

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 16, 2020

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM. Below is the link and phone number to connect.

In lieu of providing public comment via ZOOM, 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/96686940993>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 966 8694 0993

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of May 19, 2020 Regular BPL Board Meeting
 - B. Approve Executive Session Minutes of February 18, 2020
 - C. Approve Bills List of May 2020
- IX. Action Items
 - A. Approve Non-Resident Card Fee for 7.01.20 – 6.30.21
 - B. Approve Waiving Three-Quote Requirement to Renew OCLC Service from Illinois Heartland Library System
- X. Discussion Items
 - A. Sexual Harassment Training for Trustees
 - B. Library Expansion
 - C. COVID-19 Response Plans
- XI. Comments from Board of Trustees
- XII. Adjournment

Posted: 6.12.20 11:00 a.m.

BILLS LIST

Approved by BPL Board of Trustees, June 16, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Alert Media	Telecommunications	3,990.00
Alpha Controls & Services, LLC	Building Maintenance	362.50
Amazon.com, LLC	A/V Materials	70.91
Amazon.com, LLC	Adult Books	24.58
Amazon.com, LLC	COVID-19	455.40
American Pest Control	Building Maintenance	80.00
Asphalt Clinic	Building Maintenance	6,225.00
Brainfuse, Inc.	Public Access Software	4,500.00
CDW Government	Computer Supplies	359.92
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	458.14
City of Bloomington	FICA	6,952.49
City of Bloomington	Gas & Diesel Fuel	124.84
City of Bloomington	Health Insurance-HMO	1,368.64
City of Bloomington	Health Insurance-PPO	10,868.00
City of Bloomington	IMRF	12,499.38
City of Bloomington	Life Insurance	240.80
City of Bloomington	Medicare	1,625.96
City of Bloomington	Payroll	118,041.47
City of Bloomington	Vision Insurance	149.97
City of Bloomington	Water	407.96
Continental Research Corp.	COVID-19	684.81
Cope, Michelle	Travel	7.36
Custom Digital Imaging	COVID-19	4,333.23
Dean's Graphics, Inc.	COVID-19	385.00
Earthwise Environmental	COVID-19	320.00
Earthwise Environmental	Building Mtnc Supplies	143.00
Ebsco	Periodicals	15,254.83
Frontier	Telecommunications	1,575.89
Geiger Brothers	Other Purchased Services	788.51
Golden Prairie Public Library District	Other Purchased Services	90.00
Imaging Office Systems, Inc.	Office/Equipment Mtnc	1,500.00
Ingram Library Services	A/V Materials	131.95
Ingram Library Services	Adult Books	4,035.25
Midwest Tape	A/V Materials	1,987.52
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	28.60
OCLC	Office/Equipment Mtnc	781.90
Office Depot	Office Supplies	163.59
Office Depot	Computer Supplies	539.66

Office Depot
 Office Depot
 Pantagraph
 Pilot Media, LLC
 Promotion, Inc.
 Proquest CSA, LLC
 Reaching Across Illinois Library System (RAILS)
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Select Screen Prints, Inc.
 Uline Shipping Supply Specialists
 Weber Electric, Inc.
 Weston Woods Studios, Inc.
 Windstream
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Chicago Tribune
 VISA - Displays2Go
 VISA - Facebook
 VISA - Five Star Water Co.
 VISA - Illinois State University
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Menards
 VISA - Office Depot
 VISA - Verizon Wireless
 VISA - Zoom.US

Total

Office Supplies 755.55
 Other Purchased Services 4,990.00
 Advertising 1,601.00
 Advertising 200.00
 Periodicals 588.00
 Downloadable Materials 26.40
 Public Access Software 13,083.65
 Public Access Software 111.37
 Office/Equipment Mtnc 551.34
 Rentals 2,440.97
 Miscellaneous Expenses 203.50
 COVID-19 1,912.58
 Building Maintenance 570.00
 A/V Materials 59.95
 Telecommunications 95.66
 Professional Development 60.00
 A/V Materials 5,071.06
 Adult Books 3,301.43
 Children's Books 5,110.29
 Advertising 591.52
 Periodicals 338.00
 COVID-19 95.71
 Advertising 223.17
 Miscellaneous Expenses 70.00
 Professional Development (55.00)
 COVID-19 207.50
 Building Mtnc Supplies 39.98
 COVID-19 159.80
 Office Supplies 55.17
 Telecommunications 135.90
 COVID-19 120.92

249,682.81

Bloomington Public Library

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Director's Report

May 2020

Please note all meetings listed below were virtual.

COVID-19 Response:

- Attended 8 Emergency COVID-19 planning meetings with City Department Heads
- Met with Brian Chase, Normal Public Library Director weekly to discuss COVID-19 response plans
- Met with Central IL Medium-Sized Library Directors weekly to discuss how their libraries are responding to COVID-19
- Relunched curbside service – included working with department managers to plan layout adjustments, to develop communications, to coordinate a shared cross-departmental schedule, and to expand hours each week
- Worked 2 curbside service shifts
- Met with Colleen to discuss plans for relaunching outreach services
- Sent a weekly email updating all staff on Library Operations during COVID-19, responded to the union's questions regarding safety plans and procedures, and hosted a Q & A for all staff
- Coordinated the acquisition and distribution of reusable, cloth masks for staff (*several staff generously volunteered to sew masks to contribute to this need*)
- Completed a survey regarding the restart of RAILS interlibrary loan delivery services
- Developed a decision tree to aide in determining next steps if a staff member is exposed to COVID-19
- Developed a plan to implement physical distancing precautions for staff

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

- Met with Carol, Jon, Caprice and Tiffany to discuss ways to improve the experience in the TeenZone when we reopen
- Met with Carol, Melissa, and Rhonda to discuss ways to adapt the summer reading program
- Met with Library architects to discuss geographical survey needs

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

- Continued to work to resolve a union grievance filed in December

Goal: Work effectively through the use of technology.

- Worked to negotiate an accelerated development agreement for a software enhancement with Polaris, ultimately deciding to cease the development process
- Coordinated the launch of our new room reservation software system
- Met with Department Managers via TEAMS to continue our regular weekly meeting during our time working from home

Adult Services Report

Carol Torrens

May 2020

***The closure of the library continued throughout May due to the COVID-19 virus.*

***From home, the Adult Services full-timers continue to work on such projects as:*

- *Serving customers directly through the reference email address*
- *Collection development*
- *Program planning*
- *Training*
- *Meetings*
- *Updating online materials, portions of the website, and SharePoint*

Staff also completed shelving shifts and Curbside Holds Pick Up shifts within the library

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

SERVICES

Katie continues to represent the library at virtual meetings of the McLean County Census Complete Count Committee.

COLLECTIONS

Once the ordering problems with Ingram and Fiction standing orders are resolved, Katie has lists of nonfiction titles that can move to Ingram and automatic ordering.

PROGRAMS

In lieu of the Earth Day program series in April, Katie created a post for the library's Facebook page, referring people to Earth Day resources.

Tiffany met virtually with students/classes at local schools, offering mystery book talks and info about Summer Reading.

All Unit 5 middle schools: 51; all grades at BJHS: 15; BHS Lit classes: 30

Adult/Family programs

Books on Tap virtual book club – 1 session -- 10 attended

Fiction/Mystery virtual book – 1 session – 11 attended

Teen Programs

No programs

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

Staff attended virtual training on a variety of topics, including customer service; awareness of and service to specific groups such as autistic, trans, etc.; functioning during a pandemic; and the new room reservation system called Library Market.

Business Office Report

Kathy Jeakins

May 2020

Goal: Administer a cost-effective public library.

I continued to work from home. I am able to enter bills for processing, code all credit card transactions, enter on-line credit card deposits, and other things.

I am still emailing expense reports to Board members for their approval on a weekly basis. Thanks to Board members who have reviewed bills.

Library Credit Cards: I contacted staff when their expiring cards were about to expire in order to get their new cards; and I entered all credit card transactions in account files.

The first Property Tax distribution was made on May 29; the Library received \$307,177.89.

I contacted vendors to have them complete the New Vendor Registration process for the City.

Bills Costing in Excess of \$5,000:

- Asphalt Clinic \$6,225.00: for resealing and re-striping the parking lot
- Ebsco \$15,254.83: for annual subscription service
- RAILS \$13,083.65: for the annual platform for OverDrive

Upcoming:

I will be pulling items in preparation for the Foundation audit

Children's Services Report

Melissa Robinson

May 2020

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

Services:

- Some Children's staff began working more in the building to support and help with curbside pickup.
- Full-time staff also continued working at home on virtual programming, summer reading planning, training, and other tasks.

Programs:

- Virtual story times – 7 sessions – 268 attended
- Virtual Tales for Tails – 2 sessions – 62 attended
- Sign and Sing – 27 attended
- Summer Reading kickoff craft packets – 500 distributed
- 11 programs/sessions offered – 857 attended

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

- Lisa attended a webinar from Midwest Tape.
- Jesse attended webinars about webcam events and virtual pre-K programming.
- Children's staff worked together to create a schedule for June virtual programming so that we will have regular programs on Monday, Wednesday, and Friday.
- Jeanne, Rhonda, and I discussed summer reading prizes for kids and decided we could order drawstring bags. Rondalea put together an order of activity supplies to go with the bags.

Goal: Work effectively through the use of technology.

- Children's staff created events in Library Market.

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Goal: Work effectively through the use of technology.

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Circulation and Outreach Services Report
Colleen Shaw
May 2020

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

- Outreach virtual meetings made by Outreach Library Associate, Michelle Cope:
 - ECIAAA Social Isolation Task Force¹
 - Central Illinois Educators²
 - Health Department Messaging Task Force
 - Human Services Council³
 - McLean County Quarterly Nonprofit – Home Sweet Home and Prairie State Legal spoke on how they work with clients during COVID-19⁴
 - BN Parents Coalition⁵
 - Recovery Oriented Systems of Care Council⁶
 - Recovery Oriented Systems of Care Spirituality Subgroup – assisting participants with starting a book club using Hoopla
 - Complete Count Committee

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

- Home Delivery staff have begun preparing to resume deliveries in June by contacting clients and setting up procedures for safe and contactless deliveries. Staff continue to send a list of monthly programs from Mather Telephone Topics to clients and assist with registration if needed.
- Deposits staff have begun contacting sites to gauge their interest to resuming Deposit services. Staff have received confirmation from 5 sites that plan to resume scheduled deliveries in June.
- Paula Wager and Molly Stevenson created a Chalk Walk outside the library along the sidewalk on Olive St.
- Explore More Illinois passes remain suspended, but the organization has begun to work with attractions to determine their plans and when reservations can resume.
- The bookmobile will begin modified services on a limited schedule from June 15-June 27. The full schedule will roll out June 29. Patrons will not be allowed on the bookmobile but will be able to pick up holds and return items.
- The Bookmobile Facebook page is preparing to launch next week. Staff have been working hard develop a successful page that will keep patrons up to date on upcoming stops and encourage engagement that will deepen connections with our existing bookmobile patrons and expand our reach to new users.

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

- Paula Wager and co-presenter Johnna from Effingham Library's presentation proposal "Forget Me Not, Libraries Providing Dementia Resources" was accepted for the 2020 ABOS conference "Out-Doing Outreach"! The conference will be held October 14-16 in Dallas, Texas.
- Part-time Library Assistant, Logan Janicki, resigned from his position for opportunities outside the Library.
- Part-time Summer Temp help, Amanda Rogers, will join the department in June.

¹ East Central IL Association for Aging Adults, Normal PL, Faith in Action, Show Bus, ARC, U of I Extension

² Miller Park Zoo, Museum of History, David Davis Mansion, Children's Discovery Museum, U of I Extension, Normal PL, etc.

³ Breaking Chains Advancing Increase, IL Breast Cancer Center, PATH, Chestnut Health, IL Partners, Normal PL, U5, Heartland CC, etc.

⁴ Home Sweet Home, Prairie State Legal, Local Initiative Support Corp.

⁵ Unit 5, Project Oz, Normal PL, District 87, IL Wesleyan University

⁶ Chestnut Health, Health Dept, Children's Home + Aid, Bloomington Township, IL State University, Midcentral Community Action

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(5/2020) Circulation and Outreach Services Statistics

Total Circ BPL	27,779
Total Circ Main	8,404
Adults	4,445
Teens	274
Children	3,685
Total Circ Outreach	55
OTR Adults	37
OTR Teens	1
OTR Children	17
Total Circ eBooks	19,320
Hoopla	4,491
Overdrive	11,997
RBDigital	1,861
TumbleBooks	92
eBook Central	15
Kanopy	864
Borrowers Registered	284
Total Active Cardholders	37,600
Children	8,492
Teen	4,924
Adult	24,184
GPPLD	1,568
Total Holds Filled	9,293
Main Holds	9,010
Outreach Holds	283
Door Count	0

Bookmobile Customers: 0

Total Monthly Stops: 0

Circulation Questions Answered: 239

Outreach Questions Answered: 0

Total Questions Answered: 239

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

Human Resources Report

Gayle Tucker

May 2020

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

- I attend and encourage attendance at mini morning sessions (MMS) offered by the Staff Development Committee
- In May, there were no in-house Job Announcements posted due to our emergency building closure
- We currently have a Website ad and BloomingtonHelpWanted.com ad posted for a Security Site Supervisor
- I onboarded one returning employee
- 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 May, I participated in several Teams and Zoom video meetings with other staff, and a lot of my work was accomplished using OneDrive and SharePoint
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am running the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies
- Employees may use the timeclock or clock in and out using the Kronos website due to the current COVID guidelines

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The program will resume in August
- I track hours worked by part-time staff

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Personnel Code/Employee Handbook updates

Information Technology Systems Report
Jon Whited
May 2020

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

We are currently upgrading the network wiring in some areas to accommodate the new phone system.

We are installing 3 new switches, one in each data closet to support the new phone system.

We are upgrading the bookmobile RFID pads to much smaller pads. They are about 6 inches in diameter and take up much less space on the bookmobile.

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

Lauryn is in contact with the director of the afterschool program at the District 87 elementary schools. Lauryn is putting together a robotics class that the students can participate in during their afterschool program. We will be purchasing kits that allow the students to build different robots each session. We also plan on featuring a famous engineer each week and bringing materials from the library to support that engineer's contribution that the kids can checkout. The start date is dependent on the school and the afterschool program being in session in the fall.

Upcoming:

We will be upgrading three servers in the upcoming months.

We will also be looking at upgrading the video surveillance system in the Library.

Marketing Report

Rhonda Massie

May 2020

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

Curbside Pickup

- Penned, designed, and worked with Dean's Graphics to create vinyl and paper signage for Curbside Pickup.
- Created digital art and penned messages pertaining to the opening of curbside pickup. Revamped curbside publicity as hours were added to the service later in the month.
 - Wording for the COVID page on the website, wording for the online Newsbox, press release, eBlast, text, Facebook post, Instagram post, Twitter post, scripts for outgoing phone messages, social media and eBlast about deciphering holds statuses

Summer Reading

- Distributed Summer Reading T-Shirts to staff
- Penned wording for an SRP landing page on the website
- Created art for the rotating bar on the website
- Submitted to Lamar artwork for outdoor digital and stagnant billboards
- The group charged with securing prizes for the SRP completion prize packs revived efforts to gather prizes.
 - Ordered 10,000 personalized drawstring bags to be given away as we revise this year's prize packs
- Worked to continue to design SRP decorations for the library
- Printed SRP reading logs for Kids, Teens, and Adults after deciding not to send these to the printer this year as predicting quantities needed would be nearly impossible.

Bookmobile

- Distributed the latest round of Bookmobile T-Shirts to staff
- Cancelled more Bookmobile Texts

Publicity

- Made the decision stop creating publicity for programs until we know programs will resume.

Design Work

- May-Aug Program Guide - updates are being made continuously; guide is available online and will not be printed
- SRP Reading Logs for Kids, Teens, and Adults were designed and printed; PDFs were posted to website
- SRP Reading Logs for Kids were produced in Spanish
- SRP Reading Extra Prize Slips for Teens
- SRP Craft Packet Pickup Artwork for Facebook/Insta, Twitter, website rotating bar
- Summer Reading artwork created for Facebook/Insta, Twitter, website rotating bar
- Multiple Census Images created for Facebook and Instagram
- Curbside Pickup physical signage and handouts
- Curbside Pickup digital artwork for Facebook/Insta, Twitter, website rotating bar
- CS Programs for June posted to Facebook and Insta
- Contactless Dropoff Artwork for Facebook/Insta, Twitter, website rotating bar
- BPL Parking Lot Work | Artwork for Facebook/Insta, Twitter, website rotating bar
- Story Times Handout were designed but are now on hold
- Tales for Tails were designed but are now on hold

Advertising/Promo Items

- Pantagraph Ad - DIGITAL | Summer Reading 2020 Dig Deeper: Read, Investigate, Discover!
- Pantagraph Ad - PRINT | Summer Reading 2020 Dig Deeper: Read, Investigate, Discover!
- Pantagraph Ad - SKYBOX | Summer Reading 2020 Dig Deeper: Read, Investigate, Discover!

PRINT

- Hoopla handouts
- Libby handouts
- MyLibrary! App handouts
- RBDigital handouts
- Summer Reading logs for Kids (English and Spanish), Teens & Adults

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

STAFF NEWSLETTER

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

Goal: Work effectively through the use of technology.

Social media presence:

- Facebook Page - 7,891 followers;
- Instagram page - 1,603 followers;
- Twitter feed - 2,054 followers;
- Library text subscribers - 331
- Bookmobile text subscribers - 1,031
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks eBlast list – 31,603 subscribers.
- Program Guide eBlast list – 31,588 subscribers.
- General eBlast list – 31,629 subscribers.

Goal: Administer a cost-effective public library.

- We've opted to print all SRP Logs in-house since determining quantities needed is impossible.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and library news.
 - A weekly #TBT photo is posted to Facebook and Instagram. These are often tiny research projects and are never boosted.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram. They're loved and never boosted.
- The library sends a monthly eBlast promoting one of its online resources to all cardholders who've not opted out of receiving such notifications. The online resource eBlasts are also posted to Facebook and Twitter. The ability to send these eBlasts comes with our subscription to Library Aware.
- A member of the library's staff is interviewed every other Monday on WJBC. The interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
May 2020**

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

- Support Services staff:
 - Began circuit identification project
 - Dusted and sanitized the tops of all the tall shelving in AS
 - Installed no-touch hand sanitizers in both public and staff areas
 - Cleaned the big garbage/recycle containers and the garbage can at the entrance
 - Patching and painting in a few areas
 - Traffic control in the parking lot, setup and breakdown for curbside holds
- Caprice:
 - Procured six 14-bushel basket trucks with lifts for housing returned items in quarantine
 - Researched and gathered measurements for acrylic shields for both staff and public areas
- Repairs/Installs:
 - Weber Electric Tech Services begin installation of CAT6 for new phone system
 - Johnson Controls performed the quarterly PM on the chiller
 - TeeJay Doors performed the quarterly PM on the entrance doors
 - Asphalt Clinic applied sealcoat and striped the parking lot, along with pressure washing the concrete at the library entrance, handicap ramp and under the overhang
 - Weber Electric installed the banners on the front of the building
 - Earthwise Environmental performed the quarterly PM on the HVAC loops
 - Sam Leman Dodge installed a new cruise control stem
 - Illini Fire completed the annual inspection of the fire extinguishers

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

- Worked with -
 - Jeanne, Carol, Jon and Tiffany to discuss Teen Zone issues
 - Jeanne, along with Joe Huberty and Shaun Kelly from Engberg Anderson to discuss next steps with expansion plans
 - Gayle to revise the Security Site Supervisor job description

Goal: Administer a Cost-Effective Library.

- Negotiated a new contract with Kone for quarterly PM visits rather than monthly

Upcoming:

- Elevator Inspection
- Painting of handrails and patio furniture
- Installation of acrylic shields

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Technical Services Report

Allison Schmid

May 2020

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

- There are currently 2,763 items in TS waiting to be processed and cataloged with another 1,793 items on the way. Of those, more than 200 have holds.
- Kelly ordered almost 60 carts in May.
- TS staff helped with the pick list numerous times and Kam continues to be an asset during curbside tasks.

Goal: Work effectively through the use of technology.

- We continue to deal with missing boxes, Ingram ordering issues, and duplicate orders (some by fault of supplier, some by fault of selector).

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

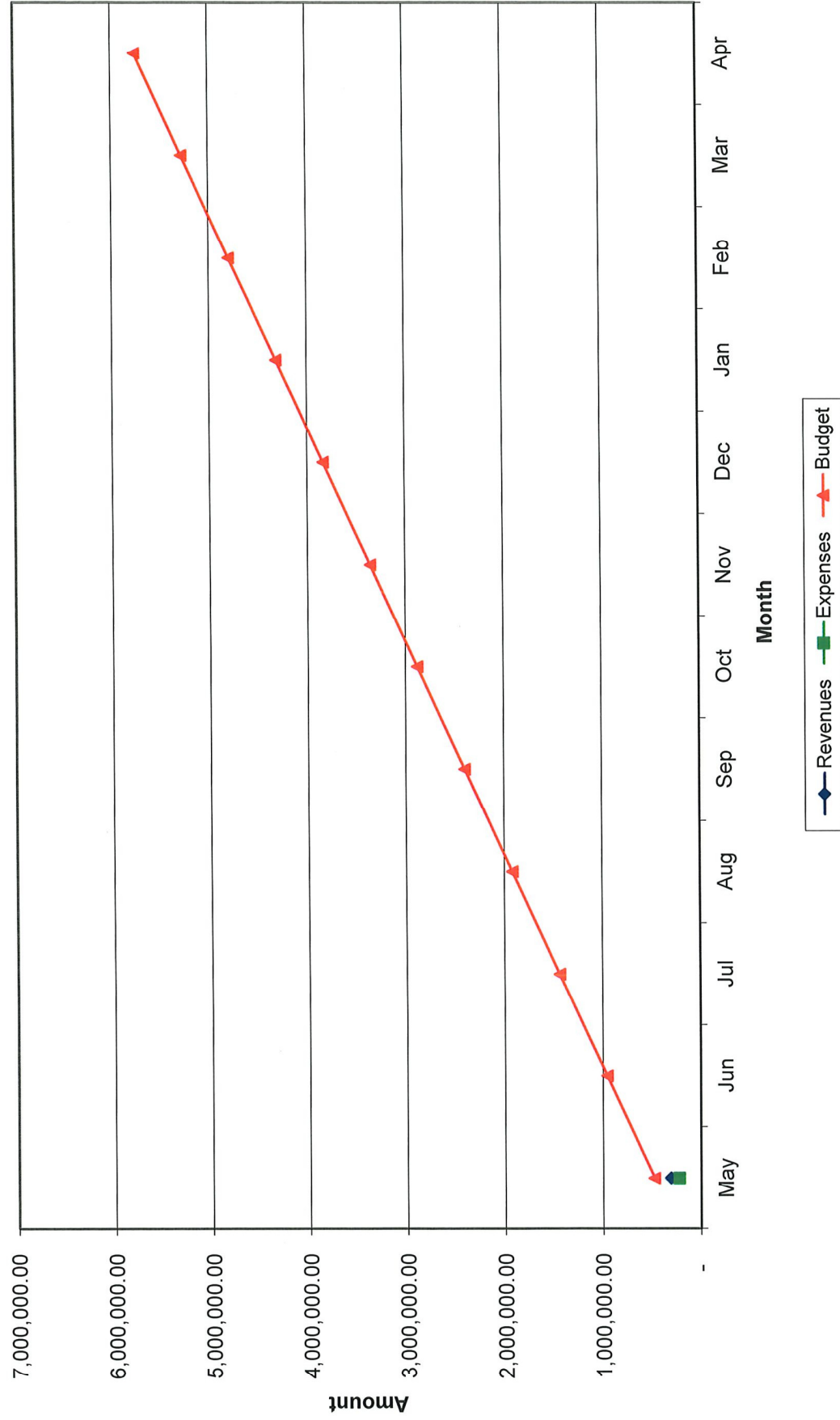
REVENUES:

ACCT NAME	BUDGET	MAY 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	307,177.89	307,177.89	(4,628,181.11)	6.2
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,700	0.00	0.00	(95,700.00)	0.0
GPPLD	400,000	0.00	0.00	(400,000.00)	0.0
Fines & Fees	50,000	274.55	274.55	(49,725.45)	0.5
Copies	3,500	0.00	0.00	(3,500.00)	0.0
Interest on Investments	75,000	0.00	0.00	(75,000.00)	0.0
Interest From Taxes	0	0.00	0.00	-	-----
Sale of Property	0	0.00	0.00	-	-----
Donations	24,000	50.00	50.00	(23,950.00)	0.2
Other Private Grants	0	0.00	0.00	-	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	45,000	394.50	394.50	(44,605.50)	0.9
Total Revenues	5,758,959	307,896.94	307,896.94	(5,451,062.06)	5.3

ACCT NAME	BUDGET	MAY 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	98,965.47	98,965.47	(2,300,219.53)	4.1
Part-Time Salaries	483,694	17,675.51	17,675.51	(466,018.49)	3.7
Seasonal Salaries	67,667	1,400.49	1,400.49	(66,266.51)	2.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	0.00	0.00	-----
Total Sals & Wages	2,951,646	118,041.47	118,041.47	(2,833,604.53)	4.0
Dental Insurance	11,000	458.14	458.14	(10,541.86)	4.2
Vision Insurance	3,000	149.97	149.97	(2,850.03)	5.0
Health Insurance, BC/BS PPO	366,827	10,868.00	10,868.00	(355,959.00)	3.0
Health Insurance, OSF HMO	16,000	1,368.64	1,368.64	(14,631.36)	8.6
Life Insurance	3,200	240.80	240.80	(2,959.20)	7.5
IMRF	239,918	12,499.38	12,499.38	(227,418.62)	5.2
FICA	182,933	6,952.49	6,952.49	(175,980.51)	3.8
Medicare	42,783	1,625.96	1,625.96	(41,157.04)	3.8
Worker's Comp	18,385	0.00	0.00	(18,385.00)	0.0
Uniforms	800	0.00	0.00	(800.00)	0.0
Tuition Reimbursement	15,500	0.00	0.00	(15,500.00)	0.0
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	925,346	34,163.38	34,163.38	(891,182.62)	3.7
Rentals	25,000	1,774.52	1,774.52	(23,225.48)	7.1
Total Rentals	25,000	1,774.52	1,774.52	(23,225.48)	7.1
Building Mtn	150,000	7,193.20	7,193.20	(142,806.80)	4.8
Vehicle Mtn	12,000	206.87	206.87	(11,793.13)	1.7
Office & Computer Mtn	195,000	1,149.46	1,149.46	(193,850.54)	0.6
Total Repair/Mtn	357,000	8,549.53	8,549.53	(348,450.47)	2.4

ACCT NAME	BUDGET	MAY 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	891.52	891.52	(49,108.48)	1.8
Printing/Binding	18,000	0.00	0.00	(18,000.00)	0.0
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	4,000	0.00	0.00	(4,000.00)	0.0
Professional Development	10,000	83.35	83.35	(9,916.65)	0.8
Other Purchased Services	150,000	951.54	951.54	(149,048.46)	0.6
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	6,500	0.00	0.00	(6,500.00)	0.0
Total Purchased Services	261,500	1,926.41	1,926.41	(259,573.59)	0.7
Office Supplies	20,000	810.72	810.72	(19,189.28)	4.1
Office Supplies-COVID-19	0	7,163.51	7,163.51	7,163.51	-----
Computer Supplies	90,000	899.58	899.58	(89,100.42)	1.0
Postage	2,500	0.00	0.00	(2,500.00)	0.0
Library Supplies	85,000	0.00	-	(85,000.00)	0.0
Janitorial Supplies	18,000	487.32	487.32	(17,512.68)	2.7
Gas & Diesel Fuel	5,500	124.84	124.84	(5,375.16)	2.3
Building Mtnc & Repair Supplies	20,000	655.99	655.99	(19,344.01)	3.3
Total Supplies	241,000	10,141.96	10,141.96	(230,858.04)	4.2
Natural Gas	31,000	0.00	0.00	(31,000.00)	0.0
Electricity	90,000	0.00	0.00	(90,000.00)	0.0
Water	9,000	407.96	407.96	(8,592.04)	4.5
Telecommunications	38,000	1,970.55	1,970.55	(36,029.45)	5.2
Total Utilities	168,000	2,378.51	2,378.51	(165,621.49)	1.4
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	40,000	16,180.33	16,180.33	(23,819.67)	40.5
Adult Books	143,000	4,971.53	4,971.53	(138,028.47)	3.5
Children's Books	118,500	4,715.71	4,715.71	(113,784.29)	4.0
A/V Materials	131,000	5,762.50	5,762.50	(125,237.50)	4.4
Public Access Software	188,880	13,083.65	13,083.65	(175,796.35)	6.9
Downloadable Materials	154,700	0.00	0.00	(154,700.00)	0.0
Total Materials	776,080	44,713.72	44,713.72	(731,366.28)	5.8
Employee Relations	5,000	0.00	0.00	(5,000.00)	0.0
Miscellaneous Expenses	10,000	143.11	143.11	(9,856.89)	1.4
Transfer to Capital Fund	36,887	0.00	0.00	(36,887.00)	0.0
Total Other Expenses	51,887	143.11	143.11	(51,743.89)	0.3
Total Expenses	5,758,959	221,832.61	221,832.61	(5,537,126.39)	3.9

Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2020

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

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

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

Fines (0.5%): A few fines have been received.

Interest (0.0%): The number was not available from City at the time I prepared the report.

Donations (0.2%): The Library received a memorial donation.

Miscellaneous Revenue (0.9%): The only receipt here was for the discarded book pick up.

Seasonal Salaries (2.1%): This is under-spent due to the decision to hire only a few of the seasonal employees this summer.

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

Health Insurance, BC/BS PPO (3.0%): This line-item is just slightly under-spent.

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

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

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

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

Vehicle Maintenance (1.7%): Charges have been minimal.

Office and Computer Maintenance (0.6%): Charges have been minimal.

Advertising (1.8%): Charges have been minimal.

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

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

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

Professional Development (0.8%): Charges have been minimal.

Other Purchased Services (0.6%): Charges have been minimal.

Property Insurance (0.0%): This will be paid at the end of December.

Vehicle Insurance (0.0%): This will be paid at the end of December.

Other Insurance (0.0%): This will be paid at the end of December.

Computer Supplies (1.0%): Charges have been minimal.

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

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

Janitorial Supplies (2.7%): Charges have been minimal.

Gas & Diesel Fuel (2.3%): Charges have been minimal.

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

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

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

Periodicals (40.5%): This is over-spent due to the payment of the annual subscription service.

A/V Materials (4.4%): Charges have been minimal.

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

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

Miscellaneous Expenses (1.4%): Charges have been minimal.

Transfer to Capital Fund (0.0%): This transfer from the Operating Fund to the Capital fund usually takes place in June.

The Donations line item breaks out as follows:

Memorial Donations:	\$ 50.00
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Total Donations:	\$ 50.00
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	394.50
Book Shoppe:	0.00
Drawstring Bags:	0.00
Ear Buds:	0.00
Flash Drives:	0.00
Hot Beverage Service:	0.00
Meeting Room Fees:	0.00
Mugs/Cups:	0.00
Print Station:	0.00
Reusable Bags:	0.00
Test Proctoring:	0.00
Tote Bags:	0.00
Umbrellas:	0.00
Miscellaneous:	0.00

Total Other Revenue:	\$ 394.50
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During May, 18 batches containing 116 invoices were processed, totaling \$77,246.06 and 70 credit card charges were made totaling \$17,524.27.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$2,424,249.41, which is 42.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY21 budget is \$1,439,739.75.

Library Fund Balance Information, 5/31/20:

Operating:	\$ 2,424,249.41
Capital:	\$ 3,365,238.53
Fixed Assets:	\$ 1,186,453.62

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

May 2020

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	4,482	40,400	-89%	4,482	40,400	-89%
Teens	275	2,953	-91%	275	2,953	-91%
Children	3,702	38,574	-90%	3,702	38,574	-90%
Digital Downloads	19,320	11,593	67%	19,320	11,593	67%
Total	27,779	93,520	-70%	27,779	93,520	-70%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,184	24,132	0%	24,184	24,132	0%
Teens	4,924	4,799	3%	4,924	4,799	3%
Children	8,492	9,219	-8%	8,492	9,219	-8%
Total	37,600	38,150	-1%	37,600	38,150	-1%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	284	589	-52%	284	589	-52%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	0	24,267	-100%	0	24,267	-100%
Bookmobile	0	1,137	-100%	0	1,137	-100%
Total	0	25,404	-100%	0	25,404	-100%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	62	-100%	0	62	-100%
Digital Preservation Studio	0	10	-100%	0	10	-100%
Community Room	0	113	-100%	0	113	-100%
Total	0	185	-100%	0	185	-100%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	3	36	-92%	3	36	-92%
People Reached	96	7,870	-99%	96	7,870	-99%
Community Visits to the Library	0	0	-99%	0	0	-92%
People Reached	0	0	-99%	0	0	-92%
Total Outreach Visits	3	36	-92%	3	36	-92%
Total People Reached	96	7,870	-99%	96	7,870	-99%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	2	25	-92%	2	25	-92%
Attendance	21	361	-94%	21	361	-94%
Teens	0	2	100%	0	2	100%
Attendance	0	21	100%	0	21	100%
Childrens	11	12	-8%	11	12	-8%
Attendance	857	680	26%	857	680	26%
Total Programs	13	39	-67%	13	39	-67%
Total Attendance	878	1,062	-17%	878	1,062	-17%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	12	-100%	0	12	-100%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1,360	3,771	-64%	1,360	3,771	-64%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	52.25	190.25	-73%	52	190	-73%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	0	4,031	-100%	0	4,031	-100%
WiFi Sessions	844	3,103	-73%	844	3,103	-73%
Website/Catalog Hits	51,103	41,019	25%	51,103	41,019	25%
Online Resource Use	4,031	6,626	-39%	4,031	6,626	-39%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	1	404	-100%	1	404	-100%
Sent	0	258	-100%	0	258	-100%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0.00	94.75	-100%	0	95	-100%

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 16th day of June 2020

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 8, 2020

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

Dear Ms. Hamilton:

Enclosed you will find a single copy of your institution's FY2021 ILLINET/OCLC Services Program Agreement. 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 FY21 fee is \$23,636.65

This letter is not an invoice. You will receive an invoice for your FY2021 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 extension 419 for your account information.

TO AVOID OCLC SERVICE INTERRUPTION, SIGN AND RETURN THIS AGREEMENT BY JUNE 30, 2020. Your institution is responsible for all charges billed by OCLC after July 1, 2020. Agreements may be returned via mail, email or fax at 217-782-6062. **IF YOUR LIBRARY WILL NOT BE RENEWING OCLC SERVICES, please contact Jill Heffernan at jheffernan@ilsos.gov no later than June 26, 2020.** 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:

Jill Heffernan
Illinois State Library/ILLINET/OCLC Contract
Gwendolyn Brooks Building
300 South Second Street
Springfield, IL 62701-1796

Please direct questions to Jill Heffernan at jheffernan@ilsos.gov or 217-785-1537.

Sincerely,

Greg McCormick, Director
Illinois State Library

Enclosures
GM:jlh