

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 15, 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/94166168797>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 941 6616 8797

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. Work Session with Engberg Anderson
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of August 18, 2020 Regular BPL Board Meeting
 - B. Approve Bills List of August 2020
- X. Approval Items
 - A. Approve Amendment to the Motion to Approve the Agreement with Engberg Anderson for Preliminary Design Services
- XI. Discussion Items
 - A. Report from the Budget and Personnel Committee
 - B. Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 9.11.20 4:00pm

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, August 18, 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 5:32 p.m.

II. Roll Call

Trustees Present: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker (arrived at 5:35 p.m.), Matt Watchinski, Julian Westerhout

Trustees Absent: Alicia Whitworth

Others Present: Jeanne Hamilton, Joe Huberty, Kathy Jeakins, Shaun Kelly, Caprice Prochnow

III. Introduction of Public

President Westerhout introduced Joe Huberty and Shaun Kelly from Engberg Anderson Architects.

IV. Public Comment

There were no public comments.

V. Work Session with Engberg Anderson

Joe Huberty shared that during this meeting, he would go through a series of diagrams with a bit more specificity from the July meeting. He went on to say that the idea was to take some of the concepts that were discussed previously and to see if they could be developed into something with a little more of what was desired. Some of the things to think about were north and south entries, the sense of arrival to the building, safe entrance for bookmobile and drive-thru services, and then a good sense for patrons to know the layout of the building and moving from level to level. Joe shared that for parking, there are two options, one is to focus solely on surface parking, and the other is to try and develop a structured parking lot towards the south edge of the site. After Joe went through all of the diagrams, there was discussion about some of the designs. The consensus from the Trustees was that option C was the preferred design, which happened to be the favorite for management team that viewed the diagrams earlier today.

Joe shared that the next designs will look more like a real plan with furniture, restrooms, egress, and elevations. He went on to say that there will be a plan review with the Library management team, between now and the next Board meeting, and then more of a refined plan

for review at the September Board meeting. Joe shared that at that point, they will slip into estimating costs, so they can discover fairly quickly if the scope of the work is beyond reach of the \$15,000,000.00 budget.

VI. President's Report

President Westerhout reported that he is still hearing good things, that the library is in a good place with community relations. He went on to say that Jeanne and the staff are doing a fantastic job in difficult times and continue to do so, which bodes well for moving forward. President Westerhout shared that he and Alicia Henry had a good and productive talk with Jeanne to discuss her performance review.

VII. Director's Report

Jeanne Hamilton shared that Joe and Shaun met with Management staff earlier today, and they were really pleased with their creativity, and she hopes that the Trustees are as well. Jeanne asked the Budget & Personnel Committee if they wanted to meet on the next standing meeting date of September 1 at 5:30 p.m. to set the Director's Goals for FY21. The Committee confirmed plans to meet at that time.

Jeanne shared that an Equity, Diversity, and Inclusion Staff Committee has been formed at the library and the first meeting was held, and staff had some great ideas. She shared that the next meeting will be held next week, and they plan to prioritize some of the brainstorm ideas and the big thing is the shared vision for the committee.

Jeanne stated that this month, in-person programs are being tried with the new format of social distancing, and they have worked well. She went on to say that just a handful of programs will be held each month.

Jeanne stated that procedures are being tweaked as needed in response to COVID updates.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that budget should be at 25% through the end of August, Revenues are at 46.9% and Expenditures are at 20.3%. She went on to say that in early August, the Replacement Tax Distribution of \$130,400.00 was received. Kathy shared that on the first quarter donations report, there are several miscellaneous donations, an increase from last year. She entertained questions.

IX. Consent Agenda

A. Approve Minutes of July 21, 2020 Regular BPL Board Meeting

B. Approve Executive Session Minutes of July 21, 2020

C. Approve Bills List of July 2020

DIANNE HOLLISTER MOVED, JOHN ARGENZIANO 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. Action Items

A. Approve 2021 Meeting Dates

DIANNE HOLLISTER MOVED, VAN MILLER SECONDED, TO APPROVE THE 2021 MEETING DATES.

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

Nays: None

Absent: Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

A. Insurance Renewal for 2021

Jeanne Hamilton stated that this is the time to make a decision on going out for bid for insurance, but whatever is decided is not approved until November or December. She went on to say that this is the end of year 3 with this provider and this is a pool with other libraries. Jeanne stated we have been very pleased with them, and that she and Kathy recommend that the library continue with this pool for another year, especially in light of COVID and simplifying things. Jeanne went on to say that if the choice is to continue with the LIRA pool, the bidding process will have to be waived as once the bid is received from them as it would be too late to get other bids. Jeanne shared that they did speak with the pool and they do go out to market once a year, checking over 60 carriers to get best rate for the pool. There was some discussion on this, and the consensus was to remain with this provider for another year.

B. Library Expansion

President Westerhout had nothing to report.

XII. Comments from Board of Trustees

There were no comments from the Trustees.

XIII. Adjournment

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING.

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

Nays: None

Absent: Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 7:16 P.M.

BILLS LIST

Approved by BPL Board of Trustees, September 15, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	870.00
Amazon.com, LLC	A/V Materials	1,101.99
Amazon.com, LLC	Adult Books	833.28
Amazon.com, LLC	Children's Books	253.99
Amazon.com, LLC	Computer Supplies	164.97
Amazon.com, LLC	Janitorial Supplies	36.56
Amazon.com, LLC	Office Supplies	178.57
Amazon.com, LLC	Other Purchased Services	38.97
Amazon.com, LLC	Periodicals	(153.46)
Amazon.com, LLC	Telecommunications	6.99
Ameren IP	Electricity	7,122.50
American Pest Control	Building Maintenance	80.00
Blue Beacon International, Inc.	Vehicle Maintenance	45.00
Brodart Co.	Library Supplies	83.43
CDW Government	Computer Supplies	3,492.86
CDW Government	Office/Equipment Mtn	4,740.10
Cengage Learning	Adult Books	464.81
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	801.74
City of Bloomington	FICA	12,386.75
City of Bloomington	Gas & Diesel Fuel	388.86
City of Bloomington	Health Insurance-HMO	2,395.12
City of Bloomington	Health Insurance-PPO	19,019.00
City of Bloomington	IMRF	22,143.35
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,896.89
City of Bloomington	Payroll	209,734.13
City of Bloomington	Vision Insurance	248.28
Continental Research Corp	Janitorial Supplies	1,044.25
Dean's Graphics	Other Purchased Services	550.00
Dell Marketing, L.P.	Computer Supplies	3,590.50
Demco	Library Supplies	537.93
Ebsco Industries	Periodicals	21.48
Educational Development Corp	Children's Books	367.60
Envisionware, Inc.	Office/Equipment Mtn	360.00
F & W Lawn Care & Landscaping	Building Mtn Supplies	1,496.25
Findaway World, LLC	A/V Materials	329.93
Franklin Park Public Library	Miscellaneous Expenses	9.74
Frontier	Telecommunications	384.69
Imaging Office Systems, Inc.	Office/Equipment Mtn	735.00

Ingram Library Services
 Ingram Library Services
 Ingram Library Services
 Library Solutions
 Management Association
 McLean County Glass & Mirror, Inc.
 McLean County Historical Society
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Northern Illinois Gas/NICOR
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Pilot Media, LLC
 POS Supply Solutions, Inc.
 Proquest CSA, LLC
 Proquest CSA, LLC
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Rosedrew, Inc.
 Schmid, Allison
 Stumpf, Gerald
 Uline Shipping Supply Specialists
 Warrenville Public Library District
 Windstream
 Wolpert, Emily
 Yezek & Sons, LLC
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Don Smith Paint Co.
 VISA - Emedco
 VISA - Facebook
 VISA - Five Star Water Co.
 VISA - Global Industrial.com
 VISA - GoDaddy.com
 VISA - Humble Bundle
 VISA - Illinois Library Association
 VISA - IstockPhoto.com
 VISA - New Resident Service, Inc.
 VISA - O'Reilly Auto Parts
 VISA - PayPal*Route 66 Association
 VISA - Performance Health Supplies
 VISA - Schnuck's
 VISA - Sprint

A/V Materials	1,951.78
Adult Books	1,730.81
Children's Books	175.38
Office/Equipment Mtnc	3,000.00
Membership Dues	1,120.00
Building Maintenance	447.75
Advertising	200.00
A/V Materials	342.47
Downloadable Materials	4,990.00
Janitorial Supplies	199.99
Adult Books	1,250.00
Natural Gas	573.51
Computer Supplies	1,486.98
COVID-19	148.40
Janitorial Supplies	13.02
Office Supplies	1,148.60
Advertising	200.00
Library Supplies	1,457.99
Downloadable Materials	61.19
Periodicals	164.80
A/V Materials	314.40
Office/Equipment Mtnc	91.89
Rentals	912.71
Library Supplies	106.92
Employee Relations	80.00
Library Supplies	1,171.34
Janitorial Supplies	281.48
Miscellaneous Expenses	24.00
Telecommunications	127.25
Travel	5.87
Building Mtnc Supplies	2,031.37
Periodicals	(55.00)
Other Purchased Services	43.40
A/V Materials	2,585.57
Adult Books	9,144.49
Children's Books	17,274.43
Advertising	591.52
Building Mtnc Supplies	94.99
COVID-19	179.96
Advertising	76.39
Miscellaneous Expenses	35.00
COVID-19	32.37
Office/Equipment Mtnc	399.95
Other Purchased Services	29.99
Professional Development	100.00
Other Purchased Services	348.00
Other Purchased Services	157.20
Vehicle Maintenance	10.63
Membership Dues	50.00
Employee Relations	102.80
Employee Relations	18.68
Other Purchased Services	459.80

VISA - Sprint
VISA - Upstaging, Inc.
VISA - Verizon Wireless
VISA - Wal-Mart
VISA - Wal-Mart
VISA - Zoom.US

Total

Telecommunications 646.93
COVID-19 (295.00)
Telecommunications 136.83
Janitorial Supplies 105.16
Other Purchased Services 3.36
COVID-19 213.25

357,769.38

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Director's Report

August 2020

Unless otherwise noted, all meetings listed below took place virtually.

COVID-19 Response:

- Met with Brian Chase, Normal Public Library Director once and with other Central IL Medium-Sized Library Directors twice to discuss COVID-19 response plans
- Helped plan for physically distanced in-person programs and our first book donation day
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms and/or exposure
- Revised COVID-19 procedures to respond to new information and community needs

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

- Participated in a review meeting and a planning session with Engberg Anderson Architects
- Prepared for and led the second Equity, Diversity, and Inclusion staff committee meeting
- Prepared and submitted follow-up information to finalize our sign on to the Urban Libraries Council Statement on Race and Social Equity
- Attended the Illinois Library Association Public Policy Committee and Advocacy Committee meetings
- Created a form for staff to use in calculating nonresident fees with our new tax bill method

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

- Viewed 2 applicant tracking software demonstrations
- Attended the virtual Global Leadership Summit
- Attended Robbin's belated and physically distanced retirement party
- Conducted 1 staff performance review and worked to prepare other staff performance reviews
- Prepared my draft goals for FY21
- Met with HR Source to review the benefits of our new membership
- Signed an agreement with HR Source to conduct a review of our Personnel Handbook

Goal: Work effectively through the use of technology.

- Met with the City Information Services Interim Director to discuss opportunities for collaboration
- Met with Rhonda and Amy to adjust and optimize the Library Market field settings
- Provided support to Jon and Kathy during the implementation of our new phone system

Goal: Administer a cost-effective public library.

- Reviewed newly released state grant opportunities
- Reviewed and submitted the GPPLD annual report

**Adult Services Report
Carol Torrens
August 2020**

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 first drafts of space needs in an expanded building.

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

COLLECTIONS

Memory Care Collection is now available to the public on a bookcase in the center of the AS Room. Katie worked with TS to organize labeling and cataloging. Area stakeholders were informed; many provided title ideas for the collection.

Tiffany weeded Teen FIC A-Z. Katie weeded NFIC 801-811 and BIO A-F, using Collection HQ reports. The TS Dept. is relabeling biographies, including the book's subject's entire name on the label. This will help customers and staff alike.

PROGRAMS

The Letterbox program was extended through the end of August due to its popularity and perfect fit as an activity all ages can do while social distancing in the COVID pandemic. Much positive feedback has been received. Here are two examples: an engaged couple in healthcare felt like they were only talking about work, and this gave them something fun to do on date nights. A mom said English is her second language, and this activity is teaching her new words and giving her something to enjoy with her kids.

Adult/Family programs

Books on Tap virtual book club – 1 session – 8 attended
Fiction/Mystery virtual book – 1 session – 11 attended
History Reads virtual book club – 1 session – 13 attended
Classic movies, in person, in memory of Kirk Douglas – 2 sessions – 10 attended
Financial Planning in Uncertain Times, virtual, with Institute for Financial Education – 1 session – 3 attended

Teen Programs

Teen writing workshop, virtual, with Dr. Ezekiel Jarvis – 2 sessions – 10 attended
DIY Back to School locker magnets, in person – 1 session – 1 attended

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

Marcie watched Ingram/BookList's webinar on upcoming publications, Book Buzz for Fall 2020.

Most staff watched the training video on the new phone system.

Christie Lau will transfer from the Circ/OTR Dept. to AS in early Sept., becoming our newest part-time LTA to work at the AS Desk.

Goal: Work effectively through the use of technology.

There were three individual appointments via phone, all about the Libby ebook app.

Goal: Administer a cost-effective public library.

Mimi negotiated a \$500 price drop for a two-year renewal of the Value Line database.

Business Office Report

Kathy Jeakins

August 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 8/18.

Goal: Administer a cost-effective public library.

Library Credit Cards: I contacted staff when their cards were about to expire in order to get their new cards, cancelled cards for staff who left employment, and I entered all credit card transactions in account files.

The Library received another Property Tax distribution in August, bringing the total to \$2,907,762.58.

Golden Prairie also received another Property Tax distribution, bringing the total they have passed along to BPL to \$246,995.89.

In August, the Library received its Per Capita Grant allocation of \$95,762.50.

In August, Golden Prairie also received their Per Capita Grant allocation of \$10,232.50.

In August, the Book Shoppe collected \$999.00.

I continued to provide information to the auditors for the Foundation audit.

I began emailing information to the Golden Prairie auditor.

At their August meeting, the Golden Prairie Board approved their budget ordinance. I prepared the document for printing in the Pantagraph.

The new phone system went live on Aug 27. As part of cleaning up the old phone system, I contacted Frontier and Windstream to let them know we want to disconnect our service with those two vendors.

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

Upcoming:

Jon and I will receive Administrator training on the new phone system in September

Jeanne and I will begin to work on the FY 21 budget!

Circulation and Outreach Services Report
Colleen Shaw
August 2020

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

- Outreach virtual meetings attended by Outreach Library Associate, Michelle Cope:
 - East Central IL Association for Aging Adults Social Isolation Task Force¹
 - Recovery Oriented Systems of Care Council²
 - Central IL Community Educators³
 - BN Parents⁴
 - Human Services Council⁵
 - McLean County Nonprofit Collaboration

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

- Home Delivery prepared and delivered a total of 447 items. 12 items were picked up via Curbside. 58 clients were served, and 1 new client was added.
- Deposits staff were able to deliver to 7 sites this month for a total of 359 items. Staff offered a PopUP Library at Luther Oaks and Bickford this month.
- The September Donation Day event is scheduled for Saturday, 9/12. The event has been altered in response to COVID-19 safety guidelines.
- The Bookmobile has been registered for the next Home Sweet Home Ministries' Night in a Car event which raises funds for the shelter and draws attention to homelessness in our community. The event will be modified to meet COVID-19 related guidelines.
- On Aug 22, staff attended the West Bloomington Neighborhood Back to School Drive-thru event to distribute library branded freebies and information about our e-resources to students.
- The Day of the Dozer event on Aug 22 was cancelled due to COVID-19 precautions. The bookmobile went to regularly scheduled stops that day instead.
- Bookmobile stops to Ekstam, Rollingbrook South, and Phillip Place were cancelled on Monday, 8/10 due to storm activity.

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

- Part-time Library Assistant, Brittany Adams, resigned.
- Lucy Ultican, Kae Mason, and Nikki Gonzales have filled three open part-time Library Assistant positions.

¹ Normal PL, Faith in Action, ARC, LeRoy ARC, Community Care Systems, Bloomington Housing Authority

² Chestnut Health, ALANON, Babyfold, Health Dept, Children's Home + Aid, Bridgeway, Children's Home + Aid, BN Parents, etc.

³ McLean County History Museum, Sugar Grove Nature Center, YWCA, Children's Discovery Museum, Boys and Girls Club, etc.

⁴ Project OZ, BroMenn, Chestnut, IWU, BPD, Unit 5, Moses Montefiore, YWCA, Central Catholic

⁵ Normal PL, Chestnut, Children's Home + Aid, ROSC, Unit 5, D87, CCSI, BLM Housing Authority, Health Alliance, Dreams are Possible



(8/2020) Circulation and Outreach Services Statistics

Total Circ BPL	104,306
Total Circ Main	82,523
Adults	41,330
Teens	2,358
Children	38,835
Total Circ Outreach	4,471
OTR Adults	2,424
OTR Teens	97
OTR Children	1,950
Total Circ eBooks	17,312
Hoopla	3,767
Overdrive	10,969
RBDigital	1,860
TumbleBooks	46
eBook Central	8
Kanopy	662
Borrowers Registered	316
Total Active Cardholders	38,927
Children	8,518
Teen	4,966
Adult	25,443
GPPLD	1,626
Total Holds Filled	12,380
Main Holds	10,432
Outreach Holds	1,948
Door Count	13,522

10 Stops with Highest Circulation

Wingover Apartments PM	362
Wingover Apartments PM	206
Grove	113
Eagle Crest East	106
Eagle Crest	91
North Pointe	82
Old Farm Lakes	78
Park Place	63
Grove	56
Wingover Apartments AM	56

5 Stops with Lowest Circulation

Phillip Place	5
Suburban East	5
Fleetwood	4
Eastview Community Center	4
Mecherle Drive	2

Bookmobile Customers: 630

Total Monthly Stops: 67

Circulation Questions Answered: 425

Outreach Questions Answered: 143

Total Questions Answered: 568



	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				
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				
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				

Children's Services Report

Melissa Robinson

August 2020

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

Services:

- Alex sent an e-mail to District 87 and Unit 5 school librarians that included our Educator Services pamphlet, information about September programs and student cards, and book recommendations.

Collections

- Big books (oversized picture books) were added to the circulating collection.

Programs:

- In-person
 - Llama Story Time – 17 attended
 - Sign and Sing Story Time – 6 attended
- Virtual programs on Children's Facebook group
 - Lego Construction – 48 attended
 - Where the Wild Things Read – 2 posts – 106 attended
 - DIY Monday – 5 posts – 294 attended
 - Smarty Pants Wednesday – 4 posts – 213 attended
 - Wild Card Friday – 4 posts – 360 attended
- Alysha visited Holton Homes with the bookmobile. 7 people attended her story time.

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

- Staff viewed the phone training and read the phone tips.
- Clare attended a webinar about preschool outreach during the pandemic.
- Work study students, Mady Tabela and Liana Rosentiel, returned to work.
- Briana Aken began work as a part-time library assistant.

Goal: Work effectively through the use of technology.

- 23 posts were added to the Children's Facebook group. We now have 248 members.
- Children's staff used Library Market to create events and registration for our programs.

Upcoming:

- Mike Lockett, Storyteller – In-Person – Sept 10
- Lego Construction – Live on Zoom – Sept 12
- STREAM on Zoom – Live on Zoom – Sept 15
- Itsy Arts from the Art Station – In-Person – Sept 16
- Books n Bites – Live on Zoom – Sept 24

Human Resources Report

Gayle Tucker

August 2020

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

- I attended MetroNet Phone Training
- In August, there were four in-house Job Announcements
- I participated in one outside interview
- I onboarded five new employees
- I coordinated the library's contribution to the City/County "Show us your mask" initiative
- I, along with other Department Managers, attended a Teams meeting with the architects developing a new plan for BPL expansion
- 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 video meetings with other staff, and a lot of my work was accomplished using OneDrive and SharePoint
- In August, I participated in Zoom meetings with Applicant Tracking System vendors
- 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
- I track hours worked by part-time staff

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Personnel Code/Employee Handbook updates
- FMLA and EFMLA Administration

Information Technology Systems Report
Jon Whited
August 2020

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

The new phone system has been installed. The phones, faxing, and overhead paging systems are all working. We are still refining some of the choices involving hunt groups and resolving smaller issues. In the process of changing over, we have streamlined our phone service and removed and consolidated numerous lines, while still keeping all the same services.

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

Dale has been holding sessions of his Dungeons and Dragon's events virtually. He is currently working on the next part of his program that will be taking place in October.

Lauryn and Nick are planning a robotics program that they will be running in cooperation with the YWCA. This is a test run of the program that they will be doing later in the school year at Bent, Irving, and Sheridan schools if the schools return to on-site learning.

We will be adding a Computer programming class in October for the Teens to attend to learn how to design Video games using the Unity platform.

Upcoming:

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

Marketing Report
Rhonda Massie - July 2020

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

Library Market

- Much of the month was devoted to learning the intricacies of Library Market, answering questions from co-workers about Library Market, making last-minute changes to Library Market, and getting all the Library's September programs properly entered into Library Market.

My Library Card Handout

- The My Library Card handout underwent a major overhaul to address the elimination of overdue fines, automatic renewals, and the library's new phone numbers. Currently in its seventh round of proofing, this handout has not yet made it to the printer.

COVID

- Filled new signage requests pertaining to mask requirements, high-risk hours, changes to curbside pickup, computer appointment time slots, computer reservations, computer used/not yet sanitized indicators, new sign for the door to TeenZone, and signs for the quarantined return bins.

Student Cards

- Met with Diane Wolf and Becky Donahoo of District 87 to go over concerns Diane (assistant superintendent) has about student cards.
- Created troubleshooting documents for both District 87 and Unit 5. The documents should help teachers/media specialists troubleshoot issues they encounter when kids don't know their library card number, when kids don't know their password, when a card is expired, when a card is blocked, and when a student has lost their physical library card.

Advertising

- Ad in *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines promoting the elimination of overdue fines and forgiveness of past fines. (continues from August to September)
- Audio ads on WGLT promoting the end of overdue fines, that past overdue fines were erased, and that eligible items are being automatically renewed. (continues from August to September)
- Ads on Magic 99.5 promoting the library is open, curbside pickup remains available, the library is no longer charging overdue fines, past overdue fines have been erased, eligible items are being automatically renewed. (continues from August to September)
- Ad posted to marquees at the Coliseum/Arena promoting the end of overdue fines and the elimination of past fines. (continues from August to September)
- Ads on WBNQ, B104, WJBC promoting the library is open, curbside pickup remains available, the library is no longer charging overdue fines, past overdue fines have been erased, eligible items are automatically renewed. (ran Aug 5-23)
- Upcoming Advertising
 - Beginning September 9, the library will receive 35,000 reveal ad impressions on pantagraph.com. These ads will promote our online tutoring via Brainfuse HelpNow as well as additional resources offered by the library which may assist parents/teachers in remote learning.
 - Also beginning September 9, the library will run a "native ad" with The Pantagraph. This ad will appear as a "sponsored" article. It too will promote our online tutoring via Brainfuse HelpNow as well as additional resources offered by the library which may assist parents/teachers in remote learning.
 - Marketing created artwork for the reveal ad, artwork for the native ad, and penned the native ad "article".

Elevator Wraps

The art on the elevator doors was recently change. One door now promotes the end of overdue fines, that past overdue fines were erased, and that eligible items are being automatically renewed. The other door promotes 1000 Books Before Kindergarten.

Publicity - Paper & Digital

Rewrite/edit all September programs listed in Library Market

Rewrite all September programs and add bitly links pointing to Library Market for registration prior to listing programs on Facebook
Phone upgrade

- BPL phone upgrade – two sets of digital artwork for Facebook, Instagram, Twitter, and our website
 - Service interruptions likely
 - These are our new phone numbers
- Schedule text messages pertaining to the library's new phone numbers

- Rework all Facebook events to reflect new phone numbers
- Rework all Library Market programs to reflect new phone numbers

Signage requests pertaining to COVID19

Sign for 1000 Books Before Kindergarten

Banner for 1000 Books Before Kindergarten

Mounted a poster to foam core for an AS display

Sign for the Bookmobile - World Languages

Modify/reschedule text messages reminders for all Bookmobile stops to incorporate limited services due to COVID19

Update the Bookmobile schedule and texts to indicate that the Bookmobile WILL make stops on 9.29 (had initially been cancelled for participation in an event canceled due to COVID)

Digital art for the marquees at Grossing Arena - promote the end of overdue fines

Digital art for the highlight box on our website - promote the end of overdue fines

Digital and paper art to announce the library's Labor Day closure

Update and print "Get a Library Card" handouts

September programming calendar

Sign for AS display

Created a new postcard to be sent to residents who are new to Bloomington

Penned and designed a Remote Learning handout to promote the library's educational online resources

Sign to promote teen fiction by Black authors

Slide for the website's rotation bar – 1000 Books Before Kindergarten

Slide for the website's rotation bar – Online tutoring with Brainfuse HelpNow

Slide for the website's rotation bar – 2020 Census

Slide for the website's rotation bar – updating current "Library is OPEN" slide to remove high-risk hours

Publicity pieces – paper and digital -- "BPL Kids @ Home" (pre-recorded programs posted to Facebook)

Publicity pieces – paper and digital – for Classic Movie Series

Publicity pieces – paper and digital – for History Book Club

Publicity pieces – paper and digital – for Stories with Mike Lockett

Publicity pieces – paper and digital – for Overcoming Stress & Anxiety through Meditation

Publicity pieces – paper and digital – for Virtual Lego Construction

Publicity pieces – paper and digital – for The Annual Evergreen Cemetery Walk Reimagined

Publicity pieces – paper and digital – for STREAM on Zoom

Table tent signage for subsets of the Memory Care Collection

Created nametags for all new employees

Created a brochure for the Spirit Committee

Created a short video at the request of Marcfirst and in celebration of Disabilities Pride Week.

Ordered new library card blanks for Kids

Approved the voiceover work created for a video to promote the Bookmobile; waiting for an update about production

Created nonfiction endcap signage which outlines topics found within different Dewey designations

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

STAFF

- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.
- Organized the ordering of the Appreciation day gift for staff; Appreciation Day will take place on November 4.

Goal: Work effectively through the use of technology.

Social media presence:

- Facebook – 8,078 followers;
- Instagram - 1,722 followers;
- Twitter - 2,056 followers;
- Library text subscribers - 339
- Bookmobile text subscribers - 1,048
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks eBlast list – 31,800 subscribers.
- Program Guide eBlast list – 31,781 subscribers.
- General eBlast list – 31,823 subscribers.

Goal: Administer a cost-effective public library.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and library news.
 - 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 Fold3 resource was received by 31,410 cardholders on 8.6.20.
 - An eBlast about the Library's African American Heritage resource was received by 31,356 on 9.1.20.
 - An eBlast pertaining to online tutoring and educational resources is scheduled for delivery on 9.9.20
- 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
August 2020**

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

- Support Services staff:
 - Welcomed Chris Rednour as the new part-time Custodian
 - Constant disinfecting of high touch points, rooms or furniture that patrons use, restrooms, etc.
 - Shampooed Teen Zone
 - Began upgrade work in the Teen Zone
 - Installed additional hands-free hand sanitizer dispensers
- Repairs/Installs:
 - Alpha Controls corrected issue with return fan VFD and replaced mixed air temperature sensor on RTU
 - MIM made numerous repairs to the RTU and valved off a leak from the chiller loop holding tank
 - Kone hooked up new Metro Net phone line to elevator
 - McLean Co. Door & Glass installed a window in the door leading from the community room into the kitchen

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

- Zoom meeting with –
 - Architects from Engberg Anderson to review early stage designs for an expansion
- Caprice viewed these webinars –
 - The Challenges of Managing Natural Disasters during a Pandemic
 - Dealing with Toxic Employees (Eliminating Bad Behavior)
- Caprice viewed these training videos on -
 - Library Market Reservation system
 - MetroNet Phone use
- The Safety & Accessibility Committee met and discussed COVID and new procedures, checking and restocking first aid packs, and checking flashlights in departments

Goal: Administer a Cost-Effective Library.

- Johnson Controls performed the monthly PM of the chiller
- Automatic Fire Sprinkler performed the annual PM on the fire sprinkler system

Upcoming: Refreshing the Teen Zone with new, bright colors for the walls and new flooring.



Technical Services Report

Allison Schmid

August 2020

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

- The managers met with the architects to review some broad building plans and to discuss the parts we liked the best and least on each.

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

- There is now a Big Book collection in the Children's Services Department.
 - They can be checked out like any other item and holds can be placed.
 - They are located in between the picture books and beginning readers, and their call label can be found in the upper right-hand corner instead of the spine.
 - Patrons cannot return in them in the book drop or in the sorter so they will be handed directly to Circulation staff for check-in (this would currently happen after the 3-day quarantine.)
- The Most Wanted collection is now known as 7-Day Loan. The label has changed, but the checkout period is still 7 days and holds cannot be placed.
- Allison worked through the yearly EBSCO magazine renewal.

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

- TS staff continues to pull picklist holds for 1st Floor every weekday.
- Allison completed the new phone training and trained TS staff in the functions they needed to know. - 3
- Katie R. worked on the Bookmobile for an evening shift.
- Allison watched a webinar, Dealing with Toxic Employees, Eliminating Bad Behavior. – 1
- Kam continues to do well in her training of cataloging children's materials. - 16
- Training Hours – 20

Goal: Administer a cost-effective public library.

- Volunteer Hours – 4

Upcoming:

- Making sure all the books in the Storytime collection are cataloged.
- Getting Nonfiction continuations switched from B&T to Ingram.

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

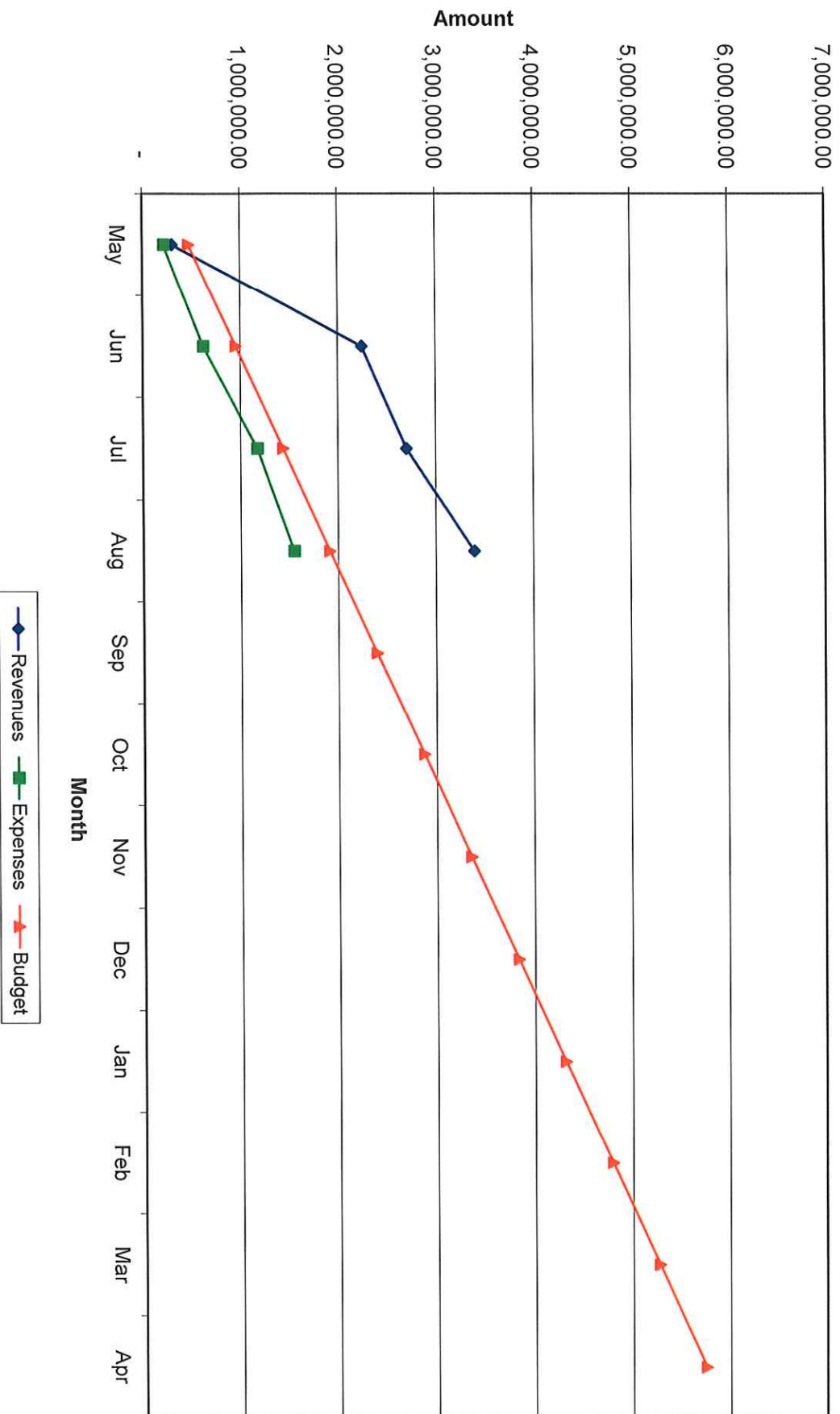
REVENUES:

ACCT NAME	BUDGET	AUGUST 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	2,496,738.28	2,907,762.58	(2,027,596.42)	58.9
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	95,700	95,762.50	95,762.50	62.50	100.1
GPPLD	400,000	31,301.56	246,995.89	(153,004.11)	61.7
Fines & Fees	50,000	641.54	1,806.54	(48,193.46)	3.6
Copies	3,500	217.55	427.10	(3,072.90)	12.2
Interest on Investments	75,000	1,463.31	5,998.39	(69,001.61)	8.0
Interest From Taxes	0	0.00	0.00	-	-----
Donations	24,000	1.66	3,342.41	(20,657.59)	13.9
Other Private Grants	0	0.00	0.00	-	-----
Cash Over/Short	0	(0.10)	15.30	15.30	-----
Other	45,000	1,765.35	4,092.35	(40,907.65)	9.1
Total Revenues	5,758,959	2,758,291.65	3,396,603.06	(2,362,355.94)	59.0

ACCT NAME	BUDGET	AUGUST 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	175,322.75	709,593.13	(1,689,591.87)	29.6
Part-Time Salaries	483,694	30,518.02	120,504.65	(363,189.35)	24.9
Seasonal Salaries	67,667	3,613.68	13,450.71	(54,216.29)	19.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	(2,663.22)	1,000.00	1,000.00	-----
Total Sals & Wages	2,951,646	206,791.23	844,548.49	(2,107,097.51)	28.6
Dental Insurance	11,000	801.74	2,863.36	(8,136.64)	26.0
Vision Insurance	3,000	248.28	923.13	(2,076.87)	30.8
Health Insurance, BC/BS PPO	366,827	19,019.00	67,925.00	(298,902.00)	18.5
Health Insurance, OSF HMO	16,000	2,395.12	8,554.00	(7,446.00)	53.5
Life Insurance	3,200	246.40	968.80	(2,231.20)	30.3
Library RSA Contribution	0	455.70	1,533.26	1,533.26	-----
IMRF	239,918	22,143.35	89,932.96	(149,985.04)	37.5
FICA	182,933	12,386.75	50,352.45	(132,580.55)	27.5
Medicare	42,783	2,896.89	11,775.81	(31,007.19)	27.5
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	2,942.90	4,982.70	(20,017.30)	19.9
Total Benefits	925,346	63,536.13	240,098.12	(685,247.88)	25.9
Rentals	25,000	1,752.15	5,683.24	(19,316.76)	22.7
Total Rentals	25,000	1,752.15	5,683.24	(19,316.76)	22.7
Building Mtnc	150,000	3,489.75	38,954.69	(111,045.31)	26.0
Vehicle Mtnc	12,000	97.63	2,694.02	(9,305.98)	22.5
Office & Computer Mtnc	195,000	9,786.74	72,468.17	(122,531.83)	37.2
Total Repair/Mtnc	357,000	13,374.12	114,116.88	(242,883.12)	32.0

ACCT NAME	BUDGET	AUGUST 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,908.19	16,486.67	(33,513.33)	33.0
Printing/Binding	18,000	0.00	1,771.22	(16,228.78)	9.8
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	4,000	1,170.00	1,720.00	(2,280.00)	43.0
Professional Development	10,000	100.00	773.35	(9,226.65)	7.7
Other Purchased Services	150,000	1,190.91	34,219.16	(115,780.84)	22.8
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	6,369.10	54,970.40	(206,529.60)	21.0
Office Supplies	20,000	900.20	3,286.92	(16,713.08)	16.4
Office Supplies-COVID-19	0	826.43	20,529.58	20,529.58	-----
Computer Supplies	90,000	12,028.09	19,350.98	(70,649.02)	21.5
Postage	2,500	0.00	16.59	(2,483.41)	0.7
Library Supplies	85,000	1,792.70	8,182.50	(76,817.50)	9.6
Janitorial Supplies	18,000	1,629.72	3,859.71	(14,140.29)	21.4
Gas & Diesel Fuel	5,500	388.86	643.03	(4,856.97)	11.7
Building Mtnc & Repair Supplies	20,000	2,031.37	3,343.13	(16,656.87)	16.7
Total Supplies	241,000	19,597.37	59,212.44	(181,787.56)	24.6
Natural Gas	31,000	573.51	2,008.85	(28,991.15)	6.5
Electricity	90,000	7,122.50	26,124.07	(63,875.93)	29.0
Water	9,000	0.00	1,019.79	(7,980.21)	11.3
Telecommunications	38,000	2,996.42	15,999.31	(22,000.69)	42.1
Total Utilities	168,000	10,692.43	45,152.02	(122,847.98)	26.9
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	40,000	(22.18)	16,753.54	(23,246.46)	41.9
Adult Books	143,000	13,753.49	46,614.32	(96,385.68)	32.6
Children's Books	118,500	18,529.27	40,199.73	(78,300.27)	33.9
A/V Materials	131,000	6,143.44	21,602.06	(109,397.94)	16.5
Public Access Software	188,880	0.00	21,885.55	(166,994.45)	11.6
Downloadable Materials	154,700	14,991.40	35,045.99	(119,654.01)	22.7
Total Materials	776,080	53,395.42	182,101.19	(593,978.81)	23.5
Employee Relations	5,000	215.37	813.15	(4,186.85)	16.3
Miscellaneous Expenses	10,000	267.18	1,108.81	(8,891.19)	11.1
Transfer to Capital Fund	36,887	0.00	0.00	(36,887.00)	0.0
Total Other Expenses	51,887	482.55	1,921.96	(49,965.04)	3.7
Total Expenses	5,758,959	375,990.50	1,547,804.74	(4,211,154.26)	26.9

Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2020

Property Tax (58.9%): The Library has received 5 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 (61.7%): Golden Prairie has received 5 distributions so far; of those distributions, Bloomington Public Library receives 95% of their tax dollars.

Fines (3.6%): Very little has been collected.

Copies (12.2%): Very little has been collected.

Interest (8.0%): Interest rates are down.

Donations (13.9%): A few donations have come in from various sources.

Other Revenue (9.1%): Receipts have been low.

Part-Time Salaries (24.9%): This is also low due to some staff vacancies.

Seasonal Salaries (19.9%): 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 (26.0%): This is just under-spent due to full-time staff vacancies.

Health Insurance, PPO (18.5%): This line item is also under-spent due to full-time staff vacancies.

Health Insurance, HMO (53.5%): This is over-spent due to reducing the total budgeted amount, based on previous year's spending.

FICA (27.5%): This is under-spent due to staff vacancies.

Medicare (27.5%): This is under-spent due to staff vacancies.

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

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

Other Benefits (19.9%): This line item is for vacation payouts for staff.

Rentals (22.7%): Charges have been minimal.

Building Maintenance (26.0%): Charges have been minimal.

Vehicle Maintenance (22.5%): Charges have been minimal.

Printing/Binding (9.8%): Charges have been minimal.

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

Membership Dues (43.0%): This is over-spent due to a membership fee for the Library that was paid in August.

Professional Development (7.7%): Charges have been minimal.

Other Purchased Services (22.8%): 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 (16.4%): Charges have been minimal.
Computer Supplies (21.5%): Charges have been minimal.
Postage (0.7%): Charges have been minimal.
Library Supplies (9.6%): Charges have been minimal.
Janitorial Supplies (21.4%): Charges have been minimal.
Gas & Diesel Fuel (11.7%): Charges have been minimal.
Building Maintenance Supplies (16.7%): Charges have been minimal.
Natural Gas (6.5%): Charges have been minimal.
Water (11.3%): Charges have been minimal.
Telecommunications (42.1%): This is over-spent due to the annual payment for Alert Media emergency notification system, which was paid in May.
Professional Collection (0.0%): Nothing has been paid from this line item.
Periodicals (41.9%): This is over-spent due to the payment of the annual subscription service.
A/V Materials (16.5%): Charges have been minimal.
Public Access Software (11.6%): Charges have been minimal.
Downloadable Materials (22.7%): Charges have been minimal.
Employee Relations (16.3%): Charges have been minimal.
Miscellaneous Expenses (11.1%): 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:	50.00
Miscellaneous Donations:	242.41
 Total Donations:	 \$3,342.41

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	394.50
Book Shoppe:	2,459.50
Drawstring Bags:	0.00
Ear Buds:	9.00
Flash Drives:	9.75
Hot Beverage Service:	0.00
Meeting Room Fees:	0.00
Mugs/Cups:	0.00
Print Station:	1,160.60
Reusable Bags:	3.00
Test Proctoring:	0.00
Tote Bags:	40.00
Umbrellas:	0.00
Miscellaneous:	16.00
 Total Other Revenue:	 4,092.35

During August, 15 batches containing 156 invoices were processed, totaling \$65,987.33 and 93 credit card charges were made totaling \$32,490.50.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$4,170,468.58, which is 72.4% 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, 8/31/20:

Operating:	\$ 4,170,468.58
Capital:	\$ 3,369,753.68
Fixed Assets:	\$ 1,188,045.46

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

August 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	43,754	47,521	-8%	109,321	181,059	-40%
Teens	2,455	3,421	-28%	6,885	15,060	-54%
Children	40,785	41,040	-1%	103,665	186,914	-45%
Digital Downloads	17,312	11,926	45%	65,732	47,560	38%
Total	104,306	103,908	0%	285,603	430,593	-34%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	25,443	25,572	-1%	100,452	25,572	293%
Teens	4,966	4,777	4%	19,886	4,777	316%
Children	8,518	9,052	-6%	34,247	9,052	278%
Total	38,927	39,401	-1%	154,585	39,401	292%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	316	476	-34%	1,008	2,239	-55%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	13,522	26,688	-49%	28,313	115,741	-76%
Bookmobile	630	1,521	-59%	1,648	4,992	-67%
Total	14,152	28,209	-50%	29,961	120,733	-75%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	48	-100%	0	230	-100%
Digital Preservation Studio	0	29	-100%	0	91	-100%
Community Room	9	114	-92%	25	444	-94%
Total	9	191	-95%	25	765	-97%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	2	18	-89%	6	84	-93%
People Reached	207	1,887	-89%	319	10,986	-97%
Community Visits to the Library	0	0	0%	0	47	-100%
People Reached	0	0	0%	0	1,088	-100%
Total Outreach Visits	2	18	-89%	6	131	-95%
Total People Reached	207	1,887	-89%	319	12,074	-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	6	16	-63%	15	92	-84%
Attendance	45	203	-78%	109	1,914	-94%
Teens	3	2	50%	5	18	100%
Attendance	11	93	-88%	11	367	100%
Childrens	2	13	-85%	2	77	-97%
Attendance	23	540	-96%	23	4,223	-99%
Total Programs	11	31	-65%	22	187	-88%
Total Attendance	79	836	-91%	143	6,504	-98%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	5	-40%	6	41	-85%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,176	3,645	-13%	9,596	15,800	-39%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	241.50	151.25	60%	414	610	-32%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,085	4,910	-78%	1,999	19,521	-90%
WiFi Sessions	1,813	3,566	-49%	5,611	14,085	-60%
Website/Catalog Hits	43,579	43,110	1%	195,655	176,001	11%
Online Resource Use	4,646	7,320	-37%	17,549	26,532	-34%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	413	578	-29%	854	1,933	-56%
Sent	321	289	11%	629	1,093	-42%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4.00	91.00	-96%	8	332	-98%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 15, 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 5:14 p.m. (Delayed start due to technical difficulties.)
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Stephen Peterson, Patti Salch, Stephanie Walden, Jodi Sherman

MEMBERS ABSENT: Laurie Nippe

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report
President Jodi Sherman had no report.
- VI. Approval of Minutes
A. June 17, 2020
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
 - A. Director's Report: Jeanne Hamilton, Library Director, shared that the re-opening of the Library is going well. The daily traffic is about half of what we experienced last year at this same time. BPL Administration feels comfortable with that number and it makes everyone feel safe. The Library announced today that fines are permanently being eliminated. Thank you to Patti for bringing staff a belated St. Patrick's Day treat.
 - B. Outreach Report: Colleen Shaw, Circulation and Outreach Manager, reported there were a record 38,000 active patrons in June. E-resources active user stats have increased as many new patrons are using their library cards to use those services. Another record for June is that staff processed over 20,000 holds. The Bookmobile has returned to its usual schedule, offering modified stops where patrons can pick up holds, return items, and pick-up Summer Reading prizes.
 - C. Financial Report: Kathy Jeakins, Business Manager, provided the reports from June 2020. This is the final report for FY 20. Another Property Tax Distribution was received on July 7th in the amount of little over \$41,000. The Notice for the Public Hearing on the Budget

Hearing that will take place at next month's meeting, was in the newspaper today. The budget will need to be approved at the August meeting which requires a quorum be in attendance (in person or virtual).

VIII. Action Items

A. Appoint Members to Complete Secretary's Audit of FY20 Minutes

President Sherman asked for two Board members to be appointed to complete the Secretary's Audit for FY20 Minutes. Ary Anderson and Patti Salch volunteered to complete the task.

B. Affirm Intent to Comply with the Bloomington Public Library Policy Prohibiting Sexual Harassment

STEPHANE WALDEN MOVED, ARY ANDERSON SECONDED, AN AFFIRMATION OF THE INTENT TO COMPLY WITH THE BLOOMINGTON PUBLIC LIBRARY POLICY PROHIBITING SEXUAL HARASSMENT

YAYS: ARY ANDERSON, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, STEPHANIE WALDEN, JODI SHERMAN

NAYS : NONE

ABSENT: LAURIE NIPPE

THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

A. Handling of Funds from CD that Matured in April 2020

Discussion was led by Stephen Peterson. Interest rates are flat and are not anticipated to improve in the next 12 months. Mr. Peterson contacted Morton Community Bank and First Farmers State Bank for rates and terms. First Farmers State Bank (a McLean County Bank) can offer a better rate. The rate is .60% for 14 months. Morton Community Bank is offering .41% as their best rate, for 9 months. To change banks from the current bank to First Farmers State Bank would be an increase of interest paid to GPPLD of approximately \$100.00. Pros and cons were discussed about changing banks, interest rates and terms. Stephen Peterson will complete the research and prep work and Jodi Sherman will handle the signing of the paperwork at the bank.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO AUTHORIZE STEPHEN PETERSON TO CONTACT MORTON COMMUNITY BANK ASKING THEM TO OFFER A PERCENTAGE RATE OF .50 % OR BETTER FOR 9 MONTHS. IF MORTON COMMUNITY BANK CANNOT MEET THAT RATE, THEN STEPHEN PETERSON IS AUTHORIZED TO TAKE THE BEST AVAILABLE RATE OF .50 % OR HIGHER FOR 9 MONTHS FROM A LOCAL MCLEAN COUNTY BANK.

YAYS: ARY ANDERSON, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, STEPHANIE WALDEN, JODI SHERMAN

NAYS : NONE

ABSENT: LAURIE NIPPE

THE MOTION CARRIED UNANIMOUSLY.

B. FY 21 Budget

Kathy Jeakins confirmed with the Board the desired budget allocations for the FY 21 budget. These will be the totals that will appear in the paper and will be voted on at the August GPPLD Board Meeting.

X. Comments from Board Trustees

There were no comments.

XI. Reminder

Next Board Meeting is August 19, 2020.

XII. Adjournment

President Sherman adjourned the meeting at 5:44 p.m.

Incident Report Summary for August 2020

2020-08-31 23:59:00
 2020-08-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
4229	2020-08-10 12:30:02	PoliceAmbulanceCall
4230	2020-08-12 10:19:14	InappropriateBehavior
4231	2020-08-19 17:17:04	PoliceAmbulanceCall
4232	2020-08-19 18:22:59	PoliceAmbulanceCall
4233	2020-08-19 19:43:20	AlcoholDrugs
4234	2020-08-23 14:02:25	InappropriateBehavior
4235	2020-08-23 14:24:45	InappropriateBehavior
4236	2020-08-26 18:13:27	StolenDamagedLibraryMaterial
4237	2020-08-29 11:13:41	InappropriateBehavior
4238	2020-08-30 15:10:10	AlcoholDrugs

Suspension Report Summary for August 2020

2020-08-31 03:45:26pm
2020-08-01 03:45:26pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
352	2020-08-19 00:00:00	PoliceAmbulanceCall
353	2020-08-19 00:00:00	PoliceAmbulanceCall
354	2020-08-26 00:00:00	StolenDamagedLibraryMaterial
355	2020-08-29 00:00:00	PoliceAmbulanceCall

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library

From: Jeanne Hamilton, Library Director

Re: Amendment to the Motion to Approve the Agreement with Engberg Anderson for Preliminary Design Services

In a review of our files, we found that the board's original motion to approve the agreement with Engberg Anderson for preliminary design services did not include the approval of reimbursable expenses (travel, postage, etc.). The draft agreement included in the original packet clearly stated that reimbursable expenses are in addition to the proposed fee and the board discussed this section at the meeting.

REIMBURSABLE EXPENSES

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters. Authorized expenses include travel using the prevailing IRS reimbursement rates and reproductions, plots, standard form documents, and postage. No other expenses will be undertaken without a defined scope and written authorization.

Unfortunately, the final motion did not reflect the reimbursable expenses. It was as follows:
SUSAN MOHR MOVED, JOHN ARGENZIANO SECONDED, TO APPROVE AGREEMENT WITH ENGBERG ANDERSON FOR PRELIMINARY DESIGN SERVICES FOR AN AMOUNT UP TO \$69,400.00 INCLUDING THE CONTRACT AMENDMENTS AS DISCUSSED.

In order to clean this up, we will need a motion (like the example directly below this paragraph) to amend the Motion to Approve the Agreement with Engberg Anderson for Preliminary Design Services to the following.

Example Motion: I MOVE TO AMEND THE MOTION PASSED AT THE FEBRUARY 2020 LIBRARY BOARD MEEETING TO THE FOLLOWING: APPROVE AGREEMENT WITH ENGBERG ANDERSON FOR PRELIMINARY DESIGN SERVICES FOR AN AMOUNT UP TO \$69,400.00 **PLUS ANY REIMBURSABLE EXPENSES** INCLUDING THE CONTRACT AMENDMENTS AS DISCUSSED.



Director's Goals FY21

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

Director's Goal: Facilitate the completion of Engberg Anderson's preliminary design services and present the final product to the City Council for funding approval

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

Director's Goal: Develop and implement plans that ensure the Library is providing safe, quality service to the community throughout the COVID-19 pandemic

Director's Goal: Establish and serve as the chair of a staff Equity, Diversity, and Inclusion (EDI) Committee

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

Director's Goal: Revise the personnel policies handbook

Goal: Work effectively through the use of technology.

Director's Goal: Facilitate and provide vision for large technology projects such as a replacement phone system

Library Goal: Administer a cost-effective public library.

Director's Goal: Develop a capital campaign plan timeline

Director's Goal: Identify members of a capital campaign team