

Bloomington Public Library

Books are just the beginning.



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 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/98869775223>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 988 6977 5223

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 July 21, 2020 Regular BPL Board Meeting
 - B. Approve Executive Session Minutes of July 21, 2020
 - C. Approve Bills List of July 2020
- X. Action Items
 - A. Approve 2021 Meeting Dates
- XI. Discussion Items
 - A. Insurance Renewal for 2021
 - B. Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 8.13.20 12:05 p.m.

BILLS LIST

Approved by BPL Board of Trustees, August 18, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing	Building Maintenance	378.82
Alpha Controls & Services	Building Maintenance	652.50
Amazon.com, LLC	A/V Materials	135.74
Amazon.com, LLC	Adult Books	154.26
Amazon.com, LLC	Children's Books	127.53
Amazon.com, LLC	Computer Supplies	109.94
Amazon.com, LLC	COVID-19	232.29
Amazon.com, LLC	Janitorial Supplies	33.39
Amazon.com, LLC	Office Supplies	9.99
Amazon.com, LLC	Other Purchased Services	865.57
Amazon.com, LLC	Periodicals	204.74
Ameren IP	Electricity	14,212.45
American Pest Control	Building Maintenance	80.00
CDW Government	Computer Supplies	1,494.13
Cengage Learning	Public Access Software	3,150.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	801.74
City of Bloomington	FICA	18,860.78
City of Bloomington	Gas & Diesel Fuel	141.33
City of Bloomington	Health Insurance-HMO	2,395.12
City of Bloomington	Health Insurance-PPO	19,019.00
City of Bloomington	IMRF	33,298.26
City of Bloomington	Life Insurance	240.80
City of Bloomington	Medicare	4,410.88
City of Bloomington	Payroll	314,417.15
City of Bloomington	Vision Insurance	262.44
City of Bloomington	Water	315.03
Connor Company	Building Mtnc Supplies	301.05
Continental Research Corp	Janitorial Supplies	417.82
Cook, Abbey	Other Purchased Services	100.00
Cumulus Broadcasting	Advertising	2,500.00
Dell Marketing, L.P.	Computer Supplies	6,610.10
Ebsco Industries	Periodicals	17.27
Engberg Anderson, Inc.	Other Purchased Services	11,300.00
Envisionware, Inc.	Computer Supplies	150.00
F & W Lawn Care & Landscaping	Building Mtnc Supplies	1,246.25
Findaway World, LLC	A/V Materials	460.90
Frontier	Telecommunications	1,601.51
Illinois Heartland Library System	Office/Equipment Mtnc	23,636.65
Illinois State University	Advertising	416.67

Ingram Library Services	A/V Materials	1,994.48
Ingram Library Services	Adult Books	3,091.36
Ingram Library Services	Children's Books	559.34
Jerseyville Public Library	Miscellaneous Expenses	24.99
Lefler, Tiffany	Other Purchased Services	210.00
Midwest Tape	A/V Materials	432.54
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	COVID-19	502.48
Miller Janitorial Supply	Janitorial Supplies	626.44
My Loveable Angels	Employee Relations	430.00
Northern Illinois Gas/NICOR	Natural Gas	581.65
Office Depot	Computer Supplies	449.14
Office Depot	COVID-19	89.91
Office Depot	Employee Relations	48.88
Office Depot	Office Supplies	129.43
OverDrive	Downloadable Materials	9,980.00
Parlin-Ingersoll Public Library	Miscellaneous Expenses	18.99
Penworthy Company, LLC	Children's Books	106.81
Pilot Media, LLC	Advertising	200.00
Proquest CSA, LLC	Downloadable Materials	21.40
RAILS	Office/Equipment Mtnc	5,500.00
Recorded Books, Inc.	A/V Materials	69.80
Ricoh USA, Inc.	Office/Equipment Mtnc	91.89
Ricoh USA, Inc.	Rentals	1,749.47
Uline Shipping Supply Specialists	Janitorial Supplies	329.95
Weber Electric, Inc.	Building Maintenance	3,068.00
Windstream	Telecommunications	143.78
VISA - Amazon.com	Periodicals	136.96
VISA - Baker & Taylor Books	A/V Materials	2,007.97
VISA - Baker & Taylor Books	Adult Books	11,010.06
VISA - Baker & Taylor Books	Children's Books	9,530.96
VISA - Barnes & Noble Booksellers	Other Purchased Services	160.00
VISA - Best Buy	Other Purchased Services	160.00
VISA - Best Version Media	Advertising	591.52
VISA - Elenco Electronics	A/V Materials	6.95
VISA - Facebook	Advertising	341.98
VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - Flinger's Pizza	Other Purchased Services	210.00
VISA - GameStop	Other Purchased Services	160.00
VISA - Global Industrial.com	COVID-19	40.91
VISA - Global Industrial.com	Janitorial Supplies	175.54
VISA - Hopkins Fulfillment Services	Adult Books	70.00
VISA - Humble Bundle	Other Purchased Services	19.99
VISA - Illinois Library Association	Professional Development	250.00
VISA - Jewel-Osco	Employee Relations	25.00
VISA - Kroger	Janitorial Supplies	39.97
VISA - Lands End Business Outfitters	Uniforms	205.00
VISA - LogMeln.com	COVID-19	415.00
VISA - Lucca Grill	Other Purchased Services	50.00
VISA - MassVR-Beyond Reality	Other Purchased Services	150.00
VISA - Meet-Up Organization	Other Purchased Services	98.94
VISA - Menards	Building Mtnc Supplies	16.98

VISA - Menards	Janitorial Supplies	17.06
VISA - National Enquirer	Periodicals	139.88
VISA - National Society of DAR	Periodicals	18.00
VISA - News Gazette	Periodicals	18.95
VISA - Orange Leaf	Other Purchased Services	210.00
VISA - Party City	Other Purchased Services	14.97
VISA - Reaching Forward South	Professional Development	(75.00)
VISA - Red Raccoon Games	Other Purchased Services	210.00
VISA - Regional Help Wanted.com	Advertising	264.00
VISA - Sprint	Telecommunications	1,106.73
VISA - Stampington & Company	Periodicals	49.99
VISA - Starcrest Cleaners	Other Purchased Services	39.50
VISA - Think Fun	A/V Materials	5.00
VISA - Touch Window.com	Computer Supplies	165.69
VISA - Uniforms & Accessories Warehouse	COVID-19	45.93
VISA - Uniforms & Accessories Warehouse	Uniforms	81.65
VISA - Upper Limits	Other Purchased Services	150.00
VISA - UPS	Postage	9.64
VISA - Upstaging, Inc.	COVID-19	1,205.00
VISA - Verizon Wireless	Telecommunications	135.88
VISA - Wal-Mart	A/V Materials	2.00
VISA - Wal-Mart	Janitorial Supplies	23.60
VISA - Wal-Mart	Library Supplies	19.36
VISA - Wal-Mart	Office Supplies	21.27
VISA - Wal-Mart	Other Purchased Services	1.88
VISA - Zoom.US	COVID-19	137.91
Total		530,550.78

Bloomington Public Library

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Director's Report

July 2020

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

COVID-19 Response:

- Attended 3 Emergency COVID-19 planning meetings with City Department Heads
- Met with Brian Chase, Normal Public Library Director to discuss COVID-19 response plans
- Met with Central IL Medium-Sized Library Directors bi-weekly to discuss how their libraries are responding to COVID-19
- Helped plan for physically distanced in-person programs
- Reviewed materials quarantining procedures
- Sent emails updating all staff on Library Operations during COVID-19
- Continued to coordinate a shared cross-departmental schedule for curbside/holds pickup/picklist service
- Worked two holds pickup shifts
- Coordinated moving the holds from the community room to the regular hold shelves
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms and/or exposure

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

- Met with Normal Public Library staff to coordinate the announcement and implementation of eliminating fines
- Worked to implement the elimination of fines
- Participated in a planning session with Engberg Anderson Architects
- Prepared for and led the first Equity, Diversity, and Inclusion staff committee
- Scheduled remaining architect planning sessions

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

- Worked one summer reading program prize stuffing shift

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

- Participated in 3 interviews for a full-time Security Site Supervisor and 4 interviews for a full-time Technical Services LTA
- Attended a Staff Development Committee Meeting
- Met with Julian and Alicia H. to review my performance appraisal
- Developed annual staff committee assignments
- Attended the Illinois Library Association Board and Committees Orientations

Adult Services Report

Carol Torrens

July 2020

***Customers have returned to the building with limited services being offered, such as no seating for people to hang out, no meeting room space for the public, 1-hour computer appts. at specified times.*

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

SERVICES

AS staff helped with the Curbside Hold Pick Up service.

COLLECTIONS

Marcie weeded inspirational fiction and science fiction/fantasy (both paperbacks and hardcovers). She started weeding fiction audiobooks due to space constraints.

Marcie added a couple of small large print standing order plans to fill gaps: African American Authors and Publisher's Showcase.

PROGRAMS

A few in-person programs are planned for August as a test. Virtual programming will also be offered in addition to the continuing virtual book club meetings.

Adult/Family programs

Books on Tap virtual book club – 1 session – 5 attended

Fiction/Mystery virtual book – 1 session – 8 attended

Spanish Book Club – 1 session – 10 attended

Teen Programs

No programs

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

Marcie and Mimi watched a couple webinars: Book Club Picks Online and In Person; Extreme Self-Care for Extreme Times.

Jorgi Henson-Miller will be the new part-time Library Assistant in AS, working with the interlibrary loan service.

Goal: Work effectively through the use of technology.

Librarians compiled lists of items in the collection by black authors, musicians, and directors. These will be offered soon via our website and/or social media.

There were two individual appointments, both about ebook usage.

OTHER

Carol, along with other managers, met with architects to discuss priorities for a library expansion.

Business Office Report
Kathy Jeakins
July 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 7/21.

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 July, bringing the total to \$2,474,148.97.

Golden Prairie also received another Property Tax distribution, bringing the total they have passed along to BPL to \$215,694.33.

In July, the Book Shoppe collected \$1,227.

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

I prepared the notice for Golden Prairie's Public Hearing on the budget, which will be held in August.

Bills Costing in Excess of \$5,000:

- Ameren IP \$14,212.45: for 2 months—June \$6,395.86 and July \$7,846.59
- Engberg Anderson \$11,300: for 2 studies conducted relative to the expansion
- Illinois Heartland Library System \$23,636.65: for annual OCLC service, as approved by the Board on 6/16/20
- Reaching Across Illinois Library System (RAILS) \$5,500 for annual Find More Illinois service

Upcoming:

The new telephone system should be in place sometime in August.

I will begin pulling information for the Golden Prairie audit.

Bloomington Public Library

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Circulation and Outreach Services Report

Colleen Shaw

July 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
 - Human Services Council²
 - Recovery Oriented Systems of Care Council³
 - Recovery Oriented Systems of Care Spirituality Subgroup⁴
 - Recovery Oriented Systems of Care Sober Recreation Subgroup – helping to start another Hoopla book club focusing on biographies of people that have overcome adversity
 - Central IL Community Educators⁵
 - Leadership McLean County Leadership Launch
 - Central IL Educators⁶
 - Unit 5 Communications Director

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 412 items. 3 items were picked up via Curbside. 57 clients were served, and 2 new clients were added.
- Deposits staff were able to deliver to 8 sites this month for a total of 496 items. A limited number of visits to popUP library sites will resume in August.
- Olivia passed her test and received her CDL on 7/23!
- The bookmobile continues to offer a full schedule of modified services. Patrons are not be allowed on the bookmobile but are able to pick up holds, return items, redeem their Summer Reading logs for prizes, and renew or signup for a new library card.
- The bookmobile stop at Eagle Creek on July 15 was cancelled due to inclement weather.
- The July and August Book Donation Day events were cancelled. The September event is yet to be determined.

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

- Full-time Library Technical Assistant, Paula, resigned on 7/10.
- Part-time Library Assistant, Jorgi, transferred to a position in Adult Services on 7/20.
- Part-time Library Assistant, Lexi, resigned on 7/31.
- La'Betra and Kameryn have filled two open part-time Library Assistant positions and will begin in August.

¹ Normal PL, Faith in Action, ARC, U of I Extension, LeRoy ARC, Bromenn Adult Daycare, Community Care Systems, Bloomington H.A.

² HCC Adult Education, Chestnut Family Center, Children's Home + Aid, NPL, Planned Parenthood, Integrity Counseling, LifeCil, etc.

³ Chestnut Health, Project Oz, Health Dept, Children's Home + Aid, Bridgeway, NAACP, Children's Home + Aid, BN Parents, HCC, etc.

⁴ Chestnut Health, Home Sweet Home, Celebrate Recovery, Recovery Oriented Systems of Care, Islamic Center, TASC Winner Circles

⁵ McLean County History Museum, Sugar Grove Nature Center

⁶ McLean County History Museum, NPL, David Davis Mansion, IL Art Station, Sugar Grove Nature Center, YWCA, Children's Discovery

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(7/2020) Circulation and Outreach Services Statistics

Total Circ BPL	92,390
Total Circ Main	74,394
Adults	37,373
Teens	2,395
Children	34,626
Total Circ Outreach	3,331
OTR Adults	1,935
OTR Teens	70
OTR Children	1,326
Total Circ eBooks	14,665
Hoopla	968
Overdrive	11,148
RBDigital	1,756
TumbleBooks	34
eBook Central	2
Kanopy	757
Borrowers Registered	264
Total Active Cardholders	39,235
Children	8,626
Teen	5,004
Adult	25,605
GPPLD	1,640
Total Holds Filled	13,194
Main Holds	11,560
Outreach Holds	1,634
Door Count	13,599

10 Stops with Highest Circulation

Wingover Apartments PM	193
Ekstam Drive	76
Eagle Crest East	63
Wingover Apartments AM	56
Wingover Apartments AM	56
Ponds Apartments	54
Suburban East	51
Ballybunion	48
Arrowsmith	47
Eagle Ridge	45

5 Stops with Lowest Circulation

Heartland Hills	2
Ellsworth	2
Park Place	1
Eastview Community Center	1
Stevenson School	1

Bookmobile Customers: 714

Total Monthly Stops: 74 (at 48 locations)

Circulation Questions Answered: 459

Outreach Questions Answered: 126

Total Questions Answered: 585

Bloomington Public Library

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390					
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					
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					

Children's Services Report

Melissa Robinson

July 2020

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

Collections:

- Rondalea created two book lists: "Recommended African American Children's Books" and "Black Children's Books Authors You'll Love". Alysha created record sets for these titles to make them easy to find.
- Books in Armenian and Hebrew have been ordered for our World Language collection.
- Big books are going to be cataloged and placed out in the Children's Department for check out.

Programs:

- 300 craft packets were distributed beginning July 25.
- We continued offering virtual programs on the Facebook Children's group
 - DIY Mondays – 206 attended
 - Smarty Pants Story Time on Wednesdays – 278 attended
 - Wild Card Fridays – 481 attended
 - Where the Wild Things Read on two Saturdays per month – 161 attended
 - Lego Construction once a month – 56 attended
 - Craft packet demonstration – 113 attended
- Alysha partnered with U of I Extension on a Zoom Engineering Workshop. 16 registered and 8 participated in the program.

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

- Alysha attended the All Our Kids Network meeting where she shared information about the library's re-opening and current services being offered to the community.
- Alex met with Holly Zehr, the library media specialist at Sheridan School, about school library needs for this upcoming school year.
- Alex attended the webinar "Telling Our Authentic Story."
- Alex and Clare have joined the new EDI committee.
- Jesse attended the webinar "The Library Employee Journey."
- Eleanor Nave began work as part-time library assistant.

Goal: Work effectively through the use of technology.

- 36 posts were created for the Children's Facebook group. We now have 225 members.

Human Resources Report

Gayle Tucker

July 2020

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

- In July, there were four Job Announcements and two website/Facebook postings
 - One of those ads generated 102 outside applicants
- I participated in 4 in-house and 18 outside interviews
- I onboarded one new employee
 - Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation
- I, along with other Department Managers, met with the architects developing a new plan for BPL expansion

Goal: Work effectively through the use of technology.

- In July, I participated in several Teams video meetings with other staff, 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 running 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
 - We are ready for the program to resume in August
- I track hours worked by part-time staff

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Personnel Code/Employee Handbook updates
- Review and Evaluate Applicant Tracking Systems
- FMLA Administration

Information Technology Systems Report
Jon Whited
July 2020

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

The majority of the new phone equipment has arrived. Hopefully by the end of August we should be running on the new phone system.

We put in a new copier for the public to use. The new copier has a coinbox that allows for payments from credit cards or mobile phones.

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 held two sessions last month and will have an additional two session in August. Dale is looking at expanding the program to provide a platform for those interesting in starting virtual games in the Bloomington area.

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

Upcoming:

We will be replacing some of the backup batteries that have failed recently during a power outage.

We will also be 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.

Fine Free Messaging

- Penned a joint press release for the Bloomington and Normal public libraries.
- Penned the Fine Free FAQs information which can be found at bit.ly/bplfinefreefaq.
- Penned/posted information to Facebook, Instagram, Twitter.
- Was interviewed by a reporter from WGLT.
- Penned/sent a text message to all subscribers.
- Updated text on multiple pages of the website.
- Penned/sent an eBlast to approximately 31,000 cardholders
- Scripted audio radio ads for
 - WGLT
 - Magic 99.5
 - WGLT
 - B104
- Created visual ad art for
 - *Neighbors of Southwest Bloomington* magazine
 - *Eastside Neighbors* magazine
 - Each marquee at Grossinger Arena
 - Rotating bar on the website
 - Facebook, Instagram, Twitter
- Headlines
 - McLean County libraries permanently remove overdue fines – CIProud.com
 - Bloomington and Normal public libraries go fine free – WGLT
 - Local libraries permanently become fine free – WJBC
 - Local public libraries scrap fines for overdue items – videtteonline.com

COVID

- Rewrote the text found at the COVID19 link on the Library's website.
- Sent an eBlast to cardholders who received a library card online/via snail mail during our COVID19 closure. These folks were notified that their cards would expire on September 1 unless they make a trip to the library and provide proof of address.
- Filled new signage requests pertaining to mask requirements, high-risk hours, and modified services.

Advertising

- Ad in *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines promoting Summer Reading
 - August's ad will highlight that library cards and library programs are free
 - September's ad will highlight the elimination of overdue fines
- Audio ads on WGLT and visual (desktop & mobile) ads on WGLT.org highlighted Summer Reading, reopening, and letterboxing
 - August's ad will highlight the elimination of overdue fines
- Ads on Magic 99.5 highlighted Summer Reading, reopening, curbside pickup, and the resumption of Bookmobile stops.
 - August spots will highlight No More Overdue Fees
- Ads on WBNQ and B104 promoting Summer Reading and the Letterbox Challenge.
 - August spots will highlight No More Overdue Fees
- Ad posted to marquees at the Coliseum/Arena promoting
 - August spots will highlight the elimination of overdue fees

Other

- Self-Checkout Stations - Created all new artwork to advertise library services via the Self-Checkout Stations. The following will be promoted: 1000 Books Before Kindergarten, Auto Renewals, No More Overdue Fines, BookFlix, ScienceFlix, Brainfuse, Hoopla, Kanopy, Lynda.com, Mango Languages, Pebble Go, Tumble Books.
- Summer Reading - We decided to extend the final date we'd hand out Summer Reading prizes from July 27 to August 23. This was promoted via the rotating bar on the website, Facebook, Instagram, and the website.
- Bookmobile - Continue to update all Bookmobile texts to explain that services are limited.

Publicity - Paper & Digital

- ILL services resume

- ILL inserts
- Engineering Workshop with U of I Extension
- Sign and Sing story time
- Craft Packet No. 3 pickup
- Letterboxing challenge extension
- Back-to-School DIY Locker Magnets
- Kirk Douglas Classic Movie Series
- Dungeon Master's Club
- Financial Planning in Uncertain Times
- Llama Story Time
- New paper and digital materials for all book clubs
 - Spanish
 - Books on Tap
 - Combined Mystery/Fiction
 - History
- Teen Writing Workshop
- Flat Melvin
- Flat Melvin tracking map
- SRP Sponsors
- July 4 Closure
- Ancestry Extension
- 50 Years of Earth Day book display sign
- Revised Hoopla Handout
- Revised Libby Handout
- Revised RBDigital Handout
- Shelf Talkers
- Wireless Printing Instructions
- How to Get a Library Card handout

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

STAFF NEWSLETTER

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

Goal: Work effectively through the use of technology.

Social media presence:

- Facebook – 8,052 followers;
- Instagram - 1,700 followers;
- Twitter - 2,052 followers;
- Library text subscribers - 338
- Bookmobile text subscribers - 1,040
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks eBlast list – 31,411 subscribers.
- Program Guide eBlast list – 31,395 subscribers.
- General eBlast list – 31,435 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 a monthly eBlast promoting one of 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.
- A member of the library's staff is interviewed every other Monday on WJBC. The interview materials are prepped by the Marketing Department.
- Starting with August, we will resume sending monthly programs to The Pantagraph, Macaroni Kid, and the PATH-O-Gram.

**Support Services Report
Caprice Prochnow
July 2020**

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

- Support Services staff:
 - Welcomed Steve Zink as the new Security Site Supervisor
 - Constant disinfecting of high touch points, rooms or furniture that patrons use, restrooms, etc.
 - Shampooed Community Room and Breakroom
 - Removed a dead tree and trimmed bushes on the property
 - Resolved a drain problem in the garage during heavy rainfall, and subsequently, resolved
- Repairs/Installs:
 - Weber Electric installed emitters and ballast for UV sterile system for the AHU, installed new power pole in the TZ, repaired light fixtures, and replaced cord end on charging table
 - Alpha Controls installed new actuators for the chilled water valve and worked to troubleshoot issues with the return fan drive
 - A-1 Haney Plumbing repaired UL Women's faucet
 - MIM did troubleshooting of the RTU and replaced two contactors
 - Kone replaced an electronic board for the elevator

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

- Zoom meeting with –
 - Facility Managers at Libraries in the RAILS Library system to discuss how library re-openings are going, sources for disinfectant supplies, cleaning procedures, etc.
- Caprice viewed these webinars –
 - Managing through Economic Crisis using Emotional Intelligence
 - Back to Business: Safely Returning to the Workplace
 - The library employee journey: from recruitment to onboarding and lifelong learning
- Caprice listened to this podcast –
 - Library Safety & Security with Dr. Steve Albrecht

Goal: Administer a Cost-Effective Library.

- Johnson Controls performed the mid-season PM of the chiller
- Tri-County Irrigation performed the mid-season check of the irrigation system

Upcoming: Hiring for a vacant part-time custodian position

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

July 2020

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

- The managers met with the architects to focus on the list of prioritized spaces developed from the previous program, big picture service goals, recent service trends, and aesthetic sensibilities including new thoughts related to COVID-19.

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

- We finished the fiction call letter project in Polaris and we're now fixing physical labels that do not match.
- Katy E. went through and checked all the paperback beginning readers and picture books in outreach to ensure they were in the right collection. She found over 30 that were not.
- The Memory Care collection is up and running. We processed and cataloged over 200 items including DVDs and conversation cards.

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

- Kam will be our new full-time LTA starting August 10th. She'll be working with the children's books.
- TS has been helping with picklist almost daily, and we're now doing 1st floor every weekday.
- TS helped fill in the gaps in curbside and AV check.
- TS moved the holds from the Community Room to the regular hold shelving.
- Allison coordinated the staff Summer Reading prize drawing.
- Nikki Miller helped TS get back on our feet after the shutdown. She's now working in Circulation to help them fill their staffing gaps.
- Training Hours – 2

Goal: Work effectively through the use of technology.

- We're in the testing phase with Penworthy to get on-order records for our children's book orders.
- We requested that our Ingram invoices be combined by shipment rather than by order. This will save a lot of time for us and the Business Office.
- We're ordering more direct order magazines from Amazon to keep the subscriptions organized and in one place (apart from EBSCO.)

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

- Our volunteer, Bob, returned to us in July. He mainly helps us keep up with Discards and RFID tagging. He'll mostly be here on Wednesdays from 9-11.
- Volunteer Hours – 4

Upcoming:

- Cataloging big books in the children's department.
- EBSCO magazine renewal.

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

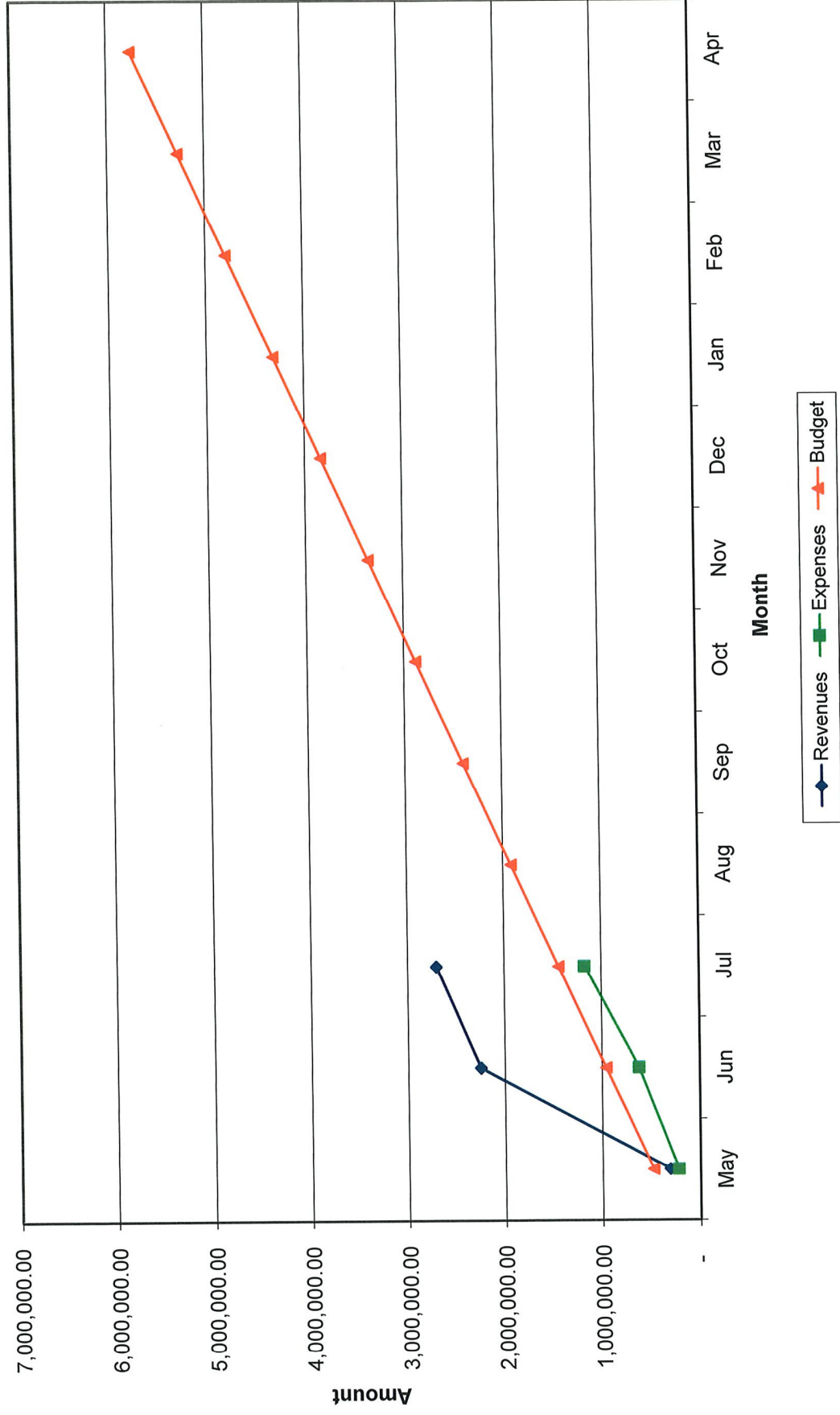
REVENUES:

ACCT NAME	BUDGET	JULY 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	411,024.30	2,474,148.97	(2,461,210.03)	50.1
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,700	0.00	0.00	(95,700.00)	0.0
GPPLD	400,000	39,368.01	215,694.33	(184,305.67)	53.9
Fines & Fees	50,000	722.45	1,165.00	(48,835.00)	2.3
Copies	3,500	193.10	209.55	(3,290.45)	6.0
Interest on Investments	75,000	1,772.34	4,535.08	(70,464.92)	6.0
Interest From Taxes	0	0.00	0.00	-	-----
Sale of Property	0	0.00	0.00	-	-----
Donations	24,000	190.75	3,340.75	(20,659.25)	13.9
Other Private Grants	0	0.00	0.00	-	-----
Cash Over/Short	0	15.30	15.40	15.40	-----
Other	45,000	1,645.65	2,327.00	(42,673.00)	5.2
Total Revenues	5,758,959	454,931.90	2,701,436.08	(3,057,522.92)	46.9

ACCT NAME	BUDGET	JULY 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	261,180.70	534,270.38	(1,864,914.62)	22.3
Part-Time Salaries	483,694	42,699.29	89,986.63	(393,707.37)	18.6
Seasonal Salaries	67,667	5,834.14	9,837.03	(57,829.97)	14.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	2,663.22	3,663.22	3,663.22	-----
Total Sals & Wages	2,951,646	312,377.35	637,757.26	(2,313,888.74)	21.6
Dental Insurance	11,000	801.74	2,061.62	(8,938.38)	18.7
Vision Insurance	3,000	262.44	674.85	(2,325.15)	22.5
Health Insurance, BC/BS PPO	366,827	19,019.00	48,906.00	(317,921.00)	13.3
Health Insurance, OSF HMO	16,000	2,395.12	6,158.88	(9,841.12)	38.5
Life Insurance	3,200	240.80	722.40	(2,477.60)	22.6
Library RSA Contribution	0	653.06	1,077.56	1,077.56	-----
IMRF	239,918	33,298.26	67,789.61	(172,128.39)	28.3
FICA	182,933	18,860.78	37,965.70	(144,967.30)	20.8
Medicare	42,783	4,410.88	8,878.92	(33,904.08)	20.8
Worker's Comp	18,385	0.00	0.00	(18,385.00)	0.0
Uniforms	800	286.65	286.65	(513.35)	35.8
Tuition Reimbursement	15,500	0.00	0.00	(15,500.00)	0.0
Other Benefits	25,000	2,039.80	2,039.80	(22,960.20)	8.2
Total Benefits	925,346	82,268.53	176,561.99	(748,784.01)	19.1
Rentals	25,000	987.55	3,931.09	(21,068.91)	15.7
Total Rentals	25,000	987.55	3,931.09	(21,068.91)	15.7
Building Mtn	150,000	18,375.07	35,464.94	(114,535.06)	23.6
Vehicle Mtn	12,000	0.00	2,596.39	(9,403.61)	21.6
Office & Computer Mtn	195,000	39,970.68	62,681.43	(132,318.57)	32.1
Total Repair/Mtn	357,000	58,345.75	100,742.76	(256,257.24)	28.2

ACCT NAME	BUDGET	JULY 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,936.28	12,578.48	(37,421.52)	25.2
Printing/Binding	18,000	1,771.22	1,771.22	(16,228.78)	9.8
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	4,000	550.00	550.00	(3,450.00)	13.8
Professional Development	10,000	441.00	673.35	(9,326.65)	6.7
Other Purchased Services	150,000	15,631.66	33,028.25	(116,971.75)	22.0
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	22,330.16	48,601.30	(212,898.70)	18.6
Office Supplies	20,000	389.82	2,386.72	(17,613.28)	11.9
Office Supplies-COVID-19	0	7,168.62	19,703.15	19,703.15	-----
Computer Supplies	90,000	3,345.83	7,322.89	(82,677.11)	8.1
Postage	2,500	9.64	16.59	(2,483.41)	0.7
Library Supplies	85,000	5,873.71	6,389.80	(78,610.20)	7.5
Janitorial Supplies	18,000	1,627.53	2,229.99	(15,770.01)	12.4
Gas & Diesel Fuel	5,500	141.33	254.17	(5,245.83)	4.6
Building Mtnc & Repair Supplies	20,000	318.03	1,311.76	(18,688.24)	6.6
Total Supplies	241,000	18,874.51	39,615.07	(201,384.93)	16.4
Natural Gas	31,000	581.65	1,435.34	(29,564.66)	4.6
Electricity	90,000	14,242.45	19,001.48	(70,998.52)	21.1
Water	9,000	315.03	1,019.79	(7,980.21)	11.3
Telecommunications	38,000	2,948.17	13,002.89	(24,997.11)	34.2
Total Utilities	168,000	18,087.30	34,459.50	(133,540.50)	20.5
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	585.89	16,775.72	(23,224.28)	41.9
Adult Books	143,000	15,356.05	32,860.83	(110,139.17)	23.0
Children's Books	118,500	9,509.88	21,670.46	(96,829.54)	18.3
A/V Materials	131,000	4,756.05	15,458.62	(115,541.38)	11.8
Public Access Software	188,880	4,301.90	21,885.55	(166,994.45)	11.6
Downloadable Materials	154,700	68.19	20,054.59	(134,645.41)	13.0
Total Materials	776,080	34,577.96	128,705.77	(647,374.23)	16.6
Employee Relations	5,000	59.99	597.78	(4,402.22)	12.0
Miscellaneous Expenses	10,000	309.40	841.63	(9,158.37)	8.4
Transfer to Capital Fund	36,887	0.00	0.00	(36,887.00)	0.0
Total Other Expenses	51,887	369.39	1,439.41	(50,447.59)	2.8
Total Expenses	5,758,959	548,218.50	1,171,814.15	(4,587,144.85)	20.3

Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% TO 30.0% is acceptable)
July 2020

Property Tax (50.1%): The Library has received 4 distributions so far.

Replacement Tax (0.0%): The distribution has not taken place yet.

State Grants (0.0%): The Library has not received this yet.

Golden Prairie Public Library District (53.9%): Golden Prairie has received 4 distributions so far; of those distributions, Bloomington Public Library receives 95% of their tax dollars.

Fines (2.3%): Very little has been collected.

Copies (6.0%): Very little has been collected.

Interest (6.0%): Interest rates are down.

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

Other Revenue (5.2%): Receipts have been low.

Part-Time Salaries (18.6%): This is also low due to some staff vacancies.

Seasonal Salaries (14.5%): 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 (18.7%): This is just under-spent due to full-time staff vacancies.

Health Insurance, PPO (13.3%): This line item is also under-spent due to full-time staff vacancies.

Health Insurance, HMO (38.5%): This is over-spent due to reducing the total budgeted amount, based on previous year's spending.

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

Uniforms (35.8%): This is over-spent due to getting uniforms for a new Security Guard and a new Custodian.

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

Other Benefits (8.2%): This line item is for vacation payouts for staff.

Rentals (15.7%): Charges have been minimal.

Office and Computer Maintenance (32.1%): This is over-spent due to the annual payment for OCL service, which the Board approved in June.

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

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

Membership Dues (13.8%): Charges have been minimal.

Professional Development (6.7%): 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 (11.9%): Charges have been minimal.

Computer Supplies (8.1%): Charges have been minimal.

Postage (0.7%): Charges have been minimal.
Library Supplies (7.5%): Charges have been minimal.
Janitorial Supplies (12.4%): Charges have been minimal.
Gas & Diesel Fuel (4.6%): Charges have been minimal.
Building Maintenance Supplies (6.6%): Charges have been minimal.
Natural Gas (4.6%): Charges have been minimal.
Water (11.3%): Charges have been minimal.
Telecommunications (34.2%): 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.
Children's Books (18.3%): Charges have been minimal.
A/V Materials (11.8%): Charges have been minimal.
Public Access Software (11.6%): Charges have been minimal.
Downloadable Materials (13.0%): Charges have been minimal.
Employee Relations (12.0%): Charges have been minimal.
Miscellaneous Expenses (8.4%): 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:	240.75
 Total Donations:	 \$3,340.75

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	394.50
Book Shoppe:	1,460.50
Drawstring Bags:	0.00
Ear Buds:	1.50
Flash Drives:	9.75
Hot Beverage Service:	0.00
Meeting Room Fees:	0.00
Mugs/Cups:	0.00
Print Station:	449.25
Reusable Bags:	1.50
Test Proctoring:	0.00
Tote Bags:	0.00
Umbrellas:	0.00
Miscellaneous:	10.00
 Total Other Revenue:	 2,327.00

During July, 15 batches containing 151 invoices were processed, totaling \$109,222.38 and 121 credit card charges were made totaling \$29,927.62.

As of July 31, the Library's Maintenance & Operating Fund Balance is \$4,551,532.93, which is 79.0% 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, 7/31/20:

Operating:	\$ 4,551,532.93
Capital:	\$ 3,369,297.23
Fixed Assets:	\$ 1,187,884.54

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 21

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00				3,000.00
Total Summer Reading Program Community Donations	3,000.00	0.00	0.00	0.00	3,000.00
Memorial Donations:					
Melissa Attig, Patricia Luthe Memorial	50.00				50.00
Total Memorial Donations	50.00	0.00	0.00	0.00	50.00
Other Donations:					
Lois Rubbel	100.00				100.00
Kelsey Harms	20.00				20.00
Judge Joe Webster	100.00				100.00
Ian Jorgensen	20.00				20.00
C-U Herb Guild, Doantion for Materials	50.00				50.00
Annonymous Donations	0.75				0.75
Total Other Donations	290.75	0.00	0.00	0.00	290.75
Foundation:					
Local History Materials (Paid with Mischler Funds)	855.77				855.77
Fold 3 Service (Paid with Mischler Funds)	2,600.00				2,600.00
Summer Reading Program	10,286.85				10,286.85
Total Foundation	13,742.62	0.00	0.00	0.00	13,742.62
Total Donations	17,083.37	0.00	0.00	0.00	17,083.37

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance

July 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	39,308	48,602	-19%	65,567	133,538	-51%
Teens	2,465	4,362	-43%	4,430	11,639	-62%
Children	35,952	53,779	-33%	62,880	145,874	-57%
Digital Downloads	14,665	12,376	18%	48,420	35,634	36%
Total	92,390	119,119	-22%	181,297	326,685	-45%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	25,605	24,249	6%	75,009	24,249	209%
Teens	5,004	4,800	4%	14,920	4,800	211%
Children	8,626	9,067	-5%	25,729	9,067	184%
Total	39,235	38,116	3%	115,658	38,116	203%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	264	575	-54%	692	1,763	-61%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	13,559	33,557	-60%	14,791	89,053	-83%
Bookmobile	714	1,039	-31%	1,018	3,471	-71%
Total	14,273	34,596	-59%	15,809	92,524	-83%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	60	-100%	0	182	-100%
Digital Preservation Studio	0	28	-100%	0	62	-100%
Community Room	16	117	-86%	16	330	-95%
Total	16	205	-92%	16	574	-97%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	1	14	-93%	4	66	-94%
People Reached	16	365	-96%	112	9,099	-99%
Community Visits to the Library	0	22	-100%	0	47	-100%
People Reached	0	504	-100%	0	1,088	-100%
Total Outreach Visits	1	36	-97%	4	113	-96%
Total People Reached	16	869	-98%	112	10,187	-99%

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	3	30	-90%	9	76	-88%
Attendance	23	971	-98%	64	1,711	-96%
Teens	0	7	100%	2	16	100%
Attendance	0	143	100%	0	274	100%
Childrens	0	26	-100%	0	64	-100%
Attendance	0	1,660	-100%	0	3,683	-100%
Total Programs	3	63	-95%	11	156	-93%
Total Attendance	23	2,774	-99%	64	5,668	-99%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2	11	-82%	3	36	-92%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,327	4,106	-19%	6,420	12,155	-47%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	75.50	125.75	-40%	172	459	-62%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	865	5,424	-84%	914	14,611	-94%
WiFi Sessions	1,875	3,867	-52%	3,798	10,519	-64%
Website/Catalog Hits	50,506	46,879	8%	152,076	132,891	14%
Online Resource Use	5,108	6,362	-20%	12,903	19,212	-33%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	420	495	-15%	441	1,355	-67%
Sent	306	277	10%	308	804	-62%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4.00	79.50	-95%	4	241	-98%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 17, 2020
5:00 p.m.

Took place virtually due to COVID-19.

MINUTES

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report
President Jodi Sherman extended her hope that everyone was doing well.
- VI. Approval of Minutes
A. February 19, 2020
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared May statistics. The E-Circulation was 19,320 and that was 67% higher than May 2019. It is not surprising given the current circumstances, but it is exciting to see the increase in e-resource use during this time. From mid-May through the second week of June, 14,000 items were checked out through Curbside Services. This is really exciting and has become a very popular service. The Bookmobile re-launched this week, allowing patrons to return items at one door and pick up holds at the other door. The Library will re-open on June 29 with limited services and safety precautions. Jeanne shared that a law passed that changes the Per Capita Grant Maximum from \$1.25 per person to \$1.475 per person. The law has not changed since 1995. This does not guarantee that GPPLD will get that rate, but it is the maximum that could be allocated via the state budget process.

B. Outreach Report: Colleen Shaw, Circulation and Outreach Manager, offered to answer any questions regarding the new limited Bookmobile launch. Outreach Services has rolled out Home Delivery and Deposit Services this month. Colleen added that there is now a Bookmobile Facebook page and encouraged all Board members with Facebook accounts to like or follow the page.

- C. Financial Report: Kathy Jeakins, Business Manager, provided the reports from March, April, and May 2020. The funds from the CD that matured on April 6, 2020 were deposited into the checking account. The transaction is reflected on the April report with a deposit of \$62,595.85. Two Property Tax distributions have been received. The first distribution was received May 29 and is reflected in the May report. The second distribution was received on June 10. Kathy is anticipating another one or two distributions in the month of June, before the end of GPPLD's fiscal year.

VIII. Action Items

A. Approve Summer Reading Donation

Discussion was held on the Summer Reading Donation request from the Library and the amounts GPPLD has previously donated. Discussion was held about the changes to the Summer Reading Program due to COVID-19 restrictions.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE DONATION OF \$3000.00 FOR THE 2020 BLOOMINGTON PUBLIC LIBRARY SUMMER READING PROGRAM.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY21 Meeting Dates:

Discussion was held and dates were reviewed.

RUTH NOVOSAD MOVED, LAURIE NIPPE SECONDED, TO APPROVE THE FY21 MEETING DATES AS PRESENTED.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

A. Sexual Harassment Training for Trustees

A new annual requirement states that Trustees must complete Sexual Harassment Training. Director Hamilton presented the required training and the proper reporting avenues for any occurrences of Sexual Harassment. Discussion was held on if GPPLD would like to have their own policy or serve under the umbrella of the Bloomington Public Library Board's Policy. The Board requested that GPPLD's intent to comply with the Bloomington Public Library Policy Prohibiting Sexual Harassment be added as a July agenda item.

B. Budget

Discussion was held to gain Board's input on several items in the FY21 Budget. Items are: Printing, Travel, Programing, Advertising and Miscellaneous. The Board directed staff to tentatively budget the following amounts: Printing - \$1,200, Travel - \$500, Programming - \$4000, Advertising - \$2000, and Miscellaneous - \$10,315 (the remainder). Discussion was held on contributing funds to the acquisition of the Techmobile. Kathy suggested waiting until the Bloomington Public Library Board is prepared to move forward as this project has been tabled due to COVID-19 and then doing a Budget Amendment. The Amendment would show the revenue coming from the fund balance and then an equal amount going out under Donation/Miscellaneous. Discussion was held about opportunities to help students from a technology point-of-view, by working with the school districts in the GPPLD boundaries. Additional research needs to occur before the Board proceeds in this direction.

X. Comments from Board Trustees

The Board requested a discussion item be added to the agenda for July on handling of funds from the CD that matured in April 2020.

Discussion was held about the potential for the Bookmobile to attend events.

XI. Reminder

Next Board Meeting is July 15, 2020.

XII. Adjournment

President Sherman adjourned the meeting at 6:00 p.m.

Incident Report Summary for July 2020

2020-07-31 23:59:00
 2020-07-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
4224	2020-07-01 11:15:47	InappropriateBehavior
4225	2020-07-09 14:28:06	InappropriateBehavior
4226	2020-07-11 13:36:41	AlcoholDrugs
4227	2020-07-20 16:41:51	InappropriateBehavior
4228	2020-07-21 09:19:11	Loitering

Suspension Report Summary for July 2020

2020-07-31 01:58:08pm
2020-07-01 01:58:08pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
347	2020-07-09 00:00:00	Inappropriate Behavior
348	2020-07-20 00:00:00	Inappropriate Behavior
349	2020-07-20 00:00:00	Inappropriate Behavior
350	2020-07-21 00:00:00	Loitering

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2021 MEETING DATES

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 19, 2021

February 16, 2021

March 16, 2021

April 20, 2021

May 18, 2021

June 15, 2021

July 20, 2021

August 17, 2021

September 21, 2021

October 19, 2021

November 16, 2021

December 21, 2021