

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 17, 2020

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM, as well as in the William Wetzel Reading Room at the Bloomington Public Library. Below is the link and phone number to connect to the Zoom meeting.

All in-person gatherings will follow the physical distancing guidelines.

In lieu of providing public comment at the meeting, members of the public may send statements to the Library Director, at librarydirector@bloomingtonlibrary.org with the subject line: Public Comment. Comments sent to the Library may be read individually.

Zoom Meeting Link: <https://zoom.us/j/92275979589>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 922 7597 9589

William 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: Bookmobile by Emily Wolpert and Molly Stevenson
- VI. Discuss Library Expansion
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presentation
- X. Consent Agenda
 - A. Approve Minutes of October 20, 2020 Regular BPL Board Meeting
 - B. Approve Bills List of October 2020
- XI. Discuss Per Capita Grant Requirements
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 11.13.20 10:20 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, October 20, 2020

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM, as well as in the William Wetzel Reading Room at the Bloomington Public Library.

Minutes

I. Call to Order

President Westerhout called the meeting to order at 5:31 p.m.

II. Roll Call

Trustees Present via Zoom: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller (arrived at 5:32 p.m.), Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Trustees Absent: Alicia Whitworth

Others Present via Zoom: Joe Huberty, Kathy Jeakins

Others Physically Present: Jeanne Hamilton, Caprice Prochnow

III. Introduction of Public

There were no public present.

IV. Public Comment

There were no public comments.

V. Work Session with Engberg Anderson

Joe Huberty shared that it has taken a few months, but the designs are reflecting the goals that were set up at the beginning of the project. He walked the Trustees through the basics that constitute the framework of what would be shared with City Council in the near future. A main point was introducing an entrance that relates towards downtown as well as an entrance that relates with the parking zone; more parking, a drive-thru book drop-off and drive-thru book pick up. The overall project would allow for remodeling both the first and second floors, extending the library to the west and adding a third floor on the northwest corner. Which would allow for more seating, meeting rooms, study rooms, additional story room, computer lab, larger quiet reading room, and larger teen area. Along with this, there would be a sizeable collection increase with lower shelving and more spacious aisles. There would also be a new storm water management system that would run under the parking lot.

Joe proceeded to go through the Design Workshop 4 diagrams with the Trustees. Along with this, he reviewed the preliminary cost models.

Joe entertained questions and comments from the Trustees. There was discussion on the models and which to present to Council for approval. The consensus was to go with option D, eliminating features if necessary based on Council feedback.

VI. President's Report

President Westerhout reported that we continue a pace and look forward to a bright tomorrow.

VII. Director's Report

Jeanne Hamilton, Director, shared that there is an uptick on circulation, and not just contributed to eResources. She went on to say that we are still at about half of what are normal traffic numbers have been in the past, but this is a safe number.

Jeanne stated that in Spring of 2019, the 3P's Committee was working on the Vision and Mission Statements and strategic goals, and asked if the committee wanted to start working on this again. The consensus from the committee was yes, but wait until early Spring of 2021.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that the budget should be at 42%, with actual Revenues at 90% and actual Expenditures at 33%. She shared that another Property Tax distribution was received, which still leaves the balance about \$108,000 short at this time. There should be one or two additional distributions to be received. She entertained questions.

IX. Consent Agenda

A. Approve Minutes of September 15, 2020 Regular BPL Board Meeting

B. Approve Bills List of September 2020

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

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

X. Approval Items

A. Approve the Purchase of Content Management and Website Hosting Services

Jeanne Hamilton shared that until very recently the library had a full-time Webmaster on staff that did the coding by hand, but there was an opportunity to switch that person to a new role. With this, the library would like to switch to a content management system, which will require a lot less staff time. Jeanne stated that the recommendation is Library Market, which is the company that provides the events calendar and reservation software, and we have been very pleased with them. She went on to say that their price point is very good and they offer a lot of features that are specific to libraries, which should be very suitable.

There was discussion about whether a local company would be preferable for this service rather than one located out of state.

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE PURCHASE OF CONTENT MANAGEMENT AND WEBSITE

HOSTING SERVICES WITH LIBRARY MARKET FOR THE ONE YEAR
COST OF \$16,200.00.

Ayes: Alicia Henry, Van Miller, Susan Mohr, Catrina
Parker, Matt Watchinski, Julian Westerhout

Nayes: John Argenziano, Dianne Hollister

Absent: Alicia Whitworth

The motion carried.

B. Approve FY22 Maintenance & Operating Budget

Catrina Parker shared that the Budget & Personnel Committee met and reviewed the proposed budget.

Jeanne Hamilton shared that she and Kathy tried to be very cautious when developing this budget as there are so many unknowns. They referred to actual expenditures for the full year of FY20 rather than the partially complete budget year of FY21, when developing this.

Kathy shared the reasoning behind the line item on the capital funds. She entertained questions.

JOHN ARGENZIANO MOVED, VAN MILLER SECONDED, TO APPROVE
THE FY22 MAINTENANCE & OPERATING BUDGET.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister,
Van Miller, Susan Mohr, Catrina Parker, Matt
Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

C. Approve FY22 Fixed Asset Budget

Kathy Jeakins shared that this next fiscal year, the backup server and the techmobile are included in the budget. She shared that John Argenziano had the great suggestion of contacting Rivian to see if they would consider working with the library on a techmobile.

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO
APPROVE THE FY22 FIXED ASSET BUDGET.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister,
Van Miller, Susan Mohr, Catrina Parker, Matt
Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

- D. Approve the Retention of the Confidentiality of Executive Session Minutes
Jeanne Hamilton shared the list of executive session minutes and what subject matter may have been discussed. She recommended maintaining the confidentiality of the executive session minutes.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE RETENTION OF THE CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

- E. Approve the Destruction of Executive Session Recordings Prior to 4/20/19
Jeanne stated that after 18 months, the recordings of executive session minutes can be destroyed, but the written minutes are retained. She shared the list of session recordings that could be destroyed.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE DESTRUCTION OF EXECUTIVE SESSION RECORDINGS PRIOR TO 4/20/19.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

XI. Discussion Items

A. Election Day

President Westerhout shared that he and Jeanne Hamilton had discussed the option of closing the library on election day but concluded that there are plenty of opportunities for staff to vote and the library can be a valuable source of information for voters on election day.

B. Library Expansion

President Westerhout stated that we are getting ever closer.

Van Miller departed the meeting at 7:06 p.m.

XII. Comments from Board of Trustees

Dianne Hollister stated that she appreciated being sent to ILA and shared she attended a few of the Equity, Diversity, and Inclusion sessions.

XIII. Adjournment

MATT WATCHINSKI MOVED, JOHN ARGENZIANO SECONDED, TO
ADJOURN THE MEETING.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister,
Susan Mohr, Catrina Parker, Matt Watchinski,
Julian Westerhout

Nayes: None

Absent: Van Miller, Alicia Whitworth

The motion carried unanimously.

President Westerhout adjourned the meeting at 7:09 p.m.

BILLS LIST

Approved by BPL Board of Trustees, November 17, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	106.25
Alpha Controls & Services	Building Maintenance	680.74
Alpha Park Public Library	Miscellaneous Expenses	28.00
Amazon.com, LLC	A/V Materials	2,790.33
Amazon.com, LLC	Adult Books	541.64
Amazon.com, LLC	Children's Books	15.98
Amazon.com, LLC	Janitorial Supplies	85.88
Amazon.com, LLC	Office Supplies	139.78
Amazon.com, LLC	Other Purchased Services	123.31
Ameren IP	Electricity	4,914.90
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	525.00
CDW Government	Computer Supplies	473.42
Cengage Learning	Adult Books	238.40
Chicago Tribune	Periodicals	357.24
City of Bloomington	Dental Insurance	801.74
City of Bloomington	FICA	13,401.48
City of Bloomington	Gas & Diesel Fuel	278.67
City of Bloomington	Health Insurance-HMO	2,395.12
City of Bloomington	Health Insurance-PPO	19,569.90
City of Bloomington	IMRF	24,373.89
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,134.23
City of Bloomington	Payroll	226,284.03
City of Bloomington	RSA Contribution	819.02
City of Bloomington	Vision Insurance	248.28
City of Bloomington	Water	695.60
Continental Research Corp	Janitorial Supplies	251.42
Creative Empire	Public Access Materials	4,923.77
Cummins, Inc.	Vehicle Maintenance	767.99
Custom Digital Imaging	Printing	1,232.55
Ebsco Industries	Periodicals	93.13
Educational Development Corp	A/V Materials	146.78
Engler, Callaway, Baasten, & Srage, LLC	Other Purchased Services	368.00
Envisionware, Inc.	Office/Equipment Mtn	2,389.00
F & W Lawn Care & Landscaping	Building Maintenance	1,246.25
Findaway World, LLC	A/V Materials	1,054.18
Frontier	Telecommunications	417.33
Golden Prairie Public Library District	From GPPLD	895.77
Hollister, Dianne	Professional Development	100.00

Illinois State University
 Illinois Wesleyan University
 KCN Solutions, LLC
 Kotomin, Vladimir
 Library Ideas, LLC
 Management Association
 Martin Sullivan, Inc.
 Matthew Bender & Co., Inc.
 Metronet Holding, LLC
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Niche Academy
 Northern Illinois Gas/NICOR
 Office Depot
 Office Depot
 Office Depot
 OverDrive
 Pilot Media, LLC
 Proquest CSA, LLC
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 RK Dixon
 Rockford Map Publishers
 Scholastic Library Publishing
 Springshare, LLC
 Stericycle, Inc.
 Tee Jay Central, Inc.
 Tri County Irrigation Co., Inc.
 Tumbleweed Press, Inc.
 Uline Shipping Supply Specialists
 Weber Electric, Inc.
 Windstream
 Wolpert, Emily
 VISA - 1000 Bulbs.com
 VISA - Ace-Hi Glass Co.
 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 - Facebook
 VISA - Fieldtex Products, Inc.
 VISA - Five Star Water Co.
 VISA - Global Industrial Equipment
 VISA - HR Direct
 VISA - Indiana University
 VISA - Ingram
 VISA - Ingram
 VISA - Ingram

Advertising	416.67
Other Purchased Services	303.19
Rentals	750.00
Fees	10.00
A/V Materials	291.13
Other Purchased Services	1,950.00
Vehicle Maintenance	521.44
Adult Books	241.45
Telecommunications	1,668.63
Building Maintenance	1,212.44
A/V Materials	989.90
Downloadable Materials	4,990.00
Janitorial Supplies	318.48
Other Purchased Services	2,400.00
Natural Gas	525.40
Computer Supplies	247.78
Employee Relations	15.27
Office Supplies	394.35
Downloadable Materials	4,990.00
Advertising	200.00
Downloadable Materials	40.20
Office/Equipment Mtn	91.89
Rentals	932.51
Other Purchased Services	393.00
Adult Books	74.70
Public Access Materials	9,966.00
Other Purchased Services	699.00
Other Purchased Services	93.72
Building Maintenance	723.75
Building Maintenance	343.76
Public Access Materials	385.00
Janitorial Supplies	201.16
Building Maintenance	96.00
Telecommunications	74.72
Travel	11.39
Building Mtn Supplies	71.48
Building Mtn Supplies	45.88
Other Purchased Services	26.20
A/V Materials	1,232.95
Adult Books	9,028.76
Children's Books	6,609.33
Other Purchased Services	1,835.00
Advertising	591.52
Advertising	533.09
Employee Relations	76.27
Miscellaneous Expenses	35.57
Janitorial Supplies	408.60
Other Purchased Services	60.00
Professional Development	1,295.00
A/V Materials	1,315.94
Adult Books	4,995.36
Children's Books	36.91

VISA - Jewel-Osco	Employee Relations	21.96
VISA - Library Works, Inc.	Professional Development	49.00
VISA - Lowe's	Building Mtnc Supplies	39.98
VISA - MagDogs	Periodicals	18.98
VISA - MDC Quarterly Magazine	Periodicals	30.00
VISA - Menards	Building Mtnc Supplies	18.24
VISA - Menards	Janitorial Supplies	14.23
VISA - Nord Outdoor Power Corp.	Other Purchased Services	35.00
VISA - North American Rescue	Employee Relations	264.95
VISA - Party City	Employee Relations	17.96
VISA - PayPal*Assoc of Bkm & Outreach Srvs	Professional Development	276.00
VISA - PayPal*StevenHarding	Professional Development	99.00
VISA - Pocket Outdoor Media	Periodicals	59.00
VISA - Really Useful Boxes, Inc.	Library Supplies	408.38
VISA - Sam's Club	Employee Relations	32.35
VISA - Sam's Club	Janitorial Supplies	17.88
VISA - Springfield Electric Supply Co.	Building Mtnc Supplies	583.20
VISA - Sprint	Other Purchased Services	939.80
VISA - Sprint	Telecommunications	647.21
VISA - Things Remembered	Employee Relations	484.99
VISA - Thrasher Magazine	Periodicals	35.90
VISA - Verizon Wireless	Telecommunications	301.59
VISA - Wal-Mart	Janitorial Supplies	31.85
VISA - Zoom.US	COVID-19	201.87
VISA- Men's Journal	Periodicals	24.95
Total		386,650.46

Bloomington Public Library

Books are just the beginning.



Director's Report

October 2020

COVID-19 Response:

- Met with Central Illinois Library Directors once and Brian Chase, Normal Public Library Director once to discuss COVID-19 response plans
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing for a staff member testing positive
- Continued to review COVID-19 procedures to respond to new information and needs

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

- Continued to make progress towards a Library expansion
 - Met with Joe of Engberg Anderson Architects twice to review designs
 - Participated in a planning session with Engberg Anderson Architects
 - Prepared requested information for the architects
 - Prepared and presented the designs to the GPPLD board
 - Met with City Manager, Tim Gleason to discuss the progress on the library's designs
 - Prepared a Committee of the Whole Council memo for a presentation of the designs
 - Prepared a presentation of the designs for City Council members
- Prepared for and led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association Advocacy and Public Policy Committee meetings

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

- Attended a Code of Conduct Incident Response workshop
- Participated in 3 interviews for a full time LTA position vacancy
- Attended the Illinois Library Association virtual conference
- Watched an EDI webinar
- Wrote biographies for 3 staff members celebrating milestone anniversaries

Goal: Work effectively through the use of technology.

- Reviewed website content management systems

Goal: Administer a cost-effective public library.

- Reviewed the FY22 draft budget

**Adult Services Report
Carol Torrens
October 2020**

***Limited services continue, such as no seating for people to hang out, no meeting room space for the public, 1-hour computer appts. at specified times.*

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

Along with other managers, I met with and gave feedback to architects on their updated plans for an expanded building.

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

SERVICES

Tiffany presented eresources and library information to the Jule Foundation, a local group working with teenagers. 20 people attended.

Rob coordinated with Threshold to Hope to display participants' artwork in the AV area of the main floor. The exhibit will be up through mid-January.

COLLECTIONS

The Science Fiction books are now separate from the Fantasy books. We believe that customers will appreciate the separate collections. Marcie and Carol did the physical shifting. Tech Services will update catalog records to indicate which section each book is in.

Marcie weeded authors C- DOH in hardcover and paperback mystery collections.

Using Collection HQ Dead Reports, Katie has weeded Biographies and has started working on the 600s.

Carol is weeding dead Drama DVDs and ordering replacement copies of ones with high circulation stats.

Displays this month were on these topics: suspense/thrillers, 'Orange' You Glad You Read (books with primarily orange covers), National Vegetarian Month, and It Came from the Bottom Shelf (books literally from bottom shelves). In the AV area, Halloween and scary movies were featured. Upon her death, an RIP display of Ruth Bader Ginsburg materials was featured.

PROGRAMS

Tiffany presented scary book talks to Unit 5 middle schools. 26 students participated.

Adult/Family programs

Mystery virtual book club – 1 session – 7 attended
Fiction virtual book club – 1 session – 5 attended
Books on Tap virtual book club – 1 session – 12 attended
Classic movies, in person – 2 sessions – 8 attended
Story of Tipton Trails Park, virtual – 1 session -- 54 attended
Plant Swap on the Patio – 1 session -- 24 attended
Living History, Environmentalist Rachel Carson, virtual – 1 session – 34 attended

Teen Programs

Teen Writing Workshop, virtual – 1 session – 11 attended
DIY stress ball, virtual – 1 session – 12 attended

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

Marcie is taking a course called Building Diverse Collections. It provides training on evaluating the diversity of the content of a collection.

Katie attended a 2-hour Sustainability in Libraries mini-conference.

Sara attended the virtual IL State Genealogical Society Conference.

Goal: Work effectively through the use of technology.

There were three individual appointments, one each on ebooks/Libby, Kanopy, and scanning.

Staff watched or participated in several mini-morning sessions and webinars:

- Marcie: EDI Committee
- Katie: Library Market, Legal Resources, EDI Committee
- Tiffany: Active Shooter
- Mimi: IL Libraries are Graduating Adults, Fall Book Club Picks, Must-Read Mysteries, Active Shooter, Newsbank Tips & Tricks, Intro to Beanstack
- Karen: Remote Learning Resources, Active Shooter, Healthy Eating
- Pat: EDI Committee, YWCAs Cage of Oppression, Active Shooter, Disability Rights in our Community, RAILS minutes

Rob has learned about APIs and implementing calls to them with JavaScript.

Mimi and Jon have worked on the forthcoming transition of the Lynda training database to LinkedIn Learning Library. The revamped resource will provide 7 times more material compared to Lynda.

Mimi and others are exploring Beanstack, a possible option for online reading programs, like Summer Reading.

A free resource, Black Freedom Struggle in the United States, has been added to the library's electronic holdings.

Rob created a new, easier, and faster process for the part-time desk staff to create weekly New York Times bestseller lists as handouts to customers.

Goal: Administer a cost-effective public library.

Katie worked with Jeanne to apply for an IL State Back to the Books grant to support the Memory Care Collection.

Business Office Report

Kathy Jeakins

October 2020

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

I participated, along with other Managers, in an architect planning session on 10/19.

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they get their new cards, cancelled cards for staff who left employment, one person's card was hacked and fraudulent charges appeared—the card was cancelled right away and the bank is working on the fraudulent activity; and I entered all credit card transactions in account files.

FY 22 Budget: The Budget and Personnel Committee recommended approval of the FY 22 budgets at their meeting on 10/6; the Board then approved the FY 22 budgets at their meeting on 10/20.

The Library received the 7th Property Tax distribution of \$212,915.31 in October, bringing the total to \$4,827,118.96; still \$108,240 short of the projected total for the year; I'm still hoping for one or two more distributions prior to the end of December.

Golden Prairie also received the 7th Property Tax distribution, bringing the total they have passed along to BPL to \$382,264.

In September, the Book Shoppe collected \$1,342.25!

Work continues on the Golden Prairie audit.

I filed the necessary documents with the County Clerk to finalize the Golden Prairie levy process for another year.

Bills Costing in Excess of \$5,000:

Scholastic Library Publishing \$9,966 to renew Public Access Software (ScienceFlix and BookFlix).

Upcoming:

The insurance company will send a representative here on Nov 19 to do a follow up field examination of potential hazards.

City has asked for copies of all P Card receipts related to COVID-19—my deadline for this is Nov 20.

The deadline for me to have the FY 21 budget entered into City worksheets is Nov 25.

Children's Services Report

Melissa Robinson

October 2020

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

Programs:

- Live
 - Stars, Moon, and Space Story Time (on Zoom) - 56 attended
 - Halloween Story Time on ZoooOOOoom – 44 attended
 - Lego Construction Time (on Zoom) - 13 attended
 - Dungeons and Dragons for Kids (online) - 4 attended
 - Tales for Tails (on Zoom) - 18 attended
 - Books 'n' Bites (on Zoom) - 8 attended
 - Solving the Rubik's Cube with Red Raccoon Games (on Zoom) - 9 attended
 - Itsy Arts (in person) - 2 sessions - 18 attended
 - Story Walk at Miller Park – 150 attended
- Pre-Recorded Programs on Facebook
 - DIY Monday – 4 posts – 291 views
 - Smarty Pants Story Time Wednesdays – 4 posts – 168 views
 - Wild Card Fridays – 5 posts – 216 views
 - Where the Wild Things Read – 2 posts – 85 views
- Passive programs – 3 passive programs – 296 participated
- Jesse participated in a virtual Heartland Head Start Reading Rocks program – 12 attended
- Alysha gave a virtual tour for 2nd grade classes from Oakland and Washington Schools where she explained library card use, current safety precautions at the library, virtual programs, and online resources – 3 classes – 73 attended
- Lisa sent a video story time to Trinity Lutheran Preschool.

Collection:

- Lisa is working with Tech Services to process all the learning kits in boxes instead of bags.

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

- Alex and Jesse attended the Virtual ALSC Institute.
- Alex attended the Virtual ILA Conference.
- Alex accepted the position of Chair for the 2022 Notable Children's Book Committee.
- Alex presented an EDI committee mini morning session.

- Staff attended mini morning sessions about the EDI committee and about remote learning.
- Alysha attended a webinar “Bursting at the STEAMs” where she learned about STEAM related books and ways to use them for story time and programs.
- Alysha began a weekly phone meeting with Michelle (Library Associate in Circulation/Outreach) to keep Michelle informed about Children’s Department programs and services.

Goal: Work effectively through the use of technology.

- 31 posts were added to the Facebook Children’s Services group. We now have 308 members.

Upcoming:

- We will continue posting pre-recorded programs on the Facebook Children’s Services group.
- Sat Nov 7 – Lego Construction
- Thurs Nov 12 – Books n Bites
- Tues Nov 17 – STREAM on Zoom
- Wed Nov 18 – Itsy Arts
- Wednesday evenings – Tales for Tails

Circulation and Outreach Services Report
Colleen Shaw
October 2020

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

Virtual meetings attended and successful connections established by Outreach Library Associate, Michelle Cope:

- Central IL Community Educators
- Human Services Council
- Connected Jenny Hall, Director of the Boys and Girls Club, and Sarah Crowder, Advisor at District 87, with our remote learning resources to support their students and families with online education.
- Successfully recommended and connected David Haynes with the Leadership McLean County program as their featured speaker.

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

- Deposits staff prepared and delivered 460 items to 8 sites. A PopUP Library was offered at Luther Oaks.
- Home Delivery staff prepared 452 items for 58 active patrons. One new client was added. 45 items were picked up via Circulation's curbside service.
- On 10/29, staff brought the library van with holds to the Wingover Apartments bookmobile stop as the bookmobile had a headlight out that needed replaced.
- As the weather turns colder and patrons are still unable to board the bookmobile, staff have introduced a new "Text & Take" service to cut down on wait times at bookmobile stops. Patrons simply text the bookmobile phone before or during one of our stops. Staff checkout their holds and respond once they are ready for pickup.
- Earlier this year, bookmobile drivers surveyed patrons at the Wingover Apartments stop to determine which Indian language(s) they are most comfortable reading and speaking in order to ensure we have titles in these languages available on the bookmobile. This month, drivers discovered titles in these languages via our online e-resource platforms, Hoopla and Libby, and plan to promote them at future stops.
- Circulation has implemented a new procedure for issuing paid library cards to non-residents. To make the cost more equitable, the cards will be calculated based on the patron's individual property tax bill and not a flat/average rate (which was \$148/year).

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

- Rhiannon Shoults accepted the fulltime opening for Library Technical Assistant. Rhiannon will be coordinating our Deposit Collection services and working to obtain her CDL to drive the bookmobile.
- Erin Jochum accepted the opening for part-time Library Assistant.
- Sarah Frey started this month as a part-time temp and Hannah Trousdale started as a work study student.



(10/2020) Circulation and Outreach Services Statistics

Total Circ BPL	106,447
Total Circ Main	84,996
Adults	40,994
Teens	2,114
Children	41,888
Total Circ Outreach	4,763
OTR Adults	2,147
OTR Teens	59
OTR Children	2,557
Total Circ eBooks	16,688
Hoopla	3,555
Overdrive	10,506
RBDigital	2,059
TumbleBooks	38
eBook Central	19
Kanopy	511
Borrowers Registered	1,142
Total Active Cardholders	34,652
Children	7,894
Teen	4,656
Adult	22,102
GPPLD	1,470
Total Holds Filled	11,256
Main Holds	9,338
Outreach Holds	1,918
Door Count	13,321

10 Stops with Highest Circulation	
Wingover Apartments PM	169
Wingover Apartments AM	109
Wingover Apartments AM	108
Wingover Apartments PM	100
Ponds Apartments	67
Eagle Creek	66
Oakwood	57
Old Farm Lakes	57
Grove	56
Holton Homes	56

5 Stops with Lowest Circulation	
West Jackson	2
Four Seasons	2
Shirley	2
Crestwicke	2
Franklin Park	2
Ballybunion	1

Bookmobile Customers: 605

Total Monthly Stops: 72

Circulation Questions Answered: 490

Outreach Questions Answered: 198

Total Questions Answered: 688



	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	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447		
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	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996		
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	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652		

Human Resources Report
Gayle Tucker
October 2020

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I reviewed the One Drive MMS on SharePoint
 - I attended a new MSS on the EDI Committee
- In October, there were no in-house Job Announcements and one outside ad closed. The ad brought in 21 applications.
- I participated in three interviews
- I onboarded three new employees
- I continued FMLA and EFMLA administration and tracking
- I, along with other Department Managers, attended a Teams meeting with the architects developing a new plan for BPL expansion
- Jeanne and I are working with HR Source to update our personnel code/employee handbook
- I serve as Chair of the Spirit Committee
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- In October, I participated in several Teams video meetings with other staff, and a lot of my work was accomplished using OneDrive and SharePoint
- Amy and I are working on a new process for tracking hours worked by part-time staff
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am processing the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The program resumed in August, and we have 4 students this semester
 - This program currently costs \$2.63 per hour, per student

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Working with Jeanne to update Performance Review documents

Information Technology Systems Report
Jon Whited
September 2020

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

We are working on moving the EzProxy server (authenticates patrons for online resources) to the cloud. This service has been purchased and we are working with a project manager at OCLC to get this completed. This server is often the target of hacking schemes and would be better to have hosted elsewhere.

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

Dale continued with his virtual Dungeons & Dragons sessions this month with three more sessions. These sessions are well attended by the public and Dale plans on continuing them next month.

Lauryn and Nick finished up the robotics program at the YWCA. The students there had a great time and the program will continue now at the library as a robotics club that will be open to all teens in the area.

Nick held a class for Teens on Game development using the Unity platform. The Teens built simple games using the Unity program. Each student completed their project and Nick put their program and all the programs necessary for them on a flash drive, so they are able to continue on their own.

Upcoming:

We are looking at upgrading the video surveillance system in the Library.

We are looking into a chat/messaging system for the reference desks.

We are looking at replacing our backup software with software that will store our backups off site.

Marketing Report

Rhonda Massie - October 2020

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

November Programs

- Due to COVID-19 and the unpredictable environment it created, the library continues to schedule and promote programs on a monthly basis.
 - November's programs were submitted to Library Market and reviewed by Marketing before going live.
 - Marketing compiled a publicity timeline which outlined bitly links, publicity needs, and deadlines.
 - Bitly links are created so that from social media, we can point directly to each program on our website.
 - A Facebook event was created for each in-person and online program; pre-recorded programs excluded.
 - An Instagram post was created for each in-person and online program, pre-recorded programs excluded.
 - Paper handouts were created for each program.
 - Additional publicity was requested, i.e., monthly calendar, images to promote pre-recorded programs as a whole, etc.

My Library Card Handout

- Translating the My Library Card handout into Spanish was completed in late October. Design work will be done in November and this document will become available in print form in mid-to-late November.

Bookmobile

- Paper copies of the November 2020-April 2021 Bookmobile schedule arrived.
- A PDF of the new schedule was added to the website.
- Each Bookmobile stop through April 30, 2021, was added to Library Market and appears on the library's online calendar.
- Daily text reminders pertaining to each Bookmobile stop through April 30, 2021, have been scheduled.
- Paper and digital text opt-in images were updated.
- Bookmobile postcards were prepped and sent to those living in the carrier routes surrounding the following Bookmobile stops: Stevenson School, Park Place, Four Seasons, Traditions Bloomington, and Evergreen Park (new stop).

Advertising

- Ads promoting two November Alzheimer's programs and the rollout of the Memory Care Collection were penned and submitted to WGLT and Magic 99.5. These spots will air in November.
- An ad was created to promote the History Book Club in the History Museum's upcoming newsletter.
- An ad in *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines promoted the elimination of overdue fines and forgiveness of past fines.
- Audio ads on WGLT promoted the end of overdue fines, that past overdue fines were erased, and that eligible items are being automatically renewed.
- An ad on Magic 99.5 promoted that the library is open, curbside pickup remains available, the library is no longer charging overdue fines, past overdue fines have been erased, and eligible items are being automatically renewed.
- An ad posted to the marquees at the Coliseum/Arena promoted the end of overdue fines and the elimination of past fines.

Paper & Digital Design Work

- Bookmobile schedule
- Kanopy instructional handout
- Updated cardholder agreement placards – in English and Spanish
- Story Walk signage
- Facebook Images reflecting Weeks A, B, C for the new Bookmobile schedule
- 5 Bookmobile postcards
- Bookmobile Text Alert Images for website, social media, website, paper handouts, posters
- *Reserved* signs
- America's News image for social media
- Thanksgiving closure signs
- Temporary signage to mark changes to SciFi / Fantasy sections
- CD display sign for rolling book display
- Computer appointment cards
- Microfilm Reader Sign
- Monthly AS book display Sign
- Late October & November Publicity

- Alzheimers programs
- Books 'n Bites
- Books on Tap
- BPL Kids @ Home
- Dungeons & Dragons: Night of Masks & Monsters
- FAFSA Workshop
- Fiction Book Club
- Halloween Story Time on ZoooOOOm
- History Book Club
- Itsy Arts
- Living History: Rachel Carson, Silent Spring & the Birth of the Modern Ecology Movement
- Mystery Book Club
- Spanish Book Club
- StoryWalk at Miller Park
- STREAM on Zoom
- Tales for Tails
- Teen DIY: Personalized Mugs
- Teen Zoom DIY: Stress Balls
- Virtual Lego Construction
- Requests by staff, for staff
 - Green Committee – 6 signs pertaining to recycling collection boxes:
 - plastic tubes, newspaper plastic bags, crayon scraps, CD/DVD/BluRay cases, batteries, receipt core
 - Spirit Committee - *I've got Spirit* forms
 - AV Cleaning Signs

Other

- Added filters to Library Market so patrons can sort program types pertaining to in-person programs, pre-recorded programs, and online programs.
- Reordered tote bags to be sold at the Circulation Desk. The initial order of 150 debuted in February and is nearly sold out though the building was closed for three months.
- Printing of existing documents
 - Wireless printing handouts
 - 1000 Books Before Kindergarten Reading Logs
 - 1000 Books Before Kindergarten Reading Stickers

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

- Rhonda viewed webinars/videos/trainings pertaining to BPL's EDI Committee, BPL's Remote Learning offerings, eMeasures, promoting the collection, merchandising, video basics for libraries, Library Giving Day, and moving a fundraiser to an online format.
- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.
- Created a banner to be displayed on Appreciation Day to highlight staff members celebrating milestone anniversaries during 2020.
- Created a program which will serve as a handout to staff on Appreciation Day. The handout highlights staff members celebrating milestone anniversaries during 2020 with short bios.
- Rhonda will attend the online Library Marketing and Communications Conference in November.
- Rhonda has registered to attend a 3-day course titled *Managing the Capital Campaign* in March. The course is offered by IUPUI's School of Philanthropy.

Goal: Work effectively through the use of technology.

Social media presence:

- Facebook – 8,165 followers;
- Instagram - 1,773 followers;
- Twitter - 2,061 followers;
- Library text subscribers - 340
- Bookmobile text subscribers - 1,069
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks eBlast list – 31,872 subscribers.
- Program Guide eBlast list – 31,853 subscribers.

- General eBlast list – 31,895 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 in-person programs, live online programs, and library news.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
- The library sends at least one monthly eBlast promoting its online resources to all cardholders who've not opted out of receiving such notifications. The online resource eBlasts are also posted to Facebook and Twitter. The ability to send these eBlasts comes with our subscription to Library Aware.
 - An eBlast about the Library's PebbleGo resource was received by 31,872 patrons via email on October 1.
 - An eBlast about the Library's Brainfuse JobNow resource was received by 31,736 patrons on November 1.
- A member of the library's staff is interviewed every other Monday on WJBC. The interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
October 2020**

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

- Support Services staff:
 - Constant disinfecting of high touch points, rooms, and furniture
 - Shampooed carpeting in break room, dock area, staff and back hallways
 - Prepped all the equipment for the snow season
 - Counted all of the library shelving on the upper level
 - Counted all of the furniture in public areas
 - Worked with flooring professionals to select LVT for the Teen Zone, Community Room, and Break Room
 - Repaired and painted sorter wall behind return basket in lobby, and installed plexiglass and corner guard to protect against further damage
 - Reworked some shelving in Children's
 - Trimmed bushes on the property
 - Replaced some door stops in the building
- Repairs/Installs:
 - Alpha Controls replaced a failed actuator, replaced temp sensor, and made adjustments to the HVAC controls
 - MIM replaced an expansion kit on the HWS loop, replaced fuses and motor loads on the rooftop air handler, replaced circulating pump on hot water heater, adjusted actuator for the Story Room baseboard heat
 - Tri-County Irrigation performed the blowout and shutting down of the irrigation system
 - Weber Electric repaired/re-lamped exterior fixtures, repaired some interior fixtures, reset the GFI on the main panel for the building
 - Martin-Sullivan serviced the older tractor and repaired the blade operation
 - Aired up the bookmobile tires that had deflated with cooler temps
 - Re-lamped fluorescent fixtures
 - Replaced carbon monoxide detector in the boiler room

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

- Caprice viewed these webinars –
 - Open Blue Clean Air Strategies
- Caprice attended this MMS –
 - Overview on Equality, Diversity and Inclusion Committee
- Safety & Accessibility Committee met and discussed mask wearing, HVAC system, first aid packs and the preschool area furniture. Along with this, the first aid packs were replenished, and tourniquet kits were added in key locations

Goal: Administer a Cost-Effective Library.

- Earthwise Environmental performed the quarterly PM on the loop chemicals for the HVAC system
- Kone Elevator performed the quarterly PM of the elevator
- The biannual inspection of the boilers took place, and they passed inspection
- Johnson Controls did the final PM and shut down chiller for the season
- The electronic recycle was picked up at no charge

Upcoming: New flooring for the Teen Zone, Community Room, and Break Room

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

October 2020

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

- Managers attended a meeting to discuss building designs before they go to City Council.

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

- In the Memory Care collection there is now a "Youth" designation for a small number of books that are geared towards children and teens. There is a sticker at the top of the spine that says "Youth", (underneath Memory Care), and a prefix in the catalog call number.

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

- Allison co-presented at ILA, "Go with the (Work)Flow, Strategic Staffing for Technical Services"
- Allison and Katy attended ILA. - 26
- Some TS staff attended the MMS on Legal Reference. – 1.5
- All TS staff attended the MMS on the EDI Committee. – 2.5
- All TS staff viewed the Active Shooter video. – 1
- TS helped film a video for staff development.
- **Training Hours – 31**

Goal: Work effectively through the use of technology.

- We added records to our catalog for our holdings of the Testing & Education Reference Center.
- We are now adding catalog records for our Thorndike Large Print automatic shipment plan.
- We were having issues with on-order records overlaying improperly so we created 2 separate import profiles, one for AV and one for books.

Goal: Administer a cost-effective public library.

- Volunteer Hours – 8

Upcoming:

- Sci-Fi Fantasy collection split.
- Moving all juvenile backpack kits to boxes.

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

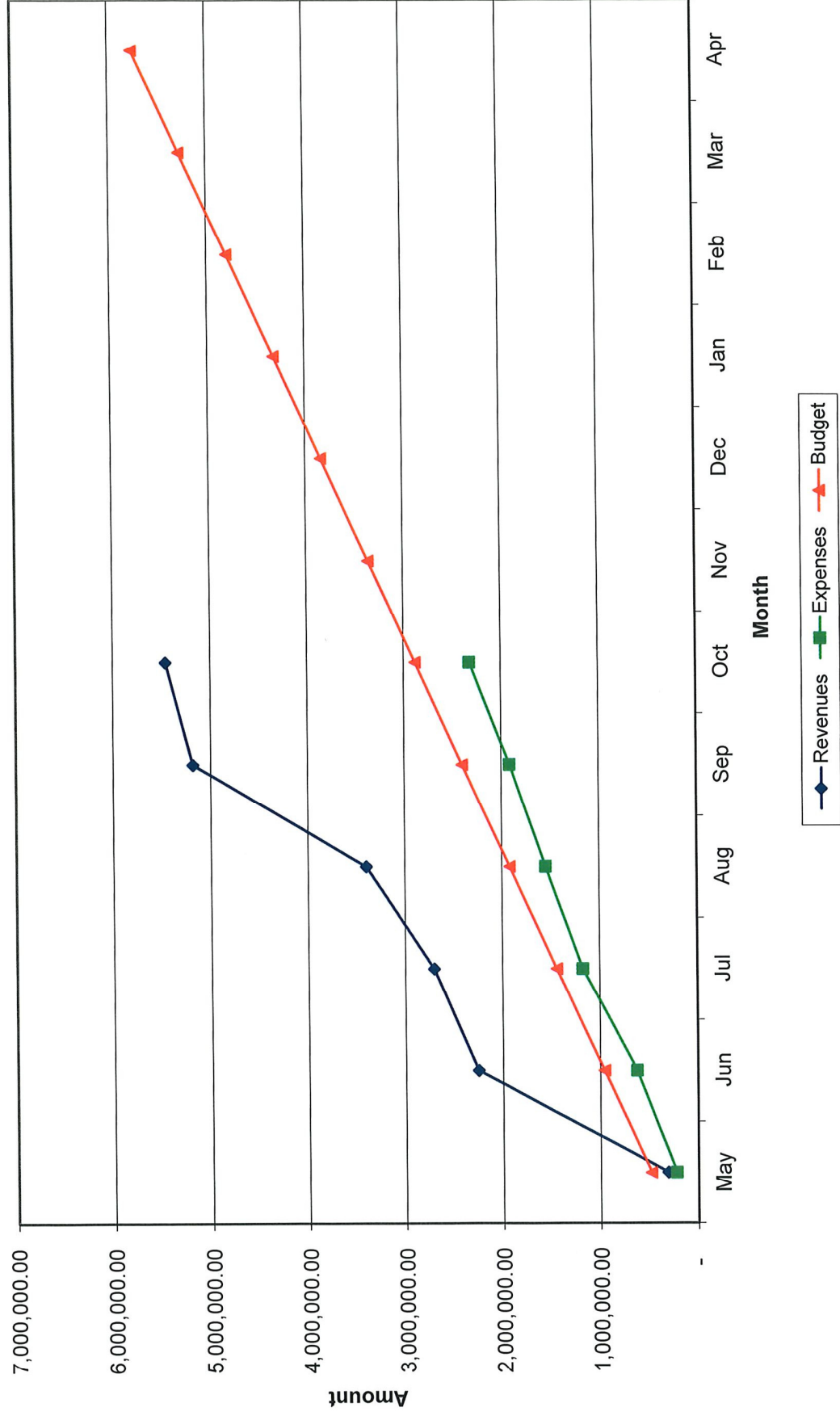
REVENUES:

ACCT NAME	BUDGET	OCT 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	212,915.31	4,827,118.96	(108,240.04)	97.8
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	95,762.50	62.50	100.1
GPPLD	400,000	60,352.67	382,263.79	(17,736.21)	95.6
Fines & Fees	50,000	789.22	3,073.81	(46,926.19)	6.1
Copies	3,500	391.20	1,130.05	(2,369.95)	32.3
Interest on Investments	75,000	407.90	6,899.69	(68,100.31)	9.2
Interest From Taxes	0	0.00	0.00	-	-----
Donations	24,000	418.00	3,762.46	(20,237.54)	15.7
Cash Over/Short	0	0.00	15.30	15.30	-----
Other	45,000	3,012.30	9,157.61	(35,842.39)	20.4
Total Revenues	5,758,959	278,286.60	5,459,584.17	(299,374.83)	94.8

ACCT NAME	BUDGET	OCT 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	190,125.39	1,080,680.15	(1,318,504.85)	45.0
Part-Time Salaries	483,694	31,920.04	183,994.72	(299,699.28)	38.0
Seasonal Salaries	67,667	1,380.60	16,081.51	(51,585.49)	23.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	2,858.00	3,858.00	3,858.00	-----
Total Sals & Wages	2,951,646	226,284.03	1,284,614.38	(1,667,031.62)	43.5
Dental Insurance	11,000	801.74	4,466.84	(6,533.16)	40.6
Vision Insurance	3,000	248.28	1,419.69	(1,580.31)	47.3
Health Insurance, BC/BS PPO	366,827	19,569.90	106,513.90	(260,313.10)	29.0
Health Insurance, OSF HMO	16,000	2,395.12	13,344.24	(2,655.76)	83.4
Life Insurance	3,200	246.40	1,461.60	(1,738.40)	45.7
Library RSA Contribution	0	819.02	2,916.81	2,916.81	-----
IMRF	239,918	24,373.89	137,162.39	(102,755.61)	57.2
FICA	182,933	13,401.48	76,403.96	(106,529.04)	41.8
Medicare	42,783	3,134.23	17,868.50	(24,914.50)	41.8
Worker's Comp	18,385	0.00	0.00	(18,385.00)	0.0
Uniforms	800	0.00	286.65	(513.35)	35.8
Tuition Reimbursement	15,500	0.00	0.00	(15,500.00)	0.0
Other Benefits	25,000	0.00	5,181.20	(19,818.80)	20.7
Total Benefits	925,346	64,990.06	367,025.78	(558,320.22)	39.7
Rentals	25,000	1,906.03	8,499.30	(16,500.70)	34.0
Total Rentals	25,000	1,906.03	8,499.30	(16,500.70)	34.0
Building Mtnc	150,000	6,084.03	51,053.97	(98,946.03)	34.0
Vehicle Mtnc	12,000	0.00	4,753.16	(7,246.84)	39.6
Office & Computer Mtnc	195,000	(367.91)	71,782.46	(123,217.54)	36.8
Total Repair/Mtnc	357,000	5,716.12	127,589.59	(229,410.41)	35.7

ACCT NAME	BUDGET	OCT 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,507.50	22,788.75	(27,211.25)	45.6
Printing/Binding	18,000	2,578.17	2,726.17	(15,273.83)	15.1
Travel	1,000	0.00	13.35	(986.65)	1.3
Membership Dues	4,000	0.00	1,760.00	(2,240.00)	44.0
Professional Development	10,000	1,720.00	2,928.66	(7,071.34)	29.3
Other Purchased Services	150,000	16,509.83	57,446.10	(92,553.90)	38.3
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	6,500	0.00	0.00	(6,500.00)	0.0
Total Purchased Services	261,500	23,315.50	87,663.03	(173,836.97)	33.5
Office Supplies	20,000	878.34	5,016.44	(14,983.56)	25.1
Office Supplies-COVID-19	0	201.87	20,639.16	20,639.16	-----
Computer Supplies	90,000	3,602.66	26,979.51	(63,020.49)	30.0
Postage	2,500	0.00	19.05	(2,480.95)	0.8
Library Supplies	85,000	1,029.70	12,235.78	(72,764.22)	14.4
Janitorial Supplies	18,000	2,645.28	6,939.33	(11,060.67)	38.6
Gas & Diesel Fuel	5,500	278.67	1,262.84	(4,237.16)	23.0
Building Mtnc & Repair Supplies	20,000	758.78	4,779.34	(15,220.66)	23.9
Total Supplies	241,000	9,395.30	77,871.45	(163,128.55)	32.3
Natural Gas	31,000	525.40	3,196.57	(27,803.43)	10.3
Electricity	90,000	4,914.90	37,852.10	(52,147.90)	42.1
Water	9,000	695.60	2,902.91	(6,097.09)	32.3
Telecommunications	38,000	3,136.54	21,918.66	(16,081.34)	57.7
Total Utilities	168,000	9,272.44	65,870.24	(102,129.76)	39.2
Professional Collection	1,500	0.00	288.00	(1,212.00)	19.2
Total Prof Collection	1,500	0.00	288.00	(1,212.00)	19.2
Periodicals	40,000	281.94	17,405.45	(22,594.55)	43.5
Adult Books	143,000	13,501.50	71,202.19	(71,797.81)	49.8
Children's Books	118,500	7,764.94	61,146.67	(57,353.33)	51.6
A/V Materials	131,000	6,649.35	35,365.92	(95,634.08)	27.0
Public Access Software	188,880	31,189.70	60,773.32	(128,106.68)	32.2
Downloadable Materials	154,700	5,148.02	50,235.20	(104,464.80)	32.5
Total Materials	776,080	64,535.45	296,128.75	(479,951.25)	38.2
Employee Relations	5,000	650.40	1,562.79	(3,437.21)	31.3
Miscellaneous Expenses	10,000	449.07	1,557.88	(8,442.12)	15.6
Transfer to Capital Fund	36,887	0.00	0.00	(36,887.00)	0.0
Total Other Expenses	51,887	1,099.47	3,120.67	(48,766.33)	6.0
Total Expenses	5,758,959	406,514.40	2,318,671.19	(3,440,287.81)	40.3

Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2020

Property Tax (97.8%): The Library has received 8 distributions so far.

Replacement Tax (100.0%): The distribution took place in August.

State Grants (100.1%): The Library received its Per Capita Grant in August.

Golden Prairie Public Library District (95.6%): Golden Prairie has received 8 distributions so far; of those distributions, Bloomington Public Library receives 95% of their tax dollars.

Fees (6.1%): Very little has been collected.

Copies (32.3%): Very little has been collected.

Interest (9.2%): Interest rates are down.

Donations (15.7%): A few donations have come in from various sources.

Other Revenue (20.4%): Receipts have been low.

Part-Time Salaries (38.0%): This is also low due to some staff vacancies.

Seasonal Salaries (23.8%): This is under-spent due to the decision to hire fewer seasonal employees this summer.

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

Dental Insurance (40.6%): This is just under-spent due to full-time staff vacancies.

Health Insurance, PPO (29.0%): This line item is also under-spent due to full-time staff vacancies; and due to better rates that projected last year.

Health Insurance, HMO (83.4%): This is over-spent due to reducing the total budgeted amount, based on previous year's spending.

IMRF (57.2%): This is over-spent due smaller projections for the year.

FICA (41.8%): This is under-spent due to staff vacancies.

Medicare (41.8%): This is under-spent due to staff vacancies.

Worker's Compensation (0.0%): The annual worker's compensation premium is paid in December.

Uniforms (35.8%): Charges have been minimal.

Tuition Reimbursement (0.0%): Nothing has been paid from this line item.

Other Benefits (20.7%): This line item is for vacation payouts for staff.

Rentals (34.0%): Charges have been minimal.

Building Maintenance (34.0%): Charges have been minimal.

Vehicle Maintenance (39.6%): Charges have been minimal.

Office/Equipment Maintenance (36.8%): Charges have been minimal.

Printing/Binding (15.1%): Charges have been minimal.

Travel (1.3%): Charges have been minimal.

Membership dues (44.0%): Charges have been minimal.

Professional Development (29.3%): Charges have been minimal.
Other Purchased Services (38.3%): Charges have been minimal.
Property Insurance (0.0%): This will be paid at the end of December.
Vehicle Insurance (0.0%): This will be paid at the end of December.
Other Insurance (0.0%): This will be paid at the end of December.
Office Supplies (25.1%): Charges have been minimal.
Computer Supplies (30.0%): Charges have been minimal.
Postage (0.8%): Charges have been minimal.
Library Supplies (14.4%): Charges have been minimal.
Janitorial Supplies (38.6%): Charges have been minimal.
Gas & Diesel Fuel (23.0%): Charges have been minimal.
Building Maintenance Supplies (23.9%): Charges have been minimal.
Natural Gas (10.3%): Charges have been minimal.
Electricity (42.1%): Charges have been minimal.
Water (32.3%): Charges have been minimal.
Telecommunications (57.7%): This is over-spent due to the annual payment for Alert Media emergency notification system, which was paid in May.
Professional Collection (19.2%): Charges have been minimal.
Periodicals (43.5%): Charges have been minimal.
A/V Materials (27.0%): Charges have been minimal.
Public Access Software (32.2%): Charges have been minimal.
Downloadable Materials (32.5%): Charges have been minimal.
Employee Relations (31.3%): Charges have been minimal.
Miscellaneous Expenses (15.6%): Charges have been minimal.
Transfer to Capital Fund (0.0%): This transfer from the Operating Fund to the Capital fund has not taken place yet.

The Donations line item breaks out as follows:

Summer Reading Program Donations:	
Golden Prairie Public Library District:	\$3,000.00
Memorial Donations:	50.00
C-U Herb Guild, Donation for Materials:	310.00
Rita Schmidt, Miscellaneous Donation:	50.00
Robert Starckovich, Miscellaneous donation:	100.00
Miscellaneous Donations:	252.46
 Total Donations:	 \$3,762.46

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	704.90
Book Shoppe:	5,057.00
Drawstring Bags:	0.00
Ear Buds:	15.00
Flash Drives:	19.50
Hot Beverage Service:	0.00
Meeting Room Fees:	0.00

Mugs/Cups:	2.00
Print Station:	3,112.95
Reusable Bags:	27.50
Test Proctoring:	50.00
Tote Bags:	120.00
Umbrellas:	0.00
Miscellaneous:	49.26

Total Other Revenue:	9,157.61
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During October, 9 batches containing 88 invoices were processed, totaling \$76,643.08 and 113 credit card charges were made totaling \$32,852.13.

As of October 31, the Library's Maintenance & Operating Fund Balance is \$5,456,613.43, which is 94.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY21 budget is \$1,439,739.75.

Library Fund Balance Information, 10/31/20:

Operating:	\$ 5,456,613.43
Capital:	\$ 3,370,388.62
Fixed Assets:	\$ 1,188,269.31

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

October 2020

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	43,141	44,181	-2%	194,079	267,454	-27%
Teens	2,173	2,942	-26%	11,317	21,579	-48%
Children	44,445	38,285	16%	189,893	264,172	-28%
Digital Downloads	16,688	11,877	41%	98,755	71,385	38%
Total	106,447	97,285	9%	494,044	624,590	-21%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,102	24,218	-9%	147,737	24,218	510%
Teens	4,656	4,125	13%	29,511	4,125	615%
Children	7,894	8,100	-3%	51,224	8,100	532%
Total	34,652	36,443	-5%	228,472	36,443	527%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1,142	650	76%	2,658	3,346	-21%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	13,321	24,662	-46%	54,483	163,869	-67%
Bookmobile	605	1,137	-47%	2,844	7,253	-61%
Total	13,926	25,799	-46%	57,327	171,122	-66%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	130	-100%	0	403	-100%
Digital Preservation Studio	0	38	-100%	0	145	-100%
Community Room	17	57	-70%	52	613	-92%
Total	0	225	-100%	35	1,161	-97%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	6	13	-54%	13	109	-88%
People Reached	131	2,967	-96%	465	14,656	-97%
Community Visits to the Library	0	4	-100%	0	52	-100%
People Reached	0	77	-100%	0	1,251	-100%
Total Outreach Visits	6	17	-65%	13	161	-92%
Total People Reached	131	3,044	-96%	465	15,907	-97%

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	8	26	-69%	30	138	-78%
Attendance	144	387	-63%	352	2,603	-86%
Teens	2	3	-33%	8	25	-68%
Attendance	23	72	-68%	46	439	-90%
Childrens	10	46	-78%	21	154	-86%
Attendance	320	1,073	-70%	463	6,229	-93%
Total Programs	20	75	-73%	59	317	-81%
Total Attendance	487	1,532	-68%	861	9,271	-91%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	5	-40%	12	53	-77%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,675	3,694	-28%	15,348	22,855	-33%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	215.50	683.75	-68%	858	1,495	-43%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,233	3,733	-67%	4,358	27,061	-84%
WiFi Sessions	1,959	3,334	-41%	9,417	20,869	-55%
Website/Catalog Hits	37,971	39,783	-5%	275,295	257,093	7%
Online Resource Use	3,428	6,736	-49%	27,422	36,652	-25%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	423	638	-34%	1,693	3,155	-46%
Sent	403	241	67%	1,447	1,598	-9%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	34.00	210.75	-84%	69	702	-90%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 16, 2020
5:00 p.m.

Due to COVID -19, this meeting took place in a hybrid virtual and in-person format.

MINUTES

- I. Call to Order
President Sherman called the meeting to order at 5:00 p.m.
- II. Roll Call
Trustees Physically Present: Ary Anderson, Jodi Sherman

Trustees Present via Zoom: Laurie Nippe, Ruth Novosad, Stephen Peterson, Patti Salch

Trustees Absent: Stephanie Walden

Others Physically Present: Amy Dunham, Jeanne Hamilton

Other Present via Zoom: Kathy Jeakins
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report
President Jodi Sherman had no report.
- VI. Approval of Minutes
A. August 19, 2020
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
 - A. Director's Report: Jeanne Hamilton, Library Director, shared information about the upcoming ILA Virtual Conference. She also shared that the COVID Response Plan continues to be successful. The Library recently upgraded the phone system. The main line stayed the same (828-6091), however all other lines changed. The Library staff and board continues to collaborate with the architects to work on conceptual preliminary designs that should reflect a reduction in cost from previous designs.
 - B. Outreach Report: Director Jeanne Hamilton provided the Outreach Report. Outreach is working on the new bookmobile schedule. In light of the reduced services that can be offer on the bookmobile now, the bookmobile schedule will have minimal changes. The new schedule begins in November.
 - C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. Kathy has been in contact with Rick, the auditor, who is working offsite. Kathy is providing Rick with any necessary records he needs as well as answering his questions as they arise. Per Capita

Grant funds were received in full. Since Per Capita Grant funds are earmarked for materials, there will be invoices for materials in the next few monthly reports.

VIII. Action Items

A. Approve Tax Levy Ordinance 20-02

Jeanne shared a minor change that was made to the final copy that the President and Secretary will sign. It was a change to the written money amount in order to make it match the correct numerical money amount.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE ORDINANCE 20-02, LEVYING AND ASSESSING TAX FOR GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT OF THE COUNTY OF MCLEAN STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY 2020 AND ENDING THE 30TH DAY OF JUNE 2021 IN THE AMOUNT OF \$451,700.

YAYS: ARY ANDERSON, LAURIE NIPPE, RUTH NOVOSAD, STEPHEN PETERSON,
PATTI SALCH, JODI SHERMAN

NAYS : NONE

ABSENT: STEPHANIE WALDEN

THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

Re-election in 2021: The following candidates are up for re-election in 2021 for 6-year terms: Jodi Sherman, Ruth Novosad, and Stephanie Walden. Paper and electronic packets will be provided to each candidate. Amy Dunham explained the following:

- **Nomination Papers:** Petitions, Statement of Candidacy (notarization required), Loyalty Oath, Statement of Economic Interests, Fair Campaign Practices Act
- **Qualifications:** One year of residency in the library district, cannot be in arrears with taxes or other indebtedness, cannot have been convicted in any court of any infamous crime, bribery, perjury or other felony
- **Signature Requirements:** Six signatures are required of each candidate and the petition sheet will need to be notarized before giving it to Amy.
- **Filing Dates:** December 14 – 21, 2020
- **Where to File:** Please deliver your election packet with the properly notarized documents (Statement of Candidacy and Petition Sheets), to Amy Dunham by December 21, 2020. Amy will review candidates' packets with the GPPLD Secretary/Treasurer and then file with the County Clerk by January 8, 2021.

X. Comments from Board Trustees

Discussion was held regarding meeting in person and the current Governor's Executive Orders.

XI. Reminder

Next Board Meeting is October 21, 2020.

XII. Adjournment

President Sherman adjourned the meeting at 5:26 p.m.

Incident Report Summary for October 2020

2020-10-31 23:59:00
 2020-10-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
4247	2020-10-04 14:20:05	InappropriateBehavior
4248	2020-10-05 13:57:56	Vandalism
4249	2020-10-14 11:22:55	InappropriateBehavior
4250	2020-10-14 15:57:26	StalkingIncident
4251	2020-10-14 17:56:15	InappropriateBehavior
4252	2020-10-15 18:17:31	InappropriateBehavior
4253	2020-10-16 09:59:03	InappropriateBehavior
4254	2020-10-19 15:20:18	CustomerRelatedIllnessAccident
4255	2020-10-24 11:39:02	InappropriateBehavior
4256	2020-10-27 18:41:13	StolenDamagedLibraryMaterial

Suspension Report Summary for October 2020

2020-10-31 10:02:04am
2020-10-01 10:02:04am
31 days in month

Suspension ID	Date/Time Submitted	Violation
362	2020-10-05 00:00:00	Vandalism
363	2020-10-14 00:00:00	Stalking Incident
364	2020-10-14 00:00:00	Inappropriate Behavior
365	2020-10-15 00:00:00	Inappropriate Behavior
366	2020-10-15 00:00:00	Inappropriate Behavior
367	2020-10-16 00:00:00	Police Ambulance Call
369	2020-10-27 00:00:00	Inappropriate Behavior