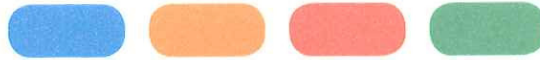


Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 21, 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. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c))
- VI. President's Report
 - A. Appointment of FY20 Committees and Standing Committee Meeting Date(s)/Time(s)
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Recommend Approval of Minutes of April 16, 2019 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of April 2019
- X. Action Items
 - A. Approve Bargaining Unit Contract
 - B. Approve a Surveillance Camera Personnel Policy
 - C. Approve Appointment of New Member to Foundation Board
 - D. Approve Non-Resident Library Card Fee for 7.01.19 – 6.30.20
 - C. Approve Closing the Library on October 1, 2019 for Staff Development Day
- XI. Discussion Items
 - A. Discuss Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 5.17.19 9:45 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 21, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	560.00
Amazon.com, LLC	A/V Materials	537.19
Amazon.com, LLC	Adult Books	66.11
Amazon.com, LLC	Children's Books	95.65
Amazon.com, LLC	Computer Supplies	256.11
Amazon.com, LLC	Janitorial Supplies	65.41
Amazon.com, LLC	Library Supplies	53.36
Amazon.com, LLC	Office Supplies	250.59
Amazon.com, LLC	Other Purchased Services	245.86
Ameren Illinois	Electricity	10,399.89
American National Skyline, Inc.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
Baker & Taylor	A/V Materials	921.89
Baker & Taylor	Adult Books	5,363.88
Baker & Taylor	Children's Books	8,107.66
Bibliotheca	Office/Equipment Mtnc	1,749.66
Blackstone Audio	A/V Materials	12.95
Bloomington Public Schools	Adult Books	70.00
Bradford Systems Corp	Library Supplies	7,960.00
Brodart Co.	Library Supplies	1,122.00
Carrigan, Terry	Periodicals	1,422.20
CDW Government	Computer Supplies	1,108.64
CDW Government	Office/Equipment Mtnc	3,900.00
Cengage Learning	Adult Books	434.82
Children's Plus, Inc.	Children's Books	2,906.54
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	12,033.46
City of Bloomington	Gas & Diesel Fuel	370.68
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	20,443.06
City of Bloomington	IMRF	17,108.31
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,814.23
City of Bloomington	Payroll	204,816.89
City of Bloomington	Vehicle Maintenance	30.00
City of Bloomington	Vision Insurance	216.92
City of Bloomington	Water	531.90

City of Bloomington Petty Cash	Other Purchased Services	5.31
City of Bloomington Petty Cash	Professional Development	6.00
Connor Co.	Building Mtnc Supplies	37.18
Cope, Michelle	Travel	22.68
Cummins, Inc.	Vehicle Maintenance	630.24
Cumulus Broadcasting	Advertising	1,012.00
Dean's Graphics, Inc.	Other Purchased Services	49.00
Dell Marketing, L.P.	Computer Supplies	9,467.09
Demco	Library Supplies	1,162.10
Earthwise Environmental, Inc.	Building Maintenance	1,400.00
Ebsco Subscription Services	Periodicals	9.05
Educational Development Corp.	Children's Books	9.99
Elm USA, Inc.	Library Supplies	3,028.00
Engler, Callaway, Baasten, Sruga, LLC	Other Purchased Services	4,833.30
EnvisionWare, Inc.	Office/Equipment Mtnc	360.00
F & W Lawn Care & Landscaping	Building Maintenance	2,475.00
Four Seasons Peoria	Advertising	921.00
Friends & Flowers Garden Club	Employee Relations	40.00
Frontier	Telecommunications	1,394.89
Illini Fire Equipment	Building Maintenance	612.25
Illinois State University	Advertising	1,073.08
Illinois Wesleyan University	Other Purchased Services	416.25
Ingram Library Services	Adult Books	143.66
Innovative Interfaces, Inc.	Equipment Other than Computer	119,355.32
Johnson Controls	Building Maintenance	1,596.00
Koplin, Joanne	Other Purchased Services	600.00
Kornblatt, Marc	Other Purchased Services	200.00
Lake Run Club	Advertising	300.00
Library Ideas, LLC	A/V Materials	968.00
Lockett, Mike	Other Purchased Services	300.00
Lowder, Jaigh	Other Purchased Services	250.00
Lynn, John	Other Purchased Services	250.00
Massie, Rhonda	Advertising	309.29
Mid Illinois Mechanical	Building Maintenance	7,239.74
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	759.17
Multicultural Books & Videos	Adult Books	650.00
Multicultural Books & Videos	Children's Books	31.92
Neopost USA, Inc.	Rentals	52.90
Nicor/Northern Illinois Gas	Natural Gas	3,020.35
O'Brien, Michael	Other Purchased Services	100.00
Office Depot	Computer Supplies	191.50
Office Depot	Office Supplies	1,103.95
OverDrive, Inc.	Downloadable Materials	4,990.00
Penguin Random House	A/V Materials	38.00
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	110.58
Recorded Books, Inc.	A/V Materials	111.37
Ricoh USA, Inc.	Rentals	2,384.61
Rosedrew, Inc.	Library Supplies	4,740.33
Tarvin, Richard	Building Maintenance	564.00
Taylor, Pamela	Other Purchased Services	50.00

Thompson-Spires, Nafissa	Other Purchased Services	57.88
Tumbleweed Press, Inc.	Public Access Software	525.00
Unique Management Services, Inc.	Other Purchased Services	447.50
Verizon Wireless	Telecommunications	135.78
Weber Electric, Inc.	Building Maintenance	800.00
Wherry Machine & Welding, Inc.	Other Purchased Services	54.00
Widmer Interiors	Library Supplies	13,264.80
Windstream	Telecommunications	159.20
VISA - Abe Books	Adult Books	82.14
VISA - AED Superstore	Employee Relations	1,988.99
VISA - Baker & Taylor Books	A/V Materials	5,834.58
VISA - Baker & Taylor Books	Adult Books	9,502.21
VISA - Baker & Taylor Books	Children's Books	4,617.50
VISA - Casey's Garden Shop & Florist	Other Purchased Services	170.81
VISA - Casey's General Store	Professional Development	21.50
VISA - Creality3D	Computer Supplies	229.99
VISA - Dollar Tree	Other Purchased Services	37.80
VISA - Don Smith Paint Company	Building Mtnc Supplies	83.58
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - Flinger's Pizza	Employee Relations	289.46
VISA - Fox & Hound Day Spa	Other Purchased Services	100.00
VISA - Fred Pryor/Career Track	Professional Development	199.00
VISA - Geiger	Other Purchased Services	1,361.23
VISA - Home Depot	Building Mtnc Supplies	73.32
VISA - International Service Fee	Computer Supplies	2.30
VISA - IstockPhoto.com	Other Purchased Services	60.00
VISA - Jewel-Osco	Employee Relations	140.14
VISA - Kodo Kids	A/V Materials	560.27
VISA - Lowe's	Building Mtnc Supplies	21.48
VISA - Lowe's	Janitorial Supplies	8.98
VISA - Menards	Building Mtnc Supplies	10.99
VISA - New Resident Service	Other Purchased Services	103.50
VISA - NewEgg.com	Other Purchased Services	330.00
VISA - Oxygen Magazine	Periodicals	23.00
VISA - Pantagraph	Periodicals	1,048.86
VISA - PlayStation Network	Other Purchased Services	54.94
VISA - Regional Help Wanted.com	Advertising	528.00
VISA - Springfield Electric	Building Mtnc Supplies	197.40
VISA - Sprint	Telecommunications	644.41
VISA - Starcrest Cleaners	Other Purchased Services	20.85
VISA - UPS	Postage	8.93
VISA - Verizon Wireless	Telecommunications	135.83
VISA - Wal-Mart	Janitorial Supplies	124.13
VISA - Wal-Mart	Library Supplies	18.77
VISA - Wal-Mart	Other Purchased Services	55.20
Total		540,373.82

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	APR 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	0.00	4,822,566.96	(1,037.04)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	95,762.50	36,762.50	162.3
GPPLD	405,000	0.00	394,489.88	(10,510.12)	97.4
Fines & Fees	87,000	1,637.29	53,292.89	(33,707.11)	61.3
Copies	3,000	382.85	3,477.00	477.00	115.9
Interest on Investments	15,000	2,016.06	79,533.65	64,533.65	530.2
Interest From Taxes	0	0.00	25.24	25.24	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	50.00	24,607.06	(392.94)	98.4
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(0.30)	51.22	51.22	-----
Other	45,000	3,746.95	48,269.17	3,269.17	107.3
Total Revenues	5,594,004	7,832.85	5,652,975.57	58,971.57	101.1

ACCT NAME	BUDGET	APR 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	171,426.02	2,158,163.86	(63,729.14)	97.1
Part-Time Salaries	453,622	31,227.59	396,572.82	(57,049.18)	87.4
Seasonal Salaries	61,224	2,163.28	40,205.66	(21,018.34)	65.7
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	13,406.00	13,406.00	-----
Total Sals & Wages	2,737,839	204,816.89	2,608,354.34	(129,484.66)	95.3
Dental Insurance	14,952	871.32	11,766.19	(3,185.81)	78.7
Vision Insurance	2,651	216.92	2,684.23	33.23	101.3
Health Insurance, BC/BS PPO	326,236	20,443.06	292,694.08	(33,541.92)	89.7
Health Insurance, OSF HMO	46,134	3,017.38	40,606.78	(5,527.22)	88.0
Life Insurance	3,081	246.40	3,054.85	(26.15)	99.2
IMRF	336,259	17,108.31	261,844.74	(74,414.26)	77.9
FICA	177,143	12,033.46	153,824.64	(23,318.36)	86.8
Medicare	36,805	2,814.23	35,974.84	(830.16)	97.7
Worker's Comp	10,411	0.00	8,236.00	(2,175.00)	79.1
Uniforms	700	0.00	29.77	(670.23)	4.3
Tuition Reimbursement	25,000	0.00	22,152.00	(2,848.00)	88.6
Other Benefits	20,000	0.00	11,596.75	(8,403.25)	58.0
Total Benefits	999,372	56,751.08	844,464.87	(154,907.13)	84.5
Rentals	22,000	1,478.27	21,172.95	(827.05)	96.2
Total Rentals	22,000	1,478.27	21,172.95	(827.05)	96.2
Building Mtnc	149,400	16,227.89	149,971.83	571.83	100.4
Vehicle Mtnc	9,000	1,203.74	10,978.22	1,978.22	122.0
Office & Computer Mtnc	175,000	4,659.12	143,980.69	(31,019.31)	82.3
Total Repair/Mtnc	333,400	22,090.75	304,930.74	(28,469.26)	91.5

Bloomington Public Library

Books are just the beginning.



Director's Report

April 2019

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

This month, I:

- Accepted the National Library Week Proclamation from the Mayor
- Participated in a City Directors' Working Lunch
- Worked with Department Managers to develop the FY20 Strategic Implementation Plan
- Attended the History Museum Library Committee
- Prepared a presentation highlighting library services the Bloomington-Normal Sunset Rotary
- Prepared for the New Council Member Orientation

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

We continued to work hard to solve issues as we transitioned to our new ILS, I served as part of the troubleshooting team. I also sent a nonrenewal/termination notice to our previous ILS vendor.

We concluded our 2019 Bloomington Reads program series and I had the honor of introducing our spotlight author Nafissa Thompson-Spires.

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

This month, I:

- Prepared and attended 2 union negotiation sessions
- Attended CPR Training
- Completed Performance Reviews with all Managers and our Administrative Assistant (10 total)
- Performed a simple market study and developed an adjusted salary schedule for classified staff
- Researched and implemented performance-based increase system for classified staff
- Met with Material Selectors and reviewed Polaris' Report Module
- Served on the National Library Week Staff Working Group, facilitating activities for National Library Week
- Attended a Staff Development Committee Meeting
- Attended a RAILS update, virtually
- Attended one of our Staff Members' Leadership McLean County Graduation Dinner
- Attended one of our Staff Members' Multicultural Leadership Program Graduation Dinner
- Heard that my Conference Program Proposal for a panel presentation on Fine Waiving and Autorenewal Programs was accepted, this conference will be in October

**Adult Services Report
Carol Torrens
April 2019**

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

SERVICES

The library became a member of NNLM (National Network of Libraries of Medicine) with Rachel as the organization liaison.

Katie implemented the library being listed as a legal self-help center in IL Legal Aid's directory.

COLLECTIONS

Rachel has connected BPL to the RAILS networking group for electronic resources. This will put us in touch with other libraries who work with and provide these resources to customers.

Displays featured materials on these topics: Quilting, Child Abuse Prevention Month, books to make you laugh, and Spring. In the DVD area, funny movies were featured for National Humor Month.

PROGRAMS

Heads of the Colored People, this year's Bloomington Community Reads title, continued to be popular throughout the program series. As soon as a copy of the book was returned, it was checked out.

- The print books checked out 197 times. The audio CD copies checked out 5 times. In Overdrive/My Media mall, the ebook was borrowed 18 times and the digital audio 14 times. In Hoopa, the digital audio checked out 19 times. Altogether, that's 253 circulations for this title.

Karen M met with Lincoln's Festival on Route 66 committee.

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students: BJHS (2 visits) – 264; CJHS – 42; EJHS – 51; KJHS – cancelled; PJHS – cancelled

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 11 attended

Books on Tap Book Club – 1 session – 19 attended (Blm Reads title *Heads of the Colored People*)

Parenting Teens/Tweens Book Club with B/N Parents – 1 session – 2 attended

Screwball Comedy Movie – 2 sessions – 15 attended

Money Smart Week

Estate Planning with F3E – 1 session – 28 attended

Medicare Made Easy – 1 session – 2 attended

Medicare Made Clear – 1 session – 11 attended

Demystifying Spending Behaviors – 1 session – 3 attended

Downsizing and Home Buying – 1 session – 3 attended

Preplanning a Funeral – 1 session – 9 attended

Bloomington Reads: *Heads of the Colored People* by Nafissa Thompson-Spires

Book Discussion listed above under Books on Tap
Portrait Drawing with McLean County Art Center – 1 session – 12 attended
Short Story Writing – 1 session – 14 attended
Author presentation by Nafissa Thompson-Spires – 1 session -- 50 attended
Mennonite College of Nursing 100 Years – 1 session – 8 attended

Teen Programs

Earth Day DIY Succulent Zen Garden – 1 session – 39 attended
DEAR Bingo (Drop Everything and Read) – 500+ cards handed out – 53 completed

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

Several staff attended a mini-morning session about Natl. Child Abuse Prevention Month. Several were trained in First Aid and CPR. Others attended a session about using Reports in Polaris.

Webinars: Katie--Adult Learning in the Library and The Library as Social Connector; Rachel--Benchmark eResource Use; Karen H.--new eresources at BPL.

Goal: Work effectively through the use of technology.

Marcie has developed Polaris reports for selectors that provide information on holds ratios and on items that are lost/missing/discarded yet have holds.

There were 14 individual appointments with AS staff: 7 for ebooks; 5 for general computer use/email/resume/applications; 1 for an extensive photocopying project; 1 for review of Digital Preservation Studio services.

Goal: Administer a cost-effective public library.

Two volunteers ran movie programs. They popped popcorn, ran the movie, and monitored the room during the showing. This means the programs' staff coordinators could do other work during those times.

BUSINESS OFFICE REPORT

Kathy Jeakins

April 2019

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

I trained Amy on what would be needed to close out and organize FY19 financial files

Jeanne and I met for my annual performance review on 4/30/19

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment, I entered all credit card transactions in account files, and did troubleshooting for one staff member having difficulties ordering products.

I attended a Year-End Financial Training session at City on 4/18

I entered all FY 20 financial information in appropriate files

I processed information for the purchase order for the compressor

Worker's Compensation: a claim for one staff member was closed, while another claim was filed for another staff member

I contacted several performers for summer programs to register as new vendors with the City

The monthly total for the Book Shoppe was \$2,515.30

On May 1, Amy and I conducted a count of all the Library's petty cash sources

Bills Costing in Excess of \$5,000:

1. Bradford Systems: \$7,960.00 for Shelving end panels
2. Innovative Interfaces: \$119,355.32 for Polaris integrated library system
3. Widmer Interiors: \$13,264.80 for Community Room tables

Upcoming:

During May, Amy and I will be entering bills for both FY19 and FY20

During May, I will be processing final journal entries for FY19

Children's Services Report
Melissa Robinson
April 2019

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

- Alex and I attended the Community Library Meeting at Normal Public Library.

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

Programs:

- Dia de los ninos/dia de los libros – 125 attended
- Earth Day Story Walk – 83 attended
- Brick by Brick story time – 3 sessions – 60 attended
- Evening lapsit – 3 sessions – 71 attended
- Preschool story time – 3 sessions – 91 attended
- Toddler time – 6 sessions – 91 attended
- Move and Lean story time – 4 sessions – 65 attended
- Where the Wild Things Read – 2 sessions – 43 attended
- Sensory story time – 13 attended
- Tales for Tails – 4 sessions – 54 attended
- Global Tales – 15 attended
- DEAR (Drop Everything and Read) – 20 attended
- Tinkerlab – 17 attended
- Itsy Arts – 28 attended
- 32 programs/sessions – 776 attended

We visited the following groups/events:

- Milestones Preschool – 56 attended
- Scott Early Learning Center – 23 attended
- Brigham Head Start – 2 classes – 32 attended
- Little Jewels Day Care – 48 attended
- Books Alive – 121 attended
- Prairieland Sciencepalooza – 120 attended

- Bent School to promote Dia – 44 attended
- Sarah Raymond summer reading visit – 326 attended
- Trinity Lutheran Preschool – 17 attended

9 groups/events – 787 attended

6 passive programs – 524 participated

Collections:

- Lisa evaluated our magazine circulation and made decisions about our annual renewals.
- Alex ordered language blocks to add to our World Language collection.

Services:

- Alex has been helping the Eastview Community Center with a weeding/organizing project.
- Amy Wolfe, the art teacher at Bent School, hosted a reception to encourage her students to view the District 87 art fair on display in the Children's Department.

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

- Children's staff attended the MMS on National Child Abuse Awareness Month.
- Jesse attended a webinar on "Digital Services in Public Libraries."
- Alex, Jill, and Cody attended CPR training.
- A new Career Link student, Yari, began work in the Children's Department. Career Link is a federal program that provides tuition assistance and places students into work experiences.
- Alex attended a webinar, "An Indigenous Critique of Whiteness in Children's Literature."
- Alex, Clare, and I attended the webinar, "Wellness Strategies for Those Experiencing Microaggressions Plus Workplace Stress."
- Gayle and I interviewed and hired three new summer help staff. I confirmed start dates with four returning staff.
- Clare and I attended a webinar, "De-Crapify Your Workflow."

Upcoming:

In addition to our regular, recurring programs, the following programs are planned for May:

- Star Wars Escape Room – May 4

- Prairie Fire Theatre Presents *How to Be a Superhero* – May 14
- Rubik's Cube Workshop – May 18
- Tipton Park Storywalk – May 18
- Grow Together! Preschool Story Time at Sunnyside Gardens – May 24
- Summer reading kickoff party – May 30

Other May Plans:

- Alex and Clare will visit all District 87 schools, Unit 5 schools with sizable Bloomington populations, and many private schools to promote summer reading.
- Alex will visit Stevenson School's Career Day and Pepper Ridge School's Reading Night.
- Summer help will start work throughout the month.
- Summer reading begins May 28!

Circulation and Outreach Services Report
Colleen Shaw
April 2019

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

- Outreach Librarian, Michelle Cope, met with the following groups/committees this month:
 - The Social Isolation Task Force¹
 - The Human Services Council²
 - The BN Parents Coalition³
 - Community Health Care Clinic⁴
 - Home Sweet Home Ministries
- Outreach organized another Community Library Committee meeting attended by cross departmental library staff from Bloomington and Normal Public Library. The meeting was held at NPL with the purpose of collaboratively discussing each library's upcoming Summer Reading program.

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

- Home Delivery staff delivered 348 items to 52 active patrons this month. One new recipient was added.
- Deposit Collections staff delivered 734 items to 12 sites. Deposits had a great turnout at the program they presented on the Libby app at Luther Oaks with 25 residents in attendance.
- Outreach staff continued to assist Children's Services with the Eastview Community Center weeding project for their afterschool program's library.
- Staff attended the McLean County Museum Street Fair on Saturday, April 27, to promote the Bookmobile's use and history.

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

- Maddi Loiselle and Meredith DeLong filled the last two part-time, 19 hour/week Library Assistant openings and Susan Rogers filled the last part-time 15 hour/week opening. The department is now fully staffed.
- Michelle Cope graduated from the McLean County Chamber of Commerce's Leadership McLean County program which ran from October 2018 to April 2019.

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

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

³ Unit 5, BPD, NPD, NPL, Project Oz, Chestnut Health Systems

⁴ LifeCil, HEARTS, Normal Township, PATH, Children's Home+Aid, Bloomnigton Housing Authority, MarcFirst, Ashlee Sang Consulting

Bloomington Public Library

Books are just the beginning.



(4/2019) Circulation and Outreach Services Statistics

Total Circ BPL	90,513
Total Circ Main	74,351
Adults	39,288
Teens	2,436
Children	32,627
Total Circ Outreach	5,496
OTR Adults	1,980
OTR Teens	122
OTR Children	3,394
Total Circ eBooks	10,666
Hoopla	2,263
Overdrive	7,446
RBDigital	927
TumbleBooks	28
eBook Central	2
Borrowers Registered	295
Total Active Cardholders	37,619
Children	9,101
Teen	4,680
Adult	23,838
GPPLD	1,434
Total Holds Filled	8,121
Main Holds	6,794
Outreach Holds	1,327
Door Count	25,015

Circulation Questions Answered: 577

Outreach Questions Answered: 67

Total Questions Answered: 644

10 Stops with Highest Circulation

THURS	2.5	Wingover Apartments PM	399
WED	1	Bohmer Drive	322
MON	1.5	Grove	251
TUES	1	Ponds Apartments	238
SAT	2.5	Freedom Oil	217
THURS	1.25	Eagle Ridge	204
THURS	1	Wingover Apartments AM	192
TUES	1.25	Golden Eagle	189
MON	1.25	Old Farm Lakes	189
TUES	1.25	Park Place	130

5 Stops with Lowest Circulation

WED	1.25	Welbrook	3
THURS	1	Blooming Grove	7
MON	.75	Broadmoor	9
SAT	1	Meadows	9
TUES	1	Stevenson School	11

Bookmobile Customers: 1,016

Total Monthly Stops: (at 48 locations)

Bloomington Public Library

Books are just the beginning.



	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								
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								
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								

Human Resources Report
Gayle Tucker
April 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 National Child Abuse Awareness Month
- I had Kronos leave time and accrual training
- I share relevant training opportunities with Department Managers
- In April, there were two in-house Job Announcements, one website posting, and two BloomingtonHelpWanted.com postings
- In April, I participated in 12 interviews
- I provided orientation to two new staff members
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation
- I attended two sessions of union negotiations and one related conference call
- I participated in Strategic Planning with other Department Managers
- I coordinated staff meetings on-site with our ICMA representative
- I attended a City Manager's weekly meeting on Jeanne's behalf

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. I had training and leave time and accruals.
- I participated in an HR Source Library Survey, which required me to compile various data

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

April 2019

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

We have moved all of the online databases over to Polaris, along with any other third-party applications that used to connect to Sirsi. We believe at this time we have all the systems connected to Polaris and all of the fine tuning accomplished.

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

We had a Pokeman Planter program for the Teens, 15 teens participated in a program where they took 3-D printed Pokeman planters designed by Nate Morissette in IT and planted succulents in them. Illinois State University's Horticultural Department sent over one of their staff members to assist and to instruct the teens on caring for their plants. Nate also went over with the teens how to develop their own 3D sculptures in a free to use software program.

The Girls who Code program met four times in April. They worked on several coding projects. Their last session for this group was April 24th. We got great feedback from the students and the parents that were available and we will apply that to future sessions that we plan to have. We are looking at having another session in the summer and then a much larger program in the fall.

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

Hired Nick Huber as a temporary staff person during the summer to help with shifts in the TeenZone. Nick is a Computer Science Student at Illinois State University and will be a good addition to the staff.

Upcoming:

Talking with our sales person for our Anti-virus about moving the subscription to a cloud-based system. We are near the end of our subscription for period and I'm looking at our options.

We are collecting quotes to replace our firewall. Our firewall is nearing its end of life and we are looking at features and pricing for a new one.

We will be replacing our Web Server it is near its end of life. We will be getting quotes for both a physical server and having the site hosted off-site.

We are going to be setting up a 3D printing committee to look at making 3D printing available to the public. This committee will look at costs, procedures and other aspects of providing this new service.

We will be upgrading the PC-Reservation software to a new version. There are some issues with the current version that we hope to have resolved in the newer version.

Marketing Report

Rhonda Massie

April 2019

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

MAY-AUG PROGRAM GUIDE

The May-August Program Guide was compiled, designed, circulated for proofing, and printed.

- The guide will be inserted into the backpack of every K-5 grader in District 87.
- They will also be inserted into the backpacks of every K-5 grader at the following Unit 5 schools which are the schools with a large population of students who live in Bloomington: Benjamin, Brigham, Cedar Ridge, Fox Creek, Grove, Northpoint, and Pepper Ridge.
- And they will be distributed to students at Heartland Head Start.
 - This is the first-time students in Unit 5 and students at Heartland Head Start are being sent home with Summer Reading logs and Summer Program Guides.
 - In all, we've ordered 15,000 Summer Reading Logs – 11,650 for kids, 1,250 for teens, and 2,100 for adults.

MY LIBRARY CARD HANDOUT

- The My Library Handout was revamped and sent to the printer. These handouts are given to every person who applies for a library card. With the recent transition to Polaris, the information on the handout required a semi-extensive overhaul.

BOOKMOBILE

- **Postcards**
 - Postcards were updated and sent to residents living near the three new Bookmobile stops – Crestwicke, Cedar Ridge, and Sapphire Lake.
- **Text Reminders**
 - Approximately 150 text reminders were scheduled to be sent to Bookmobile customers to remind them of their stop on the morning that the Bookmobile will be in their neighborhood.

PROGRAM PUBLICITY

- | | |
|--|--|
| • May Calendars | • An Evening with WWII Fighter Pilot Art Leach |
| • May the 4 th Programs | • Bloomington's Local TV Debacle |
| • Summer Reading Bookmarks | • Story Time Brochure |
| • Materials to Announce Easter Closure | • Solar Power Hour |
| • Battle of Hogwarts | • Prairie Fire Theatre |
| • Classic Movie Series | • Teen DIYS |
| • El Dia de los Ninos / El Dia de los Libros | • Teen Programs |
| • Vintage Tomorrows Movie | • Summer Kickoff Party |

ADVERTISEMENTS

- Old House Society Tour of Homes Booklet
- WGLT Summer Concert Booklet
- Summer Reading Ad for *Pastelle* Magazine
- Summer Reading Ad for the Community Players' production of *The Addams Family*

HIGHLIGHT BOX FOR THE WEBSITE

- Storywalks

DISPLAY SIGNS

- New Signage was created for endcaps in the Children's Department
- A hanging sign was created to mark "Elevators / Stairs" as opposed to the initial sign which read "Stairs / Elevator."
- May is National Photography Month
- Mental Health Awareness Month
- Graduation: Celebrate How Far You've Come
- USA Today Labels
- DPS Labels

EXTRA PRINTING, CUTTING, SOMETIMES FOLDING

- (400) Libby Handouts
- (100) Foldable 3D Bookmobiles
- (100) 1000 Books Logs for 1-100
- (50) each of 4 different 1000 Books Logs
- (25) Tales for Tales Handouts
- (20) Story Time Brochures
- Updated/Printed the "I've got Spirit" form

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

SUMMER READING

- **Summer Reading T-shirt Order**
 - Secured sample shirts
 - Designed T-shirt
 - Worked with CM Promotion to develop 2 apparel stores (1 free; the other paid)
- **Summer Reading Bookmarks**
 - The Summer Reading bookmarks were produced in English and distributed to the schools. The bookmarks were also translated into Spanish and distributed to those schools with Spanish speakers.
- **Summer Reading Logs**
 - Summer Reading Logs were created for each age group – kids, teens, adults.
 - The Children's log is being translated into Spanish for kids at Bent school, Sarah Raymond Early Learning Center, and St. Mary's School.
- **Summer Reading Props for School Visits**
 - Oversized Kids Library Card
 - Oversized Kids SRP Reading Log
- **Summer Reading Decorations**
 - Anissa Ortiz, our temporary and part-time library associate continues to utilize her graphic design skills to create decorations for the Summer Reading Program.

- **Summer Reading Prize Vouchers**

- 49,600 Summer Reading Prize Vouchers have been updated or designed and are currently being printed in-house. These vouchers include: BPL Book Shoppe, BPL Social Media Insert, The Decorators' Grocery, Denny's Doughnuts, Donny B's Gourmet Popcorn & Gifts, Edible Arrangements (2 vouchers), Green Top Grocery (3 vouchers), Illinois State University Athletics, Janet's Cakes & Catering, Orange Leaf Frozen Yogurt, Red Raccoon Games, and Taco John's.
- Additional vouchers will be inserted into prize packs as well. Those vouchers arrive pre-printed from Monical's Pizza, Giordano's Pizzeria, Sonic Drive-In, Marco's Pizza/Family Video, and Moe's Southwest Grill.

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

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.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 34 Facebook followers for a total of 6,708;
 - The Library added 30 Instagram followers for a total of 1,220;
 - The Library added 13 Twitter followers for a total of 1,996;
- The Library currently has 286 text subscribers
- Combine, the Library's Bookmobile stops have 847 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 29,103 subscribers.
- The Library's Program Guide eBlast list contains 29,093 subscribers.
- The Library's General eBlast list contains 29,141 subscribers.

SOCIAL MEDIA SPECIAL REQUEST

- 7 Slides were created (one for each Bookmobile driver) to help people get to know their Bookmobile driver. These were posted to Social Media on April 10, National Bookmobile Day.

SOCIAL MEDIA VIDEOS

- Rhonda attended the final presentations by the Chamber of Commerce's Leaders on Loan Teams. The videos produced by our team have been posted to Facebook. The video promoting the Digital Preservation Studio is of a quality that is high enough to run it as a :30 television commercial. I plan to do this – if the budget allows – in October.

Goal: Administer a cost-effective public library.

ONGOING FREE(ish) PROMOTION

- 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 up, each is

posted/boosted as an event on Facebook. (Boosting is not free, but it is our best bang for our 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 and is therefore technically not free.
 - On April 1, 29,291 cardholders received an eBlast promoting our lendable STEAM Kits and our new ScienceFlix online resource.
- 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.
 - DBA eNewsletter (Beginning in May, we will send all our programs to the DBA for inclusion on their website. This is a new directive from the new Economic Development Director. In the past, we sent the DBA a list of some the programs we anticipated would be a bigger draw, but they didn't do much with it. They mostly included a link to our calendar in their eNewsletter.)
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then 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.

Upcoming:

- Met with the library's sales representative from Cumulus Radio. We'll soon launch campaigns for Summer Reading (radio and digital), the Summer Concert Series (radio), and our Lincoln's Festival on Route 66 programs (radio).
 - We're also looking at launching a digital campaign to promote 1000 Books Before Kindergarten. They're trying to figure out how to hit our desired demographic.
- Met with our sales representative from WGLT. We've purchased another year's worth of weekly advertising. These spots change weekly. Scripts have been submitted for all spots through August.
- Spoke with our sales representative from Great Plains Media. We've agreed to continue our advertising package with Magic 99.5 for another year. These spots change twice per month. Scripts have been submitted for all spots through August.
- We've purchased a leaderboard ad to promote Summer Reading on the Macaroni Kid website. In addition, a Summer Reading message will be eBlasted to the Macaroni Kid subscriber list in late May.
- Met with our sales representative from Grossinger Arena. We will continue the marquee and concourse advertising we established in 2018.
- Met with the publisher of *Neighbors of Southwestern Bloomington Magazine* to discuss advertising. I still need to mull over if this is worth the cost. The discount is pretty substantial if a business publishes in both *Neighbors of Southwestern Bloomington* and *Eastside Neighbors*, but they would like a 12-to-36-month commitment. They're willing to let you skip months, but they want to know the months we'd be skipping at the time the contract is signed.
- If the budget allows, we plan to run the Digital Preservation Studio video created by our Leaders on Loan group as a :30-second television commercial in October.

**Support Services Report
Caprice Prochnow
April 2019**

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

- Support Services staff:
 - Cleanup of leaves and garbage that had blown onto the property over the winter months.
 - Dismantled the old community room tables and took the table tops to the dump and the steel pedestals to Behr's for recycling.
 - Attended both CPR and First Aid training sessions.
 - Shampooed break room chairs and some of Children's upholstered chairs.
 - Re-secured pavers on retaining wall that were being kicked loose, that potentially could have damaged staff vehicles.
- Repairs/Installs:
 - Weber Electric repaired fixtures, installed a receptacle,
 - Clearly Windows performed the Spring cleaning of the windows.
 - Blind Man repaired chain on UV blind in the Study Room.

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

- The Safety Committee facilitated CPR and First Aid training for staff. The Bookmobile now has an AED machine and all bookmobile drivers are now certified in CPR.
- The Safety Committee met on April 18
- A fire drill for staff was conducted on April 17.
- Caprice attended the "Microaggressions in the Workplace" session at the ISU Leadership Breakfast Series.

Goal: Administer a cost-effective public library.

- Alpha Controls conducted a quarterly PM of the controls on the HVAC system.
- Earthwise Environmental performed the quarterly PM of chemicals for closed loop system.
- Illini Fire Equipment performed the annual inspection of the fire extinguishers.

Upcoming:

- Parking lot sealcoating and striping.
- Start-up of irrigation system.
- Replacement of #2 compressor on chiller.
- Annual inspection of boilers.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

April 2019

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

- The 2020 Illinois award nominee lists are officially out and all books and audiobooks on the shelf have been appropriately labeled (Monarch, Bluestem, Rebecca Caudill, and Abraham Lincoln.)
 - There is already a display of 2020 RC and AL books downstairs outside the Teen Zone, and the children's department will be switching from the 2019 Monarch, Bluestem, and RC books to the 2020 lists soon (these are on the tri-spoke display.)
 - To get a full listing in the PAC just do a keyword search whichever list you'd like to see plus 2020, for example: Monarch 2020.
 - New this year: You'll also notice the call number has temporarily changed on these items to reflect their nominee list. The hope is that this will help staff find these items on their display, especially when working the pick list.
- Theresa has created serial records for all our current magazine titles. You'll notice that serial magazines look a little different in LEAP and the PAC, but ultimately using the serial check in process will be much more efficient!
- Theresa ran the book donation day in April in Olivia's absence.

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

- Allison attended Elevate Illinois Libraries Leadership Program, and the topic was How to Build Effective Teams with Dr. Adam Goodman. - 8
- Kelly went to a webinar titled "Wellness Strategies for Those Experiencing Microaggressions Plus Workplace Stress." - 1
- Katy went to a webinar titled "De-Crapify Your Workflow!" - 1
- Allison went to an ISU Leadership Breakfast titled "Microaggressions in the Workplace." - 2
- Tura attended the First Aid training. - 2
- Kelly attended the CPR training. - 2
- All TS staff attended the MMS on National Child Abuse Awareness Month. - 3
- Allison, Kelly, and Jon attended an EDI "webex" with Polaris. - 1
- Allison trained Kelly on how to Depop new books. - 2
- Allison trained Tura on how to create on-order records for AY books and audio books. - 2
- **Training Hours** - 24

Goal: Work effectively through the use of technology.

Bloomington Public Library

Books are just the beginning.

- 
- TS created a new system for depopping (moving books out of the new collection). Monthly TS will run record sets that will change all new items away from their new collections regardless of their status. Then, we just need to catch the physical items to remove their new labels.

Goal: Administer a cost-effective public library.

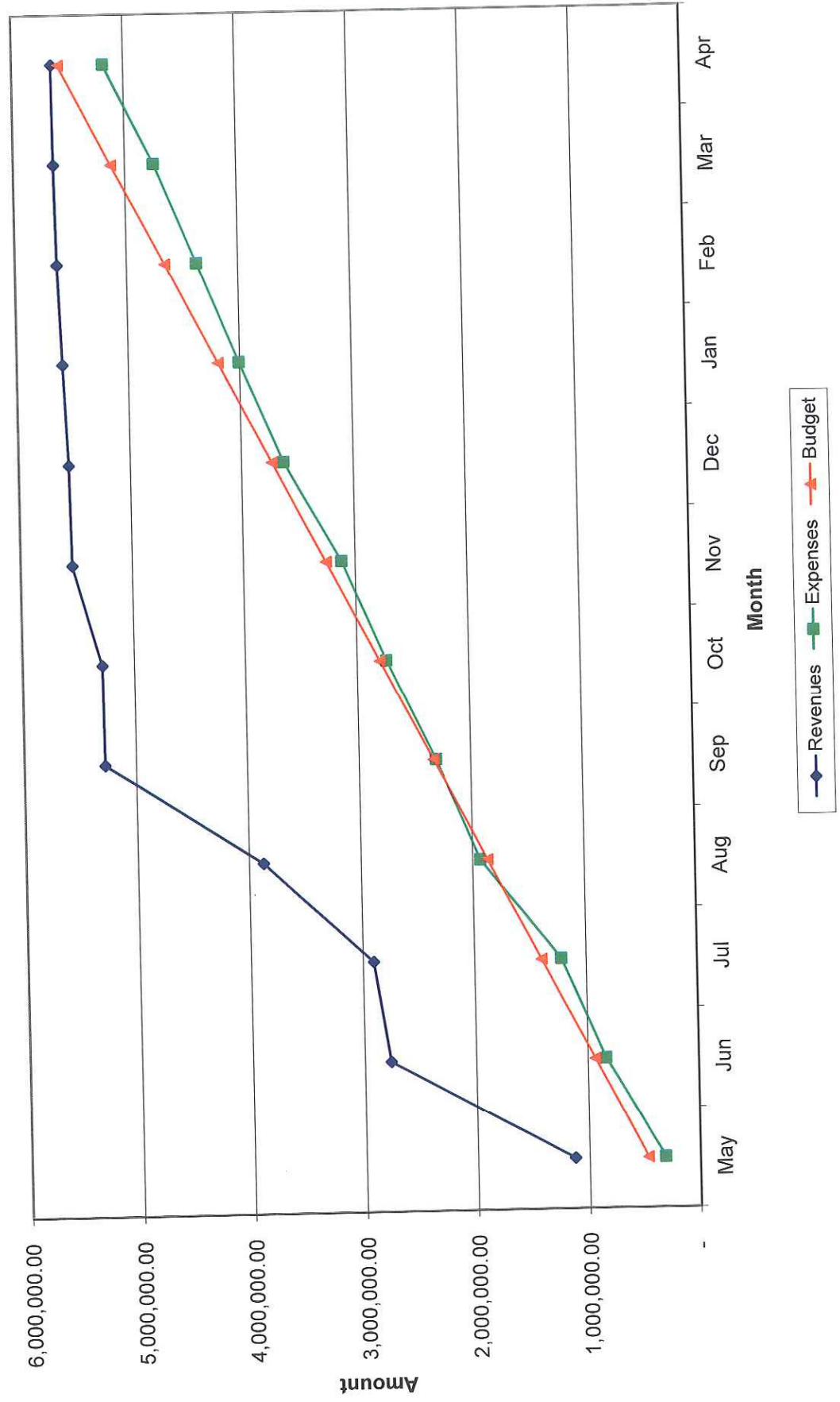
- **Volunteer Hours – 2**

Upcoming:

- We believe we've found a security solution for the DS and Switch video games. Look for big changes next month!

ACCT NAME	BUDGET	APR 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	10,235.89	40,164.76	(4,835.24)	89.3
Printing/Binding	20,000	0.00	17,517.58	(2,482.42)	87.6
Travel	1,000	22.68	127.04	(872.96)	12.7
Membership Dues	6,000	0.00	2,579.00	(3,421.00)	43.0
Professional Development	14,500	226.50	9,018.42	(5,481.58)	62.2
Other Purchased Services	140,000	13,347.45	90,040.04	(49,959.96)	64.3
Property Insurance	25,000	0.00	14,625.00	(10,375.00)	58.5
Vehicle Insurance	6,000	0.00	3,043.00	(2,957.00)	50.7
Other Insurance	6,000	0.00	5,072.00	(928.00)	84.5
Total Purchased Services	263,500	23,832.52	182,186.84	(81,313.16)	69.1
Office Supplies	14,100	1,180.47	12,026.55	(2,073.45)	85.3
Computer Supplies	87,000	11,651.03	83,049.17	(3,950.83)	95.5
Postage	7,000	3.93	374.40	(6,625.60)	5.3
Library Supplies	70,000	23,175.19	90,319.90	20,319.90	129.0
Janitorial Supplies	17,000	1,037.27	12,508.81	(4,491.19)	73.6
Gas & Diesel Fuel	4,500	370.68	4,348.28	(151.72)	96.6
Building Mtnc & Repair Supplies	10,600	386.77	18,506.02	7,906.02	174.6
Total Supplies	210,200	37,805.34	221,133.13	10,933.13	105.2
Natural Gas	22,000	3,020.35	23,683.38	1,683.38	107.7
Electricity	95,000	10,399.89	80,363.49	(14,636.51)	84.6
Water	10,000	531.90	7,759.87	(2,240.13)	77.6
Telecommunications	35,500	3,340.58	35,091.68	(408.32)	98.8
Total Utilities	162,500	17,292.72	146,898.42	(15,601.58)	90.4
Professional Collection	2,000	0.00	1,011.70	(988.30)	50.6
Total Prof Collection	2,000	0.00	1,011.70	(988.30)	50.6
Periodicals	41,000	2,503.11	32,410.62	(8,589.38)	79.1
Adult Books	147,000	16,342.28	142,958.16	(4,041.84)	97.3
Children's Books	124,000	17,796.67	118,089.30	(5,910.70)	95.2
A/V Materials	139,000	12,561.91	135,246.89	(3,753.11)	97.3
Public Access Software	140,000	0.00	123,301.02	(16,698.98)	88.1
Downloadable Materials	115,700	20,353.55	151,134.98	35,434.98	130.6
Total Materials	706,700	69,557.52	703,140.97	(3,559.03)	99.5
Employee Relations	6,400	2,819.15	5,048.60	(1,351.40)	78.9
Miscellaneous Expenses	9,600	811.65	6,208.54	(3,391.46)	64.7
Transfer to Capital Fund	140,493	0.00	140,493.00	0.00	100.0
Total Other Expenses	156,493	3,630.80	151,750.14	(4,742.86)	97.0
Total Expenses	5,594,004	437,255.89	5,185,044.10	(408,959.90)	92.7

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2019

State Grants (162.3%): The Library received the Per Capita Grant in November.

Fines & Fees (61.3%): This is below the projected amount partly due to the Fresh Start Project related to switching to the Polaris system.

Copies (115.9%): This is more than we had projected.

Interest on Investments (530.2%): The Library projected a low amount for Interest.

Sale of Property (0.0%): Nothing has been collected.

Other Revenue (107.3%): This is more than the projected amount due to an increase in Book Shoppe sales.

Part-Time Salaries (87.4%): This is under-spent due to a few vacancies.

Seasonal Salaries (65.7%): This is under-spent because the majority of this is used for employees hired to help with the Summer Reading Program; additional funds are used for various Seasonal positions, i.e., Shelves and Custodians.

Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.

Dental Insurance (78.7%): Not as many employees elected to have dental coverage; and effective January 1, 2019, the rates decreased by 15%.

Health Insurance, BC/BS PPO (89.7%): Due to changes with health insurance, the total for the year will be less than anticipated.

Health Insurance, OSF, HMO (88.0%): Not as many employees selected this option for their health insurance and due to changes with health insurance, the total for the year will be less than anticipated.

IMRF (77.9%): This is under-spent due to some vacancies.

FICA (86.8%): Same as for IMRF.

Worker's Compensation (79.1%): This was less than the Library budgeted.

Uniforms (4.3%): Charges have been minimal.

Tuition Reimbursement (88.6%): The Foundation paid for a semester of classes for staff.

Other Benefits (58.0%): This is where we charge vacation payouts to exiting employees; charges have been minimal.

Vehicle Maintenance (122.0%): This is over-spent due to several bookmobile repairs.

Office/Equipment Maintenance (82.3%): Charges have been minimal.

Advertising (89.3%): Charges have been minimal.

Printing/Binding (87.6%): Charges have been minimal.

Travel (12.7%): Charges have been minimal.

Membership Dues (43.0%): Charges have been minimal.

Professional Development (62.2%): Charges have been minimal.
Other Purchased Services (64.3%): Charges have been minimal.
Property Insurance (58.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Vehicle Insurance (50.7%): The annual premium for 2019 was paid in December and was less than anticipated.
Other Insurance (84.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Office Supplies (85.3%): Charges have been minimal.
Postage (5.3%): Charges have been minimal.
Library Supplies (129.0%): This is over-spent due to the purchase of new Community Room tables and chairs.
Janitorial Supplies (73.6%): Charges have been minimal.
Building Maintenance Supplies (174.6%): This line item is over-spent due to the purchase of supplies that the Library made as opposed to a contractor supplying them when working on a project.
Natural Gas (107.7%): This is over-spent due to the final bill of the fiscal year.
Electricity (84.6%): Charges have been minimal.
Water (77.6%): Charges have been minimal.
Professional Collection (50.6%): Charges have been minimal.
Periodicals (79.1%): Charges have been minimal.
Public Access Software (88.1%): This is under-spent due primarily to the cancellation of Reference USA.
Downloadable Materials (130.6%): This is over-spent due to customer demand for various downloadable services.
Employee Relations (78.9%): Charges have been minimal.
Miscellaneous Expenses (64.7%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,935.00
Golden Prairie, towards replacement of	
Poster Printer:	3,311.00
BPL Foundation, for Summer Reading Pgm:	16,362.25
Memorial Donations:	170.00
State Farm Good Neighbor Grant:	500.00
Fountain Receipts:	12.31
Fresh Thyme, Giving Bag Donation:	63.00
Robert Starckovich, Miscellaneous Donation:	25.00
Judith Hughes, to honor Book Club members:	25.00
Chapter C.L. of PEO, Donation for Jeanne speaking	
to the PEO Group;	50.00
Miscellaneous Donations:	153.50

Total Donations: \$ 24,607.06

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	1,385.63
Book Shoppe:	24,279.90
Drawstring Bags:	84.00
Ear Buds:	553.50
Flashdrives:	302.25
Hot Beverage Service:	755.00
Meeting Room Fees:	995.00
Print Station:	12,299.30
Reusable Bags:	583.50
Slingback Packs:	52.00
Test Proctoring:	1,025.00
Totebags:	440.00
Tumblers:	26.00
Umbrellas:	49.00
Miscellaneous:	5,439.09

Total Other Revenue: \$48,269.17

During April, 16 batches containing 149 invoices were processed, totaling \$104,995.70 and 118 credit card charges were made totaling \$28,790.76.

The following information has not yet been updated to reflect April numbers:

As of March 31, the Library's Maintenance & Operating Fund Balance is \$2,893,275.87, which is 51.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 3/31/19:

Operating:	\$ 2,893,275.87
Capital:	\$ 3,065,979.41
Fixed Assets:	\$ 1,129,648.64

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 19

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Roberts Trophies	100.00	0.00	0.00	0.00	100.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Kathy Alwes-Petri, American Family Insurance	35.00	0.00	0.00	0.00	35.00
Golden Prairie Public Library District	3,000.00	0.00	0.00	0.00	3,000.00
Kurt's Auto Body	250.00	0.00	0.00	0.00	250.00
Specs Around Town	50.00	0.00	0.00	0.00	50.00
Copy Shop	250.00	0.00	0.00	0.00	250.00
Total Summer Reading Program Community Donations	3,935.00	0.00	0.00	0.00	3,935.00
Memorial Donations:					
Margie Hohenshell, Alan Sutter Memorial	50.00	0.00	0.00	0.00	50.00
Margaret Wolf, Barbara Mosley Memorial	0.00	20.00	0.00	0.00	20.00
Kimberlie Defrees, Barbara Mosley Memorial	0.00	25.00	0.00	0.00	25.00
Rachel Wilson, Barbara Mosley Memorial	0.00	25.00	0.00	0.00	25.00
Diane Nagy, Gene Acanovich Memorial	0.00	0.00	0.00	50.00	50.00
Total Memorial Donations	50.00	70.00	0.00	50.00	170.00
Other Donations:					
Fountain Receipts	2.24	10.07	0.00	0.00	12.31
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00	0.00	0.00	500.00
Golden Prairie Public Library District (to replace poster printer)	3,311.00	0.00	0.00	0.00	3,311.00
Fresh Thyme, Giving Bag Donation	62.00	1.00	0.00	0.00	63.00
Karen Ann Satiano, Donation for Postage for Obit Search	0.00	3.50	0.00	0.00	3.50
Robert Starckovich, Miscellaneous Donation	0.00	25.00	0.00	0.00	25.00
Lois Rubel, Miscellaneous Donation	0.00	0.00	100.00	0.00	100.00
Verlyn Zachow, Miscellaneous Donation	0.00	0.00	50.00	0.00	50.00
Judith Hughes, Donation to Honor Book Club Members	0.00	0.00	25.00	0.00	25.00
Chapter C.L. of P.E.O., for Jeanne speaking to group	0.00	0.00	0.00	50.00	50.00
Total Other Donations	3,875.24	39.57	175.00	50.00	4,139.81
Foundation:					
Donation for DVD Shelving (Partial Payment)	0.00	7,663.34	0.00	0.00	7,663.34
Donation for AudioBook Shelving (Partial Payment)	0.00	3,980.00	0.00	0.00	3,980.00
Donation for Development Day, 10/3/18	0.00	905.00	0.00	0.00	905.00
Donation for Summer Reading Program, 2018	0.00	0.00	16,362.25	0.00	16,362.25
Donation for Appreciation Day Gifts, 11/6/18	0.00	0.00	2,299.42	0.00	2,299.42
Donation for Appreciation Day Food, Decorations, 11/6/18	0.00	0.00	1,045.95	0.00	1,045.95
Donation for New Flooring, A/V Area Remodel	0.00	0.00	8,670.00	0.00	8,670.00
Donation for Moving Shelving into Comm Rm, A/V Area Remodel	0.00	0.00	2,915.00	0.00	2,915.00
Donation for Spring Semester Tuition for 3 Staff	0.00	0.00	0.00	13,992.00	13,992.00
Donation for DVD Shelving (Balance)	0.00	0.00	0.00	13,326.66	13,326.66
Donation for AudioBook Shelving (Balance)	0.00	0.00	0.00	7,960.00	7,960.00
Donation for Remaining Costs Association with A/V Area Remodel	0.00	0.00	0.00	1,581.94	1,581.94
Total Foundation	0.00	12,548.34	31,292.62	36,860.60	80,701.56
Total Donations	7,860.24	12,657.91	31,467.62	36,960.60	88,946.37

Bloomington Public Library
Monthly Statistics - April 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	39288	499,769	43,919	546,538
Teens	2436	26,192	1,971	28,854
Children	32627	454,530	35,539	477,329
OTR Adults	1980	23,036	2,031	25,676
OTR Teens	122	1,300	134	1,489
OTR Children	3394	35,412	2,703	41,359
e-Books - Overdrive	7446	87,608	6,620	70,693
Ebook Central	2			
Hoopla downloads	2263	25,359	1,860	15,108
Zinio Magazines	927	10,122	441	4,553
Tumblebooks	28	1,366	119	1,235
TOTAL CIRCULATION				
Adults	41268	522,805	45,950	572,214
Teens	2558	27,492	2,105	30,343
Children	36021	489,942	38,242	518,688
Digital Downloads	10666	124,503	9,040	91,589
Combined Total	90513	1,164,742	95,337	1,212,834
ITEMS IN THE COLLECTION				
Main	326016	326,016	305,767	305,767
OTR	9001	9,001	10,653	10,653
TOTAL	335017	335,017	316,420	316,420
HOLDS FILLED				
	8121	90,067	7,761	91,031
INTERLIBRARY LOAN				
Borrowing Requests Received	468	5,333	476	5,837
Outgoing Loans (Lending)	200	2,639	246	2,896
CARDHOLDERS				
Added	295	4,737	241	4,161
TOTAL ACTIVE CARDS				
Adults	23838	23,838	23,307	23,307
Teens	4680	4,680	3,175	3,175
Children	9101	9,101	8,528	8,528
Combined Total	37619	37,619	35,010	35,010
REFERENCE QUESTIONS				
Adults	1709	24,424	2,180	26,356
Teens	86	1,241	126	1,680
Children	690	9,543	668	8,967
OTR	67	700	87	1,020
Circulation	577	9,730	890	9,312
Marketing (Facebook)	0	1	n/a	n/a
TOTAL	3129	45,639	3,951	47,335

Bloomington Public Library
Monthly Statistics - April 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
PROGRAMS & OUTREACH				
Adult	16	183	26	174
Teens	2	37	3	44
Childrens	38	346	30	296
Community Group in Library	1	41	2	70
Staff Visit to Community Group	14	157	13	143
TOTAL	71	764	74	727
PROGRAM & OUTREACH ATTENDANCE				
Adult	193	2,827	721	3,520
Teen	92	879	206	1,167
Childrens	776	13,069	660	11,110
Community Group in Library	8	1,282	74	1,792
Staff Visit to Community Group	1164	17,613	1,131	16,977
1-on-1 with Staff	14	115	6	100
TOTAL	2247	35,785	2,798	34,666
COMPUTER USE				
Public computer uses	4029	51,090	4,156	49,780
Website database/catalog hits	39186	488,642	39,403	354,504
Online Resource (Database) uses	8313	113,703	11,300	82,301
TOTAL	51528	653,435	54,859	486,585
MEETING ROOM USAGE				
Study Room	130	1,309	101	1,057
Digital Media Lab	8	118	5	113
Community Room	67	633	51	519
TOTAL	205	2,060	157	1,689
CUSTOMER VISITS				
Main	25015	317,512	26,402	326,247
Bookmobile	1016	11,169	977	12,514
TOTAL	26031	328,681	27,379	338,761

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 20, 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: Ary Anderson, Laurie Nippe, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Stephanie Walden

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson shared that the February 20, 2019 meeting was cancelled due to a lack of a quorum. President Peterson encouraged members to vote on April 2. He shared that he voted early and all of our GPPLD candidates were on the ballot. President Peterson reported that the Certificate of Deposit renewal process is complete. It will renew every two years and the next renewal date is February 2020.
- VI. Approval of Minutes
A. January 16, 2019

PATTI SALCH MOVED, ARY ANDERSON SECONDED, TO APPROVE THE MINUTES
FROM THE JANUARY 16, 2019 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton shared that Polaris, the new catalog and checkout system, went live on March 20, 2019 and all went well. The 3-day backlog of check-ins was up-to-date by 1:00 pm. Director Hamilton asked GPPLD about the past practice to purchase an ILA and ALA membership for just the President. Currently, the Bloomington Public Library Board does not pay for Board membership in ALA, and they have an Institutional Membership with ILA. If Golden Prairie handles memberships the same as the BPL Board, then all GPPLD Board members will receive the membership discount for ILA events. Director Hamilton recommends moving forward on an institutional membership with ILA and no membership with ALA. Discussion was held about the cost of both ALA and ILA memberships. Discussion continued on the advantages of supporting the ALA since it is at a national level. A straw poll was held and GPPLD agreed to continue to support the ALA with a membership for President Peterson and for the ILA membership to be changed from an individual to

institutional membership. Director Hamilton thanked Board Member Patti Salch on the St. Patrick's Day treats - staff really appreciated it.

B. Outreach Report

Circulation and Outreach Manager Shaw shared that waiving all fines during our "Fresh Start" campaign has been a huge success.

C. Financial Report

Kathy Jeakins, Business Manager, reported on two reports since there was no February meeting. All Per Capita Grant funds have been spent on materials. Clarification discussion was held about balances and expenditures.

VIII. Action Items

- A. Approve Proposed Budget Transfers: Kathy Jeakins presented the Proposed Budget Transfers document for the GPPLD's review and approval.

JODI SHERMAN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE PROPOSED BUDGET TRANSFERS.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

- A. Regional Planning Commission Request

Ruth Novosad, Board Secretary, was contacted by Alyssa Cooper with the McLean County Regional Planning Commission. Since Golden Prairie Board Members are stakeholders in the rural community, Ms. Cooper invited GPPLD to meet with her and other members of the Commission to discuss comprehensive planning for rural areas in McLean County. The Commission will attend the April 17, 2019 GPPLD Board Meeting as a meet and greet and group discussion. This will take approximately 10-15 minutes of GPPLD's meeting time.

X. Comments from Board Trustees

- Discussion was held about the ILA Legislative Breakfast and GPPLD members were disappointed. There were only brief comments and some legislators left early.
- Discussion was held about Statement of Economic Interest for 2019. Amy Dunham, Library Administrative Assistant, will be the holder of these statements for record retention purposes.
- Ruth Novosad and Stephanie Walden, Board Members, reported on the ILA - Illinois Library Trustee Forum they attended in Springfield on March 9, 2019. They shared that the conference was really good and informative. They thanked BPL for all the work they do that helps GPPLD. Ruth discussed needing to re-visit our Strategic Plan as a priority. Stephanie discussed GPPLD marketing to our rural communities with a postcard that they can bring to the BPL to get a book bag. Discussion was held and a two-person small working group of Stephanie and Ruth were appointed to research the feasibility and costs and make a recommendation to GPPLD members.

- There was a brief discussion on continuing to print program guides for Tri-Valley schools. It was decided to add it to the April 17th agenda.

XI. Reminder: Next Board Meeting is April 17, 2019

XII. Adjournment

STEPHANIE WALDEN MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 5:57 p.m.

Incident Report Summary for April 2019

2019-04-30 23:59:00
 2019-04-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
3965	2019-04-02 19:27:41	Inappropriate Behavior
3966	2019-04-04 20:51:42	Alcohol/Drugs
3967	2019-04-06 11:10:22	Inappropriate Behavior
3968	2019-04-06 12:20:25	Inappropriate Behavior
3969	2019-04-08 18:47:16	Customer Suspension Violation
3970	2019-04-19 09:38:56	Inappropriate Behavior
3971	2019-04-20 09:48:38	Inappropriate Behavior
3972	2019-04-20 16:19:48	Fire Alarm
3973	2019-04-24 16:44:06	Inappropriate Behavior

Suspension Report Summary for April 2019

2019-04-30 01:48:46pm
 2019-04-01 01:48:46pm
 31 days in month

Suspension ID	Date/Time Submitted	Violation
210	2019-04-02 00:00:00	Inappropriate Behavior
213	2019-04-08 00:00:00	Customer Suspension Violation
212	2019-04-04 00:00:00	Alcohol/Drugs
216	2019-04-24 00:00:00	Inappropriate Behavior
215	2019-04-19 00:00:00	
217	2019-04-30 00:00:00	Customer Suspension Violation

Bloomington Public Library

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To: Bloomington Public Library Board
From: Jeanne Hamilton, Bloomington Public Library Director
Re: Agenda Item X – A

On March 15, 2019, Local 699 and Library staff began negotiating the terms of a collective bargaining agreement to succeed the agreement that expired on April 30, 2019. The expired agreement can be located at www.cityblm.org under Human Resources in a folder titled Labor Contracts. The revised agreement with markup is attached. The parties were able to reach a Tentative Agreement and the Union ratified the Tentative Agreement on May 14, 2019. Highlights from the Tentative Agreement include:

Term of Agreement - 3-year agreement

Sick Leave Buy Back

In October 2018, the City Council passed Ordinance 2018-96 in support of finding a way to ease the financial impact associated with Sick Leave Buy Back. We believe this agreement, if approved, will bring significant savings to the City and Library as it will effectively end future sick leave buy back-related accelerated pension payments and reduce the artificial inflation of employee pensions for this employee group after May 1, 2020. This City Council goal was accomplished through what we would call a fair give and take between both parties and an appreciated willingness by Local 699 to modify the timing of how accrued sick leave is paid to eligible employees.

Employees will be allowed to retire/resign and receive eligible Sick Leave Buy Back (SLBB) payments in accordance with the current payout practice through April 30, 2020 if they provide notice by October 31, 2019. Any employee who fails to provide such notice or leaves after May 1, 2020 shall be paid out for sick leave in a manner which does not incur an Accelerated Payment from Sick Leave Buy Back from IMRF. Employees leaving prior to April 30, 2020, who have Sick Leave Buy Back paid out under the current practice, who do not draw their pension immediately will result in a future Accelerated Payment when the employee applies for their pension.

Sick Leave Buy Back maximums increased to 1,440 hours for employees hired prior to May 1, 1997 and 75% of 960 hours for employees hired from May 1, 1997 through April 30, 2010. Employees must have at least 350 hours of sick leave to be eligible for Sick Leave Buy Bank. Supplemental Sick Leave for IMRF Creditable Service accrued prior to April 30, 2020, may be used to reach the Sick Leave Buy Back maximums. No new Supplemental Sick Leave for IMRF Creditable Service will be accrued after April 30, 2020. As of May 1, 2020, all bargaining unit employees who are at the maximum allowable Sick Leave balance (960) will have up to 50% (4 hours) paid monthly into a Retirement Health Savings (RHS) Account.

Bloomington Public Library

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Please note that Accelerated Payments may be prompted through other payments such as overtime and vacation.

Wages

All bargaining unit employees will receive an across the board increase effective May 1, 2019 of 1.25%.

Effective November 1, 2019, employees not electing to retire/resign under the current Sick Leave Buy Back practice, will receive an additional increase of 1.25%, retroactive to May 1, 2019. Employees who are not eligible for SLBB will receive a \$250 one-time bonus and those employees eligible for SLBB (but not leaving prior to April 30, 2020) will receive a \$750 one-time bonus.

Effective May 1, 2020, all bargaining unit employees, with the exception of custodians, will receive an across the board increase of 3%. Full time Custodian pay will move to \$17.00 per hour and part time custodian pay will move to \$14.45 per hour.

Effective May 1, 2021, all bargaining unit employees will receive an across the board increase of 2.5%.

Effective January 1, 2022, shelver pay will move to \$12 per hour (reflecting the IL minimum wage increase).

Insurance

A Health Savings Account (HSA) eligible PPO (High Deductible Health Insurance Plan) was added as of 1/1/2020, as a Health Insurance option for the bargaining unit employees. The union agreed the City has an exclusive right to alter or amend the HSA plan, seed contributions, etc. The parties agreed to the Enhanced Vision Insurance changes.

Leave Benefits

Holidays – The Library will be closed the Friday after Thanksgiving Day and it will be considered an 8-hour holiday for full time staff.

Vacation Leave – All vacation requests may be submitted up to one year in advance.

Sick Leave – Care for the illness of spouses, children, and parents of employees qualifies for sick leave.



Bereavement Leave – Adjusted from three days (at any time) to four consecutive days for immediate family members and the addition of one day for the loss of an aunt, uncle, niece or nephew.

FMLA Leave – Allows for the employee to reserve a week of paid time off when using paid time off concurrently with FMLA.

Miscellaneous Items

Housekeeping – Corrected miscellaneous typos and replaced/eliminated outdated terms.

Seasonal Employees – The Library is now able to have up to four year-round seasonal (temporary) positions that are not covered by the bargaining unit.

Dues – If a union member requests to change their membership/dues status, the Library will notify the Union Representatives.

Training and Education – When a part-time employee moves to a full-time position, their part-time service will be prorated to count towards eligibility requirements for tuition reimbursement.

Uniforms – Updated language regarding the number of custodial uniforms provided.

Union Orientation – Updated language regarding time allocated for union orientation.

Bookmobile – Extends the time allowed to obtain a CDL.

FINANCIAL IMPACT:

The financial impact of the tentative agreements includes:

- **Rate Increase:** Increase in hourly rates over the three-year term of this contract will result in an anticipated cost of approximately \$121,800 related to the previous year's base (this cost may be lower based on vacancy savings):
 - FY20 costs of \$37,100 were included in the FY20 budget.
 - FY21 costs of \$45,600 will be included in the FY21 budget process.
 - FY22 costs of \$39,100 will be included in the FY22 budget process.
- **One-Time Bonus:** The one-time bonus for employees ineligible for Sick Leave Buy Back is estimated at \$13,250, with those eligible estimated at \$7,500. Both will be paid in FY2020. These costs were not included in the FY20

Bloomington Public Library

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adopted budget. It is anticipated vacancy savings will partially offset this increase, with the remainder accommodated by Operational budget management.

- **Cost Avoidance (SLBB):** Library management staff anticipates a number of retirements as a result of this new language, as 4 employees within the bargaining unit could leave the Library by 4/30/20 and have their SLBB paid in a way that would positively impact their pension benefit. However, by making this change there will be least 9 bargaining unit employees who, when retiring from the Library, will have SLBB payments made in a way that will not impact their pension. At least one IMRF Accelerated Payment for a Library union employees was almost \$55,000. That said, long-term cost savings is significant.

Bloomington Public Library

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To: Bloomington Public Library Board
From: Jeanne Hamilton, Bloomington Public Library Director
Re: Agenda Item X – B

As part of our negotiations with the collective bargaining unit, we agreed to adopt a camera/video surveillance policy for personnel. Upon review, we felt that the overall library policy regarding video surveillance provided a good base and would simply need a few tweaks to allow for a single video surveillance policy that would apply to both staff and the public. The proposed edits to the existing policy are below. In addition to the overall library policy covering both staff and the public. We propose the addition of the following line to the personnel policies: *In order to ensure the safety of employees, patrons and guests and the security of Library property, the Library maintains security cameras throughout the facility. Policies governing the security cameras are found in the Bloomington Public Library Policies Manual.*

Library Policy 5.8 Video Surveillance Policy

Approved ~~02/18/14~~ 05/21/19

In order to ensure the safety of employees, patrons and guests and the security of Library property, the Library maintains security cameras throughout the facility. ~~The Library uses security cameras to help document events involving the safety and security of Library users and property.~~ The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. ~~The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.~~ Security cameras shall be used primarily for the purpose of protecting Library property and providing a safe environment for employees, patrons and guests.

Signage

The Library has a sign posted at the public entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

Camera Location

Cameras are installed and located in areas that are prone to theft or other activities that violate Library policy or criminal law. Cameras monitor all public entrances and exits to the Library. Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms. Security cameras will be positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with Library policies.

Access to Digital Images

Video data is recorded and stored digitally on a network attached storage array. Recorded data is considered confidential and secure. Access to the recorded archival data is limited to the following authorized individuals: Library Director, Information Technology Manager, Support Services Manager

Bloomington Public Library

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and Security Staff and others at the discretion of the Library Director. Periodic checks are made by the Information Technology Manager and Support Services Manager to ensure proper operations of the system. Access may be provided to authorized law enforcement agencies, in accordance with the law.

Access by Law Enforcement

~~Video data will be made available to law enforcement officials or agencies upon presentation of a valid subpoena or pursuant to court order. The Library shall retain a copy of the subpoena or court order.~~

Patron Privacy

Recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois state law and the Library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Retention of Digital Images

Recordings are generally kept for 31 days. ~~The only R~~recordings that may be kept longer exceed this limit are either image captures or partial recordings that involve ongoing investigations or to enforce suspensions from the Library.

Disclaimer of Liability

~~Any P~~patrons shall be given a copy of this policy ~~regarding use of the security cameras~~ upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.

Illinois Non-Resident Card Program

Minimum Fee Calculator for General Mathematical Formula

Fill in the three boxes below to calculate the minimum fee your library can charge for a non-resident card.

Library income from local property taxes (or equivalent)

Find this information on your library's most recent Illinois
Public Library Annual Report. Item 8.1 on the 2018-2019 report

\$4,822,567.00

Service population (per latest U.S. census)

Find this information on your library's most recent Illinois
Public Library Annual Report. Item 1.23a on the 2018-2019
Report

76,610

Average household size (per latest official U.S. census)

Find this information at <http://factfinder2.census.gov>

In the Quick Start box, type "average household size" in the box labeled "topic or table name".
Fill in your city or zip code(s) in the box labeled Geography, then click "Go".

2.35

The minimum fee your library can charge for a non-resident card is:

Bloomington Public Library will charge:

147.93

\$148.00

Effective 7/01/2019 through 6/30/2020

The above fee is the average cost per household on which to base a fee for a family card. Libraries using the general mathematical formula may establish a non-resident fee higher than this amount, but may not charge less.

Approved this 21st day of May

2019

Julian Westerhout

President

Bloomington Public Library

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Recommendation to Close Library for Development Day, Tuesday, October 1, 2019:

In order to provide Development Day on Tuesday, October 1, 2019, staff recommend the Library be closed so that all full-time and most part-time employees may participate in this professional development event.

The Bloomington Public Library Board of Trustees approve closing the Library on Tuesday, October 1, 2019 to provide Staff Development Day.

Approved this 21st day of May 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees