

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 18, 2019

5:30 p.m.

William C. 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. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Recommend Approval of Minutes of May 21, 2019 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of May 2019
- IX. Action Items
 - A. Approve Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal
 - B. Approve Waiving Three-Quote Requirement to Renew OCLC Service from Illinois Heartland Library System
 - C. Approve Personnel Code Updates
- X. Discussion Items
 - A. Discuss Library Expansion
- XI. Comments from Board of Trustees
- XII. Adjournment

Posted: 6.14.19 9:30 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 18, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Adriel-Kennell, Peter	Other Purchased Services	200.00
Alert Media	Telecommunications	3,990.00
Amazon.com, LLC	A/V Materials	407.90
Amazon.com, LLC	Adult Books	158.17
Amazon.com, LLC	Building Mtn Supplies	24.70
Amazon.com, LLC	Computer Supplies	63.98
Amazon.com, LLC	Janitorial Supplies	21.92
Amazon.com, LLC	Library Supplies	105.75
Amazon.com, LLC	Office Supplies	10.99
Amazon.com, LLC	Other Purchased Services	208.76
Amazon.com, LLC	Professional Collection	197.00
Ameren Illinois	Electricity	6,168.51
American Pest Control	Building Maintenance	560.00
Asphalt Clinic, LLC	Building Maintenance	1,700.00
Automatic Fire Sprinkler	Building Maintenance	3,280.00
Blackstone Audio	A/V Materials	31.94
Boon, Marc	Other Purchased Services	200.00
Bridgeall Libraries Limited	Office/Equipment Mtn	15,000.00
Brodart Co.	Library Supplies	925.20
CDW Government	Computer Supplies	684.84
CDW Government	Office/Equipment Mtn	636.88
Cengage Learning	Adult Books	137.94
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	560.13
City of Bloomington	FICA	7,923.03
City of Bloomington	Gas & Diesel Fuel	278.30
City of Bloomington	Health Insurance-HMO	1,939.74
City of Bloomington	Health Insurance-PPO	13,141.97
City of Bloomington	IMRF	11,156.66
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	1,853.02
City of Bloomington	Payroll	135,305.60
City of Bloomington	Vision Insurance	139.44
Cloyd, Barry	Other Purchased Services	300.00
Continental Research Corp	Janitorial Supplies	219.99
Coughlin Companies, LLC	Public Access Software	1,265.00
Custom Digital Imaging	Other Purchased Services	961.03
Custom Digital Imaging	Printing/Binding	9,674.36

Dean's Graphics, Inc.	Other Purchased Services	1,666.00
Dell Marketing, L.P.	Computer Supplies	1,299.17
Demco	Library Supplies	1,885.11
Ecology Action Center	Other Purchased Services	75.00
Educational Development Corp.	Children's Books	215.78
Engler, Callaway, Baasten, Sruga, LLC	Other Purchased Services	3,109.65
EnvisionWare, Inc.	Office/Equipment Mtn	3,868.67
F & W Lawn Care & Landscaping	Building Maintenance	1,237.50
Four Seasons Peoria	Advertising	825.50
Frontier	Telecommunications	1,745.83
Hazelgrove, William	Other Purchased Services	350.00
Illinois State University	Advertising	363.08
Illinois Wesleyan University	Other Purchased Services	648.08
Ingram Library Services	Adult Books	248.97
Kone	Building Maintenance	2,076.24
Limelight Communication, Inc.	Advertising	400.00
Lincoln's Festival on Route 66	Advertising	100.00
Lockett, Mike	Other Purchased Services	200.00
Madcap Productions	Other Purchased Services	552.50
Massie, Rhonda	Advertising	528.76
Midamerica Books	Adult Books	467.10
Midwest Tape	A/V Materials	157.40
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	564.94
Neopost USA, Inc.	Rentals	26.45
Niche Academy	Public Access Software	3,600.00
O'Brien, Michael	Other Purchased Services	300.00
Office Depot	Computer Supplies	108.80
Office Depot	Employee Relations	41.09
Office Depot	Office Supplies	504.87
Office Depot	Other Purchased Services	9.99
OSF St. Joseph Medical Center Auxiliary	Employee Relations	40.00
OverDrive, Inc.	Downloadable Materials	4,990.00
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	87.28
Proquest, LLC	Public Access Software	7,474.00
Recorded Books, Inc.	A/V Materials	198.66
Ricoh USA, Inc.	Rentals	1,424.96
Ron Smith Printing Co.	Printing/Binding	45.00
Rosedrew, Inc.	Library Supplies	1,505.00
Schneider, Michael	Other Purchased Services	350.00
Scholastic Library Publishing	Public Access Software	18,279.00
Scott's Boiler Services, Inc.	Building Maintenance	700.00
Scribblebook Companies, LLC	Other Purchased Services	412.50
She Said So	Other Purchased Services	200.00
Stuard & Associates, Inc.	Building Maintenance	215.00
Unique Management Services, Inc.	Other Purchased Services	250.60
University of Illinois	Tuition Reimbursement	5,088.00
VenuWorks of Bloomington, LLC	Advertising	130.50
Vernon Library Supplies, Inc.	Library Supplies	625.14
Windstream	Telecommunications	118.98
Yap, Kyle	Other Purchased Services	200.00

VISA - Amazon Marketplace	Library Supplies	69.98
VISA - Automotive Workwear	Uniforms	64.62
VISA - Baker & Taylor Books	A/V Materials	6,707.66
VISA - Baker & Taylor Books	Adult Books	10,639.67
VISA - Baker & Taylor Books	Children's Books	16,056.90
VISA - Barnes & Noble	Other Purchased Services	50.00
VISA - Best Buy	Other Purchased Services	50.00
VISA - Bloomington Galaxy	Other Purchased Services	50.00
VISA - Casey's Garden Shop & Florist	Other Purchased Services	96.00
VISA - Chicago Tribune	Periodicals	325.00
VISA - Crealiti3D	Computer Supplies	229.99
VISA - Five Star Water Co.	Miscellaneous Expenses	90.55
VISA - Fort Jesse Café	Other Purchased Services	40.00
VISA - GameStop	A/V Materials	287.91
VISA - GameStop	Other Purchased Services	50.00
VISA - Gulf Mobile & Ohio Historical Society	Membership Dues	30.00
VISA - International Service Fee	Computer Supplies	2.30
VISA - Interstation All Battery Center	Building Mtnc Supplies	198.75
VISA - Jewel-Osco	Office Supplies	16.45
VISA - Jewel-Osco	Other Purchased Services	17.64
VISA - Michael's	Other Purchased Services	240.69
VISA - Office Depot	Office Supplies	30.97
VISA - Oriental Trading Co.	Library Supplies	159.94
VISA - Oriental Trading Co.	Other Purchased Services	2,500.00
VISA - Paypal*Melissa Alcorn	Advertising	385.00
VISA - Really Useful Boxes	Library Supplies	95.90
VISA - Reel Contact, Inc.	Adult Books	30.00
VISA - Sprint	Telecommunications	644.41
VISA - USPS	Postage	8.00
VISA - Wal-Mart	Employee Relations	(2.66)
VISA - Wal-Mart	Janitorial Supplies	151.77
VISA - Wal-Mart	Library Supplies	102.15
VISA - Wal-Mart	Other Purchased Services	45.34
VISA - Webstaurant Store	Building Mtnc Supplies	341.26
VISA - Webstaurant Store	Office Supplies	873.11
VISA - Yarn Garden	Other Purchased Services	100.00
Total		340,569.88

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Director's Report

May 2019

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

This month, I:

- Presented at the Bloomington-Normal Sunset Rotary Club, highlighting library services
- Attended and presented at the New Council Member Orientation
- Met with Rhonda and a vendor, Orange Boy, to discuss their product promoting services to library patrons
- Met with Julian and City Manager Gleason to discuss Library expansion needs

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

I continue to advise and brainstorm with staff to find new solutions as we get used to our new ILS.

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

This month, I:

- Attended a Staff Development Committee Meeting
- Prepared for and attended our final union negotiation session
- Prepared the union contract changes and related presentations for the board and city council
- Attended training for Kronos, our new timekeeping system
- Worked with Allison to prepare plans for her maternity leave
- Coordinated the upgrade of two part-time Library Assistant positions to part-time LTA positions in the IT Department
- Coordinated the addition of a full-time Library Associate in the Children's Services Department
- Organized staff committee assignments for FY20

Goal: Administer a cost-effective public library.

I secured funding from the Bloomington Public Library Foundation for Local History, History, and Economic Materials and for Fold3, a collection of detailed online military records for genealogy research.

I also worked with Kathy to:

- Prepare information for GPPLD regarding their legal expenses
- Prepare the FY20 detailed budgets for materials, supplies, and programming
- Begin the process of developing a request for proposals for a replacement materials sorter

**Adult Services Report
Carol Torrens
May 2019**

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

SERVICES

Katie represents the library on the Census Complete Count Committee, a local, multi-agency group working to ensure everyone participates in the online Census 2020.

My Media Mall, the Overdrive ebook collection that BPL cardholders can use, will be rebranded as the Digital Library of Illinois on July 1. This is part of the process of our consortium becoming self-governing. Customer access to the collection should be seamless throughout this change.

COLLECTIONS

Tiffany has used Library Aware to update the teenZone bookmarks that offer title suggestions by subject. She's using the same tool to update reading lists on the TZ webpage.

All video games have been moved from the Children's collection to the main one in the Circ Lobby. Tiffany is now in charge of all video games in the collection.

Katie continues to weed the nonfiction collection and Marcie the fiction one.

Displays featured materials on these topics: graduation, Mental Health Awareness Month, Twilight Zone Day (science fiction titles), and photography. In the DVD area, movies that Celebrate Mom were featured.

PROGRAMS

For Summer Reading Program, several staff helped stuff prize voucher envelopes, worked at the Reading Log Handout table, and Marcie staffed a craft table during the Kickoff Party.

Tiffany attended BHS last day of school event "Lights On". About 200 teens stopped by to hear about Summer Reading and made buttons.

Rachel and Michelle C. from Circulation attended the Thrivent community expo to promote Summer Reading and encourage participation in and volunteering for Summer Reading programs.

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students: CJHS – 27; EJHS – 43; NCWHS (2 visits) -- 319

Adult/Family programs

Fiction Book Club -- 1 session – 6 attended

Mystery Book Club – 1 session – 8 attended

Books on Tap Book Club – 1 session – 11 attended

Nonfiction Book Club – 1 session – 2 attended

History Reads Quarterly Book Club – 1 session – 11 attended

Wellness Lifestyle weekly class – 5 session – 91 attended
Star Wars Day Escape Rooms – 3 sessions – 20 attended
Classic Movie – 2 sessions – 2 attended
Vintage Tomorrows: Steampunk – 1 session – 18 attended
Crazy Horse author and family members – 1 session – 58 attended
Solar Power Hour – 2 sessions – 13 attended
IL State Hiring event – 1 session – 38 attended
IL State Employment Workshop – 1 session – 17 attended
WWII Fighter Pilot – 1 session – 51 attended
Bloomington's TV Debacle – 1 session – 8 attended
In Search of America film & discussion – 1 session – 7 attended
1 of 4 Epilepsy programs: Seizure Recognition and First Aid – 1 session – 0 attended

Teen Programs

Star Wars Day movie Avengers: Infinity War – 1 session – 6 attended
Battle of Hogwarts movie & craft – 1 session – 15 completed
****due to end-of-school events and previous low attendance, no teen programs were offered in the latter part of the month.
Tiffany visited schools during that time to promote SRP and summer programs.****

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

Mimi Davis is the newest part-timer on the AS Desk this month, transferring from the Circulation Dept.

Jamie Scovel is a new temp shelver in AS and is nearly done with her training.

Katie and Karen M. attended training for the Illinois Legal Aid website, part of the process of BPL being listed as a legal self-help center in their directory.

Webinars: Rachel—How to use Data Effectively; The Library's Place in a Digital World

Goal: Work effectively through the use of technology.

There were 12 individual appointments with AS staff: 3 for ebooks; 8 for general computer use/email/resume/applications; 1 about an app, privacy, and account settings

Goal: Administer a cost-effective public library.

Due to low use and high cost, the online newspaper collection, US Major Dailies, was cancelled.

Business Office Report

Kathy Jeakins

May 2019

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment or for staff who do not use their card frequently, I entered all credit card transactions in account files, and did troubleshooting for one staff member having difficulties ordering products.

The Library received its first Property Tax distribution on May 28 for \$1,048,907.29

I provided data to Caprice for the Annual Report

I developed FY 20 Departmental Office and Library Supply and Programming budgets; then Jeanne and I discussed and finalized the budgets for the departments

The monthly total for the Book Shoppe was \$2,134.50

On May 1, Amy and I did the annual count of all petty cash sources. All was perfect!

On May 2, Jeanne and I met to discuss materials spending and how best to budget these line items for FY 20; then Jeanne and I met with Carol and Melissa on May 8 to discuss the revised budget numbers with them

On May 13, I sent the line item changes to Chris at City Hall

On May 16, I provided information for the annual 2018 Worker's Comp audit to Kathleen Diskinson at The Hartford

On May 23, I met with Mary Ann Webb of the Library Foundation to go over what would need to be done related to taking over the financial preparation for their audit

On May 24, I attended a City Forum in which IMRF pensions was discussed

Worker's Compensation: the most recent claim for a staff member was closed

Bills Costing in Excess of \$5,000:

1. Bridegeall Libraries Limited: \$15,000.00 for Collection HQ, year 2 of 3-year plan
2. Proquest: \$7,474.00 for renewal of eLibrary
3. Scholastic Library Publishing: \$8,654.00 for renewal of BookFlix Gold for 1 year
4. Scholastic Library Publishing: \$9,625.00 for renewal of ScholasticGo for 1 year

Upcoming:

I will be working on the bid document (mostly the boiler plate language) for the sorter

Children's Services Report

Melissa Robinson

May 2019

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

Programs:

Summer reading began. We had a summer reading log table upstairs on the first Tuesday, Wednesday, and Thursday. The goal for kids this year is to read 20 books or for 15 hours.

- Summer Reading Kickoff
 - Morning kickoff – 351 attended
 - Evening kickoff – 75 attended
- Prairie Fire Theatre Presents “How to Be a Superhero” – 54 attended
- Star Wars Escape Room – 18 attended
- Rubik's Cube program – 39 attended
- Family Games Day – 37 attended
- Where the Wild Things Read – 2 sessions – 23 attended
- Move and Learn story time – 8 attended
- Family Games Day – 37 attended
- Sunnyside Garden story time – 38 attended
- 12 programs/session – 680 attended total

We visited the following groups and attended the following events:

- Katies Kids – 64 attended
- Milestones Preschool – 73 attended
- Brigham Head Start – 2 classes – 56 attended
- Little Jewels Oakland – 85 attended
- Stevenson School Career Day – 72 attended
- Tipton Park Story Walk – 222 attended
- Pepper Ridge Reading Night – 90 attended
- Summer reading visits:
 - Bent – 370 attended
 - Corpus Christi – 260 attended
 - Pepper Ridge 5th grade – 23 attended
 - Stevenson – 408 attended
 - St Mary's – 165 attended
 - Trinity Lutheran – 208 attended

- Washington – 340 attended
- Irving – 398 attended
- Benjamin – 500 attended
- Cornerstone – 170 attended
- Oakland – 520 attended
- Sheridan – 384 attended
- Pepper Ridge – 365 attended
- Cedar Ridge – 529 attended
- Ridgeview in Colfax – 58 attended
- Northpoint – 550 attended
- Fox Creek – 326 attended
- Brigham – 210 attended
- Grove – 650 attended
- 27 groups/events – 7096 attended total

Services:

- Alex continues working to help organize the Eastview Community Center library.

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

- Alex and I presented at the mini morning session on summer reading.
- Summer help began work.

Goal: Work effectively through the use of technology.

- Jesse recommended that we renew Bookflix, Scholastic Go, Tumblebooks, and Brainfuse.

Upcoming:

- JiggleJam – June 1
- Story time begins June 4
- Lapsit begins June 4
- Lego Construction – June 5 and 19
- Tales for Tails resumes June 6
- Visits to District 87 school lunch sites – June 4-7
- Weekly visits from day camps begin the week of June 3
- Sensory story time – June 8
- Twin Cities School of Dance – June 9
- Where the Wild Things Read – June 10
- Itsy Arts – June 11
- 1000 Books before Kindergarten Celebration – June 13

- Where the Wild Thing Are at the Farmers' Market – June 15
- Move and Learn story time – June 17
- Pint Sized Polka – June 21
- Illinois Shakespeare Festival – June 22
- Watercolor Art – June 27
- ScribbleMonster – June 29

Circulation and Outreach Services Report
Colleen Shaw
May 2019

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

- Outreach Library Associate, Michelle Cope, met with the following groups/committees this month:
 - The Social Isolation Task Force¹
 - The Human Services Council²
 - The Quarterly Nonprofit Coalition³
 - YWCA
 - The Fatherhood Coalition

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

- Home Delivery staff delivered 377 items to 54 active patrons this month. Six new recipients that receive home delivery through Peace Meal services were added.
- Deposit Collections staff delivered 884 items to 13 sites. Deposits presented a program at Luther Oaks on searching the Pantagraph through an online library database that the library provides. 12 residents were in attendance.
- May Outreach events include the following:
 - Partnering with the Lake Run Club to sponsor the first Fun Run of the summer at Parkside Jr. High School on May 31
 - Attending the State Farm cultural celebration for Asian American and Pacific Islander Heritage Month on May 29
 - Assisting Children's Services with the Story Walk at Tipton Park on May 18.
- The bookmobile stop to Cedar Ridge on May 29 was cancelled due to an ongoing criminal investigation in the area of the stop.

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

- Brittany Dunn, Courtney Cox, and Amanda Rogers filled our open temp positions for the summer.
- Circulation clocked an impressive 111 hours training new staff last month.

¹ ECIAAA, Bromenn Adult Daycare, Normal Public Library, ARC, Faith in Action

² Spice/MarcFirst, Normal Public Library, Bloomington Housing Authority, Integrity Council

³ MarcFirst, State Farm, Illinois State, Normal Public, YWCA, Integrity Counseling, Illinois Wesleyan, West Bloomington Revitalization Project, Home Sweet Home, Multicultural Leadership Program, McLean County History Museum, Country Financial, etc.

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(5/2019) Circulation and Outreach Services Statistics

Total Circ BPL	93,520
Total Circ Main	76,661
Adults	38,368
Teens	2,838
Children	35,455
Total Circ Outreach	5,266
OTR Adults	2,032
OTR Teens	115
OTR Children	3,119
Total Circ eBooks	11,593
Hoopla	2,458
Overdrive	8,093
RBDigital	1,000
TumbleBooks	41
eBook Central	1
Borrowers Registered	576
Total Active Cardholders	38,150
Children	9,219
Teen	4,799
Adult	24,132
GPPLD	1,468
Total Holds Filled	7,501
Main Holds	6,281
Outreach Holds	1,220
Door Count	24,267

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	297
THURS	WINGOVER APARTMENTS PM	295
MON	ROLLING BROOK SOUTH	184
TUES	GOLDEN EAGLE	159
SAT	CRESTWICKE	156
MON	OLD FARM LAKES	139
WED	NORTH POINTE	134
THURS	EAGLE RIDGE	134
WED	RAINBOW AVE	130
MON	GROVE	127

5 Stops with Lowest Circulation

SAT	SHIRLEY	8
THURS	SUNNYSIDE PARK	8
TUES	FOUR SEASONS	6
MON	BROADMOOR	4
TUES	CEDAR RIDGE	4

Bookmobile Customers: 1,137

Total Monthly Stops: 66 (at 46 locations)

Circulation Questions Answered: 946

Outreach Questions Answered: 124

Total Questions Answered: 1,070

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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							
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							
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							

Human Resources Report

Gayle Tucker

May 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on the Children's Summer Reading Program
- I had Kronos timekeeper training
- I share relevant training opportunities with Department Managers
- In May, there were four in-house Job Announcements, one website posting, and one Indeed.com posting
- In May, I participated in five interviews
- I processed 16 new or returning staff members during May
- I provided orientation to five new staff members
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation
- I attended one day-long session of union negotiations. The contract was settled and has since been ratified by all parties. I prepared appropriate wage tables and related paperwork for employees to receive raises.
- I attended the BPL Board Meeting on 5/21

Goal: Work effectively through the use of technology.

- 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
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. We are in the test phase. A training schedule was shared.

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - The work study program ended on 4/30 and will resume in August
- I closely track hours worked by part-time staff

Upcoming:

- Kronos training/testing
- New timeclocks that communicate directly with Munis
- Personnel Code/Employee Handbook updates

Information Technology Systems Report

Jon Whited

May 2019

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

We are preparing for the next session of the Girls who code program. It will be beginning the first week of June.

Upcoming:

We are planning on upgrading our PC-Reservation Server to the latest version to help with some stability issues.

We are working on an RFP for a new sorter for the circulation area. Our sorter is reached its end of life and we are looking to add additional features such as back dating returns through a staff inlet to allow for Holiday drops to be processed later.

Marketing Report

Rhonda Massie

April 2019

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

STUDENT LIBRARY CARDS

- Our IT Department worked very hard to get library cards into the hands of students who were new to Unit 5 during the entire 2018-2019 school year when that file of information arrived at the very end of April. In mid-May, we then also delivered the cards to 16 U5 schools in an attempt to get them into students' hands before the end of the school year.
 - Unit 5 has agreed to get this information to us monthly during the 2019-2020 school year as is done by District 87. Rhonda will follow up on this in October/November and making sure the file is arriving.

UPDATING THE LIBRARY'S INTERIOR SIGNAGE

- Anissa Ortiz, the temporary and part-time library associate working in the Marketing Department, had been putting her graphic design skills to work to create the decorations for our Summer Reading Program. Going forward, Anissa will stick around for a few weeks to brand the signage inside our building as much of it is mismatched. We are shooting for a more uniform appearance.

GPPLD POSTCARD

- The GPPLD Board decided to mail a postcard to every household within GPPLD's boundaries. The card invites people to come to the library, get a library card, and receive a free bag. Marketing designed the postcard and helped navigate specs, postal requirements, and logistics for the project.

ARTICLES/PRESS RELEASES/COVERAGE

- *Bloomington Library reading programs reward participants for hitting the books*; article submitted to *Pastelle* magazine highlighting both Summer Reading and 1000 Books Before Kindergarten.
- *Steampunk workshops promote creativity, whimsy*; The Pantagraph; May 2
- *Grow Solar Bloomington-Normal program returns for 2019*; The Pantagraph; May 10
- *'Lights On': BHS event engages students to highlight summer opportunities*; Pantagraph; May 24
- *Summer lunches available in Central Illinois schools*; The Pantagraph; May 28
- *Come on down to downtown for your summer fun*; The Pantagraph; May 29
- *Library program stokes the love of reading*; WJBC; May 30

ADVERTISING (scripts and artwork for each provided by Marketing)

- WGLT radio ads promoting
 - Vintage Tomorrows (steampunk documentary) program
 - Crazy Horse program
 - In Search of America Movie and Program
 - Summer Reading
 - Summer Concert Series
- WGLT digital ad campaign promoting Summer Reading
 - 10,000 impressions desktop
 - 10,000 impressions mobile
- WGLT print ad for the Free Summer Concert booklet promoting Summer Reading
- WBNQ radio ads promoting
 - Summer Reading
 - Summer Concert Series
- B104 radio ads promoting
 - Summer Reading
 - Summer Concert Series
- Magic 99.5 ads promoting
 - Crazy Horse Program

- Summer Reading
- Cumulus digital ad campaign promoting Summer Reading
 - Targets homes with kids under age 12
 - Mobile and eMail
- Billboards
 - Digital billboards advertising Summer Reading are running via Picture This Advertising (Snyder). This space was an in-kind donation by Snyder to the Summer Reading Program.
- Grossinger Arena
 - The concourse and the (2) marquees at Grossinger Arena all include ads promoting Summer Reading.
- Macaroni Kid
 - sent a paid eBlast to its subscriber list; information and art promoted the Summer Reading Program.
 - leaderboard ad on the Macaroni Kid website
- Library Aware eBlast
 - We sent a Summer Reading eBlast to all our cardholders using Library Aware.
- Text Messaging
 - In addition to sending a text reminder each morning to the Bookmobile customers who will be visited by the Bookmobile on a given day, texts were sent to promote Summer Reading and to make people aware of holiday closures.
- Kids Run for Fun
 - BPL sponsored the first night of the 2019 Lake Run Club Kids Run for Fun. As the sponsor, we were able to attend the event, set up a table, and hand out Summer Reading Logs and Summer Program Guides.
- *Paastelle* Magazine
 - Print ad in *Pastelle* Magazine (June issue) promoting Summer Reading
 - Print ad in *Pastelle* Magazine (July issue) promoting Lincoln's Festival on Route 66
- Cogs & Corsets
 - Print ad to run in the program for Cogs & Corsets: A Steampunk Happening

MEETINGS WITH REPS

- Met with Stephanie Mazanowski to discuss the possibility of advertising in *Neighbors of Southwestern Bloomington* and *Eastside Neighbors* magazines.
- Met with Orange Boy

EXTRAS

- Updated the map which labels each Bookmobile stop, Deposit Collection site, each home delivery address, and each Peace Meals location
- Updated Bookmobile Text Alerts Handout
- Updated Hoopla Handout
- Updated RBDigital Handout

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

SUMMER READING

Summer Reading is underway.

- **Reading Logs**
 - Summer Reading Logs were printed in the following quantities:
 - Kids – 11,650
 - Teens – 1,250
 - Adults – 2,100
 - Summer Logs were distributed to every student, PreK-5, in District 87 (3,100 logs)
 - Summer Logs were distributed to every student, PreK-5, at the following Unit 5 schools (3,125 logs): Benjamin, Brigham, Cedar Ridge, Fox Creek, Grove, Northpoint, and Pepper Ridge.
 - Summer Logs were distributed to every student at Heartland Head Start (325 logs).
 - Summer Logs were distributed to students Trinity Lutheran (300 logs).

- **Summer Reading Bookmarks**
 - 7,650 Summer Reading bookmarks were delivered to kids in the area schools our librarians visit to promote Summer Reading. This includes some private schools and some junior high schools.
- **Spanish Materials**
 - 355 Kids' Reading Logs were printed in Spanish and delivered to Bent School (200), Sarah Raymond School (35), and St. Mary's School (20). 10 copies of the Spanish reading log are available at the Children's Desk.
 - 300 Spanish bookmarks were printed and given to the librarians who made presentations at the schools.
- **Props for School Visits**
 - Two sets of props were created for the CS librarians who gave presentations at the schools. Each set includes:
 - Oversized Kids Library Card
 - Oversized Kids SRP Reading Log
- **Summer Reading Decorations**

It's always a frenzy at the end of May to get the library decorated for Summer Reading. Most of the decorations you see at the library were created by Marketing.

 - We are receiving high praise for the Summer Reading decorations. Always favorites are the vinyl wraps on the elevators and the stairs. This year, we added vinyl clings to the floor which mimic the stars on the Hollywood Walk of Fame and include the names of authors as opposed to the names of actors.
 - Marketing also fetched movie posters from the three local theaters. Some are being used as decoration; others were handed out at the Summer Reading Table.
 - Arranged to have Parks & Recreation change the library's exterior banners. They now highlight Summer Reading.
- **Summer Reading Prize Packs**
 - A total of 65,100 vouchers were stuffed into our three prize packs – kid, teen, and adult. 45,200 of those vouchers were designed and printed in Marketing.
 - We've determined the approximate value of each prize pack at:
 - Kids – \$37.75
 - Teens – \$23.04
 - Adults - \$20.40
 - Marketing also arranged and acquired Treasure Chest prizes from Illinois State University.

PROGRAM PUBLICITY

Includes creation of print and digital artwork

- Author Talk: William Hazelgrove (Madam President)
- Burl Ives, Midwestern Minstrel
- Celebrate 1000 Books Before Kindergarten
- Club de lectura en Español (Spanish Book Club)
- District 87 Free Lunch flyer (recreation of flyer so we're not calling them "feedings" in our promotion)
- DIY Paint Along with Aleshia
- Family Games Day
- Grow Together!
- Hiring Fair
- History of the Illinois State Flag
- Illinois Shakespeare Festival
- In Search of America Film and Talk
- Itsy Arts
- JiggleJam

- June Calendars
- Lego Construction
- Lincoln's Festival on Route 66
- Main Street, Illinois
- Managing Epilepsy
- Meet the Crazy Horse Family Members
- Pint Size Polka
- Rubik's Cube Workshop
- ScribbleMonster
- Sensory Story Time
- Steampunk DIY
- Summer Concert Series
- Tales for Tails
- The Unforgiven (Steve Vogel & Edith Brady-Lunny program)
- Tipton Park StoryWalk
- Twin Cities School of Dance
- Watercolor Art on the Patio
- Wild Things at the Farmer's Market
- Summer Reading
 - Handout for the Kickoff Party
 - Digital art for social media
 - Kids' Reading Log in Spanish
 - Summer Reading Teen Prize Slips
 - Created art to promote Summer Reading for the self-check stations
- Story Room Window (Story Time List) for CS

DISPLAY SIGNS

- Celebrate Dad (8 1/2 x 11) for AS
- Donation Day Yard Signs (2) for Book Shoppe
- Graphic Novel (11x17) for AS
- In Memorium (Doris Day) for AS
- It's Wedding Season (8 1/2 x 11) for AS
- June is National Great Outdoors Month (11x17) for AS
- Library Closed for Memorial Day
- Shelf Talker for AS
- Silent & Quiet Seating Area Table Tents for AS
- Summer Hours (Sign & Plasma Slide) for tZ
- Tales for Tails Trading Cards (75 ea. for 8 dogs)
- The Unforgiven (Print/Mount Large-scale Book Cover)

PRINT (GENERAL REQUESTS)

- 1000 Books Before Kindergarten (100)
- 1000 Books Before Kindergarten - 101-200 Log (100)
- I've Got Spirit Forms (200)
- OverDrive Handouts (20)
- RBDigital Handouts (400)
- SRP Spanish Bookmarks (30)
- SRP Spanish Logs (30)
- Text Alert Handouts (400)

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

AWARD NOMINATION

- Rhonda nominated for Jeanne Hamilton for a Women of Distinction award from the YWCA. Many thanks to Mary Ann Webb who penned a letter of recommendation for the same.

STAFF NEWSLETTER

- The Marketing Department continues to compile and distribute the monthly Staff Newsletter using submissions from each Department Manager.

Goal: Work effectively through the use of technology.

BPL WEBSITE

- Explore More Illinois (Rotating Web Slide)
- Summer Reading
 - All Text
 - PDFs of all Reading Logs
 - Highlight Box
 - Web Slide

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 73 Facebook followers for a total of 6,781;
 - The Library added 11 Instagram followers for a total of 1,231;
 - The Library added 2 Twitter followers for a total of 1,998;
- The Library currently has 297 text subscribers
- Combine, the Library's Bookmobile stops have 893 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com

For the next three bullets, we are now adding new cardholder subscribers to the eBlast list every 4 months – with the release of each Program Guide – as opposed to monthly. These subscriber numbers will not change again until August.

- The Library's Cardholder Perks eBlast list contains 28,648 subscribers.
- The Library's Program Guide eBlast list contains 28,685 subscribers.
- The Library's General eBlast list contains 28,632 subscribers.

Goal: Administer a cost-effective public library.

FREE(ish) PROMOTION

- Marketing compiled all the children's Summer programs -- using The Pantagraph's specific format -- and submitted them to The Pantagraph for inclusion in the weekly Flying Horse page.
- The library posts a lot of information to Facebook, including but not limited to all the library's programs and a lot of the library's news. Unless a program requires registration and there's a fear that it will reach capacity, each program is posted/boosted as an event on Facebook. (Boosting is not free, but it is our best bang for the buck). Each individual event is posted with a piece of art that is designed by the Marketing Department.
 - Marketing also posts a weekly #TBT photo to Facebook and Instagram. These are often tiny research projects. These are never boosted.
 - Marketing also posts a weekly #BookFaceFriday photo to Facebook and Instagram. People love these, and they're never boosted.
- The library sends a monthly eBlast to any cardholder who's not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter. This ability comes with our subscription to Library Aware.
 - On May 4 - 29,103 cardholders received an eBlast promoting the library's online resources which provide foreign language learning – Mango Languages, DuLingo, Transparent Language
 - On June 1 - 28,703 cardholders received an eBlast promoting two online resources -- NoveList Plus and NoveList Plus K-8.
- The library's programs are sent to the following:
 - Macaroni Kid (kid & teen programs)
 - *Eastside Neighbors Magazine* and *Neighbors of Southwest Bloomington Magazine* (receive all our programs; the publishers pick and choose what to include)

- *The Pantagraph* has specified that for their print editions, they will only accept non-recurring programs. So, that's what we send them. They will not accept any story times, movie series, book clubs, etc.
 - The DBA receives all our programs for inclusion on its website and its online calendar.
 - PATH receives specific programs for inclusion in its revived PATH-O-Gram.
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then a conversation about upcoming programs. The interview materials are prepped by the Marketing Department.
- All the library's programs are posted to the library's website and the plasma TV in the lobby.

Support Services Report
Caprice Prochnow
May 2019

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

- Support Services staff:
 - Installed mobile wire racks and help CS staff with re-organizing the CS workroom.
 - Removed old, unused metal shelving from a few departments and took them to Behr's for recycling.
 - Attended "Microaggressions in the Workplace" webinar.
 - Shampooed the community room carpet.
 - Inspection of emergency and exit fixtures, and repairs made as needed.
 - Swept and hosed down the area under the overhang, main entrance and staff entrance.
 - Surgical masks are now available at the Adult Services desk for customers to wear if they have a bad cough or the flu, to help with protecting others from getting sick.
 - Assisted with SR decorations and setup and breakdown for the Kick Off party.
- Repairs/Installs:
 - Weber Electric repaired fixtures, replaced two exit/emergency lights and installed a new Exit sign.
 - Automatic Fire Sprinkler performed they hydro flush on the fire sprinkler system and replaced a few parts that failed, which completes the 5-year inspection.
 - Johnson Controls installed the replacement compressor on system #2 of the chiller.
 - MIM replaced two seals on HVAC connections.
 - Section of asphalt under the overhang was replaced.

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

- John Williams was hired as the new Temp Custodian and Alex Huber was hired as a PT Security Officer.

Goal: Administer a cost-effective public library.

- Johnson Controls performed the semi-annual inspection of the fire alarm system.
- Tri-County Irrigation completed the start-up of the irrigation system, backflow testing, and made repairs to piping that had been damaged.
- Scott's Boiler Co. performed the annual PM of the boilers.

Upcoming:

- Parking lot sealcoating and striping.
- Planting of perennials at the entrance and in the planters on the east patio.
- Annual elevator inspection.
- Implementation of Alert Media mass notification system for staff.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

May 2019

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

- All TS staff were involved in cutting, assembling, and putting up the Summer Reading decorations.
- TS helped circulation with on-shelf holds multiple times.
- Katy and Kelly both took at least one Teen Zone shift.
- All TS staff stuffed envelopes, took a shift at the SRP log table, and/or helped during the kick-off party.
- All the "Who Was..." series has been updated to have **Who Was--?** as the first part of the call number since the books are shelved in a separate section in the children's nonfiction.
 - We're moving in this direction for semi-permanent display items (like Rebecca Caudill books) to help customers and staff find items that don't exactly match their Collection location in Polaris.
 - Each item also has at least one 490 series field that says "Who Was" so it's easily searchable in the catalog.
 - Even though this series can often be found under multiple names, like Who Was..? Who Is..? Who Were ...?, they will all be searchable under **Who Was** in the catalog.
- The entire children's video game section has been completely transferred to adult.

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

- Many TS staff were cross trained within the department in preparation for Allison's maternity leave.
 - Tura and Robbin ordered B&T carts – 1
 - Tura and Katy will check each other's items before hitting the shelves – 2
 - Katy and Robbin can open and check in B&T boxes. – 4
 - Kelly and Allison were trained on magazine input. – 1
 - Robbin knows how to delete OCLC holdings – 1
 - Tura was trained on inputting new AY books, updating records, and inputting new records each month. - 4
- All TS staff attended or viewed the mini morning sessions on the SRP programs. - 6
- Training Hours – 19

Goal: Work effectively through the use of technology.

Bloomington Public Library

Books are just the beginning.

- 
- We set up a new FY in Polaris and began ordering items as soon as it was properly enabled.
 - We're working on changing our CD standing order to notification push carts. This will allow for catalog records as soon the items are ordered.
 - TS no longer uses little slips of paper to track our incoming book and AV items! We've completely transitioned to our new system using Polaris and on-order records.

Goal: Administer a cost-effective public library.

- As usual, our volunteer, Leslie, will be taking a break during the summer to spend time with her granddaughter. We'll welcome her back in September.
- TS is happy to announce the addition of two new volunteers, Bob Bradley, and Saurin Shah. Bob will be here from 9-11 on Tuesdays and Saurin 9-11 on Thursdays. We hope they will be able to take on the discarding and RFID tagging load.
- **Volunteer Hours – 6**

Upcoming:

- Allison's due date is June 18th and will be on maternity leave likely through the beginning of September.

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	FY19 ACTUAL	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	4,822,566.96	(1,037.04)	100.0
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	59,000	95,762.50	36,762.50	162.3
GPPLD	405,000	394,489.88	(10,510.12)	97.4
Fines & Fees	87,000	53,292.89	(33,707.11)	61.3
Copies	3,000	3,477.00	477.00	115.9
Interest on Investments	15,000	85,700.66	70,700.66	571.3
Interest From Taxes	0	25.24	25.24	-----
Sale of Property	1,000	0.00	(1,000.00)	0.0
Donations	25,000	24,607.06	(392.94)	98.4
Other Private Grants	0	500.00	500.00	-----
Cash Over/Short	0	51.22	51.22	-----
Other	45,000	48,269.17	3,269.17	107.3
Total Revenues	5,594,004	5,659,142.58	65,138.58	101.2

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	2,219,714.33	(2,178.67)	99.9
Part-Time Salaries	453,622	408,376.07	(45,245.93)	90.0
Seasonal Salaries	61,224	40,974.53	(20,249.47)	66.9
Overtime Salaries	1,100	6.00	(1,094.00)	0.5
Other Salaries	0	13,406.00	13,406.00	-----
Total Sals & Wages	2,737,839	2,682,476.93	(55,362.07)	98.0
Dental Insurance	14,952	12,077.38	(2,874.62)	80.8
Vision Insurance	2,651	2,761.71	110.71	104.2
Health Insurance, BC/BS PPO	326,236	299,995.17	(26,240.83)	92.0
Health Insurance, OSF HMO	46,134	41,684.42	(4,449.58)	90.4
Life Insurance	3,081	3,054.85	(26.15)	99.2
IMRF	336,259	267,987.48	(68,271.52)	79.7
FICA	177,143	158,182.88	(18,960.12)	89.3
Medicare	36,805	36,994.08	189.08	100.5
Worker's Comp	10,411	8,236.00	(2,175.00)	79.1
Uniforms	700	29.77	(670.23)	4.3
Tuition Reimbursement	25,000	22,152.00	(2,848.00)	88.6
Other Benefits	20,000	11,596.75	(8,403.25)	58.0
Total Benefits	999,372	864,752.49	(134,619.51)	86.5
Rentals	22,000	21,172.95	(827.05)	96.2
Total Rentals	22,000	21,172.95	(827.05)	96.2
Building Mtnc	149,400	149,971.83	571.83	100.4
Vehicle Mtnc	9,000	10,978.22	1,978.22	122.0
Office & Computer Mtnc	175,000	143,980.69	(31,019.31)	82.3
Total Repair/Mtnc	333,400	304,930.74	(28,469.26)	91.5

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	40,164.76	(4,835.24)	89.3
Printing/Binding	20,000	17,588.28	(2,411.72)	87.9
Travel	1,000	127.04	(872.96)	12.7
Membership Dues	6,000	2,579.00	(3,421.00)	43.0
Professional Development	14,500	8,819.42	(5,680.58)	60.8
Other Purchased Services	140,000	90,783.89	(49,216.11)	64.8
Property Insurance	25,000	14,625.00	(10,375.00)	58.5
Vehicle Insurance	6,000	3,043.00	(2,957.00)	50.7
Other Insurance	6,000	5,072.00	(928.00)	84.5
Total Purchased Services	263,500	182,802.39	(80,697.61)	69.4
Office Supplies	14,100	12,037.54	(2,062.46)	85.4
Computer Supplies	87,000	83,113.15	(3,886.85)	95.5
Postage	7,000	374.40	(6,625.60)	5.3
Library Supplies	70,000	90,425.65	20,425.65	129.2
Janitorial Supplies	17,000	12,530.73	(4,469.27)	73.7
Gas & Diesel Fuel	4,500	4,348.28	(151.72)	96.6
Building Mtnc & Repair Supplies	10,600	18,530.72	7,930.72	174.8
Total Supplies	210,200	221,360.47	11,160.47	105.3
Natural Gas	22,000	25,348.28	3,348.28	115.2
Electricity	95,000	80,363.49	(14,636.51)	84.6
Water	10,000	7,830.03	(2,169.97)	78.3
Telecommunications	35,500	35,091.68	(408.32)	98.8
Total Utilities	162,500	148,633.48	(13,866.52)	91.5
Professional Collection	2,000	1,208.70	(791.30)	60.4
Total Prof Collection	2,000	1,208.70	(791.30)	60.4
Periodicals	41,000	32,410.62	(8,589.38)	79.1
Adult Books	147,000	143,116.33	(3,883.67)	97.4
Children's Books	124,000	118,089.30	(5,910.70)	95.2
A/V Materials	139,000	135,654.79	(3,345.21)	97.6
Public Access Software	140,000	123,301.02	(16,698.98)	88.1
Downloadable Materials	115,700	151,134.98	35,434.98	130.6
Total Materials	706,700	703,707.04	(2,992.96)	99.6
Employee Relations	6,400	5,048.60	(1,351.40)	78.9
Miscellaneous Expenses	9,600	6,454.28	(3,145.72)	67.2
Transfer to Capital Fund	140,493	140,493.00	0.00	100.0
Total Other Expenses	156,493	151,995.88	(4,497.12)	97.1
Total Expenses	5,594,004	5,283,041.07	(310,962.93)	94.4

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

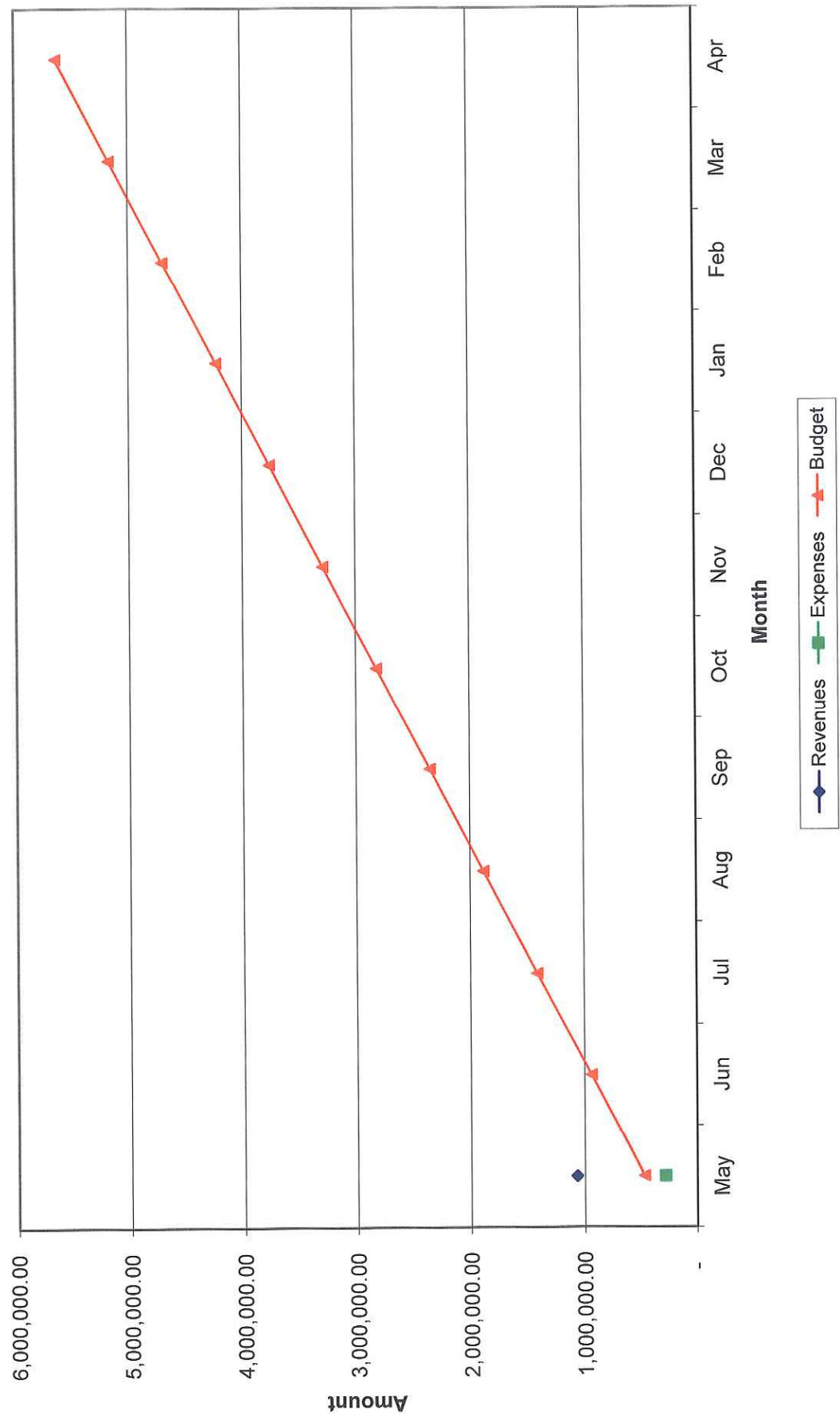
REVENUES:

ACCT NAME	BUDGET	MAY 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	1,048,907.29	1,048,907.29	(3,822,932.71)	21.5
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	0.00	0.00	(400,000.00)	0.0
Fines & Fees	75,000	3,033.00	3,033.00	(71,967.00)	4.0
Copies	3,500	257.85	257.85	(3,242.15)	7.4
Interest on Investments	30,000	8,449.11	8,449.11	(21,550.89)	28.2
Interest From Taxes	0	0.00	0.00	-	-----
Donations	25,000	3,494.00	3,494.00	(21,506.00)	14.0
Cash Over/Short	0	(13.98)	(13.98)	(13.98)	-----
Other	45,000	3,780.05	3,780.05	(41,219.95)	8.4
Total Revenues	5,639,740	1,067,907.32	1,067,907.32	(4,571,832.68)	18.9

ACCT NAME	BUDGET	MAY 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	112,413.65	112,413.65	(2,200,888.35)	4.9
Part-Time Salaries	485,577	20,133.51	20,133.51	(465,443.49)	4.1
Seasonal Salaries	57,893	2,758.44	2,758.44	(55,134.56)	4.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,857,872	135,305.60	135,305.60	(2,722,566.40)	4.7
Dental Insurance	13,554	560.13	560.13	(12,993.87)	4.1
Vision Insurance	2,802	139.44	139.44	(2,662.56)	5.0
Health Insurance, BC/BS PPO	357,285	13,141.97	13,141.97	(344,143.03)	3.7
Health Insurance, OSF HMO	61,134	1,939.74	1,939.74	(59,194.26)	3.2
Life Insurance	3,115	246.40	246.40	(2,868.60)	7.9
IMRF	231,330	11,156.66	11,156.66	(220,173.34)	4.8
FICA	177,120	7,923.03	7,923.03	(169,196.97)	4.5
Medicare	41,423	1,853.02	1,853.02	(39,569.98)	4.5
Worker's Comp	10,000	0.00	0.00	(10,000.00)	0.0
Uniforms	800	64.62	64.62	(735.38)	8.1
Tuition Reimbursement	40,000	0.00	0.00	(40,000.00)	0.0
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	963,563	37,025.01	37,025.01	(926,537.99)	3.8
Rentals	23,000	2,381.52	2,381.52	(20,618.48)	10.4
Total Rentals	23,000	2,381.52	2,381.52	(20,618.48)	10.4
Building Mtnc	150,000	10,429.50	10,429.50	(139,570.50)	7.0
Vehicle Mtnc	10,000	0.00	0.00	(10,000.00)	0.0
Office & Computer Mtnc	195,000	2,746.54	2,746.54	(192,253.46)	1.4
Total Repair/Mtnc	355,000	13,176.04	13,176.04	(341,823.96)	3.7

ACCT NAME	BUDGET	MAY 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	785.00	785.00	(49,215.00)	1.6
Printing/Binding	20,000	0.00	0.00	(20,000.00)	0.0
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	5,000	0.00	0.00	(5,000.00)	0.0
Professional Development	15,000	199.00	199.00	(14,801.00)	1.3
Other Purchased Services	140,000	8,962.36	8,962.36	(131,037.64)	6.4
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	258,000	9,946.36	9,946.36	(248,053.64)	3.9
Office Supplies	13,000	1,356.20	1,356.20	(11,643.80)	10.4
Computer Supplies	90,000	1,025.93	1,025.93	(88,974.07)	1.1
Postage	5,000	8.00	8.00	(4,992.00)	0.2
Library Supplies	82,000	1,466.80	1,466.80	(80,533.20)	1.8
Janitorial Supplies	13,000	1,066.95	1,066.95	(11,933.05)	8.2
Gas & Diesel Fuel	9,000	278.30	278.30	(8,721.70)	3.1
Building Mtnc & Repair Supplies	20,000	235.93	235.93	(19,764.07)	1.2
Total Supplies	232,000	5,438.11	5,438.11	(226,561.89)	2.3
Natural Gas	22,000	0.00	0.00	(22,000.00)	0.0
Electricity	90,000	6,168.51	6,168.51	(83,831.49)	6.9
Water	7,500	0.00	0.00	(7,500.00)	0.0
Telecommunications	35,000	2,973.45	2,973.45	(32,026.55)	8.5
Total Utilities	154,500	9,141.96	9,141.96	(145,358.04)	5.9
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	325.00	325.00	(19,675.00)	1.6
Adult Books	143,000	12,221.03	12,221.03	(130,778.97)	8.5
Children's Books	118,000	16,637.67	16,637.67	(101,362.33)	14.1
A/V Materials	134,000	7,484.03	7,484.03	(126,515.97)	5.6
Public Access Software	150,000	20,069.00	20,069.00	(129,931.00)	13.4
Downloadable Materials	145,000	9,980.00	9,980.00	(135,020.00)	6.9
Total Materials	710,000	66,716.73	66,716.73	(643,283.27)	9.4
Employee Relations	5,000	678.89	678.89	(4,321.11)	13.6
Miscellaneous Expenses	9,000	35.00	35.00	(8,965.00)	0.4
Transfer to Fixed Asset Fund	32,500	0.00	0.00	(32,500.00)	0.0
Transfer to Capital Fund	37,805	0.00	0.00	(37,805.00)	0.0
Total Other Expenses	84,305	713.89	713.89	(83,591.11)	0.8
Total Expenses	5,639,740	279,845.22	279,845.22	(5,359,894.78)	5.0

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2019

Property Tax (21.5%): The Library received its first Property Tax distribution at the end of May

Replacement Tax (0.0%): Nothing has been received yet.

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

Golden Prairie Public Library District (0.0%): Nothing has been received yet.

Interest on Investments (28.2%): The Library projected a low amount for Interest.

Donations (14.0%): Donations is a little higher than the acceptable amount due to donations for the Summer Reading Program.

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

Health Insurance, OSF, HMO (3.2%): This is just slightly under-spent at this point.

Worker's Compensation (0.0%): Nothing has been spent from this line item.

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

Other Benefits (0.0%): Nothing has been spent from this line item.

Vehicle Maintenance (0.0%): nothing has been spent from this line item.

Office/Equipment Maintenance (1.4%): Charges have been minimal.

Advertising (1.6%): Charges have been minimal.

Printing/Binding (0.0%): Nothing has been spent from this line item.

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

Membership Dues (0.0%): Nothing has been spent from this line item.

Professional Development (1.3%): Charges have been minimal.

Property Insurance (0.0%): Nothing has been spent from this line item.

Vehicle Insurance (0.0%): Nothing has been spent from this line item.

Other Insurance (0.0%): Nothing has been spent from this line item.

Computer Supplies (1.1%): Charges have been minimal.

Postage (0.2%): Charges have been minimal.

Library Supplies (1.8%): Charges have been minimal.

Gas & Diesel Fuel (3.1%): Charges have been minimal.

Building Maintenance Supplies (1.2%): Charges have been minimal.

Natural Gas (0.0%): Nothing has been spent from this line item.

Water (0.0%): Nothing has been spent from this line item.

Professional Collection (0.0%): Nothing has been spent from this line item.

Periodicals (1.6%): Charges have been minimal.

Children's Books (14.1%): There were several large orders placed in May.

Public Access Software (13.4%): This is over-spent due to the renewal of several packages in May.

Employee Relations (13.6%): This is over-spent due to a phone bill that was mis-coded to this line item.

Miscellaneous Expenses (0.4%): Charges have been minimal.

Transfer to Fixed Asset Fund (0.0%): The transfer has not been made yet. It will occur in June or July.

Transfer to Capital Fund (0.0%): The transfer has not been made yet. It will occur in June or July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,385.00
Fresh Thyme, Giving Bag Donation:	109.00

Total Donations:	\$ 3,494.00
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	2,134.50
Drawstring Bags:	9.00
Ear Buds:	37.50
Flashdrives:	29.25
Hot Beverage Service:	68.00
Meeting Room Fees:	120.00
Print Station:	1,185.60
Reusable Bags:	40.50
Test Proctoring:	25.00
Totebags:	0.00
Umbrellas:	0.00
Miscellaneous:	130.70

Total Other Revenue:	\$ 3,780.05
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During May, 20 batches containing 132 invoices were processed, totaling \$211,983.47 and 127 credit card charges were made totaling \$40,779.30.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$2,767,698.85, which is 49.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 5/31/19:

Operating:	\$ 2,767,698.85
Capital:	\$ 3,078,516.30
Fixed Assets:	\$ 1,134,267.78

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

May 2019

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	40,400	45,357	-11%	40,400	45,357	-11%
Teens	2,953	2,402	23%	2,953	2,402	23%
Children	38,574	42,621	-9%	38,574	42,621	-9%
Digital Downloads	11,593	9,025	28%	11,593	9,025	28%
Total	93,520	99,405	-6%	93,520	99,405	-6%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,132	23,303	4%	24,132	23,303	4%
Teens	4,799	3,194	50%	4,799	3,194	50%
Children	9,219	8,543	8%	9,219	8,543	8%
Total	38,150	35,040	9%	38,150	35,040	9%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	576	333	73%	576	333	73%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	24,267	26,893	-10%	24,267	26,893	-10%
Bookmobile	1,137	1,295	-12%	1,137	1,295	-12%
Total	25,404	28,188	-10%	25,404	28,188	-10%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	113	85	33%	113	85	33%
Digital Preservation Studio	10	3	233%	10	3	233%
Community Room	62	43	44%	62	43	44%
Total	185	131	41%	185	131	41%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	36	35	3%	36	35	3%
People Reached	7,870	7,747	2%	7,870	7,747	2%
Community Visits to the Library	0	5	-100%	0	5	-100%
People Reached	0	93	-100%	0	93	-100%
Total Outreach Visits	36	40	-10%	36	40	-10%
Total People Reached	7,870	7,840	0%	7,870	7,840	0%

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	25	15	67%	25	15	67%
Attendance	361	161	124%	361	161	124%
Teens	2	0	100%	2	0	100%
Attendance	21	0	100%	21	0	100%
Childrens	12	14	-14%	12	14	-14%
Attendance	680	754	-10%	680	754	-10%
Total Programs	39	29	34%	39	29	34%
Total Attendance	1,062	915	16%	1,062	915	16%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	12	7	71%	12	7	71%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,771	4,178	-10%	3,771	4,178	-10%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	190.25	81.00	135%	190	81	135%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	4,031	4,437	-9%	4,031	4,437	-9%
WiFi Sessions	3,103	2,976	4%	3,103	2,976	4%
Website/Catalog Hits	41,019	44,316	-7%	41,019	44,316	-7%
Online Resource Use	6,626	9,626	-31%	6,626	9,626	-31%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	404	544	-26%	404	544	-26%
Sent	258	252	2%	258	252	2%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	94.75	110.00	-14%	95	110	-14%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 17, 2019
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

MINUTES

- I. Call to Order
President Peterson called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ruth Novosad, Patti Salch, Jodi Sherman, Stephanie Walden,
Stephen Peterson
Ary Anderson arrived at 5:22 p.m.
Jodi Sherman departed at 6:00 p.m.

MEMBERS ABSENT: Laurie Nippe

OTHERS PRESENT: Alyssa Cooper, Amy Dunham, Vasudha (Vasu) Gadhiraaju,
Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions – Stephen Peterson, President, introduced the members of Golden Prairie to Vasu Gadhiraaju and Alyssa Cooper from the McLean County Regional Planning Commission (MCRPC).
- IV. Public Comment – None
- V. Discussion with the McLean County Regional Planning Commission: Vasu presented an overview of the MCRPC and their work in the county to date as well as sources of funding and grants. Vasu presented the factors influencing rural communities:
 - Population loss
 - Demographic make up
 - Revenue streams for municipal operations
 - Preservation of farmland
 - Economic activity
 - Challenges brought by the technological advancements

The main topic was a question asked by MCRPC to GPPLD, "How can the MCRPC best serve rural communities in McLean County?" GPPLD Board Members offered their insights and suggestions.

- VI. President's Report – President Peterson appointed Ary Anderson and Stephanie Walden to the Nominating Committee. Per the Bylaws, the Committee will present a slate of officers to the Board in June.

VII. Approval of Minutes

A. March 20, 2019

STEPHANIE WALDEN MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 20, 2019 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

A. Director's Report

Director Hamilton shared an update on the Bloomington Reads Series. It was a great series. The author was spectacular although turnout was a bit low this year due to the lower profile of the speaker.

Director Hamilton reported the 2019 Election Results: The following Board members were re-elected to the GPPLD Board of Trustees during the election held on April 2, 2019: Stephen Peterson for a six-year term with 188 votes, Laurie Nippe for a six-year term with 193 votes, Ary Anderson for a four-year term with 216 votes, and Stephanie Walden for a two-year term with 224 votes.

B. Outreach Report

Colleen Shaw, Circulation and Outreach Manager, shared the new Bookmobile schedule that is coming out for May through December 2019. Manager Shaw shared the changes as follows: On Tuesday nights (Week B), there is a new stop at Cedar Ridge Elementary School which is replacing Beich Road. Manager Shaw has coordinated with the school and has received great feedback from the teachers. The teachers have shared what they would like to see on the Bookmobile, i.e. books for the Spanish-speaking population. On Wednesdays, the Sapphire Lake stop (Week A) has replaced the Welbrook stop. The Welbrook stop was a retirement community. There was only one person that frequented the Bookmobile at Welbrook, so now a home delivery visit is being offered for that patron. The Eastview Community Center stop has moved to Week C because Golden Eagle and Sapphire Lake are near each other and we did not want back-to-back stops in one week. The Meadows stop (which is a Golden Prairie stop) has been replaced with Crestwicke (another stop in Golden Prairie).

C. Financial Report

Kathy Jeakins, Business Manager, presented the Monthly Financial Report for March 2019. Manager Jeakins made GPPLD aware of a correction of \$600.00 in the Year-To-Date Amount column under Advertising. This amount should be reversed back to the previous year. The total Advertising budgeted amount is still \$3,750.00.

IX. 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.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE DONATION OF \$3000.00 FOR THE 2019 BLOOMINGTON PUBLIC LIBRARY SUMMER READING PROGRAM.

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

NAYS: NONE

ABSENT: LAURIE NIPPE AND JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

- B. Approve Decision Regarding Continuation of Program Guides for Tri-Valley:
Discussion was held regarding Tri-Valley School's last day of school and the timing of sending home the Program Guides. GPPLD also discussed delivery of Program Guides in student's backpacks and if the Guides are used or discarded when and, even if, they arrive at home. Director Hamilton provided the history from last year's Program Guide distribution to Tri-Valley. The decision was made to not continue to provide the Program Guides to all students in the Tri-Valley Schools.
- C. Approve Marketing Project Presented by Stephanie Walden and Ruth Novosad:
Board Member Stephanie Walden presented a proposal for a Marketing Project. The Library will design a postcard. Board Member Walden had the 2016 postcard that was mailed out from LePrint Express as an example. For the 2019 postcard, the front of the postcard will have the artwork that the BPL is using for 2019 Summer Reading Program. There will also be brief details about the Summer Reading Program on the front. The back will have the majority of the information that GPPLD wants on the postcard. Discussion was held regarding the wording on the back of the postcard. Discussion was held on the two ways that LePrint can mail out the postcards (postal routes or a list of specific addresses). Decision was made to use the list from the County Clerk's office with names and addresses of every parcel in the District. Board Member Walden shared that the tote bag will be black with the GPPLD logo printed in white. Discussion was held about how many tote bags to order and the consensus was to order 700 tote bags. The estimated total for the postcard printing and mailing by LePrint Express is \$1,272.00. The estimated total for the tote bags by CM Productions is \$1,063.32. The total estimate for the project is \$2,335.32.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE SPENDING OF UP TO \$2,500.00 TO PROMOTE THE 2019 SUMMER READING PROGRAM WITH THE MAILING OF A POSTCARD AND THE OFFER OF A FREE TOTE BAG.

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

NAYS: NONE

ABSENT: LAURIE NIPPE AND JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

- X. Comments from Board Trustees
 Congratulations to all of our newly elected Board Members.
 Stephanie Walden will be absent from the May Board Meeting.
- XI. Reminder: Next Board Meeting is May 15, 2019.
- XII. Adjournment
 RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN
 THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:24 p.m.

Incident Report Summary for May 2019

2019-05-31 23:59:00
 2019-05-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
3974	2019-05-04 11:56:27	CustomerRelatedIllnessAccident
3975	2019-05-07 21:12:53	Vandalism
3976	2019-05-08 14:18:24	SuspiciousCustomerActivity
3977	2019-05-08 19:49:24	StolenDamagedLibraryMaterial
3978	2019-05-13 13:16:38	InappropriateBehavior
3979	2019-05-14 11:27:54	StolenDamagedLibraryMaterial
3980	2019-05-15 10:40:40	InappropriateBehavior
3981	2019-05-20 17:59:10	StolenDamagedLibraryMaterial
3982	2019-05-22 13:07:14	InappropriateBehavior
3983	2019-05-23 12:10:05	StolenDamagedLibraryMaterial
3984	2019-05-23 15:27:07	CustomerRelatedIllnessAccident
3985	2019-05-28 10:14:43	Other
3986	2019-05-31 14:49:35	StolenDamagedLibraryMaterial

Suspension Report Summary for May 2019

2019-05-31 10:48:03am
 2019-05-01 10:48:03am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
222	2019-05-22 00:00:00	Inappropriate Behavior
219	2019-05-13 00:00:00	Inappropriate Behavior
220	2019-05-15 00:00:00	Inappropriate Behavior
221	2019-05-05 00:00:00	Stolen/Damaged Library Material
223	2019-05-28 00:00:00	Other

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three-quote requirement be waived, and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$15,106.04
2. That the Ebsco Subscription Service includes 250 titles, annually reviewed and selected by Library staff, for Library customers, including magazines, newspapers, and a few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 25 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That Ebsco Subscription Service provides a streamlined process that provides for staff efficiencies
6. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$15,106.04

Approved this 18th day of June 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees



PAYMENT PROCESSING CENTER 800-633-4604 205-991-1211
PO BOX 204661 DALLAS, TX 75320-4661 FAX 205-995-1613

INVOICE

BILLING ADDRESS:
BLOOMINGTON PUBLIC LIBRARY

205 E OLIVE ST
BLOOMINGTON IL 61702

Account No.	Date	Invoice No.	Page No.
CG-F-16084-00	06-15-2018	3763	1

Subscription Renewals at current rates	14,431.37
Estimated publisher price increases	865.88
Amount Due	15,297.25

Less Discount: - 191.21 (attached notice)
15,106.04

EBSCO'S FEDERAL I.D. NO 63-6014186
RENOL1

US DOLLAR WIRE TRANSFERS CAN BE SENT TO:
WELLS FARGO BANK, SAN FRANCISCO, CALIFORNIA
ACCOUNT NUMBER: 2000027339684
ABA FOR WIRES: 121000248
ABA FOR ACH'S: 121000248



April 1, 2019

SAVINGS THROUGH PREPAYMENT

EBSCO is pleased to offer substantial savings on prepayment via electronic funds transfer or check of more than \$10,000 toward your EBSCO purchases for January 2020. If you choose to take advantage of this offer, EBSCO will post a credit to your account in mid-October 2019 as follows:

Payment Received By:

Receive a Credit of:

May 31, 2019	1.50%
June 30, 2019	1.25%
July 31, 2019	1.00%
August 31, 2019	0.75%
September 30, 2019	0.50%

Please note that this prepayment offer is available for prepayment toward any products or services purchased through EBSCO. This includes publisher e-packages, electronic or print subscriptions, databases, EBSCO Discovery Service™, e-books or print books.

For example, if EBSCO receives a \$10,000 payment by July 31, 2019, your library will receive a credit memo in the amount of \$100.00 in mid-October.

Please contact Accounts Receivable to request an invoice for prepayment of subscriptions, publisher e-packages, EBSCO databases, e-books, GOBI® books or any other EBSCO products.

Your subscriptions renewal will be available by mid-June 2019. You may authorize your subscriptions renewal separately from your prepayment.

After you authorize your renewal, a final Definitive Invoice will be generated which will denote your payment. Any balance due or overpayment will be indicated as "Net Amount Due" or "Credit Balance" on your final Definitive Invoice. Your Definitive Invoice will be based on the publishers' prices in effect at the time of invoicing. We recommend you post records and prices only from your Definitive Invoice, and not from your Annual Renewal List or prepayment invoice, in your library system.

If you have questions about our prepayment program or this offer, please contact me or any member of the EBSCO team.

Sincerely,

Kelly Sellers
Prepayment Coordinator
EBSCO Accounts Receivable
ksellers@ebSCO.com
800-416-5667 toll-free

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three-quote requirement be waived, and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$23,636.65
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$23,636.65

Approved this 18th day of June 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

May 15, 2019

Ms. Jeanne Hamilton
Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701-5218

(JCH)

Dear Ms. Hamilton:

Enclosed you will find a single copy of your institution's FY2020 ILLINET/OCLC Services Program Agreement, attachments and the FY20 OCLC price list for products and services not covered in the Group Services fee. Please sign and return the signed copy of the ILLINET/OCLC Services Program Agreement. One fully executed original agreement will be returned to your library for your files.

Your institution's FY20 Group Services fee is \$23,636.65

This letter is not an invoice. You will receive an invoice for your FY20 fee from the Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Services. Invoices will be mailed in early July. Online account access is provided at: www.illinetoclc.info. Please contact Shirley Paden at 618-656-3216 x419 for your account information.

TO AVOID OCLC SERVICE INTERRUPTION, SIGN AND RETURN THIS AGREEMENT BY JUNE 30, 2019. Your library is responsible for all charges billed by OCLC after June 30, 2019. Agreements may be returned via mail or via fax to 217-782-6062.

Please contact Sue Burkholder by JUNE 20, 2019 IF YOUR LIBRARY WILL NOT BE RENEWING OCLC SERVICES. Additionally, you may contact Sue at sburkholder@ilsos.gov or at 217.785.1537 with any questions.

It is essential that you confirm your intent by returning this agreement or otherwise notifying this office.

Please return your institution's signed agreement to: Sue Burkholder, Illinois State Library, ILLINET/OCLC Contract Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796

Sincerely,

A handwritten signature in black ink that reads "Greg McCormick".

Greg McCormick
Director, Illinois State Library

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Bloomington Public Library Director
Re: Agenda Item IX – C

Following the adoption of the collective bargaining agreement, we propose the following edits to the personnel policies. This will make policies more consistent across the different groups of staff, reducing confusion and simplifying the administration of the policies. It is still the intent to completely revise the personnel policies but as that has proved to be a very time-intensive project, these updates reflect the more time-sensitive changes.

5.1. Holidays. The following days are recognized as 8-hour holidays: New Year's Day, Martin Luther King, Jr. Day (library will be open), Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, ~~the Friday after Thanksgiving Day~~, Christmas Eve, Christmas Day, and New Year's Eve.

~~**6.5 Non-Bargaining Unit Increase.** A non-bargaining unit employee will be considered for a salary increase upon satisfactory completion of probation. Thereafter, salary increases will be considered at the start of each fiscal year.~~

~~**6.6 Salary Increases.** Additional salary increases (other than the annual across-the-board increases) are merit increases and are reserved to reward non-bargaining unit employees for excellence or dedication. These increases may be recommended by the Manager and approved by the Director at any time during the year.~~

~~**13.2. Funeral Leave.** Employees are paid straight time earnings for time lost, up to four consecutive working days, to grieve and/or attend or prepare for the funeral of a member of the immediate family. An immediate family member is defined as an employee's mother, father, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, or father-in-law. In the event of the death of an employee's aunt, uncle, niece or nephew, the employee shall be permitted one bereavement day.~~

~~In the event of the death of an employee, at the discretion of the Director, employees may be granted time to attend the visitation and/or funeral service. Employees who are needed to serve as a pall bearer at a funeral in McLean County shall be excused from work without loss of pay to attend the service.~~

~~The Library reserves the right to receive documentation of the funeral or service.~~
~~**Employee Judgment.** The Library intends to exercise the greatest degree of understanding and anticipates employees applying their best judgment in such situations.~~

~~It is the intent of the Library to provide continuity of income for employees who suffer the loss of someone close to them through death. Employees are reimbursed~~

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~~full straight time earnings for time lost to attend or prepare for the funeral of a member of the immediate family.~~

~~**Individual Basis.** While an immediate family member is normally thought to be an employee's mother, father, significant other, child, brother, sister, grandparent, grandchild, mother-in-law or father-in-law, the Library Director realizes that individuals may be deeply affected by the loss of someone other than these relatives and will consider each request for bereavement leave on an individual basis.~~

12.1 ...

Reporting Illness. An employee who is unable to report to work because of ~~their~~ illness ~~or the illness of a spouse, son, daughter, or parent~~ shall contact his/her Director and/or Department Manager as soon as practical. An employee who is unable to report to work for a period of three consecutive days may be required to bring a certificate of treatment from a reputable physician licensed in the state where medical treatment was provided stating that he/she personally treated said employee for the sickness which kept him/her from work and that the physician personally knew the employee was unable to perform the duties of his/her employment during the entire absence from work. In cases of inordinate use or possible abuse of sick time the three-day period can be waived, requiring the employee to bring certification for each day of missed work.

...

12.2 Sick Leave Buy Back Program. All employees hired prior to May 1, 1997 will be grandfathered to the current ~~City of Bloomington~~ language as regards to Sick Leave Buy Back. Employees who retire or leave the employment of the Library ~~by April 30, 2020~~ under honorable circumstances, ~~with notice by October 31, 2019,~~ and with 20 or more continuous years of service and at age 55 may choose to be paid at their final rate of pay for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
400-499	50%
500-599	55%
600-699	60%
700-799	65%
800 or more	70%

~~Changes Effective May 1, 2020. For all employees hired prior to May 1, 1997 who retire or leave the employment of the library under honorable circumstances and with twenty (20) or more continuous years of service and at age 55 or older, with a minimum of 350 hours of usable sick leave, eligible sick time shall be paid at the employee's final hourly rate for up to 100% of 1440 hours of the employee's accrued sick leave. The 1440 hour maximum Sick Leave Buy Back shall consist of the employee's balance of usable sick leave first, plus any Supplemental Sick Time for~~

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Creditable Service up to a total maximum Sick Leave Buy Back payment of 1440 hours. Under no situation will an employee be paid for more than 1440 hours of sick leave. Supplemental Sick Time for Creditable Service shall no longer accrue after April 30, 2020.

All employees hired May 1, 1997 through December 1, 2015 ~~and thereafter~~, who retire or leave the employment of the Library by April 30, 2020, who are at least 55 years of age with twenty (20) years of service as a Library employee, may choose to be paid at their final hourly rate for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
Next 100 Hours (400-499)	50%
Next 100 Hours (500-599)	55%
Next 100 Hours (600-699)	60%
Next 100 Hours (700-799)	65%
Next 161 Hours (800-960)	70%

Changes Effective May 1, 2020. For all employees hired between May 1, 1997 and April 30, 2010, who retire or leave the employment of the library under honorable circumstances and with twenty (20) or more continuous years of service and at age 55 or older, with a minimum of 350 hours of usable sick leave, eligible sick time shall be paid at the employee's final hourly rate for up to 75% of 960 hours of the employee accrued sick leave. The 960 hour maximum Sick Leave Buy Back shall consist of the employee's balance of usable sick leave first, plus any Supplemental Sick Time for Creditable Service up to a total maximum Sick Leave Buy Back payment of 960 hours. Under no situation will an employee be paid for more than 720 hours of sick leave. Supplemental Sick Time for Creditable Service shall no longer accrue after April 30, 2020.

Classified employees hired by the Library on or after December 1, 2015 are not eligible to receive payment of accrued sick leave upon retirement under the Library's Sick Leave Buy Back Program.

Effective May 1, 2020, all Sick Leave Buy Back (regardless of SLBB Tier) will be paid to the employee in a manner in which SLBB earnings are no longer IMRF eligible and will therefore avoid any accelerated payment under IMRF provisions. Payments will be made within five (5) business days of earnings no longer being IMRF eligible.

12.3 IMRF Creditable Service. The Library and the City agree that IMRF Creditable Service Credits shall be retroactive to March 1995.

Sick Leave Creditable Service Days. Employees who have accumulated the maximum sick leave accrual of one hundred twenty (120) days (960 hours) may continue to accrue, for Illinois Municipal Retirement Fund creditable service purposes only, additional sick leave up to a maximum of two hundred forty (240) sick

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days. It is understood between the parties that such additional accrual over one hundred twenty (120) days (960 hours) shall be used for IMRF creditable service purposes only, and may never be used for any form of paid sick leave, **except as outlined in Section 12.2 – Sick Leave Buy Back Program, above.**

Sick Leave Accrual. If an employee who has accrued unused sick leave in excess of one hundred twenty (120) days (960 hours) is required to use sick leave which reduces the one hundred twenty (120) day (960 hours) amount, the amount of sick leave available for IMRF purposes shall not be reduced, but shall not begin accruing again until such point as the employee has again accrued one hundred twenty (120) days (960 hours) of sick leave. **Employees' Supplemental Sick Leave for Creditable Service bank shall be frozen and no additional Supplemental Sick Leave for Creditable Service shall accrue after April 30, 2020.**

Retirement Health Savings. Effective May 1, 2020, employees shall have 50% of their monthly unused accrued sick time above 960 hours paid into the Retirement Health Savings (RHS) account. Such contributions will be made on a monthly basis.