

# Bloomington Public Library

*Books are just the beginning.*



## BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, April 20, 2021

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM (link and phone number below), as well as in the William C. Wetzel Room at the Bloomington Public Library. All in-person gatherings will follow the physical distancing guidelines.

*In lieu of providing public comment at the meeting, members of the public may send statements to the Library Director, at [librarydirector@bloomingtonlibrary.org](mailto: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/92275979589>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 922 7597 9589

William 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 March 16, 2021 Regular BPL Board Meeting
  - B. Approve Bills List of March 2021
- IX. Executive Session – Performance and Compensation of a Specific Employee (5 ILCS 120/2(c)(1))
- X. Approval Items
  - A. Approve Director Merit Increase for FY22
  - B. Approve FY22 Slate of Officers
  - C. Approve Closing the Library on September 28, 2021 for Staff Development Day

- D. Approve Purchase of Geotechnical Services from Ramsey Geotechnical Engineering
  - E. Waive the Competitive Bid Process and Approve a 5-year Renewal of the Agreement with Innovative Interfaces Incorporated for the Library's Integrated Library System (Catalog) Subscription License
  - F. Waive the Three Quote Requirement and Approve a 3-year Renewal of the CollectionHQ Service from Bridgeall Libraries
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- XI. Discussion Items
    - A. Library Expansion and Fundraising
  - XII. Comments from Trustees
  - XIII. Adjournment

**Posted: 4.16.21 10:40 a.m.**

# BILLS LIST

Approved by BPL Board of Trustees, April 20, 2021

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Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Lock, Inc.	Building Maintenance	275.00
Algonquin Area Public Library District	Miscellaneous Expenses	19.24
Alpha Controls & Services	Building Maintenance	290.00
Alsip-Merrionette Park Public Library District	Miscellaneous Expenses	25.00
Amazon.com, LLC	A/V Materials	652.36
Amazon.com, LLC	Adult Books	261.59
Amazon.com, LLC	Children's Books	155.15
Amazon.com, LLC	COVID-19	9.96
Amazon.com, LLC	Janitorial Supplies	73.90
Amazon.com, LLC	Office Supplies	22.99
Amazon.com, LLC	Other Purchased Services	337.79
Amazon.com, LLC	Periodicals	11.45
Ameren IP	Electricity	4,570.77
American Pest Control	Building Maintenance	80.00
Blackstone Audio	A/V Materials	376.40
Blue Beacon International, Inc.	Vehicle Maintenance	53.20
CDW Government	Computer Supplies	2,559.09
Cengage Learning	Adult Books	122.20
City of Bloomington	Dental Insurance	796.70
City of Bloomington	FICA	12,664.76
City of Bloomington	Gas & Diesel Fuel	292.17
City of Bloomington	Health Insurance-HMO	1,747.94
City of Bloomington	Health Insurance-PPO	23,363.24
City of Bloomington	IMRF	22,223.14
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,961.90
City of Bloomington	Payroll	215,884.84
City of Bloomington	RSA Contribution	204.04
City of Bloomington	Vision Insurance	234.02
City of Bloomington	Water	377.97
Coughlin Companies	Public Access Materials	1,499.00
Cummins, Inc.	Vehicle Maintenance	106.60
Custom Digital Imaging	Printing	1,589.90
Dell Marketing, L.P.	Computer Supplies	11,326.82
Demco	Library Supplies	433.33
Ebsco Industries	Periodicals	21.47
Engberg Anderson	Architectural Services	90,782.45
Engler, Callaway, Baasten, & Sruga, LLC	Other Purchased Services	529.00
F & W Lawn Care & Landscaping	Building Maintenance	1,249.00
Findaway World, LLC	A/V Materials	2,787.59

Findaway World, LLC	Adult Books	3,626.51
Granite Broadcasting	Advertising	779.99
Greco, Amedeo	Other Purchased Services	2,625.00
Illinois State University	Advertising	416.67
Illinois Wesleyan University	Other Purchased Services	387.75
Johnson Controls Fire Protection LP	Building Maintenance	6,027.00
Library Ideas, LLC	A/V Materials	1,000.53
Massie, Rhonda	Professional Development	198.95
Metronet Holding, LLC	Telecommunications	1,687.03
Mickey Truck Bodies	Vehicle Maintenance	810.00
Mid Illinois Mechanical	Building Maintenance	3,890.99
Midwest Tape	A/V Materials	1,591.68
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	465.18
Northern Illinois Gas/NICOR	Natural Gas	2,155.47
Nu Air Corp	Building Mtnc Supplies	1,034.90
OverDrive	Downloadable Materials	9,980.00
Penworthy Company, LLC	Children's Books	483.06
Pilot Media	Advertising	400.00
POS Supply Solutions, Inc.	Office Supplies	1,127.75
Proquest CSA, LLC	Downloadable Materials	72.39
Proquest CSA, LLC	Periodicals	494.40
Quill Corp.	Computer Supplies	545.08
Quill Corp.	Employee Relations	50.12
Quill Corp.	Janitorial Supplies	247.98
Quill Corp.	Library Supplies	140.79
Quill Corp.	Office Supplies	500.59
Quill Corp.	Other Purchased Services	112.80
Ricoh USA, Inc.	Rentals	55.99
Ron Smith Printing Co	Library Supplies	60.00
Ron Smith Printing Co	Printing	460.00
Transparent Language, Inc.	Public Access Materials	3,240.00
Uline Shipping Supply Specialists	Janitorial Supplies	172.94
West Publishing	Adult Books	2,208.00
Widmer, Inc.	Office Supplies	2,791.56
World Book, Inc.	Children's Books	2,746.95
VISA - Amazon Web Services	Other Purchased Services	9.75
VISA - American Cancer Society	Employee Relations	42.20
VISA - American Library Association	Professional Collection	(5.53)
VISA - Baker & Taylor Books	A/V Materials	2,960.70
VISA - Baker & Taylor Books	Adult Books	9,627.72
VISA - Baker & Taylor Books	Children's Books	8,697.59
VISA - Best Version Media	Advertising	591.52
VISA - Bloomerang, LLC	Other Purchased Services	2,848.00
VISA - Chicago Tribune	Periodicals	100.00
VISA - Courtyard by Marriott	Professional Development	598.08
VISA - Facebook	Advertising	465.50
VISA - Giordano's	Professional Development	37.54
VISA - Harvard Business Review	Periodicals	12.00
VISA - Hobby Lobby	Other Purchased Services	83.60
VISA - Illinois Library Association	Professional Development	100.00
VISA - Ingram	A/V Materials	1,149.18



VISA - Ingram	Adult Books	2,786.37
VISA - Ingram	Children's Books	49.56
VISA - Ingram	Other Purchased Services	350.00
VISA - International Pub Lib Fundraising Conference	Professional Development	80.50
VISA - International Service Fee	Other Purchased Services	13.51
VISA - Lands End Business Outfitters	Uniforms	252.45
VISA - LogMeIn.com	COVID-19	83.00
VISA - Long Shadow	Other Purchased Services	100.00
VISA - Magazines Direct	Periodicals	86.88
VISA - Martin Tractor, Inc.	Building Mtn Supplies	25.29
VISA - Michael's	Other Purchased Services	15.90
VISA - Motion Picture Licensing Corp	Other Purchased Services	257.43
VISA - Mythicos Studios	Other Purchased Services	75.52
VISA - Nada	Professional Development	32.00
VISA - New Resident Service, Inc.	Other Purchased Services	70.20
VISA - Nub Games	Other Purchased Services	525.00
VISA - OneBookShelf.com	Other Purchased Services	10.16
VISA - Petco	Library Supplies	55.92
VISA - Pioneer Woman	Periodicals	30.00
VISA - Premium Pet Supply	Library Supplies	45.90
VISA - Prusa Research	Computer Supplies	1,119.47
VISA - Red Raccoon Games	Other Purchased Services	270.23
VISA - Spoke & Steele	Professional Development	38.00
VISA - Sprint	Other Purchased Services	459.80
VISA - Sprint	Telecommunications	669.59
VISA - Starcrest Cleaners	Other Purchased Services	77.55
VISA - Thai Paradise	Professional Development	16.00
VISA - Uniforms & Accessories Warehouse	Uniforms	62.53
VISA - Verity IT, LLC	Other Purchased Services	480.00
VISA - Verizon Wireless	Telecommunications	301.67
VISA - Wal-Mart	Janitorial Supplies	19.67
VISA - Wal-Mart	Other Purchased Services	15.76
VISA - Wondershare Software	Other Purchased Services	144.93
VISA - Zoom.US	COVID-19	319.84
Total		500,044.90

# Bloomington Public Library

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## Director's Report March 2021

### COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
  - Matched the City's decision to extend the Emergency Paid Sick Leave for staff missing work for COVID-related reasons
- Found locations granting library workers vaccine eligibility and communicated details to staff

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

- Continued to make progress towards a Library expansion, by:
  - Participating in two planning sessions with Engberg Anderson Architects
  - Reviewing and coordinating the request for quotes for geotechnical services
  - Providing reports about typical amounts checked out from the collection at a given time
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked with the EDI committee to review the Black Life in America database as a potential addition to the electronic collection
- Attended Illinois Library Association Advocacy, Public Policy, Conference, Finance, and Executive Committee meetings
- Attended Illinois Library Association Committee Chair, Rapid Response, and Board meetings
- Recorded a video for the City's recognition of Women's History Month

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

- Attended a Broadband Needs Assessment meeting with local community leaders
- Wrote a letter of support for a Star Literacy Program Grant Application
- Worked to develop a response plan to the situation resulting from the Dr. Seuss Foundation's decision to eliminate the publication of several titles

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

- Met with Union leadership to review the revised Personnel Handbook
- Completed a list of staff by hire date to support the Person in Charge chart in the Personnel Handbook
- Led and recorded a Personnel Handbook Review and Annual Sexual Harassment mini-morning session for staff
- Participated in 1 interview for a Security Site Supervisor
- Participated in a Servant Leadership Workshop with the City leadership team

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- Worked with Julian to prepare for and present at an Illinois Library Association Trustee Forum Workshop
- Worked to develop an accommodation plan for a staff member

## **Goal: Work effectively through the use of technology.**

- Worked to develop our new website, by:
  - Meeting with our website developers four times
  - Meeting with our internal website team
  - Reviewing draft content and designs

## **Goal: Administer a cost-effective public library.**

- Completed the Annual Public Library Certification for BPL and GPPLD
- Finalized and submitted the BPL and GPPLD Per Capita Grant Applications
- Began working on the Illinois State Library Public Library Construction Act Grant Application
- Met with Rhonda to discuss and plan for our Capital Campaign
- Attended a Bloomerang (donor management software) demo with Rhonda
- Secured an \$18,000 donation for the Summer Reading Program from the Foundation
- Secured a \$3,000 donation for the Summer Reading Program from the Golden Prairie Public Library District
- Attended the City Council Meeting to observe the approval of our FY21 Budget Amendment
- Worked with Innovative Interfaces to negotiate very favorable renewal terms

**Adult Services Report  
Carol Torrens  
March 2021**

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

Carol, along with other managers, reviewed updated plans for an expanded library.

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

**COLLECTIONS**

Marcie weeded 'A' and early 'B' authors in Fiction per her weeding schedule. She also weeded Urban Fiction due to lack of space. Katie continues to weed nonfiction based on condition or lack of recent checkouts. Christie and Mary will help with nonfiction weeding. Carol is replacing some TV shows on DVD that have high checkout rates.

Mimi worked with Bookmobile staff on a list of poetry books for April's National Poetry Month. Marcie, with the help of part time AS staff, created an interactive list of adult steampunk titles for this year's Cogs and Corsets Steampunk Festival.

Playaway audiobooks, self-contained audio devices that only require a battery and headphones, have been added to the adult fiction collection. Soon there will also be Playaways in the teen collection, corresponding to a reduction in holdings of teen titles on CD. This is a format that's no longer used by teens.

Book displays this month were on these topics: money matters, March Madness (basketball), crafts, and green books. The teen, movie, and CD displays were all on Women's History Month.

**PROGRAMS**

Tiffany presented eight 'Short Story' virtual book talks for Unit 5 and Dist. 87 middle schools in March. 345 students attended in total.

**Adult/Family programs**

Mystery Book Club, virtual – 1 session – 14 attended  
Fiction Book Club, virtual – 1 session – 6 attended  
Books on Tap, virtual – 1 session – 14 attended  
Spanish book club, virtual – 1 session – 9 attended  
Virtual Craft circle, virtual – 1 session – 2 attended  
Lizzie Borden, by Leslie Goddard, virtual – 1 session – 62 attended  
Social Security 101 with Institute for Financial Education, virtual – 1 session – 12 attended  
Meal Prep 101, virtual – 1 session – 26 attended  
Youth Mental Health First Aid, virtual – 1 session – cancelled due to lack of registrants

**Teen Programs**

Teen Winter Art Challenge, virtual – 1 addl. teen registered  
\*\*52 works of art were submitted during this month-long event  
Take and Make Bubble Tea craft – 1 session – 48 participated  
Teen Manga and Anime Club – 2 sessions – 29 attended

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

Staff watched or participated in several mini-morning sessions and webinars. Among them were the annual sexual harassment review; updated personnel manual; new chat service Library H3lp; a couple genealogy sessions for Sara; and Ingram (book vendor) training for Marcie.

Reagan continues her training on the interlibrary loan service.

**Goal: Work effectively through the use of technology.**

There were no individual appointments.

Katie met with Jorgi to discuss legal information for the new library webpage.

**Goal: Administer a cost-effective public library.**

**Other**

Katie, on behalf of the Green Committee, emailed all staff about recycling options here in the Library.



**Business Office Report**  
**Kathy Jeakins**  
**March 2021**

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

I participated in architectural meetings with Engberg Anderson on March 3.

**Goal: Administer a cost-effective public library.**

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they get their new cards, cancelled cards for staff who left employment; and I entered all credit card transactions in account files.

In March, the Book Shoppe collected \$3,273.40, one of the highest monthly totals, if not THE highest!

The Library has received \$775.00 for donations in memory of Judy Markowitz.

I entered a Purchase Order for Engberg Anderson for architectural services in the amount of \$1,453,584.00.

I entered a Purchase Order for Widmer for office chairs in the amount of \$2,736.82.

I completed my annual Statement of Economic Interest Statement and submitted by the deadline.

With Hoopla usage up, I am requesting funds be added to that account more frequently—February's usage total was over \$7,000 and March was over \$8,000—patrons are definitely using this service.

Bills Costing in Excess of \$5,000:

- Johnson Controls Fire Protection, \$6,027.00 for year 3 of a three-agreement for annual chiller maintenance

**Upcoming:**

Physical year-end petty cash counts will take place on Friday, April 30.

I will start pulling items for upcoming audits for the Library and the Foundation.

I will set up all account files for FY 22.

## **Children's Services Report**

**Melissa Robinson**

**March 2021**

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

### **Services**

- Alex created a steampunk booklist for the upcoming Steampunk Festival.
- Alex created an Earth Day booklist for the Ecology Action Center.
- I was interviewed by the Pantagraph about the six Dr Seuss titles that have been discontinued.

### **Programs**

Live (on Zoom):

- Waffle Party – 32 attended
- STREAM on Zoom – 21 attended
- Tales for Tails – 5 sessions – 45 attended
- Dungeons and Dragons for Kids – 2 sessions – 5 attended
- Lego Construction – 12 attended

In-Person:

- Itsy Arts – 12 attended

11 Live programs/sessions offered – 127 attended

Passive programs – 6 offered (including very popular Spring Break craft packets) – 1004 participated

Pre-Recorded on Facebook:

- DIY Mondays – 5 posts – 289 views
- Smarty Pants Story Time – 5 posts – 190 views
- Book Smart Kids – 4 posts – 205 views
- Mini Explorers – 2 posts – 99 views

Groups:

- Alex presented at the McLean County Childcare Association meeting – 9 attended
- Recorded story time for Trinity Lutheran Preschool – 15 attended

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

- Alex attended the EDI committee meeting.
- Alysha continues to serve on the Spirit committee. This month, she helped with the puzzle exchange and made stars for the upcoming graduate/work study celebration.
- Alysha attended the All Our Kids network meetings.
- Children's staff attended the personnel handbook review and annual sexual harassment training.
- Lisa attended a webinar about Fair Use and Copyright.

**Goal: Work effectively through the use of technology.**

- 23 posts were added to the Children's Services Facebook group, and we now have 403 members.

**Upcoming:**

We will continue our pre-recorded program on Facebook and will also offer the following programs in April:

- Autism Awareness StoryWalk at McLean County Museum of History and Miller Park Zoo – Apr 2-11
- Tales for Tails – Apr 7, 14, 21, and 28
- Books n Bites – Apr 8
- Itsy Arts – Apr 21
- Lego Construction Time – Apr 24
- STREAM on Zoom – Apr 29



**Circulation and Outreach Services Report**  
**Colleen Shaw**  
**March 2021**

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

Virtual meetings attended and successful connections established by Outreach Library Associate, Michelle Cope:

- Social Isolation Taskforce
- McLean County Nonprofit
- Human Services Council
- RAILS Area Outreach
- Recovery Oriented Systems of Care
- Recovery Oriented Systems of Care Spirituality Subgroup
- BN STEM Explorers
- Human Services Leadership
- Central IL Community Educators
- BN Parents Coalition
- Meeting with Heartland CC Adult Education staff to discuss a partnership with the bookmobile
- Meeting with Career Link to discuss library resources and partnership opportunities
- Meeting with the Immigration Project to discuss library resources and partnership opportunities
- Worked with Children's Home + Aid to support their Blue Bow Campaign in honor of Child Abuse Awareness month. Books displays and parenting tip sheets are available in the library and blue bows have been distributed to staff to wear this month.

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

- Deposits staff prepared and delivered or renewed 319 items at 6 sites.
- Home Delivery prepared and delivered 368 items for 53 active patrons. 51 items were picked up via our curbside service. 1 patron was added to the service this month.
- Bookmobile stops on Thursday, March 11 and Friday, March 12 were canceled due to the bookmobile being in the shop to repair an interior shelving unit that was tearing away from the side of the bus.
- The bookmobile has partnered with BN STEM to offer distribution of lanyards and packets (missions) that school age children will need to participate in the program. Participants can complete STEM related missions to qualify for badges and prizes.
- Explore More Illinois restarted on April 1. The service allows our patrons to visit certain cultural attractions around the state for free or a reduced price.

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## (3/2021) Circulation and Outreach Services Statistics

Total Circ BPL	<b>92,667</b>
Total Circ Main	<b>70,492</b>
Adults	34,066
Teens	2,049
Children	34,377
Total Circ Outreach	<b>4,920</b>
OTR Adults	2,249
OTR Teens	60
OTR Children	2,611
Total Circ eBooks	<b>17,255</b>
Hoopla	4,113
Overdrive	12,502
TumbleBooks	53
eBook Central	14
Kanopy	573
Borrowers Registered	<b>190</b>
Total Active Cardholders	<b>38,831</b>
Children	8,975
Teen	5,277
Adult	24,579
GPPLD	1,652
Total Holds Filled	<b>12,063</b>
Main Holds	10,003
Outreach Holds	2,060
Door Count	<b>12,801</b>

<b>10 Stops with Highest Circulation</b>	
Wingover Apartments PM	201
Wingover Apartments PM	167
Wingover Apartments AM	107
Eagle Crest East	103
Old Farm Lakes	91
Eagle Ridge	81
Eagle Creek	76
Golden Eagle	69
Bohmer Drive	66
Ekstam Drive	60

<b>5 Stops with Lowest Circulation</b>	
Freedom Oil	3
Suburban East	2
Oakwood	2
Evergreen Park	1
Heartland Hills	1

**Bookmobile Customers:** 543

**Total Monthly Stops:** 68

**Circulation Questions Answered:** 405

**Outreach Questions Answered:** 125

**Total Questions Answered:** 530



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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	<b>92,667</b>									
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	<b>70,492</b>									
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	<b>38,831</b>									



## **Human Resources Report**

**Gayle Tucker**

**March 2021**

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
  - I attended annual Sexual Harassment Training and the Employee Handbook Overview
- I attended the 2021 Altogether HR Virtual Conference
- I participated in meetings with the architects
- Jeanne and I wrapped up the Employee Handbook project
- In March, there was one outside ad
- I participated in two interviews
- I onboarded one new full-time employee
- I continued FMLA, EFMLA, EPSL, and ADA administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation
- I serve as Chair of the Spirit Committee

### **Goal: Work effectively through the use of technology.**

- In March, I participated in several Teams 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 completed a leave time compensation report for the City
- I post in-house Job Announcements on SharePoint
- I am processing the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

### **Goal: Administer a cost-effective public library.**

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - We currently have four students
  - This program currently costs \$2.75 per hour, per student

### **Upcoming:**

- Ongoing Kronos timeclock troubleshooting
- Working with Jeanne to revamp the Performance Review procedure

## **Information Technology Systems Report**

**Jon Whited**

**March 2021**

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

We upgraded all the catalog PCs and the public scan stations in the library. We are currently working on upgrading the TeenZone laptops.

We ordered a new 3D printer to replace one of our older cheaper 3D printers. This printer will be setup shortly as we will be doing more 3D printing programs in the near future.

We installed a new copier in Technical Services. Technical services prints a large volume of labels and inserts. The new copier prints at a higher quality and is more reliable than the standard printers that they have been using.

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

Dale continued with his Dungeons & Dragons group with two more sessions last month. These programs are becoming more popular and are almost always full.

We have a program on how to use Canva to design artwork that can be later used in all different types of media.

We had an Arduino program where the teens learned about setting up the device to create a tone melody.

### **Upcoming:**

We will be going live with the Libraryh3lp chat reference service. The Adult Services staff have been testing this chat reference service for the public, that will allow them to answer both chat and text message questions.

**Marketing Report**  
Rhonda Massie – March 2021

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

**Website Development**

BPL's Website Development Committee (Jeanne Hamilton, Jon Whited, Jorgi Henson-Miller, and Rhonda Massie) is meeting weekly with Library Market to build and launch a new Bloomington Public Library website. The goal is to launch this website no later than May 11. During the month of March, the Committee:

- Met with Library Market's designer to determine home page layout and later to review the home page prototype.
- Discussed icon options and assigned BPL's Jim Lovell to create our icons instead of using stock icons.
- Identified dynamic content elements.
- Decided which pages Library Market would create vs which pages BPL would create.
- Began to pen page content for all pages.
- Identified needed webforms.
- Established categories for "blog" entries.

**Capital Campaign**

- Preliminary work continues.
  - BPL has contracted with Bloomerang for donor management software.
  - BPL has contracted with Donor Search for wealth and philanthropy screening services, analytics, and fundraising solutions.
  - Rhonda attended a three-day course titled *Managing the Capital Campaign* at IUPUI's Lilly School of Philanthropy, and returned with a very preliminary Gift Range Chart which will require much board input for further development.

**Bookmobile Schedule**

- The Bookmobile schedule was updated to reflect new stops, cancelled stops, new times, and new locations for May-Oct 2021. The schedule was designed, edited, and sent to the printer.

**Summer Reading 2021**

- Summer Reading 2021 preparation is underway.
  - The Sponsors & Donations Committee continues to make contact with potential donors.
  - The designing of decorations for the library is well underway.

**April Programs**

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
  - April's programs were submitted to Library Market by staff and reviewed/edited by Marketing before being published to the library's website.
  - A publicity timeline was developed.
  - A bitly link was created for each program requiring registration.
    - Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
  - A Facebook event was created for each online and at-home program being offered.
  - An Instagram post was created for each online and at-home program being offered.

**Advertising**

- The Library's spots on WGLT for the month of April will promote the April 14 Zoom program with author John Sandford.
- The library continues to promote its 1000 Books Before Kindergarten Program via a television commercial on WEEK TV. A script was penned, still shots/graphics were gathered/developed, animations were timed, and all was relayed to our rep at WEEK.

**Writing Projects**

- All social media posts
- A press release was sent to the following media outlets promoting the Mischler Trust and use of the trust to purchase the Fold3 database and additional history materials.
  - The Pantagraph, WGLT, WJBC, Cities 92.9, WXRJ, WEEK, WMBD, The Normalite, The Vidette, and WZND.

**Paper & Digital Design Work**

- Summer Reading Logs for kids, teens, & adults
- May-Oct 2021 Bookmobile Schedule



## Publicity

- Children's Services Handout – 3<sup>rd</sup> proof
- Accessibility Handout
- Donation Day Handouts
- Update the Floor Plan for the Safety Committee
- Images for Easter Closure
- Posters to promote Playaways
- National Library Week Images for both Staff & the Public
- All Social Media Images
- Images for the National Library Week Bookface Contest
- Programs
  - Autism Awareness StoryWalk
  - Books 'n Bites
  - BPL Kids @ Home
  - Dungeon & Dragons: Uninvited Guests
  - Fiction Book Club
  - Finding Birds in McLean County: An Ornithologist's Overview
  - History Book Club
  - Identifying Wildflowers in McLean County
  - Itsy Arts
  - John Sandford Author Event
  - Manga Art (update)
  - Miniature Painting: Paint a Goblin
  - Monthly Calendar
  - STREAM on Zoom: El Día de los Niños/El Día de los Libros
  - Tales for Tails
  - Teen Magnetic Poetry
  - Teen Manga & Anime Club
  - Virtual Crafting Circle
  - Virtual Lego Construction
  - Why Meditation Matters
  - Your IRA and You

## Signage

- Created all new signage for the New Books Area of the Circulation Lobby
- AS sign regarding an area being off limits due to COVID
- Book Shoppe Pricing
- Signage for the Family Restroom
- Monthly AS Display Signs
- Monthly teenZone Display Sign
- RIP Larry McMurtry

## Reprint

- 1000 Books Before Kindergarten Reading Logs
- Hoopla Handouts
- Update and reprint ILL Renewal Cards
- Kanopy Handouts
- Libby Handouts (after updating)
- My Library App Handout

## Other

- Designed and ordered stickers which read *I (HEART) My Bookmobile*

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

- Rhonda attended a three-day course titled *Managing the Capital Campaign* at IUPUI's Lilly School of Philanthropy and returned with a very preliminary Gift Range Chart which will require much board input for further development.
- Rhonda took part in the EBSCO demo regarding Linked Library Services
- Rhonda took part in the following webinars:
  - Transparent Language Online | Marketing & Reporting
  - Engaging with Patrons on Social Media

- Supporting Young Learners with Transparent Language Online
- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.

**Goal: Work effectively through the use of technology.**

**Social media presence:**

- BPL Facebook – 8,425 followers
- Instagram - 1,859 followers
- Twitter - 2,050 followers
- Library text subscribers - 351
- Bookmobile text subscribers - 1,073
- Each Books on Tap Book Club meeting is added to MeetUp.com
- Each Dungeons & Dragons program (for adults and teens) is present on MeetUp.com
- Cardholder Perks list – 32,181 subscribers.
- Program Guide list – 32,160 subscribers.
- General eBlast list – 32,203 subscribers.

**Goal: Administer a cost-effective public library.**

**Free & Cheap Promotion**

- The library posts a lot of information to Facebook, including, but not limited to, information about library resources, all library programs, and employment opportunities.
  - A weekly #TBT photo is posted to Facebook and Instagram.
  - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
  - Work continues to develop a post which will promote our interactive educational kits (STEAM, Meet the Sight words, Hooked on Phonics, VR kits, and Activity Kits). This includes image coordination, creation of record sets to make a display carousel of the materials and curating a list of pertinent materials in Library Aware.
  - Work continues to develop a post to highlight the library's 170+ Book Club Kits.
- The library sends at least one monthly eBlast promoting 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.
  - An eBlast about the Library's Mango Languages and Transparent Languages resources was received by 32,059 patrons on March 1.
  - An eBlast about the Library's Brainfuse HelpNow resource (highlighting online tutoring and the language lab) was received by 32,113 patrons on April 1.
- A member of the library's staff is interviewed every other Monday on WJBC. Interview materials are prepped by the Marketing Department. These interviews moved from the 10:10am timeslot to the 3:10pm timeslot on January 1, 2021, as WJBC's 10am-2pm timeslot is no longer produced locally.



**Support Services Report  
Caprice Prochnow  
March 2021**

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

- Support Services staff:
  - Constant disinfecting of high touch points, rooms, and furniture
  - Installed MERV13 filters in main air handler
  - New desk chairs were ordered for TS, AS and Marketing
  - Replaced lamps in AS and CS
  - Installed safety mirror in SW corner of CS
  - New signage installed on public restroom doors
  - Plumbing repairs
- Repairs/Installs:
  - MIM replaced compressor #2 on the roof top air handler
  - A Cutler-Hammer representative along with Weber Electric performed preventative maintenance on the main electrical switchgear for the building
  - Weber Electric repaired fluorescent fixtures, installed the halyard and flag on the flag pole, and replaced/repared emergency fixtures
  - F & W Landscaping performed the Spring cleanup, trimming of bushes and trees, and installed the mulch on library property

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

- Bowen Quast was hired as the new Security Site Supervisor
- Caprice attended these webinars, "Power Solutions in a Post Pandemic World"
- "Open Meetings Act – Better Understanding and Compliance"
- Performance reviews were completed for Support Services staff

**Goal: Administer a Cost-Effective Library.**

- Alpha Controls conducted the quarterly PM on the HVAC controls
- Johnson Controls performed the Spring start-up on the chiller

**Upcoming:**

- Replacement of 3-way cooling valve on main air handler
- Repair leaking flue on boiler #1

# Bloomington Public Library

*Books are just the beginning.*



## Technical Services Report

Allison Schmid

March 2021

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

- The Illinois Young Reader's Choice 2022 nominee lists are out, and selectors have been busy filling our collection with titles. The awards included are Abraham Lincoln (teen), Rebecca Caudill (teen & children's), Bluestem (children's), and Monarch (children's).
  - These titles can be easily searched in our catalog by the name of each award and the year, for example: Rebecca Caudill 2022.
  - Displays will be going up sometime in April to replace the 2021 nominees.
  - Stickers will remain on the old 2021 nominees, but we will not actively keep up with past years, only the current.
  - The call number prefix will reflect the 2022 nominees on display. As soon as we take down the 2021 titles, their prefix will be removed, and they will be found on their regular spots on the shelves.
- We were able to make a custom hot pink label for the Foreign DVD collection, so they are no longer the same color as the orange Sci-Fi DVD label.
- The Ethnic CD section is now called World and the call labels have been changed from E to W on the labels and in the catalog.
- The biography audio book labels have been fixed to reflect the change to a full name, so they will now match their book counterparts.
- The Manga/Graphic Novel split project is now complete! Over 1,300 items were considered.
- The new and improved Itty Bitty Kits are now ready for checkout in the children's department. They're now in clear plastic bins instead of backpacks and have clear labeling on the lid with the contents.
- The Bookmobile now has Read-Along children's books and adult Playaways.

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


- Allison attended the ISU Leadership Breakfast series on Women and Leadership - 2
- All TS staff attended the MMS on the Personnel Handbook and Sexual Harassment Training. – 2.5
- Kam attended a MCLS course called Child's Play: Cataloging Children's Materials. - 2
- **Training Hours** – 6.5

**Goal: Work effectively through the use of technology.**

- TS is enjoying its new standalone copier.

# Bloomington Public Library

*Books are just the beginning.*

- 
- We discontinued our nonfiction Continuations standing order plan with B&T and started one we can more easily manipulate through Ingram and their website.
  - Kelly has set up a tax-exempt account through eBay to purchase hard to find items for the AV collection.

## **Goal: Administer a cost-effective public library.**

- We'll be using donated puzzles to start our new circulating collection.
- Volunteer Hours – 10

## **Upcoming:**

- A new puzzle collection.
- More VR kits.

BLOOMINGTON PUBLIC LIBRARY  
FY 2020-2021 FISCAL REPORT

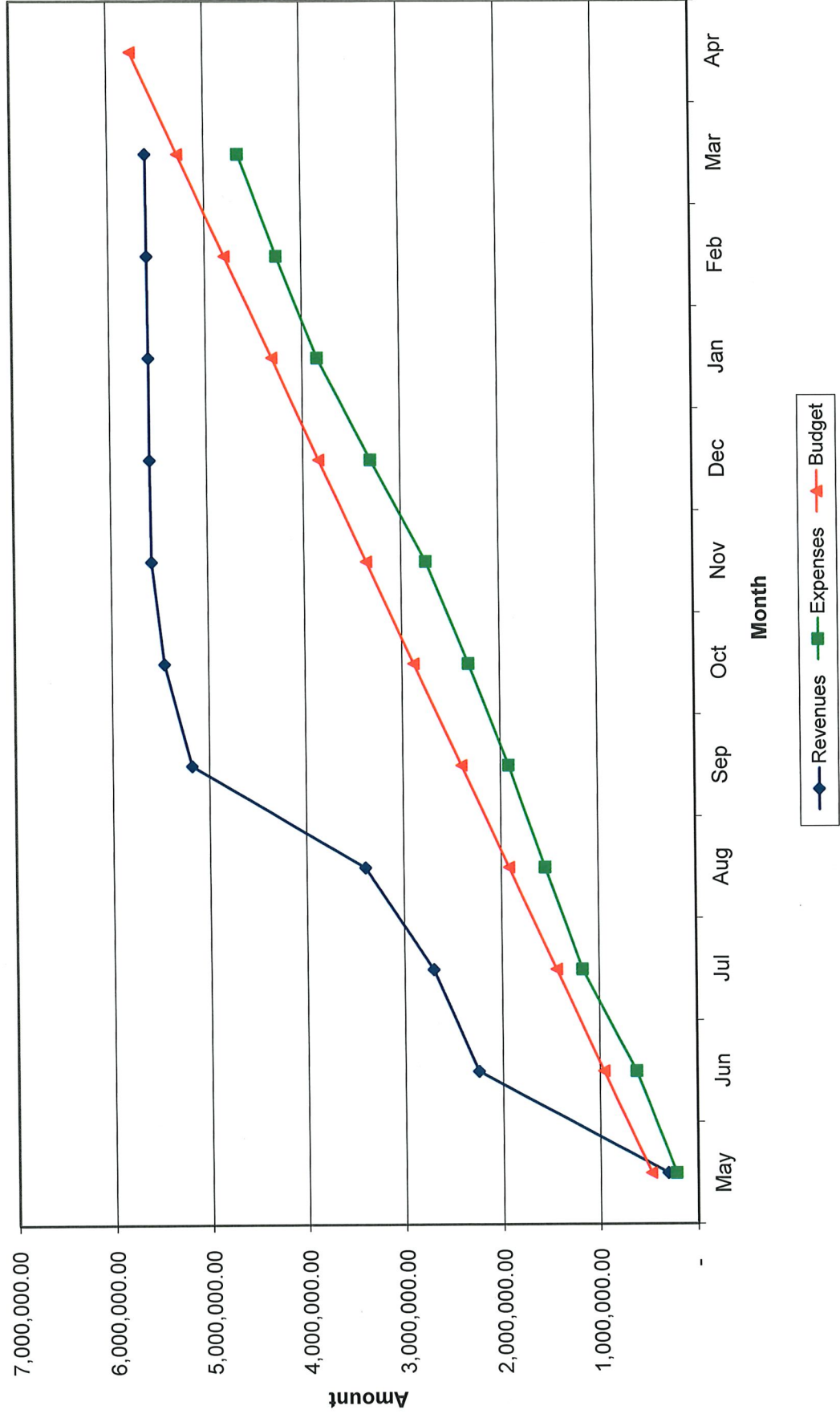
REVENUES:

ACCT NAME	BUDGET	MAR 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	0.00	4,931,597.48	(3,761.52)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	95,762.50	62.50	100.1
GPPLD	400,000	0.00	408,237.72	8,237.72	102.1
Fines & Fees	50,000	1,093.82	7,093.92	(42,906.08)	14.2
Copies	3,500	382.30	1,962.00	(1,538.00)	56.1
Interest on Investments	75,000	455.92	8,551.18	(66,448.82)	11.4
Interest From Taxes	0	0.00	0.00	-	-----
Donations	24,000	867.46	7,095.57	(16,904.43)	29.6
Other Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	2.00	17.30	17.30	-----
Other	45,000	4,257.25	20,571.14	(24,428.86)	45.7
Total Revenues	5,758,959	7,058.75	5,611,788.81	(147,170.19)	97.4

ACCT NAME	BUDGET	MAR 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	180,265.35	2,079,033.96	(320,151.04)	86.7
Part-Time Salaries	483,694	33,313.17	359,584.15	(124,109.85)	74.3
Seasonal Salaries	67,667	1,306.32	27,293.51	(40,373.49)	40.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,000.00	8,108.00	8,108.00	-----
Total Sals & Wages	2,951,646	215,884.84	2,474,019.62	(477,626.38)	83.8
Dental Insurance	11,000	796.70	8,444.28	(2,555.72)	76.8
Vision Insurance	3,000	234.02	2,624.43	(375.57)	87.5
Health Insurance, BC/BS PPO	366,827	23,363.24	215,101.96	(151,725.04)	58.6
Health Insurance, OSF HMO	16,000	1,747.94	23,378.30	7,378.30	146.1
Life Insurance	3,200	246.40	2,710.40	(489.60)	84.7
Library RSA Contribution	0	204.04	5,967.75	5,967.75	-----
IMRF	239,918	22,223.14	261,850.00	21,932.00	109.1
FICA	182,933	12,664.76	146,823.93	(36,109.07)	80.3
Medicare	42,783	2,961.90	34,337.72	(8,445.28)	80.3
Unemployment Insurance	0	0.00	204.00	204.00	-----
Worker's Comp	18,385	0.00	8,422.00	(9,963.00)	45.8
Uniforms	800	314.98	781.61	(18.39)	97.7
Tuition Reimbursement	15,500	0.00	0.00	(15,500.00)	0.0
HSA City Contributions	0	0.00	20,200.00	20,200.00	-----
Other Benefits	25,000	0.00	8,191.20	(16,808.80)	32.8
Total Benefits	925,346	64,757.12	739,037.58	(186,308.42)	79.9
Rentals	25,000	906.19	14,239.52	(10,760.48)	57.0
Total Rentals	25,000	906.19	14,239.52	(10,760.48)	57.0
Building Mtnc	150,000	11,982.49	114,394.44	(35,605.56)	76.3
Vehicle Mtnc	12,000	5,909.34	18,025.28	6,025.28	150.2
Office & Computer Mtnc	195,000	91.89	152,963.71	(42,036.29)	78.4
Total Repair/Mtnc	357,000	17,983.72	285,383.43	(71,616.57)	79.9

ACCT NAME	BUDGET	MAR 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	1,573.41	31,266.71	(18,733.29)	62.5
Printing/Binding	18,000	151.80	6,107.36	(11,892.64)	33.9
Travel	1,000	0.00	24.74	(975.26)	2.5
Membership Dues	4,000	0.00	4,034.00	34.00	100.9
Professional Development	10,000	1,101.07	5,377.21	(4,622.79)	53.8
Other Purchased Services	150,000	3,001.62	165,574.97	15,574.97	110.4
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	6,500	0.00	37,504.00	31,004.00	577.0
Total Purchased Services	261,500	5,827.90	249,888.99	(11,611.01)	95.6
Office Supplies	20,000	1,991.30	9,388.21	(10,611.79)	46.9
Office Supplies-COVID-19	0	412.80	22,388.97	22,388.97	-----
Computer Supplies	90,000	11,467.24	52,538.39	(37,461.61)	58.4
Postage	2,500	0.00	4,259.05	1,759.05	170.4
Library Supplies	85,000	367.35	24,439.97	(60,560.03)	28.8
Janitorial Supplies	18,000	2,458.09	15,411.30	(2,588.70)	85.6
Gas & Diesel Fuel	5,500	292.17	2,565.20	(2,934.80)	46.6
Building Mtnc & Repair Supplies	20,000	2,354.07	12,622.91	(7,377.09)	63.1
Total Supplies	241,000	19,343.02	143,614.00	(97,386.00)	59.6
Natural Gas	31,000	2,155.47	14,414.76	(16,585.24)	46.5
Electricity	90,000	4,570.77	62,985.24	(27,014.76)	70.0
Water	9,000	377.97	5,029.27	(3,970.73)	55.9
Telecommunications	38,000	3,078.62	37,928.05	(71.95)	99.8
Total Utilities	168,000	10,182.83	120,357.32	(47,642.68)	71.6
Professional Collection	1,500	(5.53)	842.86	(657.14)	56.2
Total Prof Collection	1,500	(5.53)	842.86	(657.14)	56.2
Periodicals	40,000	1,520.07	22,403.85	(17,596.15)	56.0
Adult Books	143,000	17,598.44	132,207.65	(10,792.35)	92.5
Children's Books	118,500	7,961.16	96,094.18	(22,405.82)	81.1
A/V Materials	131,000	9,513.92	78,529.64	(52,470.36)	59.9
Public Access Software	188,880	4,739.00	111,258.47	(77,621.53)	58.9
Downloadable Materials	154,700	10,014.80	140,170.18	(14,529.82)	90.6
Total Materials	776,080	51,347.39	580,663.97	(195,416.03)	74.8
Employee Relations	5,000	50.12	2,547.43	(2,452.57)	50.9
Miscellaneous Expenses	10,000	257.89	3,891.20	(6,108.80)	38.9
Transfer to Capital Fund	36,887	0.00	36,887.00	0.00	100.0
Total Other Expenses	51,887	308.01	43,325.63	(8,561.37)	83.5
Total Expenses	5,758,959	386,535.49	4,651,372.92	(1,107,586.08)	80.8

# Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 86.6% to 96.6% is acceptable)  
March 2021

Property Tax (99.9%): The Library has received its final distribution on Dec 12.

Replacement Tax (100.0%): The distribution took place in August.

State Grants (100.1%): The Library received its Per Capita Grant in August.

Golden Prairie Public Library District (102.1%): Golden Prairie has also received its final distribution on Dec. 12.

Fees (14.2%): Very little has been collected.

Copies (56.1%): Very little has been collected.

Interest (11.4%): Interest rates are down.

Donations (29.6%): A few donations have come in from various sources.

Other Revenue (45.7%): Receipts have been low.

Part-Time Salaries (74.3%): This is under-spent due to some staff vacancies.

Seasonal Salaries (40.3%): This is under-spent due to the decision to hire fewer seasonal employees this summer.

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

Dental Insurance (76.8%): This is under-spent due to fewer staff choosing this option.

Health Insurance, PPO (58.6%): This line item is also under-spent due to better rates than projected last year.

Health Insurance, HMO (146.1%): This is over-spent due to reducing the total budgeted amount, based on previous year's spending.

Life Insurance (84.7%): This line item is just slightly under-spent.

IMRF (109.1%): This is over-spent due smaller projections for the year.

FICA (80.3%): This is under-spent due to staff vacancies.

Medicare (80.3%): This is under-spent due to staff vacancies.

Worker's Compensation (45.8%): The annual worker's compensation premium is paid in December.

Uniforms (97.7%): Charges have been minimal.

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

Other Benefits (32.8%): This line item is for vacation payouts for staff.

Rentals (57.0%): Charges have been minimal.

Building Maintenance (76.3%): Charges have been minimal.

Vehicle Maintenance (150.2%): This is over-spent due to bookmobile maintenance.

Office & Computer Maintenance (78.4%): Charges have been minimal.

Advertising (62.5%): Charges have been minimal.

Printing/Binding (33.9%): Charges have been minimal.

Travel (2.5%): Charges have been minimal.

Membership dues (100.9%): This is over-spent as most of the dues have been paid.

Professional Development (53.8%): Charges have been minimal.



Other Purchased Services (110.4%): This is over-spent due payments made to Engberg Anderson for design services.  
Property Insurance (0.0%): This will be paid in January.  
Vehicle Insurance (0.0%): This will be paid in January.  
Other Insurance (577.0%): All of the Library's Property, Vehicle, and Director's & Officers Insurance was paid from this line item.  
Office Supplies (46.9%): Charges have been minimal.  
Computer Supplies (58.4%): Charges have been minimal.  
Postage (170.4%): The Bulk Mail account was replenished in January.  
Library Supplies (28.8%): Charges have been minimal.  
Janitorial Supplies (85.6%): Charges have been minimal.  
Gas & Diesel Fuel (46.6%): Charges have been minimal.  
Building Maintenance Supplies (63.1%): Charges have been minimal.  
Natural Gas (46.5%): Charges have been minimal.  
Electricity (70.0%): Charges have been minimal.  
Water (55.9%): Charges have been minimal.  
Telecommunications (99.8%): This is over-spent due to the annual payment for Alert Media emergency notification system, which was paid in May.  
Professional Collection (56.2%): Charges have been minimal.  
Periodicals (56.0%): Charges have been minimal.  
Children's Books (81.1%): Charges have been minimal.  
A/V Materials (59.9%): Charges have been minimal.  
Public Access Software (58.9%): Charges have been minimal.  
Employee Relations (50.9%): Charges have been minimal.  
Miscellaneous Expenses (38.9%): Charges have been minimal.  
Transfer to Capital Fund (100.0%): This transfer from the Operating Fund to the Capital Fund was made in December.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$3,000.00
Memorial Donations:	3,117.58
C-U Herb Guild, Donation for Materials:	50.00
Lois Rubbel, Miscellaneous Donation:	100.00
Judge Joe Webster, Miscellaneous Donation:	100.00
Ian Jorgensen, Miscellaneous Donation:	20.00
Rita Schmidt, Miscellaneous Donation:	50.00
Robert Starckovich, Miscellaneous Donation:	100.00
Lois Rubbel, Miscellaneous Donation:	100.00
Susan Killiam, Miscellaneous Donation:	200.00
Catherine Sutliff, Miscellaneous Donation:	50.00
Nancy Proctor, Miscellaneous Donation:	100.00
Heroes Embracing Autistic Lives, Donation for	
April Story Walk:	63.96
Hy-Vee, Giving Tag Program:	2.00
Miscellaneous Donations:	42.03

Total Donations:	\$7,095.57
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	1,277.55
Book Shoppe:	13,476.15
Drawstring Bags:	0.00
Ear Buds:	30.00
Flash Drives:	48.75
Hot Beverage Service:	6.00
Meeting Room Fees:	0.00
Mugs/Cups:	12.00
Print Station:	5,194.00
Reusable Bags:	85.50
Test Proctoring:	75.00
Tote Bags:	328.00
Umbrellas:	0.00
Miscellaneous:	138.19

Total Other Revenue:	20,671.14
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During March, 12 batches containing 93 invoices were processed, totaling \$102,367.73 and 121 credit card charges were made totaling \$36,258.48.

As of March 31, the Library's Maintenance & Operating Fund Balance is \$3,176,398.12, which is 55.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY21 budget is \$1,439,739.75.

Library Fund Balance Information, 3/31/21:

Operating:	\$ 3,176,398.12
Capital:	\$ 3,528,620.79
Spent for Architectural Fees:	37,202.30
Balance:	\$ 3,491,418.49
Fixed Assets:	\$ 1,188,671.06

Bloomington Public Library  
Books are just the beginning.



Statistics At-A-Glance  
March 2021

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	36,315	41,755	-13%	421,990	476,396	-11%
Teens	2,109	2,675	-21%	30,726	34,822	-12%
Children	36,988	40,356	-8%	421,136	445,902	-6%
Digital Downloads	17,255	16,035	8%	156,159	139,010	12%
Total	92,667	100,821	-8%	1,030,011	1,096,130	-6%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,579	24,565	0%	272,027	268,057	1%
Teens	5,277	4,776	10%	54,550	50,150	9%
Children	8,975	8,671	4%	118,373	114,823	3%
Total	38,831	38,012	2%	444,950	433,030	3%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	190	731	-74%	4,300	6,535	-34%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	12,801	12,881	-1%	159,464	226,076	-29%
Bookmobile	543	435	25%	9,337	10,681	-13%
Total	13,344	13,316	0%	209,346	277,302	-25%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	72	-100%	403	763	-47%
Digital Preservation Studio	0	2	-100%	145	247	-41%
Community Room	15	79	-81%	649	1,095	-41%
Total	15	153	-90%	1,197	2,105	-43%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	10	11	-9%	148	184	-20%
People Reached	369	522	-29%	16,258	21,136	-23%
Community Visits to the Library	0	5	-100%	52	66	-21%
People Reached	0	145	-100%	1,251	1,744	-28%
Total Outreach Visits	10	16	-38%	200	250	-20%
Total People Reached	369	667	-45%	17,509	22,880	-23%

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

<b>Programs</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Adults	9	10	-10%	172	227	-24%
Attendance	145	119	22%	2,982	4,104	-27%
Teens	8	4	100%	47	38	24%
Attendance	101	96	5%	774	710	9%
Childrens	11	19	-42%	197	280	-30%
Attendance	127	362	-65%	6,850	9,327	-27%
Total Programs	28	33	-15%	416	545	-24%
Total Attendance	373	577	-35%	10,606	14,141	-25%

<b>1-on-1 Appointments</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	0	2	-100%	54	69	-22%

<b>Reference Questions</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	2,340	2,040	15%	34,246	37,927	-10%

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

<b>Training Hours</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	100.00	109.00	-8%	2,006	2,363	-15%

**Goal: Work effectively through the use of technology.**

<b>Technology Use</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Public Computer Use	1,033	1,754	-41%	29,855	43,250	-31%
WiFi Sessions	1,524	2,338	-35%	28,180	34,901	-19%
Website/Catalog Hits	43,266	47,761	-9%	473,647	460,328	3%
Online Resource Use	5,686	14,053	-60%	60,621	75,244	-19%

**Goal: Administer a cost-effective public library.**

<b>Interlibrary Loan</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Received	365	225	62%	5,059	5,199	-3%
Sent	587	9	6422%	3,829	2,280	68%

<b>Volunteer Hours</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	10.00	53.75	-81%	752	1,278	-41%

Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, February 17, 2021  
5:00 p.m.

*Due to COVID -19, this meeting took place in a hybrid virtual and in-person format.*

**MINUTES**

- I. Call to Order  
Vice President Novosad called the meeting to order at 5:00 p.m.
- II. Roll Call  
Trustees Physically Present: None  
  
Trustees Present via Zoom: Ruth Novosad, Stephen Peterson, Patti Salch, Stephanie Walden  
Ary Anderson joined the meeting at 5:11 p.m. due to technical difficulties  
  
Trustees Absent: Jodi Sherman  
  
Others Physically Present: Amy Dunham, Jeanne Hamilton  
  
Others Present via Zoom: Kathy Jeakins, James Russell
- III. Introductions:  
There were no introductions.
- IV. Public Comments:  
There were no public comments.
- V. President's Report:  
President Sherman was not present. Vice President Ruth Novosad chaired the meeting and had no report.
- VI. Approval of Minutes  
A. January 20, 2020  
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports  
A. Director's Report and Circulation Report: Jeanne Hamilton, Library Director, reported the re-opening of the library continues to go smoothly. The Library Management team has been working with the architects to refine the building expansion plan. The Bookmobile is in the shop this week getting some upgrades including new external lighting. Colleen will bring photos to the next meeting. Discussion was held on the status of the new BPL website that will launch in May 2021. Jeanne provided insight and information regarding the process of creating the updated website.  
  
B. Financial Report: Kathy Jeakins, Business Manager, provided the report in the Board packet. There is a correction under January 2021, Taxes Received, the amount should be zero. At the bottom of the report, Kathy provided information on the CD that was just purchased.
- VIII. Unfinished Business  
A. Per Capita Grant Requirements

This year's Per Capita Grant Requirement is to review the entire Serving Our Public 4.0: Standards for Illinois Public Libraries over the course of several Board meetings. Jeanne presented the review of the final set of chapters: Programming; Youth/Young Adult Services; Technology; Marketing, Promotion, and Collaboration; Appendix C, D, E, F, and G. Library staff plan to create a video walk-through of the library to be shared with both the GPPLD and the BPL Boards. Discussion was held on the update of the New Trustee Orientation Training Guide which will be ready when the new Board members are elected.

IX. New Business

A. Outcome of CD Maturing February 6, 2021

The funds from the CD at Morton State Bank, maturing on February 6, 2021, were transferred to First State Bank. The transfer amount was \$84,534.22 for 15 months at an interest rate of .55%. The maturity date will be May 8, 2022.

X. Comments from Board Trustees

Patti thanked Ruth and Steve for handling the CD logistics.

Discussion was held about COVID restrictions and the possibility of meeting in person in the Community Room or on the patio when the warmer weather arrives.

XI. Reminder

Next Board Meeting is Wednesday, March 17, 2021.

XII. Adjournment

Vice President Novosad adjourned the meeting at 5:20 p.m.



**Incident Report Summary for March 2021**

2021-03-31 23:59:00  
 2021-03-01 01:00:00  
 29 days in month

Incident ID	Date/Time Submitted	Violation
4275	2021-03-01 23:30:37	CustomerRelatedIllnessAccident
4276	2021-03-11 18:52:13	InappropriateBehavior
4277	2021-03-14 21:15:14	AlcoholDrugs
4278	2021-03-19 21:27:45	StolenDamagedLibraryMaterial
4279	2021-03-22 17:47:38	HealthSafety
4280	2021-03-22 23:04:28	Other
4281	2021-03-23 15:59:32	HealthSafety
4282	2021-03-25 22:54:46	HealthSafety

## Suspension Report Summary for March 2021

2021-03-31 10:18:24pm  
2021-03-01 10:18:24pm  
31 days in month

Suspension ID	Date/Time Submitted	Violation
377	2021-03-11 00:00:00	InappropriateBehavior
378	2021-03-14 00:00:00	AlcoholDrugs
379	2021-03-22 00:00:00	HealthSafety

A RESOLUTION TO AUTHORIZE THE PAYMENT FOR GEOTECHNICAL SERVICES  
TO RAMSEY GEOTECHNICAL ENGINEERING

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

1. That the Library Director authorize the payment for Geotechnical Services with Ramsey Geotechnical Engineering with an amount of up to \$24,825
2. That the proposed fee estimate for Geotechnical Engineering Services is \$12,795.50
3. That the proposed fee estimate for PIP/CCDD Services is \$11,530.00
4. That the total proposed fee estimate is \$24,325.50
5. That the Library Director recommends including a \$500 contingency in the approval amount
6. That the Library needs to receive a professional interpretation of subsoil conditions in preparation for its building expansion
7. That Ramsey Geotechnical Engineering's quote included the correct number of boring locations, an understanding of the boring depth requirement, a clear definition of the CCDD testing in a manner consistent with the requirements of the request for quotes
8. That the Library's architects recommend accepting the quote submitted by Ramsey Geotechnical Engineering
9. That Ramsey Geotechnical Engineering is located in Bloomington, Illinois
10. That the funds come from the following source:  
Maintenance & Operating Fund: \$24,825

Approved this 20<sup>th</sup> day of April 2021

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Julian Westerhout, President  
Bloomington Public Library Board of Trustees



**BLOOMINGTON PUBLIC LIBRARY  
QUOTE COMPARISON FOR GOODS/SERVICES  
AT A COST OF \$5,000.00 OR MORE  
OPERATING BUDGET**

**Department: Administration**

**Single Source (Y/N): N**

**1. Vendor Name:** Ramsey Geotechnical Engineering

**Vendor Remit Address:** 1701 West Market Street, Bloomington, Illinois 61701

**Vendor Email Address:** dramsey@ramgeoeng.com

**Quote Amount (include Shipping, where applicable):** \$24,325.50

**If not Single Source, at least two additional quotes needed:**

**2. Vendor Name:** Testing Service Corporation

**Vendor Remit Address:** 457 E. Gundersen Drive | Carol Stream, IL 60188

**Vendor Email Address:** mvm@tscorp.com

**Quote Amount (include Shipping, where applicable):** Bloomington is beyond the limits of what they can travel and remain competitive.

**3. Vendor Name:** Terracon

**Vendor Address:** 192 Exchange Boulevard, Glendale Heights, Illinois 60139

**Vendor Email Address:** Daniel.Mabirizi@terracon.com

**Quote Amount (include Shipping, where applicable):** \$22,400

**Recommendation (Include Justification):** In addition to posting a request for quotes on the Library website, we sent direct invitations to three firms: TSC, Terracon, and Ramsey. We received no responses from the website but each of the three who were invited to provide a quote, responded in some form:

- TSC indicated that the project was too distant from their nearest base of operations and declined to submit a proposal.
- Terracon's proposal lists fewer borings than required by the request for quotes, with each boring included drilled to a depth less than required by the request for quotes.
- Ramsey Geotechnical Engineering's proposal has the correct number of boring locations, understands the boring depth requirement, clearly defines the CCDD testing in a manner consistent with the requirements of the request for quotes.

Upon review, the Library architectural firm, Engberg Anderson recommend that the Library accept the proposal from Ramsey.

**Prepared by:** Jeanne Hamilton

**Date:** 4/15/21

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**FEE ESTIMATE – GEOTECHNICAL ENGINEERING SERVICES**

ITEM		UNITS	QTY	RATE	COST
<b>STAKING AND UTILITY CLEARANCE</b>					
1.1	Provide Technicians to Mark Boring Locations and Obtain Surface Elevations and Arrange for Clearance of Public Underground Utilities	Lump Sum	1	200.00	\$ 200.00
1.2	Private Utility Locating Service	Lump Sum	1	1,250.00	\$1,250.00
<b>DRILLING, SAMPLING AND FIELD TESTING</b>					
	MOBILIZATION AND DEMOBILIZATION OF DRILL RIG AND CREW				
2.1	Drill Mounted on Truck or ATV	Each	1	150.00	\$ 150.00
	ADVANCE BORE HOLES BY SOLID OR HOLLOWSTEM AUGER METHODS				
2.2	0 - 25 Foot Depth	Foot	450	8.50	\$3,825.00
2.3	25 - 50 Foot Depth	Foot	125	9.25	\$1,156.25
	TAKE SOIL SAMPLES				
2.4	By Split-Spoon Procedure	Each	169	11.00	\$1,859.00
2.5	By Thin Walled Tube Procedure	Each	0	30.00	\$ 0.00
	INFILTRATION/PERCOLATION TESTS				
2.6	Engineering Technician, Regular Time	Hour	8	55.00	\$ 440.00
<b>LABORATORY TESTING</b>					
3.1	Examine Samples and Describe by a Textural System and Classify by the Unified Soil Classification System	Each	169	3.75	\$ 633.75
3.2	Water Content Determination for Organic and Cohesive Samples (includes pocket penetrometer measurements of unconfined compressive strength for all inorganic clay samples)	Each	169	6.00	\$1,014.00
3.3	Unconfined Compressive Strength of Cohesive Soils, Failure at 15 Percent Strain	Each	80	11.00	\$ 880.00
3.4	Dry Unit Weight Determinations	Each	25	5.50	\$ 137.50
<b>ENGINEERING SERVICES</b>					
4.1	Prepare Geotechnical Report with Boring Logs and Location Plan	Lump Sum	1	1,250.00	\$1,250.00
	<b>ESTIMATED TOTAL:</b>				<b>\$12,795.50</b>

FEE ESTIMATE – PIP/CCDD SERVICES

ITEM		UNITS	QTY	RATE	COST
<b>PIP EVALUATION</b>					
1.1	Site Reconnaissance, Review of First Radius Map, Soil Sample pH Testing and Preparation of Summary Report	Lump Sum	1	3,000.00	\$3,000.00
<b>FIELD SCREENING OF SOIL SAMPLES WITH PID</b>					
2.1	Project Geologist	Hour	40	125.00	\$5,000.00
2.2	Use of PID	Day	5	200.00	\$1,000.00
<b>ANALYTICAL LABORATORY TESTING</b>					
3.1	Volatile Organic Compounds (VOC)	Each	2	150.00	\$ 300.00
3.2	Polynuclear Aromatic Hydrocarbons (PNA)	Each	2	150.00	\$ 300.00
3.3	Total RCRA Metals	Each	2	200.00	\$ 400.00
3.4	pH	Each	2	15.00	\$ 30.00
3.5	TCLP or SPLP Extract Analysis	Each	0	200.00	\$ 0.00
<b>ENGINEERING SERVICES</b>					
4.2	CCDD/PIP Evaluation & Report	Lump Sum	1	1,500.00	\$1,500.00
	ESTIMATED TOTAL:				\$11,530.00

A RESOLUTION WAIVING THE COMPETITIVE BID REQUIREMENT AND  
AUTHORIZING PAYMENT FOR RENEWAL OF THE SUBSCRIPTION LICENSE FOR THE  
INTEGRATED LIBRARY SYSTEM (ILS)  
TO INNOVATIVE INTERFACES, INC.

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

1. That the competitive bid requirement be waived and the Library Director authorize payment for renewal of the subscription license for the Integrated Library System (ILS) to Innovative Interfaces, Inc. in the amounts as listed in Item 4.
2. That the current ILS is meeting the needs of the Library and its patrons
3. That the vendor has offered a 1.5% increase over the previous year for each year of the contract, more favorable than the previous rate of 2.5%
4. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget:

Year 1 (2022): \$69,295.07	Year 4 (2025): \$72,460.35
Year 2 (2023): \$70,334.49	Year 5 (2026): \$73,547.26
Year 3 (2024): \$71,389.51	

Approved this 20<sup>th</sup> day of April 2021

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Julian Westerhout, President  
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND  
AUTHORIZING PAYMENT FOR COLLECTION HQ SERVICE  
TO BRIDGEALL LIBRARIES LIMITED

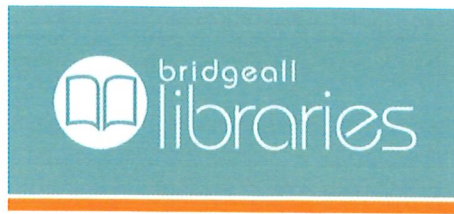
Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three quote requirement be waived and the Library Director authorize payment for CollectionHQ Service to Bridgeall Libraries Limited in the amount of \$15,500, annually, for a three-year contract period from September 27, 2021 – September 24, 2024
2. That the CollectionHQ software offers a proven methodology for collection performance improvement
3. That the CollectionHQ software works with the Library's current ILS (POLARIS) to base purchasing decisions on circulation data
4. That Bridgeall Libraries Limited was purchased by Baker & Taylor; and Collection HQ Service works with Baker & Taylor's Title Source 360, which is the primary selection software
5. That Bridgeall Libraries is including a complementary subscription to a new Evidence-based Selection Planning (ESP) service in year 1 of the contract period.
6. That Bridgeall Libraries Limited is the only source for the CollectionHQ Service
7. That the funds come from the following source:  
Bloomington Public Library Maintenance & Operating Budget: \$15,500.00, annually  
for the period September 27, 2021 through September 27, 2024

Approved this 20<sup>th</sup> day of April 2021

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Julian Westerhout, President  
Bloomington Public Library Board of Trustees



Kathy Jeakins  
Business Manager  
Bloomington Public Library  
205 East Olive St.  
Bloomington, IL 61701

April 15, 2021

**collectionHQ, Subscription Service Quotation**

Bridgeall Libraries LTD. is pleased to offer you the following sales quotation for our collectionHQ, services.

collectionHQ 3-year contract (27 September 2021 – 27 September 2024) - \$15,500, paid annually.

The library has the option of accepting one free year of ESP for the period 1 May 2021 – 1 May 2022 as well.

Regards,

*Kathie Graham*

Kathie Graham, MLS  
Director, Customer Success  
Baker & Taylor and collectionHQ  
**office:** 800-775-7930 x1415  
**m:** 315-727-7952  
[kathie.graham@baker-taylor.com](mailto:kathie.graham@baker-taylor.com)