

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 15, 2022

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM, as well as in the Community Room at the Bloomington Public Library. Below is the link and phone number to connect to the Zoom meeting.

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://us06web.zoom.us/j/86307887188>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 863 0788 7188

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. President's Report
 - A. Appoint Nominating Committee
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of January 18, 2022 Regular BPL Board Meeting
 - B. Approve Bills List of January 2022
- IX. Approval Items
 - A. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes
 - B. Approve Destruction of BPL Executive Session recordings prior to September 2020
- X. Discussion Items
 - A. Discuss Process for the Library Director's Annual Performance Review
 - B. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 2.10.22 2:55 p.m.

BILLS LIST

Approved by BPL Board of Trustees, February 15, 2022

Signature, BPL Trustee

Vendor	Line Item	Amount
Absopure Water Company	Library Supplies	44.00
Alpha Controls & Services	Building Maintenance	5,976.00
Amazon, LLC.com	A/V Materials	1,968.92
Amazon, LLC.com	Adult Books	434.71
Amazon, LLC.com	Children's Books	193.15
Amazon, LLC.com	Computer Supplies	348.01
Amazon, LLC.com	Janitorial Supplies	301.99
Amazon, LLC.com	Office Supplies	248.85
Amazon, LLC.com	Other Purchased Services	326.36
Amazon, LLC.com	Telecommunications	7.90
Amazon, LLC.com	Vehicle Maintenance	93.99
Ameren IP	Electricity	5,148.47
American Pest Control	Building Maintenance	80.00
Berkeley Public Library	Miscellaneous Expenses	20.00
Bill's Key & Lock Shop	Building Maintenance	105.00
CDW Government	Computer Supplies	36.38
Children's Plus	Children's Books	180.92
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	718.88
City of Bloomington	Gas & Diesel Fuel	198.92
City of Bloomington	Health Insurance-HMO	556.66
City of Bloomington	Health Insurance-PPO	24,865.42
City of Bloomington	HSA City Contributions	16,100.00
City of Bloomington	IMRF	17,793.65
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,026.90
City of Bloomington	Payroll	220,295.03
City of Bloomington	RSA Contribution	582.57
City of Bloomington	Vision Insurance	230.38
City of Bloomington	Water	499.69
Cumulus Broadcasting	Advertising	940.00
Dell Marketing, L.P.	Computer Supplies	8,526.05
Ebsco Information Services	Public Access Software	4,918.00
Engberg Anderson	Architectural Fees	154,427.17
Engler, Callaway, Baasten & Srage, LLC	Other Purchased Services	171.50
F & W Lawn Care & Landscaping	Building Maintenance	620.00
Findaway World, LLC	Adult Books	520.92
Illinois State Police	Other Purchased Services	50.00
Illinois State University	Advertising	491.67
Illinois Wesleyan University	Other Purchased Services	126.20

Ingram
 Kanopy, Inc.
 Keyes, Laura
 Lambert, Linda
 Lenard, Alicia
 McLean County Glass & Mirror, Inc.
 Metronet Holding, LLC
 Midwest Tape
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Neuhoff Family
 NICOR/Northern Illinois Gas
 OCLC, Inc.
 Pantagraph
 Penworthy
 Proquest, LLC
 Proquest, LLC
 Purnell, Pamela
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Randle, Tiara
 Reaching Across Illinois Library System (RAILS)
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Ron Smith Printing Co
 Rosedrew, Inc.
 Skillrud, Deb
 Tommy House Tire Co
 Uline, Inc.
 VISA - Alzheimer's Association
 Weber Electric, Inc.
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Alzheimers Products
 VISA - Best Version Media
 VISA - Bill's Key & Lock Shop
 VISA - BrickLoot.com
 VISA - DTS Digital Advertising
 VISA - Enterprise Car Rental
 VISA - Facebook
 VISA - Five Star Water Company
 VISA - Flags USA
 VISA - Grainger
 VISA - Grainger

Professional Collection	28.22
Downloadable Materials	4,990.00
Other Purchased Services	250.00
Other Purch Srv-Pandemic Grant	100.00
Other Purch Srv-Pandemic Grant	100.00
Building Maintenance	516.50
Telecommunications	1,912.91
A/V Materials	3,525.95
Children's Books	283.92
Downloadable Materials	4,990.00
Janitorial Supplies	268.11
Advertising	1,000.00
Natural Gas	3,466.12
Office/Computer Equip Mtn	343.35
Printing	808.12
Children's Books	905.41
Downloadable Materials	61.23
Public Access Software	6,275.59
Other Purchased Services	250.00
Computer Supplies	1,012.89
Computer Supplies-Pandemic Grant	13.02
Employee Relations	51.02
Janitorial Supplies	117.25
Library Supplies	25.96
Miscellaneous Expenses	77.94
Office Supplies	365.01
Other Purch Srv-Pandemic Grant	100.00
Public Access Software	1,288.34
Office/Computer Equip Mtn	91.89
Rentals	1,072.15
Printing	25.00
Library Supplies	837.43
Other Purch Srv-Pandemic Grant	100.00
Vehicle Maintenance	59.50
Janitorial Supplies	181.49
Advertising	500.00
Building Maintenance	795.00
Memberships	150.00
A/V Materials	3,645.02
Adult Books	6,290.27
Children's Books	5,697.99
Non-Traditional Materials	63.91
Advertising	394.40
Building Mtn Supplies	2.30
Other Purchased Services	2,200.00
Advertising	200.00
Other Purchased Services	1,000.00
Advertising	617.65
Miscellaneous Expenses	35.00
Office Supplies	110.00
Building Mtn Supplies	17.34
Janitorial Supplies	120.58

VISA - Huck's Food & Fuel	Gas & Diesel Fuel	14.99
VISA - Illinois Audubon Society	Memberships	25.00
VISA - Ingram	A/V Materials	47.49
VISA - Ingram	Adult Books	3,025.69
VISA - Ingram	Children's Books	91.63
VISA - International Service Fee	Office/Computer Equip Mtnc	5.60
VISA - Lands End Business Outfitters	Uniforms	303.35
VISA - Management Association of Illinois	Professional Development	199.00
VISA - Meet Up Organization	Other Purchased Services	98.94
VISA - National Audubon Society	Memberships	20.00
VISA - Pixart	Other Purchased Services	244.00
VISA - Quadient Leasing	Rentals	166.92
VISA - South of Sunrise Creative	Children's Books	44.45
VISA - Sprint	Non-Traditional Materials	298.87
VISA - Sprint	Telecommunications	188.67
VISA - T-Mobile	Computer Sups-Pandemic Grant	6,720.00
VISA - T-Mobile	Other Purch Srv-Pandemic Grant	666.40
VISA - T-Mobile	Non-Traditional Materials	231.28
VISA - T-Mobile	Telecommunications	269.81
VISA - Verizon Wireless	Telecommunications	301.56
VISA - Wal-Mart	Janitorial Supplies	27.88
VISA - Wonson Global Enterprises	Office/Computer Equip Mtnc	559.90
VISA - Zoom.US	Other Purchased Services	339.83
Total		543,486.36

Bloomington Public Library

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Director's Report

January 2022

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Developed a form for staff to report if they had a COVID exposure or potential symptoms in an effort to streamline the process
- Followed the City's plans to extend emergency leave time for COVID symptoms
- Reviewed, updated, and communicated COVID response practices

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

- Reflected on 2021 and prepared a report of the Library's accomplishments for the City's annual report.
 - 2021 Accomplishments:
 - Developed flexible, forward-thinking expansion and renovation designs to meet the community's needs resulting in the approval of a joint resolution between the City Council and Library Board to take steps to issue bonds up to \$17 million.
 - Secured a \$5,681,759.18 Illinois State Library Public Library Construction Act Grant for the Library Expansion and Renovation.
 - Secured a \$11,248 Illinois State Library American Rescue Plan Act grant for a workforce development series.
 - Safely reintroduced services that were on hiatus or reduced at the height of the COVID-19 pandemic.
 - Developed a land acknowledgement statement and launched an e-newsletter highlighting diverse titles.
 - Launched virtual chat reference services and a new, more user-friendly website.
- Continued to make progress towards a Library expansion, by:
 - Coordinating and participating in 5 planning sessions with the architects
 - Reviewing and coordinating feedback on the design drafts, construction bid request documents, and furniture samples
 - Worked with attorneys to review the construction bid request documents
 - Releasing a request for construction bids on January 31st
 - Meeting with the City Finance Department to discuss construction expense procedures
 - Prepared a FAQ document for the GPPLD Board
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association Conference Advocacy and Public Policy Committee Meetings, Board Meeting, and Central Illinois Legislative Meet-up
- Worked to finalize the draft revised library policies

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

- Continued to prepare for upcoming contract negotiations
- Met with Sara E. to plan for our history intern's inventory project
- Met with Sara E., our intern, and his ISU coordinator to discuss the history internship project
- Met with Gayle to review job descriptions
- Met with Amy to review her outstanding projects
- Attended the virtual SGR servant leadership conference
- Watched webinars called We Know Equity, Diversity, and Inclusion are Important...Now What? and Implicit Bias in the Library Workplace
- Prepared a presentation to update staff on the Library expansion and renovation

Goal: Administer a cost-effective public library.

- Completed the Annual Per Capita Grant application for BPL and GPPLD
- Secured a \$300,000 donation to the capital campaign from the Foundation
- Secured donations and pledges from 100% of the BPL managers
- Continued to work with Rhonda on the capital campaign efforts by meeting with 2 potential donors and meeting twice for planning purposes

**Adult Services Report
Carol Torrens
January 2022**

***Public computers remain spread out on the floor. Laptops are available. All public spaces open with no time limits. TZ offers limited computer gaming & console gaming hours daily.*

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

COLLECTIONS

Marcie weeded fiction authors MAA-MON in fiction and paperback fiction.

Carol continues to weed DVDs based on shelf space and low usage. High-use titles are replaced with new copies when possible.

Book displays this month were on these topics: resumes, National Gluten Free Day, science fiction, and National Hot Tea month. The CD display featured new music while the DVD display featured movies based on books.

PROGRAMS

Mimi appeared on WMBD-TV promoting the Back to Work series of programs and the grant that funds this.

Tara Laskowski, author of *One Night Gone*, the title for April's Mystery Book Club, will join the discussion via Zoom on April 12.

This is a combination of Tiffany's December and January BJHS school visits. Unit 5 cancelled their January visits:

BJHS (6 visits): 438; KJHS: 33; PJHS: 55; EJSH: 45; CJHS: 18

Adult/Family programs

Mystery Book Club, virtual – 1 session – 19 attended

Fiction Book Club, virtual – 1 session – 14 attended

Books on Tap, in person – 1 session – 10 attended

Spanish Book Club – 1 session -- 7 attended

Grab & Go Tea Time with Spice Works – 50 participated

Meditation, virtual – 1 session – 14 attended

Cooking with Jenna Smith, virtual – 1 session – 31 attended

Back to Work series, in person

Resume 101, in person – 1 session – 3 attended

Brainfuse Job Now, in person – 1 session – 2 attended

Computer Drop In – 1 session -- 0 attended

MCCA Financial Opportunity Center – 1 session – 3 attended

Cover Letters – 1 session -- 1 attended

Author Greg Koos' new book & discussion, virtual – 1 session – 27 attended

Author Silvia Moreno-Garcia via RAILS & IL Libraries Present, virtual – 1 session – 12 attended

Teen Programs

Take and Make craft, sock snowman – 1 session – 36 participated

Teen Manga and Anime Club – 2 sessions – 0 attended

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

Several staff attended or viewed various webinars, including topics of Novelist, online library card registration, programming for 20 – 30 year olds, and transitioning from Overdrive to Libby.

Goal: Work effectively through the use of technology.

There were 3 individual appointments this month, all on ereading.

OTHER:

Mimi was a virtual panelist for a program for Missouri libraries on how unions can work together with management regarding COVID safety procedures.

Business Office Report

Kathy Jeakins

January 2022

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 got their new cards, processed applications for staff new to using Library credit cards, and I entered all credit card transactions in account files

In January, the Book Shoppe collected \$2,915.25; more than was collected in December

Hoopla usage in December was \$8,855.58—the highest we've experienced!

Donations for the Library expansion continue to come in—so far, we've collected \$33,571.24, plus pledges

Effective Jan 1, changes have occurred with IMRF: It is now significantly less than prior to Jan 1

Dental and HMO Insurance is less now than it was prior to Jan 1 as well.

Bills Costing in Excess of \$5,000:

- Alpha Controls \$5,976.00 for annual HVAC controls support service
- Engberg Anderson \$154,427.17 for Expansion architectural services

Upcoming:

I'll be going through items for the next shredding project

Children's Services Report

Melissa Robinson

January 2022

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

Live programs:

- Bubble Wrap Party – 32 attended
- Kiddie Drive-In – 2 sessions – 46 attended
- Sensory story time – 6 attended
- Preschool story time – 6 sessions – 38 attended
- Fun Friday story time – 3 sessions – 33 attended
- Mini Explorers – 11 attended
- Toddler story time – 4 sessions – 52 attended
- Tales for Tails – 2 sessions – 16 attended
- Lego Construction – 12 attended
- 21 programs/sessions offered – 246 attended

Passive Programs

- Tacky the Penguin Seek and Find – 12 participated
- The Mitten Seek and Find – 89 participated
- Crafts (Superhero, Pete the Cat, If You Give a Cat a Cupcake, BEE My Valentine, Monkey and Elephant Masks, If You Give a Mouse a Cookie, Color Scratch Fish) – 731 made

Pre-Recorded on Facebook

- Wild Card Friday – 4 posts – 207 views

Group Visit

- Heartland Head Start Fun Club (virtual) – 17 attended

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

- Alex created an updated checklist for teacher pack completion.
- Alex finished her service as Chair of the 2022 Notable Children's Committee!
- Josh, who was a work study student in TS last semester, has joined the Children's Department.
- Staff attended the mini morning session about online card registration and renewal.

Goal: Work effectively through the use of technology.

- We added 11 posts to our Facebook Children's group, and we now have 512 members.

Upcoming:

In addition to our recurring story times, we will offer the following programs in February:

- Snail Mail for Snails – Feb 1-14
- Melvin's Olympic Seek and Find – Feb 7-28
- African American History through Storytelling – Feb 12
- Love Rocks! – Feb 14 and 17
- 2' Day Take and Make Craft – Feb 22 (2/2/2022)

Circulation and Outreach Services Report

Colleen Shaw

January 2022

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

- Full online card registration for BPL and GPPLD patrons began 1/31! Patrons must fill out a form via the pre-registration link on our website and then send a picture of their photo ID/current address to getacard@bloomingtonlibrary.org. After verification is complete, the patron will have instant access to our e-resources and their card will be mailed to them.
- Outreach Library Associate, Michelle C., meetings, and successful connections:
 - Re-entry Council planning meeting
 - Facilitated the Leadership McLean County retreat and led the Leadership Skills meeting
 - Fatherhood Coalition Leadership meeting
 - East Central IL Association of Aging Adults Social Isolation meeting
 - Co-led the Human Services Council
 - Attended the Intellectual and Developmental Disabilities Council
 - Attended the BN Parents Coalition
 - Recovery Oriented Systems of Care Sober Recreation planning meeting
 - Met with Greenways Committee and the McLean County Planning Commission
 - Home Sweet Home Ministries' Night in a Car Steering Committee
 - Met with the Alzheimer's Association about the library sponsoring this year's conference and walk
 - Spoke about library expansion at the PEO Roundtable
 - Attended a Thrive Board meeting regarding affordable housing
 - Attended the Children's Home + Aid meeting for their Blue Bow Campaign

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

- Deposits staff prepared and delivered or renewed 564 items at 9 sites. Staff hosted their first program since before the pandemic. 21 residents from Westminster Village attended and learned about the library app, Libby.
- Home Delivery prepared and delivered 337 items to 50 active patrons. One new patron was added this month, and 36 items were picked up via curbside.
- PopUp Library visits were held at the locations listed below. 95 patrons were served, and 251 items checked out.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
 - Westminster
- The bookmobile now has an Instagram account to reach and engage more users on what the bookmobile has to offer. Our username is BookmobileBPL.
- Staff participated in the Home Sweet home Ministries' Night in a Car event on 2/4 to help raise funds for the shelter and those experiencing homelessness in our community. The bookmobile was open until 11p for participants to browse and staff slept on the bus overnight.

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

- Barb F. accepted the full-time position of Library Technical Assistant and will be the new Home Delivery Coordinator.
- Barb F. successfully completed her CDL permit test and can now begin on the road training to obtain her CDL license.
- Latonya G. accepted a part-time 19 hour/week position and will begin in February.

Bloomington Public Library

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(1/2022) Circulation and Outreach Services Statistics

Total Circ BPL	90,516
Total Circ Main	65,960
Adults	31,786
Teens	1,903
Children	32,271
Total Circ Outreach	6,693
OTR Adults	2,693
OTR Teens	76
OTR Children	3,924
Total Digital Downloads	17,863
Hoopla	4,538
Overdrive	12,488
TumbleBooks	33
eBook Central	11
Kanopy	793
Borrowers Registered	268
Total Active Cardholders	28,966
Children	5,870
Teen	3,396
Adult	19,700
GPPLD	1,462
Total Holds Filled	9,398
Main Holds	7,961
Outreach Holds	1,437
Door Count	12,844

Top 10 Highest Circulations	
Wingover Apartments PM	228
Eagle Crest East	120
Eagle Ridge	110
Grove	109
Wingover Apartments AM	107
Old Farm Lakes	96
Old Farm Lakes	95
White Eagle	85
Eagle Creek	79
Golden Eagle	75

5 Stops with Lowest Circulation	
Traditions	2
Evergreen Park	2
Heartland Hills	1
Freedom Oil	1
Fleetwood	0
Miller Park	0

Bookmobile Customers: 487

Total Monthly Stops: 64 (4 inclement weather cancellations, 3 holiday cancellations)

Circulation Questions Answered: 446

Outreach Questions Answered: 63

Total Questions Answered: 509

Bloomington Public Library

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
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	98,788	87,188	93,500	86,518	84,064
2022	90,516											
Main Circ												
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	75,094	65,616	70,302	64,205	63,401
2022	65,960											
Active Users												
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	29,692	30,454	30,517	28,770	28,675
2022	28,966											

Human Resources Report

Gayle Tucker

January 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In January, there were three in-house job announcements and one outside ad
- I participated in one interview and conducted orientations for nine new staff members
- I worked on the Job Description/Performance Review project
- I continued FMLA, ADA, and Pandemic Leave administration and tracking
- The Spirit Committee coordinated a food drive for a Little Free Pantry
- 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 January, I participated in several Teams meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process 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. Kronos had a world-wide ransomware attack on December 11, and it was restored in January. This caused some extra payroll work, leave time verifications, and password resets.
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We currently have four students

Upcoming:

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

Information Technology Systems Report
Jon Whited
January 2022

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

We are currently replacing the PCs in the Outreach Department as per the schedule.

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

We had a program where the teens learned to use tinkercad to develop their own 3D artwork that was then later put into layers and printed out on a 3D printer to create snow globes that they later picked up. 12 Teens attended 4-hour program.

Upcoming:

The Documentation for the Roku devices is complete, and they will be available to loan out to the public soon.

Marketing Report

Rhonda Massie – January 2022

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

The Campaign for Your Future Library

- As of 2.2.22, \$519,692.67 has been pledged and donated to the Building Fund.
- Managed Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during January 2022.
- Prepped and mailed campaign booklets and inserts to all the Bloomington-Normal Rotary Presidents as we have a liaison working to secure a donation from this group.
- Marketing is working to organize the public phase of The Campaign for Your Future Library with a tentative launch date of 3.21.22.
 - Work continues to organize a Mosaic Tile fundraiser with proceeds benefitting the campaign. Members of the public would purchase mosaic bricks for \$1 each to help us create an image – view from the southwest -- of the expanded library. The mosaic kit has arrived. When the image is complete, we'll have raised \$12,288 for our project. If this project is successful, we may add a second mosaic project using a view of the future building from the northwest. Logistics are being pondered.
 - It's our current intention to give a 4-inch round magnet to anyone who donates at a certain dollar amount. The magnets state "Libraries are for Everyone".
 - We intend to participate in Library Giving Day in early April with proceeds benefitting the Building Fund.
 - Work continues to make the LEGO library project a reality. The initial price (\$52) per complete kit purchased from Brick Loot made the project infeasible. We asked Brick Loot to sell to us their design, instructions, and brick list so we can order LEGOS and compile the kits on our own. They agreed.
We may push the LEGO library debut until the mosaic project wraps and we're further along in construction. But it looks like we can eventually make these kits available at a lower price than originally anticipated.
- There is a continued need for BPL board members and Foundation Board members to serve as volunteer liaisons who set up fundraising meetings between the library and potential donors.

Website

Marketing continues to maintain the library's website.

- Monthly addition of all February programs and registration forms to the online calendar.
- Monthly update to the record sets for New Movies, New Music, and Audiobooks.
- General
 - Added the "Request for Bid" for the expansion and renovation project.
 - Updated digital information and images to reflect the work of the latest featured artist while removing the application artists use to apply to be a future exhibiting artist since we won't be showcasing local artists during construction.
 - Updated the following policies:
 - Collection Development
 - FOIA
 - Computer Usage
 - Meeting Room Usage
 - Patron Expectations
 - Public Comment
 - Suspension of Library Privileges
 - Unattended Child
 - Removed the public's ability to reserve the Community Room due to the upcoming building project.
 - Combing the website to remove all references to Overdrive as it's shifted its name to Libby.
- For HR
 - Posted a Maintenance/Custodial position on the employment page
- For the Adult Services Department
 - Removed the link which allowed patrons to access Ancestry.com remotely as this offering was temporary due to COVID19.
 - AARP Tax Aide
 - Met to discuss the details of our AARP Tax Aide program, how we might offer online registration for those needing tax appointments, and AARP mandates.
 - Updated the banner on the homepage and all information pertaining to AARP Tax Aide on the Tax page of BPL's website and
 - Created a link to a PDF of an Intake Packet which AARP wants patrons to fill out in advance
 - Worked to determine options which might be available to accept online reservations for Tax Aide appointments.
 - Tested the form with multiple people on multiple computers
 - Added a submission message and a confirmation email field.

- Added available times and dates for February appointments.
 - Built a link to the form on the Tax Page of the BPL website.
 - Created a video tutorial for staff.
- For Technical Services
 - Working to create a digital catalog for the jigsaw puzzles which will include digital images of the puzzles.
- For Circulation
 - Updated information on the website pertaining to online library card applications

Advertising & Sponsorships

- Radio ad running on Neuhoff Radio (BOB FM and Rock 96.7) to promote the Back to Work programming series.
- Radio running on Cumulus Radio (WBNQ & B104) to promote the Back to Work programming series.
- Radio ad penned and running on WGLT to promote the Back to Work programming series.
- Print ad ran in *The Pantagraph* promoting Back to Work programming series. (Ran on two Sundays - Jan 9 & 16)
- BPL and its Memory Care Collection will be a sponsor of the Alzheimer's Association's conference in May and this Fall's Walk to End Alzheimers.
- Created a print ad for *50 Plus News & Views* magazine. This ad promotes the Memory Care Collection.

Press Releases, etc.

- Penned a press release pertaining to the latest local artist being exhibited at the library.
- Submitted a press release pertaining to BPL becoming certified as Sensory-Inclusive by KultureCity.
- Submitted a press release about the Back to Work programming series.
- Sent detailed information about AARP Tax Aide to PATH for inclusion in its PATH-O-Gram.
- Edited and re-edited instructions for circulating Roku devices; editing is ongoing.

February's Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
 - February'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.
- Extensive editing was required for multiple programs when it was decided that their in-person offerings were to be cancelled.
 - 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.

Paper & Digital Design Work

Program Publicity (4 pieces each – Facebook Event, Instagram, paper background, paper handout)

- AARP Tax Aide Appointments
- From Slave to State Legislature
- Tax Planning Strategies
- Author Presentation with Jasmine Guillory
- DIY Electronic Greeting Cards
- Dungeons & Dragons: The Black Road
- Snail Mail for Snails
- Love Rocks!
- African American History Through Storytelling
- Fun Friday Story Time
- Heart Smart
- LEGO Construction
- Mini Explorers Story Time
- Preschool Story Time
- Introduction to Python
- Sensory Story Time
- Tales for Tails
- Toddler Time
- Back to Work programs

- Compilation handout, background, and digital art pertaining to all 20 Back to Work programs
- Individual program publicity for ...
 - Intro to Microsoft Word
 - Connecting with Township Services

Signs

- Chocolate Lover's Month
- "Red" a Good Book Lately
- Tax Preparation
- Tax Assistance Directional Signs - 2

Other

- Business cards and business card magnets for new Home Delivery Coordinator
- Created Olympic Medals for the Spirit Committee
- Created signs and monthly bookmarks for 6 Senior Stops (6 flyers; 300 bookmarks)

Updates & Re-prints

- 200 Hoopla Handouts
- 200 My Library App Handouts
- 200 Kanopy Handouts
- 200 Text Alert Handouts
- 200 2022 Donation Days Handouts
- 260 Libby Handouts
- 50 ABBYY Scanning Instructions

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Rhonda viewed a Bloomerang webinar pertaining to end-of-year tax receipts

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,768 followers
- Instagram - 1,948 followers
- Twitter - 2,055 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 400
- Library text subscribers - 344
- Bookmobile text subscribers - 1,166
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,200 filtered active subscribers.
- Program Guide list – 33,181 filtered active subscribers.
- General eBlast list – 33,225 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.
 - Posts promoting the following were also shared:
 - 2022's Book Clubs – links to all dates and titles for six different book clubs
 - "We're hiring a part-time custodian"
 - Weather cancels bookmobile stops
 - Sensory-Inclusive Certification with KultureCity
 - Reminder: BPL lends Playaways
 - Tax Prep Assistance appointments are now live online
 - Jake Reagan's *Face Reality* Art Exhibit which is on display in Circulation
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.

- An eBlast promoting the 2022 Book Clubs was created and delivered to 33,005 patrons on Jan 1.
 - An eBlast promoting BPL's Black Life in America and African American History resources was created and delivered to 33,090 patrons on Feb 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
January 2022**

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

- Support Services staff:
 - Troubleshooting of boilers and restored heat to the building
 - Shampooed the bookmobile carpets
 - Installed new flag on the flagpole
 - Replaced filters in the AHU
- Repairs/Installs:
 - Weber Electric repaired fluorescent fixtures
 - Alpha Controls adjusted the VAV in the Children's workroom
 - McLean Co. Door adjusted the fire door leading from the tool room to the electrical room and replaced the door closer on the Children's workroom door
 - Bill's Key & Lock removed failed locking mechanism on a staff restroom door and ordered a replacement

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

- Caprice viewed the following webinars:
 - 2022 Construction Cost Changes
 - Library Violence Prevention and De-escalation
- Caprice attended the Online Card Registration MMS
- Caprice participated in Engberg Anderson Architect sessions

Goal: Administer a Cost-Effective Library.

- Earthwise performed the quarterly PM of the loop chemicals
- MIM performed a quarterly PM of the HVAC system
- Johnson Controls performed the annual inspection of the door alarms

Upcoming: Cooling Valve replacement
Alert Media desktop alerts

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

January 2022

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

- 20 Wi-fi hotspots were processed and cataloged specifically for use in conjunction with a grant, Bouncing Back from the Pandemic.
- 14 Children's Board games are now available for checkout. There are also 3 new VR kits and 2 new STEAM kits.
- All 2018 Lost items have now been purged from the catalog. The charges will remain on the customers' accounts, but it will no longer be actively linked to an item. 1,790 items were deleted.
- With Molly's help we were able to Discard half of the unused Auto Repair section to make room for the puzzle collection, hopefully coming upstairs in February.

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

- Allison attended the SGR Servant Leadership Conference. - 3
- All TS staff attended the MMS on Online Library Card registration. – 2.5
- Eleanor and Dale assisted Noah in creating labels for the ongoing library history project.
- Training Hours – 5.5

Goal: Work effectively through the use of technology.

- Allison and Marcie devised a plan to supply the Pop-Up libraries with the newest books without creating a lot of extra work for anyone involved.

Goal: Administer a cost-effective public library.

- Allison used the website Bricklink.com to create a wish list for LEGO bricks to potentially build mini renovation models at a lower cost than previously expected.
- Volunteer Hours – 0

Upcoming:

- Memory Care Kits for Deposit sites.
- Puzzles will be heading upstairs with an influx of new items and hopefully with a new way to view each puzzle photo.

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

REVENUES:

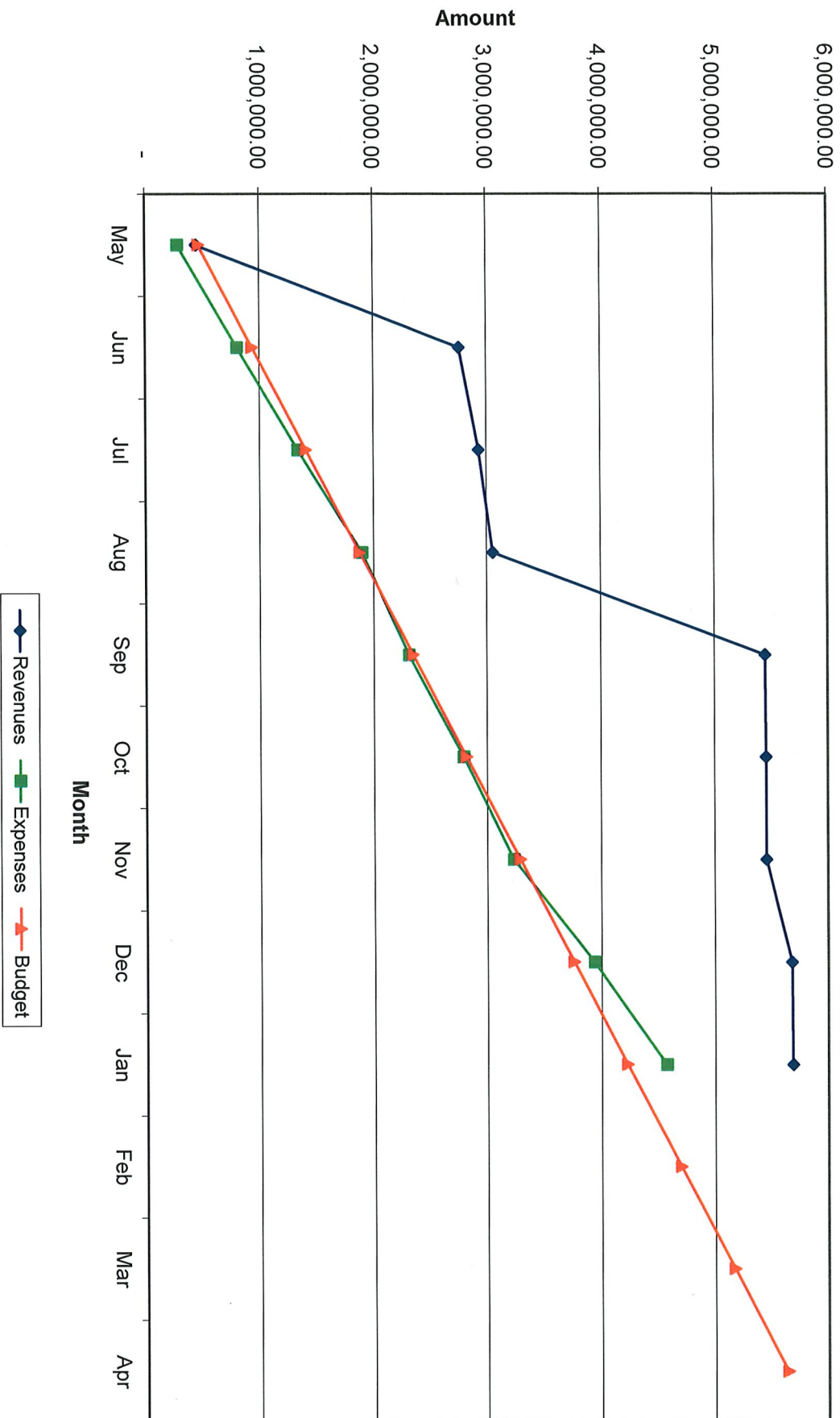
ACCT NAME	BUDGET	JAN 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	0.00	4,966,564.03	(1,220.97)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	112,999.75	17,299.75	118.1
GPPLD	402,000	0.00	408,270.23	6,270.23	101.6
Fines & Fees	5,000	1,585.42	9,521.25	4,521.25	190.4
Copies	3,000	212.20	1,832.90	(1,167.10)	61.1
Interest on Investments	5,000	262.53	1,324.89	(3,675.11)	26.5
Interest from Taxes	0	0.00	73.72	73.72	-----
Donations	10,000	23.00	22,185.99	12,185.99	221.9
Donations-Expansion	0	100.00	100.00	100.00	-----
Other Grants	0	0.00	500.00	500.00	-----
Property Damage Claims	0	1,920.53	1,920.53	1,920.53	-----
Cash Over/Short	0	0.00	(17.96)	(17.96)	-----
Other	24,211	4,390.75	32,838.32	8,627.32	135.6
Total Revenues	5,643,096	8,494.43	5,688,513.65	45,417.65	100.8

ACCT NAME	BUDGET	JAN 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	182,807.14	1,750,828.42	(715,905.58)	71.0
Part-Time Salaries	465,048	31,809.59	286,011.20	(179,036.80)	61.5
Seasonal Salaries	65,510	928.30	20,266.39	(45,243.61)	30.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	2,350.00	11,720.00	11,720.00	-----
Total Sals & Wages	2,998,392	217,895.03	2,068,826.01	(929,565.99)	69.0
Dental Insurance	11,064	718.88	6,497.38	(4,566.62)	58.7
Health Insurance, HMO	33,053	556.66	7,085.26	(25,967.74)	21.4
Life Insurance	3,100	246.40	2,205.18	(894.82)	71.1
Vision Insurance	3,024	230.38	1,975.91	(1,048.09)	65.3
Health Insurance, BCBC-PPO	250,906	24,865.42	198,663.03	(52,242.97)	79.2
Library RHS Contribution	0	582.57	4,997.11	4,997.11	-----
Library HSA City Contributions	16,000	16,100.00	16,100.00	100.00	100.6
IMRF	246,673	17,793.65	220,034.29	(26,638.71)	89.2
FICA	185,832	13,942.67	126,086.83	(59,745.17)	67.8
Medicare	43,461	3,026.90	29,254.63	(14,206.37)	67.3
Worker's Compensation	18,299	8,400.00	8,726.00	(9,573.00)	47.7
Uniforms	800	303.35	675.94	(124.06)	84.5
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	2,400.00	45,913.99	25,913.99	229.6
Total Benefits	858,212	89,166.88	668,215.55	(189,996.45)	77.9
Architectural/Design Services	0	154,427.17	683,768.58	683,768.58	-----
Total Services	0	154,427.17	683,768.58	683,768.58	-----

Rentals	20,000	1,563.27	12,684.27	(7,315.73)	63.4
Total Rentals	20,000	1,563.27	12,684.27	(7,315.73)	63.4
Building Mtnc	140,000	8,522.75	67,913.78	(72,086.22)	48.5
Vehicle Mtnc	12,000	3,731.59	12,522.72	522.72	104.4
Office & Computer Mtnc	190,000	657.39	87,797.14	(102,202.86)	46.2
Total Repair/Mtnc	342,000	12,911.73	168,233.64	(173,766.36)	49.2

ACCT NAME	BUDGET	JAN 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,761.78	32,686.66	(17,313.34)	65.4
Printing/Binding	20,000	0.00	12,399.52	(7,600.48)	62.0
Travel	500	0.00	231.69	(268.31)	46.3
Membership Dues	5,500	525.00	4,452.99	(1,047.01)	81.0
Professional Development	10,000	199.00	3,996.00	(6,004.00)	40.0
Other Purchased Services	145,000	5,690.58	72,166.63	(72,833.37)	49.8
Other Purchased Services-Expansion	0	0.00	12,096.50	12,096.50	-----
Other Purchased Services-Pandemic Grnt	0	278.40	278.40	278.40	-----
Other Insurance	35,000	41,579.00	41,579.00	6,579.00	118.8
Total Purchased Services	266,000	52,033.76	179,887.39	(86,112.61)	67.6
Office Supplies	20,000	743.32	10,206.75	(9,793.25)	51.0
Office Supplies-COVID-19	0	0.00	541.80	541.80	-----
Computer Supplies	80,000	10,379.18	47,322.44	(32,677.56)	59.2
Computer Supplies-Pandemic Grant	0	6,733.02	6,842.92	6,842.92	-----
Postage	4,500	259.87	253.59	(4,246.41)	5.6
Library Supplies	80,000	5,616.03	42,789.10	(37,210.90)	53.5
Janitorial Supplies	18,000	1,384.91	9,084.93	(8,915.07)	50.5
Gas & Diesel Fuel	6,000	213.91	3,087.29	(2,912.71)	51.5
Building Mtnc & Repair Supplies	18,000	2.30	9,038.58	(8,961.42)	50.2
Total Supplies	226,500	25,332.54	129,167.40	(97,332.60)	57.0
Natural Gas	28,000	3,466.12	19,306.13	(8,693.87)	69.0
Electricity	90,000	5,148.47	76,341.78	(13,658.22)	84.8
Water	9,000	499.69	5,405.92	(3,594.08)	60.1
Telecommunications	32,700	3,389.76	27,204.60	(5,495.40)	83.2
Total Utilities	159,700	12,504.04	128,258.43	(31,441.57)	80.3
Professional Collection	1,500	28.22	92.98	(1,407.02)	6.2
Total Prof Collection	1,500	28.22	92.98	(1,407.02)	6.2
Non-Traditional Materials	5,000	362.78	3,819.34	(1,180.66)	76.4
Periodicals	20,000	0.00	19,468.82	(531.18)	97.3
Adult Books	157,500	10,453.10	111,577.65	(45,922.35)	70.8
Children's Books	123,400	5,319.18	86,752.23	(36,647.77)	70.3
A/V Materials	111,600	8,458.92	64,965.72	(46,634.28)	58.2
Public Access Software	132,000	6,275.59	75,107.44	(56,892.56)	56.9
Downloadable Materials	179,950	9,980.00	141,820.96	(38,129.04)	78.8
Total Materials	724,450	40,486.79	499,692.82	(224,757.18)	69.0
Employee Relations	5,000	(2,842.85)	539.17	(4,460.83)	10.8
Miscellaneous Expenses	10,000	285.51	5,083.20	(4,916.80)	50.8
Transfer to Capital Fund	31,342	31,342.00	31,342.00	0.00	100.0
Total Other Expenses	46,342	28,784.66	36,964.37	(9,377.63)	79.8
Total Expenses	5,643,096	635,134.09	4,575,791.44	(1,067,304.56)	81.1

Bloomington Public Library FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2022

Property Tax (100.0%): The Library has received 8 distributions.

Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (118.1%): The Per Capita Grant arrived in August, higher than what we had projected.

GPPLD (101.6%): Golden Prairie has also received 8 distributions.

Fees (190.4%): The amount collected for lost items is higher than we projected.

Copies (61.1%): Copy revenue is a little less than projected.

Interest (26.5%): Interest rates continue to be low.

Donations (221.9%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (135.6%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (61.5%): This is under-spent due to staff vacancies.

Seasonal Salaries (30.9%): 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 (58.7%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (21.4%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (65.3%): This is under-spent because the rates are not as high as had been expected.

Library HSA City Contributions (100.6%): This was paid in January. This is the Health Savings account for employees who chose the HAS Health Insurance option.

IMRF (89.2%): This is over-spent due to the payout of sick leave buy back to a retired staff member.

FICA (67.8%): This is under-spent due to staff vacancies.

Medicare (67.3%): This is under-spent due to staff vacancies.

Worker's Compensation (47.7%): This amount was paid based on the 2021 audit adjustment. The annual premium was paid in January.

Uniforms (84.5%): Charges have been minimal.

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

Other Benefits (229.6%): This is over-spent due to the payout of sick leave buy back to a retired staff member; in addition to accrued vacation pay for employees who have left employment.

Rentals (63.4%): Charges have been minimal.

Building Maintenance (48.5%): Charges have been minimal.

Vehicle Maintenance (104.4%): This is over-spent due to repairs to the bookmobile.
Office/Equipment Maintenance (46.2%): Charges have been minimal.
Advertising (65.4%): Charges have been minimal.
Printing (62.0%): Charges have been minimal.
Travel (46.3%): Charges have been minimal.
Membership dues (81.0%): Most of the annual memberships for the year have been paid.
Professional Development (40.0%): Charges have been minimal.
Other Purchased Services (49.8%): Charges have been minimal.
Other Insurance (118.8%): The annual premium was paid in January.
Office Supplies (51.0%): Charges have been minimal.
Computer Supplies (59.2%): Charges have been minimal.
Postage (5.6%): Charges have been minimal.
Library Supplies (53.5%): Charges have been minimal.
Janitorial Supplies (50.5%): Charges have been minimal.
Gas & Diesel Fuel (51.5%): Charges have been minimal.
Building Maintenance Supplies (50.2%): Charges have been minimal.
Natural Gas (69.0%): Charges have been minimal.
Electricity (84.8%): This is over-spent due to higher usage during the summer months.
Water (60.1%): Charges have been minimal.
Telecommunications (83.2%): This is over-spent because we needed to add an Internet line.
Professional Collection (6.2%): Charges have been minimal.
Periodicals (97.3%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (58.2%): Charges have been minimal.
Public Access Software (56.9%): Charges have been minimal.
Employee Relations (10.8%): The Foundation reimbursed the Library for Appreciation Day costs; therefore, charges have been minimal.
Miscellaneous Expenses (50.0%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in January.

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:	450.00
William Wetzell, Doantion for Children's	
Story Time Program:	34.50
C-U Herb Society, Miscellaneous Donation:	50.00
Lois Rubbel, Miscellaneous Donation:	200.00
Megan Michalski, Miscellaneous Donation:	56.00
Verlyn Zachow, Miscellaneous Donation:	100.00
Sybil Mervis, Miscellaneous Donation:	14.25
Betty Weller, Miscellaneous Donation:	5.00
Fountain Receipts, Jun-Oct 2021:	8.34

Robert Starckovich, Miscellaneous Donation:	100.00
Miscellaneous Donations:	167.90

Total Donations:	\$ 22,185.99
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	1,205.36
Book Shoppe:	21,842.75
Ear Buds:	187.50
Flash Drives:	107.25
Genealogy Searches:	90.90
Hot Beverage Service:	190.00
Meeting Room Fees:	120.00
Mugs/Cups:	138.00
Print Station:	6,894.25
Reusable Bags:	310.50
Test Proctoring:	75.00
Tote Bags:	1,176.00
Umbrellas:	0.00
Miscellaneous:	500.81

Total Other Revenue:	\$32,838.32
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During January, 9 batches containing 105 invoices were processed, totaling \$265,421.97 and 89 credit card charges were made totaling \$34,935.72.

As of January 31, the Library's Maintenance & Operating Fund Balance is \$4,093,024.45, which is 72.5%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 1/31/22:

Operating:	\$ 4,093,024.45
Fixed Assets:	\$ 1,183,245.25
Capital:	\$ 2,826,978.57
Total Spent for Architectural Fees:	\$ 860,362.01
Balance of Arch Contract:	\$ 593,221.99

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	0.00	0.00		3,000.00
Total Summer Reading Program Community Donations	3,000.00	0.00	0.00	0.00	3,000.00
Memorial Donations:					
Bernadette Manual, Judy Markowitz Memorial	250.00	0.00	0.00		250.00
Jan Crowley, Lois Wood Memorial	25.00	0.00	0.00		25.00
Karen Moen, Lois Wood Memorial	25.00	0.00	0.00		25.00
Marilyn Myers, Verlyn Zachow Memorial	0.00	100.00	0.00		100.00
Sharon Lohrey, Verlyn Zachow Memorial	0.00	50.00	0.00		50.00
Total Memorial Donations	300.00	150.00	0.00	0.00	450.00
Other Donations:					
Fountain Receipts, June-Oct 2021	0.00	8.34	0.00		8.34
Lois Rubbel	100.00	100.00	0.00		200.00
William Wetzel, Donation for Smarty Pants Story Time	34.50	0.00	0.00		34.50
C-U Herb Guild, Doantion for Materials	50.00	0.00	0.00		50.00
Megan Michalski, Miscellaneous Donation	0.00	56.00	0.00		56.00
Verlyn Zachow, Donation for Deposit Service	0.00	100.00	0.00		100.00
Sybil Mervis, Miscellaneous Donation	0.00	14.25	0.00		14.25
Betty Weller, Miscellaneous Donation	0.00	5.00	0.00		5.00
Robert Starckovich, Miscellaneous Donation	0.00	100.00	0.00		100.00
Miscellaneous Donations Collected at Circulation/AS	53.27	42.27	72.36		167.90
Expansion Donations	0.00	0.00	33,571.24		33,571.24
Total Other Donations	237.77	425.86	72.36	0.00	34,307.23
Foundation:					
Local History Materials (Paid with Mischler Funds)	794.19	70.64	520.00		1,384.83
Fold 3 Service (Paid with Mischler Funds)	2,600.00	0.00	0.00		2,600.00
Summer Reading Program	18,000.00	0.00	0.00		18,000.00
Tuition for Staff	1,320.00	0.00	0.00		1,320.00
Development Day (9/28/21) Costs	0.00	669.30	0.00		669.30
Appreciation Day (11/9/21) Costs	0.00	0.00	2,893.87		2,893.87
Total Foundation	22,714.19	739.94	520.00	0.00	26,868.00
Total Donations	26,251.96	1,315.80	592.36	0.00	64,625.23

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

January 2022

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	34,479	25,522	35%	312,711	280,295	12%
Teens	1,979	1,782	11%	21,575	16,820	28%
Children	36,195	26,932	34%	364,175	278,485	31%
Digital Downloads	17,863	17,201	4%	147,442	149,916	-2%
Total	90,516	71,437	27%	845,903	725,516	17%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,700	25,077	-21%	179,698	219,251	-18%
Teens	3,396	5,292	-36%	36,525	40,647	-10%
Children	5,870	9,062	-35%	53,658	97,743	-45%
Total	28,966	39,431	-27%	269,881	357,641	-25%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	268	288	-7%	3,067	3,210	-4%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	12,844	5,111	60%	127,528	103,753	23%
Bookmobile	487	443	10%	6,260	4,050	55%
Total	13,331	5,554	58%	133,788	71,769	86%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	50	0	100%	445	9	98%
Digital Preservation Studio	23	0	100%	146	0	100%
Community Room	35	0	100%	258	52	80%
Total	108	0	100%	849	61	93%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	40	7	97%	274	31	89%
People Reached	401	278	44%	3,364	1,281	62%
Community Visits to the Library	11	0	100%	67	0	100%
People Reached	158	0	100%	158	0	100%
Total Outreach Visits	51	7	86%	341	31	91%
Total People Reached	559	278	50%	3,522	1,281	64%

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	13	7	86%	60	46	30%
Attendance	143	62	57%	495	497	0%
Teens	21	4	81%	34	16	53%
Attendance	0	101	-100%	46	185	-75%
Childrens	21	5	76%	68	44	55%
Attendance	246	85	65%	709	880	-19%
Total Programs	55	16	71%	162	106	53%
Total Attendance	389	248	36%	1,250	1,562	-20%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	2	50%	18	14	29%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,627	2,702	-3%	24,964	22,303	12%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	68.00	81.25	-16%	1,669	1,177	42%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,654	359	78%	12,673	5,394	57%
WiFi Sessions	1,578	1,326	19%	15,051	13,861	9%
Website/Catalog Hits	54,397	50,649	7%	430,351	407,466	6%
Online Resource Use	2,218	5,962	-63%	20,626	41,372	-50%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	376	375	0%	3,215	2,471	30%
Sent	202	233	-13%	1,816	1,511	20%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	108.50	8.00	93%	442	99	78%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 15, 2021
5:00 p.m.

MINUTES

- I. Call to Order
President Ruth Novosad called the meeting to order at 5:00 p.m.
- II. Roll Call
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch,
Kathy Vroman, Stephanie Walden, Ruth Novosad

Trustees Absent: None

Others Present: Amy Dunham, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Novosad reported that the City Council approved the tax levy for the library expansion.
- VI. Approval of Minutes
A. November 17, 2021:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Kathy Jeakins, Business Manager, presented the Library Director report in Jeanne Hamilton's absence. Kathy shared information about the ILA 2022 Legislative Meet-up which is virtual again this year. It will be held on Friday, January 28 from 8:00 to 9:00 am. Registration is free due to GPPLD's institutional membership, anyone interested should let Amy know. Kathy revisited a question from the last meeting on if there would be an opportunity for local residents to invest in a local bond offering. The City's Finance Director stated that it would depend on the bond that is taken to market, but we will most likely do a public type of offering. On Monday, November 15, the City approved the tax levy that included the first year of bond repayment. This, combined with \$5.6 million grant that Jeanne emailed you about a couple of weeks ago, makes this project a reality. Construction plans are in the final stages and the plan is to release request for bid in January or early February. Discussion was held on the project costs and 501c(3) status of The Bloomington Library Foundation if they are writing a check.

B. Outreach Report: Kathy Jeakins, Business Manager, presented the Circulation and Outreach Services report in Colleen Shaw's absence. Kathy shared that the Bookmobile will be off the road for the December break, starting December 20, and will resume scheduled stops on January 3. The Bookmobile staff really enjoyed partnering with the University of Illinois – Extension Office to offer craft projects at a few stops. The plan is to continue a similar partnership in the Spring when the weather gets nicer. There are two new, fully licensed Bookmobile drivers on the team. Colleen does plan to attend the January 19th meeting and will report on the progress of the Jail Services Project.

- C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. She informed the Board that there was a Property Tax distribution received on December 1, which is not listed on the November report. This is the final distribution for this year. In May or June 2022, GPPLD will begin receiving the next distributions.

VIII. Unfinished Business

A. Discuss Annexation Project

President Novosad reported that she spoke with Attorney Robert Porter after the Ordinance to Annex Unserved Parcels was approved and Stephanie signed it in November. Ruth delivered the Ordinance to Attorney Porter's office, along with the petitions and the maps of the subdivision. He wrote a cover letter and delivered it, along with all the documents, to the Recorder's Office. Two petitioners have been added to the GPPLD. Ruth followed up and Attorney Porter has not been contacted by the Recorder's Office. Ruth stated that unless we hear anything further, this business is closed. Ruth recommends re-visiting this agenda item again in the future. Discussion was held on a timeline. This item will be tabled for future review annually in September or October.

B. Discuss Per Capita Grant Requirements

The Board reviewed chapters 10 -13 of the Serving our Public Standards. This is the last section for this year's Per Capita Grant application and will be submitted prior to the January 15, 2022, deadline. Kathy shared Jeanne's report that we meet all the standards in these chapters which includes checking off some boxes that we were not able to check off last year. Jeanne and the Managers have completed a review and major update of the Library's policies this year and the Bloomington Public Library Board plans to review those updates in January 2022. A question was presented about increasing the number of hours the Library is open.

IX. New Business

A. Acceptance of FY 21 Annual Financial Report

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO ACCEPT THE FY21 ANNUAL FINANCIAL REPORT AS PRESENTED.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Trustees

Patti Salch requested the addition of an item on the January 2022 agenda to discuss the disbursement of the funds that GPPLD has in reserves. Ruth agreed and asked for the agenda item to be added. The GPPLD will rely on Jeanne to share the best timing for receiving the GPPLD reserves. Discussion was held on increasing the tax collected from the GPPLD. Discussion was held on Jim's meeting with Outreach Library Technical Assistant, Caitlin, on using the US Census information in reaching our patrons in a more intentional way and sharing the value of the library and its services.

XI. Reminder: Next Board Meeting is January 19, 2022

XII. Adjournment

President Novosad adjourned the meeting at 5:32 p.m.

Incident Report Summary for January 2022

2022-01-31 23:59:00

2022-01-01 01:00:00

27 days in month

Incident ID	Date/Time Submitted	Violation
4349	2022-01-14 20:35:17	HealthSafety
4350	2022-01-18 23:38:28	HealthSafety
4351	2022-01-22 20:31:19	SleepingIncident
4352	2022-01-26 19:20:46	InappropriateBehavior
4353	2022-01-29 18:55:44	SleepingIncident

Suspension Report Summary for January 2022

2022-01-31 09:05:15pm

2022-01-01 09:05:15pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
439	2022-01-10 00:00:00	HealthSafety
440	2022-01-13 00:00:00	HealthSafety
441	2022-01-17 00:00:00	HealthSafety
442	2022-01-22 00:00:00	SleepingIncident
443	2022-01-26 00:00:00	InappropriateBehavior
444	2022-01-28 00:00:00	StaffRelatedIncident