

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2020

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of December 17, 2019 Regular BPL Board Meeting
 - B. Approve Minutes of January 11, 2020 Special BPL Board Meeting
 - C. Approve Bills List of December 2019
- IX. Action Items
 - A. Approve Closing the Library on September 29, 2020 for Staff Development Day
 - B. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund
 - C. Approve the rank order of Architecture Firms interviewed for Library Expansion and authorize the Director to negotiate a contract with the highest ranked firm
- X. Discussion Items
 - A. Discuss Library Expansion
- XI. Comments from Board of Trustees
- XII. Adjournment

Posted: 1.16.20 4:15 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, December 17, 2019
5:30 p.m.

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

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:31p.m.
- II. Roll Call
Trustees Present: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Absent: None

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout reported that he and Jeanne Hamilton were interviewed about the library expansion and it was aired on WGLT's Sound Ideas. So far, there has been positive public feedback. Along with this, Jeanne had an interview with The 21st Show (an Illinois Public Media show that also airs on WGLT) yesterday, on the Fresh Start program and received positive feedback from this as well.
- VI. Director's Report
Jeanne stated that she followed up with the Webmaster regarding the Online Resources being much lower than last year. Jeanne explained that the current statistics reflect much more accurately as the Webmaster started pulling out hits from foreign bots and IP addresses about a year ago, as these really shouldn't be included. Since this was started about a year ago, there should be more accurate comparisons going forward.
Jeanne shared that the library will be joining a new consortium called Find More Illinois, which is a group of libraries in Illinois that share resources. This will be a separate link in the catalog, that a person will be directed to, if Bloomington Public Library does not have an item that they are searching for.
Jeanne shared that the "Autorenewals" will be rolled out during National Library Week, which is the third week of April.
Jeanne stated that Lynda.com was purchased by LinkedIn, and now there are some privacy concerns as Lynda accounts now automatically connect to LinkedIn and others can view what has been accessed on Lynda. She shared that a lot of libraries are starting to drop the service,

including Normal Public Library. Jeanne stated that since this is such a valuable resource, the preference of Bloomington Public Library staff is not to get rid of it at this point. She went on to say that Lynda has added a cancellation clause to the contract, so the contract can be opted out of, mid-year if additional, unsatisfactory changes are made. The purchasing policy threshold allows staff to make a renewal decision. But with this resource getting some public attention, Jeanne asked if the Board preferred that they or the staff make the renewal decision. The consensus was for staff to make the decision.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that the Per Capita money has been released and it was deposited in the Library's Illinois Funds account on November 27, so when you add that into the November figures on the Fiscal Report, that brings the revenues to 99.7. She went on to say that through the end of November, both revenues and expenditures should be at 58%. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of November 19, 2019 Regular BPL Board Meeting

B. Approve Bills List of November 2019

Alicia Whitworth moved, Dianne Hollister seconded, to approve the consent agenda. The motion carried unanimously.

IX. Action Items

A. Approve Waiving Three Quote Requirement for Property/Casualty Insurance

Jeanne Hamilton shared that this is an insurance pool that offers reduced costs, and this is the third year that we have been a part of this. She went on to say that costs have stayed relatively level.

Matt Watchinski moved, John Argenziano seconded, to approve waiving the three-quote requirement and authorize the Library Director to renew the Library's insurance packages for Property/Casualty through the Libraries of Illinois Risk Agency (LIRA) due January 1, 2020 in the amount of \$27,402.00.

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

Nayes: None

Absent: None

The motion carried unanimously.

B. Approve Personnel Code Updates

Jeanne Hamilton shared that there were a few minor changes to the policy, some to do with upcoming law changes.

Matt Watchinski moved, Alicia Whitworth seconded, to approve Personnel Code updates. The motion carried unanimously.

C. Approve Firms to be Interviewed for Request For Qualifications for Architectural Services

President Westerhout proposed a few different ways to figure out which way to get the firms narrowed down to three to five firms to be interviewed.

Each of the Trustees shared their top 3 picks and once the top firms were determined, a discussion was had on how many of the top picked firms to interview.

Catrina Parker departed at 6:05 p.m.

Van Miller moved, Alicia Whitworth seconded, to approve interviewing Enberg Anderson, Michael Barnes & Gensler Architects, Dewberry, and Sheehan Nagle Hartray as the four firms to be interviewed.

The motion carried unanimously.

- D. Approve Dates for Request For Qualifications for Architectural Services Interviews
Jeanne Hamilton stated that since four firms have been chosen, the decision needs to be made whether to do all of the interviews together or split them up. If all of them are interviewed on the same day, a Saturday should be chosen, otherwise, weeknights could be chosen if done separately. Typically, the interviews are conducted, and then there is Board discussion afterwards.

Van Miller moved, Alicia Whitworth seconded, to approve Saturday, January 11 starting at 9:30 a.m. for the Architect Interviews and discussion.
The motion carried unanimously.

X. Discussion Items

- A. Discuss Library Expansion, including the process for Architect Interviews
Jeanne Hamilton shared that last time this was done each firm was given four questions to answer as part of their presentation. She shared the questions previously used, and there was discussion on using these questions, rewording a bit or coming up with new questions. There was consensus on the questions to be used. Each interview will be based on a 20-minute presentation and 15 minutes for questions, with total of 45 minutes between each interview start time.

Alicia Whitworth departed the meeting at 6:56 p.m.

XI. Comments from Board of Trustees

Alicia Henry asked what project cost we are estimating for an expansion. There was some discussion on this.

XII. Adjournment

Van Miller moved, Matt Watchinski seconded, to adjourn the meeting. The motion carried unanimously.

President Westerhout adjourned the meeting at 7:02 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Saturday, January 11, 2020
9:20 a.m.

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

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 9:20 a.m.
- II. Roll Call
Trustees Present: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Absent: None

Others Present: Michael Barnes, MCBA, Jenni Betancourt, Dewberry, Jeanne Hamilton, Magda Hebal, Sheehan Nagle Hartray, Joe Huberty, Engberg Anderson, Shaun Kelly, Engberg Anderson, Don McKay, Sheehan Nagle Hartray, Eric Penney, Sheehan Nagle Hartray, Doug Pfeiffer, Dewberry, Sarah Ponto, Engberg Anderson, Caprice Prochnow, Amy Schmieding, Sheehan Nagle Hartray, Amanda Voorheis, Dewberry, Brian Watson, Gensler, Sara Rothholz Weiner, Gensler
- III. Introduction of Public
There were no public present.
- IV. Public Comment
There were no public comments.
- V. Action Items
 - A. Architect Conceptual Design Interviews
 - 1. Dewberry - started at 9:30am
 - 2. Gensler & Michael Barnes Architects - started at 10:15am
 - 3. Engberg Anderson - started at 11am
 - 4. Sheehan Nagle Hartray Architects - started at 11:45am

Each firm gave a presentation and answered questions from the Board.

VI. Discussion of Presentations

The Trustees discussed the interviews, next steps, and that the firm will be selected at the January 21, 2020, Board meeting. Jeanne Hamilton and Dianne Hollister will call a reference for each firm.

VII. Adjournment

Van Miller moved, Dianne Hollister seconded, to adjourn the meeting. The motion carried unanimously.

President Westerhout adjourned the meeting at 1:38 p.m.

BILLS LIST

Approved by BPL Board of Trustees, January 21, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	6,338.50
Amazon.com, LLC	A/V Materials	764.31
Amazon.com, LLC	Adult Books	203.22
Amazon.com, LLC	Building Mtn Supplies	38.79
Amazon.com, LLC	Children's Books	36.85
Amazon.com, LLC	Computer Supplies	68.00
Amazon.com, LLC	Janitorial Supplies	41.94
Amazon.com, LLC	Office Supplies	24.82
Amazon.com, LLC	Other Purchased Services	419.69
Ameren IP	Electricity	4,362.77
Antioch Public Library District	Miscellaneous Expenses	26.49
Arthur J. Gallagher Risk Management Services, Inc.	Worker's Compensation	8,080.00
Aurora Public Library	Miscellaneous Expenses	41.94
Blind Man	Building Maintenance	3,465.30
Bloomington Postmaster	Postage	235.00
Carahsoft Technology Corp	Public Access Software	13,125.00
CDW Government	Computer Supplies	327.36
CDW Government	Office/Equipment Mtn	3,013.20
Cengage Learning	Adult Books	162.68
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	13,392.69
City of Bloomington	Gas & Diesel Fuel	423.07
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	20,443.06
City of Bloomington	IMRF	18,632.73
City of Bloomington	Life Insurance	252.10
City of Bloomington	Medicare	3,132.22
City of Bloomington	Payroll	225,694.45
City of Bloomington	Vision Insurance	219.12
City of Bloomington	Water	758.68
Confidential On-Site Paper Shredding	Other Purchased Services	129.32
Cummins Mid-State Power	Vehicle Maintenance	1,000.06
Dean's Graphics	Other Purchased Services	550.00
Dell Marketing, L.P.	Computer Supplies	1,527.50
Demco	Library Supplies	530.08
Demco	Office Supplies	5,377.28
Ebsco	Periodicals	70.79

Elm, USA, Inc.
 Findaway World, LLC
 Fish, Rondalea
 Fremont Public Library
 Frontier
 Homewood Public Library District
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 Kanopy, Inc.
 Libraries of Illinois Risk Agency
 Library Ideas, LLC
 Martin Sullivan, Inc.
 McLean County Glass & Mirror, Inc.
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Neopost USA, Inc.
 Norfolk, Bobby
 North Suburban Public Library District-Love's Park
 Northern Illinois Gas/Nicor
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 OverDrive
 Pantagraph
 Pilot Media, LLC
 Proquest, LLC
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Rotary Club of Bloomington
 Shopper, The
 Taylor, Pamela
 Unique Management Services, Inc.
 Weber Electric, Inc.
 Windstream
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Bottomline
 VISA - Dollar Tree
 VISA - Electronic Resources & Libraries

Library Supplies	2,006.40
A/V Materials	39.99
Professional Development	171.10
Miscellaneous Expenses	39.99
Telecommunications	2,625.91
Miscellaneous Expenses	17.00
Advertising	363.08
Other Purchased Services	670.63
Adult Books	274.43
Downloadable Materials	5,000.00
Other Insurance	27,402.00
A/V Materials	136.70
Building Mtn Supplies	855.00
Building Maintenance	549.50
Building Maintenance	474.60
A/V Materials	738.02
Downloadable Materials	4,990.00
Janitorial Supplies	588.84
Rentals	26.45
Other Purchased Services	900.00
Miscellaneous Expenses	62.50
Natural Gas	2,996.57
Employee Relations	9.98
Computer Supplies	584.46
Miscellaneous Expenses	167.64
Office Supplies	1,034.10
Other Purchased Services	110.34
Downloadable Materials	9,980.00
Advertising	1,102.00
Advertising	200.00
Downloadable Materials	90.37
Public Access Software	15,567.00
Rentals	2,844.56
Membership Dues	300.00
Library Supplies	58.49
Other Purchased Services	100.00
Other Purchased Services	331.15
Building Maintenance	96.00
Telecommunications	122.12
Professional Development	272.01
Membership Dues	302.00
Periodicals	70.00
Professional Collection	(5.26)
Professional Development	610.00
Uniforms	470.16
A/V Materials	6,625.79
Adult Books	7,317.51
Children's Books	9,477.61
Advertising	591.52
Periodicals	59.90
Employee Relations	6.00
Professional Development	495.00

VISA - Facebook	Advertising	154.41
VISA - Five Star Water Co.	Miscellaneous Expenses	49.20
VISA - Flying Magazine	Periodicals	16.00
VISA - Hy-Vee	Employee Relations	60.98
VISA - Illinois State Geological Survey	Adult Books	16.00
VISA - KK Manufacturing, LLC	Office/Equipment Mtnc	39.64
VISA - Kroger	Employee Relations	20.57
VISA - KultureCity	Professional Development	419.00
VISA - Meijer	Office Supplies	16.99
VISA - Michael's	Library Supplies	14.99
VISA - Midstate Collaborative for Library Services	Professional Development	597.00
VISA - Original Niepagen Flower Shop	Employee Relations	50.00
VISA - Oxygen Magazine	Periodicals	23.00
VISA - Springfield Electric Supply Co.	Building Mtnc Supplies	816.64
VISA - Sprint	Telecommunications	1,107.08
VISA - Verizon Wireless	Telecommunications	136.40
VISA - Wal-Mart	Building Mtnc Supplies	6.46
VISA - Wal-Mart	Employee Relations	73.34
VISA - Wal-Mart	Janitorial Supplies	217.65
VISA - Wal-Mart	Library Supplies	62.34
VISA - Wal-Mart	Other Purchased Services	9.40
VISA - Webstaurant	Janitorial Supplies	27.56
Total		451,071.85

Bloomington Public Library

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Director's Report

December 2019

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

This month, I:

- Met with Colleen, Caprice, and Jon to discuss desired specifications for an Outreach/Techmobile
- Discussed the Fresh Start program on The 21st, an Illinois Public Media show that also airs on WGLT
- Reviewed the Request for Architectural Qualifications submissions and set up interviews
- Reviewed historical files in a supply closet

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

As part of our Bloomington Reads Program series, Sara E. has coordinated the display a White Rose traveling exhibit. I met with Sara, Caprice, and Carol to determine the best locations to display the 27 panels.

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

This month, I:

- Worked with Department Managers to review and discuss filling positions with vacancies
- Participated in 4 LTA interviews and 3 Library Associate interviews
- Attended a Staff Development Committee Meeting
- Attended a MMS on Sensory Friendly and Diversity Friendly efforts
- Helped prepare materials to respond to Request for Information from the Union
- Reviewed the Personnel Code and proposed changes to the Board

Goal: Work effectively through the use of technology.

This month, I:

- Met with Jon and Kathy to discuss the replacement of our phone system
- Finished reviewing and transferring files in preparation for the retirement of our existing file server

Goal: Administer a cost-effective public library.

This month, I:

- Watched a demo for Donor Search, a donor prospect database
- Completed and submitted the Annual Per Capita Grant applications for BPL and GPPLD

**Adult Services Report
Carol Torrens
December 2019**

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

COLLECTIONS

Marcie weeded romance paperbacks, authors L-Robards. Katie weeded the Legal collection. She also weeded and, with Rhonda Y., shifted the Auto Repair and Test Prep books in preparation for the new Memory Care collection.

Mimi, the electronic resources coordinator, is working on adding Kanopy, a streaming service that offers movies and TV shows for all age categories. Look for this new resource in January.

Displays featured materials on these topics: inspirational fiction, award winners, holiday books, and staff picks. In the DVD area, winter movies was the theme.

PROGRAMS

Book Club listings for 2020 were updated on the website by Marcie and Katie.

Tiffany met with the listed number of teens at school events and/or at monthly Books & Bites book talks.

Parkside – 49; Kingsley – 64; Evans – 63; Chiddix - 53

Adult/Family programs

Combined book club – roundup of favorites -- 1 session – 9 attended

Books on Tap Book Club – 1 session – 14 attended

Wellness Lifestyle weekly class – 4 sessions – 49 attended

Avoid Scams and Protect Your Identity – 1 session – 6 attended

Dance the Night Away, Swing – 1 session – 22 attended

Classic Movie – 1 session – 8 attended

Alba Emoting Acting Technique – 1 session – 7 attended

Teen Programs

Cookie Decorating Workshop – 2 sessions – 30 attended

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

Karen Moen's retirement party was a huge success. We sent her off in good form following her 27 years here at BPL.

Rhonda Young is the newest part-time Library Associate in the department.

Mimi took webinars on Ancestry.com and on Knowledge City, a database that offers training on several topics. She is also exploring a service that would make the electronic resources appear as results to catalog searches.

Carol watched the webinar "Everyone Does Security." All staff, not just the guards, are responsible for maintaining a pleasant and safe library environment.

Goal: Work effectively through the use of technology.

There were no individual appointments with AS staff this month.

Goal: Administer a cost-effective public library.

Volunteers ran the movie program. Teen volunteers helped with shelving in teenZone.

Mimi worked with Bloomington Township on a grant that would provide Fitbits and related materials for the Friday Wellness classes.

Business Office Report
Kathy Jeakins
December 2019

Goal: Administer a cost-effective public library.

Library Credit Cards: I completed applications for staff getting credit cards and met with staff new to using Library credit cards; I canceled cards for staff leaving employment; and I entered all credit card transactions in account files

The monthly total for the Book Shoppe was \$2,356.00

BPL's Per Capita Grant funds were released at the end of November

The Foundation donated \$18,002.33 for the 2019 Summer Reading Program

I requested that the Foundation reimburse the Library for Illinois Collection books (paid from the Mischler Trust)

I completed the Golden Prairie's Year-End Financial Report and sent it to the Pantagraph so it could be printed by the end of the year

I met with the Library's Ricoh copier representative, Bradley Lucas, on Dec 13

On Dec 18, I met with Jim Pitzer, to review questions from the last building safety survey; he then toured the Library with Security Guard, Tom Drewry

On Dec 19, Jeanne, Jon, and I met to begin discussions regarding upgrading the Library's telephone system

Bills Costing in Excess of \$5,000:

Alpha Controls \$5,976.00 for year 1 of 3 annual service agreement

The Hartford \$8,088.00 for the annual worker's compensation premium for 2020

Carahsoft Technology Group \$13,125.00 for the annual renewal of Lynda.com

Demco \$5,377.28 for new book shelving

Libraries of Illinois Risk Agency \$27,402.00 for Property, Liability, Umbrella, Vehicle, and Director's & Officer's annual premiums for 2020

Recorded Books \$15,000.00 for the annual platform fee for RB Digital online magazines

Upcoming:

I will be working on the annual Worker's Compensation audit

Children's Services Report

Melissa Robinson

December 2019

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

- Here Be Dragons – 27 attended
- Sign and Sing Story Time – 53 attended
- Where the Wild Things Read – 2 sessions – 47 attended
- Monday Night Story Time Plus – 8 attended
- Sensory Story Time – 16 attended
- Family Games Day – 36 attended
- Tales for Tails – 3 sessions – 93 attended
- TinkerLab – 6 attended
- Lego Construction Time – 22 attended
- Itsy Arts – 16 attended
- 13 programs/sessions offered – 324 attended total

8 passive programs offered – 763 participated

We visited the following groups and events:

- Trinity Lutheran Pre-K – 18 attended
- Boys and Girls Club – 3 visits – 57 attended
- Katie's Kids – 52 attended
- Milestones Preschool – 78 attended
- Head Start at YWCA – 2 classes – 88 attended
- Little Jewels Daycare – 40 attended
- Miller Park Zoo Wild Lights – 2 nights – 1686 attended
- Children's Christmas Party for Unemployed Families – 286 attended
- 8 groups/events – 2305 attended total

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

- Children's staff attended the mini-morning training session on Sensory and Diversity Friendly Library Services.
- Children's selectors attended the Ingram training.
- Alysha and Alex attended the webinar "Everybody Does Security."
- Jesse attended the webinar "Early Childhood Expertise."

Upcoming:

- Weekly story times resume the week of Jan 13 with preschool story time on Wednesdays, toddler time on Thursdays, and Move and Learn on Fridays.
- Our Saturday session of Where the Wild Things Read is moving to 3:00 pm rather than 11:00 am. Jan 25 will be the first date when we try this new time slot.
- In addition to our regular, recurring programs, we have the following program scheduled:
 - Movie Drive-In – Jan 2 – 10:00 am and 6:00 pm
 - STREAM @ Your Library – Jan 3 – 10:00
 - Mandarin Class for Kids – Jan 18 – 10:00
 - Pajama Night: 1000 Books Before Kindergarten Anniversary Party – Jan 28 – 6:30
- Head Start Reading Rocks will visit on Jan 9 in the evening.
- Alysha is going to the Boys and Girls Club Family Fun Night on Jan 31.

Circulation and Outreach Services Report
Colleen Shaw
December 2019

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

- Outreach Library Associate, Michelle Cope, met with the following groups/committees this month:
 - ECIAAA Social Isolation meeting
 - Central Illinois Educators meeting for a 2020 Census presentation
 - Non-Profit Exchange meeting
 - Attended an Open House for the group "Dreams Are Possible" that will work to prepare women for jobs in the trades
 - Human Services Council meeting
 - BN parents Coalition presentation on the impact of the upcoming legalization of marijuana
 - Recovery-Oriented Systems of Care meeting

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

- Home Delivery selected and delivered 439 items to 57 patrons. One new recipient was added!
- Deposits selected and delivered materials to 10 sites and renewed materials at 2 sites this month.
- On January 2, a family pass to Miller Park Zoo, good for 2 adults and their children, was made available for circulation. The pass was donated by Bob Bradley, a generous library volunteer, and checks out for 1 week.
- We are now selling tumblers for \$2 each.
- The Cedar Ridge stop was cancelled on December 3 due to problems with the garage door.
- We now have new shelves for the New Book collection across from the Check Out Desk that match our newer audiovisual shelves installed last year. They are streamlined and provide more room in that area without sacrificing shelf space.

Goal: Work effectively through the use of technology.

- We have updated a form we use to process items returned that are missing pieces and embedded it into our SharePoint page which will help streamline the workflow for this procedure.
- We recently updated our process for discarding damaged items. It is now paperless and more efficient.

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

- All three open part-time Library Assistant positions have been filled. Liz Cachey, Martha Kelly, and Carmen Keist will begin the week of January 6.

Bloomington Public Library

Books are just the beginning.



(12/2019) Circulation and Outreach Services Statistics

Total Circ BPL	88,802
Total Circ Main	72,365
Adults	38,824
Teens	2,528
Children	31,013
Total Circ Outreach	4,012
OTR Adults	1,689
OTR Teens	56
OTR Children	18
Total Circ eBooks	12,425
Hoopla	2,793
Overdrive	8,248
RBDigital	1,355
TumbleBooks	11
eBook Central	18
Borrowers Registered	284
Total Active Cardholders	36,204
Children	8,008
Teen	4,087
Adult	24,109
GPPLD	1,588
Total Holds Filled	7,744
Main Holds	6,547
Outreach Holds	1,197
Door Count	20,774

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	487
THURS	WINGOVER AM	193
WED	NORTH POINTE	113
TUES	STEVENSON SCHOOL	104
MON	OLD FARM LAKES	103
WED	EAGLE CREST	103
MON	GROVE	100
THURS	EAGLE RIDGE	93
WED	RAINBOW AVE	87
TUES	GOLDEN EAGLE	76

5 Stops with Lowest Circulation

MON	FLEETWOOD DR	3
WED	EASTVIEW COMMUNITY CENTER	5
THURS	CATHOLIC CHARITIES	7
FRI	HILLTOP MOBILE HOME PARK	13
THURS	BALLYBUNION	13

Bookmobile Customers: 536

Total Monthly Stops: 46* (at 46 locations)

*The bookmobile was scheduled off-road Dec 21-Dec 31

Circulation Questions Answered: 677

Outreach Questions Answered: 57

Total Questions Answered: 734

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

Human Resources Report

Gayle Tucker

December 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 Sensory Friendly and Diversity Friendly Story Times
- I share relevant training opportunities with Department Managers
- In December, there were two in-house Job Announcements
- In December, I participated in 11 employment interviews
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

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
- 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 new Kronos timeclocks, and we are now Live, as of December 1.

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 resumed in August. We have nine students this semester.
- I closely track hours worked by part-time staff

Upcoming:

- Kronos timeclock implementation and troubleshooting
- Personnel Code/Employee Handbook updates

Information Technology Systems Report
Jon Whited
December 2019

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

We upgraded the web server. All new versions have been installed of the databases, individual software servers and the site is secured.

The 20 Wifi hotspots have arrived and we are working to get information made and get them cataloged so that we can make them available for the public.

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

13 Teen and parents attended a 3D printing class and scavenger hunt in the Library. IT staff printed several "baby Yodas" and Mandalorian helmets and placed clues throughout the library then teens searched for the clues and returned to collect their 3D printed figures. There was also a presentation and demonstration on 3D printing prior to the scavenger hunt.

Upcoming:

We are also working on upgrading the Public printing server to a new server.

Marketing Report

Rhonda Massie

December 2019

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

PROGRAM GUIDE

- The January-April 2020 Program Guide was eBlasted to the library's cardholders, posted to the library's website, and posted to Facebook, Twitter, and Instagram. When school resumes in January, it will be delivered to District 87 and Unit 5 for distribution to their students in grades K-5. The guide is also available at the Library and on the Bookmobile.

KOIOS

- As promised, our IT Department was able to make our website HTTP Secure. This was the last hurdle we needed to scale in order to begin our limited free trial / contract with Koios. That trial will begin in January.
- As a reminder, here is a rundown of the kinds of services Koios is able to offer:
 - Koios helps libraries apply for and receive Google Ad Grants which are earmarked specifically for libraries (to the tune of \$10,000/month). These free ads are then used to promote libraries using Search Engine Marketing -- NOT Search Engine Optimization.
 - The difference between SEM and SEO
 - Search Engine Optimization - tailoring one's website to make it as Google friendly as possible so an organization can grow its reach organically.
 - Search Engine Marketing - pay-per-click marketing.
 - With Google Ad Grants, these click throughs are free.
 - Using Koios could be an especially beneficial way to promote our online resources, services, and items in the BPL catalog.
 - Examples:
 - If someone were to Google, "How do I learn Spanish?" The Library and its Mango Languages/Transparent Language resources should pop up.
 - With a resource such as Lynda.com, Koios is able to determine which 90 Lynda courses are most wildly searched. Then, knowing that we offer Lynda.com to our patrons, if someone searches the content of one of those courses our library should show up as a place that offers the content of those courses.
 - If someone in our area searches the title of a book which BPL owns, we should pop up as a place where they can get that book.

ADVERTISING (scripts and artwork for each provided by Marketing)

- Eastside Neighbors & Neighbors of Southwest Bloomington
 - General ad stating that Library cards are free and so are the library's 600 annual programs.
- WGLT radio ads promoting
 - Favorite Book Roundtable
 - Story Time Plus
 - Kiddie Drive In
- Magic 99.5 ads promoting
 - Favorite Book Roundtable
 - Kiddie Drive In
- The Pantagraph
 - Online Resources
 - An online "reveal" ad promoted many of the library's online resources.
 - (8) different quarter-page ads – each promoting a different online resource grouping – ran in the paper version of *The Pantagraph* on 8 different days.
 1. Discover EBooks, eAudiobooks, Music, and Movies: Digital Library of Illinois, Hoopla
 2. Read Online Magazines and Newspapers: RBDigital, Consumer Reports, Pantagraph, and Pantagraph Online
 3. Research Your Family History: Ancestry, Heritage Quest, Fold3, Newspapers.com

4. Get Homework Help: Brainfuse HelpNow, ScienceFlix, World Book, Testing and Education Reference Center
 5. Jump Start Your Career: Lynda.com, Brainfuse JobNow, Information Technology Collection, Testing and Education Reference Center
 6. Help Your Child Learn to Read: BookFlix, Pebble Go, Tumblebooks
 7. Learn a New Language: Mango Languages, Duolingo, Transparent Language
 8. Be Smart with Money: Consumer Reports, Value Line Research Library
- Grossinger Arena
 - Digital Ads on both outdoor marquees
 - Vinyl ad on the concourse
 - Ad for the next Community Players program
 - Highlights our Black History Month programs
 - Penned and submitted the weekly Magic 99.5 radio spots for January-April 2020.

PRESS RELEASES

- In December, press releases were submitted to area media about
 - The family passes to Miller Park Zoo which the library is now circulating
 - The Jan-March Girls Who Code programming series
- Photos were pulled for an article being submitted to the *ILA Reporter*

ARTICLES/COVERAGE

- Bloomington Approves Tax Rate, Gears Up for Cannabis Vote – WGLT
- As More Libraries Waive Fines, Bloomington Library Cites Lasting Impact - WGLT
- Finding a Future at the Library – Illinois State University News
- Some Libraries Are Changing Their Late Fee Policies, Recognizing Fines As a 'Form of Social Inequity' – WILL / The 21st
- Recent donation allows public libraries to circulate family passes to Miller Park Zoo – CIProud.com
- BPL is offering a program to help students in grade 6-12 learn computer coding - CIProud.com
- Local public libraries are circulating family passes to Miller Park Zoo – CIProud.com
- Bloomington church, homeless ministry team up for Night in a Car event – *The Pantagraph*

PROGRAM PUBLICITY

- DEAR Bingo Contest
- DIY Bookmarks, Pencil Toppers/Holders, Magnetic Picture Frames
- Financial Literacy for Parents
- Global Tales
- Illinois Employment Workshops
- Kiddie Drive-In Movie
- Lego Construction Time
- Mandarin Class for Kids
- Meditation with Art of Living
- On That Note Music Club
- Sensory Story Time
- Spanish Book Club Bookmarks
- Story Time Flyer | Collection of CS Story Time Programs, Plus
- Tales for Tails
- Wellness Lifestyle Class
- Wet or Dry? Prohibition in McLean County
- Winter Break Flyer

ADVERTISEMENTS/PROMO ITEMS

- Community Players ad | Black History Month
- Online Resources ads | Pantagraph PRINT
- Online Resources ad | Pantagraph.com

DISPLAY SIGNS

- RBD Monthly AS Signs | January
- RBD NPR Tiny Desk Concerts

PRINT

- December Calendar
- I've Got Spirit forms
- Libby Handout
- RBDigital Handouts
- Winter Break Handouts
- Wireless Printing Handout

EXTRAS

- Dear Bingo Contest BINGO Cards
- Book Club Kit ShelfTalkers
- Elevator Wrap | Black History Month
- Elevator Wrap | Leap Day Party
- Holiday Closure | Christmas & NYE/NY Day 12/24 & 25; 12/31 & 1/1)
- "I'm in Training" Buttons
- Monthly Donation Day Handouts
- Monthly Calendar | January
- Monthly tZ Sign | December
- Nametags (7)
- Program Guide | Jan-Apr | 1st Proof, 2nd Proof and Final to Printer
- Program Guide | Jan-Apr | Digital to Kerrie

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.

PRODUCT DEMOS

- Donor Search
- Communico
- Library Market

KOIOS

- We recently began our limited free trial with Koios. See above for details.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 40 Facebook followers for a total of 7,129;
 - The Library added 24 Instagram followers for a total of 1,460;
 - The Library added 2 Twitter followers for a total of 2,040;
- The Library's
 - text subscribers (to the general library list) number 326
 - text subscribers for the combined Bookmobile stops number 994
 - Books on Tap Book Club is present on MeetUp.com
 - The BPL Dungeon Master's Club is present on MeetUp.com
 - The Cardholder Perks list contains 30,852 subscribers.
 - The Program Guide list contains 30,839 subscribers.
 - The General eBlast list contains 30,889 subscribers.

Goal: Administer a cost-effective public library.

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. Unless a program requires registration and there's a fear that it will reach capacity, each program is also boosted. (Boosting is not free, but it is our best bang for the buck). Each individual event is posted with a piece of art that is designed by the Marketing Department.
 - 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 eBlasts are also posted to Facebook and Twitter. The ability to do these things comes with our subscription to Library Aware.
 - On December 1, an eBlast promoting BPL cardholders' access to RB Digital was sent to 30,800 cardholders.
 - On January 1, an eBlast promoting the ability to sign up to receive new item lists by genre via email was sent to 30,937 cardholders.
- The library's programs are sent to the following for promotion on their paper and/or online calendars
 - 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, and that's what we send them. They will not accept story times, movie series, book clubs, etc.
 - The DBA receives all our programs for inclusion on its website and its online calendar.
 - PATH receives specific programs for inclusion in its revived PATH-O-Gram.
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then a conversation about upcoming programs. The interview materials are prepped by the Marketing Department.
- All the library's programs are posted to the library's website and the plasma TV in the lobby.

**Support Services Report
Caprice Prochnow
December 2019**

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

- Support Services staff:
 - Installed the new shelving in the New Books area.
 - Replaced halyard for flag and installed new flag.
 - Relocated the upper level AED machine to behind the Security Desk.
 - Replaced coin mechanism in Keurig coffee pod dispenser.
 - Repaired bench in Children's.
 - Replaced lamps in Adult Services and Children's.
- Repairs/Installs:
 - Caprice met with Spencer Construction and Weber Electric for demo/install work for new sorter.
 - Caprice met with Conrad Sheet Metal about a few projects.
 - Alpha Controls repaired damper for WCW Reading Room, replaced a thermostat, and ordered a new actuator for the seating area outside of the WCW Reading Room.
 - Weber Electric replaced floor receptacle in the CR, replaced in-ground flag spotlight, replaced ballast in downlight fixture on the building, and re-lamped a few decorative post lights.
 - TeeJay Doors repaired the exterior sliding doors.
 - The Blind Man installed blinds on the south, center window.
 - Wherry Welding made repairs to brackets on Study Room chairs.
 - MIM made repairs to the humidifier.
 - Childer's Door replaced the two garage door springs (one was broken), with four - springs. There is a longer life span to the smaller springs, and if one breaks, the door opener is still operational.

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

- Room Reservation System Working Group met to view demos of various reservation system platforms available.
- Caprice, Jeanne, Carol and Sara E., did a walk-thru of lower lobby and Adult Services to determine locations for posters for White Rose Traveling Exhibit.
- Support Services staff attended the "Everybody Does Security" webinar.

Goal: Administer a cost-effective public library.

- Johnson Controls conducted the yearly inspection of the emergency door alarms.

Upcoming:

- New blinds in the WCW Reading Room.
- Demo prep for new sorter.
- New vending machines.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

December 2019

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

- Katie Roberts is working on some cataloging record clean-up projects.
- We're working very hard to clean up the Magazine Retention Excel spreadsheet to make it a smooth transition for the next person working with the magazines.

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

- Theresa took a full-time job as the Town of Normal, Deputy City Clerk. She's already started her new position and we will miss her dearly in TS!
- All TS staff attended the MMS on being Sensory and Diversity Friendly.
- All selecting staff (and Kelly) attended Ingram training
- TS staff provided many hours of assistance in the Teen Zone, checking AV, and with the picklist.
- Katie Roberts and Katy Egts were both trained on newspapers.
- Kelly updated her training documents on SharePoint.
- **Training Hours – 10**

Goal: Work effectively through the use of technology.

- We are now using Polaris to check-in our newspapers instead of an Excel spreadsheet. This is especially useful since we can now run a report to see if we're missing any copies.
- This week selectors will be given the green light to order freely from Ingram as we now have EDI capabilities. That means that like Baker & Taylor, all items ordered via Ingram will now have automatic on-order records produced! (Midwest Tape coming soon.)

Goal: Administer a cost-effective public library.

- Our volunteer, Saurin Shah, got a job opportunity in Chicago and is already in the moving process. We'll hope to see Bob back in late February or early March.
- **Volunteer Hours – 8**

Upcoming:

- Cataloging Storytime books
- OCLC Reclamation project
- Wireless Hotspots
- Midwest EDI Ordering

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

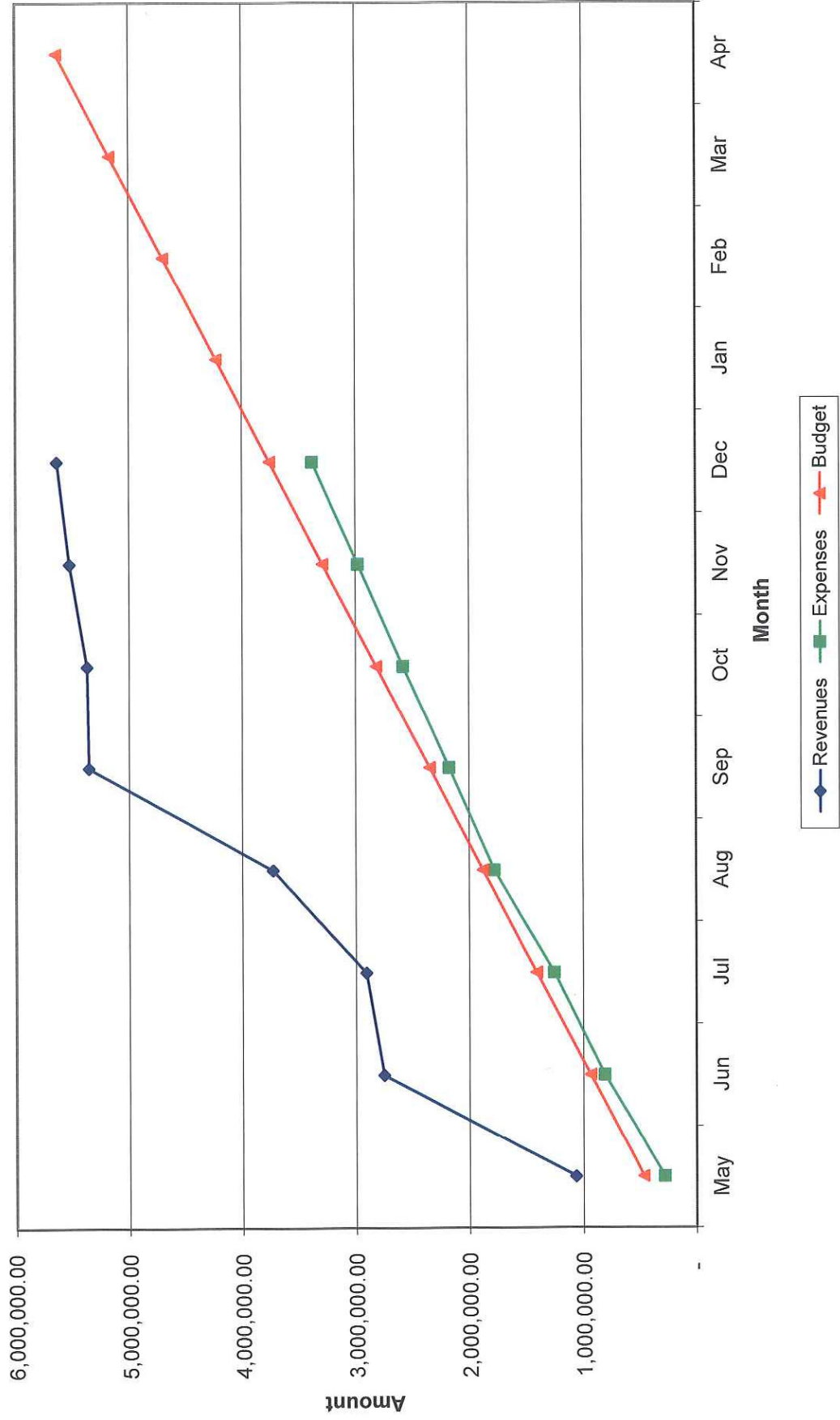
REVENUES:

ACCT NAME	BUDGET	DEC 2019	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	3,701.74	31,635.02	(43,364.98)	42.2
Copies	3,500	264.51	2,166.76	(1,333.24)	61.9
Interest on Investments	30,000	6,094.87	58,319.73	28,319.73	194.4
Interest From Taxes	0	0.00	54.10	54.10	-----
Sale of Property	0	35.00	35.00	35.00	-----
Donations	25,000	0.00	22,206.08	(2,793.92)	88.8
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	88.25	(122.48)	(122.48)	-----
Other	45,000	3,789.83	30,190.51	(14,809.49)	67.1
Total Revenues	5,639,740	13,974.20	5,638,738.40	(1,001.60)	100.0

ACCT NAME	BUDGET	DEC 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	179,262.58	1,450,975.19	(862,326.81)	62.7
Part-Time Salaries	485,577	32,096.58	263,508.29	(222,068.71)	54.3
Seasonal Salaries	57,893	1,897.37	43,363.11	(14,529.89)	74.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	20,000.00	20,000.00	-----
Total Sals & Wages	2,857,872	213,256.53	1,777,846.59	(1,080,025.41)	62.2
Dental Insurance	13,554	871.32	6,659.37	(6,894.63)	49.1
Vision Insurance	2,802	219.12	1,668.88	(1,133.12)	59.6
Health Insurance, BC/BS PPO	357,285	20,443.06	156,243.39	(201,041.61)	43.7
Health Insurance, OSF HMO	61,134	3,017.38	23,061.40	(38,072.60)	37.7
Life Insurance	3,115	252.10	1,993.60	(1,121.40)	64.0
IMRF	231,330	18,632.73	149,080.96	(82,249.04)	64.4
FICA	177,120	13,392.69	106,898.80	(70,221.20)	60.4
Medicare	41,423	3,132.22	25,001.34	(16,421.66)	60.4
Worker's Comp	10,000	8,080.00	8,157.00	(1,843.00)	81.6
Uniforms	800	470.16	825.26	25.26	103.2
Tuition Reimbursement	40,000	0.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	12,437.92	29,066.59	4,066.59	116.3
Total Benefits	963,563	80,948.70	513,744.59	(449,818.41)	53.3
Rentals	23,000	1,448.73	15,177.20	(7,822.80)	66.0
Total Rentals	23,000	1,448.73	15,177.20	(7,822.80)	66.0
Building Mtnc	150,000	2,999.45	76,854.50	(73,145.50)	51.2
Vehicle Mtnc	10,000	0.00	7,062.17	(2,937.83)	70.6
Office & Computer Mtnc	195,000	3,052.84	74,999.10	(120,000.90)	38.5
Total Repair/Mtnc	355,000	6,052.29	158,915.77	(196,084.23)	44.8

ACCT NAME	BUDGET	DEC 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,403.74	30,874.52	(19,125.48)	61.7
Printing/Binding	20,000	0.00	19,431.69	(568.31)	97.2
Travel	1,000	3.83	99.85	(900.15)	10.0
Membership Dues	5,000	956.00	2,847.99	(2,152.01)	57.0
Professional Development	15,000	2,393.01	13,025.80	(1,974.20)	86.8
Other Purchased Services	140,000	823.19	49,274.31	(90,725.69)	35.2
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	27,402.00	27,402.00	21,402.00	456.7
Total Purchased Services	258,000	34,981.77	142,956.16	(115,043.84)	55.4
Office Supplies	13,000	5,544.49	17,079.64	4,079.64	131.4
Computer Supplies	90,000	1,038.81	56,067.88	(33,932.12)	62.3
Postage	5,000	(5.18)	115.65	(4,884.35)	2.3
Library Supplies	82,000	2,742.42	37,263.82	(44,736.18)	45.4
Janitorial Supplies	13,000	567.58	8,630.26	(4,369.74)	66.4
Gas & Diesel Fuel	9,000	423.07	2,864.05	(6,135.95)	31.8
Building Mtnc & Repair Supplies	20,000	205.25	4,235.40	(15,764.60)	21.2
Total Supplies	232,000	10,516.44	126,256.70	(105,743.30)	54.4
Natural Gas	22,000	2,996.57	8,116.80	(13,883.20)	36.9
Electricity	90,000	4,362.77	56,403.34	(33,596.66)	62.7
Water	7,500	758.68	5,055.90	(2,444.10)	67.4
Telecommunications	35,000	3,382.06	28,093.01	(6,906.99)	80.3
Total Utilities	154,500	11,500.08	97,669.05	(56,830.95)	63.2
Professional Collection	1,500	(5.26)	946.11	(553.89)	63.1
Total Prof Collection	1,500	(5.26)	946.11	(553.89)	63.1
Periodicals	20,000	168.90	18,401.47	(1,598.53)	92.0
Adult Books	143,000	6,813.52	98,312.65	(44,687.35)	68.8
Children's Books	118,000	6,248.98	73,664.34	(44,335.66)	62.4
A/V Materials	134,000	7,841.53	78,893.83	(55,106.17)	58.9
Public Access Software	150,000	4,197.00	112,227.47	(37,772.53)	74.8
Downloadable Materials	145,000	15,195.15	90,262.00	(54,738.00)	62.2
Total Materials	710,000	40,465.08	471,761.76	(238,238.24)	66.4
Employee Relations	5,000	502.49	1,694.32	(3,305.68)	33.9
Miscellaneous Expenses	9,000	582.63	4,019.09	(4,980.91)	44.7
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	1,085.12	76,018.41	(8,286.59)	90.2
Total Expenses	5,639,740	400,249.48	3,381,292.34	(2,258,447.66)	60.0

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2019

Property Tax (99.9%): The Library has received all of its Property Tax distributions for the year.

Replacement Tax (100.0%): The distribution was made in July.

State Grants (162.3%): The Per Capita funds were released at the end of November.

Golden Prairie Public Library District (100.7%): Golden Prairie has also received all of its Property Tax distributions for the year; and of that amount, BPL receives 95%.

Fines (42.2%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.

Interest (194.4%): The projection for FY 20 was low.

Donations (88.8%): This is the amount the Library has received, which includes a donation from the Foundation for the Summer Reading Program in the amount of \$18,002.33.

Part-Time Salaries (54.3%): This is less than projected due to a few vacancies that have occurred.

Seasonal Salaries (74.9%): The majority of this line item is spent during the summer with employees hired to help with the Summer Reading Program.

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

Dental Insurance (49.1%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.

Vision Insurance (59.6%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.

Health Insurance, BC/BS PPO (43.7%): This is under-spent due to the amount being less than what was anticipated.

Health Insurance, OSF, HMO (37.7%): This is under-spent due to the amount being less than what was anticipated.

FICA (60.4%): This is just slightly under-spent due to vacancies that have taken place.

Medicare (60.4%): This is just slightly under-spent due to vacancies that have taken place.

Worker's Compensation (81.6%): The annual premium for Worker's Compensation was paid at the end of December.

Uniforms (103.2%): All Custodian shirts were replaced at one time, causing this line item to be over-spent by a small amount.

Tuition Reimbursement (12.7%): Charges have been minimal.

Other Benefits (116.3%): This is over-spent due to the payout of the vacation accruals to employees who left employment and due to the payment of Sick Leave Buy Back to 2 retiring employees.

Building Maintenance (51.2%): Charges have been minimal.

Office and Computer Maintenance (38.5%): Charges have been minimal.

Printing/Binding (97.2%): This is over-spent due to printing Bookmobile Schedules and the summer Program Guide.
Travel (10.0%): Charges have been minimal.
Membership Dues (57.0%): Charges have been minimal.
Professional Development (86.8%): This is over-spent due to staff registering for the upcoming Public Library Association Conference, to be held in Nashville, TN
Other Purchased Services (35.2%): Charges have been minimal.
Property Insurance (0.0%): This was paid at the end of December. Please see "Other Insurance" below for more information.
Vehicle Insurance (0.0%): This was paid at the end of December. Please see "Other Insurance" below for more information.
Other Insurance (456.7%): We paid for the Property, Vehicle, and Director's & Officer's annual premiums from one line item in December. IT gets somewhat complicated to break out each individual type of insurance.
Office Supplies (131.4%): This is over-spent due to chairs and a staff workstation that were purchased earlier this fiscal year.
Postage (2.3%): Charges have been minimal.
Library Supplies (45.4%): Charges have been minimal.
Gas & Diesel Fuel (31.8%): Charges have been minimal.
Building Maintenance Sups (21.2%): Charges have been minimal.
Natural Gas (36.9%): Charges have been minimal.
Telecommunications (80.3%): This is over-spent due to the annual payment for the emergency alert notification service.
Periodicals (92.0%): This is over-spent due to the payment of the annual subscription service.
A/V Materials (58.9%): Charges have been minimal.
Public Access Software (74.8%): This is over-spent due to the renewal of several packages so far this fiscal year.
Employee Relations (33.9%): Charges have been minimal.
Miscellaneous Expenses (44.7%): Charges have been minimal.
Transfer to Fixed Asset Fund (100.0%): The transfer from the Operating Fund to the Fixed Asset Fund occurred in June.
Transfer to Capital Fund (100.0%): The transfer from the Operating Fund to the Capital fund occurred in June.

The Donations line item breaks out as follows:

Foundation, Summer Reading Program:	\$ 18,002.33
Community Donations, Summer Reading Program:	3,435.00
Fresh Thyme, Giving Bag Donation:	110.00
Fountain Receipts:	18.75
Memorial Donations:	540.00
Robert Starckovich, Miscellaneous Donation:	25.00
Jean Robins, Miscellaneous Donation:	25.00
Verlyn Zachow, Miscellaneous Donation:	50.00

Total Donations:	\$ 22,206.08
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	641.56
Book Shoppe:	17,370.41
Drawstring Bags:	102.00
Ear Buds:	348.00
Flash Drives:	165.75
Hot Beverage Service:	485.00
Meeting Room Fees:	200.00
Mugs:	63.00
Print Station:	8,873.20
Reusable Bags:	288.00
Test Proctoring:	125.00
Umbrellas:	42.00
Miscellaneous:	1,486.59

Total Other Revenue:	\$30,190.51
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During December, 7 batches containing 85 invoices were processed, totaling \$92,779.13 and 136 credit card charges were made totaling \$30,226.89.

As of December 31, the Library's Maintenance & Operating Fund Balance is \$4,127,811.74, which is 73.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 12/31/19:

Operating:	\$ 4,127,811.74
Capital:	\$ 3,154,403.84
Fixed Assets:	\$ 1,180,922.96

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

December 2019

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	40,513	38,689	5%	348,630	356,305	-2%
Teens	2,584	1,776	45%	26,848	18,711	43%
Children	33,280	35,259	-6%	333,682	338,442	-1%
Digital Downloads	12,425	10,852	14%	95,707	79,420	21%
Total	88,802	86,576	3%	804,867	792,878	2%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,109	23,040	5%	24,109	23,040	5%
Teens	4,087	4,623	-12%	4,087	4,623	-12%
Children	8,008	9,140	-12%	8,008	9,140	-12%
Total	36,204	36,803	-2%	36,204	36,803	-2%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	284	279	2%	3,992	3,682	8%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	20,774	21,997	-6%	206,588	219,459	-6%
Bookmobile	536	543	-1%	8,524	8,090	5%
Total	21,310	22,540	-5%	215,112	227,549	-5%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	38	104	-63%	706	862	-18%
Digital Preservation Studio	46	15	207%	218	75	191%
Community Room	98	37	165%	623	392	59%
Total	182	156	17%	1,547	1,329	16%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	12	14	-14%	144	137	5%
People Reached	2,534	1,677	51%	18,856	14,591	29%
Community Visits to the Library	0	0	0%	57	34	68%
People Reached	0	0	0%	1,398	1,174	19%
Total Outreach Visits	12	14	-14%	201	171	18%
Total People Reached	2,534	1,677	51%	20,254	15,765	28%

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	10	6	67%	174	107	63%
Attendance	115	32	259%	3,277	1,793	83%
Teens	1	3	-67%	29	26	12%
Attendance	30	23	30%	569	602	-5%
Childrens	13	14	-7%	201	196	3%
Attendance	324	274	18%	7,506	7,543	0%
Total Programs	24	23	4%	404	329	23%
Total Attendance	469	329	43%	11,352	9,938	14%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	5	-100%	62	75	-17%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,056	3,571	-14%	29,183	31,809	-8%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	81.50	140.25	-42%	1,711	1,432	19%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	3,338	3,389	-2%	33,735	35,667	-5%
WiFi Sessions	2,761	2,884	-4%	26,743	25,332	6%
Website/Catalog Hits	36,000	35,259	2%	330,773	322,270	3%
Online Resource Use	2,107	8,627	-76%	43,515	82,259	-47%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	431	429	0%	3,987	3,982	0%
Sent	157	179	-12%	2,000	1,940	3%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	108.75	59.50	83%	952	705	35%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, November 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 Sherman called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Laurie Nippe, Ruth Novosad,
Stephen Peterson, Patti Salch, Stephanie Walden,
Jodi Sherman

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report
President Sherman shared that four Board Members attended and received very good information at the RAILS: Trustee Workshop on October 19, 2019. President Sherman also attended the 2nd meeting of the McLean County "All Citizens Count" for Census 2020. The Committee has started making progress in their mission. Discussion was held about the Census 2020 process and the Library's involvement.
- VI. Approval of Minutes
A. October 16, 2019
The Board is now using Roberts Rules of Parliamentary Procedures. President Sherman stated that the minutes have been distributed to all Board members and asked for any corrections. There were no corrections. President Sherman stated that the minutes are approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that library staff are working on establishing a Memory Care Collection. This collection will include items that are helpful to caregivers and individuals with memory loss, like Alzheimer's disease and dementia. It will be soft launched in early spring and will have a more significant launch in May. Bloomington Reads Committee has announced the 2020 selected book, *White Rose*. It is set in Germany and is about a group of college friends and soldiers who resisted the Nazi regime during World War II. The Bloomington Reads Committee will also highlight a children's book with a similar topic. Director Hamilton shared that the Library received 24 downloads of the Request for Qualifications by architects to be considered for the upcoming changes needed to BPL's expansion plans. A Pre-Statement meeting was

held and 14 interested firms attended the meeting. Finally, Director Hamilton shared that the Normal Public Library is interest in hosting a social for the area Library Boards. Board member Salch asked about the Bloomington Public Library November agenda "Removing Barriers" presentation item. Hamilton shared information about the presentation and discussion that took place at the Bloomington Public Library Board November meeting.

- B. Financial Report: Kathy Jeakins, Business Manager, provided the monthly report. The Per Capita Grant money has started being used on the purchase of books and materials. Another Property Tax distribution will be received at the end of November. There will additional distributions in late May and early June. Board member Peterson asked the Board about the CD maturing in February. Board member Peterson would like to add CD Renewal to the Discussion Item section of the December agenda. He will gather the information on the rates and requested an action item for approval of the CD Renewal on the January agenda. A discussion was held about the Techmobile and Director Hamilton shared that based on research of other libraries' experiences, it will likely be 6 months to a year before it will be in place but Library staff are making progress on the project.
- C. Outreach Report: Board member Salch handed out updated Bookmobile schedules to the other members of the Board for distribution at locations in their towns.

VIII. Discussion Items

A. Per Capita Grant Requirements

- i. Report about Online Webinar about Organizational Management: Stephanie Walden presented a report on "Space Planning Without the Space – Reimagining Your Existing Library." The main points were to analyze the services goals; think critically about the existing buildings and the opportunities and challenges it presents; explore options and having frank conversations about cost and impact with both staff and trustees; be prepared to make difficult choices by prioritizing, as no library can meet all the wishes of staff, trustees, and the general public; and planning diagrams and cost estimates help you to make intelligent decisions regarding the best use of resources to achieve the vision within the community and the service goals.
- ii. Report on Services Provided by the Digital Public Library of America (DPLA) and the Illinois Digital Archives (IDA): Laurie Nippe presented on the DPLA. The DPLA provides free and immediate resources in a digital format. They use primary resources across America by using other libraries, archives, museums, other cultural heritages institutions. The DPLA gathers pictures, books, maps, news footage, oral history, speeches, personal letters, museum optics, arts and government documents. There is an educator's section that includes lesson plans and teaching guides. Laurie also reported on the Illinois Digital Archives (IDA). It is a service of the Illinois State Library and Illinois Secretary of State's Department. The IDA is a repository for digital collections of cultural institutions of Illinois. It is similar to the DPLA but is Illinois-specific. Director Hamilton added that the negatives of Pantagraph editions that have been recently digitized are available on the IDA.
- iii. Director Jeanne Hamilton to reported on Chapter 3 – Personnel of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. She was able to check off every item on the checklist at the end of the chapter.

IX. Comments from Board Trustees:

Board member Nippe added some insight to item number 4 of Stephanie Walden's presentation. She suggested to not ignore the choice that did not make the priority list. If you honestly communicate that it was considered and not chosen, there is more buy-in at the end of the process by staff, trustees, and the general public.

X. Please note that the next meeting is on Wednesday, December 18, 2019.

XI. Adjournment
President Sherman adjourned the meeting at 5:45 p.m.

Incident Report Summary for December 2019

2019-12-31 23:59:00
 2019-12-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
4134	2019-12-02 09:38:59	StaffRelatedIncident
4135	2019-12-02 15:35:22	StolenDamagedLibraryMaterial
4136	2019-12-02 19:52:45	HealthSafety
4137	2019-12-04 09:50:26	Other
4139	2019-12-11 18:55:35	TobaccoUse
4140	2019-12-11 21:38:51	CustomerComplaint
4141	2019-12-11 22:40:26	AlcoholDrugs
4142	2019-12-11 22:40:58	AlcoholDrugs
4143	2019-12-11 22:41:27	AlcoholDrugs
4144	2019-12-13 16:00:06	AlcoholDrugs
4145	2019-12-17 17:00:09	
4146	2019-12-18 21:27:34	SleepingIncident
4147	2019-12-18 21:34:44	Other

4148	2019-12-18 21:40:54	Bicycle Incident
4149	2019-12-18 21:43:25	Bicycle Incident
4150	2019-12-19 22:36:56	Alcohol/Drugs
4151	2019-12-21 21:05:25	Customer Related Illness/Accident
4152	2019-12-22 20:14:44	Alcohol/Drugs
4153	2019-12-22 20:25:42	Food Incident
4154	2019-12-23 23:00:55	Other
4155	2019-12-24 01:47:10	Stolen/Damaged Library Material
4156	2019-12-27 03:19:15	Stolen/Damaged Library Material
4157	2019-12-27 20:22:39	Other
4158	2019-12-27 21:19:35	Other
4159	2019-12-28 21:28:58	Customer Suspension Violation
4160	2019-12-30 19:39:31	Stolen/Damaged Library Material
4161	2019-12-30 21:54:01	Alcohol/Drugs

Suspension Report Summary for December 2019

2019-12-31 04:24:59pm
 2019-12-01 04:24:59pm
 31 days in month

Suspension ID	Date/Time Submitted	Violation
308	2019-12-02 00:00:00	Stolen/Damaged Library Material
181	2019-12-26 00:00:00	Inappropriate Behavior
313	2019-12-23 00:00:00	Other
312	2019-12-22 00:00:00	Alcohol/Drugs
314	2019-12-23 00:00:00	Other
315	2019-12-27 00:00:00	Other
316	2019-12-30 00:00:00	Alcohol/Drugs
320	2019-12-10 00:00:00	Stolen/Damaged Library Material

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$195,607.50 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$3,350,011.34

Approved the 21st day of January 2020

Julian Westerhout, President
Bloomington Public Library Board of Trustees