

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 19, 2019

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Library Services: "Removing Barriers: Instituting Automatic Renewals and Eliminating Fines" Presentation featuring BPL's Fresh Start Program by Director Hamilton and Circulation & Outreach Manager Shaw
- VI. Highlight of Library Services: Alert Media Demonstration by Support Services Manager Prochnow
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presentation
- X. Consent Agenda
 - A. Approve Minutes of October 15, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of October 2019
- XI. Action Items
 - A. Approve Next Steps in BPL's Fresh Start Program
 - B. Approve Revisions to Director's Evaluation Tool from the Budget and Personnel Committee
- XII. Discussion Items
 - A. Discuss Per Capita Grant Requirements
 - i. Report on Chapter 3 of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 by Jeanne Hamilton
 - ii. Report on Online Webinar about Organizational Management by John Argenziano
 - iii. Report on Services Provided by the Digital Public Library of America and the Illinois Digital Archives by Catrina Parker
 - B. Discuss Library Expansion
- XIII. Comments from Board of Trustees
- XIV. Adjournment

Posted: 11.15.19 12:25 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 20, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	1,826.79
Algonquin Area Public Library District	Miscellaneous Expenses	16.28
Amazon.com, LLC	A/V Materials	1,473.89
Amazon.com, LLC	Adult Books	90.83
Amazon.com, LLC	Computer Supplies	223.96
Amazon.com, LLC	Janitorial Supplies	100.72
Amazon.com, LLC	Library Supplies	33.98
Amazon.com, LLC	Office Supplies	342.35
Amazon.com, LLC	Other Purchased Services	164.82
Amazon.com, LLC	Professional Collection	815.80
Amazon.com, LLC	Vehicle Maintenance	60.98
Ameren IP	Electricity	15,276.17
Barrington Area Library	Miscellaneous Expenses	20.00
Bernard, Knoll	Other Purchased Services	18.50
Bill's Key & Lock Shop, Inc.	Building Maintenance	132.00
Blackstone Audio	A/V Materials	25.90
Bloomington Public Schools	Advertising	100.00
Booth Library	Miscellaneous Expenses	65.00
Buck, Olivia	Professional Development	152.54
Buck, Olivia	Travel	4.41
CDW Government	Computer Supplies	5,777.05
Cengage Learning	Adult Books	334.36
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	888.66
City of Bloomington	FICA	12,872.11
City of Bloomington	Gas & Diesel Fuel	387.13
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	21,554.78
City of Bloomington	IMRF	18,327.01
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,010.45
City of Bloomington	Payroll	218,528.87
City of Bloomington	Vision Insurance	333.28
City of Bloomington	Water	1,438.51
ComplyRight, Inc.	Other Purchased Services	78.99
Continental Research Corp	Janitorial Supplies	219.31
Cope, Michelle	Travel	69.19
Cummins, Inc.	Vehicle Maintenance	436.48

Cumulus Broadcasting
 Custom Digital Imaging
 Dell Marketing, L.P.
 Demco
 Elm USA, Inc.
 F & W Lawn Care & Landscaping
 Findaway World, LLC
 Frontier
 Gaylord Brothers, Inc.
 Geiger Brothers
 Granite Broadcasting
 Hamilton, Jeanne
 Hazelgrove, William
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 J Spencer Construction
 Jain, Nita Nirmal
 KCN Solutions, LLC
 Library Store
 Livingston County War Museum
 Martin Sullivan, Inc.
 Mate, Prasanna
 Matthew Bender & Co, Inc.
 McLean County Glass & Mirror, Inc.
 Mid Illinois Mechanical
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Neopost USA, Inc.
 Northern Illinois Gas/Nicor
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Pantagraph
 Pantagraph
 Penguin Random House, LLC
 Penworthy
 Pilot Media, LLC
 POS Supply Solutions, Inc.
 Recorded Books, Inc.
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Rockford Map Publishers
 Rosedrew, Inc.
 Singh, Sarita
 Sreejith, Swati
 Tee Jay Central, Inc.
 Thakur, Dulari

Advertising	2,780.00
Printing/Binding	2,397.04
Computer Supplies	8,608.28
Library Supplies	383.70
Library Supplies	27.15
Building Maintenance	1,237.50
A/V Materials	215.96
Telecommunications	1,792.42
Library Supplies	96.51
Employee Relations	1,947.59
Advertising	1,750.00
Professional Development	274.92
Other Purchased Services	350.00
Advertising	363.08
Other Purchased Services	815.16
Adult Books	509.63
Building Maintenance	952.00
Other Purchased Services	125.00
Rentals	750.00
Library Supplies	2,589.59
Other Purchased Services	75.00
Capital Equip Non-Office	5,500.00
Other Purchased Services	250.00
Adult Books	210.18
Building Maintenance	295.90
Building Maintenance	571.60
Office Supplies	143.00
A/V Materials	1,867.03
Downloadable Materials	4,990.00
Janitorial Supplies	764.69
Rentals	26.45
Natural Gas	666.39
Computer Supplies	1,984.28
Employee Relations	97.48
Library Supplies	329.23
Miscellaneous Expenses	56.60
Office Supplies	1,066.65
Advertising	1,206.50
Printing/Binding	243.00
A/V Materials	132.75
Children's Books	1,790.52
Advertising	200.00
Office Supplies	254.95
Other Purchased Services	1,350.00
Periodicals	1,897.47
Rentals	3,858.06
Adult Books	139.45
Library Supplies	979.56
Other Purchased Services	50.00
Other Purchased Services	50.00
Building Maintenance	124.60
Other Purchased Services	150.00

Tri-County Irrigation, Inc.
 Uline, Inc.
 Unique Management Services, Inc.
 Weber Electric, Inc.
 Windstream
 VISA - 1000 Bulbs.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Bucky's Fuel
 VISA - Caribou Coffee
 VISA - Chicago Tribune
 VISA - Continuing Education Institute of Illinois
 VISA - Culver's
 VISA - Dairy Queen
 VISA - Delta Airlines
 VISA - Displays2Go
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Embassy Pavers Pint
 VISA - Embassy Suites Hotel
 VISA - Facebook
 VISA - Five Star Water Co.
 VISA - Flinger's Pizza
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Illinois State University
 VISA - Indiana State University
 VISA - Iowa 80 Truckstop
 VISA - Jackson Street Tavern
 VISA - Jewel-Osco
 VISA - Joy Yee South
 VISA - Kroger
 VISA - Kroger
 VISA - Lakeshore Learning Materials
 VISA - Meijer
 VISA - Michael's
 VISA - Midwest Collaborative for Library Services
 VISA - MyParkingSign.com
 VISA - New Resident Service
 VISA - NewEgg.com
 VISA - NewEgg.com
 VISA - Panera Bread
 VISA - Party City
 VISA - Really Useful Boxes
 VISA - Sam's Club
 VISA - Side Street American Tavern
 VISA - Signworld

Building Maintenance	120.95
Janitorial Supplies	235.68
Other Purchased Services	447.50
Building Maintenance	144.00
Telecommunications	125.29
Building Mtn Supplies	147.81
Professional Development	140.00
A/V Materials	6,627.64
Adult Books	12,161.64
Children's Books	10,191.71
Other Purchased Services	1,835.00
Advertising	591.52
Professional Development	28.23
Professional Development	23.15
Periodicals	325.00
Professional Development	1,023.00
Professional Development	8.49
Professional Development	4.06
Professional Development	323.00
Library Supplies	630.16
Office Supplies	15.23
Other Purchased Services	7.69
Professional Development	12.97
Professional Development	251.68
Advertising	335.66
Miscellaneous Expenses	49.20
Employee Relations	348.66
Library Supplies	3.98
Other Purchased Services	8.73
Membership Dues	500.00
Professional Development	4.00
Postage	4.49
Professional Development	55.76
Professional Development	30.33
Other Purchased Services	90.16
Professional Development	48.16
Miscellaneous Expenses	5.96
Other Purchased Services	2.50
A/V Materials	252.41
Employee Relations	13.78
Other Purchased Services	338.84
Professional Development	597.00
Building Mtn Supplies	19.95
Other Purchased Services	86.70
A/V Materials	60.00
Membership Dues	59.99
Employee Relations	21.18
Other Purchased Services	80.62
Library Supplies	196.23
Employee Relations	108.12
Professional Development	19.15
Library Supplies	174.00

VISA - Spaghetti Works
 VISA - Springfield Electric Supply Co.
 VISA - Sprint
 VISA - Starbuck's Coffee
 VISA - Starcrest Cleaners
 VISA - Taco Bell
 VISA - UPS
 VISA - USPS
 VISA - Varidesk
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wingate by Wyndham Hotel

Professional Development	16.30
Building Mtns Supplies	641.68
Telecommunications	647.28
Professional Development	8.28
Other Purchased Services	33.85
Professional Development	10.58
Postage	8.45
Postage	36.69
Office Supplies	419.69
Telecommunications	136.32
Janitorial Supplies	143.07
Library Supplies	37.98
Office Supplies	9.36
Other Purchased Services	155.47
Professional Development	311.86

Total

409,725.90

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Director's Report

October 2019

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

This month, I:

- Met with Michelle and Colleen to discuss the Bookmobile's participation in the Home Sweet Home Night in a Car event
- Attended the Leaders of Distinction Awards Reception
- Walked through the building with LIFE CIL Representative, Conan Calhoun, to review potential areas to improve accessibility

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

This month, I:

- Participated in and helped lead staff development day – covering topics like emotional intelligence, self-defense, personalities and how to work better together, and safety
- Facilitated and attended a Mini-Morning Session on Disability Etiquette with LIFE CIL
- Attended a Staff Development Committee Meeting
- Virtually attended a RAILS update
- Participated in 4 Librarian I interviews
- Prepared for, attended, and facilitated a conference call to finalize planning for our ILA Conference Presentation on our Fresh Start program
- Attended two days of ILA, presenting the "Removing Barriers: Instituting Automatic Renewals and Eliminating Fines" session
- Met with Amy for her 12-month performance review
- Attended two ISU Leadership Breakfasts: "Characteristics of High-Performance Organizations" and "Everything I Learned about Leadership, I Learned from Children's Literature"
- Met with Colleen and Gayle to discuss the Circulation and Outreach Circulation Supervisor role

Goal: Work effectively through the use of technology.

This month, I:

- Met with Lyngsoe, Caprice, Jon, and Colleen to review the arrangement of the replacement materials sorter
- Organized and led a Polaris Reports work session for selectors

Goal: Administer a cost-effective public library.

This month, I:

- Presented the FY21 budget to the Budget and Personnel Committee and Board
- Prepared materials for and presented the Fixed Asset Budget Amendment at a City Council Meeting

**Adult Services Report
Carol Torrens
October 2019**

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

SERVICES

Katie and Michelle from Circ. attended community census meetings and worked with Laura from NPL to reach out to smaller libraries throughout McLean County.

Carol talked with the Bloomington 101 class about the electronic resources available through the library.

COLLECTIONS

Carol and Katie met with Colleen, Jeanne, Paula and Jan regarding the new Memory Care collection.

Marcie weeded paperback fiction authors H-Z and paperback romance authors A-D using Polaris reports.

Karen M continues to review the locked case collection prior to her December retirement. She is determining whether materials need cataloging, preservation, and/or a new home.

Allison in TS, Katie, and Carol a revised the procedure for where to place biography and memoir titles in the collection. This follows customers' requests to have more New Biographies available on a regular basis.

Displays featured materials on these topics: Dying for a Good Mystery, vegan/vegetarian cooking, It Came from the Bottom Shelf, and baseball's World Series. In the DVD area, scary movies for Halloween were featured.

PROGRAMS

The Bloomington Reads Committee has chosen **White Rose** by Kip Wilson as the title for the 2020 program series. This book, written in verse, is about the White Rose group, who resisted Hitler and the Nazis from inside Germany. Author Wilson will be at the library on Sunday, April 19, 2020, to give a presentation to the public. Other programs on themes in the book are being planned.

Book Club titles for 2020 have been finalized.

Several staff are covering Rachel's programs until Mimi Davis starts in that position on Nov. 4.

Karen M met with the Lincoln Festival Committee October 8 - 5 attended.

Adult/Family programs

Fiction Book Club -- 1 session -- 3 attended

Mystery Book Club -- 1 session -- 6 attended

Nonfiction Book Club -- 1 session -- 5 attended

Parenting Teens & Tweens Book Club -- 1 session -- 0 attended

Books on Tap Book Club -- 1 session -- 13 attended

Wellness Lifestyle weekly class – 4 sessions – 64 attended
DIY Paint with Aleshia – 1 session – 15 attended
Uke-aholics Ukulele Band – 1 session – 45 attended
Dead People of IL – 1 session – 28 attended
Beginner Spanish Class, 2nd session – 1 session – 14 attended
Julie Sibley and the Antarctic Marathon – 1 session – 11 attended
Dance the Night Away, Foxtrot – 1 session – 20 attended
Classic Movie – 2 sessions – 13 attended
State of IL Employment Workshop – 1 session – 30 attended
401K Rollover with F3E – 1 session – 12 attended
Medicare 101 – 1 session – presenter was a no-show
Social Security Planning with F3E – 1 session – 9 attended
Vintage Baseball and the Prairie Chickens – 1 session – 17 attended
Baseball in McLean County – 1 session – 35 attended
Honeybees, 1st in a 3-part series – 1 session – 9 attended
Forest Park Owls – 1 session – 35 attended
Murder Mystery Party – 1 session – 18 attended

Teen Programs

FAFSA workshop – 1 session – 7 attended
No School DIY, Monster Slime – 1 session – 25 attended
Teen Halloween Party – 1 session – 40 attended

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

Mimi Davis will start as a full-time Librarian I on Monday, Nov. 4, replacing Rachel. Mimi has been in a part-time position in AS for a few months, preceded by a position in Circ and many years of experience in other libraries. Nearly 20 years ago, she worked in the AS Dept. as well. She's now come full circle in her career.

Sara Engels will be the Local History Librarian, replacing Karen Moen after she retires in December.

Most AS staff attended or watched recordings of the mini-morning session on diversity awareness. Several also attended a MMS about One Drive.

Katie attended the Illinois Library Assoc. conference.

Carol attended a Leadership Breakfast at ISU called "Everything I Learned about Leadership, I Learned from Children's Literature".

All AS staff participated in Staff Development Day on Oct. 1.

Goal: Work effectively through the use of technology.

There were 5 individual appointments with AS staff: 3 on ebooks; 1 on general computer use; and 1 on Lynda.com.

Selectors met with Jeanne and Jon to talk about better use of Polaris reports for collection management.

Goal: Administer a cost-effective public library.

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

Business Office Report
Kathy Jeakins
October 2019

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

I participated in Development Day on Oct 1

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 entered all credit card transactions in account files; and I assisted with staff who had problems making purchase with credit cards

FY 21 Budget: I attended the FY 21 Budget Kick-Off training session at City Hall on Oct 23

The monthly total for the Book Shoppe was \$2,019.00

The Foundation 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

In October, the Library received the "Read With Norma" Grant funds, made possible by the Bloomington-Normal Sunrise Rotary, in the amount of \$500

The Fixed Asset Transfer that was approved last month by the BPL Board was approved by Council on Oct 28

Bills Costing in Excess of \$5,000:

1. Martin Sullivan, Inc: \$5,500.00 for Lawn tractor

Upcoming:

I will be entering various documents in Munis for the FY 21 budget—my deadline is to have everything entered by Nov 25

The Holiday Potluck Committee began making plans for this year's event; the Potluck will take place on Dec 12

Children's Services Report
Melissa Robinson
October 2019

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

- Alex added more window clings from Autism McLean County. She also created a social story and updated information about our sensory bags.

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

Collections:

- 7 new STEAM kits were added to the collection.
- We are making an effort to add Spanish language books to our book displays.

Programs

- Halloween Parade and Story Time – 83 attended
- DIY Fidget Toy – 93 attended
- Twin City Tale Spinners Slightly Spooky Stories – 31 attended
- Brick by Brick Story Time – 4 sessions – 51 attended
- Evening Lapsit – 4 sessions – 61 attended
- Toddler Time – 8 sessions – 133 attended
- Preschool Story Time – 5 sessions – 77 attended
- Move and Learn Story Time – 4 sessions – 53 attended
- Where the Wild Things Read – 2 sessions – 36 attended
- Monday Night Story Time Plus – 17 attended
- Sensory Story Time – 18 attended
- Tales for Tails – 4 sessions – 86 attended
- Principals Read – 6 sessions – 216 attended
- Tinkerlab – 23 attended
- Itsy Arts – 17 attended
- Lego Construction Time – 62 attended
- Global Tales – 16 attended
- 46 programs/sessions offered – 1073 attended

9 passive programs were offered – 587 participated

We visited the following groups/events:

- Katie's Kids – 66 attended
- ISU class – Leading Organizational Change – Alex presented on storytelling and the library – 22 attended
- Trinity Lutheran Pre-K – 16 attended
- Cedar Ridge Family Reading Night – 74 attended
- Milestones Preschool – 52 attended
- Little Jewels Day Care – 87 attended
- Head Start at YWCA – 2 classes – 75 attended
- ABC Literacy Team Fall Festival at Sarah Raymond – 209 attended
- Children's Home and Aid Fall Festival – 67 attended
- Sheridan Fall Festival – 48 attended
- Miller Park Zoo Spooktacular – 2 days – 1665 attended

The following groups visited us:

- Head Start Reading Rocks – 38 attended
- Bloomington 101 – 20 attended
- BHS special education class – 14 attended

14 groups/events – 2453 attended

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

- Children's staff attended Staff Development Day.
- Children's staff attended the mini-morning sessions on Disability Etiquette and OneDrive.
- Selectors attended a meeting to discuss Simply Reports.
- A new work-study student, Liana Rosenstiel, joined the Children's Department.
- I attended one day of ILA and an ISU Leadership Breakfast called "Everything I Learned about Leadership, I Learned from Children's Literature".

Goal: Administer a cost-effective public library.

- Rondalea applied for and received a grant from the Bloomington-Normal Sunrise Rotary for the 1000 Books Before Kindergarten program.

Upcoming:

In addition to our regular, recurring programs, we have the following programs planned for November:

- Celebration of India – Nov 9
- Family Reading Night – Nov 21

We are planning to attend the following event and host the following field trips:

- Mid-State Reading Council Carnival of Reading – Nov 22
- Homeschool story time and tour – Nov 4
- BHS special education class – Nov 7
- Bent 2nd grade – Nov 11
- Sheridan kindergarten – Nov 19

Circulation and Outreach Services Report
Colleen Shaw
October 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:
 - The Social Isolation Task Force¹
 - Recovery-Oriented Systems of Care²
 - Human Services Council³
 - Illinois State University Partnership Breakfast⁴
 - Nonprofit Exchange⁵

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

- Home Delivery staff delivered 386 items to 53 patrons this month.
- Deposits delivered 769 items to 12 sites this month. Deposits had a program at Luther Oaks on the history of the bookmobile for 12 residents. The bookmobile made an appearance at the program.
- On 10/7, Aleshia Phifer instructed an Adult Paint Night with Clara Jones' assistance.
- On 10/31, the Boooooomobile parked outside the library and offered games and entertainment for patrons participating in Halloween festivities.
- The new Nov-April bookmobile schedule is available and includes the following changes:
 - Monday Night (A Week): Fleetwood Dr replaced Broadmoor
 - Thursday afternoon (B Week): Catholic Charities replaced Sunnyside Park
 - Friday afternoon (B Week): West Chestnut Street replaced Market Square
- October Outreach events:
 - 10/19 – Open Cockpit Day at the Prairie Aviation Museum
 - 10/20 – Fall Fest at the YMCA

Goal: Work effectively through the use of technology.

- Molly Stevenson worked with Rob Carroll from Adult Services to transition our Courtesy Search form into a more efficient online form embedded within the department's SharePoint page.

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

- Nikki Miller joined the department as a temp Library Assistant.
- Paula Wager and Caitlin Clyne attended the Association of Bookmobile and Outreach Services conference in Omaha, Nebraska from Oct 23-25. I attended the Illinois Library Association conference on Oct 22, Sara Engels attended on Oct 23, and Olivia Buck attended Oct 23-24.
- On Oct 22, Jeanne and I presented a session at the ILA conference with staff from Champaign and Decatur Public Libraries titled "Removing Barriers: Instituting Automatic Renewals and Eliminating Fines" where we detailed our fresh start program and discussed its impact and potential next steps.

¹ ECIAAA, Adult Daycare, Community Care Systems, ARC, Faith in Action, Bloomington Housing Authority, U of I Extension

² Chestnut Health, Bridgeway, Bloomington Township, McLean County Health Department, Children's Home+ Aid, etc.

³ Unity Place, Children's Home + Aid, DPS Vocational Rehab, Unit 5, OSF Care Management, Stepping Stones, Chestnut Health, etc.

⁴ Children's Discovery Museum, Mennonite Nursing, Unit 5, Children's Home + Aid, etc.

⁵ ABC Counseling, Unit 5, District 87, Eastview Christian Church, Heartland Head Start, HEARTS, etc.)

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(10/2019) Circulation and Outreach Services Statistics

Total Circ BPL	97,285
Total Circ Main	79,509
Adults	42,065
Teens	2,823
Children	34,621
Total Circ Outreach	5,899
OTR Adults	2,116
OTR Teens	119
OTR Children	3,664
Total Circ eBooks	11,877
Hoopla	2,670
Overdrive	8,298
RBDigital	884
TumbleBooks	25
Borrowers Registered	650
Total Active Cardholders	36,433
Children	8,100
Teen	4,125
Adult	24,218
GPPLD	1,592
Total Holds Filled	8,619
Main Holds	7,426
Outreach Holds	1,193
Door Count	24,662

Circulation Questions Answered: 717

Outreach Questions Answered: 84

Total Questions Answered: 801

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	568
WED	NORTH POINTE	192
THURS	EAGLE RIDGE	167
MON	GROVE	163
TUES	PONDS APARTMENTS	144
MON	OLD FARM LAKES	128
MON	OLD FARM LAKES	116
TUES	PONDS APARTMENTS	113
WED	RAINBOW AVE	109
TUES	GOLDEN EAGLE	104

5 Stops with Lowest Circulation

WED	SPRING RIDGE	6
TUES	CEDAR RIDGE	6
FRI	MARKET SQUARE	6
MON	BROADMOOR	5
THURS	SUNNYSIDE PARK	4

Bookmobile Customers: 1,137

Total Monthly Stops: 69* (at 46 locations)

*No stops on 10/1 due to being closed for Development Day.



	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		
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		
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	36,417		

Human Resources Report

Gayle Tucker

October 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 Staff Development Day
 - I attended a session on Disability Etiquette
- I share relevant training opportunities with Department Managers
- In October, there were two in-house Job Announcements and one website posting
- In October, I participated in six employment interviews and conducted one exit interview
- I provided orientation to one new staff member
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation
- Staff collaboration: The Spirit Committee coordinated September and October Jeans Days to benefit the local Bed Blitz and collected a grand total of \$340 to sponsor three bed sets!

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. Testing continues. We do not have a projected Go Live date.

Goal: Administer a cost-effective public library.

- I worked with the City's Payroll department to ensure correct bonuses and pay increases 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
October 2019

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

We had a site visit from our project manager from Lyngsoe and they have developed plans for the new sorter. They were able to get us carts that would fit in the limited space more easily and it appears that we will be able to use all ten sorting locations. We are still waiting to receive the installation dates.

We have decided to move the credit card processing off-site to be hosted by Envisionware. The server is up for replacement and the initial cost is much lower than purchasing a new server. The functionality will remain the same but the card processing will take place on their servers.

We have scheduled the upgrade to Polaris. December 12th, the training server will be upgraded to the latest version. January 9th, we will be upgrading the Production server. While the upgrade to the training server will not have any impact on service that day, the production server upgrade will require that we use the offline system for 4-6 hours that day while the upgrade takes place.

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

The Girls Who Code program started up again. They met four times this month. During this month, Lauryn brought in two women speakers from Volition gaming studios to talk to the class about the opportunities for women in gaming industry.

Upcoming:

We are currently replacing the TeenZone gaming PCs with more compact gaming systems to allow the teens more space.

Marketing Report

Rhonda Massie

October 2019

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

BLOOMINGTON 101

- The current class of Bloomington 101 choose the Library as its "Wild Card" visit. (The Library is not included in Bloomington 101's regular offerings as the classes visit different City Departments). Marketing coordinated the night with major assistance from Adult Services, Children's Services, Circulation, and IT. Approximately 20 adults were in attendance on Thursday, October 24. Attendees were given a library tour before learning tips for hosting an engaging story time and then hearing a presentation about the library's online resources.

BOOKMOBILE

- The McLean County Chamber of Commerce Leaders on Loan group which was to create three videos for us back in April has returned to complete that project. (Two of the three videos were completed in the Spring). This third video will focus on our Bookmobile. Rhonda, Molly (Bookmobile Driver), group members, "actors", and a volunteer cameraman gathered to shoot footage on Sunday, October 20. The video is in an editing stage, and voiceover work needs to be completed. It will likely be a month or more before we see a draft.
- The November-April Bookmobile Schedule now available at the library, on the bookmobile, and on the library's website.
- Text words have been assigned to the new stops, and publicity for text opt-ins has been updated.
- Postcards highlighting the new routes were created and mailed to the carrier routes in areas where there are new stops.
- 1,000+ text messages were scheduled to remind people of their specific Bookmobile Stop(s).

ILLINOIS STATE UNIVERSITY GRAPHIC DESIGN INTERNSHIP FAIR

- On October 22, Rhonda attended ISU's Graphic Design Internship Fair. She interviewed 8 students and hopes to bring one on board in the Spring to create the library's Summer Reading decorations.

NEW RESIDENT POSTCARDS

- Postcards were mailed to anyone who moved to the area during the previous quarter (GPPLD and Bloomington). The cards let new residents know that they're entitled to a library card and invite them to come in and get their card.

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
 - Vintage Baseball Program
 - Fidget Toys & Monster Slime Programs (on a day off from school)
 - Beekeeping Program – Life in the Hive
 - Murder Mystery Party
- Magic 99.5 ads promoting
 - Local Author Fair
 - Website Builder Boot Camp
- The Pantagraph
 - Local Author Fair
 - Online "reveal" ad
 - (8) ¼-page ads in the physical newspaper
 - Human Library Project: Meet Our Veterans (prepped in October to run in early November)
 - Skybox ad will run November 3 on the front page of The Pantagraph. This ad will promote 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
- History Museum's Cemetery Walk Booklet
 - Celebrating 150 Years of Major League Baseball
 - Human Library Project: Meet Our Veterans
 - Discover Your Ancestor's Military History
- Grossinger Arena
 - Digital Ads on both outdoor marquees

- Vinyl ad on the concourse
- Ad for the next Community Players program

ARTICLES/PRESS RELEASES/COVERAGE

- Press release submitted to area media about the Local Author Fair
 - Local Author Fair interview with BPL's Carol Torrens for the WBNQ podcast
 - WGLT's Ryan Denham interviewed two authors who are participating in the Local Author Fair; a spot aired on WGLT's "The Leadoff" on 11.1.19
 - Local Author Spins Spooky Stories – The Pantagraph
 - Bloomington Library Author Fair to encourage new writers – The Pantagraph
- Press release submitted in late October highlighting our upcoming program, Human Library Project: Meet Our Veterans
- 1.3% hike in Bloomington Public Library tax levy proposed – The Pantagraph
- Plaque to honor Bloomington librarian's 41 years of service
- Dug up a lot of material and photos before also editing an article which will appear in the November issue of *Eastside Neighbors* Magazine.

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.

Program Publicity

- Author Talk: William Hazelgrove
- Beginner Projects with Arduino Uno
- Celebration of India
- Discover Your Ancestor's Military History
- Family Reading Night
- Forest Park Owls
- Human Library Project: Meet Our Veterans
- Local Author Fair
- Mystery Book Club 2020 Bookmarks
- Website Builder Bootcamp
- Bloomington Reads | Social Media Art

Display Signs

- Adult Services Map (in progress)
- Bookmobile Text Opt-In Poster 24x26
- Chili Cook-Off Banner
- Holiday Closure | Thanksgiving (Early @ 5 on 11/27, Closed 11/28 and 11.29)
- Self-Check Stations | Fold3

Print

- 1000 Books Before Kindergarten Instruction Handouts
- Bookmobile Text Opt-In Handouts
- Handouts to Staple to Halloween Candy
- Human Library Project Handouts
- Libby Handouts
- Monthly Calendar - October
- MyLibrary! App Handouts
- Principals Read Handouts
- RBDigital Handouts
- Tales for Tales Trading Cards (Strubbi)
- TZ BINGO cards

Extras

- Bookmobile Schedule Nov 2019-Apr 2020
- Bookmobile Schedule Nov 2019-Apr 2020 New Stop Postcards
- Bookmobile Schedule Nov 2019-Apr 2020 Plasma and Website art

- Local Author Fair | Signs for each authors' table
- Monthly AS Display Signs
- Monthly Calendar - November
- MyLibrary! App | Highlight Box
- Nametags (5)
- New Magazine Corner Burst for AS (Carol)
- Principals Read | Handout Delivery to D87
- The Hoopes Family Handout

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

TRAINING/MEETINGS

- Rhonda took part in a DonorSearch demonstration and signed up for a DonorSearch trial.
 - DonorSearch's description of itself: DonorSearch provides accurate and actionable information that identifies your best prospective major gift donors, annual fund donors, and planned gift donors based on proven philanthropy and wealth analytics. See firsthand why thousands of nonprofits use DonorSearch for their fundraising efforts.
- Meeting
 - On behalf of the Library, Rhonda attended the quarterly meeting of the History Museum's Marketing Committee.
- Upcoming/Other
 - Rhonda will attend the Library Marketing and Communications Conference in St. Louis in November
 - 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

- An online BPL Apparel Store was available to staff and board members for approximately 2 weeks during October.
 - 14 people ordered 22 items.

APPRECIATION DAY

- Marketing created a flyer to announce the 2019 Staff Appreciation Day.
- A "program," including short bios of staff celebrating milestone anniversaries, has been created.

STAFF NEWSLETTER

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

Goal: Work effectively through the use of technology.

ONE DRIVE

- Rhonda has moved most folders from the existing shared drive to One Drive in anticipation of the December 20 deadline to do so.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 23 Facebook followers for a total of 7,047;
 - The Library added 17 Instagram followers for a total of 1,377;
 - The Library added 8 Twitter followers for a total of 2,034;
- The Library's
 - text subscribers (to the general library list) number 308
 - text subscribers for the combined Bookmobile stops number 979
 - Books on Tap Book Club is present on MeetUp.com
 - cardholder Perks eBlast list contains 30,800 subscribers.
 - Program Guide eBlast list contains 30,787 subscribers.
 - general eBlast list contains 30,834 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.

- Marketing also posts a weekly #TBT photo to Facebook and Instagram. These are often tiny research projects. These are never boosted.
- Marketing also posts a weekly #BookFaceFriday photo to Facebook and Instagram. People love these, and they're never boosted.
 - Marketing jumped through some new Facebook hurdles this month in an attempt to receive "Facebook ID Confirmation." In a new twist, Facebook denied two of our boosted posts during October citing that they were political. One was a program which included the name "Abraham Lincoln." The other was a program which spoke of the Army, Navy, Air Force, and Marines. If we can become Facebook ID confirmed, we supposedly will no longer face this hurdle. The confirmation is pending.
- 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 October 4, an eBlast promoting our newspaper-related resources was sent to 30,609 cardholders.
 - On November 1, an eBlast promoting BPL cardholders' access to Consumer Reports 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
October 2019**

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

- Support Services staff:
 - Completed some plumbing repairs.
 - The mushroom chairs in Children's, were shampooed.
 - Re-lamped Teen Zone and Rhonda's office.
 - Painted minimal curbing in front of front entrance stairs.
 - Installed map rail on north wall of A/V area.
 - Installed replacement handicap sign.
 - Scrubbed out some stubborn stains in the Story Room carpet.
 - Shampooed the Community Room carpet.
- Repairs/Installs:
 - Clearly Windows completed the Fall window cleaning.
 - McLean Co. Door & Glass made repairs to the door closer on the door leading to the patio.
 - TeeJay Doors replaced micro switches in sensors for both entrance doors.
 - Bill's Key & Lock swapped out coded door pads on AS workroom door and Circ workroom door.
 - Tri-County performed the backflow testing of the irrigation system and shut down the system for the season.
 - Johnson Controls did the shut down on the chiller for the season.
 - MIM performed the backflow testing and cross connection survey for the building.
 - Automatic Fire Sprinkler Co. repaired a leaking fitting for the sprinkler head in the Family Restroom.

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

- Security Staff presented at Development Day with Active Shooter training and a Fire Drill.
- Safety Committee met to discuss the results of the Active Shooter Drill on Development Day and ways to improve accessibility in the Library.
- Security Team met to discuss emergency situations, new offenders, and deciding length of a suspension.
- Jeanne and Caprice did a walk-thru of the public area to review accessibility with Conan from LifeCIL.

Goal: Administer a cost-effective public library.

- MIM conducted the quarterly PM of the HVAC system.
- Earthwise Environmental conducted the quarterly PM of the chemicals in the closed loop system.

Upcoming:

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

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

October 2019

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

- 7 new STEAM kits have been processed and cataloged, as well as a replacement for one that is now considered lost.
- Because we added Spanish titles into the umbrella collection of World Language during the Polaris migration, only Spanish titles had the language listed in the prefix. TS went through item by item to add in the other world language prefixes in both the juvenile and adult items. 4,176 items later, the project is complete!
- TS looked for all the items in the circulation status of missing. Over 1,000 items were searched for and 111 were found.

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

- All TS staff (minus Allison) attended Staff Training Day. - 40
- All TS staff attended or viewed the MMS on the Life Center for Independent Living. - 3
- All TS staff attended or viewed the MMS on One Drive. - 3
- Allison attended an initial planning meeting for the Memory Care collection. - 1
- Allison attended an Authority Record workshop through MCLS (Midwest Collaborative for Library Services.) - 6
- Katy Stein attended 3 workshops through MCLS. Copy Cataloging of Videos & DVDs Using RDA, Original Descriptive Cataloging of Monographs Using RDA, and Original Cataloging of Sound Recordings Using RDA. (These were done on her own time since they do not directly relate to her current position.)
- The Chili Cook-Off team, Harry Potter and the Goblet of Chili, came away with 2nd place for costume and 3rd place for presentation.
- **Training Hours – 53**

Goal: Work effectively through the use of technology.

- Allison and Robbin are hard at work cleaning up the TOMs (stands for Type of Material). Material Type and Collection are assigned by TS staff upon ordering. Conversely, Type of Material is assigned by the catalog record. In the past, it wasn't heavily regulated, and a huge number of items are coded incorrectly. We've already cleaned up the most obvious issues but now we're deep diving to get the rest of the TOMs standardized.

Bloomington Public Library

Books are just the beginning.

- 
- In the Polaris migration we dropped fines and fees but carried over a lot of lost items. This month we cleaned up over 22,000 lost items from 2016 and earlier.
 - Kelly cleaned up over 300 provisional records that were no longer needed with our ordering workflow.
 - Therese is hard at work creating an easier check in process for Value Line, using Polaris (instead of the current Excel sheet process), that may be used to check in newspapers in the future.
 - We now have a process in place for updated OCLC with additions and deletions every month. With that, we'll be able to start a reclamation project with OCLC enabling us to start fresh with current holdings.
 - Allison cleaned out the Technical Services shared drives.

Goal: Administer a cost-effective public library.

- Bob will be heading to warmer weather for a few months but will rejoin us in the Spring. Saurin continues to come in weekly on Thursdays at 7:30 a.m.
- **Volunteer Hours – 14**

Upcoming:

- Since we're approaching the 2-year mark on magazine back issues, you'll start to see more magazines in the Book Shoppe very soon. This will take the place of the magazine sale in January. When a new month comes in, the oldest issue will go to the Book Shoppe. For example, if January 2020 comes in, January 2018 will be weeded.
- As soon as we hammer out a few more details, the OCLC reclamation project will commence to fully update our holdings.
- New newspaper check-in process.
- New Depop process to better reflect when the items are created vs. when they were ordered.

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

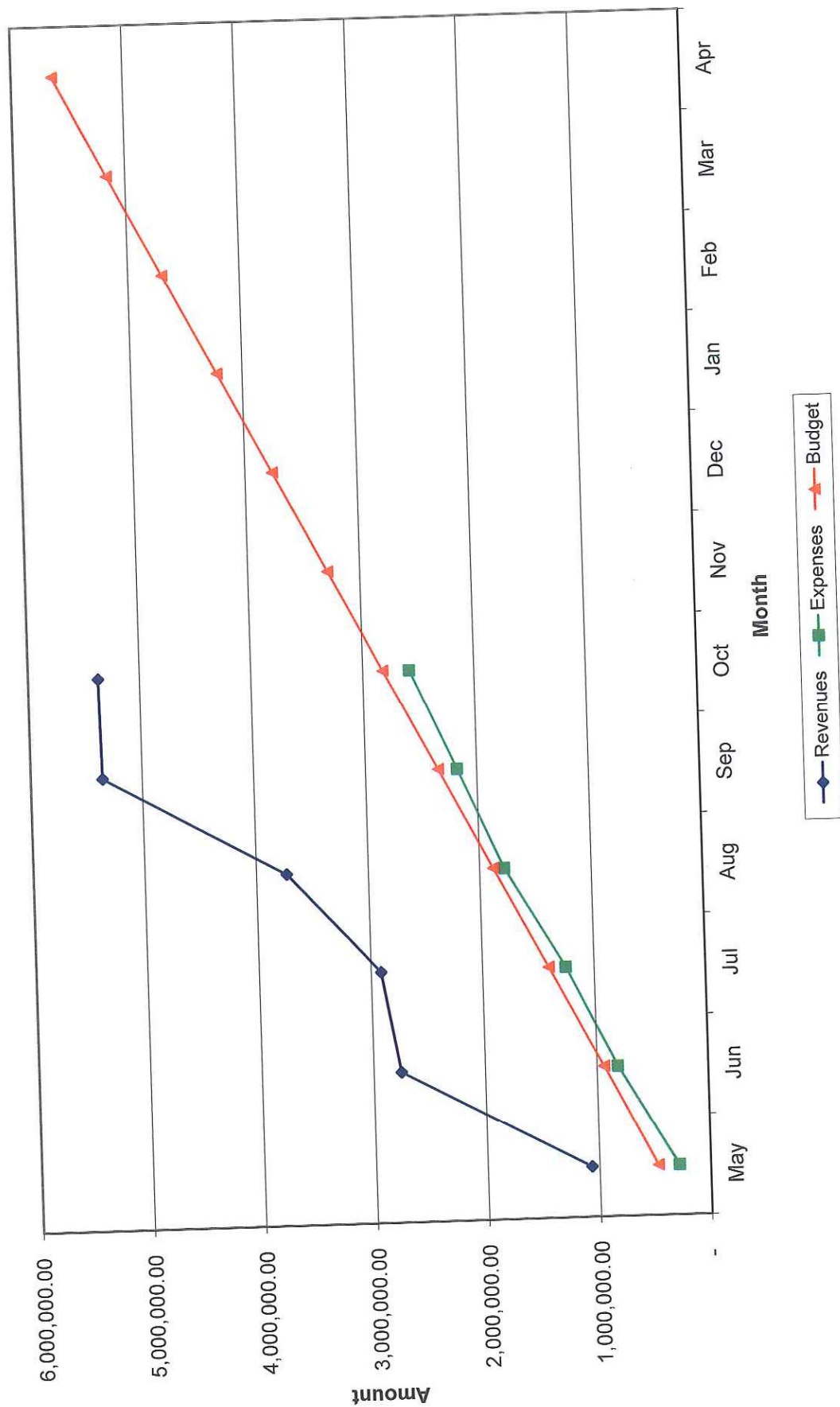
REVENUES:

ACCT NAME	BUDGET	OCT 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	0.00	4,750,587.90	(121,252.10)	97.5
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	0.00	390,743.30	(9,256.70)	97.7
Fines & Fees	75,000	4,379.83	23,976.14	(51,023.86)	32.0
Copies	3,500	299.35	1,641.00	(1,859.00)	46.9
Interest on Investments	30,000	6,686.72	46,277.85	16,277.85	154.3
Interest From Taxes	0	0.00	0.00	-	-----
Donations	25,000	240.00	4,147.79	(20,852.21)	16.6
Other Private Grants	0	500.00	500.00	500.00	-----
Cash Over/Short	0	5.05	67.94	67.94	-----
Other	45,000	3,498.90	23,212.44	(21,787.56)	51.6
Total Revenues	5,639,740	15,609.85	5,371,554.36	(268,185.64)	95.2

ACCT NAME	BUDGET	OCT 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	176,466.22	1,087,266.47	(1,226,035.53)	47.0
Part-Time Salaries	485,577	32,498.22	195,335.05	(290,241.95)	40.2
Seasonal Salaries	57,893	2,394.09	39,415.31	(18,477.69)	68.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	1,000.00	1,000.00	-----
Total Sals & Wages	2,857,872	211,358.53	1,323,016.83	(1,534,855.17)	46.3
Dental Insurance	13,554	888.66	4,916.73	(8,637.27)	36.3
Vision Insurance	2,802	333.28	1,340.20	(1,461.80)	47.8
Health Insurance, BC/BS PPO	357,285	21,554.78	115,357.27	(241,927.73)	32.3
Health Insurance, OSF HMO	61,134	3,017.38	17,026.44	(44,107.56)	27.9
Life Insurance	3,115	246.40	1,489.60	(1,625.40)	47.8
IMRF	231,330	18,327.01	109,914.91	(121,415.09)	47.5
FICA	177,120	12,872.11	79,031.18	(98,088.82)	44.6
Medicare	41,423	3,010.45	18,483.51	(22,939.49)	44.6
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	7,170.34	13,080.40	(11,919.60)	52.3
Total Benefits	963,563	67,420.41	366,160.34	(597,402.66)	38.0
Rentals	23,000	2,198.73	11,266.24	(11,733.76)	49.0
Total Rentals	23,000	2,198.73	11,266.24	(11,733.76)	49.0
Building Mtnc	150,000	13,559.79	68,846.49	(81,153.51)	45.9
Vehicle Mtnc	10,000	236.29	4,120.13	(5,879.87)	41.2
Office & Computer Mtnc	195,000	434.37	68,749.16	(126,250.84)	35.3
Total Repair/Mtnc	355,000	14,230.45	141,715.78	(213,284.22)	39.9

ACCT NAME	BUDGET	OCT 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	6,686.21	22,924.02	(27,075.98)	45.8
Printing/Binding	20,000	1,224.16	18,015.81	(1,984.19)	90.1
Travel	1,000	73.19	91.61	(908.39)	9.2
Membership Dues	5,000	707.99	1,407.99	(3,592.01)	28.2
Professional Development	15,000	3,111.00	8,877.83	(6,122.17)	59.2
Other Purchased Services	140,000	10,838.81	45,281.47	(94,718.53)	32.3
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	22,641.36	96,598.73	(161,401.27)	37.4
Office Supplies	13,000	3,152.16	10,523.16	(2,476.84)	80.9
Computer Supplies	90,000	10,365.87	46,134.05	(43,865.95)	51.3
Postage	5,000	45.14	111.18	(4,888.82)	2.2
Library Supplies	82,000	4,554.60	31,961.66	(50,038.34)	39.0
Janitorial Supplies	13,000	888.02	6,726.38	(6,273.62)	51.7
Gas & Diesel Fuel	9,000	387.13	2,126.66	(6,873.34)	23.6
Building Mtnc & Repair Supplies	20,000	809.44	2,775.32	(17,224.68)	13.9
Total Supplies	232,000	20,202.36	100,358.41	(131,641.59)	43.3
Natural Gas	22,000	666.39	5,120.23	(16,879.77)	23.3
Electricity	90,000	15,276.17	46,982.32	(43,017.68)	52.2
Water	7,500	1,438.51	3,577.97	(3,922.03)	47.7
Telecommunications	35,000	2,341.38	21,071.54	(13,928.46)	60.2
Total Utilities	154,500	19,722.45	76,752.06	(77,747.94)	49.7
Professional Collection	1,500	815.80	882.82	(617.18)	58.9
Total Prof Collection	1,500	815.80	882.82	(617.18)	58.9
Periodicals	20,000	325.00	16,308.10	(3,691.90)	81.5
Adult Books	143,000	12,797.92	80,478.29	(62,521.71)	56.3
Children's Books	118,000	13,910.25	62,316.37	(55,683.63)	52.8
A/V Materials	134,000	10,233.96	62,487.80	(71,512.20)	46.6
Public Access Software	150,000	1,107.60	101,880.47	(48,119.53)	67.9
Downloadable Materials	145,000	5,040.59	65,081.25	(79,918.75)	44.9
Total Materials	710,000	43,415.32	388,552.28	(321,447.72)	54.7
Employee Relations	5,000	2,626.71	3,815.90	(1,184.10)	76.3
Miscellaneous Expenses	9,000	747.09	2,549.65	(6,450.35)	28.3
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	3,373.80	76,670.55	(7,634.45)	90.9
Total Expenses	5,639,740	405,379.21	2,581,974.04	(3,057,765.96)	45.8

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2019

Property Tax (95.7%): The Library has received six Property Tax distributions so far.

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

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

Golden Prairie Public Library District (97.7%): Golden Prairie has also received six Property Tax distributions so far; and of that amount, BPL receives 95%.

Fines (32.0%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.

Interest (154.3%): The projection for FY 20 was low.

Donations (16.6%): This is the amount the Library has received so far. Soon, we will be asking the Foundation for funds for Summer Reading Program.

Part-Time Salaries (40.2%): This is less than projected due to a few vacancies that have occurred.

Seasonal Salaries (68.1%): 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 (36.3%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.

Health Insurance, BC/BS PPO (32.3%): This is under-spent due to the amount being less than what was anticipated.

Health Insurance, OSF, HMO (27.9%): This is under-spent due to the amount being less than what was anticipated.

FICA (44.6%): This is just slightly under-spent due to vacancies that have taken place.

Medicare (44.6%): 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.

Vehicle Maintenance (41.2%): Charges have been minimal.

Office and Computer Maintenance (35.3%): Charges have been minimal.

Printing/Binding (90.1%): This is over-spent due to printing Bookmobile Schedules and the summer Program Guide.

Travel (9.2%): Charges have been minimal.

Membership Dues (28.2%): Charges have been minimal.

Professional Development (59.2%): This is over-spent due to staff attending the Illinois Library Association Conference that took place in October.

Other Purchased Services (32.3%): 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 (80.9%): This is over-spent due to chairs and a staff workstation that were purchased earlier this fiscal year.
Postage (2.2%): Charges have been minimal.
Library Supplies (39.0%): Charges have been minimal.
Gas & Diesel Fuel (23.6%): Charges have been minimal.
Building Maintenance Sups (13.9%): Charges have been minimal.
Natural Gas (23.3%): Charges have been minimal.
Telecommunications (60.2%): This is over-spent due to the annual payment for the emergency alert notification service.
Professional Collection (58.9%): This is slightly over-spent due to some purchases that were made in October.
Periodicals (81.5%): This is over-spent due to the payment of the annual subscription service.
Public Access Software (67.9%): This is over-spent due to the renewal of several packages so far this fiscal year.
Downloadable Materials (44.9%): Charges have been minimal.
Employee Relations (76.3%): This is over-spent due to purchases for both Development Day and Appreciation Day. The Library Foundation will be reimbursing the Library for both of these events.
Miscellaneous Expenses (28.3%): 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:

Community Donations, Summer Reading Program:	\$ 3,435.00
Fresh Thyme, Giving Bag Donation:	110.00
Fountain Receipts:	12.79
Memorial Donations:	540.00
Robert Starckovich, Miscellaneous Donation:	25.00
Jean Robins, Miscellaneous Donation:	25.00

Total Donations:	\$ 4,147.79
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	301.93
Book Shoppe:	13,243.75
Drawstring Bags:	72.00
Ear Buds:	268.50
Flashdrives:	126.75
Hot Beverage Service:	344.00
Meeting Room Fees:	200.00
Mugs:	33.00
Print Station:	6,858.85
Reusable Bags:	231.00

Test Proctoring:	100.00
Totebags:	0.00
Umbrellas:	21.00
Miscellaneous:	1,411.66

Total Other Revenue:	\$23,212.44
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During October, 10 batches containing 102 invoices were processed, totaling \$65,973.01 and 180 credit card charges were made totaling \$40,480.40.

As of October 31, the Library's Maintenance & Operating Fund Balance is \$4,642,255.87, which is 82.3% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 10/31/19:

Operating:	\$ 4,642,255.87
Capital:	\$ 3,145,244.31
Fixed Assets:	\$ 1,177,563.68

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 20

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00			150.00
Roberts Trophies	100.00	0.00			100.00
Don Owen Tire Service	100.00	0.00			100.00
Kathy Alwes-Petri, American Family Insurance	35.00	0.00			35.00
Golden Prairie Public Library District	3,000.00	0.00			3,000.00
Specs Around Town	0.00	50.00			50.00
Total Summer Reading Program Community Donations	3,385.00	50.00	0.00	0.00	3,435.00
Memorial Donations:					
David Mier, Shirley A. Marchewka	100.00	0.00			100.00
Lisa Carlson Bonham, Elvis, the Cat	0.00	50.00			50.00
Jacquelyn Kingsbury, Norita Olsson	0.00	200.00			200.00
Sally Talbert, Chuck Josvanger	0.00	50.00			50.00
Ellen Woods, Bill Mammen	0.00	40.00			40.00
Ann Schultz, Cora "Pat" Crews	0.00	100.00			100.00
Total Memorial Donations	100.00	0.00	0.00	0.00	540.00
Other Donations:					
Fountain Receipts	7.17	5.62			12.79
Fresh Thyme, Giving Bag Donation	109.00	1.00			110.00
Robert Starckovich, Miscellaneous Donation	0.00	25.00			25.00
Jean Robins, Miscellaneous Donation	0.00	25.00			25.00
Total Other Donations	116.17	6.62	0.00	0.00	172.79
Foundation:					
Local History Materials (Through Mischler Trust)	0.00	848.65			848.65
Development Day	0.00	816.09			816.09
Appreciation Day	0.00	1,947.59			1,947.59
Total Foundation	0.00	3,612.33	0.00	0.00	3,612.33
Total Donations	3,601.17	3,668.95	0.00	0.00	7,760.12

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

October 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	44,181	43,981	0%	267,454	279,065	-4%
Teens	2,942	2,108	40%	21,579	15,144	42%
Children	38,285	40,819	-6%	264,172	267,792	-1%
Digital Downloads	11,877	10,029	18%	71,385	58,179	23%
Total	97,285	96,937	0%	624,590	620,180	1%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,218	23,137	5%	146,721	138,907	6%
Teens	4,125	4,762	-13%	28,208	21,084	34%
Children	8,100	9,283	-13%	53,663	51,395	4%
Total	36,443	37,182	-2%	228,592	211,386	8%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	650	357	82%	3,346	3,197	5%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	24,662	27,046	-9%	163,869	173,275	-5%
Bookmobile	1,137	1,050	8%	7,253	6,892	5%
Total	25,799	28,096	-8%	171,122	180,167	-5%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	57	151	-62%	613	647	-5%
Digital Preservation Studio	38	8	375%	145	54	169%
Community Room	130	50	160%	403	306	32%
Total	225	209	8%	1,161	1,007	15%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	13	20	-35%	109	109	0%
People Reached	2,967	1,673	77%	14,656	12,126	21%
Community Visits to the Library	4	4	0%	52	32	63%
People Reached	77	185	-58%	1,251	1,142	10%
Total Outreach Visits	17	24	-29%	161	141	14%
Total People Reached	3,044	1,858	64%	15,907	13,268	20%

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	19	37%	138	89	55%
Attendance	387	270	43%	2,603	1,353	92%
Teens	3	4	-25%	25	20	25%
Attendance	72	99	-27%	439	542	-19%
Childrens	46	54	-15%	154	155	-1%
Attendance	1,073	1,188	-10%	6,229	6,354	-2%
Total Programs	75	77	-3%	317	264	20%
Total Attendance	1,532	1,557	-2%	9,271	8,249	12%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	5	7	-29%	53	58	-9%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,694	3,789	-3%	22,855	24,790	-8%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	651.75	507.75	28%	1,463	1,048	40%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	3,733	4,378	-15%	27,061	28,698	-6%
WiFi Sessions	3,334	3,240	3%	20,869	19,284	8%
Website/Catalog Hits	39,783	39,251	1%	257,093	250,299	3%
Online Resource Use	6,736	14,508	-54%	36,652	64,789	-43%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	638	535	19%	3,155	3,126	1%
Sent	241	280	-14%	1,598	1,512	6%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	210.75	110.00	92%	702	540	30%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 18, 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: Laurie Nippe, Stephen Peterson, Patti Salch,
Stephanie Walden, Jodi Sherman

MEMBERS ABSENT: Ary Anderson, Ruth Novosad

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 provided an update from the first meeting of the McLean County Complete Count - Census 2020 (Rural Sub-Committee). President Sherman might be placed on another Committee that has other library participants on it. She will keep GPPLD informed as the group proceeds. President Sherman shared a letter from BPL staff thanking GPPLD for their support of the 2019 Summer Reading Program.
- VI. Approval of Minutes
A. August 21, 2019
STEPHEN PETERSON MOVED, LAURIE NIPPE SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 21, 2019 MEETING AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that GPPLD policies are now posted on the BPL website. One of the Bookmobile drivers, Caitlin Clyne, took the initiative to apply for a scholarship to the American Bookmobile and Outreach Services Conference and she was awarded it. Caitlyn is one of the Bookmobile drivers for several GPPLD stops. This is the second summer of working with District 87 Schools Summer Lunch Program. The totals were higher this year because the location was changed from the Community Room to tables near the Children's Services desk. A total of 2,522 meals were served over the 10-week program.

B. Outreach Report: Colleen Shaw, Circulation and Outreach Manager, reported GPPLD cardholder numbers are slightly higher this month. The Bookmobile schedule will

be out in November. Peace Meal will no longer be partnering with the library to provide home delivery services to people receiving Peace Meals. Peace Meal was delivering library materials to about 10 people. The Outreach department was able to add a new route and adjust staff schedules to cover those deliveries of library materials.

- C. Financial Report: Kathy Jeakins, Business Manager, reported that through the end of August, revenues and expenditures should be at 17%. Another Property Tax distribution was received at the end of August. There is a policy in place with the bank that the maximum transfer amount is \$75,000 and Manager Jeakins worked with the bank to increase the amount to \$90,000 since some of GPPLD Property Tax payments are higher than \$75,000. Board Member Laurie Nippe signed the paperwork to implement the increase.

VIII. Action Items

A. Adopt Tax Levy Ordinance 19-02

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO ADOPT THE TAX LEVY ORDINANCE, NO. 19-02, FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2019 AND ENDING THE 30TH DAY OF JUNE 2020.

YAYS: LAURIE NIPPE, STEPHEN PETERSON, PATTI SALCH,
STEPHANIE WALDEN, JODI SHERMAN

NAYS: NONE

ABSENT: ARY ANDERSON, RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

Board Member Laurie Nippe had a neighborhood picnic with her constituents and gave out GPPLD postcards. One of her constituents suggested having a class at the Library about what goes into our property taxes. Discussion was held. The class would need to be presented by an unbiased third party that explains information and the process. Director Hamilton will have someone from the Adult Services Department contact Board Member Nippe.

Currently Board Member Stephen Peterson and Director Hamilton serve as the GPPLD FOIA Officers. The consensus was that GPPLD would like Peterson and Hamilton to continue as FOIA Officers. An agenda item will be added to the October meeting to Review and Approve Amendments to the FOIA Policy.

X. Comments from Board Trustees:

President Sherman saw former Board member, Carol Carey-Odekirk last night and is passing along a "hello".

XI. Adjournment

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Sherman adjourned the meeting at 5:22 p.m.

Incident Report Summary for October 2019

2019-10-31 23:59:00
 2019-10-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
4091	2019-10-03 19:27:37	StolenDamagedLibraryMaterial
4092	2019-10-04 17:10:15	StolenDamagedLibraryMaterial
4093	2019-10-07 15:43:09	AlcoholDrugs
4094	2019-10-07 18:01:52	Other
4095	2019-10-07 18:22:16	InappropriateBehavior
4096	2019-10-08 20:12:55	AlcoholDrugs
4097	2019-10-09 19:46:48	InappropriateBehavior
4098	2019-10-11 12:17:19	PoliceAmbulanceCall
4099	2019-10-14 14:11:05	InappropriateBehavior
4100	2019-10-14 18:13:24	InappropriateBehavior
4101	2019-10-14 18:36:33	InappropriateBehavior
4102	2019-10-17 15:14:49	StolenDamagedLibraryMaterial
4103	2019-10-18 13:46:30	TobaccoUse

4104	2019-10-19 13:02:33	AlcoholDrugs
4105	2019-10-27 16:25:00	InappropriateBehavior
4106	2019-10-28 13:07:51	Other
4107	2019-10-28 13:12:25	CustomerComplaint
4108	2019-10-28 17:07:55	Other
4109	2019-10-29 14:39:22	Loitering
4110	2019-10-29 17:29:00	Other
4111	2019-10-30 11:13:25	LostFound
4112	2019-10-30 13:09:41	AlcoholDrugs
4113	2019-10-30 17:44:25	SleepingIncident
4114	2019-10-31 11:35:00	InappropriateBehavior
4115	2019-10-31 16:39:46	AlcoholDrugs

Suspension Report Summary for October 2019

2019-10-31 12:29:19pm

2019-10-01 12:29:19pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
290	2019-10-14 00:00:00	Inappropriate Behavior
291	2019-10-30 00:00:00	Sleeping Incident
282	2019-10-03 00:00:00	Stolen Damaged Library Material
283	2019-10-07 00:00:00	Other
285	2019-10-09 00:00:00	Inappropriate Behavior
289	2019-10-09 00:00:00	Inappropriate Behavior

Library Director Performance Review - Board

Name	Title	For Review Period	Person Completing review
Jeanne Hamilton	Director		

This review is designed to assess the Library Director's performance and progress toward achievement of strategic goals. This instrument may be used to solicit feedback from the Bloomington Public Library Board of Trustees and for Library Director to complete a self-assessment of his/her performance.

Instructions

The Board of Trustees and the Library Director will develop goals annually. Goals are based on the Bloomington Public Library's strategic plan, BPL's core competencies as well as the Library Director's job description.

Please rate the level of performance with the Director's progress in pursuing or achieving each goal area using the ratings below. Consider the performance of the entire review period. Place an "X" in the box that best describes your assessment of each goal and competency area. Make note of specific strengths or opportunities for growth and explain your ratings in the comments sections.

Performance Ratings and Definitions

Outstanding Performance	Consistently and significantly exceeds all expectations and masters all performance behaviors. Achieves identified goals in manner exceeding all expectations.
Exceeds Expectations	Consistently exceeds the most critical objectives and meets the remaining ones, demonstrates fluency in key performance behaviors and proficiency in all performance behaviors, and is a role model to others.
Meet Expectations	Consistently meets all critical work objectives and demonstrates effectiveness in key performance behaviors; may still be developing proficiency in job responsibilities and some performance behaviors.
Needs Improvement	Some inconsistency in meeting work objectives or demonstrating proficiency in performance behaviors.
Unacceptable Performance	Does not meet work objectives; performance needs significant improvement.

Core Competencies

Vision		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
1.1	Develops, with the Board, a clear mission and vision for Bloomington Public Library					
1.2	Successfully communicates Library's mission and vision to Board members, staff, city officials and the community					
1.3	Develops realistic and achievable goals and strategies to accomplish the mission					
1.4	Effectively leads the implementation of the strategic plan and/or library's annual goals					
Comments:						

Organizational leadership and staff development		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
2.1	Recognizes community needs and responds to those needs with library materials, programs and services					
2.2	Effectively executes Board policies and decisions					
2.3	Establishes high standards of integrity and ethical behavior					
Comments:						

Budget development and financial management		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
3.1	With awareness of strategic priorities and current funding sources/levels, develops realistic annual budget					
3.2	Communicates budget priorities to Board and city officials					
3.3	Maintains annual budget using sound financial principles					
3.4	Assesses performance (e.g., circulation) of expenditures to evaluate and realign budget priorities					
3.5	Anticipates and manages financial changes in revenue streams and expenditures					
3.6	Identifies new revenue sources and seeks funding to support library operations and programming					
3.7	Routinely updates Board on financial health of Library					
Comments:						

Innovation and Initiative		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
4.1	Identifies and promotes new initiatives for Library					
4.2	Creates and fosters a culture of innovation in the library					
Comments:						

Relationship Building and Advocacy		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
5.1	Develops and cultivates relationships with city officials, local business partners and community organizations					
5.2	Effectively advocates for the library with city officials and community leaders					
5.3	Treats others with respect and professionalism					
5.4	Develops and maintains a strong working relationship with Board members, characterized by open communication, respect and trust					
5.5	Maintains a strong, positive public perception of the library in the community					
Comments:						

Communication		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
6.1	Effectively communicates in writing in annual reports, Board communications, press releases, official library responses, etc.					
6.2	Effectively communicates orally as demonstrated in Board communication, press interviews, etc.					
6.3	Solicits and listens to feedback from Board					
Comments:						

Annual Accomplishments toward Performance Goals

Progress toward or Achievement on Goals		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
1.	GOAL 1					
2.	GOAL 2					
3.	GOAL 3					
4.	GOAL 4					
Comments:						

Additional Feedback

STRENGTHS:

OPPORTUNITIES FOR GROWTH:

SIGNIFICANT ACHIEVEMENTS:

BOARD SUPPORT:

GOALS/FOCUS FOR UPCOMING YEAR:

Overall Performance Rating

Assign an overall performance rating for Director, considering overall ratings on core competencies and progress toward annual goals. Assign one rating by placing an "X" next to the overall rating category

	5. Outstanding Performance: Consistently and significantly exceeds all expectations and masters all performance indicators. Achieves identified goals in manner exceeding all expectations.
	4. Exceeds Expectations: Consistently exceeds the most critical objectives and meets the remaining ones, demonstrates fluency in key performance behaviors and proficiency in all performance behaviors, and is a role model to others.
	3. Meets Expectations: Consistently meets all critical work objectives and demonstrates effectiveness in key performance indicators, may still be developing proficiency in job responsibilities and some performance indicators
	2. Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance indicators
	1. Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

OVERALL SUMMARY:

Board Member Name

Board Member Signature

Date

Jeanne Hamilton

Director Name

Director Signature

Date

Library Director Performance Review - Staff

Name	Title	For Review Period	Person Completing review
Jeanne Hamilton	Director		

This review is designed to assess the Library Director's performance and progress toward achievement of strategic goals. This instrument may be used to solicit feedback from the Bloomington Public Library Board of Trustees and for Library Director to complete a self-assessment of his/her performance.

Instructions

The Board of Trustees and the Library Director will develop goals annually. Goals are based on the Bloomington Public Library's strategic plan, BPL's core competencies as well as the Library Director's job description.

Please rate the level of performance with the Director's progress in pursuing or achieving each goal area using the ratings below. Consider the performance of the entire review period. Place an "X" in the box that best describes your assessment of each goal and competency area. Make note of specific strengths or opportunities for growth and explain your ratings in the comments sections.

Performance Ratings and Definitions

Outstanding Performance	Consistently and significantly exceeds all expectations and masters all performance behaviors. Achieves identified goals in manner exceeding all expectations.
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Needs Improvement	Some inconsistency in meeting work objectives or demonstrating proficiency in performance behaviors.
Unacceptable Performance	Does not meet work objectives; performance needs significant improvement.

Core Competencies

Vision		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
1.1	Successfully communicates Library's mission and vision to Board members, staff, city officials and the community					
1.2	Develops realistic and achievable goals and strategies to accomplish the mission					
1.3	Effectively leads the implementation of the strategic plan and/or library's annual goals					
Comments:						

Organizational leadership and staff development		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
2.1	Recognizes community needs and responds to those needs with library materials, programs and services					
2.2	Exhibits effective leadership that instills workplace pride, respect and trust; models a strong work ethic and sets high standards of performance					
2.3	Establishes high standards of integrity and ethical behavior					
2.4	Treats staff with respect and fairness					
2.5	Creates and sustains an effective leadership team by integrating different perspectives and encouraging creative problem-solving					
2.6	Holds self and others accountable to expectations by delegating clear responsibility supported by appropriate authority					
2.7	Applies effective performance management processes and techniques to motivate and promote productive and rewarded staff					
2.8	Listens and observes carefully; promotes greater					

	staff understanding and collaboration by clearly defining issues and expectations					
2.9	Models and encourages open communication among staff					
2.10	Encourages and supports staff training and professional development					
2.11	Creates and supports a culture of growth and managed risk					
Comments:						

Budget development and financial management		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
3.1	Listens and responds to budgetary needs					
3.2	Provides staff with the opportunity to give input on budget needs					
3.3	Provides clear expectations for purchasing processes and budget expectations					
Comments:						

Innovation and Initiative		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
4.1	Identifies and promotes new initiatives for Library					
4.2	Creates and fosters a culture of innovation in the library					
4.3	Encourages staff to explore new ideas					
4.4	Supports learning among staff					
4.5	Supports staff to take risks and develop new programs & service					
4.6	Creates a culture of assessment to evaluate existing programs and new initiatives					

Comments:

Relationship Building and Advocacy		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
5.1	Develops and cultivates relationships with city officials, local business partners and community organizations					
5.2	Effectively advocates for the library with city officials and community leaders					
5.3	Treats others with respect and professionalism					
5.4	Maintains a strong, positive public perception of the library in the community					
Comments:						

Communication		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
6.1	Communicates effectively to staff					
6.2	Listens to staff input and feedback with open mind					
Comments:						

Annual Accomplishments toward Performance Goals

Progress toward or Achievement on Goals		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
1.	GOAL 1					
2.	GOAL 2					
3.	GOAL 3					
4.	GOAL 4					
Comments:						

Additional Feedback

STRENGTHS:

OPPORTUNITIES FOR GROWTH:

SIGNIFICANT ACHIEVEMENTS:

BOARD SUPPORT:

GOALS/FOCUS FOR UPCOMING YEAR:

Overall Performance Rating

Assign an overall performance rating for Director, considering overall ratings on core competencies and progress toward annual goals. Assign one rating by placing an "X" next to the overall rating category

	5. Outstanding Performance: Consistently and significantly exceeds all expectations and masters all performance indicators. Achieves identified goals in manner exceeding all expectations.
	4. Exceeds Expectations: Consistently exceeds the most critical objectives and meets the remaining ones, demonstrates fluency in key performance behaviors and proficiency in all performance behaviors, and is a role model to others.
	3. Meets Expectations: Consistently meets all critical work objectives and demonstrates effectiveness in key performance indicators, may still be developing proficiency in job responsibilities and some performance indicators
	2. Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance indicators
	1. Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

OVERALL SUMMARY:

Board Member Name

Board Member Signature

Date

Jeanne Hamilton

Director Name

Director Signature

Date

Bloomington Public Library

Books are just the beginning.



Director's Goals FY20

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

Director's Goal: Work to build support for the Library and a library expansion

Director's Goal: Find ways to strategically optimize space while waiting for Library expansion decisions

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

Director's Goal: Revise the personnel policies handbook

Director's Goal: Continue to explore ways to improve our staff team's ability to focus on fulfilling our vision and priorities for the Library

Goal: Work effectively through the use of technology.

Director's Goal: Facilitate and provide vision for large technology projects such as the selection of a replacement sorter, a replacement phone system, and a techmobile

Library Goal: Administer a cost-effective public library.

Director's Goal: Lay the foundation for a capital campaign



Performance Review – Employee Retrospective

Name:

Date:

Please describe any key accomplishments or contributions you have made during the year.

Please share anything that your manager can do to help you better accomplish your job or meet your goals.

How do you evaluate your present performance?

What would you define as your areas of strength?

Please set 3 goals for the upcoming year (May 1-April 30) that tie into the Library Goals:

Library Goal #1: Explore and implement strategies to improve access to the library and its resources.

Library Goal #2: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Library Goal #3: Recruit, train and develop a knowledgeable, collaborative staff.

Library Goal #4: Work effectively through the use of technology.

Library Goal #5: Administer a cost-effective public library.

Your Goal #1:

Goal #1 is tied to Library Goal # _____

Your Goal #2:

Goal #2 is tied to Library Goal # _____

Your Goal #3:

Bloomington Public Library
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Performance Review – Employee Retrospective

Goal #3 is tied to Library Goal # _____

Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
(See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference.
(See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent.

The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.

Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)

The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

Chapter 3 [Personnel]

PERSONNEL CHECKLIST

- ✓ Library has a board-approved personnel policy.
- ✓ Library has staffing levels that are sufficient to carry out the library's mission.
- ✓ Library has a long-range/strategic plan.
- ✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ✓ Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- ✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ✓ Library gives each new employee a thorough orientation.
- ✓ Library evaluates staff annually.
- ✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ✓ Library provides staff access to library literature and other professional development materials.
- ✓ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ✓ The library complies with state and federal laws that affect library operations.

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WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
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