

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 15, 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
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of May 18, 2021 Regular BPL Board Meeting
 - B. Approve Bills List of May 2021
- IX. Approval Items
 - A. Waive the Competitive Bid Process and Approve the Annual OCLC Service Renewal from Illinois Heartland Library System
 - B. Approve the Purchase of a Replacement Disc Cleaner
 - C. Approve Non-Resident Card Fee for 7.01.21 – 6.30.22
- X. Discussion Items
 - A. Sexual Harassment Training for Trustees
 - B. Library Expansion and Fundraising
 - C. Discuss COVID-19 Response Plans
- XI. Comments from Trustees
- XII. Adjournment

Posted: 6.11.21 9:25 a.m.

BILLS LIST

Approved by BPL Board of Trustees, June 15, 2021

Signature, BPL Trustee

Vendor	Line Item	Amount
Alert Media, Inc.	Other Purchased Services	3,990.00
Amazon.com, LLC	A/V Materials	920.60
Amazon.com, LLC	Adult Books	399.43
Amazon.com, LLC	Children's Books	614.06
Amazon.com, LLC	Janitorial Supplies	384.51
Amazon.com, LLC	Library Supplies	35.96
Amazon.com, LLC	Office Supplies	226.73
Amazon.com, LLC	Other Purchased Services	758.78
Amazon.com, LLC	Periodicals	14.49
Ameren IP	Electricity	6,606.09
American Pest Control	Building Maintenance	80.00
Arthur J. Gallagher Risk Management Services, Inc.	Worker's Compensation	326.00
Asphalt Clinic, LLC	Building Maintenance	6,225.00
Blackstone Audio	Adult Books	7.95
Blackstone Audio	Children's Books	154.96
Brodart Co	Library Supplies	982.00
CDW Government	Computer Supplies	506.99
Cengage Learning	Adult Books	293.88
Chicago Tribune	Periodicals	234.61
Children's Plus, Inc.	Children's Books	961.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	426.80
City of Bloomington	FICA	7,408.00
City of Bloomington	Gas & Diesel Fuel	288.97
City of Bloomington	Health Insurance-HMO	631.80
City of Bloomington	Health Insurance-PPO	12,516.02
City of Bloomington	IMRF	13,134.31
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	1,732.56
City of Bloomington	Payroll	125,719.36
City of Bloomington	RSA Contribution	452.63
City of Bloomington	Vision Insurance	125.37
City of Bloomington	Water	414.57
Continental Research Corp	Janitorial Supplies	219.44
Cummins, Inc.	Vehicle Maintenance	1,888.33
Custom Digital Imaging	Printing	3,584.06
Dean's Graphics, Inc.	Other Purchased Services	2,017.00
Demco	Library Supplies	469.29
Ebsco Industries	Periodicals	15,757.85
Elm USA, Inc.	Library Supplies	2,003.01

Envisionware, Inc.	Office/Computer Equip Mtn	360.00
Evans, Claire	Other Purchased Services	125.00
F & W Lawn Care & Landscaping	Building Maintenance	1,249.00
Federal Express	Postage	41.97
Findaway World, LLC	Adult Books	3,181.67
Findaway World, LLC	Children's Books	765.21
Geiger	Library Supplies	1,018.86
Geiger	Miscellaneous Expenses	1,265.00
Geiger	Other Purchased Services	1,219.50
Granite Broadcasting	Advertising	369.99
Illini Fire Equipment	Building Maintenance	135.75
Illinois State University	Advertising	416.67
Illinois Wesleyan University	Other Purchased Services	264.69
Imaging Office Systems, Inc.	Office/Computer Equip Mtn	1,500.00
Kone, Inc.	Building Maintenance	317.00
Library Ideas, LLC	Children's Books	2,177.40
Library Solutions	Other Purchased Services	7,500.00
Metronet Holding, LLC	Telecommunications	1,693.32
Midamerica Books	Adult Books	371.25
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	30.00
Midwest Tape	A/V Materials	1,316.82
Miller Janitorial Supply	Janitorial Supplies	440.29
OverDrive	Downloadable Materials	4,990.00
Pantagraph	Advertising	2,387.80
Promotion, Inc.	Periodicals	588.00
Proquest CSA, LLC	Downloadable Materials	227.62
Proquest CSA, LLC	Public Access Materials	7,698.00
Quill Corp.	Computer Supplies	106.47
Quill Corp.	Employee Relations	27.60
Quill Corp.	Janitorial Supplies	56.65
Quill Corp.	Office Supplies	171.22
Reaching Across Illinois Library System	Downloadable Materials	16,330.00
Ricoh USA, Inc.	Office/Computer Equip Mtn	91.89
Ricoh USA, Inc.	Rentals	1,228.64
Rosedrew, Inc.	Library Supplies	4,467.31
Scholastic Publishing	Other Purchased Services	1,188.00
Unique Management	Other Purchased Services	3,096.70
Vicary, Amanda	Other Purchased Services	75.00
Weber Electric, Inc.	Building Maintenance	1,023.00
VISA - 1000 Bulbs.com	Building Mtn Supplies	106.79
VISA - A B Hatchery & Garden Center	Other Purchased Services	27.58
VISA - Amazon.com	Other Purchased Services	72.97
VISA - Automotive Workwear, Inc.	Uniforms	(174.70)
VISA - Baker & Taylor Books	A/V Materials	2,516.23
VISA - Baker & Taylor Books	Adult Books	8,837.51
VISA - Baker & Taylor Books	Children's Books	7,660.88
VISA - Best Version Media	Advertising	591.52
VISA - China Sprout, Inc.	Children's Books	(11.00)
VISA - Dollar Tree	Library Supplies	3.26
VISA - Dollar Tree	Other Purchased Services	6.00
VISA - Facebook	Advertising	304.97
VISA - Global Leadership Network	Professional Development	447.00

VISA - Grainger	Janitorial Supplies	114.56
VISA - Hobby Lobby	Library Supplies	7.96
VISA - Ingram	A/V Materials	2,668.93
VISA - Ingram	Adult Books	3,164.16
VISA - Ingram	Children's Books	67.77
VISA - International Service Fee	Other Purchased Services	0.27
VISA - Koldaire Equipment Co.	Other Purchased Services	4.90
VISA - LogMeIn.com	COVID-19	83.00
VISA - Lowe's	Other Purchased Services	15.84
VISA - Mailfinance	Rentals	166.92
VISA - Menards	Other Purchased Services	39.84
VISA - Mojang	Other Purchased Services	26.95
VISA - Monoprice, Inc.	Other Purchased Services	54.90
VISA - OH Valley Grp of Tech Srv Libns	Professional Development	55.00
VISA - Oriental Trading Co.	Other Purchased Services	6,941.12
VISA - Paypal*Melissa Acorn	Advertising	385.00
VISA - Sprint	Other Purchased Services	459.80
VISA - Sprint	Telecommunications	642.73
VISA - Starcrest Cleaners	Other Purchased Services	17.25
VISA - Today's Business Solutions, Inc.	Office/Computer Equip Mtnc	414.75
VISA - Verizon Wireless	Telecommunications	301.69
VISA - Wal-Mart	Library Supplies	31.78
VISA - Wal-Mart	Other Purchased Services	184.28
VISA - White Pages	Other Purchased Services	52.47
VISA - Zoom.US	COVID-19	355.82
Total		319,344.73

Bloomington Public Library

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Director's Report

May 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
- Reviewed, updated, and communicated 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:
 - Coordinating and participating in two planning sessions with Engberg Anderson Architects
 - Prepared and presented updated designs to the BPL, GPPLD, and Foundation Boards
 - Reviewing and coordinating feedback on the most recent designs
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended Illinois Library Association Advocacy Committee, Public Policy Committee, Finance Committee, Executive Committee, and Board meetings
- Met with Dianne Hollister to discuss RAILS initiatives

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

- Met with union representatives to discuss and improve the timecard approval process
- Prepared and conducted 5 annual performance reviews

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 twice
 - Reviewing the entire draft website
 - Creating the BPL, GPPLD, and Foundation Board pages

Goal: Administer a cost-effective public library.

- Investigated a National Endowment for the Humanities grant
- Continued to work with Rhonda to develop the capital campaign materials

**Adult Services Report
Carol Torrens
May 2021**

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

Carol, along with other managers, met with the architects working on 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 fiction authors COE-FZZ, both hardcovers and paperbacks.

Katie continued weeding 700-900s and 300s.

Mimi wrote a brief overview introducing our new database HeritageHub to be featured in an upcoming newsletter of the McLean County Genealogical Society.

Katie is working with the BN Parents group who will use grant money to purchase books for the library's collection and who plan to offer a public program here later this year.

Book displays this month were on these topics: blue books (blue covers or the word 'blue' in the title), Zombie Awareness Month, Star Wars Day, and Photography Month. The movie display was for Older Americans Month. The CD display continues to showcase new adult and teen Playaway books. The teen area featured Asian American Pacific Islander Heritage Month.

PROGRAMS

This month's Spanish book club had a new attendee – who lives in Mexico City! Plus there was a caller from somewhere in New York who found this club online and was interested in it.

Tiffany spoke 17 students through Books & Bites with Unit 5, and 10 students at a Chiddix book club.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 11 attended
Fiction Book Club, virtual – 1 session – 6 attended
Books on Tap, virtual – 1 session – 15 attended
History Reads Quarterly book club – 1 session – 6 attended
Spanish Book Club – 1 session – 7 attended
Central IL True Crime Stories – 1 session – 51 attended
Plant Swap – 1 session – 25 attended

Teen Programs

Take and Make Steampunk Tophat craft – 1 session – 17 participated
Teen Manga and Anime Club – 2 sessions – 20 attended

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

Staff attended a variety of training sessions in May: virtual tour of the new website; Summer Reading mini-morning session (Carol & Tiffany were presenters for this); Ingram ordering (by Marcie as Fiction Selector); Sara attended several sessions of the Reaching Forward conference for library staff; Katie attended one about sustainability at the library.

Melissa W. joined the department as a Temporary Shelver. Brittany D. from Circulation will be the newest part-time LTA for an AS Desk position, starting at the end of June.

Librarian Rob C. resigned, and part-time LTA Christie L. left to become Director of the Carlock Library.

Goal: Work effectively through the use of technology.

There were no individual appointments this month.

Business Office Report
Kathy Jeakins
May 2021

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

I participated in architectural meetings with Engberg Anderson on May 12.

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, completed necessary forms to terminate a credit card due to a staff member leaving employment, and I entered all credit card transactions in account files.

On May 25, the Library received its first Property Tax distribution of \$376,809.07.

On May 25, Golden Prairie received its first Property Tax distribution of \$46,708.67; of this amount, BPL receives \$44,373.23.

I was contacted by the auditors to provide information related to the Foundation audit.

I was contacted by City Finance staff to provide information related to the Library statistics for the audit.

On May 19, City Finance changed the way deposits are made—now we will scan and email the deposit reports for credit card receipts to Finance staff; only cash deposits will be taken to “The Hub,” which is located in the Government Center.

In May, the Book Shoppe collected \$2,899.00

Hoopla usage in May was over \$7,000 again—patrons are using this service!

Bills Costing in Excess of \$5,000:

- Asphalt Clinic, LLC, \$6,225.00 for repairing, cleaning, sealing, and painting the parking lot
- Ebsco Subscription Services, \$15,757.85 for annual service
- Library Solutions, \$6,750.00 for new website development (work performed through 4/30/21)
- Proquest CSA, LLC, \$7,698.00 for annual eLibrary service
- RAILS, \$16,330.00 for annual eBooks platform fee
- Oriental Trading Co, \$6,941.12 for Summer Reading Program prizes

Upcoming:

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

Children's Services Report

Melissa Robinson

May 2021

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

Programs

Live on Zoom

- Books n Bites – 12 attended
- Lego Construction – 2 attended

In Person

- DIY Chia Pet – 30 attended
- Itsy Arts – 2 sessions – 15 attended
- McGraw Story Walk – 120 attended

5 live programs/session offered – 179 attended

Passive programs – 6 offered – 1069 participated

Pre-Recorded on Facebook

- DIY Mondays – 4 posts – 116 views
- Smarty Pants Story Time – 4 posts – 152 views
- Book Smart Kids – 4 posts – 115 views
- Mini Explorers – 2 posts – 81 views

Groups:

- United Way Town Hall: Connecting Kids to Summer Learning Opportunities – Alex presented virtually about summer reading – 37 attended
- Sheridan 1st grade virtual summer reading presentation – 17 attended
- Washington Kindergarten virtual summer reading presentation – 18 attended
- Sheridan 5th grade virtual summer reading presentation – 50 attended
- Trinity Lutheran Preschool virtual story time – 15 attended
- 5 groups – 137 attended

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

- Alex attended a webinar, "Introducing 'Outdoor School'".
- Children's staff attended MMS sessions on IRIS, decoding item records, and summer reading 2021.
- Alysha and Clare attended Reaching Forward South.
- Mady and Jenni started as summer help. Abby will also be joining us in June.

Goal: Work effectively through the use of technology.

- 24 posts were added the Facebook Children's group and we now have 427 members.

Upcoming:

- School is out, summer reading began on June 1, and we are busy again!
- The first day to give out prizes will be June 14.
- Summer reading take and make packets will be given out to those who registered until June 12.
- We have a scavenger hunt in the Children's Department in June. We will have a different scavenger hunt in July.
- We will continue to offer a few pre-recorded programs on Facebook – DIY Mondays and Mini Explorers, but are also now offering live, in person programs, mostly on the patio. Here is what we have planned:
 - Summer Reading Party at Miller Park – June 2
 - Smarty Pants Story Time – Tuesdays at 10:00 and 11:00
 - Tales for Tails – Wednesdays at 6:00 pm
 - Summer Book Tasting – June 10
 - It All Adds Up to Fun – June 14
 - Itsy Arts – June 16 (in the Community Room)
 - Juneteenth StoryWalk at the McLean County Museum of History – June 19
 - Virtual Lego Construction (on Zoom) – June 19
 - Summer STREAM – June 24

Circulation and Outreach Services Report
Colleen Shaw
May 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:

Outreach Library Associate, Michelle, virtual meetings and successful connections:

- Social Isolation Committee
- Human Services Council
- BN Parents Coalition
- Central IL Community Educators
- Recovery Oriented Systems of Care Council and Spirituality subgroup meetings
- Meeting with a coordinator of the ExtraOrdinary Women program
- Meeting with a representative from Talecris to explore partnership ideas
- Meeting with representatives of the Alzheimer's Association regarding the Memory Care collection
- Meeting with a Librarian from Broward County, Florida that oversees a jail/library partnership program
- Meeting with BN Parents and AS staff about partnerships and sponsoring books in our collection
- Met with a contact from the YWCA Strive program
- Met with the ISU School of Nursing regarding their Oasis program, focused on bringing tech to seniors
- Attended the Leadership McLean County planning retreat and the LMC Steering Committee
- Attended a Chamber of Commerce After Hours event
- Attended the inaugural Re-entry Council – a partnership between community organizations committed to reducing recidivism in our local area

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

- Deposits staff prepared and delivered or renewed 310 items at 6 sites. The YMCA and Scott Learning Center resumed Deposit services this month.
- Home Delivery prepared and delivered 343 items for 49 active patrons. 47 items were picked up via our curbside service.
- Two popUP stops were held at Luther Oaks and Bickford House. 16 patrons were served, and 44 items checked out.
- The bookmobile opened its doors to allow patrons to board beginning June 4. Masks are required due to the limited space. Capacity and time limits will be enforced based on stop attendance.
- On June 9, the Bookmobile and the Bloomington Housing Authority will co-host a summer outreach event during our Evergreen stop to help boost attendance and showcase the Summer Reading Program.

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

- Part-time Library Assistant Kae will transition to a new position in IT on June 13.
- Part-time Library Assistant Brittany D will transition to a new position in Adult Services on June 27.
- The department welcomed 3 part-time temps to help us through the summer – Nikki M., Amanda, and Maddi .

Goal: Work effectively through the use of technology.

- Circulation and Outreach is now using a new software called LibStaffer for scheduling in the department.

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(5/2021) Circulation and Outreach Services Statistics

Total Circ BPL	87,158
Total Circ Main	65,732
Adults	31,238
Teens	2,286
Children	32,208
Total Circ Outreach	4,737
OTR Adults	2,281
OTR Teens	85
OTR Children	2,371
Total Digital Downloads	16,689
Hoopla	3,996
Overdrive	12,019
TumbleBooks	32
eBook Central	5
Kanopy	637
Borrowers Registered	261
Total Active Cardholders	30,405
Children	6,090
Teen	4,368
Adult	19,947
GPPLD	1,336
Total Holds Filled	9,374
Main Holds	7,599
Outreach Holds	1,775
Door Count	12,144

10 Stops with Highest Circulation	
Wingover Apartments PM	211
Wingover Apartments PM	178
Eagle Crest East	99
Wingover Apartments AM	90
Ekstam Drive	87
Eagle Ridge	87
Ballybunion	76
Old Farm Lakes	60
North Pointe	58
Golden Eagle	57

5 Stops with Lowest Circulation	
Evergreen Park	1
Fleetwood	1
Mecherle Drive	1
Heartland Hills	0
Hilltop	0
Shirley	0

Bookmobile Customers: 513

Total Monthly Stops: 66

Circulation Questions Answered: 427

Outreach Questions Answered: 231

Total Questions Answered: 658



	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	87,158								
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	65,732								
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	30,405								

Human Resources Report

Gayle Tucker

May 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a session on IRIS
 - I watched training on our new website
- I participated in a meeting with the architects
- I had an HR Checkup with HR Source
- In May, there were two in-house job announcements
- I participated in five interviews
- I provided orientation to one new staff member
- 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

Goal: Work effectively through the use of technology.

- I provided City staff with fiscal year-end leave time and salary information for their audit
- In May, I participated in several Teams and Zoom meetings, 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.

We replaced all the catalog PCs and public scanning stations as per our schedule. We are currently working on replacing the TeenZone laptops and have placed orders for more equipment but are seeing large delays in getting new electronics.

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

All of the IT programs were completely full this month:

We had a program where teens learned how to use Tinkercard to make 3d keychains. We are currently printing the keychains on the 3d printer for the teens to come to the library to pickup.

We had a program where kids learned how to setup a Raspberry Pi to create their own AI much like the Amazon echo or Google Home. The kits included a microphone and speakers so the teens were able to talk directly to the AI and get responses.

Dale continued with his Dungeons & Dragons group with two more sessions last month.

We had a Comic coaster program where the teens got together and made coasters from comic book pages.

Upcoming:

Minecraft Mondays will start in the Month of June. This will give the area kids an opportunity to play Minecraft together and once the library services fully open, we will make it available to them the entire time the library is open on the library PCs.

Marketing Report
Rhonda Massie – May 2021

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

Website Development

After much work over the past three months, the Library's new website launched on May 19, 2021!

- Jorgi Henson-Miller, new to the role of helping build and maintaining the new website, is doing a phenomenal job! Her ability to build the website, troubleshoot issues, and implement solutions has been amazing. In addition ...
 - Jorgi recorded a virtual tour of the new website which was shared with staff before the site launched.
 - Jorgi also recorded an instructional video to teach Amy and Rhonda how to upload Board Meeting Minutes to the new website.

Summer Reading 2021

- Summer Reading 2021
 - Created the reading logs for the 2021 Summer Reading Program and organized distributing those logs to students in Grades K-5 in Unit 5, District 87, and the Tri-Valley school districts.
 - Created voucher sheets for kids, teens, and adults who complete the 2021 Summer Reading Program.
 - Organized the Summer Reading staff T-shirt order. T-shirts have been received.
 - Created and installed the Summer Reading decorations which are now on display at the Library.
Created artwork, penned scripts, and arranged to advertise the 2021 Summer Reading Program via the following avenues:
 - The Pantagraph – online ads, paper ads, Facebook promotion, eBlast
 - Macaroni Kid – online ad, eBlast
 - WGLT – on-air ads, online ads
 - BOB FM and Rock 96.7 (Neuhoff Stations) – on-air ads
 - WBNQ, B014 & WJBC (Cumulus Stations) – on-air ads
 - Lamar – 6 billboards (3 digital; 3 static)
 - Grossinger Arena – 2 digital marquees
 - Facebook – boosting of posts pertaining to Summer Reading and programs related to Summer Reading

June Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
 - June'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 or will be created for each online and at-home program being offered.
 - An Instagram post was or will be created for each online and at-home program being offered.
- The Library's June programs for children were sent to The Pantagraph for inclusion in their weekly Summer Reading Flying Horse page. This is something they offer libraries every Summer at no cost.

Apparel Store & Upcoming T-Shirt Order

- A BPL apparel store was made available during the month of May.
- A T-shirt order – Bookmobile T-Shirts and Superpower T-Shirts -- was organized and will be made available in June.

Promotional Items

Now that COVID appears to be retreating, staff are ready to head back out to offsite events. For this reason, we needed to restock our promotional items. These items were ordered. All include some form of artwork which states "I ♥ BPL".

- Hackey Sacks
- Kids' Sunglasses
- Assorted Card Games
- Mood Cups
- Ice Cream Spoons
- Packs of Jumbo Sidewalk Chalk

Additionally, a new order of reusable bags – to be sold at the Circulation Desk – was organized, ordered, and delivered. These too state I ♥ BPL.

EBSCO's Linked Library

Rhonda took part in a demo about EBSCO's Linked Library service. Rhonda and Jorgi will both take part in a phone call with an EBSCO representative in June. We're trying to decide if we should purchase this resource, and, if so, at what level.

Paper & Digital Design Work

Revamped the Wireless Printing handout

Publicity

- Bookmarks for Bookmobile Staff
- Bookmobile graphic/illustration
- Updated the Bookmobile Text Alert artwork in all formats to include new stops and delete cancelled stops
- TikTok artwork series (10 pieces) for teenZone Facebook page
- 3D Paper Sloth: Take & Make Craft
- 3D Printed Jewelry
- Converting VHS Tapes into Lamps
- D&D: Chelimer's Descent
- How Are Illinois' Birds Faring?
- It All Adds Up to Fun
- Making Mug Cakes
- Men of Omaha Beach
- Minecraft Mondays on Discord
- Monthly Calendar | June
- Plant Swap | Print
- Pride Bracelet: Take & Make Craft
- Smarty Pants Story Time
- SRP Ad Series
- SRP FB art | Social (Square) & Twitter
- SRP Logs | Kids (Spanish)
- SRP Take & Make Packets
- Summer Book Tasting
- Summer Reading Party
- Summer STREAM
- Tales for Tails | Patio Edition
- Teen Manga & Anime Club
- The Great British Baking Tour
- The Long Shadow: Director Q&A
- Virtual Lego Construction

Signage

- 24 x 26 sign asking curbside patrons to include in their texts if they want Summer Reading logs
- Signs in multiple sizes outlining Summer Reading prizes for the AS Desk, CS Desk, and bookmobile
- Signs indicating where people can pick up their Summer Reading logs
- Sign pertaining to the Bookmobile's upcoming reopening
- Display sign pertaining to Asian American and Pacific Islander Heritage
- Artwork pertaining to the Memorial Day Closure
- Sign for the Illinois Collection
- COVID signage pertaining to updated procedures
- Signage for Large Print Lobby Stacks
- COVID-related signs for Microfilm Readers
- Display sign for books with *beach*, *summer*, or *sun* in the title
- teenZone book display sign
- Signage for the Newspaper racks
- teenZone signs pertaining to Playaways
- teenZone signs pertaining to Audio Cables for the Playaways
- Price Tag signs for Circulation – Cups and shopping bags
- Artwork pertaining to the parking lot closure

Reprint

- Hoopla Handout
- Kanopy Handout

- Libby Handout
- MyLibrary App Handout

Ads

- Summer Reading ads created in two sizes for the marquees at Grossinger Arena
- Summer Reading ads created in five sizes for The Pantagraph
- Summer Reading ads created in two sizes for Macaroni Kid
- Summer Reading ads created in two sizes for WGLT

Other

- Artwork – 4 designs – was created for the FOB portion of the Adult card blanks; an order will be placed as soon as a proof is received from the vendor
- Artwork for the new website – one piece for each of the five book clubs
- Kits for Kids artwork for the new website
- Nametags for all new staff

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

- Rhonda continues to work her way through Bloomerang's orientation.
- Marketing continues to compile 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 – 8,491 followers
- Instagram - 1,873 followers
- Twitter - 2,049 followers
- Library text subscribers - 349
- Bookmobile text subscribers - 1,090
- 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 – 32,249 filtered active subscribers.
- Program Guide list – 32,233 filtered active subscribers.
- General eBlast list – 32,270 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 promoting the Gale Presents: Petersen's Test & Career Prep resource was received by 32,189 patrons on May 1.
 - An eBlast promoting the Summer Reading Program was penned, designed, and set to be delivered on June 1.
 - An eBlast promoting the Auto Repair Resource was penned, designed, and set to be delivered on June 11.
- 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
May 2021**

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

- Support Services staff:
 - Replaced lamps as needed
 - Plumbing repairs
 - Opened up seating in AS and CS public areas to accommodate more visitors in the library and moved a shelving unit
 - Cleaning of City provided garbage and recycle containers
 - Prepping of patios for use
 - Did some prep work for Summer Reading decorations
 - Caprice worked with Hope Morris from the Little Food Pantry to have a pantry available at the library
 - Took down irrelevant COVID protocol signage and put up new relevant signage
 - Cleaning the chiller area of leaves and debris and taking numerous items to the dump
 - Moving all of the snow removal equipment from the garage and blowing out the garage
- Repairs/Installs:
 - Weber Electric repaired a fluorescent fixture
 - The Asphalt Clinic crew completed the crack filling, sealing, and striping of the parking lot
 - Tri-County Irrigation started up the irrigation system for the season

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

- Caprice attended these webinars:
 - “Advancing Cleaning & HVAC Tools for Disinfection”
 - “Disaster Planning & Preparedness”
- Caprice participated in the Engberg Anderson Architect sessions
- Caprice assisted the engineers from IMEG with timelines, drawings, and documentation on the building mechanicals
- Conducted an interview for a part-time Security Officer

Goal: Administer a Cost-Effective Library.

- The Elevator inspection was performed and the elevator passed inspection
- MIM performed a quarterly PM on the HVAC system
- Kone performed a quarterly PM on the elevator
- TeeJay performed a Quarterly PM on the entrance doors
- Illini Fire Equipment performed the annual inspection of the fire extinguishers
- Caprice is working with OEO Energy Solutions to obtain free LED lamps to replace the fluorescent lamps in the building. This will be a considerable energy savings.

Upcoming: Replacement of fluorescent lamps with LED lamps

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

May 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.

- The Summer Reading decoration committee met to review everything Bret created (before it was printed) just in case we needed to make any last-minute changes.
 - All the SRP decorations are up! A big thanks goes out to the SRP Decoration committee and especially Bret, who brought all of the ideas to life.
- More puzzles have been added to the collection, including many puzzles that are less than 500 pieces.
- The Local Authors collection got new labels at the top of their spine, and we also ensured that every single bibliographic record is up to date.
- We returned to our normal newspaper procedures.
- We will now circulate all magazines, including the newest issues.

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

- All TS staff attended the MMS on Summer Reading 2021 Overview. – 2.5
- All TS staff attended the MMS on IRIS. – 2.5
- Allison attended the ISU Leadership Breakfast where we discussed Think Again by Adam Grant. – 2
- Allison participated in the committee for choosing a candidate for the TBS, Inc. Technical Services Award.
- Training Hours – 7

Goal: Work effectively through the use of technology.

- Hoopla records are now integrated into the online catalog. With Hoopla records, there's an instant Web Link that will take the patron directly to Hoopla (unlike Overdrive records).
- We successfully created FY22 in Polaris, added funds to each category, and transferred over the remaining balance from FY21.
- Jon, Colleen, and Allison met with a Polaris rep to discuss item blocks via SIP.
- Jon and Allison have continually been working with OCLC to ensure our holdings are up to date.

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

- Volunteer Hours – 8

Upcoming:

- EBSCO magazine renewal process
- Processing and cataloging board games for the children's department

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT
Year-End Report

REVENUES:

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	4,931,597.48	(3,761.52)	99.9
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	95,700	95,762.50	62.50	100.1
GPPLD	400,000	408,237.72	8,237.72	102.1
Fines & Fees	50,000	8,040.94	(41,959.06)	16.1
Copies	3,500	2,243.10	(1,256.90)	64.1
Interest on Investments	75,000	8,717.57	(66,282.43)	11.6
Donations	24,000	7,223.57	(16,776.43)	30.1
Other Grants	0	500.00	500.00	-----
Cash Over/Short	0	(9.85)	(9.85)	-----
Other	45,000	24,905.29	(20,094.71)	55.3
Total Revenues	5,758,959	5,617,618.32	(141,340.68)	97.5

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	2,347,459.95	(51,725.05)	97.8
Part-Time Salaries	483,694	406,869.07	(76,824.93)	84.1
Seasonal Salaries	67,667	29,531.75	(38,135.25)	43.6
Overtime Salaries	1,100	0.00	(1,100.00)	0.0
Other Salaries	0	8,108.00	8,108.00	-----
Total Sals & Wages	2,951,646	2,791,968.77	(159,677.23)	94.6
Dental Insurance	11,000	9,610.88	(1,389.12)	87.4
Vision Insurance	3,000	2,967.10	(32.90)	98.9
Health Insurance, BC/BS PPO	366,827	249,312.42	(117,514.58)	68.0
Health Insurance, OSF HMO	16,000	25,673.80	9,673.80	160.5
Life Insurance	3,200	2,962.40	(237.60)	92.6
Library RHS Contribution	0	6,311.24	6,311.24	-----
IMRF	239,918	294,756.81	54,838.81	122.9
FICA	182,933	165,478.33	(17,454.67)	90.5
Medicare	42,783	38,700.46	(4,082.54)	90.5
Unemployment Insurance	0	204.00	204.00	-----
Worker's Comp	18,385	8,422.00	(9,963.00)	45.8
Uniforms	800	1103.02	303.02	137.9
Tuition Reimbursement	15,500	0.00	(15,500.00)	0.0
HSA City Contributions	0	20,200.00	20,200.00	-----
Other Benefits	25,000	8,191.20	(16,808.80)	32.8
Total Benefits	925,346	833,893.66	(91,452.34)	90.1
Rentals	25,000	14,295.51	(10,704.49)	57.2
Total Rentals	25,000	14,295.51	(10,704.49)	57.2
Building Mtnc	150,000	128,475.09	(21,524.91)	85.7
Vehicle Mtnc	12,000	18,518.56	6,518.56	154.3
Office & Computer Mtnc	195,000	156,863.71	(38,136.29)	80.4
Total Repair/Mtnc	357,000	303,857.36	(53,142.64)	85.1

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	34,902.55	(15,097.45)	69.8
Printing/Binding	18,000	8,793.40	(9,206.60)	48.9
Travel	1,000	24.74	(975.26)	2.5
Membership Dues	4,000	4,064.00	64.00	101.6
Professional Development	10,000	5,576.21	(4,423.79)	55.8
Other Purchased Services	150,000	181,213.00	31,213.00	120.8
Property Insurance	17,000	0.00	(17,000.00)	0.0
Vehicle Insurance	5,000	0.00	(5,000.00)	0.0
Other Insurance	6,500	37,504.00	31,004.00	577.0
Total Purchased Services	261,500	272,077.90	10,577.90	104.0
Office Supplies	20,000	12,550.40	(7,449.60)	62.8
Office Supplies-COVID-19	0	23,111.65	23,111.65	-----
Computer Supplies	90,000	64,097.62	(25,902.38)	71.2
Postage	2,500	4,246.09	1,746.09	169.8
Library Supplies	85,000	27,293.40	(57,706.60)	32.1
Janitorial Supplies	18,000	17,019.37	(980.63)	94.6
Gas & Diesel Fuel	5,500	2,870.55	(2,629.45)	52.2
Building Mtnc & Repair Supplies	20,000	12,782.93	(7,217.07)	63.9
Total Supplies	241,000	163,972.01	(77,027.99)	68.0
Natural Gas	31,000	18,953.08	(12,046.92)	61.1
Electricity	90,000	68,557.91	(21,442.09)	76.2
Water	9,000	5,415.41	(3,584.59)	60.2
Telecommunications	38,000	43,875.00	5,875.00	115.5
Total Utilities	168,000	136,801.40	(31,198.60)	81.4
Professional Collection	1,500	842.86	(657.14)	56.2
Total Prof Collection	1,500	842.86	(657.14)	56.2
Periodicals	40,000	23,244.32	(16,755.68)	58.1
Adult Books	143,000	163,165.06	20,165.06	114.1
Children's Books	118,500	113,450.30	(5,049.70)	95.7
A/V Materials	131,000	84,315.92	(46,684.08)	64.4
Public Access Software	188,880	111,258.47	(77,621.53)	58.9
Downloadable Materials	154,700	165,306.85	10,606.85	106.9
Total Materials	776,080	660,740.92	(115,339.08)	85.1
Employee Relations	5,000	3,125.04	(1,874.96)	62.5
Miscellaneous Expenses	10,000	4,167.34	(5,832.66)	41.7
Transfer to Capital Fund	36,887	36,887.00	0.00	100.0
Total Other Expenses	51,887	44,179.38	(7,707.62)	85.1
Total Expenses	5,758,959	5,222,629.77	(536,329.23)	90.7

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

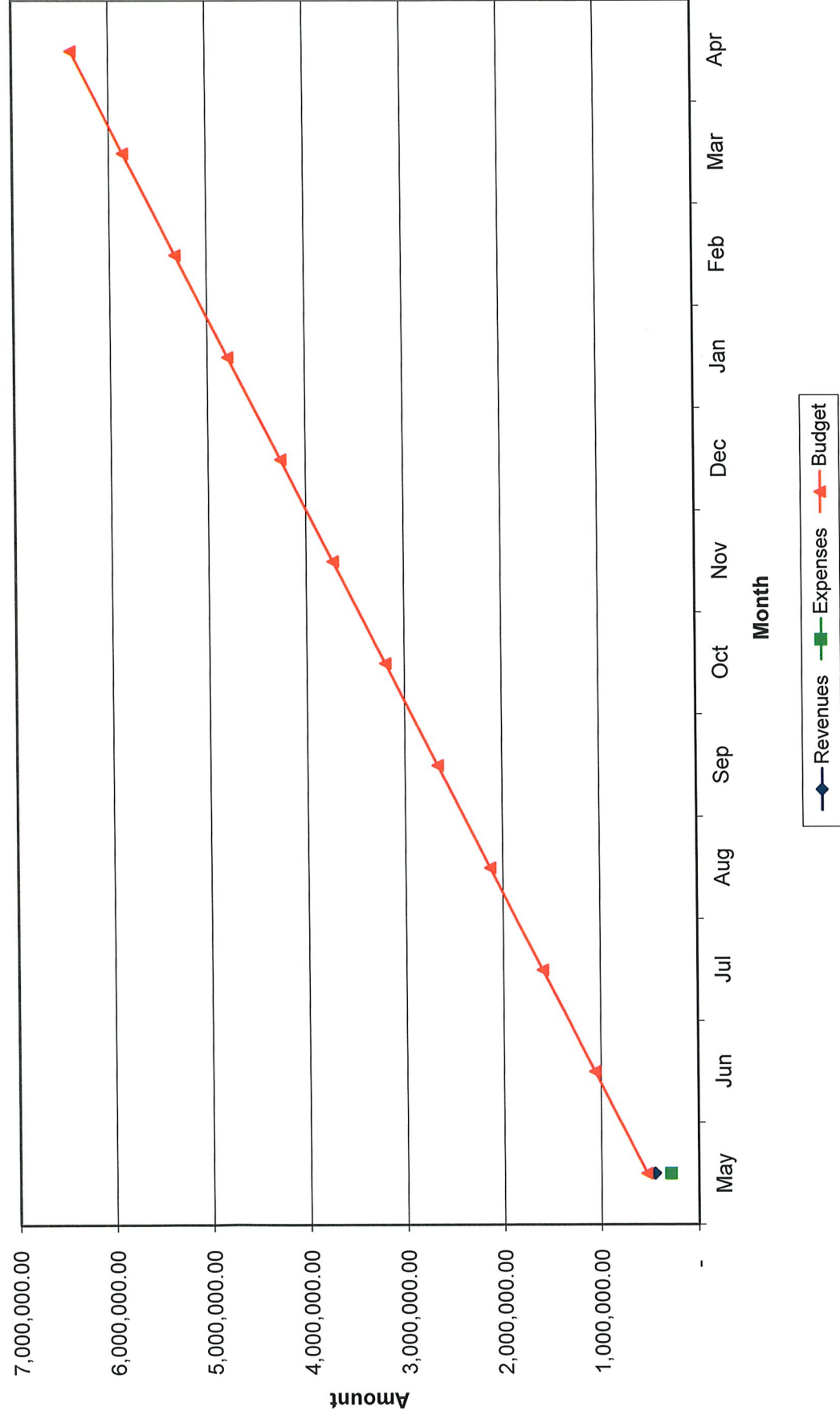
REVENUES:

ACCT NAME	BUDGET	MAY 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	376,809.07	376,809.07	(4,590,975.93)	7.6
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,700	0.00	0.00	(95,700.00)	0.0
GPPLD	402,000	44,373.23	44,373.23	(357,626.77)	11.0
Fines & Fees	5,000	1,157.24	1,157.24	(3,842.76)	23.1
Copies	3,000	237.85	237.85	(2,762.15)	7.9
Interest on Investments	5,000	132.40	132.40	(4,867.60)	2.6
Donations	10,000	21,358.52	21,358.52	11,358.52	213.6
Other Grants	0	500.00	500.00	500.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	24,211	3,905.82	3,905.82	(20,305.18)	16.1
From Illinois Funds Fund Balance	750,000	0.00	0.00	(750,000.00)	0.0
Total Revenues	6,393,096	448,474.13	448,474.13	(5,944,621.87)	7.0

ACCT NAME	BUDGET	MAY 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	100,761.43	100,761.43	(2,365,972.57)	4.1
Part-Time Salaries	465,048	17,649.13	17,649.13	(447,398.87)	3.8
Seasonal Salaries	65,510	938.80	938.80	(64,571.20)	1.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	6,370.00	6,370.00	6,370.00	-----
Total Sals & Wages	2,998,392	125,719.36	125,719.36	(2,872,672.64)	4.2
Dental Insurance	11,064	426.80	426.80	(10,637.20)	3.9
Health Insurance, HMO	33,053	631.80	631.80	(32,421.20)	1.9
Life Insurance	3,100	252.00	252.00	(2,848.00)	8.1
Vision Insurance	3,024	125.37	125.37	(2,898.63)	4.1
Health Insurance, BCBC-PPO	250,906	12,516.02	12,516.02	(238,389.98)	5.0
Library RHS Contribution	0	452.63	452.63	452.63	-----
Library HSA City Contributions	16,000	0.00	0.00	(16,000.00)	0.0
IMRF	246,673	13,134.31	13,134.31	(233,538.69)	5.3
FICA	185,832	7,408.00	7,408.00	(178,424.00)	4.0
Medicare	43,461	1,732.56	1,732.56	(41,728.44)	4.0
Worker's Compensation	18,299	0.00	0.00	(18,299.00)	0.0
Uniforms	800	(174.70)	(174.70)	(974.70)	-21.8
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	858,212	36,504.79	36,504.79	(821,707.21)	4.3
Architectural/Design Services	750,000	0.00	0.00	(750,000.00)	0.0
Total Services	750,000	0.00	0.00	(750,000.00)	0.0
Rentals	20,000	1,973.59	1,973.59	(18,026.41)	9.9
Total Rentals	20,000	1,973.59	1,973.59	(18,026.41)	9.9
Building Mtnc	140,000	7,045.61	7,045.61	(132,954.39)	5.0
Vehicle Mtnc	12,000	0.00	0.00	(12,000.00)	0.0
Office & Computer Mtnc	190,000	598.53	598.53	(189,401.47)	0.3
Total Repair/Mtnc	342,000	7,644.14	7,644.14	(334,355.86)	2.2

ACCT NAME	BUDGET	MAY 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	976.52	976.52	(49,023.48)	2.0
Printing/Binding	20,000	3,584.06	3,584.06	(16,415.94)	17.9
Travel	500	0.00	0.00	(500.00)	0.0
Membership Dues	5,500	0.00	0.00	(5,500.00)	0.0
Professional Development	10,000	502.00	502.00	(9,498.00)	5.0
Other Purchased Services	145,000	10,398.16	10,398.16	(134,601.84)	7.2
Other Insurance	35,000	0.00	0.00	(35,000.00)	0.0
Total Purchased Services	266,000	15,460.74	15,460.74	(250,539.26)	5.8
Office Supplies	20,000	1,029.47	1,029.47	(18,970.53)	5.1
Office Supplies-COVID-19	0	438.82	438.82	438.82	-----
Computer Supplies	80,000	438.12	438.12	(79,561.88)	0.5
Postage	4,500	0.00	0.00	(4,500.00)	0.0
Library Supplies	80,000	4,510.31	4,510.31	(75,489.69)	5.6
Janitorial Supplies	18,000	831.71	831.71	(17,168.29)	4.6
Gas & Diesel Fuel	6,000	288.97	288.97	(5,711.03)	4.8
Building Mtnc & Repair Supplies	18,000	106.79	106.79	(17,893.21)	0.6
Total Supplies	226,500	7,644.19	7,644.19	(218,855.81)	3.4
Natural Gas	28,000	0.00	0.00	(28,000.00)	0.0
Electricity	90,000	6,606.09	6,606.09	(83,393.91)	7.3
Water	9,000	414.57	414.57	(8,585.43)	4.6
Telecommunications	32,700	1,785.08	1,785.08	(30,914.92)	5.5
Total Utilities	159,700	8,805.74	8,805.74	(150,894.26)	5.5
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	20,000	16,580.46	16,580.46	(3,419.54)	82.9
Adult Books	157,500	14,334.76	14,334.76	(143,165.24)	9.1
Children's Books	123,400	8,299.30	8,299.30	(115,100.70)	6.7
A/V Materials	111,600	5,871.11	5,871.11	(105,728.89)	5.3
Public Access Software	132,000	9,052.00	9,052.00	(122,948.00)	6.9
Downloadable Materials	179,950	26,310.00	26,310.00	(153,640.00)	14.6
Total Materials	724,450	80,447.63	80,447.63	(644,002.37)	11.1
Employee Relations	5,000	27.60	27.60	(4,972.40)	0.6
Miscellaneous Expenses	10,000	1,485.90	1,485.90	(8,514.10)	14.9
Transfer to Capital Fund	31,342	0.00	0.00	(31,342.00)	0.0
Total Other Expenses	46,342	1,513.50	1,513.50	(44,828.50)	3.3
Total Expenses	6,393,096	285,713.68	285,713.68	(6,107,382.32)	4.5

Bloomington Public Library FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2021

Replacement Tax (0.0%): This distribution has not been made yet.

State Grants (0.0%): Nothing has been received yet.

Fees (23.1%): Our projection for the year may have been low.

Interest (2.6%): Interest rates continue to be low.

Donations (213.6%): This is due to receiving donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (16.1%): This is a little higher than projected due to Book Shoppe receipts.

Seasonal Salaries (1.4%): There were only a few seasonal employees on board in May--more will be hired for June/July.

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

Health Insurance, HMO (1.9%): This is under-spent because only a few staff have this option for their health insurance.

Library HSA City Contributions (0.0%): Nothing has been charged to this line item yet.

Worker's Compensation (0.0%): This is usually paid in late December.

Uniforms (-21.8%): This is due to a credit the library received for shirts that would not be shipped for a few months.

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

Other Benefits (0.0%): Nothing has been spent from this line item yet.

Architectural/Design Services (0.0%): Nothing has been paid from this line item yet.

Vehicle Maintenance (0.0%): Nothing has been paid from this line item yet.

Office & Computer Maintenance (0.3%): Charges have been minimal.

Advertising (2.0%): Charges have been minimal.

Printing/Binding (17.9%): This is over-spent at this point due to printing the Summer Reading Logs.

Travel (0.0%): Nothing has been paid from this line item yet.

Membership Dues (0.0%): Nothing has been paid from this line item yet.

Other Insurance (0.0%): Nothing has been paid from this line item yet.

Computer Supplies (0.5%): Charges have been minimal.

Postage (0.0%): Nothing has been paid from this line item yet.

Building Maintenance Supplies (0.6%): Charges have been minimal.

Natural Gas (0.0%): nothing has been paid from this line item yet.

Professional Collection (0.0%): Nothing has been paid from this line item yet.

Periodicals (82.9%): The annual periodical subscription service was paid to Ebsco in May.

Downloadable Materials (14.6%): This is over-spent due to patron demand.

Employee Relations (0.6%): Charges have been minimal.

Miscellaneous Expenses (14.9%): This is over-spent at this point due to purchasing items to sell at the Circulation desk.

Transfer to Capital Fund (0.0%): The transfer for this will be made later.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
Memorial Donations:	250.00
Lois Rubbel, Miscellaneous Donation:	100.00
Miscellaneous Donations:	8.52

Total Donations: \$ 21,358.52

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	2,899.00
Ear Buds:	10.50
Flash Drives:	9.75
Hot Beverage Service:	6.00
Meeting Room Fees:	0.00
Mugs/Cups:	0.00
Print Station:	626.55
Reusable Bags:	4.50
Test Proctoring:	0.00
Tote Bags:	192.00
Umbrellas:	0.00
Miscellaneous:	157.52

Total Other Revenue: \$ 3,905.82

During May, 21 batches containing 94 invoices were processed, totaling \$206,461.89 and 98 credit card charges were made totaling \$36,646.70.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$2,760,930.48, which is 43.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,598,274.

Library Fund Balance Information, 5/31/21:

Operating:	\$ 2,760,930.48
Fixed Assets:	\$ 1,188,746.12
Capital:	\$ 3,352,246.39
Spent for Architectural Fees:	\$ 176,593.43
Balance of Arch Contract:	\$ 1,276,990.57

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

May 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	33,519	4,482	648%	33,519	4,482	648%
Teens	2,371	275	762%	2,371	275	762%
Children	34,579	3,702	834%	34,579	3,702	834%
Digital Downloads	16,689	19,320	-14%	16,689	19,320	-14%
Total	87,158	27,779	214%	87,158	27,779	214%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,947	24,184	-18%	19,947	24,184	-18%
Teens	4,368	4,924	-11%	4,368	4,924	-11%
Children	6,090	8,492	-28%	6,090	8,492	-28%
Total	30,405	37,600	-19%	30,405	37,600	-19%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	261	284	-8%	261	284	-8%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,631	0	100%	11,631	0	100%
Bookmobile	513	0	100%	513	0	100%
Total	12,144	0	100%	12,144	0	100%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	9	0	100%	9	0	100%
Digital Preservation Studio	0	0	100%	0	0	100%
Community Room	12	0	100%	12	0	100%
Total	21	0	100%	21	0	100%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	7	3	133%	7	3	133%
People Reached	164	96	71%	164	96	71%
Community Visits to the Library	0	0	71%	0	0	133%
People Reached	0	0	71%	0	0	133%
Total Outreach Visits	7	3	133%	7	3	133%
Total People Reached	164	96	71%	164	96	71%

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	7	2	250%	7	2	250%
Attendance	121	21	476%	121	21	476%
Teens	2	0	100%	2	0	100%
Attendance	37	0	100%	37	0	100%
Childrens	5	0	100%	5	0	100%
Attendance	179	0	100%	179	0	100%
Total Programs	14	2	600%	14	2	600%
Total Attendance	337	21	1505%	337	21	1505%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	0	0%	0	0	0%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,407	1,360	77%	2,407	1,360	77%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	102.00	52.25	95%	102	52	95%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	713	0	100%	713	0	100%
WiFi Sessions	1,349	844	60%	1,349	844	60%
Website/Catalog Hits	50,527	51,103	-1%	50,527	51,103	-1%
Online Resource Use	2,694	4,031	-33%	2,694	4,031	-33%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	320	1	99%	320	1	99%
Sent	218	0	100%	218	0	100%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	11.00	0.00	100%	11	0	100%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 21, 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: Stephen Peterson, Patti Salch

Trustees Present via Zoom: Ary Anderson, Ruth Novosad, Stephanie Walden, Jodi Sherman

Trustees Absent: None

Others Physically Present: Amy Dunham, Jeanne Hamilton

Others Present via Zoom: Kathy Jeakins, Jim 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. She did thank everyone for a great six years serving on the GPPLD Board.

A. Appointment of a Nominating Committee: President Sherman asked for volunteers for the Nominating Committee. Patti Salch and Stephen Peterson volunteered.
- VI. Approval of Minutes
A. March 17, 2020
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, finished and submitted the Per Capita Grant for GPPLD. Staff are working on a website redesign which will go live in May. WGLT did a nice article about our military records database, Fold 3. The new Board Trustee Orientation Packet will be finished soon and in time for the new Board members. Discussion was held about the staff taskforce to review the books that are no longer being published by the Dr. Seuss Foundation.

B. Circulation & Outreach Report: Jeanne Hamilton shared the Circulation & Outreach Report: The Bookmobile schedule will be published soon. Discussion was held on Bookmobile stops and how the determination is made to change a stop location.

- C. Financial Report: Kathy Jeakins, Business Manager, provided the report in the Board packet. First State Bank is merging with Bank of Pontiac and here in Bloomington it will be known as Bank of Pontiac as of April 1, 2021.

VIII. Executive Session to Discuss the Selection of a Person to Fill a Public Office - 5 ILCS 120/2(c)(3)

JODI SHERMAN MOVED, STEPHEN PETERSON SECONDED, TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE – 5 ILCS 120/2(c)(3).

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

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:13 p.m., the Board went into Executive Session.

PATTI SALCH MOVED, STEPHEN PERSON SECONDED, TO RESUME REGULAR SESSION.

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

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:18 p.m., the Board resumed regular session. President Sherman announced that no action was taken in the Executive Session.

IX. Action Items

A. Report of Election Results and Appointment to Fill the GPPLD Vacancy

The April 2021 Election Results were as follows: Ruth Novosad and Stephanie Walden were re-elected to 6-year terms. Kathy Vroman was elected to a 6-year term. No candidate opted to run in the unexpired 4-year term vacancy.

STEPHANIE WALDEN MOVED, RUTH NOVOSAD SECONDED, TO NOMINATE JIM RUSSELL TO FILL THE OPEN UNEXPIRED 4-YEAR TERM.

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

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED AND JIM RUSSELL ACCEPTED THE APPOINTMENT.

President Sherman shared that both Kathy Vroman and Jim Russell begin their terms on May 17, 2021.

X. Discussion Items

- A. Discuss Presidential Vacancy Beginning May 17, 2021: Jodi proposed that Ruth Novosad, Vice President, assume the interim duties of the President until the new Board and Officers are in place.

ARY ANDERSON MOVED, PATTI SALCH SECONDED, THAT RUTH NOVOSAD SERVE AS INTERIM PRESIDENT UNTIL THE NEW BOARD AND ITS OFFICERS ARE IN PLACE.

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

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED.

XI. Comments from Board Trustees

Ruth wanted to thank Jodi for all her leadership these past few years and we wish her the best.

XII. Reminder

Next Board Meeting is Wednesday, June 16, 2021.

XIII. Adjournment

President Sherman adjourned the meeting at 5:26 p.m.

Incident Report Summary for May 2021

2021-05-31 23:59:00

2021-05-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
4287	2021-05-01 20:12:49	InappropriateBehavior
4288	2021-05-08 17:24:18	InappropriateBehavior
4289	2021-05-08 19:08:49	InappropriateBehavior
4290	2021-05-16 19:24:32	InappropriateBehavior
4291	2021-05-21 20:14:51	CustomerSuspensionViolation
4292	2021-05-23 18:50:46	StaffRelatedIncident

Suspension Report Summary for May 2021

2021-05-31 07:38:35pm

2021-05-01 07:38:35pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
389	2021-05-20 00:00:00	PoliceAmbulanceCall

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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

1. That the competitive bid process be waived, and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$25,076.12
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$25,076.12

Approved this 15th day of June 2021

Julian Westerhout, President
Bloomington Public Library Board of Trustees



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

May 21, 2021

Ms. Jeanne Hamilton, Library Director
Bloomington Public Library
205 East Olive Street - Post Office Box 3308
Bloomington, Illinois 61702-3308

OCLC Symbol: JCH

Dear Ms. Hamilton:

The FY2022 ILLINET/OCLC Services Program Renewal Agreement for Bloomington Public Library (JCH) is included with this letter. To avoid OCLC Service interruption, please obtain the appropriate signature(s) and return the signed agreement by mail, e-mail or fax, no later than **June 30, 2021**.

Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Services will be sending you an invoice in early July. Feel free to contact Shirley Paden at spaden@illinoisheartland.org for account information and payment options.

Your institution's FY2022 fee will be: \$25,076.12

For additional information regarding services and fees, the following documents are included with this letter:

- Schedule 2 – WorldShare Metadata/OCLC Cataloging
- Schedule 12 – Group Catalog
- Schedule 14 – WorldShare Interlibrary Loan Services

It is essential that you confirm your intent to participate by returning the signed agreement or otherwise notifying this office. If your library will NOT be renewing OCLC Services, contact Jill Heffernan at jheffernan@ilsos.gov no later than June 26, 2021.

Please return the signed agreement by June 30, 2021 to:

ILLINET/OCLC Services
Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

E-mail: oclc1@ilsos.gov
Fax: 217-782-6062

Thank you in advance for your timely response. If you have any questions, please contact our office at 217-785-1537.

Sincerely,

Greg McCormick, Director
Illinois State Library

Enclosures
GM:jlh

A RESOLUTION TO PURCHASE AND
AUTHORIZE PAYMENT FOR AN ECO MASTER DISC REPAIR MACHINE
TO ELM USA

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

1. That the Library purchase and authorize payment for an ECO Master Disc Repair Machine to Elm USA.
2. That this Disc Repair Machine will allow cleaning/repair of up to 50 discs at one time.
3. That the current Disc Repair Machine is in need of frequent repairs.
4. That the ECO Master Disc Repair Machine significantly extends the life of the Library's discs.
5. That the funds have been set aside within the Fixed Asset Budget for replacement of the Disc Repair Machine.
6. That the funds come from the following source:
Bloomington Library Fixed Asset Budget: \$13,245.00

Approved this 15th day of June 2021

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: Circulation/Outreach Services

Item (Including Detailed Description & Model Number, if applicable): Disc Repair Machine – ECO Master
(Automated 50-disc repair machine)

Qty: 1

Single Source (Y/N): N

1. Vendor Name: ELM USA

Vendor Remit Address: 1609 Barclay Blvd, Buffalo Grove, IL 60089

Vendor Email Address: sales@elm-usa.com

Vendor Number: 1-847-243-4150

Quote Amount (include Shipping, where applicable): 13,245.00

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

2. Vendor Name: Azuradisc

Vendor Remit Address: 7177 W War Dance Circle, Queen Creek, AZ 85142

Vendor Email Address: info@azuradisc.com

Vendor Number: 1-480-827-8786

Quote Amount (include Shipping, where applicable): 3,495.00

3. Vendor Name: VenMill Industries Inc.

Vendor Address: 670 Douglas St, Uxbridge, MA 01569

Vendor Email Address: support@vanmill.com

Vendor Number: 508-363-0410

Quote Amount (include Shipping, where applicable): 1,850.00

Recommendation (Include Justification): Our current machine, an ECO Master, is currently experiencing more frequent maintenance issues due to its age of 5 years (which is the approximate lifespan for the machine).

We recommend purchasing the ELM USA, ECO Master Machine, which handles 50 discs at one time versus 1-3 discs for the other quoted machines. While a much higher cost, it is built for the capacity needed at the Bloomington Public Library. In addition, to being able to withstand the volume that BPL experiences, the higher capacity also allows for more efficient use of staff time (an expensive but sometimes forgotten cost factor). The company is offering us a "Double The Trade Value," promotion which reduces the cost of the machine to the price quoted above. We also have supplies available from our current machine that would continue to be useable with this replacement machine.

Prepared by: Emily Wolpert

Date: 6/10/21

Department Manager Signature: 

Date: 6/10/21

Director: Approve/Deny Initials  **Date:** 6/10/21



June 10, 2021 BILL TO: Bloomington Public Library 205 E. Olive St Bloomington, IL 61701		SHIP TO: Bloomington Public Library 205 E. Olive St Bloomington, IL 61701		
Quotation Number: BPL61021		F.O.B. Destination		Terms: Net 30
Quotation Expires: 6/15/2021		Representative: Ralph Gutierrez		Delivery: 1-3 Week(s) ARO
Quantity	Model	Description	Unit Price	Total Price
1	EM-H001	ECO-Master Fully-Automatic Disc Repair Machine with Blu-ray Repair Mode	\$21,995.00	\$21,995.00
1		Spring Special Sale		-\$2,820.00
1		ECO Master Trade-In (Double The Trade Value Promo Applied)	-\$3,500.00	-\$6,180.00
1		ECO-Master Supply Kit		Included
1		One year Warranty		Included
1		Freight (New Machine Shipping/Setup & Trade-In Pickup)		\$250.00
				\$13,245.00*
rgutierrez@ELM-USA.com www.ELM-USA.com				

Accepted:

Signature: _____

Date Accepted: ____/____/____

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Nonresident Fee

According to Illinois state law, library boards must annually take action on whether to offer nonresident cards and, if participating in nonresident services, to determine the fee for the cards.

Nonresident cards are only available to people who reside in areas without a public library, for example, Le Roy. People who reside in areas served by libraries are eligible for reciprocal library accounts at no charge.

The Illinois Administrative Code provides three options for the calculation of nonresident card fees:

1. A standardized flat fee based on mathematical formula provided in the law, called the General Mathematical Formula Method (essentially the average amount that the taxpayers pay to the Library).
2. An individualized fee based on the valuation of the nonresident's property and the Library's tax rate, called the Tax Bill Method (essentially what the nonresident would pay if their property were located in the Library's service area).
3. A standardized flat fee based on the average of nonresident fees in the Library system. Only certain libraries qualify for this method and use of the method must be approved by the Director of the State Library.

Last year, we switched from option 1 to option 2, the tax bill method. This method is far more equitable and accessible. We have created a form that allows staff to easily calculate each individual's cost on the spot. This continues to be a very minimal impact on our revenues, with only 6 households paying nonresident fees.

In our switch last year, we inadvertently failed to address nonresident renters. The law says "The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters."

We recommend continuing to use the tax bill method for nonresident property owners and charging a fee of 15% of the monthly rent for nonresident renters.