

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 17, 2021

5:30 p.m.

Community Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Capital Campaign Update and Work Session to Brainstorm Prospective Donors
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of July 20, 2021 Regular BPL Board Meeting
 - B. Approve Bills List of July 2021
- X. Action Items
 - A. Approve 2022 Meeting Dates
 - B. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes
- XI. Discussion Items
 - A. Insurance Renewal for 2022
 - B. Library Expansion Update
- XII. Comments from Trustees
- XIII. Adjournment

Posted: 8.13.21 9:30 a.m.

BILLS LIST

Approved by BPL Board of Trustees, August 17, 2021

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	1,613.43
Amazon.com, LLC	A/V Materials	937.26
Amazon.com, LLC	Adult Books	571.91
Amazon.com, LLC	Children's Books	127.06
Amazon.com, LLC	Computer Supplies	13.88
Amazon.com, LLC	Janitorial Supplies	80.78
Amazon.com, LLC	Library Supplies	128.03
Amazon.com, LLC	Miscellaneous Expenses	84.85
Amazon.com, LLC	Office Supplies	54.94
Amazon.com, LLC	Other Purchased Services	341.28
Ameren IP	Electricity	10,335.45
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Office/Computer Equip Mtnc	2,745.00
Brainfuse, Inc.	Public Access Materials	4,500.00
Cengage Learning	Adult Books	265.39
Children's Plus, Inc.	Children's Books	4,342.28
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	812.54
City of Bloomington	FICA	19,890.60
City of Bloomington	Gas & Diesel Fuel	(319.15)
City of Bloomington	Health Insurance-HMO	1,179.36
City of Bloomington	Health Insurance-PPO	23,875.32
City of Bloomington	IMRF	35,185.96
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	4,651.90
City of Bloomington	Payroll	333,838.16
City of Bloomington	RSA Contribution	492.91
City of Bloomington	Vision Insurance	242.36
City of Bloomington	Water	556.04
Demco	Library Supplies	583.87
Des Plaines Public Library	Miscellaneous Expenses	5.99
F & W Lawn Care & Landscaping	Building Maintenance	2,498.00
Findaway World, LLC	Adult Books	2,371.66
Illinois Heartland Library System	Office/Computer Equip Mtnc	24,832.66
Illinois State Police	Other Purchased Services	20.00
Illinois State University	Advertising	983.34
Kanopy, Inc.	Downloadable Materials	4,990.00
Layman, Jez	Other Purchased Services	150.00
Library Solutions	Other Purchased Services	4,200.00
McLean County Museum of History	Advertising	500.00

Metronet Holding, LLC	Telecommunications	1,687.03
Midwest Tape	A/V Materials	551.45
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	75.76
NICOR/Northern Illinois Gas	Natural Gas	2,261.42
OverDrive	Downloadable Materials	4,990.00
Quill Corp.	Computer Supplies	450.53
Quill Corp.	Janitorial Supplies	31.19
Quill Corp.	Library Supplies	35.16
Quill Corp.	Miscellaneous Expenses	69.48
Quill Corp.	Office Supplies	236.42
Ricoh USA, Inc.	Rentals	53.69
Ron Smith Printing Co.	Printing	25.00
Rosedrew, Inc.	Library Supplies	1,317.60
Scholastic Library Publishing	Children's Books	26.96
Scholastic Library Publishing	Other Purchased Services	792.00
Tee Jay Central, Inc.	Building Maintenance	651.00
Unique Management	Other Purchased Services	232.70
Weber Electric, Inc.	Building Maintenance	99.00
VISA - A B Hatchery, Inc.	Other Purchased Services	40.00
VISA - AED Superstore	Employee Relations	193.35
VISA - All Recipes Magazine	Periodicals	16.00
VISA - Amazon Marketplace	Other Purchased Services	25.88
VISA - American Library Association	Membership Dues	225.00
VISA - Automotive Workwear, Inc.	Uniforms	148.49
VISA - Avanti's Italian Restaurant	Other Purchased Services	50.00
VISA - Baker & Taylor Books	A/V Materials	2,193.66
VISA - Baker & Taylor Books	Adult Books	9,460.39
VISA - Baker & Taylor Books	Children's Books	7,073.87
VISA - Barnes & Noble Booksellers	Other Purchased Services	150.00
VISA - Best Buy	Other Purchased Services	100.00
VISA - Boba for Life	Other Purchased Services	100.00
VISA - Cricket Media	Periodicals	10.77
VISA - Facebook	Advertising	468.95
VISA - Farm & Fleet	Building Mtn Supplies	24.99
VISA - Farm & Fleet	Janitorial Supplies	179.96
VISA - Five Star Water Company	Miscellaneous Expenses	50.05
VISA - Flinger's Pizza	Other Purchased Services	150.00
VISA - Fort Jesse Café	Other Purchased Services	25.00
VISA - Fox & Hounds Salon and Spa	Other Purchased Services	25.00
VISA - GameStop	Membership Dues	14.99
VISA - GameStop	Other Purchased Services	100.00
VISA - Illinois Library Association	Membership Dues	250.00
VISA - Ingram	A/V Materials	1,320.19
VISA - Ingram	Adult Books	3,089.01
VISA - International Service Fee	Other Purchased Services	0.54
VISA - LogMeIn.com	Other Purchased Services	83.00
VISA - Meet Up	Other Purchased Services	98.94
VISA - Meijer	Employee Relations	112.24
VISA - Meijer	Miscellaneous Expenses	4.99
VISA - Midstate Collaborative for Lib Services	Professional Development	600.00
VISA - Mojang	Other Purchased Services	53.90

VISA - National Car Rental
 VISA - National DAR Society
 VISA - Olive Bin
 VISA - Orange Leaf Frozen Yogurt
 VISA - Paypal*Thames & Kosmos
 VISA - Red Raccoon Games
 VISA - Shop Pop Displays, Inc.
 VISA - Springfield Electric Supply Co.
 VISA - Sprint
 VISA - Sprint
 VISA - Standerfer Consulting
 VISA - Tsai Fong Books
 VISA - Upper Limits
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Zoom.US

Total

Other Purchased Services 1,350.80
 Membership Dues 48.00
 Other Purchased Services 50.00
 Other Purchased Services 100.00
 Library Supplies 5.80
 Other Purchased Services 150.00
 Other Purchased Services 240.93
 Building Mtnc Supplies 240.00
 Other Purchased Services 459.80
 Telecommunications 620.68
 Other Purchased Services 500.00
 Children's Books 51.04
 Other Purchased Services 100.00
 Telecommunications 301.71
 Employee Relations 23.88
 Janitorial Supplies 9.97
 Office Supplies 9.88
 Other Purchased Services 1.98
 Vehicle Maintenance 62.90
 Other Purchased Services 339.83

543,102.54

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Director's Report July 2021

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Reviewed, updated, and communicated COVID response practices - reintroducing the mask requirement

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 the architects
 - Reviewing and coordinating feedback on the design drafts
 - Facilitated four question and answer sessions for staff to review drawings
 - Reviewing quotes for environmental testing services
- Developed my goals for FY22
- Participated in a committee to review the books that the Dr. Seuss Foundation recently decided to stop publishing
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association Board and Committee Orientation Meetings

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

- Participated in seven interviews for three open positions
- Developed draft revised performance review forms
- Worked with Gayle and Colleen to develop a job description for a new Assistant Circulation and Outreach Manager role
- Attended three virtual webinars about:
 - Latest guidance on vaccination and masking
 - Library annual reports
 - Fundraising

Goal: Administer a cost-effective public library.

- Completed and submitted an Illinois Humanities emergency relief general operating support grant for GPPLD (only open to organizations with budgets up to \$2 million)
- Met with Emily to discuss a bookmobile grant application
- Continued to build the capital campaign, by working with Rhonda to:
 - Finalize the capital campaign materials
 - Coordinate a Fundraising 101 webinar for the BPL, GPPLD, and Foundation Boards
 - Develop potential naming opportunities
 - Meet with our first potential donor

Adult Services Report

Carol Torrens

July 2021

***Public computers again offer 2-hour daily appts. and tables throughout AS distantly-spaced were opened to allow people to stay in the library longer.*

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.

SERVICES

Tiffany and Michelle C. gave a library tour to the teen group from Western Avenue Comm. Center.

COLLECTIONS

Marcie weeded fiction and paperback fiction, author last names beginning with G.

Book displays this month were on these topics: music, paperbacks, historical fiction, and Anti-Boredom Month. The endcaps throughout the stacks featured books that filled one or more spaces on the Adult Summer Reading log. The movie display theme was Summer Movies. The CD display continues to showcase new adult and teen Playaway books.

PROGRAMS

Mimi did an on-air interview about the Cutting the Cable Cord program with WJBC, a few days prior to the program.

Summer Reading has ended, as of this writing. Adult drawing prize winners included people in Minonk and Monticello as well as the B-N immediate area. The program is so great people are coming from several counties away to participate!

Adult/Family programs

Mystery Book Club, virtual – 1 session – 12 attended

Fiction Book Club, virtual – 1 session – 6 attended

Books on Tap, virtual – 1 session – 11 attended

Spanish Book Club – 1 session – cancelled

Spices Around the World take & make kit – 1 session – 20 attended

Cutting the Cable Cord – 1 session – 48 attended

Lincoln Festival on Rt. 66

Kevin Wood as A. Lincoln presenting The Lost Speech – 1 session – 35 attended

Laura Keyes as Mary Lincoln presents Mrs. Lincoln goes to Washington – 1 session – 21 attended

Bicycling McLean Count Greenways – 1 session – 17 attended

Teen Programs

Take and Make Pressed Penny keychains – 1 session – 40 participated

Take and Make paper pugicorn – 1 session – 55 participated

Teen Manga and Anime Club – 2 sessions – 6 attended

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

Several staff attended or viewed the MMS on library expansion plans, then also reviewed the printed architectural plans with Jeanne.

Kelly S. is the new LTA to manage the interlibrary loan service, following Pat's retirement. Kelly starts in AS on Aug. 2 and Pat retires on Aug. 6.

Goal: Work effectively through the use of technology.

There were 3 individual appointments this month, all about ebooks.

Business Office Report

Kathy Jeakins

July 2021

Goal: Work effectively through the use of technology.

Jon and I met to work on resetting voicemail for staff

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, increased monthly amounts for one staff, process applications for staff new to using Library credit cards, and I entered all credit card transactions in account files.

Update on flood damage claims: The van was declared a total loss; the insurance company sent a check for \$7,480.50; I have submitted some invoices for the building damages and I'm still waiting on few others to submit

The Foundation audit is winding down

In July, the Book Shoppe collected \$2,418.25

Hoopla usage in July was over \$7,900—patrons continue to use this service!

Jon and I met to work on programming the phone system for closed days

I continue to track a worker's comp claim

Bills Costing in Excess of \$5,000:

- Illinois Heartland Library System \$24,832.16 for annual OCLC Service

Upcoming:

I will begin to pull information for the Golden Prairie audit

I will need to provide information to Amy for the Golden Prairie Annual Report

Children's Services Report

Melissa Robinson

July 2021

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

In-Person Programs

- Smarty Pants Story Time – 8 sessions – 143 attended
- Book Tasting – 2 attended
- Tales for Tails – 4 sessions – 30 attended
- It All Adds Up to Fun – 6 attended
- Lego Construction – 13 attended
- STREAM – 2 sessions – 23 attended
- Itsy Arts – 2 sessions – 19 attended

19 programs/sessions offered – 236 attended

Pre-Recorded on Facebook

- DIY Mondays – 4 posts – 231 views
- Mini Explorers – 2 posts – 91 views

Passive

- Crafts – 686 participated
- Art for bulletin board – 185 participated

Events

- David Davis Glorious Gardens Festival – Library table with seed bomb activity and StoryWalk – 550 attended

Goal: Work effectively through the use of technology.

- 11 posts were added to the Children's Facebook group. We now have 457 members.

Upcoming:

- Weekly in-person story times for toddler, preschool, and all ages will start in September.
- Tales for Tails – Wednesdays at 6pm
- Lego Construction – Sept 11

- Itsy Arts – Sept 15
- International Dot Day – Sept 16
- Mini Explorers – Sept 18
- Sensory Story Time – Sept 25

Circulation and Outreach Services Report
Colleen Shaw
July 2021

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

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

- Social Isolation Committee
- Led the Human Services Council
- McLean County Non-profit
- Intellectual and Developmental Disability Collaborative (first meeting)
- Led the Leadership McLean County Leadership Skills Committee
- Leadership McLean County Steering Committee
- Recovery Oriented Systems of Care Council and ROSC Spirituality subgroup
- Central IL Community Educators
- McLean County Re-entry Council
- Met with Adult Services and Alzheimer's Association regarding partnership opportunities
- Met with McLean County Jail staff regarding planned partnership

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

- Deposits staff prepared and delivered or renewed 628 items at 9 sites.
- Home Delivery prepared and delivered 281 items for 54 active patrons. 110 items were picked up via our curbside service.
- popUP Library stops were held at Luther Oaks, Bickford House, and Villas of Hollybrook. 51 patrons were served, and 144 items checked out.
- The bookmobile made 3 special stops this month:
 - July 20 at Western Ave Community Center
 - July 21 at Trinity Lutheran's Life Skills Camp
 - July 30 at Heartland Head Start
- Staff hosted a library tour for a group of teens from Western Ave Community Center.
- Staff attended the David Davis Glorious Gardens Festival.

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

- Staff filled the following fulltime Library Technical Assistant vacancies this month:
 - Brittany Adams – started July 26
 - Lucy Ultican – starts August 23
 - Reagan Brown – starts August 23
- Part-time Library Assistant vacancies have been filled by:
 - Dennis Gotkowski
 - Nazma Ali
 - Heather Jeffrey



(7/2021) Circulation and Outreach Services Statistics

Total Circ BPL	110,448
Total Circ Main	87,238
Adults	37,353
Teens	3,010
Children	46,892
Total Circ Outreach	7,056
OTR Adults	2,495
OTR Teens	232
OTR Children	4,329
Total Digital Downloads	16,137
Hoopla	3,994
Overdrive	11,378
TumbleBooks	76
eBook Central	2
Kanopy	687
Borrowers Registered	345
Total Active Cardholders	31,051
Children	6,093
Teen	4,429
Adult	20,529
GPPLD	1,344
Total Holds Filled	8,435
Main Holds	7098
Outreach Holds	1337
Door Count	18,138

10 Stops with Highest Circulation	
Wingover Apartments PM	189
Wingover Apartments AM	178
Wingover Apartments PM	178
Wingover Apartments AM	162
Grove	136
Eagle Ridge	123
Eagle Crest East	120
Golden Eagle	117
EagleCrest	111
Eagle Creek	102

5 Stops with Lowest Circulation	
Spring Ridge	3
Crestwicke	3
Traditions	2
Hilltop Mobile Home Park	1
Miller Park	0

Bookmobile Customers: 1,042

Total Monthly Stops: 71*

*3 special stops: Heartland Head Start, Trinity Lutheran Life Skills Camp, Western Ave Community Center

Circulation Questions Answered: 467

Outreach Questions Answered: 165

Total Questions Answered: 632



	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	87,158	107,723	110,448					
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	65,732	86,115	87,238					
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	30,405	31,351	31,051					

Human Resources Report

Gayle Tucker

July 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In July, there were seven in-house job announcements and one outside ad
- I participated in 15 interviews
- I provided orientation to two new staff members
- I conducted two exit interviews
- I met with Jeanne regarding updates to Job Descriptions and Performance Reviews
- 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.

- In July, 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 will resume in August

Upcoming:

- Ongoing Kronos timeclock troubleshooting (including review of reports)
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
June 2021

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

All of the TeenZone laptops have been replaced.

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

We are continuing with our Minecraft sessions, where the IT staff has open play for the teens and children, and we monitor the activities to make sure there aren't any issues between kids playing the game.

Dale continued with his Dungeons & Dragons group with two more sessions last month and we continue to develop ideas for a board gaming club which we will officially start in September.

We reopened the TeenZone with the gaming stations only at this point. It is currently staff Monday – Thursday 5-9 and Friday – Sunday 1-5. The attendance has been slow but is starting to pick up as word spreads.

Marketing Report

Rhonda Massie – July 2021

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

The Campaign for Your Future Library

- Arranged for the members of the BPL Board of Trustees, GPPLD Board Members, and Foundation Board Members to take part in a workshop on July 22 titled *Fundraising 101 for Boards* with Amanda Standerfer.
 - Worked closely with Amanda Standerfer to hone content of this workshop so it fit our specific needs.
- Met with State Farm about a possible donation toward The Campaign for Your Future Library.
- Honing our campaign materials took up much time this month. The materials remain at the printer and are scheduled for delivery during the first week of August.
 - Booklet
 - Appeal
 - Naming Opportunities
 - Corporate Appeals
- Continue to sign up and complete trainings pertaining to our Bloomerang (our CRM) and DonorSearch (philanthropy-focused software which attempts to pinpoint giving potential).
 - Bloomerang's No Conversion Success Path – orientation to be completed on one's own; still working through it
 - July 7 - Bloomerang Academy: Back to Basics: Capital Campaigns
 - July 27 - Identify Promising Major Gift Prospects with DonorSearch
 - July 29 - Bloomerang Academy: Bloomerang Gift Entry and Reporting Foundations
 - July 29 - DonorSearch Marketing List: Discover new Prospects for your Fundraising
- Penned a draft script for those who will be making calls to potential donors.
- Design of a pledge card is in the works.

Website

Marketing continues to maintain the website and its online calendar.

- Added information pertaining to Check Out Limits and Check Out Lengths and created buttons for both with embedded icons.
- Adjusted email recipients for the BPL Foundation form and the Deposit Application form.
- Added job postings.
- Worked on Permissions matrix for webform information input for the Adult Services Desk staff.
- Took over content maintenance for the monitors hanging in public areas.
 - Worked with IT to figure out how the display loads onto the TVs.
 - Set up widgets through Library Aware to make the scrolling display on the website.
 - Updated information on the promotional displays so that the Text Alert bookmobile stops were correct.
- Record Sets
 - Updated record sets for New Movies, New Music, and Audio.
 - Investigated and adjusted filtering issues with the Coming Soon record sets.
- Made adjustments to the 1-on-1 Appointment form.
 - Clarified time input information for staff.
 - Reduced unnecessary information from appearing in downloaded reports.
- Attempted to resolve issues with the Newspapers.com library resource. Determined that this is a larger issue on the resource's end and made the resource aware.
- New/Ongoing Projects
 - Met with Mimi of AS to discuss adding forms to the website pertaining to public art exhibits at the library.
 - Working with Alex of CS to develop EDI reading recommendations for the website.

EBSCO's Linked Library Service

- Marketing, IT, and Technical Services have been supplying EBSCO with all the information they've requested in order to set up BPL's new Linked Library Service. We believe that the final piece was uploaded on 7.30.21 and are waiting to hear that our service is up and running. Once implemented, if a person searches Google for a book, CD, movie, etc., which is owned by Bloomington Library, the library will show up on the lower righthand side of the person's screen in a list which informs the searcher that Bloomington Library is a place where the item can be borrowed.

Summer Reading

The 2021 Summer Reading Program has concluded. 3,307 people finished the program.

(Tallies do not include logs turned in during the unpublicized grace period allotted from Aug 3-15.)

Completion numbers by age group:

- Kids – 2,283

- Teens – 513
- Adults – 511

Overall, these numbers are approximately 29% less than the number of people who finish the program in a non-COVID year in which our in-person programs bring a lot of people to the building.

For comparison, 4,677 people finished the program in 2019. (Kids – 3,389, teens – 625, adults – 663)

August Programs

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

Paper & Digital Design Work

Program Publicity

- | | |
|---|---|
| <ul style="list-style-type: none"> • Astrology 101 • BPL Seek & Find • Change a Tire & Auto Tips • Concert: Orpheus Mandolin Orchestra • DIY Pet Cactus Rocks • Dragon Eye Magnet Take & Make Craft • Explorer Scavenger Hunt No. 2 • Itsy Arts • Learn to Code a Discord Bot • Lego Construction • Meditation as Medication | <ul style="list-style-type: none"> • Minecraft Mondays on Discord • Minecraft on Discord Remove "Monday" from title • Monthly Calendar August • Pugicorns • Raising Healthy Kids During the Pandemic • Spice Up Your Vacation Bibliography Bookmarks • Summer Book Tasting • Summer STREAM • Teen Manga & Anime Club • Unicorn Story Time |
|---|---|

Signage

- Created new signage for the bookmobile shelves
- Created a new "Staff Pick" form for DVDs
- Signs for AS book displays
- Sign updating services offered in teenZone
- Print large versions of architect floor plans for staff perusal

Ads

- 3 ads for Best Version Media (these folks own *Eastside Neighbors* magazine and *Neighbors of Southwest* magazine).
 - Print ad
 - Website ad
 - Facebook/Google web ad

Other

- Designed materials for The Campaign for Your Future Library.
 - Booklet (sent to a professional printer)
 - Appeal (will be printed in-house)
 - Naming Opportunities (will be printed in-house)
- Updated and printed the AS Floor Plan Map for Support Services
- Created Olympic Medals for the Spirit Committee's Staff Olympics

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

- Marketing continues to compile and distributed the monthly Staff Newsletter using submissions from each Department Manager.

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,565 followers
- Instagram - 1,900 followers
- Twitter - 2,048 followers
- Library text subscribers - 347
- Bookmobile text subscribers - 1,145
- 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 – 32,611 filtered active subscribers.
- Program Guide list – 32,626 filtered active subscribers.
- General eBlast list – 32,632 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, news, etc.
 - 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 Overdrive's eMagazine offerings was created and delivered to 32,279 patrons on July 1.
 - An eBlast promoting Novelist and Novelist K-8 was created and delivered to 32,469 patrons on August 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
July 2021**

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

- Support Services staff:
 - Replaced 2' and 4' fluorescent lamps with LED lamps
 - Managing the receptacles in the east stairwell that collect water when it rains
 - Installed plexiglass shield on Teen Zone Service Desk
 - The expired pads were replaced for the bookmobile AED machine
 - Posted some free items on RAILS for use by other libraries
- Repairs/Installs:
 - Weber Electric replaced fluorescent lamps with LED lamps in high fixtures in AS; repaired fixtures as needed;
 - CK Brush made a temporary repair to the roof drain located over the Illinois Collection
 - Ramsey Geotechnical Engineering returned to backfill some boring holes
 - Earthwise Environmental shut down the RO system for the time being as it is currently not being utilized
 - ECS did an environmental survey of the building for expansion purposes

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

- Caprice viewed the following webinars:
 - The Latest Guidance on Vaccination and Masking
 - Users at the Center of Everything: Service Design in Rapidly Changing Libraries
- Caprice participated in the Engberg Anderson Architect sessions
- Both the Security Team and Custodial Team met to discuss operational procedures as the library is becoming busier and more programs are happening

Goal: Administer a Cost-Effective Library.

- A van was borrowed from Parks & Rec as a temporary solution until a new van can be procured
- Tri-County Irrigation performed a mid-season check of the irrigation system

Upcoming:

- Permanent repair of roof drain piping and roof on east stairwell
- Replacement of van

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

July 2021

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

- We are cancelling our Large Print plan with Thorndike and replacing it with an Ingram standing order.

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

- Katie R. is now our AV cataloger in the Library Associate position. - 2
- Kelly's last day in TS was July 30th. We're very sad to see her go . . . but at least she won't be far, working as the lead person for the Interlibrary Loan service in AS.
- Katie R. attended Original Descriptive Cataloging of Monographs Using RDA through MCLS. – 6
- Katie R. attended Original Cataloging of Videos & DVDs Using RDA - 6
- Training Hours – 14

Goal: Work effectively through the use of technology.

- Hoopla records are completely updated in the PAC and our holdings should be accurate.
- Jon and Allison worked with Rhonda to set up EBSCO's Linked Library Service.
- After some back and forth with Ingram, we now have an extra step in our ordering process to ensure paperback items aren't ordered in hardback and vice versa.

Goal: Administer a cost-effective public library.

- We've signed up for the Sustainable Shelves Program through B&T and will test it to see if it's worth our time in the future.
- Volunteer Hours – 6

Upcoming:

- Children's department board games
- Hiring for our Adult Cataloging and our Acquisition positions

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

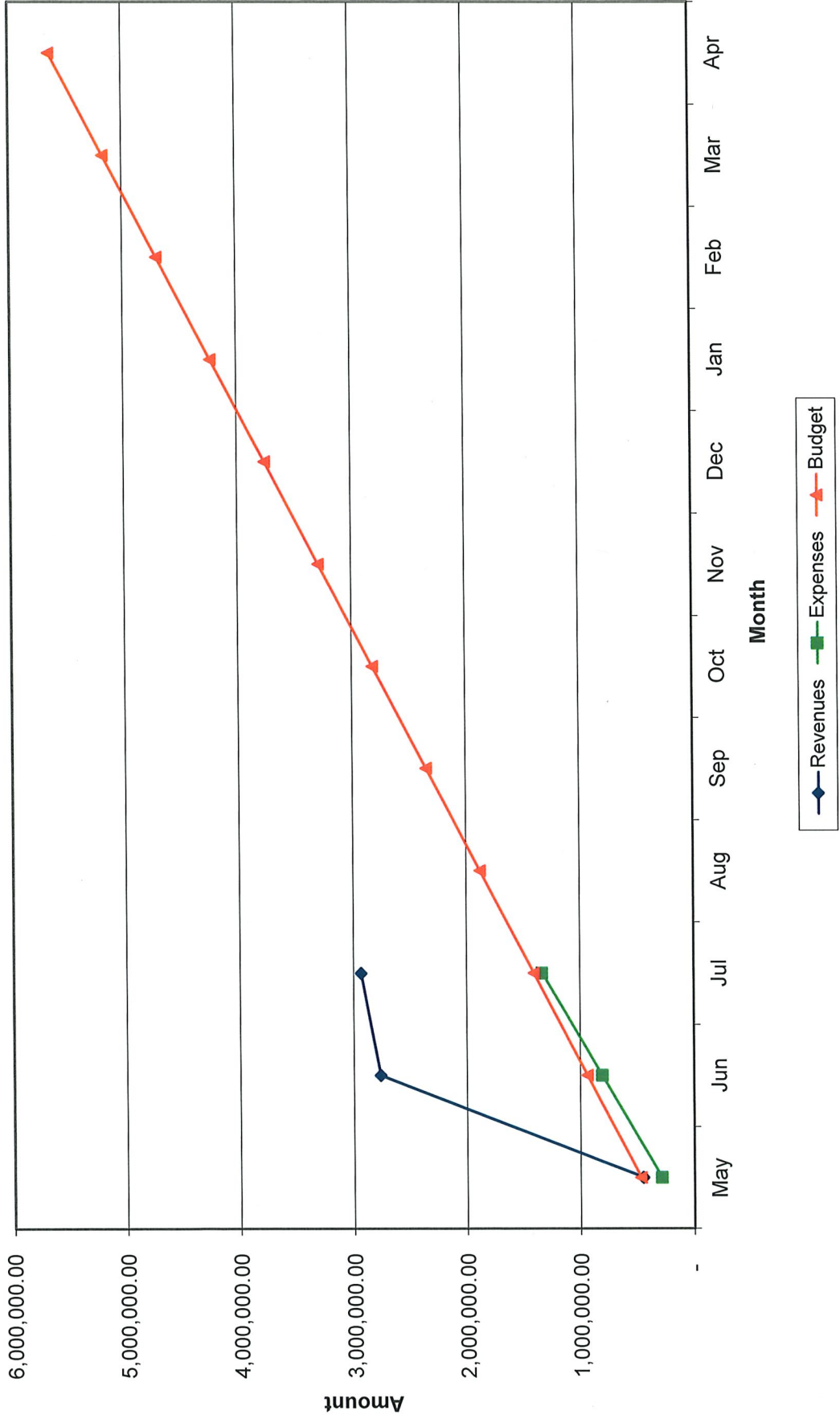
REVENUES:

ACCT NAME	BUDGET	JULY 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	0.00	2,550,863.79	(2,416,921.21)	51.3
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	0.00	(95,700.00)	0.0
GPPLD	402,000	37,610.00	219,591.75	(182,408.25)	54.6
Fines & Fees	5,000	1,131.69	3,589.08	(1,410.92)	71.8
Copies	3,000	198.65	660.00	(2,340.00)	22.0
Interest on Investments	5,000	96.74	326.36	(4,673.64)	6.5
Donations	10,000	159.25	21,537.77	11,537.77	215.4
Other Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(27.76)	(21.96)	(21.96)	-----
Other	24,211	4,111.38	11,830.10	(12,380.90)	48.9
Total Revenues	5,643,096	173,679.95	2,939,276.89	(2,703,819.11)	52.1

ACCT NAME	BUDGET	JULY 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	274,171.49	561,166.00	(1,905,568.00)	22.7
Part-Time Salaries	465,048	46,594.87	94,836.73	(370,211.27)	20.4
Seasonal Salaries	65,510	8,401.71	12,952.11	(52,557.89)	19.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,981.00	9,351.00	9,351.00	-----
Total Sals & Wages	2,998,392	331,149.07	678,305.84	(2,320,086.16)	22.6
Dental Insurance	11,064	812.54	2,027.68	(9,036.32)	18.3
Health Insurance, HMO	33,053	1,179.36	2,990.52	(30,062.48)	9.0
Life Insurance	3,100	246.40	744.80	(2,355.20)	24.0
Vision Insurance	3,024	242.36	601.75	(2,422.25)	19.9
Health Insurance, BCBC-PPO	250,906	23,875.32	59,448.44	(191,457.56)	23.7
Library RHS Contribution	0	492.91	1,542.82	1,542.82	-----
Library HSA City Contributions	16,000	0.00	0.00	(16,000.00)	0.0
IMRF	246,673	35,185.96	70,705.97	(175,967.03)	28.7
FICA	185,832	19,890.60	40,530.75	(145,301.25)	21.8
Medicare	43,461	4,651.90	9479.14	(33,981.86)	21.8
Worker's Compensation	18,299	0.00	326.00	(17,973.00)	1.8
Uniforms	800	(26.21)	153.41	(646.59)	19.2
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	2,689.09	6,203.89	(13,796.11)	31.0
Total Benefits	858,212	89,240.23	194,755.17	(663,456.83)	22.7
Architectural/Design Services	0	0.00	101,139.16	101,139.16	-----
Total Services	0	0.00	101,139.16	101,139.16	-----
Rentals	20,000	1,204.27	4,820.01	(15,179.99)	24.1
Total Rentals	20,000	1,204.27	4,820.01	(15,179.99)	24.1
Building Mtnc	140,000	4,448.46	21,337.39	(118,662.61)	15.2
Vehicle Mtnc	12,000	853.75	3,026.12	(8,973.88)	25.2
Office & Computer Mtnc	190,000	24,924.55	46,468.27	(143,531.73)	24.5
Total Repair/Mtnc	342,000	30,226.76	70,831.78	(271,168.22)	20.7

ACCT NAME	BUDGET	JULY 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	4,827.91	15,269.35	(34,730.65)	30.5
Printing/Binding	20,000	109.05	3,693.11	(16,306.89)	18.5
Travel	500	4.98	4.98	(495.02)	1.0
Membership Dues	5,500	(2,119.18)	2,307.99	(3,192.01)	42.0
Professional Development	10,000	1,225.00	1,727.00	(8,273.00)	17.3
Other Purchased Services	145,000	5,591.48	31,168.84	(113,831.16)	21.5
Other Insurance	35,000	0.00	0.00	(35,000.00)	0.0
Total Purchased Services	266,000	9,639.24	54,171.27	(211,828.73)	20.4
Office Supplies	20,000	399.22	2,168.24	(17,831.76)	10.8
Office Supplies-COVID-19	0	0.00	541.80	541.80	-----
Computer Supplies	80,000	464.41	3,214.00	(76,786.00)	4.0
Postage	4,500	0.00	(3.82)	(4,503.82)	-0.1
Library Supplies	80,000	4,942.16	18,826.91	(61,173.09)	23.5
Janitorial Supplies	18,000	649.40	1,956.41	(16,043.59)	10.9
Gas & Diesel Fuel	6,000	(319.15)	261.05	(5,738.95)	4.4
Building Mtnc & Repair Supplies	18,000	268.17	650.72	(17,349.28)	3.6
Total Supplies	226,500	6,404.21	27,615.31	(198,884.69)	12.2
Natural Gas	28,000	2,261.42	4,671.49	(23,328.51)	16.7
Electricity	90,000	10,335.45	26,063.62	(63,936.38)	29.0
Water	9,000	556.04	1,368.84	(7,631.16)	15.2
Telecommunications	32,700	3,036.04	7,879.21	(24,820.79)	24.1
Total Utilities	159,700	16,188.95	39,983.16	(119,716.84)	25.0
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	(329.21)	17,101.19	(2,898.81)	85.5
Adult Books	157,500	15,267.42	41,295.54	(116,204.46)	26.2
Children's Books	123,400	11,870.49	31,762.66	(91,637.34)	25.7
A/V Materials	111,600	4,885.01	16,450.18	(95,149.82)	14.7
Public Access Software	132,000	4,500.00	13,776.00	(118,224.00)	10.4
Downloadable Materials	179,950	10,112.29	41,639.91	(138,310.09)	23.1
Total Materials	724,450	46,306.00	162,025.48	(562,424.52)	22.4
Employee Relations	5,000	214.31	410.71	(4,589.29)	8.2
Miscellaneous Expenses	10,000	664.82	2,706.13	(7,293.87)	27.1
Transfer to Capital Fund	31,342	0.00	0.00	(31,342.00)	0.0
Total Other Expenses	46,342	879.13	3,116.84	(43,225.16)	6.7
Total Expenses	5,643,096	531,237.86	1,336,764.02	(4,306,331.98)	23.7

Bloomington Public Library
FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2021

Property Tax (51.3%): The Library has received 4 distributions.
Replacement Tax (100.0%): The Library received its distribution in July.

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

GPPLD (54.6%): Golden Prairie has also received 4 distributions.

Fees (71.8%): Our projection for Fees was adjusted to reflect no Fines being collected—the amount collected now is for lost items.

Interest (6.5%): Interest rates continue to be low.

Donations (215.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (48.9%): This is higher than projected due to Book Shoppe receipts.

Seasonal Salaries (19.8%): There are not as many Seasonal employees as we have had in the past.

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

Dental Insurance (18.3%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (9.0%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (19.9%): This is under-spent because the rates are not as high as had been expected.

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

Worker's Compensation (1.8%): This amount was paid based on the 2021 audit adjustment. The annual premium will be paid in January.

Uniforms (19.2%): Charges have been minimal.

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

Other Benefits (31.0%): This is over-spent due to staff who have left/retired from BPL—this is the line item that I charge their vacation payout benefits to.

Building Maintenance (15.2%): Charges have been minimal.

Advertising (30.5%): This is over-spent due to some new advertising contracts entered into recently.

Printing/Binding (18.5%): Charges have been minimal.

Travel (1.0%): Charges have been minimal.

Membership Dues (42.0%): This is over-spent because several staff have renewed their memberships recently.

Professional Development (17.3%): Charges have been minimal.

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

Office Supplies (10.8%): Charges have been minimal.

Computer Supplies (4.0%): Charges have been minimal.
Postage (-0.1%): Nothing has been paid from this line item;
however, the negative amount reflects postage paid for by staff.
Janitorial Supplies (10.9%): Charges have been minimal.
Gas & Diesel Fuel (4.4%): Charges have been minimal.
Building Maintenance Supplies (3.6%): Charges have been minimal.
Natural Gas (16.7%): Charges have been minimal.
Water (15.2%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been paid from this
line item yet.
Periodicals (85.5%): The annual periodical subscription service
was paid to Ebsco in May.
A/V Materials (14.7%): Charges have been minimal.
Public Access Software (10.4%): Charges have been minimal.
Employee Relations (8.2%): Charges have been minimal.
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:	300.00
William Wetzell, Donation for Children's	
Story Time Program:	34.50
C-U Herb Society, Miscellaneous Donation:	50.00
Lois Rubbel, Miscellaneous Donation:	100.00
Miscellaneous Donations:	53.27
Total Donations:	\$ 21,537.77

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	456.38
Book Shoppe:	8,078.25
Ear Buds:	57.00
Flash Drives:	39.00
Genealogy Searches:	50.00
Hot Beverage Service:	50.00
Meeting Room Fees:	0.00
Mugs/Cups:	102.00
Print Station:	2,242.10
Reusable Bags:	120.00
Test Proctoring:	0.00
Tote Bags:	448.00
Umbrellas:	0.00
Miscellaneous:	187.37
Total Other Revenue:	\$11,830.10

During July, 9 batches containing 87 invoices were processed, totaling \$67,068.49 and 114 credit card charges were made totaling \$31,106.34.

As of July 31, the Library's Maintenance & Operating Fund Balance is \$4,349,339.39, which is 77.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 7/31/21:

Operating:	\$ 4,362,584.39
Fixed Assets:	\$ 1,162,279.05
Capital:	\$ 3,352,368.46
Total Spent for Architectural Fees:	\$ 277,732.59
Balance of Arch Contract:	\$ 1,175,851.41

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 22

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00				3,000.00
Total Summer Reading Program Community Donations	3,000.00	0.00	0.00	0.00	3,000.00
Memorial Donations:					
Bernadette Manual, Judy Markowitz Memorial	250.00				250.00
Jan Crowley, Lois Wood Memorial	25.00				25.00
Karen Moen, Lois Wood Memorial	25.00				25.00
Total Memorial Donations	300.00	0.00	0.00	0.00	300.00
Other Donations:					
Lois Rubbel	100.00				100.00
William Wetzel, Donation for Smarty Pants Story Time	34.50				34.50
C-U Herb Guild, Doantion for Materials	50.00				50.00
Miscellaneous Donations Collected at Circulation	53.27				53.27
Total Other Donations	237.77	0.00	0.00	0.00	237.77
Foundation:					
Local History Materials (Paid with Mischler Funds)	794.19				794.19
Fold 3 Service (Paid with Mischler Funds)	2,600.00				2,600.00
Summer Reading Program	18,000.00				18,000.00
Tuition for Staff	1,320.00				1,320.00
Total Foundation	22,714.19	0.00	0.00	0.00	22,714.19
Total Donations	26,251.96	0.00	0.00	0.00	26,251.96

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

July 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	39,848	39,308	1%	76,769	65,567	17%
Teens	3,242	2,465	32%	9,086	4,430	105%
Children	51,221	35,952	42%	137,059	62,880	118%
Digital Downloads	16,137	14,665	10%	48,896	48,420	1%
Total	110,448	92,390	20%	305,329	181,297	68%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,529	25,605	-20%	61,147	72,640	-16%
Teens	4,429	5,004	-11%	13,258	14,427	-8%
Children	6,093	8,626	-29%	18,402	27,489	-33%
Total	31,051	39,235	-21%	92,807	114,556	-19%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	345	264	31%	1,004	692	45%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	18,138	13,559	34%	46,992	50,825	-8%
Bookmobile	1,042	714	46%	2,410	1,018	137%
Total	19,180	14,273	34%	49,402	15,809	212%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	35	0	0%	80	0	0%
Digital Preservation Studio	13	0	0%	17	0	0%
Community Room	33	16	106%	70	16	338%
Total	81	16	406%	167	16	944%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	4	1	300%	16	4	300%
People Reached	608	16	3700%	1,141	112	919%
Community Visits to the Library	2	0	0%	3	0	0%
People Reached	27	0	0%	92	0	0%
Total Outreach Visits	6	1	500%	19	4	375%
Total People Reached	635	16	3869%	1,233	112	1001%

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	3	200%	25	9	178%
Attendance	170	23	639%	460	64	619%
Teens	5	0	100%	19	2	100%
Attendance	106	0	100%	302	0	100%
Childrens	19	0	0%	45	0	0%
Attendance	236	0	0%	781	0	0%
Total Programs	33	3	1000%	89	11	709%
Total Attendance	512	23	2126%	1,543	64	2311%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	2	50%	6	3	100%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,919	3,446	-15%	8,512	6,472	32%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	147.75	75.50	96%	267	172	55%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,679	865	94%	5,474	914	499%
WiFi Sessions	1,923	1,875	3%	6,991	3,798	84%
Website/Catalog Hits	52,018	50,506	3%	212,685	152,076	40%
Online Resource Use	2,576	5,108	-50%	10,196	12,903	-21%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	359	246	46%	1,048	267	293%
Sent	168	160	5%	578	162	257%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	10.00	4.00	150%	63	4	1469%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 16, 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
Interim President Ruth Novosad called the meeting to order at 5:02 p.m.
- II. Roll Call
Trustees Physically Present: Ary Anderson, Jim Russell, Patti Salch, Stephen Peterson, Kathy Vroman, Stephanie Walden, Ruth Novosad

Others Physically Present: Amy Dunham, Jeanne Hamilton

Others Present via Zoom: Kathy Jeakins
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report: Ruth Novosad attended the Bloomington Public Library Board of Trustees Meeting via Zoom on June 15, 2021.
- VI. Approval of Minutes
A. May 19, 2021
Hearing no objections, the minutes are approved for distribution.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that the Per Capita Grant has been approved and placed in the State of Illinois budget for \$1.475 per capita and it has also been authorized by law. This is an increase from previous levels. As of today, Governor Pritzker has not extended the Emergency Orders in relation to the Open Meetings Act, which expires on June 26. Jeanne asked the GPPLD about continuing the virtual option for the general public. The Board decided to not offer the general public the option of attending a Board meeting via a virtual option. The Board will continue to offer a virtual option for Board Members who are traveling for business or who have a medical need. Jeanne updated GPPLD on the Capital Campaign and plans to offer a Fundraising 101 Webinar for all BPL, GPPLD, and Library Foundation Board Members.

B. Circulation and Outreach Report: Jeanne Hamilton presented the Circulation and Outreach Report. The Bookmobile has re-opened for browsing and it is going great. Patrons are so excited to be back on the Bookmobile.

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. One Property Tax Distribution of a little over \$46,700 and another of approximately \$81,000 were received and the transfers were made in June. Jim Russell asked for an overview of when

the Property Tax Distributions are received throughout the year. Kathy shared the schedule with the Board.

VIII. Unfinished Business

A. Expanding Library Service in Downs, Illinois:

- i. Ruth Novosad provided an overview of the history of informing and annexing the unserved homeowners so they will have access to library services.
- ii. Jeanne presented the current situation with two homeowners that did apply for annexation in 2018. The McLean County Clerk's Office processed the annexation without following proper steps. This paperwork never made it to the Recorder's office in order for GPPLD to start receiving the taxes. The error was discovered when Jeanne asked Amy to research why we never received any tax revenue from these properties. At the time of the Board meeting, the homeowners have not been annexed.
- iii. To correct the situation, GPPLD would need to re-file and provide a Platt Amendment map that has been completed by a land survey contractor. The cost of this survey is \$750 per property. Since GPPLD has already committed to these two homeowners, Jeanne strongly recommended proceeding with getting the properties annexed properly. GPPLD does have the funds available to accomplish this.
- iv. Ruth Novosad volunteered to contact the Recorder's Office. Amy provided Ruth with the research report. Ruth will report on her findings at the July meeting.

B. Marketing to Golden Prairie Patrons:

- i. Discussion was held on the Capital Campaign and how to reach the GPPLD patrons. This topic will take place at a future meeting.
- ii. Detailed discussion was held on re-using the postcard or creating something new. Ruth called for volunteers for a Marketing working group. Jim Russell and Ruth Novosad volunteered.

IX. New Business

A. Election of Nominated Officers

Stephen Peterson provided the Slate of Officers for the GPPLD as: Ruth Novosad, President, Ary Anderson, Vice President, and Stephanie Walden, Secretary/Treasurer.

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE SLATE OF OFFICIERS LISTED ABOVE.

YAYS: ARY ANDERSON, JIM RUSSELL, KATHY VROMAN, PATTI SALCH,
STEPHEN PETERSON, STEPHANIE WALDEN, RUTH NOVOSAD

NAYS : NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Budget Discussion

Kathy shared that building of next year's budget has begun. Kathy requested the Board's thoughts on the budget amounts for Legal Services, Travel, Programming, and Advertising. Discussion was held on each budget item. Kathy was given the direction to leave Legal Services at \$1,000; Travel at \$500; Programming at \$4,000, and Advertising at \$2,500. The Budget Hearing will be in August 2021. The Tax Levy will be approved in September.

C. Annual Sexual Harassment Training

Jeanne presented the Sexual Harassment Training, required annually. In addition to the sexual harassment training, she shared that GPPLD affirmed intent to comply with the Bloomington

Public Library Policy Prohibiting Sexual Harassment in July 2020. The most recent version of that policy was approved by the BPL Board in March 2021 and is part of the Library's Personnel Handbook.

- X. Comments from Board Trustees: Patti Salch stated that she loves the new BPL website. Stephen shared his desire to create a county-wide library system.
- XI. Reminder
Next Board Meeting is July 21, 2021
- XII. Adjournment
Interim President Novosad adjourned the meeting at 6:19 p.m.

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES 2022 MEETING DATES

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 18, 2022

February 15, 2022

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

August 16, 2022

September 20, 2022

October 18, 2022

November 15, 2022

December 20, 2022