Patti Salch, Stephanie Walden,
Jodi Sherman

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report – President Sherman reminded the Board about the RAILS: Trustee Workshop on October 19, 2019.
- VI. Approval of Minutes
A. September 18, 2019

STEPHEN PETERSON MOVED, LAURIE NIPPE SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 18, 2019 MEETING AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that on October 1, Development Day for staff was held and there was a very positive response from staff. She went on to say that a speaker from ISU that spoke about emotional intelligence and personalities, safety drills were held, department meetings were held, and a self-defense session took place. Director Hamilton shared that on October 15, a training session was held by Life Center for Independent Living (LIFE CIL) on Accessibility Etiquette, and afterwards, she and Caprice Prochnow did a walk-thru of the building with Conan from LIFE CIL and were given some tips on how to improve accessibility. Director Hamilton passed around a very nice thank-you note from the Horticulture Center for the 3-D printed plant holders that IT donated. Director Hamilton shared that the Bloomington Board approved the Library budget at their October 15th meeting. At that meeting, the Board President also shared that there is support from the City Council to do a library expansion project at a lower price than the previously proposed 30 million dollars. The Library will

hopefully release a Request for Qualifications for architects this coming week to develop new design proposals and cost estimates.

- B. Outreach Report: Colleen Shaw, Circulation and Outreach Manager, reported on the newly printed Bookmobile Schedule. She passed out the schedules and spoke about the three new stops: Broadmoor stop is replaced by Fleetwood Drive; Sunnyside stop is replaced by Catholic Charities; and Market Square stop is replaced by West Chestnut Street.
- C. Financial Report: Kathy Jeakins, Business Manager, provided the monthly report. Expenditures and revenues should be at 33%. Two Property Tax distributions and the Per Capita Grant funds were received in September.

VIII. Action Items

- A. Approve Amendments to the FOIA Policy: Director Hamilton provided a summary of the minor changes with website links and recommendations for Board policies. Discussion was held about the wording of the following: "GPPLD District is located in the Bloomington Public Library." A decision was made to change the wording to the following: "GPPLD District records are located in the Bloomington Public Library."

RUTH NOVOSAD MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE THE AMENDMENTS TO THE FOIA POLICY, AS AMENDED ABOVE. THE MOTION CARRIED UNANIMOUSLY.

- B. Acceptance of the FY19 Comprehensive Annual Financial Report: Business Manager Kathy Jeakins provided clarification on the wording from the auditor.

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO ACCEPT THE FY19 COMPREHENSIVE ANNUAL FINANCIAL REPORT AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

A. Per Capita Grant Requirements

- i. Select a Trustee to Watch an Online Webinar about Organizational Management and report at the November Meeting – Stephanie Walden volunteered.
- ii. Select a Trustee to Review Services Provided by the Digital Public Library of America and the Illinois Digital Archives and report at the November Meeting – Laurie Nippe volunteered.
- iii. Review Chapters 11 - Appendices of the Trustee Facts File Third Edition 2010 – 2011. Director Hamilton stated the GPPLD Board has now completed the review of the entire Trustee Facts File Third Edition 2010 – 2011. Director Hamilton pointed out that page 73 and 74 are no longer accurate. It is a list of the Illinois Library Systems. In 2012, the previous Systems merged into 3 Library Systems: Chicago Public Library System, RAILS (Reaching Across Illinois Library System), and Illinois Heartland Library System. Director Hamilton will submit the Per Capita Grant application by the January 2020 deadline.

X. Comments from Board Trustees:

Board member Stephen Peterson passed around the ILA magazine, The Reporter.

Board member Peterson also asked about the balance in the checking account which resulted in a Board discussion on when and how to spend this money. The decision was made to wait

until the Techmobile is more finalized and then help financially with that project since it will directly impact the GPPLD's population.

Discussion was held about the timing of a possible Library expansion as well the process to get the updated architecture plans.

Board member Laurie Nippe provided an update on the general education sessions for how property taxes are determined. Board member Nippe attended two sessions recently and they were not what she envisioned for a program here. Both sessions had a more political spin. Board member Nippe also contacted a real estate office and they could provide the education on the subject, but the real estate office would add a business spin on the sessions. She asked for input from the other Board members and it was suggested to go through the County offices. Suggestions were offered of someone from Kathy Michael's Office or maybe a property tax accessor. Board member Stephanie Walden has a contact at Heartland Community College that might be interested in hosting the program but suggested that Board member Nippe go forward with other options first. Board member Nippe will continue to explore this idea and provide an update at the November meeting.

XI. Adjournment

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

President Sherman adjourned the meeting at 5:49 p.m.

Incident Report Summary for November 2019

2019-11-30 23:59:00
 2019-11-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
4116	2019-11-05 19:13:56	Inappropriate Behavior
4117	2019-11-11 18:37:23	Other
4118	2019-11-14 20:13:15	Alcohol Drugs
4119	2019-11-18 14:05:15	Alcohol Drugs
4120	2019-11-19 12:36:38	Alcohol Drugs
4121	2019-11-19 12:43:36	Other
4122	2019-11-19 20:38:11	Alcohol Drugs
4123	2019-11-19 21:20:49	Vandalism
4124	2019-11-20 09:14:56	Vandalism
4125	2019-11-20 09:15:57	DML Violation
4126	2019-11-20 17:02:54	Police Ambulance Call
4127	2019-11-20 21:18:39	Alcohol Drugs
4128	2019-11-22 11:07:58	Stolen Damaged Library Material

4129	2019-11-22 16:39:23	TobaccoUse
4130	2019-11-26 12:22:02	CustomerRelatedIllnessAccident
4131	2019-11-26 18:12:20	InappropriateBehavior
4132	2019-11-27 12:55:06	PoliceAmbulanceCall
4133	2019-11-30 12:34:50	StolenDamagedLibraryMaterial

Suspension Report Summary for November 2019

2019-11-30 10:24:37am
 2019-11-01 10:24:37am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
302	2019-11-20 00:00:00	PoliceAmbulanceCall
303	2019-11-20 00:00:00	AlcoholDrugs
306	2019-11-26 00:00:00	CustomerSuspensionViolation
305	2019-11-26 00:00:00	CustomerSuspensionViolation
300	2019-11-20 00:00:00	Other
299	2019-11-20 00:00:00	DML Violation
297	2019-11-18 00:00:00	AlcoholDrugs
296	2019-11-18 00:00:00	AlcoholDrugs
298	2019-11-20 00:00:00	Vandalism
294	2019-11-11 00:00:00	Other
292	2019-11-05 00:00:00	InappropriateBehavior

A RESOLUTION TO WAIVE THE THREE-QUOTE REQUIREMENT AND
AUTHORIZE THE LIBRARY DIRECTOR TO RENEW INSURANCE PACKAGES
FOR PROPERTY/CASUALTY
THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE
JANUARY 1, 2020
IN THE AMOUNT OF \$27,402.00

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

1. That the three-quote requirement be waived, and the Library Director authorize renewal of the Library's insurance packages for Property/Casualty through the Libraries of Illinois Risk Agency (LIRA) due January 1, 2020 in the amount of \$27,402.00
2. That the purchase of the Property/Casualty insurance premiums through a pool for Illinois Libraries fall into the exemption of a Limited Source in that "...a good or service provided by a specialized supplier meets or exceeds the Library's specifications..."
3. That this is a continuation of the current relationship with LIRA
4. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$27,402.00

Approved this 17th day of December 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees



Libraries of Illinois Risk Agency

Libraries of Illinois Risk Agency
December 31, 2019 to December 31, 2020

INVOICE

Property/Casualty Program

DUE BY: January 31, 2020

Library: *Bloomington Public Library*

Effective Date	Policy #	Company	Description	Annual Premium
12/31/2019 – 12/31/2020	PK1031019	Certain Underwriters at Lloyd's (Brit Syndicate 2987 – 100%)	Package Policy	\$4,365
12/31/2019 – 12/31/2020	KTO-XSP-3P05507-5-19	Travelers Excess and Surplus Lines Co	Excess Property	\$7,921
12/31/2019 – 12/31/2020	76434040	Federal Insurance Company (Chubb)	Boiler & Machinery	\$415
12/31/2019 – 12/31/2020	77PEF1900B1 MKLV3EUE100437	Hallmark Specialty Insurance Company Evanston Insurance Company	Excess Liability \$5,000,000 xs Primary Excess Liability \$5,000,000 xs Hallmark	\$1,694
12/31/2019 – 12/31/2020	BAP271479	Starr Indemnity and Casualty Company	Volunteer Accident	\$300
12/31/2019 – 12/31/2020	CY1003519	Certain Underwriters at Lloyd's	Cyber Liability	\$342
12/31/2019 – 12/31/2020		Arthur J. Gallagher RMS	Pool Management/Brokerage Service Fee	\$2,660
12/31/2019 – 12/31/2020		Gallagher Bassett Services	Claims Administration Fee	\$1,769
12/31/2019 – 12/31/2020		Gallagher Bassett Services	Loss Control Services	\$1,000
12/31/2019 – 12/31/2020		ILA Sponsorship Fee	Sponsorship Fee	\$250
12/31/2019 – 12/31/2020		Libraries of Illinois Risk Agency	Operation's Fee	\$990
12/31/2019 – 12/31/2020		Libraries of Illinois Risk Agency	Loss Fund - Package	\$5,697
12/31/2019 – 12/31/2020			TOTAL PROGRAM COSTS DUE	\$27,402

PLEASE MAKE YOUR CHECK PAYABLE TO Libraries of Illinois Risk Agency AND REMIT IT TO:

LIBRARIES OF ILLINOIS RISK AGENCY
ILLINOIS LIBRARY ASSOCIATION
33 W. GRAND AVE., STE. 401
CHICAGO, IL 60654-6799

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Bloomington Public Library Director
Re: Agenda Item IX – B

With upcoming changes to Illinois law, we did a basic review of our personnel code and are proposing the following edits (reflected in red). A couple minor changes, unrelated to the updated laws are also proposed below. It is still the intent to completely revise the personnel code/policies but as that has proved to be a very time-intensive project, these updates reflect the more time-sensitive changes.

Change #1: Clean up to the Introduction. The City's Drug and Alcohol Free policy complies with the new law as it references "illegal drugs" and with the legalization of marijuana that would not longer be classified as an illegal drug. The Equal Opportunity Employer section is unnecessary as it is also referred to later in our policies and the infectious disease policy has not been used for many years.

This personnel handbook is intended to acquaint you with the personnel policies of Bloomington Public Library and to serve as a tool to assist you in your employment with the Library. Our objective is to provide a work environment that is conducive to the professional growth of all employees.

The Library is committed to providing a drug and alcohol free workplace for all of its employees. The Library follows the City's Drug and Alcohol Free Workplace Policy ~~and Substance Abuse Testing Procedure~~. Copies are available from the HR Manager.

~~*The Library is an equal opportunity employer. The Library values diversity and is committed to providing our employees a work environment that is free from discrimination and unlawful harassment. The Equal Opportunity Employment Policy is available on the P drive or from the HR Manager.*~~

~~*The Library abides by the Infectious Disease Policy of the City of Bloomington. Copies of this are also available from the HR Manager.*~~

No handbook can anticipate every circumstance or question about policy. The Library reserves the right to revise, supplement, or rescind any policy or portion of this handbook at any time that it deems appropriate, in its sole and absolute discretion. This handbook is a guide and not a contract of employment.

Violation of any of the Library or the City of Bloomington's policies, rules or regulations, whether contained in this handbook or otherwise, may result in discipline up to and including termination of employment.

Bloomington Public Library

Books are just the beginning.



Change #2: Clean up to Section 12.2 Sick Leave Buy Back Program.

In June, we updated the sick leave buy back program language and inadvertently included two different dates to the 2nd tier. Please note that employees in the bargaining unit are subject to different dates per the union contract. The relevant section of the policy follows:

All employees hired May 1, 1997 through December 1, 2015, who retire or leave the employment of the Library by April 30, 2020, who are at least 55 years of age with twenty (20) years of service as a Library employee, may choose to be paid at their final hourly rate for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
Next 100 Hours (400-499)	50%
Next 100 Hours (500-599)	55%
Next 100 Hours (600-699)	60%
Next 100 Hours (700-799)	65%
Next 161 Hours (800-960)	70%

Changes Effective May 1, 2020. For all employees hired between May 1, 1997 and ~~December 1, 2015~~ ~~April 30, 2019~~, who retire or leave the employment of the library under honorable circumstances and with twenty (20) or more continuous years of service and at age 55 or older, with a minimum of 350 hours of usable sick leave, eligible sick time shall be paid at the employee's final hourly rate for up to 75% of 960 hours of the employee accrued sick leave. The 960 hour maximum Sick Leave Buy Back shall consist of the employee's balance of usable sick leave first, plus any Supplemental Sick Time for Creditable Service up to a total maximum Sick Leave Buy Back payment of 960 hours. Under no situation will an employee be paid for more than 720 hours of sick leave. Supplemental Sick Time for Creditable Service shall no longer accrue after April 30, 2020.

Change #3: On 1/1/20, Illinois law protects employees from discrimination based on perceived characteristics. Update Section 22 to reflect the new law.

*The Library and employees of the Library shall not discriminate against any employee on the basis of **actual or perceived** race, sex, creed, religion, color, age, national origin, disability, political affiliation and/or beliefs, sexual orientation, or other non-merit factors as provided by law.*

Change #4: Strike Section 23.1

The Library does not currently have any non-bargaining unit staff members that are required to hold a CDL. The CDL policy is covered in the union contract so it is not necessary to have this policy in the personnel policy.

Bloomington Public Library

Books are just the beginning.



~~**CDL Policy.** The Library will pay for the difference in the cost of obtaining a Commercial Driver's License and a Class D License. This amount, net of the regular renewal rate, will be paid each time a new or renewed CDL is required. The Library will not demand reimbursement of these amounts from CDL employees who cease employment with the Library.~~

~~A new employee in the Outreach Department will have 45 working days in which to successfully obtain a CDL. If the license is not obtained within 45 working days, this may be cause for termination of a newly hired employee. Extensions may be granted at the discretion of the Director. An in-house employee who does not receive their CDL in 45 working days will be able to return to their previous position as governed by the union contract, Section 10.5. Section 10.5 will be adhered to with the additional stipulation of the 45 day requirement to obtain a CDL.~~

~~Employees who possess a required CDL for their job will be subject to random drug and alcohol testing as required by the City of Bloomington. Pursuant to the City Drug Test procedure, employees who fail to pass a drug or alcohol test will be terminated.~~