

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 18, 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 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
 - A. Appointment of FY22 Committees
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of April 20, 2021 Regular BPL Board Meeting
 - B. Approve Executive Session Minutes of April 20, 2021
 - C. Approve Bills List of April 2021
- IX. Approval Items
- X. Waive the Competitive Three-Quote Requirement and Approve the Annual EBSCO Subscription Service Renewal
- XI. Discussion Items
 - A. Discuss COVID-19 Response Plans
- XII. Library Expansion and Fundraising
- XIII. Comments from Trustees
- XIV. Adjournment

Posted: 5.14.21 12:05 p.m.

BILLS LIST

Approved by BPL Board of Trustees, May 18, 2021

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	1,277.65
Amazon.com, LLC	A/V Materials	941.23
Amazon.com, LLC	Adult Books	875.51
Amazon.com, LLC	Building Mtnc Supplies	29.78
Amazon.com, LLC	Children's Books	1,326.05
Amazon.com, LLC	Computer Supplies	17.95
Amazon.com, LLC	Janitorial Supplies	446.88
Amazon.com, LLC	Library Supplies	34.88
Amazon.com, LLC	Office Supplies	92.90
Amazon.com, LLC	Other Purchased Services	323.24
Amazon.com, LLC	Periodicals	43.80
Ameren IP	Electricity	5,572.67
American National Skyline, Inc.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
Blackstone Audio	Adult Books	34.99
CDW Government	Computer Supplies	89.98
CDW Government	Office/Computer Equip Mtnc	3,900.00
Cengage Learning	Adult Books	267.64
Children's Plus, Inc.	Children's Books	5,727.79
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	796.70
City of Bloomington	FICA	12,708.45
City of Bloomington	Gas & Diesel Fuel	305.35
City of Bloomington	Health Insurance-HMO	1,747.94
City of Bloomington	Health Insurance-PPO	23,363.24
City of Bloomington	IMRF	22,463.93
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	2,972.15
City of Bloomington	Payroll	216,641.33
City of Bloomington	RSA Contribution	343.49
City of Bloomington	Vision Insurance	234.02
City of Bloomington	Water	386.14
City of Bloomington - Petty Cash	Adult Books	45.90
City of Bloomington - Petty Cash	Miscellaneous Expenses	50.00
City of Bloomington - Petty Cash	Other Purchased Services	50.00
City of Bloomington - Petty Cash	Postage	3.25
Computype, Inc.	Library Supplies	2,151.07
Connor Co.	Janitorial Supplies	72.20
Cummins, Inc.	Vehicle Maintenance	440.08
Custom Digital Imaging	Printing	992.54

Dell Marketing, L.P.	Computer Supplies	3,484.42
Denny's Doughnuts & Bakery	Employee Relations	64.45
Ebsco Industries	Periodicals	17.48
Engberg Anderson	Architectural Services	85,810.98
Engler, Callaway, Baasten, & Srage, LLC	Other Purchased Services	92.00
F & W Lawn Care & Landscaping	Building Maintenance	1,249.00
Findaway World, LLC	A/V Materials	431.94
Findaway World, LLC	Adult Books	540.87
Granite Broadcasting	Advertising	499.99
Illinois State University	Advertising	416.67
Illinois Wesleyan University	Other Purchased Services	426.94
Metronet Holding, LLC	Telecommunications	1,693.32
Mid Illinois Mechanical	Building Maintenance	5,043.86
Midwest Tape	A/V Materials	898.58
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	343.51
Mueller, Robert	Other Purchased Services	175.00
NewsBank, Inc.	Public Access Materials	1,354.00
Northern Illinois Gas/NICOR	Natural Gas	4,538.32
OverDrive	Downloadable Materials	4,990.00
Penworthy Company, LLC	Children's Books	176.93
Proquest CSA, LLC	Downloadable Materials	114.28
Quill Corp.	Computer Supplies	331.65
Quill Corp.	Janitorial Supplies	185.74
Quill Corp.	Office Supplies	1,131.48
Reaching Across Illinois Library System	Other Purchased Services	37.35
Ricoh USA, Inc.	Office/Computer Equip Mtnc	183.78
Ricoh USA, Inc.	Rentals	1,806.67
Ryan, Craig	Fees	54.00
S & P Enterprises	Telecommunications	1,602.20
Stuard & Associates, Inc.	Building Maintenance	220.00
Uline Shipping Supply Specialists	Building Mtnc Supplies	95.23
Uline Shipping Supply Specialists	Janitorial Supplies	79.19
Weber Electric, Inc.	Building Maintenance	6,851.00
VISA - Automotive Workwear, Inc.	Uniforms	321.41
VISA - Baker & Taylor Books	A/V Materials	1,446.42
VISA - Baker & Taylor Books	Adult Books	11,144.49
VISA - Baker & Taylor Books	Children's Books	5,328.03
VISA - Best Version Media	Advertising	591.52
VISA - Chicago Electric Distributors	Other Purchased Services	170.88
VISA - Chicago Tribune	Periodicals	111.50
VISA - China Sprout, Inc.	Children's Books	239.58
VISA - Dollar General Stores	Other Purchased Services	10.00
VISA - Etsy.com	Other Purchased Services	50.00
VISA - Facebook	Advertising	335.49
VISA - Graham Crackers Comic Books	Other Purchased Services	17.75
VISA - Gulf & Mobile Historical Society	Memberships	30.00
VISA - Harvard Business Review	Periodicals	122.80
VISA - Hobby Lobby	Other Purchased Services	5.98
VISA - Illinois Country Living	Periodicals	36.00
VISA - Ingram	A/V Materials	636.33
VISA - Ingram	Adult Books	4,057.06

VISA - Ingram
 VISA - Jewel-Osco
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Meijer
 VISA - Michael's
 VISA - Monical's
 VISA - Sam's Club
 VISA - Skillpath/National Seminars
 VISA - Sprint
 VISA - Sprint
 VISA - Target
 VISA - VanillaGift.com
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Zoom.US

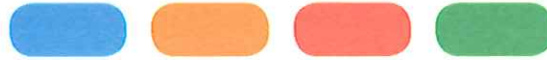
Total

Children's Books 194.58
 Employee Relations 30.00
 COVID-19 83.00
 Janitorial Supplies 35.01
 Employee Relations 32.34
 Other Purchased Services 69.16
 Employee Relations 340.66
 Employee Relations 67.96
 Professional Development 199.00
 Other Purchased Services 459.80
 Telecommunications 662.73
 Library Supplies 4.99
 Other Purchased Services 52.95
 Telecommunications 301.67
 Janitorial Supplies 48.76
 Library Supplies 28.34
 Other Purchased Services 3.80
 COVID-19 319.84

471,054.04

Bloomington Public Library

Books are just the beginning.



Director's Report

April 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
- Decided to stop quarantining returned library materials based on new scientific studies
- Reviewed and discussed current COVID response practices

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 feedback on the most recent designs
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Met with the EDI Diversity Audit Subcommittee
- Attended a meeting with selectors and the EDI Diversity Audit Subcommittee to discuss plans for a Diversity Audit
- Attended Illinois Library Association Advocacy, Public Policy, and Conference Committee meetings
- Recorded an orientation video for the new City Council members
- Met with Amy, our administrative assistant to discuss our Records Retention procedures
- Developed a revised Collection Development Policy draft
- Worked with managers to develop the Library's FY22 Strategic Initiatives Implementation Plan

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

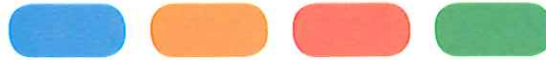
- Worked to coordinate and acknowledge a donation of a historical piece of stonework from the Withers Library building

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

- Led a Personnel Handbook Review and Annual Sexual Harassment mini-morning session for staff
- Attended a Courageous Conversations Exploration Seminar, focused on racial equity, diversity, and inclusion
- Attended an Open Meetings Act training
- Prepared and conducted 5 annual performance reviews
- Determined and prepared the FY22 merit increases for non-union staff
- Revised and released FY22 staff committee assignments

Bloomington Public Library

Books are just the beginning.



- Worked with Amy, our administrative assistant to review and revise the Library Board Orientation packets

Goal: Work effectively through the use of technology.

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

Goal: Administer a cost-effective public library.

- Completed the Illinois State Library Public Library Construction Act Grant Application (327 pages!)
- Met with Rhonda twice to set up Bloomerang (donor management software)

**Adult Services Report
Carol Torrens
April 2021**

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

SERVICES

Public computers were rearranged to allow up to 14 of them to be used simultaneously. Reservations are no longer needed although computer time is still limited to 1 hour per day, max. This is a small step back toward normalcy.

COLLECTIONS

Katie, with Christie's help, continued weeding nonfiction 600s, 700s and 800s.

Marcie weeded fiction hardcovers and paperbacks authors BRB-CHI.

Two new databases have been selected for the community: Black Life in America and HeritageHub.

Book displays this month were on these topics: National Poetry Month, National Humor Month, Child Abuse Prevention Month, Earth Day, and gardening. The movie display was on Academy Awards. The CD display showcased the new adult and teen Playaway books. The teen area featured superheroes.

PROGRAMS

Katie did a virtual presentation for District 87 staff about all the library's services and resources, and in particular those related to health and wellness.

Tiffany presented a virtual poetry book talk for 35 middle school students in Unit 5.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 9 attended
Fiction Book Club, virtual – 1 session – 4 attended
Books on Tap, virtual – 1 session – 12 attended
Virtual Craft circle, virtual – 1 session – 0 attended
Meditation, virtual – 1 session – 13 attended
IRA and You, with Institute for Financial Education, virtual – 1 session – 5 attended
Author John Sandford, virtual – 1 session – 23 attended
McLean County birds, virtual – 1 session – 74 attended
McLean County wildflowers, virtual – 1 session – 76 attended

Teen Programs

Take and Make Magnetic Poetry craft – 1 session – 25 participated
Teen Manga and Anime Club – 2 sessions – 26 attended

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

All staff participated in the annual Sexual Harassment refresher training. Among other topics for training this month were: updated Personnel Handbook; Linked In Learning (formerly Lynda.com); catalog item and bibliographic records; and Ingram's module to evaluate collection diversity.

Goal: Work effectively through the use of technology.

There was 1 individual appointment: Overdrive help.

Goal: Administer a cost-effective public library.

Received news that we were awarded a \$500 grant from the IL Prairie Community Foundation for the Memory Care Collection, as a result of the application Katie submitted in February.

Other

Mimi was nominated to represent library workers nationally as part of the board of Cultural Workers of America, a division of AFSCME.

Mimi's program proposal, *Taking the Reference Desk Virtual*, has been accepted for presentation at the October 2021, ILA Annual Conference.

Business Office Report

Kathy Jeakins

April 2021

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

I participated in architectural meetings with Engberg Anderson on April 7.

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, reported two fraudulent charges where the staff cards were hacked by outside sources (the cards were cancelled immediately and reported to the bank); and I entered all credit card transactions in account files.

On April 30, Amy and I did a physical count of all the Library's Petty Cash sources. All counts were perfect!

In April, the Book Shoppe collected \$2,682.25, not as high as last month, but still respectable!

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

The new fiscal year, FY22, began on May 1. During May, I will be paying bills for both FY21 and FY22.

With Hoopla usage in April was over \$7,000; not as high as March, but still being used!

It was necessary to establish a checking account for the Foundation. This is in anticipation of donations coming in for the expansion project. Their current Investment account doesn't allow for check writing.

Bills Costing in Excess of \$5,000:

- Engberg Anderson, \$85,810.98 for architectural services (payment #4)
- Weber Electric, \$6,851.00 for preventative maintenance for electrical switchgear

Upcoming:

I will provide information related to the City audit and the Foundation audit

Children's Services Report

Melissa Robinson

April 2021

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

Services

- Alex recorded a video to promote summer reading and sent it to District 87 and Unit 5 schools with a Bloomington population. She also e-mailed school librarians to further promote summer reading and to invite teachers to set up virtual tours and summer reading presentations.

Collections

- Selectors met with the Diversity Audit Subcommittee to learn about the INGRAM inclusive product which will be used for a diversity audit.
- Lisa moved nonfiction audio books, book and CD items, and readalongs to the beginning of their respective section. Nonfiction was previously mixed in with the fiction, so this change is more consistent with our overall shelving.

Programs

Live on Zoom:

- Tales for Tails – 4 sessions – 28 attended
- Books n Bites – 3 attended
- Lego Construction Time – 12 attended
- STREAM on Zoom – 20 attended
- Autism Awareness Story Walks at Miller Park and the McLean County Museum of History – 100 attended (estimated)

In-Person:

- Itsy Arts – 2 sessions – 7 attended

11 Live programs/sessions offered – 170 attended

Passive Programs – 5 offered – 567 participated

Pre-Recorded on Facebook:

- DIY Mondays – 4 posts – 188 views
- Smarty Pants Story Time – 4 posts – 135 views

- Book Smart Kids – 5 posts – 151 views
- Mini Explorers – 2 posts – 64 views

Groups:

- Washington kindergarten virtual summer reading presentation – 23 attended
- Trinity Lutheran preschool virtual story time – 15 attended

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

- Children's staff attended the personnel handbook review and annual sexual harassment MMS.
- Alysha and Clare attended the Reaching Forward Illinois Conference.
- Lisa attended the following webinars: Homeschooling Help, Social Media 101: Keys to Reaching Your Entire School Community, and Engaging Your Patrons: 5 Tips from Public Libraries and Beyond.

Goal: Work effectively through the use of technology.

- 17 posts were added to the Facebook Children's group and we now have 420 members.

Upcoming:

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

- Books n Bites – May 6
- DIY Chia Pet at the Plant Swap – May 16
- Story Walk at McGraw Park – May 22
- Lego Construction Time – May 22

Circulation and Outreach Services Report

Colleen Shaw

April 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:

- Leadership McLean County's Leadership Skills Committee
- Human Services Council
- Fatherhood Coalition
- BN Parents
- Recovery Oriented Systems of Care Council
- Leadership McLean County Steering Committee
- Human Services Council Leadership
- Central Illinois Community Educators

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

- Deposits staff prepared and delivered or renewed 311 items at 5 sites.
- Home Delivery prepared and delivered 351 items for 52 active patrons. 46 items were picked up via our curbside service.
- Highlights from the NEW Bookmobile Schedule, May-October:

A Week

- Saturday
 - ~~Fox Creek~~ Hilltop Mobile Home Park 10:30-11:45

B Week

- Wednesday
 - ~~Suburban East~~ Sunnyside Park 5:30-6:30
 - Garling Heights ~~7:15-8:30~~ 7:30-8:30
- Thursday
 - ~~West Jackson~~ Irvin Apartments 2-3
 - Cardinal Ridge 5:30-6:45
 - ~~Bloomington~~ Pepper Ridge 7:30-8:30
- Friday
 - Miller Park ~~12-1~~ 10-11:30
- Bookmobile Drivers received a thoughtful note from our partners at the Bloomington Housing Authority:
Thank you to your team's commitment to the community work that you do. We appreciate being on the list of people you serve. You all are doing a phenomenal job with building themselves up and communicating that reading is important. Thank you for being a part of the big picture and walking in your calling for the community.

(The bookmobile currently has stops at or near 4 Bloomington Housing Authority sites: Holton Homes, Sunnyside Court, Irvin Apartments, and Evergreen Place.)

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

- Jonas Hageman filled an open part-time Library Assistant position this month.



(4/2021) Circulation and Outreach Services Statistics

Total Circ BPL	80,805
Total Circ Main	63,393
Adults	30,906
Teens	2,082
Children	30,405
Total Circ Outreach	4,909
OTR Adults	2,187
OTR Teens	57
OTR Children	2,665
Total Circ eBooks	12,503
Hoopla	950
Overdrive	10,935
TumbleBooks	80
eBook Central	8
Kanopy	530
Borrowers Registered	195
Total Active Cardholders	30,560
Children	6,177
Teen	4,432
Adult	19,951
GPPLD	1,353
Total Holds Filled	10,166
Main Holds	8,315
Outreach Holds	1,851
Door Count	11,181

10 Stops with Highest Circulation	
Wingover Apartments PM	201
Wingover Apartments AM	112
Old Farm Lakes	92
Eagle Ridge	88
Old Farm Lakes	83
Wingover Apartments AM	78
Eagle Ridge	76
Eagle Crest East	71
Grove	70
Golden Eagle	60

5 Stops with Lowest Circulation	
West Jackson	0
Evergreen Park	0
Blooming Grove	0
Fox Creek	0
Miller Park	0
Shirley	0

Bookmobile Customers: 555

Total Monthly Stops: 71

Circulation Questions Answered: 616

Outreach Questions Answered: 200

Total Questions Answered: 816

Bloomington Public Library

Books are just the beginning.



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805								
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	70,492	63,393								
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	38,831	30,560								

Human Resources Report

Gayle Tucker

April 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I participated in a meeting with the architects
- In April, there was one in-house job announcement and there were three outside ads posted
- I participated in three interviews
- There were no orientations
- 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 served as Chair of the Spirit Committee for FY21. One of April's events was a FREE-Cycle week for all interested staff.

Goal: Work effectively through the use of technology.

- In April, 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 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
 - The program ended in April, and will resume in August

Upcoming:

- Ongoing Kronos timeclock troubleshooting (including review of reports)
- Working with Jeanne to revamp the Performance Review procedure and Job Descriptions
- Implementing an Applicant Tracking System

Information Technology Systems Report

Jon Whited

April 2021

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

The Libraryh3lp chat reference is now available on the web site. The service allows patrons to chat or text with the reference librarians and get their questions answered.

We setup a new Minecraft server to allow kids to play together from home. We will monitor the environment to make ensure that the environment is appropriate for all the kids in the area.

We purchased a new 3D printer. This printer will be used in numerous programs and will hopefully become available to the public at some point during the year.

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 continue to be popular and are almost always full.

Nick had a session on Warhammer figure painting. This is an introduction to a new board gaming group that Nick wants to be able to start when in person programming is possible.

Upcoming:

We have a large group of programs scheduled for next month. We will be having Minecraft days for kids once they are out of school.

Marketing Report
Rhonda Massie – April 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) continue to work with Library Market to build and launch a new Bloomington Public Library website. The goal is to launch the website in mid-May – and no later than May 24. During the month of April, Marketing provided many images to Library Market and much content was penned. This work continues into May.

Summer Reading 2021

- Summer Reading 2021 preparation continues.
 - Reading Logs
 - The reading logs for kids, teens, and adults were designed, approved, and are at the printer.
 - With help from Alex (CS), Marketing reached out to the schools in District 87, Unit 5, and TriValley to learn the number of in-person learners in each grade school and to arrange to send reading logs home with the schools' in-person learners in grades K-5.
 - The CS reading log is being translated into Spanish by Cody (CS). It will be printed in-house and will be given to schools upon request and will be available at the library.
 - T-Shirts
 - The Summer Reading T-shirt stores are now closed. 128 shirts were ordered.
 - Shirts should be delivered sometime during the week of May 24.
 - Decorations
 - Bret continues to progress in creating our Summer Reading decorations. Our vinyl needs – paint splotches for the tile portions of the floor, new artwork for the stair fronts, and new elevator door artwork -- were all sent to Dean's Graphics on May 3. We're working to set up installation of these pieces during the week of May 17.
 - Voucher Sheets
 - The Sponsors & Donations Committee has solidified information for the voucher sheets which will be given to each person who completes the Summer Reading Program. There are separate voucher sheets for kids, teens, and adults.
 - The voucher sheets were designed and approved by staff and the donating businesses. They are being printed in early May.
 - Teen & Adult Prize Drawings
 - The prize lists for the teen and adult prize drawings will be available after May 24.

Bookmobile

- The May-November Bookmobile schedule was delivered.
- Postcards were created and sent to residents living within the carrier routes closest to the three new Bookmobile stops:
 - Cardinal Ridge
 - Irvin Apartments
 - Sunnyside Park
- Work was completed on the backend of the Library Market calendar to make bookmobile stops searchable using the "Program Type" filter and to eliminate "Bookmobile Stop" showing up in the "Age" category.
- The May-October 2021 Bookmobile stops – approximately 430 stops -- were added to the Library Market Calendar.
- New text words were added to our texting software to accommodate the new bookmobile stops listed above.
- Texts for all stops were scheduled through the end of May.
 - With COVID causing modified bookmobile services, we are only scheduling these texts one month at a time.
- Updated Text Opt-In artwork was created. Handouts and a poster were printed. With accessibility in mind, the text words will appear as a list – not as artwork – on the upcoming website.
- Facebook art outlining Weeks A, B, & C of the new schedule was created.

Capital Campaign

- Preliminary work continues.
 - Kathy worked with the Foundation Board to set up our Stripe account. Stripe works with Bloomerang (our donor management software) to collect donations.
 - Rhonda and Jeanne worked to connect our Stripe account to Bloomerang and to obtain the coding needed to connect Bloomerang to our upcoming website.
 - Rhonda and Jeanne are working on a summary/proposal which will be used to request monetary donations from businesses.

May Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
 - May'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.

Writing Projects

- Much content was penned for the upcoming website
- All social media posts
- Press releases were penned and submitted to the media to promote:
 - John Sandford program
 - Autism Awareness Story Walks

Paper & Digital Design Work

Revamped the entire Overdrive handout

Designed Summer Reading Logs for:

- Kids
- Teens
- Adults

Publicity

- Lynda.com becomes LinkedIn Learning
- 3D Design with Tinkercad
- Beginning Arduino: Push-Button Circuit
- Bookmobile schedules for weeks A, B, & C – for Facebook
- Bookmobile Postcards | Sunnyside, Irvin Apts, Cardinal Ridge
- Books 'N Bites: Teacher Appreciation
- BPL Kids @ Home
- Central Illinois' True Crime Stories
- Create a Voice-Activated AI Device Using Raspberry Pi
- D&D: Beneath the Fetid Chelimer
- DIY Comic Book Coasters
- Fiction Book Club – individualized art for each remaining month of 2021
- Updates to John Sandford art due to announcement about Carl Hiaasen
- Itsy Arts
- Mini Steampunk Top Hats: Take & Make Craft for Teens
- Monthly Calendar | May
- Plant Swap
- Reading Colors Your World StoryWalk
- Spanish Book Club
- Steampunk Coloring Contest
- Teen Manga & Anime Club
- The Skinny on the Scanties: A History of Women's Underwear
- Virtual Lego Construction

Signage

- Sign for display at the Storywalk
- May the 4th display
- Monthly AS display sign
- Monthly tz Display Sign
- Multiple signs promoting the new Playaways in various departments

Reprint

- Book Shoppe Gift Certificates
- Hoopla Handout

- Kanopy Handout
- Libby Handout

Other

- Images for the upcoming website's rotating bar
 - 1000 Books Before Kindergarten
 - Text Alerts
 - Summer Reading
- Library Card Images for the upcoming website
- Homepage Icons for the upcoming website

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

- Rhonda is working her way through Bloomerang's orientation.
- Rhonda took part in the LinkedIn Learning training.
- Rhonda and Jorgi took part in Library Market's training pertaining to the new website.
- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.

Goal: Work effectively through the use of technology.

Rhonda met with representatives from EBSCO to discuss their Linked Library Service.

Social media presence:

- BPL Facebook – 8,447 followers
- Instagram - 1,866 followers
- Twitter - 2,050 followers
- Library text subscribers - 350
- Bookmobile text subscribers - 1,044
 - Of note: This month, we deleted 15 cancelled bookmobile stops – including 58 subscribers -- from the texting software. We'd reached our limit and could not add additional stops without deleting stops that were cancelled in the past. That is why this number appears to have decreased.
- 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 – 32,252 filtered active subscribers.
- Program Guide list – 32,235 filtered active subscribers.
- General eBlast list – 32,274 filtered active 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.
- The library sends at least one monthly eBlast promoting its online resources to all cardholders who've not opted out of receiving such notifications.
 - 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.
 - An eBlast promoting the Gale Presents: Petersen's Test & Career Prep resource was received by 32,189 patrons on May 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
April 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
 - Replaced lamps in AS and CS
 - Plumbing repairs
 - Rearranged some furniture in AS to accommodate more computers being used at the same time
 - Compiled all of the truck baskets and bins that are no longer needed for quarantine and placed in the emergency stairwells
 - Caprice met with Hope from Free Little Food Pantry to discuss placement of a pantry, here at the library
- Repairs/Installs:
 - MIM conducted another air quality test for the area served by the AON unit, this time the air quality was in the normal range with the addition of the Ionization units
 - Clearly Windows performed the Spring cleaning of the windows
 - Weber Electric repaired fluorescent fixtures, installed the halyard and flag on the flag pole, and replaced/repared emergency fixtures
 - Advance Roofing performed an inspection of the roof and resealed a few areas

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

- Caprice attended these webinars:
 - “Applying Healthcare Best Practices for a Safe Return to the Workplace”
 - “Smart Spaces are Community Places”
- The Safety & Accessibility Committee met and welcomed our newest member, Bowen Quast, discussed COVID procedures and scheduled training for Development Day
- Caprice participated in a Zoom meeting with Alert Media staff to view new features that have been added
- Security Team was held to review and discuss suspension guidelines

Goal: Administer a Cost-Effective Library.

- Renewed the annual contract for the HVAC service

Upcoming: Elevator inspection
Parking lot work

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

April 2021

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

- Allison met with the architects to discuss the Technical Services layout and design.

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

- We are now circulating puzzles. There's a binder on the Circulation Desk with pictures of what's available.
- With the major influx of Playaways, we are also circulating Audio Cables that can connect the devices to car stereos or home entertainment systems.
- The NLW week committee put together many fun virtual programs and a free Monical's lunch for staff.
- The new Monarch, Bluestem, Rebecca Caudill, and Abraham Lincoln nominees are out and on display. This year the label is light purple/almost grey and they say 2022. Their call number prefix should match in the system, and they should be easily searchable in the catalog. For example, Monarch Nominee 2022.
 - The old 2021's had their prefixes removed from the catalog, but the old label will remain. They can just be interfiled on the shelves.
- TS staff added 28,575 items in FY21!
- The Illinois Collection Fiction section is now called Illinois Collection Local Authors in the catalog.
- TS discarded the Teen audio book collection.
- TS staff went through and relabeled all the old mystery stickers in the Adult Mystery collection.

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

- Allison attended an ISU Leadership "Breakfast" with Dr. Peter Foreman "Understanding Motivation." – 2
- Allison conducted a MMS on "Decoding Item Records: Tips and Tricks You Can Use" – 2.5
- Training Hours – 4.5

Goal: Administer a cost-effective public library.

- Volunteer Hours – 8

Upcoming:

- Children's puzzles

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

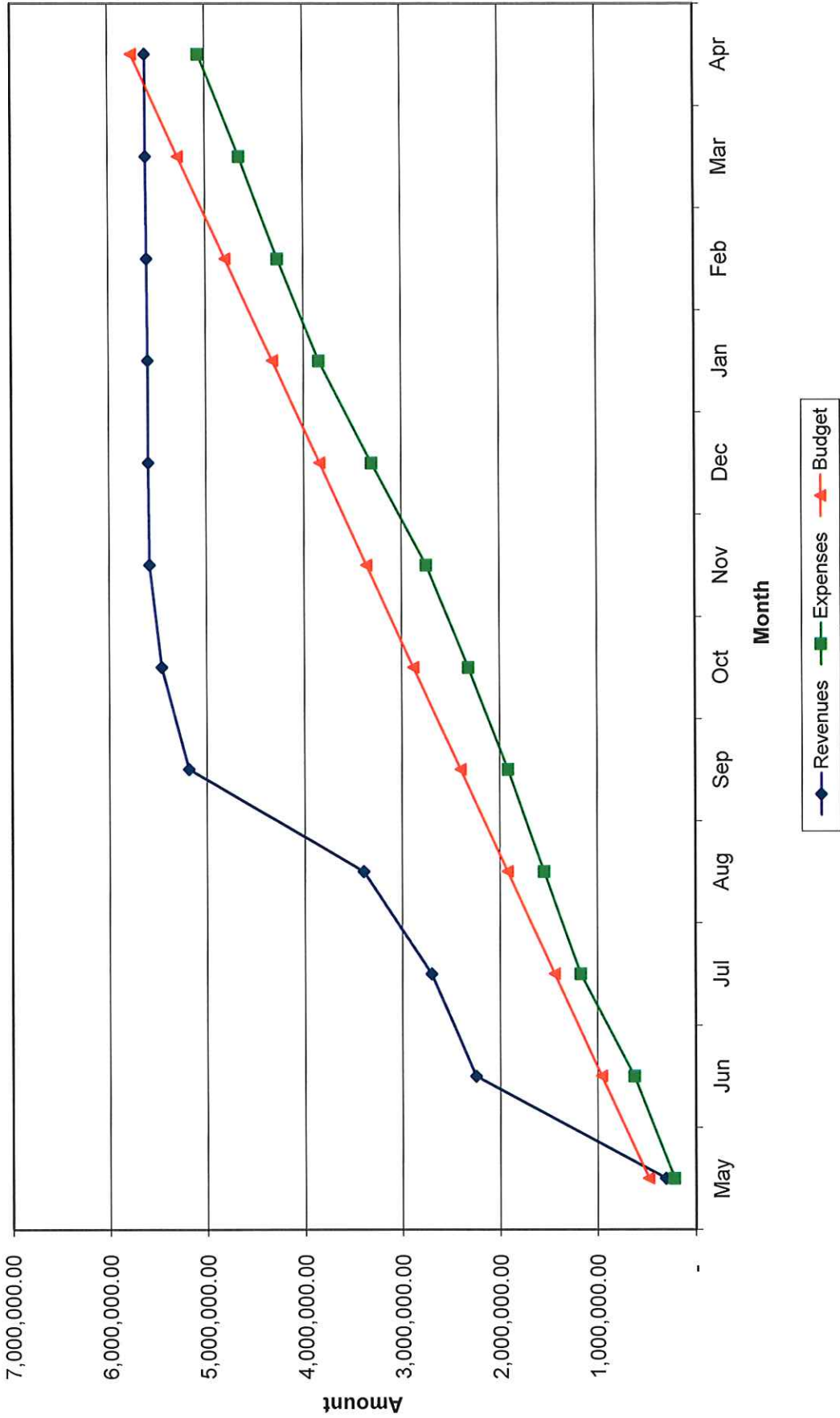
REVENUES:

ACCT NAME	BUDGET	APR 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	947.02	8,040.94	(41,959.06)	16.1
Copies	3,500	281.10	2,243.10	(1,256.90)	64.1
Interest on Investments	75,000	166.39	8,717.57	(66,282.43)	11.6
Donations	24,000	128.00	7,223.57	(16,776.43)	30.1
Other Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(33.00)	15.30	15.30	-----
Other	45,000	4,334.15	24,905.29	(20,094.71)	55.3
Total Revenues	5,758,959	5,823.66	5,617,643.47	(141,315.53)	97.5

ACCT NAME	BUDGET	APR 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	183,247.61	2,262,281.57	(136,903.43)	94.3
Part-Time Salaries	483,694	31,839.43	391,423.58	(92,270.42)	80.9
Seasonal Salaries	67,667	1,554.29	28,847.80	(38,819.20)	42.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	8,108.00	8,108.00	-----
Total Sals & Wages	2,951,646	216,641.33	2,690,660.95	(260,985.05)	91.2
Dental Insurance	11,000	796.70	9,240.98	(1,759.02)	84.0
Vision Insurance	3,000	234.02	2,858.45	(141.55)	95.3
Health Insurance, BC/BS PPO	366,827	23,363.24	238,465.20	(128,361.80)	65.0
Health Insurance, OSF HMO	16,000	1,747.94	25,126.24	9,126.24	157.0
Life Insurance	3,200	252.00	2,962.40	(237.60)	92.6
Library RHS Contribution	0	343.49	6,311.24	6,311.24	-----
IMRF	239,918	22,463.93	284,313.93	44,395.93	118.5
FICA	182,933	12,708.45	159,532.38	(23,400.62)	87.2
Medicare	42,783	2,972.15	37,309.87	(5,473.13)	87.2
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	321.41	1103.02	303.02	137.9
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	65,203.33	804,240.91	(121,105.09)	86.9
Rentals	25,000	55.99	14,295.51	(10,704.49)	57.2
Total Rentals	25,000	55.99	14,295.51	(10,704.49)	57.2
Building Mtnc	150,000	13,057.65	127,452.09	(22,547.91)	85.0
Vehicle Mtnc	12,000	493.28	18,518.56	6,518.56	154.3
Office & Computer Mtnc	195,000	3,900.00	156,863.71	(38,136.29)	80.4
Total Repair/Mtnc	357,000	17,450.93	302,834.36	(54,165.64)	84.8

ACCT NAME	BUDGET	APR 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,635.84	34,902.55	(15,097.45)	69.8
Printing/Binding	18,000	2,686.04	8,793.40	(9,206.60)	48.9
Travel	1,000	0.00	24.74	(975.26)	2.5
Membership Dues	4,000	30.00	4,064.00	64.00	101.6
Professional Development	10,000	199.00	5,576.21	(4,423.79)	55.8
Other Purchased Services	150,000	5,188.75	170,763.72	20,763.72	113.8
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	11,739.63	261,628.62	128.62	100.0
Office Supplies	20,000	2,935.46	12,323.67	(7,676.33)	61.6
Office Supplies-COVID-19	0	722.68	23,111.65	23,111.65	-----
Computer Supplies	90,000	11,559.23	64,097.62	(25,902.38)	71.2
Postage	2,500	(54.93)	4,204.12	1,704.12	168.2
Library Supplies	85,000	2,817.47	27,257.44	(57,742.56)	32.1
Janitorial Supplies	18,000	1,304.46	16,715.76	(1,284.24)	92.9
Gas & Diesel Fuel	5,500	305.35	2,870.55	(2,629.45)	52.2
Building Mtnc & Repair Supplies	20,000	160.02	12,782.93	(7,217.07)	63.9
Total Supplies	241,000	19,749.74	163,363.74	(77,636.26)	67.8
Natural Gas	31,000	4,538.32	18,953.08	(12,046.92)	61.1
Electricity	90,000	5,572.67	68,557.91	(21,442.09)	76.2
Water	9,000	386.14	5,415.41	(3,584.59)	60.2
Telecommunications	38,000	5,946.95	43,875.00	5,875.00	115.5
Total Utilities	168,000	16,444.08	136,801.40	(31,198.60)	81.4
Professional Collection	1,500	0.00	842.86	(657.14)	56.2
Total Prof Collection	1,500	0.00	842.86	(657.14)	56.2
Periodicals	40,000	826.01	23,229.86	(16,770.14)	58.1
Adult Books	143,000	20,557.98	152,765.63	9,765.63	106.8
Children's Books	118,500	16,742.06	112,836.24	(5,663.76)	95.2
A/V Materials	131,000	4,865.68	83,395.32	(47,604.68)	63.7
Public Access Software	188,880	0.00	111,258.47	(77,621.53)	58.9
Downloadable Materials	154,700	25,136.67	165,306.85	10,606.85	106.9
Total Materials	776,080	68,128.40	648,792.37	(127,287.63)	83.6
Employee Relations	5,000	577.10	3,125.04	(1,874.96)	62.5
Miscellaneous Expenses	10,000	276.14	4,167.34	(5,832.66)	41.7
Transfer to Capital Fund	36,887	0.00	36,887.00	0.00	100.0
Total Other Expenses	51,887	853.24	44,179.38	(7,707.62)	85.1
Total Expenses	5,758,959	416,266.67	5,067,640.10	(691,318.90)	88.0

Bloomington Public Library
FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2021

Fees (16.1%): Very little has been collected.
Copies (64.1%): Very little has been collected.
Interest (11.6%): Interest rates are down.
Donations (30.1%): A few donations have come in from various sources.
Other Revenue (55.3%): Receipts have been low.
Full-Time Salaries (94.3%): This is just slightly under-spent.
Part-Time Salaries (80.9%): This is under-spent due to some staff vacancies.
Seasonal Salaries (42.6%): 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 (84.0%): This is under-spent due to fewer staff choosing this option.
Health Insurance, PPO (65.0%): This line item is also under-spent due to better rates than projected last year.
Health Insurance, HMO (157.0%): This is over-spent due to reducing the total budgeted amount, based on previous year's spending.
Life Insurance (92.6%): This line item is just slightly under-spent.
IMRF (118.5%): This is over-spent due smaller projections for the year.
FICA (87.2%): This is under-spent due to staff vacancies.
Medicare (87.2%): This is under-spent due to staff vacancies.
Worker's Compensation (45.8%): The annual worker's compensation premium is paid in December.
Uniforms (137.9%): Shirts were purchased for the new Security Guard and replacement shirts were purchased for the Custodians.
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 (57.2%): Charges have been minimal.
Building Maintenance (85.0%): Charges have been minimal.
Vehicle Maintenance (154.3%): This is over-spent due to bookmobile maintenance.
Office & Computer Maintenance (80.4%): Charges have been minimal.
Advertising (69.8%): Charges have been minimal.
Printing/Binding (48.9%): Charges have been minimal.
Travel (2.5%): Charges have been minimal.
Professional Development (55.8%): Charges have been minimal.
Other Purchased Services (113.8%): 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 (61.6%): Charges have been minimal.
Computer Supplies (71.2%): Charges have been minimal.
Postage (168.2%): The Bulk Mail account was replenished in January.
Library Supplies (32.1%): Charges have been minimal.
Janitorial Supplies (92.9%): Charges have been minimal.
Gas & Diesel Fuel (52.2%): Charges have been minimal.
Building Maintenance Supplies (63.9%): Charges have been minimal.
Natural Gas (61.1%): Charges have been minimal.
Electricity (76.2%): Charges have been minimal.
Water (60.2%): Charges have been minimal.
Telecommunications (115.5%): 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 (58.1%): Charges have been minimal.
Adult Books (106.8%): This is just slightly over-spent due to a push in April to purchase items.
A/V Materials (63.7%): Charges have been minimal.
Public Access Software (58.9%): Charges have been minimal.
Downloadable Materials (106.9%): This is over-spent due to patron demand for Hoopla, primarily.
Employee Relations (62.5%): Charges have been minimal.
Miscellaneous Expenses (41.7%): 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:	3,237.58
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:	50.03

Total Donations:	\$7,223.57
------------------	------------

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	1,721.20
Book Shoppe:	16,158.40
Drawstring Bags:	0.00
Ear Buds:	45.00
Flash Drives:	68.25
Hot Beverage Service:	14.00
Meeting Room Fees:	0.00
Mugs/Cups:	14.00
Print Station:	5,976.40
Reusable Bags:	111.00
Test Proctoring:	75.00
Tote Bags:	472.00
Umbrellas:	0.00
Miscellaneous:	250.04

Total Other Revenue:	24,905.29
----------------------	-----------

During April, 10 batches containing 75 invoices were processed, totaling \$120,445.55 and 101 credit card charges were made totaling \$27,589.81.

As of April 30, the Library's Maintenance & Operating Fund Balance is \$2,492,352.11, which is 43.3% 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, 4/30/21:

Operating:	\$ 2,492,352.11
Fixed Assets:	\$ 1,188,710.58
Capital:	\$ 3,437,955.33
Spent for Architectural Fees:	\$ 176,593.43

Balance of Arch Contract:	\$ 1,276,990.57
---------------------------	-----------------

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 21

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00	0.00	0.00	3,000.00
Total Summer Reading Program Community Donations	3,000.00	0.00	0.00	0.00	3,000.00
Memorial Donations:					
Patricia Luthe Memorial	50.00	0.00	0.00	0.00	50.00
Judy Markowitz Memorial	0.00	0.00	0.00	775.00	775.00
Sarah Shipley Memorial	0.00	25.00	1,867.58	25.00	1,917.58
Madelle Sturm Memorial	0.00	0.00	0.00	325.00	325.00
Brad Draper Memorial	0.00	0.00	0.00	120.00	120.00
Total Memorial Donations	50.00	25.00	1,867.58	1,245.00	3,187.58
Other Donations:					
Lois Rubbel	100.00	0.00	100.00	0.00	200.00
Kelsey Harms	20.00	0.00	0.00	0.00	20.00
Judge Joe Webster	100.00	0.00	0.00	0.00	100.00
Ian Jorgensen	20.00	0.00	0.00	0.00	20.00
C-U Herb Guild, Donation for Materials	50.00	0.00	0.00	0.00	50.00
Rita Schmidt	0.00	50.00	0.00	0.00	50.00
Robert Starckovich	0.00	100.00	0.00	0.00	100.00
Susan Killiam	0.00	0.00	200.00	0.00	200.00
Catherine Sutliff	0.00	0.00	50.00	0.00	50.00
Nancy Proctor, Donation for Pop-Up Service	0.00	0.00	0.00	100.00	100.00
Hy-Vee, Giving Tag Program	0.00	0.00	0.00	2.00	2.00
Heroes Embracing Autistic Lives, Donation for Story Walk	0.00	0.00	0.00	63.96	63.96
Anonymous Donations	0.75	11.71	8.02	59.55	80.03
Total Other Donations	290.75	161.71	358.02	225.51	1,035.99
Foundation:					
Local History Materials (Paid with Mischler Funds)	855.77	582.97	0.00	592.82	2,031.56
Fold 3 Service (Paid with Mischler Funds)	2,600.00	0.00	0.00	0.00	2,600.00
Summer Reading Program	10,286.85	0.00	788.51	0.00	11,075.36
Annual Appreciation Day	0.00	2,204.36	460.57	0.00	2,664.93
University of Illinois, Spring Semester Tuition for Staff	0.00	0.00	0.00	4,960.00	4,960.00
Total Foundation	13,742.62	2,787.33	1,249.08	592.82	23,331.85
Total Donations	17,083.37	2,974.04	3,474.68	2,063.33	30,555.42

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

April 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	33,093	13,937	137%	455,083	490,333	-7%
Teens	2,139	1,228	74%	32,865	36,050	-9%
Children	33,070	19,842	67%	454,206	465,744	-2%
Digital Downloads	11,465	18,975	-40%	167,624	157,985	6%
Total	79,767	53,982	48%	1,109,778	1,150,112	-4%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,951	24,412	-7%	350,802	54,926	539%
Teens	4,432	4,776	-7%	58,982	54,926	7%
Children	6,177	8,608	-28%	124,550	123,431	1%
Total	10,609	37,796	-72%	455,559	470,826	-3%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	195	179	9%	4,495	6,714	-33%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,181	0	100%	170,645	226,076	-25%
Bookmobile	555	0	100%	9,892	10,681	-7%
Total	11,736	0	100%	221,082	277,302	-20%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	0	0%	403	763	-47%
Digital Preservation Studio	0	0	0%	145	247	-41%
Community Room	7	0	100%	656	1,095	-40%
Total	7	0	100%	1,204	2,105	-43%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	4	11	-64%	152	195	-22%
People Reached	86	239	-64%	16,344	21,375	-24%
Community Visits to the Library	0	0	0%	52	66	-21%
People Reached	0	0	0%	1,251	1,744	-28%
Total Outreach Visits	4	11	-64%	204	261	-22%
Total People Reached	86	239	-64%	17,595	23,119	-24%

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	9	1	11%	181	228	-21%
Attendance	216	10	27%	3,198	4,114	-22%
Teens	6	0	100%	53	34	56%
Attendance	59	0	100%	833	614	36%
Childrens	11	17	-35%	208	297	-30%
Attendance	170	2,229	-92%	7,020	11,556	-39%
Total Programs	26	18	44%	442	559	-21%
Total Attendance	445	2,239	-80%	11,051	16,284	-32%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	0	100%	55	69	-20%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,418	390	520%	36,896	38,317	-4%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	87.00	113.50	-23%	2,094	2,477	-15%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	862	0	100%	30,717	43,250	-29%
WiFi Sessions	1,448	415	249%	29,628	35,316	-16%
Website/Catalog Hits	38,913	24,833	61%	512,560	485,161	6%
Online Resource Use	4,653	6,607	-30%	65,274	81,851	-20%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	327	0	100%	5,272	5,199	1%
Sent	210	0	100%	2,856	2,280	25%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	8.00	0.00	100%	760	1,278	-41%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 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
President Sherman called the meeting to order at 5:00 p.m.
- II. Roll Call
Trustees Physically Present: Jodi Sherman

Trustees Present via Zoom: Ary Anderson, Ruth Novosad, Stephen Peterson, Patti Salch, Stephanie Walden

Trustees Absent: None

Others Physically Present: Amy Dunham, Colleen Shaw

Others Present via Zoom: Jeanne Hamilton, Kathy Jeakins, James Russell, Kathy Vroman
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report:
President Sherman had no report.
- VI. Approval of Minutes
A. February 17, 2020
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that library staff were excited to learn that Sangamon County has determined library workers are eligible for the COVID vaccine at their statewide site. This summer, in a partnership with the Jule Foundation and the City of Bloomington, the Library is reserving one of the temporary seasonal summer staff openings for a student in the Jule Foundation program. This Foundation works with disadvantaged youth locally. Library expansion work and fundraising are moving along and the staff team is working hard. Discussion was held on the Memory Collection. The Collection consists of books that might be of use for caregivers with a loved one who has Dementia/Alzheimer's, as well as books for the patients.

B. Circulation & Outreach Report: Colleen Shaw, Circulation and Outreach Services Manager, shared that local mechanic, Mickey's Truck Bodies, added exterior lighting to the Bookmobile. Not only does the new lighting look good, but it also greatly improves visibility for staff and patrons. Colleen shared that the Bookmobile Schedule for May – October 2021 is in the works. She highlighted the changes.

- C. Financial Report: Kathy Jeakins, Business Manager, provided the report in the Board packet. There has not been a lot of activity in the last couple of months.

VIII. Action Items

A. Approve 2021 Summer Reading Donation

Discussion was held on the Summer Reading Donation request from the Library and the amounts GPPLD has previously donated. Information was shared about the continued adjustments to the Summer Reading Program due to COVID-19 restrictions. The theme for this summer is *"Reading Colors Your World."*

ARY ANDERSON MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE DONATION OF \$3,000.00 FOR THE 2021 BLOOMINGTON PUBLIC LIBRARY SUMMER READING PROGRAM.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. New Business

- A. Statement of Economic Interest for 2021: Trustees were reminded to complete the online form before May 1, 2021.

X. Comments from Board Trustees

Trustees were encouraged to vote on April 6, 2021. Discussion was held on where to vote, early voting options, and the hours the voting center is open.

XI. Reminder

Next Board Meeting is Wednesday, April 21, 2021.

XII. Adjournment

President Sherman adjourned the meeting at 5:25 p.m.

Incident Report Summary for April 2021

2021-04-30 23:59:00

2021-04-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4283	2021-04-10 21:13:11	InappropriateBehavior
4284	2021-04-13 22:46:11	InappropriateBehavior
4285	2021-04-17 20:48:13	InappropriateBehavior
4286	2021-04-18 19:11:15	InappropriateBehavior

Suspension Report Summary for April 2021

2021-04-30 03:40:41pm

2021-04-01 03:40:41pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
380	2021-04-05 00:00:00	Health Safety
381	2021-04-10 00:00:00	Inappropriate Behavior
385	2021-04-16 00:00:00	Stolen Damaged Library Material
383	2021-04-13 00:00:00	Inappropriate Behavior
384	2021-04-13 00:00:00	Inappropriate Behavior
386	2021-04-17 00:00:00	Inappropriate Attire

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

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

1. That the three-quote requirement be waived, and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$15,757.85
2. That the Ebsco Subscription Service includes 250 titles, annually reviewed and selected by Library staff, for Library customers, including magazines, newspapers, and a few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 25 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That Ebsco Subscription Service provides a streamlined process that provides for staff efficiencies
6. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$15,757.85

Approved this 18th day of May 2021

Julian Westerhout, President
Bloomington Public Library Board of Trustees



March 22, 2021

SAVINGS THROUGH PREPAYMENT

Hello from EBSCO! I hope you are keeping healthy.

I am reaching out today to invite you to participate in a special prepayment offer from EBSCO for your calendar year 2022 subscription renewals.

If you choose to take advantage of this offer, EBSCO will post a credit to your account in the month of November as follows:

Payment Received by: Receive a Credit of:	
April 30, 2021	0.750%
May 31, 2021	0.625%
June 30, 2021	0.500%
July 31, 2021	0.375%
August 31, 2021	0.250%
September 30, 2021	0.125%

For example, if EBSCO receives a \$100,000 prepayment by May 31, 2021, your library will receive a credit in the amount of \$625.00. You may use this credit toward products or services purchased through EBSCO.

A few points to keep in mind:

- Prepayments of \$10,000.00 or more are eligible for this incentive.
- This offer cannot be combined with other offers from EBSCO.
- Prepayment credit must be used toward EBSCO purchases.
- Prepayment invoices are based on estimated pricing.
- We recommend you not allocate prepayment toward specific titles in your ILS. This can cause manual work for you later in the process.

If you would like to participate in this program, please contact me and I will provide you with a prepayment invoice.

Thank you for choosing EBSCO!

Kelly Sellers
Prepayment Coordinator
EBSCO Information Services
ksellers@ebSCO.com
(205) 991-1436

