

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, September 21, 2021

5:30 p.m.

Community Room

205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of August 17, 2021 Regular BPL Board Meeting
 - B. Approve Bills List of August 2021
- IX. Action Items
 - A. Approve Proposed Amendments to the Personnel Handbook
- X. Discussion Items
 - A. Library Expansion and Capital Campaign Update
- XI. Comments from Trustees
- XII. Adjournment

Posted: 9.16.21 4:30 p.m.

BILLS LIST

Approved by BPL Board of Trustees, September 21, 2021

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,366.14
Amazon.com, LLC	Adult Books	564.16
Amazon.com, LLC	Children's Books	167.01
Amazon.com, LLC	Computer Supplies	1,049.83
Amazon.com, LLC	Janitorial Supplies	364.89
Amazon.com, LLC	Library Supplies	103.02
Amazon.com, LLC	Miscellaneous Expenses	206.85
Amazon.com, LLC	Office Supplies	864.68
Amazon.com, LLC	Other Purchased Services	280.33
Ameren IP	Electricity	9,991.38
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Library Supplies	4,729.00
Blackstone Publishing	Children's Books	190.40
Bridgeall Libraries, Ltd	Office/Computer Equip Mtn	15,500.00
Brush, Charles	Building Maintenance	7,009.00
Calhoun, Conan	Employee Relations	100.00
Carthage Public Library District	Miscellaneous Expenses	9.00
CDW Government	Office/Computer Equip Mtn	4,740.10
Cengage Learning	Adult Books	290.88
Cherry Hill Public Library	Miscellaneous Expenses	31.99
Chicago Public Library	Miscellaneous Expenses	59.90
Children's Plus, Inc.	Children's Books	58.10
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	763.80
City of Bloomington	FICA	12,685.84
City of Bloomington	Gas & Diesel Fuel	445.67
City of Bloomington	Health Insurance-HMO	1,179.36
City of Bloomington	Health Insurance-PPO	22,385.88
City of Bloomington	IMRF	22,387.39
City of Bloomington	Life Insurance	229.60
City of Bloomington	Medicare	2,966.80
City of Bloomington	Payroll	215,490.89
City of Bloomington	RSA Contribution	750.04
City of Bloomington	Vision Insurance	231.08
City of Bloomington	Water	679.68
Community Players	Advertising	175.00
Continental Research Corp	Janitorial Supplies	496.26
Cumulus Broadcasting	Advertising	1,510.00
Dean's Graphics	Other Purchased Services	550.00
Dell Marketing, L. P.	Computer Supplies	3,929.91

Dell Marketing, L. P.
 Demco
 Engberg Anderson, Inc.
 Engineering Consulting Services, Ltd
 Engler, Callaway, Baasten & Srage, LLC
 Envisionware, Inc.
 F & W Lawn Care & Landscaping
 Findaway World, LLC
 Findaway World, LLC
 Findaway World, LLC
 Geiger Brothers
 Illinois State University
 Imaging Office Systems, Inc.
 Library Ideas, LLC
 Metronet Holding, LLC
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 NICOR/Northern Illinois Gas
 Orpheus Mandolin Orchestra
 OverDrive
 Pantagraph
 Penworthy Company, LLC
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Riverside Public Library
 Ron Smith Printing Co.
 TCI Companies, Inc.
 Three Rivers Public Library District
 Uline, Inc.
 Unique Management
 Weber Electric, Inc.
 West Chicago Public Library District
 Westchester Public Library
 Weston Woods Studios, Inc.
 Williams, Tina
 Wolpert, Emily
 VISA - Alzheimer's Association
 VISA - American Technologies, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Bitly.com
 VISA - Casey's General Store
 VISA - Dollywood Foundation
 VISA - DTS Digital Advertising

Office/Computer Equip Mtn	1,796.03
Other Purchased Services	40.71
Architectural Services	188,043.09
Building Maintenance	8,300.00
Other Purchased Services	171.50
Office/Computer Equip Mtn	4,720.58
Building Maintenance	1,249.00
A/V Materials	1,059.80
Adult Books	1,375.80
Children's Books	584.93
Library Supplies	555.80
Advertising	491.67
Office/Computer Equip Mtn	750.00
A/V Materials	1,058.75
Telecommunications	1,687.03
Building Maintenance	1,064.36
A/V Materials	2,205.50
Children's Books	1,146.76
Janitorial Supplies	398.05
Natural Gas	1,892.11
Other Purchased Services	100.00
Downloadable Materials	4,990.00
Advertising	1,000.00
Children's Books	2,026.00
Computer Supplies	173.35
Janitorial Supplies	170.50
Library Supplies	29.11
Office Supplies	1,320.21
Other Purchased Services	19.35
Office/Computer Equip Mtn	183.78
Rentals	2,037.72
Miscellaneous Expenses	26.00
Printing	18.00
Building Maintenance	51.95
Miscellaneous Expenses	23.00
Janitorial Supplies	418.37
Other Purchased Services	107.40
Building Maintenance	3,717.50
Miscellaneous Expenses	35.96
Miscellaneous Expenses	28.00
Children's Books	107.84
Employee Relations	100.00
Travel	2.91
Other Purchased Services	500.00
Other Purchased Services	1,000.00
Adult Books	2,245.03
Children's Books	3,450.95
Advertising	394.40
Other Purchased Services	348.00
Gas & Diesel Fuel	18.88
Employee Relations	40.00
Advertising	200.00

VISA - Enterprise Car Rental	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	154.68
VISA - Five Star Water Company	Miscellaneous Expenses	35.00
VISA - Fort Jesse Café	Other Purchased Services	25.00
VISA - Green Disk, Inc.	Other Purchased Services	59.95
VISA - Harbor Freight	Janitorial Supplies	19.48
VISA - Hobby Lobby	Other Purchased Services	170.97
VISA - HR Direct	Office Supplies	281.59
VISA - Illinois Library Association	Professional Development	375.00
VISA - Indiana State University	Postage	4.49
VISA - Ingram	A/V Materials	3,855.13
VISA - Ingram	Adult Books	8,948.18
VISA - Ingram	Children's Books	3,285.48
VISA - International Service Fee	Other Purchased Services	0.81
VISA - iStockPhoto.com	Other Purchased Services	348.00
VISA - Jewel-Osco	Office Supplies	11.48
VISA - LogMeln.com	Other Purchased Services	83.00
VISA - Lowe's	Janitorial Supplies	37.96
VISA - Magnolia Journal	Periodicals	120.00
VISA - Marco Promos, LLC	Office Supplies	324.47
VISA - McLean Co Chamber of Commerce	Other Purchased Services	300.00
VISA - Meijer	Employee Relations	59.94
VISA - Mojang	Other Purchased Services	80.85
VISA - Mystic Kitchen & Tasting Room	Other Purchased Services	50.00
VISA - National Enquirer	Periodicals	139.88
VISA - OEO Energy Solutions	Building Mtnc Supplies	2,750.00
VISA - Party City	Other Purchased Services	17.96
VISA - Paypal*LibraryMarketingConf	Professional Development	230.00
VISA - Paypal*Route 66 Association	Membership Dues	50.00
VISA - Red Raccoon Games	Other Purchased Services	295.12
VISA - Target	Other Purchased Services	8.00
VISA - Tony's Tacos	Other Purchased Services	50.00
VISA - Tsai Fong Books	Children's Books	584.77
VISA - Verizon Wireless	Telecommunications	301.65
VISA - Walgreens	Printing	5.98
VISA - Wal-Mart	Janitorial Supplies	23.30
VISA - Wal-Mart	Library Supplies	32.83
VISA - Wal-Mart	Other Purchased Services	62.16
VISA - Zoom.US	Other Purchased Services	339.83
Total		603,032.81

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Director's Report August 2021

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Reviewed, updated, and communicated COVID response practices
- Worked to develop safe seating plans for our upcoming Staff Development Day

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

- Continued to make progress towards a Library expansion, by:
 - Coordinating and participating in 1 planning sessions with the architects
 - Reviewing and coordinating feedback on the design drafts
 - Meeting with City Finance Staff, Scott Rathbun and Patti-Lynn Silva to discuss bonds
 - Meeting with Tim and Billy twice to discuss the Library Expansion
 - Prepared for the upcoming City Council presentation
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Developed a list of the EDI committee accomplishments and ongoing initiatives
- Attended the Illinois Library Association Advocacy and Public Policy Committee Meetings
- Worked to review and develop draft revised library policies

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

- Participated in 5 interviews for 3 open positions
- Attended the 2021 Global Leadership Summit
- Attended a virtual webinar about library annual reports
- Watched a TED talk about Disrupting Racial Bias
- Worked with Gayle and local history librarian, Sara, to develop plans for an ISU History Department Intern
- Developed a draft revised dress code

Goal: Administer a cost-effective public library.

- Met with Kathy to develop a more detailed budget for our other purchased services line
- Worked with Librarians Mimi and Molly, as well as Caprice, Carol, and Jon to submit 3 COVID recovery grant applications to the State Library
- Heard we were not awarded the Illinois Humanities emergency relief general operating support grant for GPPLD
- Continued to work with Rhonda on the capital campaign efforts, by:
 - Developing lists of potential donors
 - Developing a naming agreement for donors
 - Meeting with 3 potential donors

Adult Services Report

Carol Torrens

August 2021

***Public computers remain spread out on the floor. Study Room, DPS, and WWRR back in use. Table space open for use with unlimited time. TZ offers limited computer gaming hours each day.*

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

SERVICES

Mimi has begun an outreach postcard campaign with donated postcards from Mango Languages, contacting Spanish language churches, immigration organizations, and other agencies that work with ESL populations to offer information about language learning databases at BPL.

COLLECTIONS

Tiffany weeded the Graphic Novels, Teen fiction A – C, and Teen nonfiction based on no circs. She also replaced the Orca Current (Hi-Lo) books with more current titles.

Marcie weeded fiction (hardcover and paperback) authors HAA-HEN and paperback westerns (space constraints).

Mimi cancelled the Gale Presents: Test and Career prep database due to increased high cost and very low circs.

Book displays this month were on these topics: Dog Days of Summer (about dogs), Back to School, Olympics, It Came from the Top Shelf, Makes You Laugh, and Too Hot? (contains *cold, winter, freeze*, etc in title). The movie display theme was dogs. The CD display continues to showcase new adult and teen Playaway books.

PROGRAMS

Tiffany attended the 100 Caring Adults' welcome back to school initiative at BJHS and EJHS on 08/20/21.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 12 attended
Fiction Book Club, virtual – 1 session – 9 attended
Books on Tap, virtual – 1 session – 10 attended
History Reads Quarterly Book Club – 1 session – 8 attended
Healthy Kids during the Pandemic – 1 session – 13 attended
Astrology 101 – 1 session – 17 attended
Meditation – 1 session – 8 attended
How to Change a Tire – 1 session – 9 attended
Orpheus Mandolin Concert – 1 session – 30 attended
Beginning Basket Weaving – 1 session – 12 attended

Teen Programs

Take and Make Dragon Eye magnet – 1 session – 32 participated
Teen Manga and Anime Club – 2 sessions – 11 attended

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

Several staff attended or viewed various MMS topics, including one on Student Card Accounts.

Goal: Work effectively through the use of technology.

There were 3 individual appointments this month, one each on ebooks, filling out an online form, and placing holds in the online catalog.

Molly and Mimi wrote a grant application "Bounce Back to work with BPL" which if accepted, would provide 20 new hotspots, 20 flash drives, and funding for job-ready workforce class offerings at BPL in partnership with local agencies.

Business Office Report

Kathy Jeakins

August 2021

Goal: Work effectively through the use of technology.

Jon and I met to work on resetting voicemail for staff

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, processed applications for staff new to using Library credit cards, canceled cards for staff who left employment, and I entered all credit card transactions in account files.

Update on flood damage claims: The van was declared a total loss; the insurance company sent a check for \$7,480.50; I have submitted some invoices for the building damages and I'm still waiting on few others to submit

Both BPL and Golden Prairie received their Per Capita grant funds in August: BPL-\$112,999.75; Golden Prairie-\$12,074.35

At their meeting on Aug 18, the Golden Prairie Board approved the budget ordinance for FY 22; the levy ordinance will be approved at their meeting on Sept 15

There are still a few more things to complete for the Foundation audit

In August, the Book Shoppe collected \$2,105.00

Hoopla usage in August was over \$7,900 again—patrons continue to use this service!

Jeanne and I met to discuss FY 22 budgeted amounts for the Other Purchased Services line item

I continue to track a worker's comp claim

Bills Costing in Excess of \$5,000:

- Engberg Anderson \$155,934.83 and \$32,108.26 for architectural services
- Engineering Consulting Services, Ltd \$8,300.00 for asbestos inspection

Upcoming:

I will start working on the FY 23 BPL budget

I will start pulling items together for the Golden Prairie audit

Children's Services Report

Melissa Robinson

August 2021

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

In-Person Programs:

- Unicorn Story Time – 30 attended
- Book Tasting – 6 attended
- Itsy Arts – 2 sessions – 14 attended
- Pet Cactus Rocks – 2 sessions – 31 attended
- Lego Construction – 8 attended

7 programs/sessions offered – 89 attended

Pre-Recorded on Facebook:

- Mini Explorers – 2 posts – 67 views
- Wild Card Friday – 4 posts – 144 views

Passive:

- Pete the Cat Seek and Find – 114 participated
- Crafts – 4 offered – 322 participated

Events:

- Scribbles Day Care visit and story time (at their site) – 14 attended
- CRAFTED story time – 32 attended
- Brigham Back to School night – 151 attended

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

- Staff attended the mini morning session on student library cards.
- Alex attended a webinar – Combatting Workplace Injustice in Public Libraries and the Importance of Diversifying Collections
- Jesse attended a webinar – Getting Started with Libby.
- Two Unit 5 student workers and their job coach joined the Children's Department through the VTAP program.

Goal: Work effectively through the use of technology.

- There were 19 posts on the Children's Facebook group, and we now have 470 members.

Upcoming:

- Weekly in-person story times for toddler, preschool, and all ages will start in September.
- Other September programs include:
 - Tales for Tails – Wednesdays at 6pm
 - Lego Construction – Sept 11
 - Itsy Arts – Sept 15
 - International Dot Day – Sept 16
 - Mini Explorers – Sept 18
 - Sensory Story Time – Sept 25

Circulation and Outreach Services Report
Colleen Shaw
August 2021

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

Outreach Library Associate, Michelle, virtual meetings, and successful connections:

- Social Isolation Committee
- Oasis Connection team
- Reentry Council
- Fatherhood Council
- Led the Human Services Council
- Presented at the Leadership McLean County Orientation, attended the LMC Steering Committee, and led the LMC Skills Committee
- Night in a Car Steering Committee
- Recovery Oriented Systems of Care event planning meeting
- BN Parents Coalition
- Central Illinois Community Educators
- Met with staff at Telecris

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

- Deposits staff prepared and delivered or renewed 414 items at 7 sites.
- Home Delivery prepared and delivered 337 items for 50 active patrons. 49 items were picked up via our curbside service.
- popUP Library stops were held at Luther Oaks, Bickford House, and Villas of Hollybrook. Woodhill Towers was added as a new site and began receiving popUP library services this month. In total, 59 patrons were served, and 133 items checked out.
- The bookmobile will be off the road September 7-11 getting new steps installed that will automatically retract when the bus is put in to drive. We are thankful for Mickey's Truck Bodies for providing us with another needed modification!
- On August 19, the bookmobile made a special stop at Western Ave Community Center in celebration of their 95th Birthday. We had 29 attendees board the bus!

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

- Emily Wolpert, former Library Associate in Circ-OTR, became Assistant Manager of Circ-OTR on 8/23. In this new role, Emily will be able to help keep the logistical and staffing needs of the large Circ-OTR department running smoothly.

Bloomington Public Library

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(8/2021) Circulation and Outreach Services Statistics

Total Circ BPL	98,788
Total Circ Main	75,094
Adults	34,550
Teens	2,499
Children	38,037
Total Circ Outreach	7,098
OTR Adults	2,690
OTR Teens	204
OTR Children	4,204
Total Digital Downloads	16,604
Hoopla	4,041
Overdrive	11,821
TumbleBooks	28
eBook Central	2
Kanopy	712
Borrowers Registered	281
Total Active Cardholders	29,692
Children	5,846
Teen	4,326
Adult	19,520
GPPLD	1,293
Total Holds Filled	8,190
Main Holds	6,569
Outreach Holds	1,621
Door Count	15,332

10 Stops with Highest Circulation	
Wingover Apartments PM	171
Wingover Apartments AM	149
White Eagle	128
Old Farm Lakes	124
Eagle Ridge	114
Eagle Crest East	112
Eagle Creek	103
Rainbow Avenue	103
Eagle Crest East	97
North Pointe	95

5 Stops with Lowest Circulation	
Arbors Apartments	4
Mecherle Drive	2
Rollingbrook South	1
Miller Park	0
Traditions	0

Bookmobile Customers: 838

Total Monthly Stops: 70*

*1 special stop: Western Ave Community Center

Circulation Questions Answered: 486

Outreach Questions Answered: 171

Total Questions Answered: 657



	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	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788				
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	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094				
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	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692				

Human Resources Report

Gayle Tucker

August 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In August, there were seven in-house job announcements and one outside ad
- I participated in five interviews and conducted two work study interviews
- I provided orientation to five new staff members
- I conducted one exit interview
- I worked with Jeanne on the Job Description/Performance Review project
- I continued FMLA, EFMLA, EPSL, and ADA administration and tracking
- 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 August, I participated in several Teams and Zoom meetings, and a lot of my work was accomplished using OneDrive and SharePoint
- 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 has resumed for the 2021-2022 school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting (including review of reports)
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
August 2021

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

We are continuing with our Minecraft sessions, where the IT staff has open play for the teens and children and we monitor the activities to make sure there aren't any issues between kids playing the game.

Dale continued with his Dungeons & Dragons group with two more sessions last month and he is developing a series of programs around the game Gaslands, including programs using the 3D printer to print out game pieces.

Upcoming:

We have scheduled our first board gaming club session for next month.

We will be upgrading about half of the wireless access points in the library to increase speed and performance.

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

The Campaign for Your Future Library

- Received campaign booklets from the printer.
- Decided that the following inserts will be printed in-house to allow for updates and edits as the campaign progresses.
 - Case Statement
 - Naming Rights
 - Pledge Card
- Continued to complete trainings pertaining to Bloomerang (CRM) and DonorSearch (philanthropy-focused software which attempts to pinpoint giving potential). See “trainings” below.
- Developed a working spreadsheet of potential donors which currently includes 356 names.
 - This spreadsheet was taken to the BPL Board of Trustees’ August meeting for input, additions, and voluntary assignment.
 - This spreadsheet will be taken to the BPL Foundation Board meeting on September 8 for input, additions, and voluntary assignment.
- Set up and took part in several solicitation meetings with potential donors.
- Set up individual solicitation / update meetings with our campaign chairpersons to take place in early September.

Website

Marketing continues to maintain the website and the website’s online calendar.

- At the request of CS
 - Updated the Educator Card information page
- At the request of the EDI Committee
 - Uploaded the Equity, Diversity, and Inclusion reading list to the Recommendations Page under the title ‘Diverse Reads for All Ages
- At the request of IT
 - Updated the in-house and remote links patrons use to access the online resource African American Heritage
- At the request of AS
 - Updated the tutorial for the LinkedIn Learning resource
 - Removed the resource ‘Gale Presents: Peterson’s Test Prep’ because the library no longer subscribes to this resource
 - Researched the best link options to use as OverDrive switches to exclusively offering access via Libby
 - Created a separate resource link for Libby.
 - Included filters in the resource search area which return Libby when a patron searches for Overdrive
 - Worked with Mimi to figure out why Newspapers.com was not filtering all years of its issues as subscribed.
 - Determined that access has been revoked; updated the resource to reflect the years which remain available
- At the request of HR
 - Added a Volunteer Opportunity to the website and removed it when a volunteer was found.
 - Added an Employment Opportunity.
- General
 - Updated the record sets to reflect the new materials for Movies, Music, and Audiobooks
 - Updated the homepage banners to now include:
 - OverDrive/Libby
 - Kanopy
 - Hoopla
 - Labor Day Building Closed
 - Added a Memory Care blog post to make it possible to point people to this information from our social media accounts
 - Working to scour the Library Market permissions matrix to make sure staff members have the appropriate of permissions available to them.
 - Resolved issues pertaining to the upstairs TV not properly displaying the banners from the website’s homepage
 - Archived the 2021 Summer Reading page and replaced its visual card on the homepage with a card promoting our Book Clubs and the Book Club webpage

EBSCO’s Linked Library Service

- Marketing, IT, and Technical Services supplied EBSCO with all the information requested in order to set up BPL’s new Linked Library Service. The final piece was uploaded on 7.30.21. EBSCO says they’re still working to implement our subscription. Once implemented, if a person searches Google for a book, CD, movie, etc., which is owned by Bloomington Library, the library will show up on the lower righthand side of the person’s screen in a list which informs the searcher that Bloomington Library is a place where the item can be borrowed.

September Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
 - August's programs were submitted to Library Market by staff and reviewed/edited by Marketing before being published to the library's website.
 - A publicity timeline was developed.
 - A bitly link was created for each program requiring registration.
 - Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
 - A Facebook Event was or will be created for each online and at-home program being offered.
 - An Instagram post was or will be created for each online and at-home program being offered.

Paper & Digital Design Work

Publicity

- Handout to promote the Memory Care Collection
- 3D Printed Lithophane Lamps
- Board Game Night
- D&D Parnast Under Siege | Session 1
- D&D Parnast Under Siege | Session 2
- DIY Squishable Plushie
- Fiction Book Club
- Fun Friday Story Time
- International Dot Day
- Lego Construction
- Minecraft on Discord
- Monthly Calendar | September
- Monthly Calendar | September (PRINT Additional)
- Preschool Story Time
- Tales for Tails
- The Olive Bin After Hours: A Culinary Presentation
- Toddler Story Time
- Itsy Arts
- Mini Explorers Story Time
- Intro to String Art

Signage

Designed artwork to adorn the Library's newly leased van

Labor Day Closure (paper & digital)

New wraps for the elevator doors

- Hoopla/Kanopy
- Brainfuse Tutoring

Ads & Sponsorships

- McLean County Museum of History's Cemetery Walk
- Community Players
- Alzheimer's Walk
- Leaders of Distinction – recognizing Jeanne Hamilton's "20 Under 40" recognition
 - Sponsorship via Chamber
 - Ad in *The Limited* magazine
 - Social Media Art
- Ads in three sizes for *Eastside Neighbors* magazine and *Neighbors of Southwest Bloomington* magazine

Other

- Revise "Libraries are for Everyone" magnet as a possible giveaway for potential donor meetings
- Reprint the MyLibrary! App handout
- Update and sent out for reprint the My Library Card handout (updates pertain to the new website)
- Update and reprint Hoopla handouts
- Update and reprint Kanopy handouts
- "Checked Out" cards for the puzzle book on the Circulation Desk
- Updates to inserts for The Campaign for Your Future Library
- Designed 4 new banners for the website homepage.
 - OverDrive/Libby

- Kanopy
- Hoopla
- Labor Day Building Closed

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers.
- Trainings Rhonda
 - Bloomerang's No Conversion Success Path – this is an orientation program which includes many articles and video tutorials; Rhonda is still working through it
 - August 4: Bloomerang and DonorSearch Integration: How Does it Work
 - August 5: DonorSearch: Getting Started with Your Best Prospects (Part 1)
 - August 11: DonorSearch: Online Tools / Prospect Research (Part 1)
 - August 12: DonorSearch: Live WalkThrough with DonorSearch Staff
 - August 13: DonorSearch: Online Tools / Prospect Research (Part 2)
 - August 13: Bloomerang: All About Pledges
 - August 26: Bloomerang: Back to Basics: Capital Campaigns
 - August 26: Bloomerang: Creating & Sending Emails
- Trainings Jim
 - Office 365

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,593 followers
- Instagram - 1,905 followers
- Twitter - 2,055 followers
- Library text subscribers - 345
- Bookmobile text subscribers - 1,152
- Each Books on Tap Book Club meeting is added to MeetUp.com
- Each Dungeons & Dragons program (for adults and teens) is present on MeetUp.com
- Cardholder Perks list – 32,598 filtered active subscribers.
- Program Guide list – 32,574 filtered active subscribers.
- General eBlast list – 32,620 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, news, etc.
 - 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.
 - An eBlast promoting Novelist and Novelist K-8 was created and delivered to 32,469 patrons on August 1.
 - An eBlast promoting PebbleGo was created and delivered to 32,597 patrons on September 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
August 2021**

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

- Support Services staff:
 - The expired pads were replaced for the upper-level AED machine
 - Shampooed the carpet in the Community Room
 - Finished installing 2' LED lamps in the building
 - Facilitated the leasing of the mini cargo van for library deliveries
 - Monitored and covered shelving units as needed to prevent damage from leaking roof drains
 - Relocated some furniture pieces in Adult Services
 - Replaced filters in the main handler
 - Small freezer procured and set in the Circ pit
- Repairs/Installs:
 - Weber Electric installed a fixture that had been removed in the Illinois Collection, replaced an emergency fixture, and repaired fixtures
 - CK Brush installed a replacement roof drain over the Illinois Collection and in the east stairwell
 - Mid-Illinois scoped the piping draining into the sump hole

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

- Caprice viewed the following webinars:
 - Must Have Technology for Facilities Teams
 - Effective Project Management in a Virtual World
- Caprice participated in Engberg Anderson Architect sessions

Goal: Administer a Cost-Effective Library.

- Mid-Illinois Mechanical performed the quarterly PM on the HVAC system
- Automatic Fire Sprinkler performed the annual inspection of the fire sprinkler system

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

August 2021

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

- We are now marking new Inspirational titles with yellow new stickers.

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

- Eleanor will be our new Library Associate in charge of cataloging AV materials when Katie R. moves upstairs for a librarian job in Adult Services on September 20th.
- Nick will be starting September 13th in the Library Technical Assistant acquisitions position.
- Eleanor has already moved through all the major adult book collections and her training is nearly complete. – 14
- Allison met with Brittany A. to discuss Circulation training documents that crossover with Technical Services functions.
- TS staff attended the MMS on Student Cards – 2
- We took down the SRP decorations. The bigger decorations were donated to public school classrooms.
- Training Hours – 18

Goal: Work effectively through the use of technology.

- Allison worked with B&T to change the way they break down invoices.
- We're currently looking into the different ways e-records are linked in the public catalog to see if we can get them more consistent.
- Allison is adding collection ID numbers on all the hot spots so Kerrie can more easily track them when one needs replacing.

Goal: Administer a cost-effective public library.

- Susmitha Mangaraju is our new volunteer in TS. She will primarily work on discarding books and RFID tagging.
- Volunteer Hours – 6

Upcoming:

- Children's department board games
- Hiring for our Adult Cataloger

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

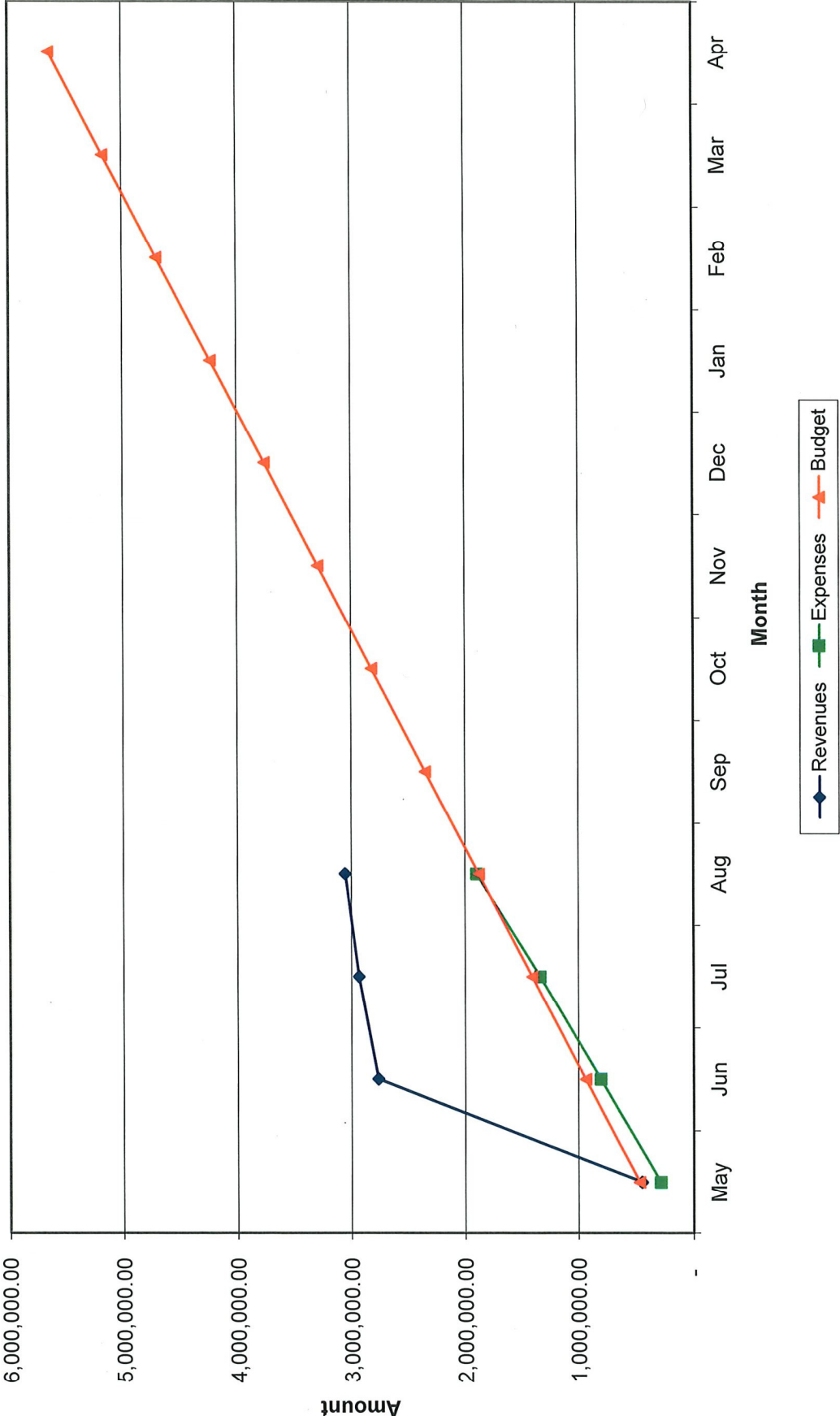
REVENUES:

ACCT NAME	BUDGET	AUG 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	0.00	2,550,863.79	(2,416,921.21)	51.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	112,999.75	112,999.75	17,299.75	118.1
GPPLD	402,000	0.00	219,591.75	(182,408.25)	54.6
Fines & Fees	5,000	904.89	4,493.97	(506.03)	89.9
Copies	3,000	169.45	829.45	(2,170.55)	27.6
Interest on Investments	5,000	106.43	432.79	(4,567.21)	8.7
Donations	10,000	62.26	21,600.03	11,600.03	216.0
Other Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	0.00	(21.96)	(21.96)	-----
Other	24,211	3,225.95	15,056.05	(9,154.95)	62.2
Total Revenues	5,643,096	117,468.73	3,056,745.62	(2,586,350.38)	54.2

ACCT NAME	BUDGET	SUG 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	177,336.46	738,502.46	(1,728,231.54)	29.9
Part-Time Salaries	465,048	28,973.09	123,809.82	(341,238.18)	26.6
Seasonal Salaries	65,510	3,912.80	16,764.91	(48,745.09)	25.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	9,351.00	9,351.00	-----
Total Sals & Wages	2,998,392	210,222.35	888,428.19	(2,109,963.81)	29.6
Dental Insurance	11,064	763.80	2,791.48	(8,272.52)	25.2
Health Insurance, HMO	33,053	1,179.36	4,169.88	(28,883.12)	12.6
Life Insurance	3,100	229.60	974.40	(2,125.60)	31.4
Vision Insurance	3,024	231.08	832.83	(2,191.17)	27.5
Health Insurance, BCBC-PPO	250,906	22,385.88	81,834.32	(169,071.68)	32.6
Library RHS Contribution	0	750.04	2,292.86	2,292.86	-----
Library HSA City Contributions	16,000	0.00	0.00	(16,000.00)	0.0
IMRF	246,673	22,387.39	93,093.36	(153,579.64)	37.7
FICA	185,832	12,685.84	53,216.59	(132,615.41)	28.6
Medicare	43,461	2,966.80	12,446.02	(31,014.98)	28.6
Worker's Compensation	18,299	0.00	326.00	(17,973.00)	1.8
Uniforms	800	0.00	153.41	(646.59)	19.2
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	5,268.54	11,472.43	(8,527.57)	57.4
Total Benefits	858,212	68,848.33	263,603.58	(594,608.42)	30.7
Architectural/Design Services	0	155,934.83	257,073.99	257,073.99	-----
Total Services	0	155,934.83	257,073.99	257,073.99	-----
Rentals	20,000	1,152.91	5,972.92	(14,027.08)	29.9
Total Rentals	20,000	1,152.91	5,972.92	(14,027.08)	29.9
Building Mtn	140,000	5,575.51	26,912.90	(113,087.10)	19.2
Vehicle Mtn	12,000	42.00	3,068.12	(8,931.88)	25.6
Office & Computer Mtn	190,000	28,547.57	75,015.84	(114,984.16)	39.5
Total Repair/Mtn	342,000	34,165.08	104,996.86	(237,003.14)	30.7

ACCT NAME	BUDGET	AUG 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,740.02	19,009.37	(30,990.63)	38.0
Printing/Binding	20,000	23.98	3,717.09	(16,282.91)	18.6
Travel	500	2.91	7.89	(492.11)	1.6
Membership Dues	5,500	50.00	2,357.99	(3,142.01)	42.9
Professional Development	10,000	530.00	2,257.00	(7,743.00)	22.6
Other Purchased Services	145,000	9,484.89	40,653.73	(104,346.27)	28.0
Other Insurance	35,000	(1,682.66)	(1,682.66)	(36,682.66)	-4.8
Total Purchased Services	266,000	12,149.14	66,320.41	(199,679.59)	24.9
Office Supplies	20,000	2,227.44	4,395.68	(15,604.32)	22.0
Office Supplies-COVID-19	0	0.00	541.80	541.80	-----
Computer Supplies	80,000	1,049.83	4,263.83	(75,736.17)	5.3
Postage	4,500	0.00	(3.82)	(4,503.82)	-0.1
Library Supplies	80,000	6,753.20	25,580.11	(54,419.89)	32.0
Janitorial Supplies	18,000	1,127.34	3,083.75	(14,916.25)	17.1
Gas & Diesel Fuel	6,000	445.67	1,335.02	(4,664.98)	22.3
Building Mtnc & Repair Supplies	18,000	2,750.00	3,400.72	(14,599.28)	18.9
Total Supplies	226,500	14,353.48	42,597.09	(183,902.91)	18.8
Natural Gas	28,000	1,892.11	6,563.60	(21,436.40)	23.4
Electricity	90,000	9,991.38	36,055.00	(53,945.00)	40.1
Water	9,000	679.68	2,048.52	(6,951.48)	22.8
Telecommunications	32,700	2,829.34	10,708.55	(21,991.45)	32.7
Total Utilities	159,700	15,392.51	55,375.67	(104,324.33)	34.7
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	20,000	159.88	17,261.07	(2,738.93)	86.3
Adult Books	157,500	12,988.70	54,284.24	(103,215.76)	34.5
Children's Books	123,400	9,205.91	40,968.57	(82,431.43)	33.2
A/V Materials	111,600	8,867.86	25,318.04	(86,281.96)	22.7
Public Access Software	132,000	0.00	13,776.00	(118,224.00)	10.4
Downloadable Materials	179,950	19,960.00	61,599.91	(118,350.09)	34.2
Total Materials	724,450	51,182.35	213,207.83	(511,242.17)	29.4
Employee Relations	5,000	436.06	846.77	(4,153.23)	16.9
Miscellaneous Expenses	10,000	680.70	3,386.83	(6,613.17)	33.9
Transfer to Capital Fund	31,342	0.00	0.00	(31,342.00)	0.0
Total Other Expenses	46,342	1,116.76	4,233.60	(42,108.40)	9.1
Total Expenses	5,643,096	564,517.74	1,901,810.14	(3,741,285.86)	33.7

**Bloomington Public Library
FY 2021-2022**



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.30% is acceptable)
August 2021

Property Tax (51.3%): The Library has received 4 distributions.
Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (118.1%): The Per Capita Grant arrived in August, higher than what we had projected.

GPPLD (54.6%): Golden Prairie has also received 4 distributions.

Fees (89.9%): Our projection for Fees was adjusted to reflect no Fines being collected—the amount collected now is for lost items.

Copies (27.6%): Copy revenue is a little less than projected.

Interest (8.7%): Interest rates continue to be low.

Donations (216.0%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (62.2%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (26.6%): This is under-spent due to staff vacancies.

Seasonal Salaries (25.6%): There are not as many Seasonal employees as we have had in the past.

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

Dental Insurance (25.2%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (12.6%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (27.5%): This is under-spent because the rates are not as high as had been expected.

Library HSA City Contributions (0.0%): Nothing has been charged to this line item yet.

Worker's Compensation (1.8%): This amount was paid based on the 2021 audit adjustment. The annual premium will be paid in January.

Uniforms (19.2%): Charges have been minimal.

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

Other Benefits (57.4%): This is over-spent due to staff who have left/retired from BPL—this is the line item that I charge their vacation payout benefits to.

Building Maintenance (19.2%): Charges have been minimal.

Vehicle Maintenance (25.6%): Charges have been minimal.

Office & Computer Equipment (39.5%): This is over-spent because two large one-time payments were made recently, OCLC Service for \$24,832 and Collection HQ for \$15,500.

Printing/Binding (18.6%): Charges have been minimal.

Travel (1.6%): Charges have been minimal.

Membership Dues (42.9%): This is over-spent because several staff have renewed their memberships recently.
Professional Development (22.6%): Charges have been minimal.
Other Purchased Services (28.0%): Charges have been minimal.
Other Insurance (-4.8%): This is a negative amount because of the reimbursement the Library has received from the insurance company for the rental van and other items related to flood damage.
Office Supplies (22.0%): Charges have been minimal.
Computer Supplies (5.3%): Charges have been minimal.
Postage (-0.1%): Nothing has been paid from this line item; however, the negative amount reflects postage paid for by staff.
Janitorial Supplies (17.1%): Charges have been minimal.
Gas & Diesel Fuel (22.3%): Charges have been minimal.
Building Maintenance Supplies (18.9%): Charges have been minimal.
Natural Gas (23.4%): Charges have been minimal.
Electricity (40.1%): This is over-spent, but this is the time of year when usage is higher than other times.
Water (22.8%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been paid from this line item yet.
Periodicals (86.3%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (22.7%): Charges have been minimal.
Public Access Software (10.4%): Charges have been minimal.
Employee Relations (16.9%): Charges have been minimal.
Transfer to Capital Fund (0.0%): The transfer for this will be made later.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
Memorial Donations:	300.00
William Wetzel, Doantion for Children's Story Time Program:	34.50
C-U Herb Society, Miscellaneous Donation:	50.00
Lois Rubbel, Miscellaneous Donation:	100.00
Megan Michalski, Miscellaneous Donation:	56.00
Miscellaneous Donations:	59.53

Total Donations:	\$ 21,600.03
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	456.38
Book Shoppe:	10,183.25
Ear Buds:	72.00
Flash Drives:	39.00
Genealogy Searches:	50.00

Hot Beverage Service:	68.00
Meeting Room Fees:	45.00
Mugs/Cups:	124.00
Print Station:	3,006.05
Reusable Bags:	141.00
Test Proctoring:	0.00
Tote Bags:	624.00
Umbrellas:	0.00
Miscellaneous:	247.37

Total Other Revenue:	\$15,056.05
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During August, 13 batches containing 136 invoices were processed, totaling \$265,337.92 and 115 credit card charges were made totaling \$32,337.92.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$4,169,992.56, which is 73.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 8/31/21:

Operating:	\$ 4,169,992.56
Fixed Assets:	\$ 1,188,045.46
Capital:	\$ 3,063,642.66
Total Spent for Architectural Fees:	\$ 465,667.42
Balance of Arch Contract:	\$ 987,916.58

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance

August 2021

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	37,240	43,754	-15%	114,009	109,321	4%
Teens	2,703	2,455	10%	11,789	6,885	71%
Children	42,241	40,785	4%	179,300	103,665	73%
Digital Downloads	16,604	17,312	-4%	65,500	65,732	0%
Total	98,788	104,306	-5%	404,117	285,603	41%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,520	25,443	-23%	80,667	98,212	-18%
Teens	4,326	4,966	-13%	17,584	19,204	-8%
Children	5,846	8,518	-31%	24,248	36,541	-34%
Total	29,692	38,927	-24%	122,499	153,957	-20%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	281	316	-11%	1,285	1,008	27%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	15,332	13,522	13%	62,324	64,347	-3%
Bookmobile	838	630	33%	3,248	1,648	97%
Total	16,170	14,152	14%	65,572	29,961	119%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	66	0	100%	146	0	100%
Digital Preservation Studio	24	0	100%	41	0	100%
Community Room	35	9	289%	105	25	320%
Total	125	9	1289%	292	25	1068%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	4	2	100%	20	6	233%
People Reached	226	207	9%	1,367	319	329%
Community Visits to the Library	0	0	0%	3	0	100%
People Reached	0	0	0%	92	0	100%
Total Outreach Visits	4	2	100%	23	6	283%
Total People Reached	226	207	9%	1,459	319	357%

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	10	6	67%	35	15	133%
Attendance	128	45	184%	588	109	439%
Teens	3	3	0%	22	5	340%
Attendance	52	11	373%	354	11	3118%
Childrens	7	2	250%	52	2	2500%
Attendance	89	23	287%	870	23	3683%
Total Programs	20	11	82%	109	22	395%
Total Attendance	269	79	241%	1,812	143	1167%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	3	0%	9	6	50%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,892	3,235	-11%	11,404	9,707	17%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	178.75	241.50	-26%	446	414	8%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,624	1,085	50%	8,722	1,999	336%
WiFi Sessions	1,818	1,813	0%	10,627	5,611	89%
Website/Catalog Hits	43,509	43,579	0%	299,703	195,655	53%
Online Resource Use	2,151	4,646	-54%	14,498	17,549	-17%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	360	363	-1%	1,408	630	123%
Sent	188	193	-3%	766	355	116%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	17.00	4.00	325%	97	8	1109%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 21, 2021
5:00 p.m.

MINUTES

- I. Call to Order
President called the meeting to order at 5:02 p.m.
- II. Roll Call
Trustees Present: Ary Anderson, Jim Russell, Patti Salch, Stephen Peterson
Kathy Vroman, Stephanie Walden, Ruth Novosad

Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
Ruth Novosad attended the Bloomington Public Library Board of Trustees Meeting via Zoom on July 20, 2021.
- VI. Approval of Minutes
A. June 16, 2021:
A correction was needed on Section VIII. Unfinished Business, Item B. Marketing to Golden Prairie Patrons. Strike Ary Anderson's report on discussions with Le Print Express. Once revised accordingly, the amended minutes are approved for distribution.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that the library has been interviewing to fill a few vacancies. With many staff promoting internally, this leaves a vacancy in their previous position. A couple of these vacant positions were bookmobile drivers, so you may see some new drivers out on the GPPLD stops. The BPL experienced some flooding during the weekend of historical heavy rains and is currently working with insurance companies. Jeanne reminded GPPLD Board of the virtual Fundraising 101 Webinar on July 22 at 5:30 pm. Jeanne reported on an Illinois Humanities COVID-19 Emergency Relief and Recovery Grant. GPPLD qualifies for a \$10,000 grant and Jeanne submitted the application on GPPLD's behalf. It is unclear how the organization will allocate funds throughout Illinois. She will keep the Board informed on the result of the application.

B. Circulation and Outreach Report: Jeanne Hamilton presented the Circulation and Outreach Report. The Bookmobile numbers are much stronger in June since opening it for browsing. A total of 850 people visited the Bookmobile in June. For comparison, a total of 500 people visited in May. Recently, the Bookmobile had a special event at the Bloomington High School Summer School Program and it was a huge success.

- C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. This is the last report for FY 21. Three Property Tax distributions were received in June. Kathy submitted the public hearing notice and it appeared in the paper on July 16. Discussion was held regarding the CD that matures at the end of September.

VIII. Unfinished Business

A. Expanding Library Service in Downs, Illinois:

President Ruth Novosad provided a brief report. She spoke to the following contacts: Mark Bounds, Recorder at the McLean County Clerk's Office; Jeremy Schreck with Land Engineers; Kathy Michael, McLean County Clerk; Samantha Vazquez, Assistant State's Attorney; and Robert Porter, Partner at Costigan & Wollrab, P.C. Robert advised that an ordinance with an accurate map of the Indian Hills subdivision and correct legal descriptions will need to be filed by an attorney. The Eppersons and Fogels will have to re-submit new and notarized Voluntary Individual Parcel Annexation forms. Ruth recommends that the GPPLD Board hire Robert Porter to help complete the annexation process for these properties.

STEPHANIE WALDEN MOVED, ARY ANDERSON SECONDED, TO RETAIN ATTORNEY ROBERT PORTER WITH COSTIGAN & WOLLRAB, P.C. TO WORK ON AN ORDINANCE TO ANNEX PARCELS, THUS EXPANDING LIBRARY SERVICES, IN THE INDIAN HILLS SUBVISION WITHIN DOWNS, ILLINOIS.

YAYS: ARY ANDERSON, JIM RUSSELL, KATHY VROMAN, PATTI SALCH, STEPHEN PETERSON, STEPHANIE WALDEN, RUTH NOVOSAD

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

Ruth shared the Indian Hills subdivision map and discussion was held on reaching out to any other families to voluntarily annex into the GPPLD. Ruth asked for volunteers to assist her in meeting each family in the Indian Hills subdivision. Ary Anderson volunteered.

B. Marketing to Golden Prairie Patrons:

Jim Russell provided a report from the Marketing Working Group. Jim and Ruth met with Rhonda Massie, Marketing Manager, and discussed getting information out to GPPLD patrons to inform them of the library services at the BPL. Jim provided a handout of the proposed letter that resulted from the meeting with Marketing. GPPLD could send a letter, new postcard, larger postcard, reused postcard, flyer, or a hybrid of postcard/flyer. Patti Salch and Kathy Vroman counted all the leftover postcards from a previous mailing. The total is 1,964. Patti and Kathy shared two options for the wording to add to the postcard with a sticker. Discussion was held on the options to deliver the information from the proposed letter. Discussion will continue at a future board meeting.

IX. New Business

A. Appointment Committee For Secretary's Audit of FY 2020-2021:

Ruth asked for two volunteers to complete the Secretary's Audit of FY 2020-2021. Patti Salch and Stephanie Walden volunteered. They completed the audit immediately following the Board meeting.

X. Comments from Board Trustees

There were no comments.

XI. Reminder

Next Board Meeting is August 18, 2021.

XII. Adjournment

President Novosad adjourned the meeting at 6:19 p.m.

Incident Report Summary for August 2021

2021-08-31 23:59:00
 2021-08-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
4312	2021-08-02 17:28:59	Customer Complaint
4313	2021-08-05 15:56:58	Other
4314	2021-08-05 16:09:43	Alcohol/Drugs
4315	2021-08-05 16:16:36	Other
4316	2021-08-05 16:32:30	Bicycle Incident
4317	2021-08-05 16:41:20	Other
4318	2021-08-08 20:25:29	Inappropriate Behavior
4319	2021-08-12 15:15:45	Inappropriate Behavior
4320	2021-08-12 23:43:35	Loitering
4321	2021-08-15 18:54:45	Inappropriate Behavior
4322	2021-08-18 17:13:56	Stalking Incident
4323	2021-08-21 16:38:45	Inappropriate Behavior
4324	2021-08-21 21:03:05	Inappropriate Behavior

4325	2021-08-22 19:09:43	AlcoholDrugs
4326	2021-08-23 22:38:09	SuspiciousCustomerActivity
4327	2021-08-25 17:13:42	HealthSafety

Suspension Report Summary for August 2021

2021-08-31 01:59:24pm
 2021-08-01 01:59:24pm
 31 days in month

Suspension ID	Date/Time Submitted	Violation
413	2021-08-21 00:00:00	Inappropriate Behavior
412	2021-08-12 00:00:00	Inappropriate Behavior
414	2021-08-21 00:00:00	Inappropriate Behavior
415	2021-08-24 00:00:00	Stolen Damaged Library Material
416	2021-08-25 00:00:00	Health Safety
417	2021-08-30 00:00:00	Vandalism
410	2021-08-05 00:00:00	Health Safety

Dress Code

Support Services Employees

Bargaining Unit custodians shall refer to Article 15 of the Union Contract for applicable terms and conditions relating to uniforms.

Personal Appearance and Image at Bloomington Public Library

Employees are the face of the Library; therefore, while at work or performing work on behalf of the Library, employees and their clothing should be neat, clean, free of stains, free of rips/tears, and should maintain appropriate hygiene standards. An employee's appearance should reflect the high quality of service the Library provides to its patrons. Employees must ensure that their appearance matches the tasks they are completing.

Business casual attire is the required work attire for employees of the Bloomington Public Library. Using the following guidelines, employees are asked to use their best judgment in considering what is and what is not appropriate attire. If an employee is unsure as to whether a particular item of clothing or accessory is appropriate, they should consult with their Manager prior to wearing such an item. If an employee requires an accommodation to this policy, they should contact the Human Resources Manager.

General Guidelines

The following are guidelines to help define business casual attire. This does not intend to be an all-encompassing list of attire that is not acceptable and exceptions to this will be handled on a case-by-case basis.

Business casual **does not** include items such as:

- Sweatpants, leggings/pants/shirts that are sheer, bib overalls, shorts, skirts shorter than 4 inches above the knee, hooded sweatshirts, halter tops, tube tops, tank tops with less than 2-inch straps.
- Clothing, buttons/pins, and face masks with writing (other than writing that promotes the Library and/or its services) is not permitted, with logos, text, etc. on the front or back, except for those designed to promote the Library, Library programs, or reading related topics.
- Rubber flip-flops or house slippers.
- Clothing that reveals stomachs, undergarments, too much of back or chest areas.
- Hats, caps, and bandanas are not allowed.
 - Headwraps, scarves, religious head coverings, and medically necessary head coverings are allowed.
- Employees are also prohibited from wearing or maintaining in their workspace any type of strong-smelling substances, including but not limited to, perfumes, aftershaves, colognes, potpourri, or other such substances are not allowed in workspaces for the health and safety of our employees with chemical sensitivities. Employees are expected to maintain appropriate hygiene standards while at work or performing work on behalf of the Library.
 - Clothing should be neat and clean.
- Clothing that is tattered or with holes or tears is inappropriate.

Managers may provide more specific guidelines for their department.

Minor violations may result in the employee being asked not to wear the specific type of item in the future. Serious violations may result in the employee being sent home, without pay, to change clothes and return to work. As an option for unpaid time off, with approval of the manager, the employee may use leave time or flex time. Repeated violations may be grounds for additional discipline, up to and including termination.

Specific Guidelines for Attire

- ~~Halters, muscle shirts, tank tops with less than 2-inch straps, tops that are low-cut (cleavage revealing), and midriff baring shirts (midriff baring refers to any tops that show skin when arms are raised) are not permitted.~~
- ~~Hooded sweatshirts are not permitted.~~
- ~~Blue denim (in any shade) jeans/capris are not permitted. Jeans/capris in other colors are permitted. Blue denim jeans will only be permitted, with prior authorization of the Manager and/or the Director.~~
- ~~Pants must be worn in a manner that does not reveal skin or undergarments.~~
- ~~Skirts and/or dresses may be no shorter than four inches above the middle of the knee.~~
- ~~Shorts and bib overalls are not permitted.~~
- ~~Sweatpants and/or athletic wear are not permitted.~~
- ~~Shoes should be selected with safety in mind and should be appropriate to work assignments.~~
- ~~Shoes must be neat and clean.~~
- ~~Thongs (flip-flops) and slippers are not permitted.~~

Nametags

- Employees are expected to wear their library issued nametag during work hours. The nametag should be worn on a library issued lanyard or clipped/pinned the lapel area.
- Employees who lose their nametags will be charged a \$6 replacement fee. Employees who lose their lanyards will be charged a \$4 replacement fee. There is no charge for the replacement of nametags or lanyards that are returned to the Human Resources Manager due to wear and tear damage.

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