

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 19, 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/95952574437>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 959 5257 4437

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Moment of Silence for Thomas Drewry, Library Security Site Supervisor
- VI. President's Report
 - A. Appointment of FY21 Committees and Standing Committee Meeting Date(s)/Time(s)
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of February 18, 2020 Regular BPL Board Meeting
 - B. Approve Bills List of February, March, April 2020
- X. Action Items
 - A. Approve Salary Ranges for Non-union Employees
 - B. Approve FY21 Slate of Officers
 - C. Approve Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal
 - D. Approve Elimination of Late Fines
- XI. Discussion Items
 - A. Discuss Library Expansion
 - B. Discuss COVID-19 Response Plans
- XII. Comments from Board of Trustees
- XIII. Adjournment

BILLS LIST -- FEBRUARY

Approved by BPL Board of Trustees, May 19, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	72.50
Amazon.com, LLC	A/V Materials	717.08
Amazon.com, LLC	Adult Books	247.76
Amazon.com, LLC	Children's Books	99.18
Amazon.com, LLC	Computer Supplies	303.62
Amazon.com, LLC	Janitorial Supplies	275.80
Amazon.com, LLC	Miscellaneous Expenses	49.09
Amazon.com, LLC	Office Supplies	181.52
Amazon.com, LLC	Other Purchased Services	145.89
Amazon.com, LLC	Periodicals	2.05
Ameren IP	Electricity	3,819.75
American Pest Control	Building Maintenance	80.00
Bend, Dale	Other Purchased Services	166.34
Blackstone Audio	A/V Materials	12.95
Blind Man	Building Maintenance	2,478.20
CDW Government	Computer Supplies	565.87
Cengage Learning	Adult Books	261.64
Chamberlain, Donald	Other Purchased Services	75.00
Chicago Ridge Public Library	Miscellaneous Expenses	14.00
Cicero Public Library	Miscellaneous Expenses	31.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	885.28
City of Bloomington	FICA	13,154.10
City of Bloomington	Gas & Diesel Fuel	373.56
City of Bloomington	Health Insurance-HMO	2,999.30
City of Bloomington	Health Insurance-PPO	20,451.42
City of Bloomington	IMRF	23,485.59
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	3,076.33
City of Bloomington	Payroll	223,313.38
City of Bloomington	Vision Insurance	286.72
City of Bloomington	Water	464.37
Cummins Mid-State Power	Vehicle Maintenance	6,316.19
Dell Marketing, L.P.	Computer Supplies	69.98
Demco	Library Supplies	537.57
Ebsco	Other Purchased Services	2,667.00
Ebsco	Public Access Software	2,776.00
Eisenhower Public Library District	Miscellaneous Expenses	19.00
Envisionware, Inc.	Computer Equipment	92,817.08
Envisionware, Inc.	Computer Supplies	604.13

Exhilarating Escapes, LLC
 Findaway World, LLC
 Fritzsche, Peter
 Frontier
 Geiger
 Geiger
 Goddard, Leslie
 Harris, Duriel
 Illinois Association for the Advancement of Archaeology
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 Ingram Library Services
 Ingram Library Services
 Ingram Library Services
 Innovative Interfaces, Inc.
 Johnson Controls Fire Protection, L.P.
 Knapp, Gretchen
 Koios
 Libraries of Illinois Risk Agency
 Library Store
 Mid Illinois Mechanical
 Midwest Tape
 Miller Janitorial Supply
 Northern Illinois Gas/Nicor
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Pantagraph
 Penworthy Company, LLC
 Pilot Media, LLC
 Powell, Patricia Hruby
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Rosedrew, Inc.
 Stumpf, Gerald
 Taylor, Pamela
 Tinley Park Public Library
 Tri County Irrigation, Inc.
 Uline Shipping Supply Specialists
 Unique Management Services, Inc.
 Urbana Free Library
 Weber Electric, Inc.
 Weston Woods Studios, Inc.
 Wilson, Kelly
 Windstream
 Wolpert, Emily
 Zeitgeist Films
 VISA - 1000Bulbs.com
 VISA - 4Imprint
 VISA - Absopure Water Co.

Other Purchased Services	200.00
A/V Materials	1,031.86
Other Purchased Services	150.00
Telecommunications	1,597.42
Miscellaneous Expenses	1,166.60
Other Purchased Services	1,180.26
Other Purchased Services	350.00
Other Purchased Services	50.00
Membership Dues	30.00
Advertising	1,263.08
Other Purchased Services	628.75
A/V Materials	6.49
Adult Books	377.72
Children's Books	175.73
Other Purchased Services	98.84
Office/Equipment Mtnc	66,605.85
Building Maintenance	5,637.11
Other Purchased Services	100.00
Advertising	7,000.00
Other Insurance	1,490.00
Library Supplies	852.49
Building Maintenance	319.41
A/V Materials	1,056.59
Janitorial Supplies	825.75
Natural Gas	2,562.03
Office Supplies	265.53
Computer Supplies	993.56
Janitorial Supplies	10.80
Other Purchased Services	261.86
Advertising	182.96
Children's Books	1,607.78
Advertising	200.00
Other Purchased Services	900.00
A/V Materials	108.00
Computer Supplies	34.30
Library Supplies	2,856.60
Library Supplies	1,016.95
Other Purchased Services	50.00
Miscellaneous Expenses	13.00
Building Maintenance	565.50
Janitorial Supplies	217.24
Other Purchased Services	510.15
Miscellaneous Expenses	28.00
Building Maintenance	315.00
Children's Books	238.62
Other Purchased Services	286.80
Telecommunications	120.63
Travel	11.40
Other Purchased Services	100.00
Building Mtnc Supplies	582.19
Library Supplies	406.69
Library Supplies	25.50

VISA - Amazon	Adult Books	35.94
VISA - Amazon	Membership Dues	499.00
VISA - American Library Association	Professional Development	500.00
VISA - Baker & Taylor Books	A/V Materials	5,792.18
VISA - Baker & Taylor Books	Adult Books	12,881.85
VISA - Baker & Taylor Books	Children's Books	8,614.55
VISA - Best Version Media	Advertising	591.52
VISA - Bill's Key & Lock Shop	Building Mtnc Supplies	4.60
VISA - Corner Bakery Café	Professional Development	20.34
VISA - Diner	Professional Development	84.73
VISA - Facebook	Advertising	187.55
VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - Hilton Garden Inn	Professional Development	18.30
VISA - Hobby Lobby	Library Supplies	77.90
VISA - Illinois State University	Professional Development	165.00
VISA - Martin's BBQ Joint	Professional Development	78.82
VISA - Michael's	Other Purchased Services	263.84
VISA - Music City Center	Professional Development	8.00
VISA - OK Appliance, Inc.	Office/Equipment Mtnc	136.80
VISA - Pantagraph	Periodicals	680.00
VISA - Party City	Other Purchased Services	55.96
VISA - Phillips 66	Professional Development	48.43
VISA - Puckett's Grocery & Restaurant	Professional Development	99.67
VISA - Reaching forward South	Professional Development	75.00
VISA - Really Useful Boxes, Inc.	Library Supplies	69.93
VISA - Renaissance Nashville	Professional Development	869.98
VISA - RosePepper Cantina	Professional Development	67.61
VISA - Sam Leman	Vehicle Maintenance	324.97
VISA - Shell Oil	Professional Development	52.94
VISA - Sheraton Nashville	Professional Development	931.49
VISA - Southern	Professional Development	83.63
VISA - Specialty Store Services	Library Supplies	513.52
VISA - Springfield Electric Supply Co.	Building Mtnc Supplies	1,233.99
VISA - Starcrest Cleaners	Other Purchased Services	131.20
VISA - Vault Café on the Square	Professional Development	51.16
VISA - Wal-Mart	Building Mtnc Supplies	6.44
VISA - Wal-Mart	Janitorial Supplies	83.77
VISA - Wal-Mart	Library Supplies	18.45
VISA - Wal-Mart	Office Supplies	1.56
VISA - Wal-Mart	Other Purchased Services	203.06
VISA - We Count Books	Other Purchased Services	210.00
Total		547,047.89

BILLS LIST -- MARCH 2020

Approved by BPL Board of Trustees, May 19, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	850.80
Amazon.com, LLC	A/V Materials	1,011.99
Amazon.com, LLC	Adult Books	281.16
Amazon.com, LLC	Building Mtnc Supplies	187.88
Amazon.com, LLC	Children's Books	29.32
Amazon.com, LLC	Employee Relations	14.75
Amazon.com, LLC	Janitorial Supplies	197.10
Amazon.com, LLC	Office Supplies	72.97
Amazon.com, LLC	Other Purchased Services	300.47
American Pest Control	Building Maintenance	80.00
Bill's Key & Lock Shop, Inc.	Building Maintenance	72.00
CDW Government	Computer Supplies	3,980.02
CDW Government	Office/Equipment Mtnc	4,356.51
Cengage Learning	Adult Books	168.68
Chicago Tribune	Periodicals	325.00
Childers Door Service of Central Illinois, LLO	Building Maintenance	2,103.88
City of Bloomington	Dental Insurance	885.28
City of Bloomington	FICA	13,043.06
City of Bloomington	Gas & Diesel Fuel	430.93
City of Bloomington	Health Insurance-HMO	2,999.20
City of Bloomington	Health Insurance-PPO	20,551.42
City of Bloomington	IMRF	23,836.65
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,050.42
City of Bloomington	Payroll	221,523.59
City of Bloomington	Vision Insurance	573.44
Connor Co.	Building Mtnc Supplies	218.58
Continental Research Corp.	Janitorial Supplies	203.29
Dean's Graphics, Inc.	Library Supplies	1,225.00
Dean's Graphics, Inc.	Other Purchased Services	550.00
Demco	Library Supplies	479.12
Ebsco	Periodicals	21.48
Elm USA, Inc.	Office/Equipment Mtnc	468.57
Engler, Callaway, Baasten, & Srage, LLC	Other Purchased Services	805.00
F & W Lawn Care & Landscaping	Building Maintenance	1,246.25
Frontier	Telecommunications	1,588.05
Illinois State University	Advertising	363.08
Ingram Library Services	Adult Books	407.97
Ingram Library Services	Children's Books	7.16
Ingram Library Services	Other Purchased Services	350.00

Johnson Controls Fire Protection, L.P.	Building Maintenance	6,506.80
Lamar Texas Limited	Advertising	4,000.00
Lehmann, Alexandra	Other Purchased Services	200.00
Midamerica Books	Adult Books	415.20
Midwest Tape	A/V Materials	1,131.23
Midwest Tape	Downloadable Materials	9,800.00
Miller Janitorial Supply	Janitorial Supplies	773.84
OCLC Online Company	Office/Equipment Mtn	944.60
Office Depot	Office Supplies	329.01
OverDrive	Downloadable Materials	4,990.00
Pantagraph	Advertising	750.00
Pilot Media, LLC	Advertising	200.00
Proquest CSA, LLC	Downloadable Materials	73.19
Proquest CSA, LLC	Public Access Software	2,305.60
Pyne, Edward	Periodicals	24.95
Recorded Books, Inc.	A/V Materials	46.80
Ricoh USA, Inc.	Rentals	1,261.38
Rosedrew, Inc.	Library Supplies	1,863.00
Taylor, Pamela	Other Purchased Services	160.50
Unique Management Services, Inc.	Other Purchased Services	581.75
Weber Electric, Inc.	Building Maintenance	3,440.00
West Publishing	Adult Books	1,920.00
Windstream	Telecommunications	130.58
VISA - Baker & Taylor Books	A/V Materials	5,333.92
VISA - Baker & Taylor Books	Adult Books	10,323.80
VISA - Baker & Taylor Books	Children's Books	6,861.71
VISA - Best Version Media	Advertising	591.52
VISA - Direct Supply Equipment	Janitorial Supplies	82.99
VISA - Dollar Tree	Janitorial Supplies	18.00
VISA - Doubletree Suites Austin, TX	Professional Development	582.66
VISA - Facebook	Advertising	551.83
VISA - Five Star Water Co.	Miscellaneous Expenses	49.20
VISA - Global Industrial Equipment	Janitorial Supplies	132.24
VISA - Harbor Freight Tools	Building Mtn Supplies	99.99
VISA - Hilton Garden Inn, Nashville	Professional Development	416.93
VISA - Illinois State University	Professional Development	(30.00)
VISA - Janet's Cakes	Employee Relations	83.79
VISA - LogMeIn.com	Office/Equipment Mtn	124.50
VISA - Michael's	Other Purchased Services	66.25
VISA - Motion Picture Licensing Corp	Other Purchased Services	257.43
VISA - NewEgg.com	Other Purchased Services	100.00
VISA - PayPal*Steven Hargadon	Professional Development	98.00
VISA - Petco	Library Supplies	24.99
VISA - Rug Doctor	Building Mtn Supplies	25.89
VISA - Sam's Club	Janitorial Supplies	24.96
VISA - Specialty Store Services	Library Supplies	(28.48)
VISA - Springfield Electric Supply Co.	Building Mtn Supplies	(507.71)
VISA - Sprint	Telecommunications	2,210.24
VISA - USPS	Postage	6.95
VISA - Verizon Wireless	Telecommunications	136.06
VISA - Wal-Mart	Employee Relations	27.12
VISA - Wal-Mart	Janitorial Supplies	33.50

VISA - Wal-Mart	Library Supplies	18.17
VISA - Wal-Mart	Other Purchased Services	22.05
Total		378,699.00

BILLS LIST -- APRIL

Approved by BPL Board of Trustees, May 19, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	435.00
Amazon.com, LLC	Adult Books	1,867.70
Amazon.com, LLC	Computer Supplies	22.99
Amazon.com, LLC	Library Supplies	25.98
Amazon.com, LLC	Telecommunications	6.99
Ameren IP	Electricity	7,255.04
American National Skyline, Inc.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
ARC Activity & Recreation Center	Advertising	100.00
Asphalt Clinic	Building Maintenance	400.00
Carrigan, Terry	Periodicals	1,422.20
CDW Government	Computer Supplies	3,980.02
CDW Government	Office/Equipment Mtnc	456.51
Cengage Learning	Adult Books	96.71
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	851.72
City of Bloomington	FICA	12,640.38
City of Bloomington	Gas & Diesel Fuel	101.12
City of Bloomington	Health Insurance-HMO	2,999.40
City of Bloomington	Health Insurance-PPO	20,060.66
City of Bloomington	IMRF	49,527.28
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,956.28
City of Bloomington	Payroll	314,822.63
City of Bloomington	Vision Insurance	277.64
City of Bloomington -- Petty Cash	Employee Relations	32.97
City of Bloomington -- Petty Cash	Miscellaneous Expenses	200.00
City of Bloomington -- Petty Cash	Other Purchased Services	66.98
City of Bloomington -- Petty Cash	Postage	3.10
City of Bloomington -- Petty Cash	Professional Development	75.04
Continental Research Corp.	Janitorial Supplies	692.44
Cook, Abbey	Other Purchased Services	100.00
Custom Digital Imaging	Printing	1,231.25
Davis, Mimi	Professional Development	62.00
Ebsco	Periodicals	26.21
Engler, Callaway, Baasten, & Srage, LLC	Other Purchased Services	782.00
Envisionware, Inc.	Computer Supplies	1,919.22
F & W Lawn Care & Landscaping	Building Maintenance	1,246.25
Frontier	Telecommunications	1,568.45
Gandhi, Katie	Other Purchased Services	25.26

Illinois Wesleyan University
 Ingram Library Services
 Johnson Controls Fire Protection, L.P.
 Library Ideas, LLC
 McLean County Glass & Mirror, Inc.
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 My Loveable Angels
 Northern Illinois Gas/Nicor
 Office Depot
 OverDrive
 Pantagraph
 Pilot Media, LLC
 Proquest CSA, LLC
 Quadient Leasing USA, Inc.
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Rockford Map Publishers
 Ron Smith Printing Co.
 TCI Companies, Inc.
 U. S. Postmaster
 Uline Shipping Supply Specialists
 Weber Electric, Inc.
 Windstream
 VISA - AED Superstore
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Carl Bloom Associates, Inc.
 VISA - Don Smith Paint Co.
 VISA - Donny B's Gourmet Popcorn & Gifts, LLC
 VISA - Facebook
 VISA - Five Star Water Co.
 VISA - Global Industrial Equipment
 VISA - IUBL Conference
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Menards
 VISA - PayPal*Gulf Mobile & Ohio
 VISA - Skinit
 VISA - Smart Sign
 VISA - SpChicagoElectric.com
 VISA - Springfield Electric Supply Co.
 VISA - Sprint
 VISA - Sprint
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart

Other Purchased Services	1,043.75
Adult Books	754.18
Building Maintenance	1,079.69
A/V Materials	1,143.48
Building Maintenance	155.00
Building Maintenance	4,896.95
A/V Materials	223.12
Downloadable Materials	4,990.00
Janitorial Supplies	169.90
Employee Relations	55.00
Natural Gas	2,201.66
Office Supplies	(6.20)
Downloadable Materials	9,980.00
Advertising	1,601.00
Advertising	200.00
Downloadable Materials	112.40
Rentals	166.92
Public Access Software	3,240.00
Office/Equipment Mtn	409.69
Rentals	1,351.39
Adult Books	268.95
Printing	400.00
Building Maintenance	8.92
Postage	4,000.00
Janitorial Supplies	104.66
Building Maintenance	604.00
Telecommunications	61.84
Employee Relations	79.97
A/V Materials	3,425.60
Adult Books	9,273.36
Children's Books	8,884.50
Advertising	591.52
Professional Development	78.35
Janitorial Supplies	74.96
Other Purchased Services	30.00
Advertising	342.13
Miscellaneous Expenses	35.00
Janitorial Supplies	(10.64)
Professional Development	(1,295.00)
Office/Equipment Mtn	135.21
Building Mtn Supplies	5.98
Building Mtn Supplies	64.02
Membership Dues	30.00
Computer Supplies	146.96
Building Mtn Supplies	102.54
Other Purchased Services	254.99
Building Mtn Supplies	871.16
Other Purchased Services	459.80
Telecommunications	644.48
Telecommunications	136.08
Office Supplies-COVID-19	35.72
Other Purchased Services	32.43

VISA - Zoom.US	Other Purchased Services	74.95
Total		493,824.85

Bloomington Public Library

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Director's Report

April 2020

We made it through a full month of the stay at home order! I continue to be so proud of the way our staff has responded to the dramatic changes and the creative ways they are continuing to serve our community through this global crisis. *Please note all meetings listed below were virtual.*

COVID-19 Response:

- Attended 11 Emergency COVID-19 planning meetings with City Department Heads
- Met with Brian Chase, Normal Public Library Director to discuss COVID-19 response plans
- Met with Peoria Area Directors to discuss how their libraries are responding to COVID-19
- Met with Central IL Medium-Sized Library Directors twice to discuss how their libraries are responding to COVID-19
- Attended a RAILS update discussing COVID-19 issues
- Was on The 21st Show (Illinois Public Media) to discuss the Library's response to COVID-19
- Attended the City Council meeting discussing local nonprofit responses to COVID-19
- Worked with Gayle to document Personnel and Supply costs related to COVID-19 responses for a potential FEMA application
- Worked with Union leadership to develop a Memorandum of Understanding regarding staffing plans during COVID-19
- Sent a weekly email updating all staff on Library Operations during COVID-19
- Submitted BPL's WIFI availability for a state COVID-19 WIFI mapping project
- Stayed current on local information and recommendations for libraries in relation to COVID-19
- Decided to cancel in-person programs and room reservations through at least June 30th per CDC guidelines not to have gatherings of 50+ people
- Developed a draft phased reopening plan
- Developed a detailed plan for phase 1: limited curbside hold pickup service and worked with City leadership to ensure legal compliance
- Coordinated the acquisition of reusable, cloth masks for staff (*several staff generously volunteered to sew masks to contribute to this need*)

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

I met with Carol and Allison to discuss the cataloging of our new Memory Care Collection

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

This month, I:

- Attended 3 webinars: The Economic Impact of Library Innovation, Implementing the Families First Act, and Agile for Library Teams: Eliminate Waste and Improve Your Workplace Culture
- Met with Gayle to discuss the Families First Act
- Developed an EFMLA and EPSLA form

Bloomington Public Library

Books are just the beginning.



- Participated in Virtual National Library Week Bloomington Public Library staff activities
- Started to work on staff committee assignments for FY21
- Started to work on annual performance reviews for my direct reports
- Completed a Sensory Inclusive training

Goal: Work effectively through the use of technology.

This month, I:

- Finalized contract negotiations for our replacement phone system and participated in a phone call to discuss setup
- Participated in a setup meeting for our replacement room reservation and event calendar software
- Met with Rhonda, Colleen, and Melissa to discuss our social media strategies and staff guidelines
- Met with Department Managers via TEAMS to continue our regular weekly meeting during our time working from home

Goal: Administer a cost-effective public library.

I followed up with all GPPLD and BPL Board Members and senior staff to ensure everyone met the deadline to file an Economic Statement of Interest.

Adult Services Report
Carol Torrens
April, 2020

***The closure of the library continued throughout April 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*
- *Limited shelving shifts within the library*

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

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

SERVICES

COLLECTIONS

Marcie continues to work with Allison on problems with setting up automatic orders with Ingram.

PROGRAMS

Mimi has worked with Olivia on providing some additional services/programming options for Home Delivery customers.

Tiffany met virtually with students/classes at local schools. Some student counts are available: Parkside – 62; Evans – 17; Chiddix – 13; Kingsley – all grades; BJHS (3 visits) – all grades; BHS Honors Class, 15 students

Adult/Family programs

Books on Tap virtual book club -- 10 attended

The first Fiction/Mystery virtual book club meets May 12.

Teen Programs

On the TZ Facebook page, Tiffany established First Chapter Fridays. She reads the first chapter of a book and encourages teens to read the rest.

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

Carol finished the last of this FY year's performance reviews.

Sara has spent time in training sessions and webinars to increase her foundational knowledge on local history resources.

Pat continues to work on and learn about the programs used for the inter-library loan service.

Other staff have attended training on offering library services during a pandemic, running online programming, more in depth training on some of the resources we offer, and so on.

Goal: Work effectively through the use of technology.

Rob has continued working with the Office 365 working group to better unify the use of and approach to the Office 365 suite across the library.

Business Office Report

Kathy Jeakins

April 2020

Goal: Work effectively through the use of technology.

Jeanne, Jon, and I worked on the new phone system with Metronet. We were able to move ahead with the purchase of the system because the Library's purchasing policy allows for it with the following wording: Any purchase during emergencies involving public health or safety - The Director is authorized to waive the requirements of the purchasing policies, including the bid process, without the prior approval of the Board of Trustees. We have followed a competitive request for proposal process but we skipped the usual board approval process due to the cancelation of the March and April board meetings. The agreement is a 5-year term and will be around \$18,000 per year. (Original quote was \$15,968.40 but after demonstrations we think it makes sense to add some of the things they included as optional in the proposal.) This is a cost savings from our current system.

Goal: Administer a cost-effective public library.

I continued to work from home in April, coming to the Library on Mondays to scan the bills and every other Tuesday to mail checks.

Bills Review: Scanning the expense reports and bills seems to be working well for us and for Board members. Thanks to the Board members who have reviewed the bills in this manner.

Caprice continued to pick up our mail at the post office once a week. This really helps me keep up with the bills that come in the mail.

Library Credit Cards: I canceled cards for staff leaving employment; I made arrangements for staff with expiring cards to pick up their new cards at City; and I entered all credit card transactions in account files.

The Library has received refunds for several trainings that staff registered for and were cancelled. In addition, due to the Library cancelling programs in March, April and May, I have been voiding those program presenter checks.

We closed to the public on March 16. Below is a list of our monthly expenditures for February, March, and April

- February \$455,339.40
- March \$377,163.07
- April \$401,050.33

With the Library being closed, we really encouraged the public to use the on-line resources, including Hoopla and OverDrive. I deposited additional funds in our accounts due to the higher demand the last couple of months.

City set up a new line item for the Library to show costs related to COVID-19. So far, I have charged \$317.77 to this line item. This amount will increase when I process journal entries for other costs related to the virus.

Listed below are the Library's Fund Balances through April 30, 2020:

Operating and Maintenance: \$2,295,956.95

Capital Reserve: \$3,365,238.53

Fixed Asset: \$1,186,453.62

The Library's average spending per month during FY20 was \$433,410. There is enough in the Operating Fund for approximately 4-5 months. The Library is in good shape despite the Property Taxes being roughly 2 weeks late.

Bills Costing in Excess of \$5,000:

- None

Upcoming:

I will be processing bills for both FY 20 and FY 21 in May

I will be processing journal entries related to COVID-19 expenses

I will continue to provide information to Metronet for the new phone system

I will begin to pull information related to the City and Foundation audits (actually, I've already had requests for some information)

Children's Services Report

Melissa Robinson

April 2020

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

- While working from home, Children's staff have recorded story times, STEM challenges, and DIY projects. We also posted a video from Patricia Hruby Powell, the author who was supposed to visit us for a program on April 1.
- Collection development continues with selection of popular materials and the Illinois Readers' Choice nominees, as well as purchases in response to reports on holds and usage.
- Alex recorded a census story time, which was highlighted in the RAILS e-news.
- Alysha cleaned up record sets in Polaris which we use to easily find titles on themes that are frequently requested by teachers and other customers.
- Alysha participated in a Zoom meeting with Washington School 2nd graders where she read and discussed books.
- Alysha is working with the Boys and Girls Club to provide ideas for their packets which they are giving out with their food distribution.

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

- Alysha virtually attended the All Our Kids Network meeting.
- Children's staff have attended many webinars:
 - OneDrive and Census MMS
 - Hidden Populations – about homeschooling
 - Virtual Story Times
 - Virtual Community Engagement
 - Putting "Self" Back into Self Care
 - Distance Learning: How to Support STEAM and Physical Activity at Home
 - Virtual Programming Other Than Story Time
 - Summer Planning

Goal: Work effectively through the use of technology.

- We now have a Children's Facebook group where we can share our virtual programming and services and other resources that might be helpful for our families.
- Children's staff have viewed the Library Market training and are entering programs to test it out.

Circulation and Outreach Services Report
Colleen Shaw
April 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:
 - Social Isolation Committee¹
 - Area Educators²
 - Human Services Council – spoke about Census efforts and refocus to virtual promotion
 - BN Parents
 - Community Educators
 - Recovery Oriented Systems of Care Council – discussed recovery measures during COVID-19
 - Census Complete Count Committee – cancelled in person events and changed focus to virtual promotion
 - Children's Home + Aid and Chestnut Health Systems – promoting National Child Abuse Awareness Month

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

- Home Delivery began suspending deliveries the week of March 16. Staff selected a free teleprogramming company, Mather Telephone Topics, to promote to Home Delivery clients. The company provides a monthly line up of programs that offer a variety of content from entertainment to support for physical and mental wellbeing.
- Deposits began suspending deliveries the week of March 16. Staff have been in contact with sites, reassuring them they can hang on to items until deliveries can resume.
- Deposits and Home Delivery staff are coordinating efforts to reach out to seniors by partnering with the ECIAAA's program to make social phone calls during the COVID-19 crisis.
- Explore More Illinois passes have been suspended through May 31.
- Select staff have been working in the library for limited hours during the week emptying the book drop and processing returns.
- Staff are working diligently through the week to process library cards for patrons that complete online pre - registration.
- The bookmobile made its last stops on Monday, March 16 before suspending service. A driver has been taking the bookmobile out for weekly drives to keep it running well.

Goal: Work effectively through the use of technology.

- Auto Renewals were activated earlier than planned in response to the library's closure. Turning off notifications caused the auto renew process to halt. The Polaris Support Staff forced a due date of 6/1 on all items currently checked out.

¹ ECIAAA, ARC, Bloomington Housing Authority, NPL, ISU, Showbus

² McLean County Museum of History, Children's Discovery Museum, Miller Park Zoo, University Galleries, NPL, McLean County Arts Center, U of I Extension, David Davis Mansion

Bloomington Public Library

Books are just the beginning.



(4/2020) Circulation and Outreach Services Statistics

Total Circ BPL	53,982
Total Circ Main	32,841
Adults	13,339
Teens	1,156
Children	18,346
Total Circ Outreach	2,166
OTR Adults	598
OTR Teens	72
OTR Children	1,496
Total Circ eBooks	18,975
Hoopla	4,933
Overdrive	11,356
RBDigital	1,751
TumbleBooks	98
eBook Central	29
Kanopy	808
Borrowers Registered	179
Total Active Cardholders	37,796
Children	8,608
Teen	4,776
Adult	24,412
GPPLD	1,573
Total Holds Filled	288
Main Holds	241
Outreach Holds	47
Door Count	0

Bookmobile Customers: 0

Total Monthly Stops: 0

Circulation Questions Answered: 20

Outreach Questions Answered: 0

Total Questions Answered: 20

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	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								
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								
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								

Human Resources Report

Gayle Tucker

April 2020

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
- In April, there were no in-house Job Announcements posted due to our emergency building closure
- We currently have a Website ad posted for a part-time security officer
- 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 April, 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 are they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies
- Employees are clocking in and out remotely using the Kronos website due to the Shelter in Place order

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Students will not be returning to campus this semester due to COVID-19
 - 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
April 2020

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

Purchased Zoom license and setup AS staff with accounts in order to be able to perform virtual programming.

Met with staff from MetroNet to look at the data closets and current phone equipment in the Library. Kathy and I discussed the project with the project Manger at MetroNet and started supplying them with the necessary information to get the new phone system setup started.

We received the new RFID pads for the library and we will be setting those up while the library is closed so that they are ready to go once the Library reopens.

Marketing Report

Rhonda Massie

April 2020

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

COVID19

- Designed and worked with LePrint to print and distribute approximately 35,000 postcards to 60 of the 68 carrier routes in Bloomington.
 - Excluded routes include addresses which do not pay taxes to the Library.
 - Postcard promotes
 - The Library is closed and the Bookmobile is off the road.
 - The Library's online branch is open 24/7
 - Get a card online today!
 - Questions? Email reference@bloomingtonlibrary.org
 - Census reminder
 - Tentative Summer Programs with QR Code and link to PDF of the Program Guide online
- Cancelled Bookmobile texts through May 17. Will likely add to cancellations later
- Cancelled programs on Facebook through June 30.
- Cancelled texts scheduled for Easter closure
- Rescheduled all eNewsletters through April 30 when we then decided to allow their delivery.
- Added 40,000 online impressions to the online resources reveal ad we were running on pantagraph.com through April 30.
- Started discussing curbside pickup signage needs as talk of reopening in phases emerged.

Summer Reading

- Revamped deadlines for soliciting prizes, printing vouchers, and stuffing prize envelopes. This includes postponing the date we intended to begin handing out prizes.
 - We do not plan to solicit prizes until the shelter-in-place order expires.
 - Prize packs will likely be lighter this year than in years past.
 - The current plan is that prizes will become available on July 6.
- Decided to not print a Program Guide this Summer though we will continue to update the online PDF of the guide which was already in production when the COVID closure occurred.
- The Summer Reading T-shirt order was organized and executed as planned; 84 shirts were ordered.
- Design work to produce decorations continues. No printing or construction has occurred.

Bookmobile Schedule

- The May-October Bookmobile Schedule was updated, proofed, printed, and delivered to the library.
- Publicity was updated to reflect new text opt-in words.
- Bookmobile Postcards
 - Postcard designs were updated for 5 new stops and 1 existing stop which has a new time.
 - Postcard carrier routes were determined for the 6 postcards.
 - Printing and delivery of these postcards are on hold until we know when the Bookmobile will resume its routes. Before they go to the printer, these postcards will likely require additional edits to delete dates when there won't be stops.
- Text reminders were scheduled for all stops from May-October. Some of those texts have since been deleted.
- Arranged with Kathy's help for a check to be deposited into our postage account to cover the cost of this postage.

Library Market

- Penned Library Market staff training email.

Koios

- Jon Whited uploaded the library's MARC records to Koios. This means that via Koios we will be able to promote items in our catalog.
- We also arranged to start the following new ad campaigns via Koios:
 - Hoopla
 - Test Prep
 - Homework Help
- A genealogical resources campaign and a Summer Reading campaign will launch soon.

1000 Books Before Kindergarten

- At patrons' requests, we added the (10) 1000 Books Before Kindergarten reading logs and instructions to the website.

Design & Written Work

- Summer Program Guide
- COVID-19 Postcard
- Online Resource Ad to be eBlasted by the Pantagraph
- National Poetry Month: Haiku Contest Art for Social Media
- Cover art for new Children's Services Facebook Group
- National Library Week Art for Social Media

- National Bookmobile Day Art for Social Media
- Updates to 6 Bookmobile Postcards
- Ad promoting Summer Reading to (2) Neighbors magazines
- Updates to publicity pieces for Text Opt-In Words
- Created PDFs promoting online resources be sent to GPPLD Post Offices
- Penned May-August commercial scripts for WGLT (have not yet submitted; some scripts now being eliminated)
- Penned weekly submissions for the entire Summer's Flying Horse page in The Pantagraph. (have not yet submitted; some weeks now being eliminated)
- Penned content for June issues of *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines. (They usually run some of our programs. I'm not sure they'll run that which I sent to them for the month of June.)

EXTRAS

- Printed handouts to be inserted in envelopes with new cards going out via snail mail.
 - My Library Card
 - RB Digital
 - Libby
 - Hoopla
 - MyLibrary! App

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

- We're doing lots of new things and lots of routine things on Facebook.
 - Keeping patrons up-to-date as due dates pass and curbside service is not restored.
 - Promoting online resources to a degree we've never pushed them before.
 - Answering many questions arriving from patrons in the form of both comments and messages.
 - Researched Facebook Groups and determined that this would likely be the best avenue to explore when librarians in Children's Services requested a Facebook page devoted entirely to the Children's Department.
 - Developed social media guidelines for both the CS Facebook Group and the upcoming Bookmobile Facebook Page.
 - Learned a lot about uploading video.
 - Shot a video of the District 87 Art Show and shared it on Facebook.
 - Sent an email to members of the Books on Tap Meetup group to let them know they'd be meeting via Zoom on May 4.
 - Posted Books on Tap via Zoom as a Facebook event and had Kerrie post this to the website.
 - Posting Census reminders
 - Haiku contest drew 42 entries for National Poetry Month
 - Posted a great patron testimonial about the Bookmobile on National Bookmobile Day
 - Posted a number of videos pertaining to story times, crafts, and Stem activities which were recorded by CS Staff.
 - CS staff have now predominantly taken over these duties as they're very time consuming.
 - Sadly posted a link to Tom Drewry's obituary as we thought patrons should be informed of his passing.

Social media presence:

- Facebook Page - 7,820 followers;
- Instagram page - 1,590 followers;
- Twitter feed - 2,054 followers;
- Library text subscribers - 331
- Bookmobile text subscribers - 1,030
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks eBlast list - 31,498 subscribers.
- Program Guide eBlast list - 31,484 subscribers.
- General eBlast list - 31,528 subscribers.

Goal: Administer a cost-effective public library.

- We will not be printing the 2020 Summer Program Guide.
- Because we will not be able to distribute Summer Reading Logs to school kids, we will print 5,150 less than were printed in 2019.
- We do not intend to renew our monthly advertising contracts with WGLT and Magic 99.5 until we are able to reopen.

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. As we utilized these eBlasts frequently in March, we did not send an eBlast in April.
- 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
April 2020**

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

- Support Services staff:
 - Aggressive sanitizing of the building
 - Shampooed carpet throughout the building
 - Shampooed upholstered furniture throughout the building
 - Took metal recycle to Behr's and other items to the dump
 - All restrooms were power washed from top to bottom
 - Public Restroom stalls were repainted
 - Installed new signage at entrance and exit to parking lot
 - Re-lamped fixtures throughout building
- Repairs/Installs:
 - Alpha Controls did a reset on controls for the return fan VFD that had dropped out.
 - Weber Electric repaired lighting as needed throughout the building
 - Johnson Controls replaced a breaker on system 1 and replaced a motor overload on system 2 of the chiller
 - Clearly Windows performed the Spring cleaning of the windows, inside and out
 - F & W Landscaping pulled weeds and cleaned leaves out of landscaping, installed mulch and trimmed bushes
 - PBS Vending installed the new vending machines
 - Tri-County Irrigation made repairs to sprinkler heads and did a start-up of the sprinkler system
 - Johnson Controls performed the semi-annual fire alarm inspection and the annual inspection of the door alarm system

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

- Caprice - Training
 - Kulture City Sensory Inclusive training
- Met with -
 - Custodial staff to go over extensive project list
 - Working group to discuss rolling out Library Market platform
 - Rhonda, Colleen, and Rob from Dean's Graphics in the parking lot to discuss directional signage for Curbside Holds

Upcoming:

- Parking lot work
- Painting of handrails and patio furniture
- Labeling switches and receptacles with panel and breaker designation
- No-touch hand sanitizer dispensers
- Elevator inspection

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

April 2020

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

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

- The call number clean-up project is still going strong from home. We're about 90% complete. When we are officially done, I will send an e-mail out to all staff with the major changes.
- Many of our Amazon and B&T boxes were automatically returned at the end of March when we were still sorting out how to deal with shipments. We're working hard now to ensure we get those delivered as soon as possible.
- Kelly has been working some hours in the building to unpack boxes, pull invoices, and eventually get items tagged for processing/cataloging.
- Allison is worked on SRP decoration content.
- Katy and Kam are making masks.

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

-
- Training Hours – 0

Goal: Work effectively through the use of technology.

- We had some major hiccups with some of our Ingram carts in April. You may see some highly priced fiction items for a time, but we're hoping we can get it squared away soon.
- The OCLC Reclamation project is complete! Our holdings in OCLC should very closely reflect what we actually have in our catalog.

Goal: Administer a cost-effective public library.

- Volunteer Hours – 0

Upcoming:

- Now that the reclamation project is complete, we can use the reports given to us by OCLC to do some catalog clean-up.
- Next week our priority will be processing and cataloging new Tuesday books and movies so they can go out for curbside holds pick-up. Then, we'll start in on everything else that has a hold.

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	APR 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	0.00	4,864,936.06	(6,903.94)	99.9
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	400,000	0.00	402,655.12	2,655.12	100.7
Fines & Fees	75,000	199.35	43,344.24	(31,655.76)	57.8
Copies	3,500	-	2,963.35	(536.65)	84.7
Interest on Investments	30,000	3,647.39	78,435.36	48,435.36	261.5
Interest From Taxes	0	0.00	54.10	54.10	-----
Sale of Property	0	0.00	349.42	349.42	-----
Donations	25,000	25.00	22,335.08	(2,664.92)	89.3
Other Private Grants	0	0.00	710.00	710.00	-----
Cash Over/Short	0	22.37	(174.60)	(174.60)	-----
Other	45,000	111.50	40,412.50	(4,587.50)	89.8
Total Revenues	5,639,740	4,005.61	5,682,183.13	42,443.13	100.8

ACCT NAME	BUDGET	APR 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	174,935.75	2,247,591.15	(65,710.85)	97.2
Part-Time Salaries	485,577	30,079.14	405,830.25	(79,746.75)	83.6
Seasonal Salaries	57,893	2,959.91	52,545.65	(5,347.35)	90.8
Overtime Salaries	1,100	0.00	300.32	(799.68)	27.3
Other Salaries	0	1,000.00	22,000.00	22,000.00	-----
Total Sals & Wages	2,857,872	208,974.80	2,728,267.37	(129,604.63)	95.5
Dental Insurance	13,554	851.72	10,150.31	(3,403.69)	74.9
Vision Insurance	2,802	277.64	2,800.56	(1.44)	99.9
Health Insurance, BC/BS PPO	357,285	20,060.66	237,514.41	(119,770.59)	66.5
Health Insurance, OSF HMO	61,134	2,999.40	35,058.60	(26,075.40)	57.3
HSA City Contribution	0	0.00	16,200.00	16,200.00	-----
Life Insurance	3,115	246.40	3,001.60	(113.40)	96.4
IMRF	231,330	49,527.28	281,026.57	49,696.57	121.5
FICA	177,120	12,640.38	165,523.28	(11,596.72)	93.5
Medicare	41,423	2,956.28	38,712.00	(2,711.00)	93.5
Worker's Comp	10,000	0.00	8,157.00	(1,843.00)	81.6
Uniforms	800	0.00	825.26	25.26	103.2
Tuition Reimbursement	40,000	0.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	5,847.83	64,545.97	39,545.97	258.2
Total Benefits	963,563	95,407.59	868,603.56	(94,959.44)	90.1
Rentals	23,000	642.74	19,432.07	(3,567.93)	84.5
Total Rentals	23,000	642.74	19,432.07	(3,567.93)	84.5
Building Mtnc	150,000	13,179.74	128,761.77	(21,238.23)	85.8
Vehicle Mtnc	10,000	33.60	14,993.73	4,993.73	149.9
Office & Computer Mtnc	195,000	5,357.92	157,936.01	(37,063.99)	81.0
Total Repair/Mtnc	355,000	18,571.26	301,691.51	(53,308.49)	85.0

ACCT NAME	BUDGET	APR 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	1,686.05	51,020.96	1,020.96	102.0
Printing/Binding	20,000	400.00	26,338.85	6,338.85	131.7
Travel	1,000	0.00	320.35	(679.65)	32.0
Membership Dues	5,000	30.00	3,920.99	(1,079.01)	78.4
Professional Development	15,000	570.00	20,274.08	5,274.08	135.2
Other Purchased Services	140,000	848.98	62,395.94	(77,604.06)	44.6
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	6,000	0.00	28,892.00	22,892.00	481.5
Total Purchased Services	258,000	3,535.03	193,163.17	(64,836.83)	74.9
Office Supplies	13,000	(6.20)	19,085.77	6,085.77	146.8
Office Supplies-COVID-19	0	317.77	317.77	317.77	-----
Computer Supplies	90,000	10,090.51	72,911.89	(17,088.11)	81.0
Postage	5,000	4,000.00	4,355.60	(644.40)	87.1
Library Supplies	82,000	505.10	55,174.45	(26,825.55)	67.3
Janitorial Supplies	13,000	1,205.76	13,596.02	596.02	104.6
Gas & Diesel Fuel	9,000	101.12	4,192.28	(4,807.72)	46.6
Building Mtnc & Repair Supplies	20,000	1,043.70	11,202.91	(8,797.09)	56.0
Total Supplies	232,000	17,257.76	180,836.69	(51,163.31)	77.9
Natural Gas	22,000	2,201.66	17,422.82	(4,577.18)	79.2
Electricity	90,000	7,255.04	71,479.84	(18,520.16)	79.4
Water	7,500	0.00	6,024.39	(1,475.61)	80.3
Telecommunications	35,000	986.64	38,439.50	3,439.50	109.8
Total Utilities	154,500	10,443.34	133,366.55	(21,133.45)	86.3
Professional Collection	1,500	0.00	1,474.09	(25.91)	98.3
Total Prof Collection	1,500	0.00	1,474.09	(25.91)	98.3
Periodicals	20,000	1,469.89	19,374.17	(625.83)	96.9
Adult Books	143,000	11,611.51	153,856.93	10,856.93	107.6
Children's Books	118,000	8,880.81	112,909.42	(5,090.58)	95.7
A/V Materials	134,000	5,605.84	112,450.09	(21,549.91)	83.9
Public Access Software	150,000	3,240.00	151,423.07	1,423.07	100.9
Downloadable Materials	145,000	15,155.59	145,257.96	257.96	100.2
Total Materials	710,000	45,963.64	695,271.64	(14,728.36)	97.9
Employee Relations	5,000	134.97	1,980.98	(3,019.02)	39.6
Miscellaneous Expenses	9,000	119.20	6,528.84	(2,471.16)	72.5
Transfer to Fixed Asset Fund	32,500	0.00	32,500.00	0.00	100.0
Transfer to Capital Fund	37,805	0.00	37,805.00	0.00	100.0
Total Other Expenses	84,305	254.17	78,814.82	(5,490.18)	93.5
Total Expenses	5,639,740	401,050.33	5,200,921.47	(438,818.53)	92.2

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

February 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	41,590	39,357	6%	446,252	439,818	1%
Teens	2,475	2,139	16%	25,712	22,699	13%
Children	35,464	37,547	-6%	409,166	413,395	-1%
Digital Downloads	13,841	10,585	31%	109,769	102,066	8%
Total	93,370	89,628	4%	990,899	977,978	1%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,241	22,838	6%	24,241	22,838	6%
Teens	4,727	4,628	2%	4,727	4,628	2%
Children	8,409	9,005	-7%	8,409	9,005	-7%
Total	37,377	36,471	2%	37,377	36,471	2%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1,011	290	249%	5,655	4,186	35%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	22,740	23,503	-3%	263,146	265,896	-1%
Bookmobile	891	641	39%	9,885	9,371	5%
Total	23,631	24,144	-2%	273,031	275,267	-1%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	131	115	14%	709	686	3%
Digital Preservation Studio	6	15	-60%	154	101	52%
Community Room	60	59	2%	935	882	6%
Total	197	189	4%	1,798	1,669	8%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	13	19	-32%	173	173	0%
People Reached	575	1,138	-49%	18,084	16,726	8%
Community Visits to the Library	3	3	0%	41	39	5%
People Reached	176	17	935%	1,490	1,290	16%
Total Outreach Visits	16	22	-27%	214	212	1%
Total People Reached	751	1,155	-35%	19,574	18,016	9%

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	22	21	5%	168	142	18%
Attendance	411	381	8%	2,735	2,359	16%
Teens	4	3	33%	29	34	-15%
Attendance	30	74	-59%	717	742	-3%
Childrens	32	39	-18%	262	259	1%
Attendance	791	621	27%	9,090	8,774	4%
Total Programs	58	63	-8%	459	435	6%
Total Attendance	1,232	1,076	14%	12,542	11,875	6%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2	4	-50%	69	91	-24%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,344	3,297	1%	37,822	38,776	-2%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	329.00	355.25	-7%	1,807	2,194	-18%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	3,641	3,740	-3%	43,133	42,772	1%
WiFi Sessions	2,792	2,884	-3%	30,978	31,000	0%
Website/Catalog Hits	38,272	38,664	-1%	405,773	404,891	0%
Online Resource Use	11,506	7,480	54%	89,328	98,252	-9%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	459	425	8%	4,945	4,865	2%
Sent	58	237	-76%	2,185	2,439	-10%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	150.00	126.25	19%	1,063	913	16%

PROPOSED SALARY RANGES

Effective May 19, 2020

<u>Position</u>	<u>Bottom of Range</u>		<u>Top of Range</u>	
	<u>Bi-Weekly</u>	<u>Annual</u>	<u>Bi-Weekly</u>	<u>Annual</u>
Part Time Security Officer	\$13.50/ hour		\$19.38/ hour	
Security Site Supervisor	\$1,220	\$31,720	\$1,880	\$48,880
Administrative Assistant	\$1,335	\$34,710	\$1,931	\$50,206
Network Administrator	\$1,579	\$41,054	\$2,057	\$53,482
Webmaster	\$1,579	\$41,054	\$2,057	\$53,482
Unit Manager	\$1,948	\$50,648	\$3,252	\$84,552
Librarian II	\$2,506	\$65,156	\$3,713	\$96,538
Information Technology Services Manager	\$2,995	\$77,870	\$3,713	\$96,538
Director	\$3,589	\$93,314	\$5,736	\$149,136

This proposal reflects an increase to the salary ranges equal to the 2020 Social Security Cost-Of-Living Adjustment (COLA), 1.6%.

Approved by the BPL Board of Trustees on 5/19/20.

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

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

1. That the three-quote requirement be waived, and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$15,254.83
2. That the Ebsco Subscription Service includes 250 titles, annually reviewed and selected by Library staff, for Library customers, including magazines, newspapers, and a few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 25 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That Ebsco Subscription Service provides a streamlined process that provides for staff efficiencies
6. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$15,254.83

Approved this 19th day of May 2020

Julian Westerhout, President
Bloomington Public Library Board of Trustees



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

INVOICE

BILLING ADDRESS:

BLOOMINGTON PUBLIC LIBRARY

205 E OLIVE ST
BLOOMINGTON IL

61702

Account No.	Invoice No.	Page No.
CG-F-16084-00	0001592	1

Subscription Renewals at current rates	14,500.11
Estimated publisher price increases	870.00
Amount Due	15,370.11

*Less discount for
pre-payment: -115.28*

Total: 15,254.83

EBSCO records your customer tax exempt #: E9994-9903-07
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ACCOUNT NUMBER: 2000027339684
ABA FOR WIRES: 121000248
ABA FOR ACH'S: 121000248

Stretch Your Budget Dollars with EBSCO Prepayment!

Kelly Sellers <KSellers@ebSCO.com>

Fri 5/1/2020 1:18 PM

To: Kathy Jeakins <KathyJ@bloomingtonlibrary.org>

Hello from EBSCO!

I hope you are well.

EBSCO is pleased to offer savings with prepayment via electronic funds transfer or check of more than \$10,000 toward your EBSCO purchases for January 2021 start dates. If you choose to take advantage of this offer, EBSCO will post a credit to your account in mid-October 2020 as follows:

Payment Received By:	Receive a Credit of:
May 31, 2020	0.750%
June 30, 2020	0.600%
July 31, 2020	0.450%
August 31, 2020	0.300%
September 30, 2020	0.150%

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

For example, if EBSCO receives a \$10,000 payment by June 30, 2020, your library will receive a credit memo in the amount of \$60.00 in mid-October.

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

Your subscriptions renewal will be available soon. You may authorize your subscriptions renewal separately from your prepayment.

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

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

Sincerely,

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

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library
From: Jeanne Hamilton, Library Director
Re: Elimination of Late/Overdue Fines

During the COVID-19 building closure, we have publicized that we will waive all overdue fines accrued at this time. In light of this, the economic hardships that many in our community are or will be facing, and our previous discussions about removing barriers for patrons, it seems appropriate to discuss removing overdue fines permanently.

In March 2019, we implemented the Fresh Start program. The Fresh Start program wiped all overdue fines that existed when we moved to our new checkout software but then reimplemented the fine policies once the new software was in place. Then in October 2019, the board approved the implementation of automatic renewals for eligible items. We had planned to launch the autorenewals in April 2020, in conjunction with National Library Week. This was fast tracked to March 2020 due to COVID-19.

Our annual revenue from fine and fee payments has already seen a downward trend over the past several years. It was approximately \$45,100 in FY17, was \$43,700 in FY18, was \$37,700 in FY19, and will be around \$31,100 in FY20. This is less than 1% of our budget.

Due to the recency of the autorenewal implementation, we do not have any data to show any trends locally, but other libraries have reported that autorenewals have decreased their fine revenue anywhere from 30%-67%. Reducing our anticipated fine revenue for FY21 even further.

Based on this information, it would be my recommendation to take this opportunity to eliminate Bloomington Public Library overdue fines (while retaining lost item fees) permanently.