

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 20, 2021

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM (link and phone number below), as well as in the Community Room at the Bloomington Public Library. All in-person gatherings will follow the physical distancing guidelines.

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

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

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 922 7597 9589

Community Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Work Session with Architects Engberg Anderson
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of June 15, 2021 Regular BPL Board Meeting
 - B. Approve Bills List of June 2021
- X. Discussion Items
 - A. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 7.15.21 4:00 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 15, 2021
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 C. Wetzel Room at the Bloomington Public Library.

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

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:30 p.m.
- II. Roll Call
Trustees Present via Zoom: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Physically Present: None

Trustees Absent: None

Others Present via Zoom: Kathy Jeakins, Ruth Novosad

Others Physically Present: Jeanne Hamilton, Caprice Prochnow
- III. Introduction of Public
President Westerhout acknowledged that Ruth Novosad, President of the Golden Prairie Public Library District, as being present via Zoom.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout reported that he and Jeanne had a meeting last week, regarding the expansion and future Board meeting plans. He stated that they feel reasonably confident that they are still on track, and this will be discussed later in the meeting.
- VI. Director's Report
Jeanne Hamilton stated that the new website did go live the day after the last Board meeting, and everything went very well.

Jeanne shared that the Per Capita Grant has been included in the Secretary of State's budget at \$1.475 per capita, which is an increase. Along with this, a bill has been passed, that the higher rate is authorized in the actual Statutes as well.

Jeanne shared that there has been an increase of traffic in the library, but still very manageable. She went on to say that the door count for the first day of Summer Reading was 989, and since then it has averaged mostly between 500 – 700 visitors.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that the final fiscal report for FY21 contains unaudited figures. She went on to say that revenues were at 97.5% and expenditures were a little over 90%. Kathy pointed out that for FY22 the first property tax distribution was received, which was a little over \$376,000. She went on to say that in early June another distribution was received, which will be reflected on next month's report. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of May 18, 2021 Regular BPL Board Meeting

B. Approve Bills List of May 2021

CATRINA PARKER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA.

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

Nayes: None

Absent: None

The motion carried unanimously.

IX. Approval Items

A. Waive the Competitive Bid Process and Approve the Annual OCLC Service Renewal from Illinois Heartland Library System

Jeanne explained the OCLC service is what facilitates the interlibrary loans and also the catalog records. She went on to say that OCLC really is the only service that provides worldwide interlibrary loan service and it is the primary source for the cataloging feature. Jeanne shared that the State Library does all of the price negotiating, dependent upon the size of library. She went on to say that we have very reasonable pricing for this, in comparison to some other libraries.

MATT WATCHINSKI MOVED, SUSAN MOHR SECONDED, THAT THE COMPETITIVE BID PROCESS BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR OCLC SERVICE TO ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$25,076.12.

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

Nayes: None

Absent: None

The motion carried unanimously.

B. Approve the Purchase of a Replacement Disc Cleaner

Jeanne shared that the DVDs, CDs, and audiobooks do still circulate a lot and the disc cleaner really does extend the life of the discs. She went on to say that the cost for the Eco Master is much higher as it can clean 50 discs at once, where the other disc cleaners only accommodate one to three discs at a time. The recommendation is to purchase the Eco Master disc cleaner.

She entertained questions.

DIANNE HOLLISTER MOVED, ALICIA WHITWORTH SECONDED, THAT THE LIBRARY PURCHASE AND AUTHORIZE PAYMENT FOR AN ECO MASTER DISC REPAIR MACHINE TO ELM USA IN THE AMOUNT OF \$13,245.00.

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

Nayes: None

Absent: None

The motion carried unanimously.

C. Approve Non-Resident Card Fee for 7.01.21 – 6.30.22

Jeanne shared that this approval is two parts. One being to approve to participate in the non-resident fee with the tax bill method, again this year. She stated that this has gone smoothly for staff and it is much more equitable for the households as it is based on what they would actually pay if they lived in the City limits. Jeanne explained that last year, the proposal and approval inadvertently left out renters, which is the second part. There is information in the law on how to handle assessing a fee for renters. She went on to say that the minimum is 15% of a person's monthly rent or a library can devise their own formula. Jeanne stated that they are proposing that the 15% rate for renters be used.

JOHN ARGENZIANO MOVED, CATRINA PARKER SECONDED, TO APPROVE THE NON-RESIDENT CARD FEE FOR 7.01.21 – 6.30.22.

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

Nayes: None

Absent: None

The motion carried unanimously.

X. Discussion Items

A. Sexual Harassment Training for Trustees

Jeanne shared that the Trustees approved the policy in March, when the Personnel Handbook was approved and shared her screen for the Trustees to guide them through the remainder of the annual Sexual Harassment training.

B. Library Expansion and Fundraising

Julian shared that he and Jeanne have been working with Tim Gleason, City Manager, to ensure the new Council members are informed about the library expansion details. They are also working with Tim Gleason to start the process of official City Council funding approval, planned for this Fall.

Jeanne shared that she has a meeting scheduled with Tim next week to talk a little more in depth as to what his vision of a timeline should be. She went on to say, that hopefully at the July meeting, the architects should have a very detailed cost estimate to share with the Board. This will give us a better idea of what all fits in our budget for the project. We may need to consider the possibility of some cuts.

Julian stated that should anything need to be cut, the furnishings would be the first to go. The priority would be to get the building built and furnish the spaces at a later date. Jeanne expanded on that and shared that in terms of priority, first would be the fixed pieces, secondly would be the public furniture, and staff areas would be the lowest priority.

Jeanne shared that she and Rhonda Massie have been working on the Capital Campaign timeline. They have been working on the campaign materials and have selected Mary Ann Webb and Rich Beal as the Campaign Chairs. She went on to say that the Quiet Phase will be from July 2021 – December 2021. Jeanne shared that the goal will be to raise \$1,700,000. She went on to say that the public fundraising phase for the community will occur in January 2022 and will be wrapped up by construction time in April 2022.

Jeanne shared her screen which depicted the “draft” campaign booklet, which they plan to take to donor meetings. She went on to say that the focus is on 4 words – Educate, Innovate, Collaborate, and Access. Along with this, highlighting what areas of the future library fall under those areas.

Jeanne shared the draft price points for naming a room, that start at \$10,000.

Jeanne stated that any names and connections of people that the Trustees could provide as potential donors would be greatly appreciated. She went on to say that if a Trustee has a strong connection with a potential donor, they are very welcome to participate in the meetings as well. Along with this, Jeanne asked that the Trustees donate as individuals too, as 100% support really appeals to donors.

The Trustees discussed what was presented and some suggestions were made.

Jeanne shared that she and Julian have been talking about making the Trustees more comfortable with the fundraising process. She went on to say that they have found a fundraiser, Amanda Standerfer, Director of Development & Promotion at the Urbana Free Library, who also does consulting for Boards. Jeanne stated that Amanda has a webinar that she has developed called, “Fundraising 101, Development and Fundraising, Fundamentals for Library Board Members”. She went on to say that this is a two-hour webinar and all of the Board members from the three Boards will be invited. A doodle poll will be sent to all to narrow it down to a good date and time, within the next 4 – 6 weeks.

C. Discuss COVID-19 Response Plans

Jeanne stated that at this time, the Governor has extended the Open Meetings Act allocation for people to meet virtually and not require the physical quorum, through June 26. She went on to say that the Community Room is reserved for Board meetings, so that social distancing can still be followed. Jeanne shared with the Trustees that the normal Open Meetings Act rules dictate that a physical quorum has to be present at a meeting. She went on to say that to participate from another location, one would have to be away on business or have a medical reason for not attending in person.

XI. Comments from Trustees

Dianne Hollister asked about staff reporting possible child abuse. Jeanne stated that staff are advised that if they feel strongly about this, they can report it on their own, and the library will support them, but there is no official policy.

Dianne wanted to thank Rhonda Young, Adult Services Staff, for all of her help with making copies.

XII. Adjournment

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

Ayes:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout
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Nayes:	None
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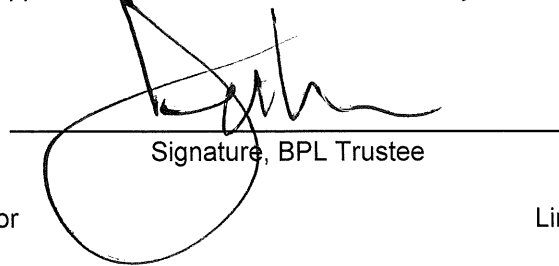
Absent:	None
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The motion carried unanimously.

President Westerhout adjourned the meeting at 6:22 p.m.

BILLS LIST

Approved by BPL Board of Trustees, July 20, 2021



Signature, BPL Trustee

Vendor	Line Item	Amount
Absopure Water Co.	Library Supplies	29.50
Algonquin Area Public Library District	Miscellaneous Expenses	23.79
Amazon.com, LLC	A/V Materials	715.28
Amazon.com, LLC	Adult Books	649.46
Amazon.com, LLC	Building Mtnc Supplies	11.99
Amazon.com, LLC	Children's Books	619.23
Amazon.com, LLC	Computer Supplies	67.92
Amazon.com, LLC	Janitorial Supplies	25.75
Amazon.com, LLC	Library Supplies	442.29
Amazon.com, LLC	Office Supplies	39.71
Amazon.com, LLC	Other Purchased Services	913.30
Amazon.com, LLC	Periodicals	24.74
Ameren IP	Electricity	9,122.08
American Pest Control	Building Maintenance	80.00
Bloomington Rotary Club	Membership Dues	300.00
Brodart Co	Library Supplies	175.05
Brush, Charles	Building Maintenance	430.00
CDW Government	Computer Supplies	89.98
CDW Government	Office/Computer Equip Mtnc	6,578.06
Cengage Learning	Adult Books	319.37
Chicago Tribune	Periodicals	714.48
Childer's Door Service of Central Illinois, LLC	Building Maintenance	150.73
Children's Plus, Inc.	Children's Books	36.66
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	788.34
City of Bloomington	FICA	13,232.15
City of Bloomington	Gas & Diesel Fuel	291.23
City of Bloomington	Health Insurance-HMO	1,179.36
City of Bloomington	Health Insurance-PPO	23,057.10
City of Bloomington	IMRF	23,385.70
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,094.68
City of Bloomington	Payroll	224,952.21
City of Bloomington	RSA Contribution	597.28
City of Bloomington	Vision Insurance	234.02
City of Bloomington	Water	398.23
City of Sherwood Public Library	Miscellaneous Expenses	12.99
Computype, Inc.	Library Supplies	2,419.56
Cummins, Inc.	Vehicle Maintenance	1,074.89
Custom Digital Imaging	Printing	84.05

Dell Marketing, L.P.
 Ebsco Industries
 Ebsco Industries
 Educational Development Corp
 Elm USA, Inc.
 Engberg Anderson
 Engler, Callaway, Baasten, Sruga, LLC
 Envisionware, Inc.
 F & W Lawn Care & Landscaping
 Findaway World, LLC
 Geiger
 Geiger
 Grande Prairie Public Library District
 Illinois Office of the State Fire Marshall
 Illinois State Police
 Keyes, Laura
 Kone, Inc.
 Lamar Texas Limited
 Library Ideas, LLC
 Management Association of Illinois
 McLean County Glass & Mirror, Inc.
 Metronet Holding, LLC
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Neuheff Family Limited Partnership
 NICOR/Northern Illinois Gas
 Oak Park Public Library
 Oakton Community College Library
 OverDrive
 Pantagraph
 POS Supply Solutions, Inc.
 Proquest CSA, LLC
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Scholastic Library Publishing
 Stumpf, Gerald
 Uline, Inc.
 Unique Management
 University of Cincinnati
 Weber Electric, Inc.
 West Publishing
 Wolpert, Emily
 VISA - AED Superstore
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books

Computer Supplies	265.18
Other Purchased Services	5,500.00
Periodicals	10.74
Children's Books	248.95
Office Equipment	13,245.00
Architectural Services	101,139.16
Other Purchased Services	92.00
Office/Computer Equip Mtnc	12,415.24
Building Maintenance	1,249.00
Children's Books	114.98
Library Supplies	1,257.84
Miscellaneous Expenses	175.74
Miscellaneous Expenses	20.00
Building Maintenance	75.00
Other Purchased Services	70.00
Other Purchased Services	200.00
Building Maintenance	1,623.24
Advertising	5,400.00
Children's Books	131.85
Membership Dues	1,380.00
Building Maintenance	55.00
Telecommunications	1,693.32
Building Maintenance	459.88
A/V Materials	750.04
Downloadable Materials	4,990.00
Janitorial Supplies	561.38
Advertising	935.00
Natural Gas	2,410.07
Miscellaneous Expenses	12.95
Miscellaneous Expenses	50.00
Downloadable Materials	4,990.00
Advertising	1,875.00
Library Supplies	854.45
Downloadable Materials	132.29
Computer Supplies	1,381.40
COVID-19	19.98
Janitorial Supplies	122.68
Library Supplies	680.39
Office Supplies	645.68
Office/Computer Equip Mtnc	91.89
Rentals	1,617.78
Children's Books	188.72
Library Supplies	2,957.17
Janitorial Supplies	167.22
Other Purchased Services	420.65
Miscellaneous Expenses	17.00
Building Maintenance	251.50
Adult Books	272.40
Travel	4.98
Employee Relations	168.80
A/V Materials	1,754.19
Adult Books	7,222.59

VISA - Baker & Taylor Books	Children's Books	6,732.30
VISA - Best Version Media	Advertising	591.52
VISA - Bloomington Spice Works	Other Purchased Services	129.99
VISA - Denny's Doughnuts & Bakery, Inc.	Other Purchased Services	34.50
VISA - Dollar General	Other Purchased Services	6.00
VISA - Facebook	Advertising	434.72
VISA - First Class Uniform, Inc.	Uniforms	40.97
VISA - Five Star Water Company	Miscellaneous Expenses	35.00
VISA - Hearst	Periodicals	40.00
VISA - Illinois Library Association	Membership Dues	50.00
VISA - Illinois Library Association	Professional Development	125.00
VISA - Ingram	A/V Materials	1,054.30
VISA - Ingram	Adult Books	1,445.75
VISA - Ingram	Children's Books	250.64
VISA - International Service Fee	Other Purchased Services	0.81
VISA - International Service Fee	Periodicals	(0.17)
VISA - Lakeshore Learning Materials	Library Supplies	106.49
VISA - Lands' End Business Outfitters	Uniforms	138.65
VISA - LogMeIn.com	Other Purchased Services	83.00
VISA - Lowe's	Building Mtn Supplies	232.86
VISA - Lowe's	Janitorial Supplies	3.18
VISA - Lowe's	Miscellaneous Expenses	87.92
VISA - Lowe's	Office Supplies	19.96
VISA - MagazinesDirecto.com	Periodicals	(16.98)
VISA - McLean Co Museum of History	Advertising	250.00
VISA - McLean Co Museum of History	Other Purchased Services	40.80
VISA - Menards	Building Mtn Supplies	30.91
VISA - Mojang	Other Purchased Services	80.85
VISA - New Resident Services	Other Purchased Services	92.10
VISA - Office Depot	Office Supplies	109.14
VISA - Oriental Trading Co.	Library Supplies	50.90
VISA - Really Useful Boxes	Library Supplies	97.20
VISA - Sprint	Other Purchased Services	479.80
VISA - Sprint	Telecommunications	642.73
VISA - Stampington & Company	Periodicals	99.98
VISA - Starcrest Cleaners	Other Purchased Services	57.50
VISA - Target	Library Supplies	20.00
VISA - Verizon Wireless	Telecommunications	301.71
VISA - Wal-Mart	Janitorial Supplies	22.54
VISA - Wal-Mart	Other Purchased Services	7.17
VISA - Weigl Publishers, Inc.	Public Access Materials	224.00
VISA - Zoom.US	Other Purchased Services	339.83
Total		513,969.78

Bloomington Public Library

Books are just the beginning.



Director's Report June 2021

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Reviewed, updated, and communicated COVID response practices - eliminating time limits in the Library and reintroducing nearly all services that had been on hiatus

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

- Continued to make progress towards a Library expansion, by:
 - Coordinating and participating in three planning sessions with Engberg Anderson Architects
 - Reviewing and coordinating feedback on the most recent designs
 - Reviewing and posting a request for quotes for environmental testing services
 - Met with Julian to discuss next steps in our planning process
 - Met with Tim Gleason and Billy Tyus to discuss next steps in our planning process
 - Prepared and presented updated designs in 3 staff sessions
- Prepared and presented the Library's 2020-2021 accomplishments and upcoming expansion to two Rotary Clubs
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Wrote and posted a "Bloomington Public Library and Equity, Diversity, and Inclusion" section for the website
- Shared the revised Collection Development Policy draft with the EDI committee for their review
- Attended the Illinois Library Association Advocacy Committee, Public Policy Committee, and new Board Members Onboarding Meeting
- Met with our Local History Librarian, Sara, to discuss potential digitization projects

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

- Participated in 4 interviews for an open Librarian I position
- Attended a CPR training session
- Prepared and presented the annual sexual harassment trainings to the BPL and GPPLD Boards

Goal: Work effectively through the use of technology.

- Met with staff to discuss several updates to the website after its launch and the best way to facilitate hybrid program registrations

Goal: Administer a cost-effective public library.

- Applied for a Walmart grant

Bloomington Public Library

Books are just the beginning.



- Started working on an Illinois Humanities emergency relief general operating support grant for GPPLD (only open to organizations with budgets up to \$2 million)
- Supported Caprice and Kathy as they worked to address building and vehicle issues from the severe thunderstorms and flash flooding
- Continued to build the capital campaign, by:
 - Meeting with Rhonda and campaign co-chairs, Mary Ann and Rich
 - Meeting with Rhonda and Foundation Board members: Eliazar, Mary Ann, Rich, and Wilma
 - Reviewing our capital fund balance and updating our fundraising goals
 - Meeting with Rhonda three times to develop and review the capital campaign materials
- Reviewed and submitted the Illinois Public Library Annual Report (IPLAR)

Adult Services Report

Carol Torrens

June 2021

***Public computers again offer 2-hour daily appts. and tables throughout AS, distantly-spaced were opened to allow people to stay in the library longer.*

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

Carol, along with other managers, met with the architects working on plans for an expanded library.

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

COLLECTIONS

Book displays this month were on these topics: National Outdoors Month, Asian and Pacific Islanders, Pride Month, staff picks, and beach reads. The movie display was Celebrate Dad. The CD display continues to showcase new adult and teen Playaway books.

PROGRAMS

Adult/Family programs

Mystery Book Club, virtual – 1 session – 11 attended
Fiction Book Club, virtual – 1 session – 6 attended
Books on Tap, virtual – 1 session – 11 attended
Great British Baking Tour – 1 session – 36 attended
Men of Omaha – 1 session – 13 attended
The Skinny on Scanties, with McLean County Museum of History – 1 session – 39 attended
Blue Light Special, with Carle Health & Fitness – 1 session – 12 attended
Q&A with documentary director of The Long Shadow – 1 session – 12 attended
Illinois Birds – 1 session – 29 attended

Teen Programs

Take and Make PRIDE bracelet craft – 1 session – 44 participated
Take and Make paper sloth craft – 1 session – 56 participated
Teen Manga and Anime Club – 2 sessions – 14 attended

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

Staff attended a variety of training sessions including several attending the one about library expansion plans.

Molly S. has been hired as the new Librarian I in AS. She will transfer from the Circulation Dept. the week of July 12.

Through the Staff Dev. Committee, Katie worked on the recording and editing of informational videos for each dept. Current and new staff can watch these to learn about other areas of the library.

Katie put library-related Spanish vocabulary documents on the AS Sharepoint page for easy access when working with Spanish-speaking customers.

Goal: Work effectively through the use of technology.

There were 3 individual appointments this month, all about ebooks.

Business Office Report

Kathy Jeakins

June 2021

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

I participated in architectural meetings with Engberg Anderson on June 9.

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

I participated in a staff session led by Jeanne on the proposed Library expansion.

Goal: Work effectively through the use of technology.

Jon and I met to work on programming the phone system for Library closed days.

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they get their new cards, and I entered all credit card transactions in account files.

In June, the Library received its three Property Tax distributions totaling to \$2,174,054.72; bringing the total for FY 22 to \$2,550,863.79.

Also in June, Golden Prairie received three Property Tax distributions of \$184,440.54; of this amount, BPL receives \$175,218.51.

On June 26 and June 27, the Library experienced flood damages to both vehicles and the building. I contacted the insurance company and have been communicating with them and sending them updates on vehicle and building repairs.

I provided data to Caprice for the Annual Report.

I was contacted by the auditors to provide information related to the Foundation audit.

I provided a list of expenses related to COVID to Jeanne in preparation of a grant application.

In June, the Book Shoppe collected \$2,761.00.

Hoopla usage in June was over \$7,700—patrons continue to use this service!

Jon and I met to work on programming the phone system for closed days.

I continue to track a worker's comp claim.

Bills Costing in Excess of \$5,000:

- Engberg Anderson, \$101,139.16 for architectural services
- Envisionware, \$8,128.95 for annual sorter maintenance
- Texas Lamar Advertising \$5,400.00 for billboard advertising
- Elm USA \$13,245.00 for new disc cleaner

Upcoming:

I will continue to provide information for the Foundation audit.

I will begin to provide information for the Golden Prairie audit.

Children's Services Report

Melissa Robinson

June 2021

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

Live Programs

- SRP Party – 100 attended
- Smarty Pants Story Time – 8 sessions – 154 attended
- Bookmobile Story Time – 14 attended
- Tales for Tails – 4 sessions – 35 attended
- Summer Book Tasting – 2 sessions – 12 attended
- It All Adds Up to Fun – 5 attended
- Itsy Arts – 9 attended
- Virtual Lego Construction – 7 attended
- Summer STREAM – 2 sessions – 30 attended

21 programs/sessions offered – 366 attended

Pre-Recorded on Facebook

- DIY Mondays – 4 posts – 295 views
- Mini Explorers – 2 posts – 113 views

Passive

- Summer Crafts – 680 participated
- Art for summer reading bulletin board – 260 participated
- Scavenger hunt – 181 participated
- Take and Make craft packs – 350 participated

Group Visits/Events

- Alphabet Soup Academy (in Community Room) – 2 classes – 65 attended
- Trinity Lutheran Preschool (offsite) – 33 attended
- Farmer's Market – 74 interactions
- Miller Park Zoo Birthday Party – 120 interactions
- Juneteenth StoryWalk at McLean County Museum of History – 125 attended

4 visits/events – 352 attended

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

- Alex led the Notables Children's Book Committee public discussions.
- Cody, Lisa, Clare, and I attended CPR and 1st Aid training.
- Lisa attended Midwest Tape webinars
 - Latest Trends in Physical Media
 - Digital Collection Development
 - Considering Hoopla? See Why Flexibility Matters
- Staff attended the MMS on the library expansion update
- Our Career Link student, Ricci's contract concluded.

Goal: Work effectively through the use of technology.

- 15 posts were added the Children's Facebook group, and we now have 450 members.

Upcoming:

- Summer Book Tasting – July 1
- Smarty Pants Story Time – July 6, 13, 20, and 27
- Tales for Tails – July 7, 14, 21, and 28
- It All Adds Up to Fun – July 12
- David Davis Glorious Garden Walk – library table and StoryWalk – July 16 and 17
- Lego Construction – July 17
- Itsy Arts – July 21
- Summer STREAM – July 22

Circulation and Outreach Services Report
Colleen Shaw
July 2021

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

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

- Attended the Recovery Oriented Systems of Care Council and Spirituality Committee.
- Presented with NPL at the East Central IL Area Agency on Aging on services and tech for seniors.
- Co-led the Human Services Council.
- Led the Leadership McLean County Leadership Skills Committee.
- Attended the Community Educators meeting.
- Attended the McLean County Reentry Council.
- Met with a representative from TASC (Treatment Alternatives for Safe Communities) to discuss a library/jail initiative.
- Met with the Home Sweet Home to discuss the needs of their new Community Center project.
- Met with a representative from the Oasis program that offers tech classes to seniors.
- Met with a representative from U of I's 4-H program to discuss their EDI Assessment Needs pilot.
- Met with the new director of the Western Ave Community Center.

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

- Deposits staff prepared and delivered or renewed 310 items at 6 sites.
- Home Delivery prepared and delivered 343 items for 49 active patrons. 47 items were picked up via our curbside service and 2 new patrons were added to the service.
- popUP stops were held at Luther Oaks, Bickford House, and Villas of Hollybrook. 57 patrons were served, and 144 items checked out.
- The bookmobile opened its doors to allow patrons to board this month.
- The following stops were cancelled due to flooding in the garage impacting the generator and drive engine:
 - June 26: Arrowsmith, Ellsworth, Eagle Crest East
 - June 28: Arbors Apts., Royal Pointe Road, Old Farm Lakes
 - June 29: Traditions Bloomington, Golden Eagle, Ponds Apts.
- The bookmobile attended two special stops at Bloomington High School's summer school program on June 22 and 24. Staff saw over 120 students, promoted our Teen programs, and checked out 85 items.

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

- Part-time Library Assistant, Brittany A., started on June 21.
- Molly S., fulltime Library Technical Assistant, will transition to a new position in Adult Services on July 12.
- Rhiannon S., fulltime Library Technical Assistant, accepted a position outside the library. Her last day will be July 23.



(7/2021) Circulation and Outreach Services Statistics

Total Circ BPL	107,742
Total Circ Main	86,115
Adults	34,907
Teens	3,319
Children	47,870
Total Circ Outreach	5,557
OTR Adults	2,014
OTR Teens	154
OTR Children	3,389
Total Digital Downloads	16,070
Hoopla	3,820
Overdrive	11,349
TumbleBooks	15
eBook Central	9
Kanopy	877
Borrowers Registered	398
Total Active Cardholders	31,351
Children	6,219
Teen	4,461
Adult	20,671
GPPLD	1,375
Total Holds Filled	10,050
Main Holds	8350
Outreach Holds	1700
Door Count	17,223

10 Stops with Highest Circulation	
Wingover Apartments AM	257
Wingover Apartments PM	245
Rainbow Avenue	151
Bohmer Drive	149
Eagle Ridge	134
Ekstam Drive	127
Eagle Crest East	126
Grove	116
North Pointe	93
Rainbow Avenue	93

5 Stops with Lowest Circulation	
Heartland Hills	3
Traditions	3
Evergreen Park	3
Hilltop Mobile Home Park	2
Pepper Ridge	2

Bookmobile Customers: 855

Total Monthly Stops: 63

*2 special stops were added. 9 stops were cancelled due to weather/maintenance.

Circulation Questions Answered: 461

Outreach Questions Answered: 224

Total Questions Answered: 685



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	87,158	107,742							
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	65,732	86,115							
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,405	31,351							

Human Resources Report

Gayle Tucker

June 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a library expansion staff update
- I participated in a meeting with the architects
- In June, there were five in-house job announcements
- I participated in four interviews
- I provided orientation to one new staff member
- I conducted one exit interview
- I continued FMLA, EFMLA, EPSL, and ADA administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- In June, I participated in several Teams and Zoom meetings, and a lot of my work was accomplished using OneDrive and SharePoint
- I attended an overview of NeoGov, an applicant tracking system
- 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 ended in April, and will resume in August

Upcoming:

- Ongoing Kronos timeclock troubleshooting (including review of reports)
- Working with Jeanne to revamp the Performance Review procedure and Job Descriptions
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
June 2021

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

We are working on replacing all of the laptops in the TeenZone.

We are also doing an inventory of all of the computers in the library and testing them to see if they are compatible with the upcoming Windows 11.

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

We have Minecraft Mondays going on now. We provide a monitored Minecraft area for children and teens to play in. The kids register their library cards in advance of playing in order to cut down on issues that can occur with people participating remotely. The Minecraft world is located on a server in the library and is monitored by library staff the entire time it is available.

Dale continued with his Dungeons & Dragons group with two more sessions last month and we are working on ideas to expand our board gaming offerings in the future.

We had a 3D printed Jewelry program, where teens created their own jewelry in tinkercad and then we printed it on the 3D printer for them to pick-up. The teens created earrings, bracelets, and various other projects.

We had a program where we converted old VHS tapes into useable nightlights. Teens and Adults took old VHS tapes, colored filters and led lights to create small lights to decorate a room.

Upcoming:

The TeenZone will be reopening in a limited capacity in July. The Adult Services and IT staff will take shift monitoring the TeenZone and assisting Teens with technical issues that they have.

Marketing Report

Rhonda Massie – June 2021

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

Capital Campaign

- Meetings pertaining to planning for the Capital Campaign have begun. (June 3, 10, 22, 25 & July 1)
- Marketing arranged for an upcoming webinar – *Fundraising 101 for Boards* – to be facilitated by Amanda Standerfer of Standerfer Consulting for the BPL Board of Trustees, the GPPLD Board, and the BPL Foundation Board. This webinar will take place on July 22.
- Drafts of Materials pertaining to the Capital Campaign were designed and continue to be honed. These materials should be sent to the printer in early July and should be available by July 21.
 - Booklet
 - Appeal
 - Naming Opportunities
 - Corporate Appeals

Website

- Marketing continues to maintain the website and its online calendar.
- The following online resources were added to the website:
 - Illinois Law Help
 - Digitized volumes of "Home Town in the Corn Belt"
 - AV2 World Languages
- Created video tutorials pertaining to:
 - Page creation
 - Authoring content
 - Adding sections to webforms
- Contacted Library Market to create new user permissions.
- Corrected issues with the Teacher Pack and Browser Pack webforms.
- Met to discuss the content present on the "Request an Item" form.
- Updated Recommendations links to filter to latest issue.
- Worked with Library Market to fix a filtering issue with the Collection resources on the Download and Stream page.
- Created Record Sets in Polaris to make links for the website for *New Movies* and *New Music & Audiobooks*.
- Worked with Kerrie to create a display page on the website to cast promotions onto the Library's TV displays
- Website Projects Pending:
 - Working with Alex B. (CS) to create DEI reading lists in Library Aware to add to the website.
 - Working with Sara E. (AS) to adjust the Genealogy Assistance webform.
 - Working with Mimi D. (AS) to create a landing page and webform pertaining to an application which would allow artists to display their work at the library.

EBSCO's Linked Library Service

- Marketing again met with representatives from EBSCO about its Linked Library Service. It was decided that Bloomington Library would contract with EBSCO for its basic Linked Library subscription. Work to connect the Library with this new service has been turned over to IT and Technical Services. Once implemented, if a person searches Google for a book, CD, movie, etc., which is owned by Bloomington Library, the library will show up on the lower righthand side of the person's screen in a list which informs the searcher that Bloomington Library is a place where the item can be borrowed.

Advertising

- BPL sponsored the Bloomington-Normal Black History Project's online Juneteenth Celebration.
- BPL has agreed to be a sponsor of the free concert series being offered Downtown – *Saturdays on the Square* -- from July-September.

July Programs

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

- An Instagram post was or will be created for each online and at-home program being offered.
- The Library's July programs for children were sent to The Pantagraph for inclusion in their weekly Summer Reading Flying Horse page. This is something they offer libraries every Summer at no cost.

Paper & Digital Design Work

General Publicity

- 2 Sets of Billboards promoting Summer Reading – digital size and vinyl size
- Explore More Bookmarks
- Handout for the Bookmobile's Sunnyside Stop
- Update all pieces related to Bookmobile Text Changes
- Update all pieces related to the July 4 Closure
- Explore More Bookmark
- New labels for Staff Picks

Program Publicity

- 3D Paper Pugicorn: Take & Make Craft
- Abraham Lincoln: Birth of Freedom
- Bicycling McLean County Greenways
- Bloomington Spice Works | Print Labels
- BPL Explorer Scavenger Hunt
- BPL Kids @ Home
- Cutting the Cable Cord
- D&D: Chelimer's Descent
- Get Spicy with BPL | Bibliography
- Glorious Garden Festival StoryWalk
- It All Adds Up to Fun
- Itsy Arts
- July Calendar
- Juneteenth Storywalk
- Lincoln Craft for Kids
- Mrs. Lincoln Goes to Washington City
- Pressed Pennies Keychain: Make & Take Craft
- Smarty Pants Story Time
- Spice Up Your Staycation
- Summer Book Tasting
- Tales for Tails
- Teen Manga & Anime Club

Signage

- Display sign –Summer Olympics in Toyko
- Display sign – July is Anti-Boredom Month
- New signage for Bookmobile shelves
- Sign for the Bookmobile
- Signage signaling where people can find reading logs for Summer Reading
- Multiple posters for the Contig Math Program
- Sign for the Patio

Reprint

- 1000 Books Before Kindergarten Overview
- 1000 Books Before Kindergarten Stickers
- Book Shoppe Gift Certificates
- Interlibrary Loan Labels
- Summer Reading Kid Logs
- Summer Reading Extra Reading Slips for Teens
- Wireless Printing Handout

Ads

- Summer Reading Ad for *Eastside Neighbors* and *Neighbors of Southwest Bloomington*

Other

- Create a detailed T-Shirt order form for staff
- Drafts of Materials pertaining to the Capital Campaign were designed
 - Booklet
 - Appeal
 - Naming Opportunities
- Redesign keytag portion of the Adult Card Blanks; 4 colors; 4 different designs
- Update files which continued to display the old AS phone number

Other

- Met with several members of the GPPLD Board to discuss marketing options which would let GPPLD residents know that they are paying taxes to GPPLD and are entitled to a library card from BPL.
- Updated all Bookmobile Stops on the online calendar to reflect that these stops are part of the "Bookmobile Branch" for the purpose of easier filtering.
- Updated all pre-scheduled June Bookmobile text reminders to share information about patrons now being allowed to board the Bookmobile and capacity limits.
- Scheduled all July-October Bookmobile text reminders.
- Bloomington Public's Summer Reading decorations were featured in an iRead article. Marketing also fielded a phone call from a library director in New York pertaining to the article.

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

- Marketing continues to compile and distributed the monthly Staff Newsletter using submissions from each Department Manager.
- Marketing organized a staff order for embroidered BPL apparel at cost to staff. Those apparel items were delivered June 25.
- A T-shirt order was also organized. After extending the deadline for order acceptance, the Bookmobile shirt order met the minimum required order quantity. Those shirts should arrive in mid-July. The *Superpower* T-shirt order failed to meet the minimum quantity needed to place the order. Those monies were returned.

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,668 followers
- Instagram - 1,884 followers
- Twitter - 2,048 followers
- Library text subscribers - 347
- Bookmobile text subscribers - 1,123
- Each Books on Tap Book Club meeting is added to MeetUp.com
- Each Dungeons & Dragons program (for adults and teens) is present on MeetUp.com
- Cardholder Perks list – 32,235 filtered active subscribers.
- Program Guide list – 32,213 filtered active subscribers.
- General eBlast list – 32,256 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
- The library sends at least one monthly eBlast promoting its online resources to all cardholders who've not opted out of receiving such notifications.
 - An eBlast promoting the Summer Reading Program was created and delivered to 32,324 patrons on on June 1.
 - An eBlast promoting the Auto Repair Resource was created and delivered to 32,426 patrons on on June 11.
 - An eBlast promoting the Overdrive's eMagazine offerings was created and delivered to 32,279 patrons on July 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
June 2021**

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

- Support Services staff:
 - Replaced 4' fluorescent lamps with LED lamps
 - Assessed, cleaned, prepped, and worked with various contractors in dealing with storm damage in the building
 - Patched and painted the wall in lower lobby, where the pay phone used to hang
 - Opened up more furniture in AS and relocated the newspaper rack
 - Installed new Kulture City signage
- Repairs/Installs:
 - Weber Electric replaced bad switch in AS
 - CK Brush jetted out the drain in the garage and just outside of the garage
 - ATI Restoration set up mitigation materials in the Illinois Collection, Aisle 12 in AS and the east emergency stairwell
 - Advance Roofing did patching of roof areas with storm damage
 - Mid-Illinois Mechanical performed testing on drinking fountains to clear for opening up again to the public; Replaced spigot on HWS supply with a valve to eliminate leaking;
 - Ramsey Geotechnical Engineering conducted some soil boring around the property
 - McLean Co. Glass & Door adjusted the door closer on the exterior community room kitchen door

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

- Caprice and Bowen viewed a demo of a new incident and suspension reporting software
- Caprice participated in the Engberg Anderson Architect sessions
- The Safety & Accessibility Committee facilitated CPR & First Aid training by BFD for staff
- Security Staff attended the CPR & First Aid Training
- Caprice compiled and entered info for the IPLAR

Goal: Administer a Cost-Effective Library.

- Alpha Controls performed a quarterly PM on the HVAC controls
- Johnson Controls performed a quarterly PM on the chiller; performed the semi-annual inspection of the fire alarm system; performed the annual inspection of the door alarms
- Electronic recycle was picked up by Going Green Computers
- Earthwise Environmental performed a quarterly PM on the HVAC loop chemicals

Upcoming:

- Replacement of fluorescent lamps with LED lamps
- Repair of roof drain piping and roof on east stairwell

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

June 2021

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

- Allison met with the architects to discuss the Technical Services layout and design.

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

- There are now 9 circulating Rubik's Cube bags, 4 – 2x2 and 5 – 3x3, that can be found in the Children's Department in the hanging bag section, (under the Playaway bags).
- Kam cleaned up the series (490 field) in the beginning readers. This should help patrons when they find a series or reading level that fits their child.
- The children's world language collection now has a new field in the call number prefix that describes which reading level it belongs to (Board, Picture, Beginning Reader, Short Chapter, Fiction, Graphic, Holiday.)

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

- Katy E. attended The Ohio Valley Group of Technical Services Librarians (OVGTSL) 2021. - 6
- Kelly and Katie R. attended CPR/First Aid training. - 4
- Allison attended Community Homelessness: What Can Libraries Do? Webinar. – 1
- Allison attended sessions of Link & Learn 2021 (hosted by Ingram).
 - Ditching Dewey: Transitioning to Better Serve Patrons – 1
 - A Conversation with Viet Thanh Nguyen – 1
 - Doing More with Less: Vendor Resources & Relationships (for Cataloging/Technical Services Librarians) – 1
 - Polaris Library Systems – 1
- All TS staff attended (or watched later) the MMS on the library expansion with Jeanne. 2.5
- TS staff is helping AS with picklist a few times a week, in addition to the 1st floor picklist Monday through Friday.
- Katy E.'s last day is July 3rd.
- The TS AV procedural documents have been updated to include Polaris standards.
- **Training Hours – 17.5**

Goal: Work effectively through the use of technology.

- Now that our magazines are all circulating and holdable, we were able to make the change permanent in our Polaris settings.
- Kanopy records are now searchable in the catalog. Over 25,000 records were uploaded!

Bloomington Public Library

Books are just the beginning.



- We are currently troubleshooting our Hoopla records. We hope they'll all be available in the online catalog in early July.
- Now that all eMagazine records are imported automatically through Overdrive, we no longer needed our old manual Zinio/RBD records. They have been purged and the collection of eMag was deleted.

Goal: Administer a cost-effective public library.

- During the EBSCO magazine renewal process we found many of our expiration dates didn't match with their database. Now that they're completely updated, many magazines are ahead in payment and won't need to be purchased this year.
- Volunteer Hours – 6

Upcoming:

- Processing and cataloging board games for the children's department. All the games and clear boxes are finally here!
- Setting up EBSCO's Linked Library Service.

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

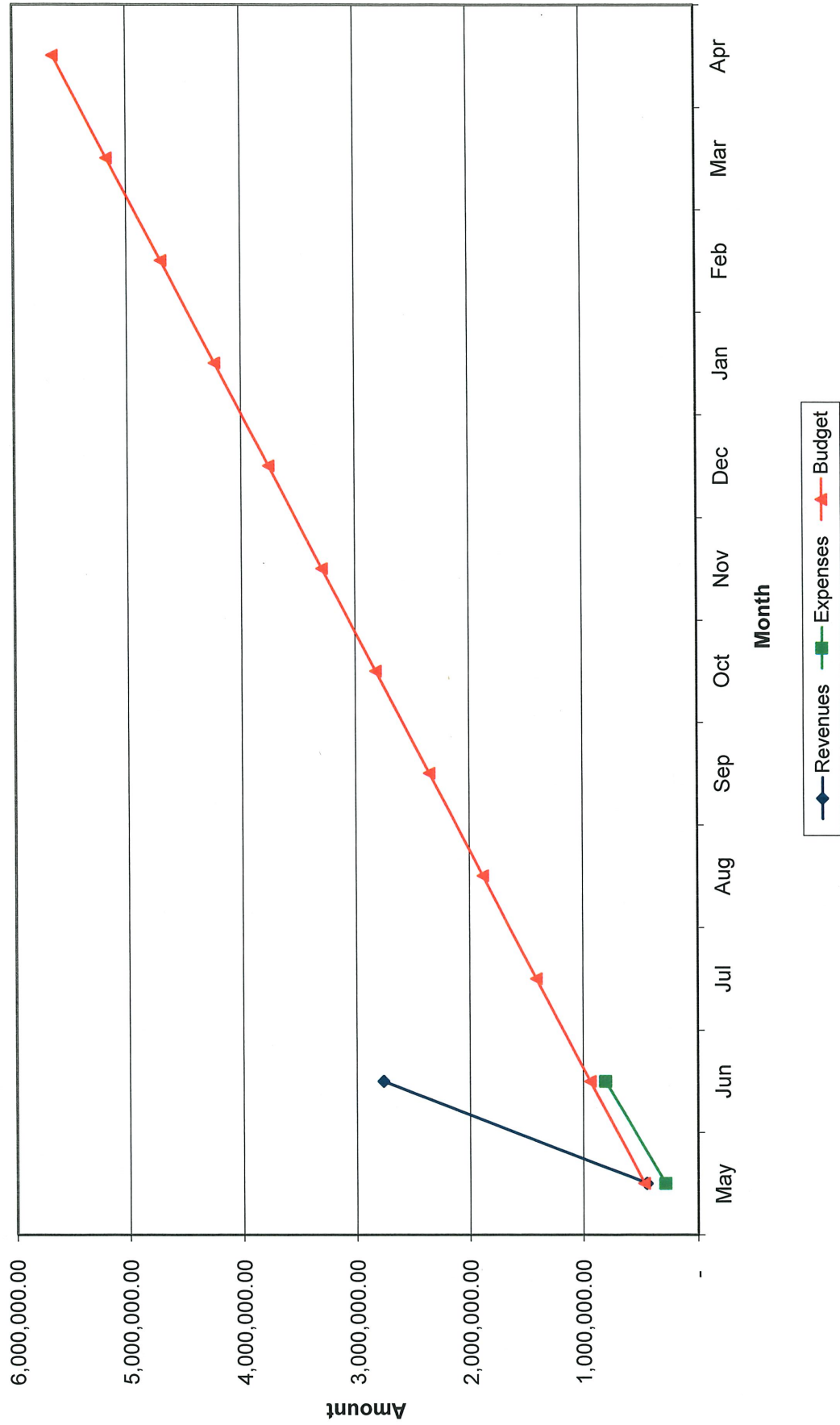
REVENUES:

ACCT NAME	BUDGET	JUNE 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	2,174,054.72	2,550,863.79	(2,416,921.21)	51.3
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	402,000	137,608.52	181,981.75	(220,018.25)	45.3
Fines & Fees	5,000	1,300.15	2,457.39	(2,542.61)	49.1
Copies	3,000	223.50	461.35	(2,538.65)	15.4
Interest on Investments	5,000	97.22	229.62	(4,770.38)	4.6
Donations	10,000	20.00	21,378.52	11,378.52	213.8
Other Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	5.80	5.80	5.80	-----
Other	24,211	3,812.90	7,718.72	(16,492.28)	31.9
Total Revenues	5,643,096	2,317,122.81	2,765,596.94	(2,877,499.06)	49.0

ACCT NAME	BUDGET	JUNE 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	186,233.08	286,994.51	(2,179,739.49)	11.6
Part-Time Salaries	465,048	30,592.73	48,241.86	(416,806.14)	10.4
Seasonal Salaries	65,510	3,611.60	4,550.40	(60,959.60)	6.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,000.00	7,370.00	7,370.00	-----
Total Sals & Wages	2,998,392	221,437.41	347,156.77	(2,651,235.23)	11.6
Dental Insurance	11,064	788.34	1,215.14	(9,848.86)	11.0
Health Insurance, HMO	33,053	1,179.36	1,811.16	(31,241.84)	5.5
Life Insurance	3,100	246.40	498.40	(2,601.60)	16.1
Vision Insurance	3,024	234.02	359.39	(2,664.61)	11.9
Health Insurance, BCBC-PPO	250,906	23,057.10	35,573.12	(215,332.88)	14.2
Library RHS Contribution	0	597.28	1,049.91	1,049.91	-----
Library HSA City Contributions	16,000	0.00	0.00	(16,000.00)	0.0
IMRF	246,673	23,385.70	36,520.01	(210,152.99)	14.8
FICA	185,832	13,232.15	20,640.15	(165,191.85)	11.1
Medicare	43,461	3,094.68	4827.24	(38,633.76)	11.1
Worker's Compensation	18,299	326.00	326.00	(17,973.00)	1.8
Uniforms	800	179.62	4.92	(795.08)	0.6
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	3,514.80	3,514.80	(16,485.20)	17.6
Total Benefits	858,212	69,835.45	106,340.24	(751,871.76)	12.4
Architectural/Design Services	0	101,139.16	101,139.16	101,139.16	-----
Total Services	0	101,139.16	101,139.16	101,139.16	-----
Rentals	20,000	1,642.15	3,615.74	(16,384.26)	18.1
Total Rentals	20,000	1,642.15	3,615.74	(16,384.26)	18.1
Building Mtn	140,000	9,843.32	16,888.93	(123,111.07)	12.1
Vehicle Mtn	12,000	2,172.37	2,172.37	(9,827.63)	18.1
Office & Computer Mtn	190,000	20,945.19	21,543.72	(168,456.28)	11.3
Total Repair/Mtn	342,000	32,960.88	40,605.02	(301,394.98)	11.9

ACCT NAME	BUDGET	JUNE 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	9,464.92	10,441.44	(39,558.56)	20.9
Printing/Binding	20,000	0.00	3,584.06	(16,415.94)	17.9
Travel	500	0.00	0.00	(500.00)	0.0
Membership Dues	5,500	4,427.17	4,427.17	(1,072.83)	80.5
Professional Development	10,000	125.00	502.00	(9,498.00)	5.0
Other Purchased Services	145,000	15,179.20	25,577.36	(119,422.64)	17.6
Other Insurance	35,000	0.00	0.00	(35,000.00)	0.0
Total Purchased Services	266,000	29,196.29	44,532.03	(221,467.97)	16.7
Office Supplies	20,000	739.55	1,769.02	(18,230.98)	8.8
Office Supplies-COVID-19	0	102.98	541.80	541.80	-----
Computer Supplies	80,000	2,311.47	2,749.59	(77,250.41)	3.4
Postage	4,500	(3.82)	(3.82)	(4,503.82)	-0.1
Library Supplies	80,000	9,374.44	13,884.75	(66,115.25)	17.4
Janitorial Supplies	18,000	475.30	1,307.01	(16,692.99)	7.3
Gas & Diesel Fuel	6,000	291.23	580.20	(5,419.80)	9.7
Building Mtnc & Repair Supplies	18,000	275.76	382.55	(17,617.45)	2.1
Total Supplies	226,500	13,566.91	21,211.10	(205,288.90)	9.4
Natural Gas	28,000	2,410.07	2,410.07	(25,589.93)	8.6
Electricity	90,000	9,122.08	15,728.17	(74,271.83)	17.5
Water	9,000	398.23	812.80	(8,187.20)	9.0
Telecommunications	32,700	3,058.09	4,843.17	(27,856.83)	14.8
Total Utilities	159,700	14,988.47	23,794.21	(135,905.79)	14.9
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	20,000	849.94	17,430.40	(2,569.60)	87.2
Adult Books	157,500	11,693.36	26,028.12	(131,471.88)	16.5
Children's Books	123,400	11,592.87	19,892.17	(103,507.83)	16.1
A/V Materials	111,600	5,694.06	11,565.17	(100,034.83)	10.4
Public Access Software	132,000	224.00	9,276.00	(122,724.00)	7.0
Downloadable Materials	179,950	5,217.62	31,527.62	(148,422.38)	17.5
Total Materials	724,450	35,271.85	115,719.48	(608,730.52)	16.0
Employee Relations	5,000	168.80	196.40	(4,803.60)	3.9
Miscellaneous Expenses	10,000	555.41	2,041.31	(7,958.69)	20.4
Transfer to Capital Fund	31,342	0.00	0.00	(31,342.00)	0.0
Total Other Expenses	46,342	724.21	2,237.71	(44,104.29)	4.8
Total Expenses	5,643,096	520,762.78	806,351.46	(4,836,744.54)	14.3

Bloomington Public Library FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2021

Property Tax (51.3%): The Library has received 4 distributions.
Replacement Tax (0.0%): This distribution has not been made yet.

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

GPPLD (45.3%): Golden Prairie has also received 4 distributions, but because the 4th distribution occurred at the very end of the month, only 3 transfers of GPPLD funds to BPL had been made by the end of June.

Fees (49.1%): Our projection for Fees was adjusted to reflect no Fines being collected—the amount collected now is for lost items.

Interest (4.6%): Interest rates continue to be low.

Donations (213.8%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (31.9%): This is higher than projected due to Book Shoppe receipts.

Full-Time Salaries (11.6%): This is just slightly under-spent due to the resignation of a full-time employee.

Part-Time Salaries (10.4%): This is under-spent due to some part-time vacancies.

Seasonal Salaries (6.9%): There were only seven seasonal employees on board at the end of June.

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

Dental Insurance (11.0%): This is under-spent because fewer staff chose to have dental insurance through the City of Bloomington.

Health Insurance, HMO (5.5%): This is under-spent because only a few staff have this option for their health insurance.

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

FICA (11.1%): This is under-spent due to the staff vacancies in Full- and Part-Time Salaries.

Medicare (11.1%): This line item is also under-spent due to staff vacancies in Full- and Part-Time Salaries.

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

Uniforms (0.6%): Charges have been minimal.

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

Office & Computer Maintenance (11.3%): Charges have been minimal.

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

Membership Dues (80.5%): This appears to be over-spent; however, some Library Supplies were applied to this line item in error, which will be corrected in July.
Professional Development (5.0%): Charges have been minimal.
Other Insurance (0.0%): Nothing has been paid from this line item yet.
Office Supplies (8.8%): Charges have been minimal.
Computer Supplies (3.4%): Charges have been minimal.
Postage (-0.1%): Nothing has been paid from this line item; however, the negative amount reflects postage paid for by staff.
Janitorial Supplies (7.3%): Charges have been minimal.
Gas & Diesel Fuel (9.7%): Charges have been minimal.
Building Maintenance Supplies (2.1%): Charges have been minimal.
Natural Gas (8.6%): Charges have been minimal.
Water (9.0%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been paid from this line item yet.
Periodicals (87.2%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (10.4%): Charges have been minimal.
Public Access Software (7.0%): Charges have been minimal.
Employee Relations (3.9%): Charges have been minimal.
Transfer to Capital Fund (0.0%): The transfer for this will be made later.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
Memorial Donations:	250.00
Lois Rubbel, Miscellaneous Donation:	100.00
Miscellaneous Donations:	28.52

Total Donations:	\$ 21,378.52
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	5,660.00
Ear Buds:	25.50
Flash Drives:	29.25
Hot Beverage Service:	23.00
Meeting Room Fees:	0.00
Mugs/Cups:	58.00
Print Station:	1,286.60
Reusable Bags:	81.00
Test Proctoring:	0.00
Tote Bags:	368.00

Umbrellas:	0.00
Miscellaneous:	187.37

Total Other Revenue:	\$ 7,718.72
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During June, 13 batches containing 132 invoices were processed, totaling \$208,608.18 and 96 credit card charges were made totaling \$23,764.15.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$4,592,948.85, which is 81.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 6/30/21:

Operating:	\$ 4,592,948.85
Fixed Assets:	\$ 1,175,524.05
Capital:	\$ 3,352,311.06
Spent for Architectural Fees:	\$ 277,732.59

Balance of Arch Contract:	\$ 1,175,851.41
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Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

June 2021

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	36,921	21,777	70%	36,921	26,259	41%
Teens	3,473	1,690	106%	5,844	1,965	197%
Children	51,259	23,226	121%	85,838	26,928	219%
Digital Downloads	16,070	14,435	11%	32,759	33,755	-3%
Total	107,723	61,128	76%	194,881	88,907	119%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,671	25,220	-18%	40,618	49,352	-18%
Teens	4,461	4,992	-11%	8,829	9,791	-10%
Children	6,219	8,611	-28%	12,309	17,830	-31%
Total	31,351	38,823	-19%	61,756	76,973	-20%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	398	144	176%	659	428	54%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	17,223	1,232	93%	28,854	1,232	96%
Bookmobile	855	304	181%	1,368	304	350%
Total	18,078	1,536	1077%	30,222	1,536	1868%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	36	0	100%	45	0	100%
Digital Preservation Studio	4	0	100%	4	0	100%
Community Room	25	0	100%	37	0	100%
Total	65	0	100%	86	0	100%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	5	0	100%	12	3	300%
People Reached	369	0	100%	533	96	455%
Community Visits to the Library	1	0	100%	1	0	100%
People Reached	65	0	100%	65	0	100%
Total Outreach Visits	6	0	100%	13	3	333%
Total People Reached	434	0	100%	598	96	523%

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	9	4	125%	16	6	167%
Attendance	169	20	88%	290	41	86%
Teens	12	2	100%	14	2	100%
Attendance	159	0	100%	196	0	100%
Childrens	21	0	100%	26	0	100%
Attendance	366	0	100%	545	0	100%
Total Programs	42	6	86%	56	8	86%
Total Attendance	694	20	97%	1,031	41	96%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	1	200%	3	1	200%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,186	1,666	91%	5,593	3,026	85%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	17.50	44.50	-61%	120	97	24%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,116	49	98%	2,116	49	98%
WiFi Sessions	3,145	1,079	191%	3,145	1,923	39%
Website/Catalog Hits	108,649	50,467	115%	108,649	101,570	7%
Online Resource Use	2,694	3,764	-28%	2,694	7,795	-65%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	369	20	95%	689	21	97%
Sent	192	2	99%	410	2	100%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	32	0.00	100%	43	0	100%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, May 19, 2021
5:00 p.m.

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

MINUTES

- I. New, Re-Elected, and Appointed Trustees: Oath of Office
Jim Russell, Kathy Vroman, Stephanie Walden, and Ruth Novosad took the Official Oath of Office as administered by Ary Anderson, Secretary/Treasurer.
- II. Call to Order
Interim President Ruth Novosad called the meeting to order at 5:05 p.m.
- III. Roll Call
Trustees Physically Present: Ary Anderson, Jim Russell, Kathy Vroman, Patti Salch, Stephen Peterson, Stephanie Walden, Ruth Novosad

Trustees Present via Zoom: None

Trustees Absent: None

Others Physically Present: Colleen Shaw, Jeanne Hamilton

Others Present via Zoom: Amy Dunham, Kathy Jeakins
- IV. Introductions:
Staff and returning Trustees introduced themselves to the newly-elected and newly appointed Board Members.
- V. Public Comments:
There were no public comments.
- VI. President's Report:
Welcome and congratulations to the new Trustees. Discussion was held on the Trustee Orientation Packet, Illinois Library Association Conference/Trustee Day, upcoming topics at GPPLD meetings, the Illinois Opening Meetings Act, and information from the May BPL Board Meeting.
- VII. Approval of Minutes
 - A. April 21, 2021 – Regular Meeting
The minutes are approved with the correction of the future meeting date listed.
 - B. April 21, 2021 – Executive Session
Hearing no objections, the minutes were approved as distributed. President Novosad asked the Board for any objections in making the Executive Session minutes available to the public. Hearing no objections, the Executive Session minutes are approved for public inspection.
- VIII. Staff Reports
 - A. Circulation & Outreach Report: Colleen Shaw, Manager of Circulation & Outreach Services, reported on the updates to the bookmobile stops for May-October. Colleen shared a positive note from the Bloomington Housing Authority on the services provided by the Bookmobile. Discussion

was held on how the new stops are marketed. Discussion was held on the re-opening of the Bookmobile for patron walk-ons.

- B. Director's Report: Jeanne Hamilton, Library Director, introduced the new website to the Board with an online presentation. Jeanne shared that every year the BPL Managers meet and discuss the implementation plan for the additional projects to take on during the year. The Techmobile is on the list to be implemented. New COVID guidelines have changed and the Library plans to continue to reintroduce services. Jeanne provided an update to the Library expansion with an online presentation. Discussion was held on the process to finalize City's approval and tentative dates for construction to begin as well as a breakdown of budget and fundraising.
- C. Financial Report: Kathy Jeakins, Business Manager, provided the report in the Board packet. The report is through the end of April, 83% of the way through the fiscal year. The new Property Tax Distribution cycle typically begins by the end of May or early June.

IX. Action Items

A. Approve FY22 Meeting Dates

Interim President Novosad asked if Wednesday evening on the 3rd Wednesday of each month at 5:00 p.m. is still a good time for the GPPLD Board to meet. Hearing no objections, the Board moved forward with the approval of the FY22 meeting dates.

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY22 MEETING DATES AS PRESENTED.

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

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED.

X. Discussion Items

A. Marketing the Summer Reading Program to Golden Prairie Patrons

Discussion was held about marketing the Summer Reading to GPPLD patrons or focusing on a marketing campaign in the Fall. There was some discussion about trying to reuse the stock of postcards that include a 2019 date as well as the remaining reusable bags with GPPLD branding. Ary Anderson will check with Le Print Express to see what options they would be able offer. The Board decided to table this item until a future meeting.

XI. Comments from Board Trustees

Patti Salch and Stephen Peterson of the Nominating Committee presented the slate of officers, to be elected in June, as follows:

- Ruth Novosad as President.
- Ary Anderson as Vice President.
- Stephanie Walden as Secretary/Treasurer.

XII. Reminder

Next Board Meeting is Wednesday, June 16, 2021

XIII. Adjournment

President Novosad adjourned the meeting at 6:22 p.m.