



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION  
OSBORN ROOM, BLOOMINGTON POLICE DEPARTMENT  
305 S. EAST ST., BLOOMINGTON, IL 61701  
TUESDAY, JUNE 20, 2023, 5:30 PM

1. Call to Order
2. Roll Call
3. Introduction of Public
4. Public Comment
5. Reports
  - A. President's Report (Recommended Motion: None, presentation only)
  - B. Director's Report (Recommended Motion: None, presentation only)
  - C. Fiscal Report Presentation (Recommended Motion: None, presentation only)
6. Consent Agenda

*Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.*

  - A. Consideration and Action to Approve the Minutes of May 16, 2023 Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes)
  - B. Consideration and Action to Approve Bills in the Amount of \$2,674,285.58 (Recommended Motion: Approve the proposed bills)
7. Approval Items
  - A. Approve Non-Resident Card Participation for 7.01.23 - 6.30.24 (Recommended Motion: Approve participating in the nonresident card program - using the tax bill method for nonresident property owners, charging a fee of 15% of the monthly rent for nonresident renters, and waiving the fee for all nonresident applicants under 18)
  - B. Approve Revised Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District (Recommended Motion: Approve the Intergovernmental Agreement)
  - C. Approve the Annual OCLC Service Renewal (Recommended Motion: Waive the

Competitive Bid Process and Approve the Annual OCLC Service Renewal from Illinois Heartland Library System)

- D. Approve a Change Order to Add the Infrastructure to Support Future Solar Panels (Recommended Motion: Approve the Change Order as Presented)
- E. Approve a Change Order to Add the Infrastructure to Support Electric Vehicle Chargers (Recommended Motion: Approve the Change Order as Presented)
- F. Approve a Construction Contingency Change to Level Existing Building Floors (Recommended Motion: Approve the Construction Contingency Change in an amount up to \$45,000)
- G. Approve Strategic Goals (Recommended Motion: Approve the Strategic Goals as Presented)

**8. Discussion Items**

- A. Sexual Harassment Training (Recommended Motion: None, presentation only)
- B. Decennial Committee on Local Government Efficiency (Recommended Motion: None, discussion only)

**9. Comments by Trustees**

**10. Adjournment**

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 or [mhurt@cityblm.org](mailto:mhurt@cityblm.org).

# Bloomington Public Library

*Books are just the beginning.*



## Director's Report

May 2023

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

- Continued to make progress towards a Library expansion, by:
  - Offering 7 construction tours to staff
  - Attending 2 construction meetings
  - Meeting with the architect to solve a power and data issue
  - Meeting with the construction team to discuss solar panel plans
  - Working with the construction team to develop a schedule for the switch to phase 2
  - Reviewing window shade controls
  - Working to develop the naming recognition plaques for sponsored rooms
  - Overseeing compliance with the Illinois State Library grant, including required reports
  - Submitting information to the US Census about our construction project
  - Preparing furniture and shelving plans for phase 2
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Met with Library Directors from Normal Public Library, Carlock Public Library District, Towanda Library District, and Hudson Area Public Library
- Met with GPPLD President and GPPLD's attorney to discuss the case regarding the properties annexed out of GPPLD service area
- Reviewed the Intergovernmental Agreement between BPL and GPPLD
- Attended an Illinois Library Association (ILA) Public Policy, Finance, and Executive Committee Meetings as well as an Executive Board Meeting

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

- Attended a City "HR College" session
- Attended a mini-morning session about the Summer Reading Program
- Participated in two interviews for a vacant Bookmobile driver LTA position
- Participated in one interview for an ISU intern
- Worked with Gayle to review and revise staff expectations and job descriptions
- Worked to update staff committee assignments for FY24

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

- Worked with Nan to learn the City's new agenda management tool
- Created a new statistic tracking form, hopefully making data collection more efficient

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

- Met with Kathy to review and finalize the FY24 Other Purchased Services budget
- Sent a request to the IRS to change the Foundation's National Taxonomy of Exempt Entities (NTEE) code

**Adult Services Report  
Carol Torrens  
May 2023**

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

Phase I Construction and Collections

The AS Dept. continues to operate well from its temporary spaces for this portion of the construction project. We are also planning for the transition into Phase 2 of the construction project.

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

SERVICES

There were 2 local history searches: a death in 2012 and the establishment of the BN Airport Authority in the 1960s.

COLLECTIONS

Book displays this month were on these topics: Asian and Pacific Islanders Heritage Month, Zombie Awareness Month, and Space Day. The DVD display featured Older Americans Month.

PROGRAMS

Tiffany did book talks to the listed number of students at these schools:

KJHS: cancelled; PJHS: cancelled; EJHS: 45; CJHS: 33; Metcalf: 12; BJHS: 276 (4 visits)

Adult/Family programs

Mystery Book Club, virtual – 1 session – 14 attended

Fiction Book Club, virtual – 1 session – 5 attended

Books on Tap, in person – 1 session – 20 attended

History Reads Book Club, virtual – 1 session – 5 attended

IL Libraries Present comics author Jarrett J. Krosoczka , virtual – 1 session – 3 attended

Reducing Pain & Stress Naturally, virtual – 1 session – 12 attended

Plant Swap in partnership with Carlock Library – 1 session – 12 attended

ESL Discussion Group, in person & partnered with Star Literacy – 1 session – 18 attended

IL Libraries Present author/skater Kristi Yamaguchi, virtual – 1 session – 18 attended

Take & Make Farmers Market Bag – 30 kits were handed out

Teen Programs

Take and Make sock squishmellow toy – 49 kits were handed out

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

Several staff attended or watched recordings of mini-morning sessions about the upcoming Summer Reading Program and about Home Sweet Home's Food Co-op program.

Hired Ian G. as a Shelver. Ian is in Library School virtually through the University of Southern Mississippi.

Accepted Chris C.'s bid on the part-time position for the interlibrary loan service. Chris will move into this job from the Circulation Dept.

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

There were 3 individual appointments this month: 2 about ebooks and 1 on Excel basics



**Business Office Report**  
**Kathy Jeakins**  
**May 2023**

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

I viewed one of the Library's Mini morning Sessions on the Summer Reading Program.

I viewed a webinar on interview questions.

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

Jon and I continued to work on returning the old public printer to Ricoh.

Jon and I continued to work on replacing the credit card machines.

**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 getting a Library credit card, and I entered all credit card transactions in account files.

In April, the Book Shoppe collected \$1,467.00.

Hoopla usage was high again in May: \$12,606.24.

Kanopy downloads for March were \$875.00.

The Library received its first Property Tax distribution of FY 24: \$1,235,826.43.

Golden Prairie received its first Property Tax distribution as well: \$91,946.58; of that amount, BPL received \$87,349.25.

At the beginning of May, the Library received the first distribution of the State Grant for the expansion—30% of the total, or \$2,130,874.15.

Jeanne and I met to develop the Other Purchased Services line item budget amounts—this line item includes the programming budgets.

Jason McPeck at Heartland Bank, reached out to me to update their records for the Foundation.

Bills Costing in Excess of \$5,000:

- Alert Media, Inc. \$5,695.00 for annual emergency notification service
- Ebsco Subscription Services \$14,821.28 for annual subscription service
- Engberg Anderson \$10,763.00 for architectural fees
- Envisionware \$ 13,093.77 maintenance for Sorter, RFID Pads, Upper Gates, and various assorted software
- Felmley Dickerson \$2,330,308.84 for construction
- RAILS \$20,935.43 for annual participation in OverDrive

**Upcoming:**

I'll be pulling items for the Foundation's FY 23 audit

# Bloomington Public Library

*Books are just the beginning.*



## Cataloging & Technical Services Report

Allison Schmid

May - 2023

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

- We are working on going through old files, drawers, and cabinets in preparation for Phase 2.
- We changed Classics to 2<sup>nd</sup> Floor in catalog.

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

- Videogame Inventory results – 1.5 hours of staff time
  - 24 missing
  - 2 OTR shelved in Main
  - 1 Bookshop
  - 2 misshelved
  - 1 snag
- CATS staff are working on the Pantagraph Scanning Project.
- Nick created a tax-exempt account with Target to purchase items for staff.
- Bound, processed, and cataloged City of Bloomington FY24 Budget volumes.

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

- Kathy G. finished up her internship with us, completing a total of 75 hours.
- All CATS staff attended the MMS on the Summer Reading Program. – 2.5
- Eleanor and Allison attended Treasure Troves of the Past: Digging into Cataloging Local History with the CMC. – 2
- Some CATS staff attended the MMS on the Home Sweet Home Ministries Food Co-Op. - 1
- Training Hours – 5.5

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

- We successfully completed the FY23 into FY24 fund rollover in Polaris.
- 57 world language catalog records have now been fixed so that non-Latin characters display in the PAC properly.

**Upcoming:**

- Adult DVD inventory is ongoing
- EBSCO magazine renewal

**Children's Services Report**  
**Melissa Robinson**  
**May 2023**

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

**Programs**

- Bobzbay Story Time – 11 attended
- Summer reading officially began on May 30!

**Groups/Events**

- Summer reading school visits
  - St Mary's – 149 attended
  - Trinity Lutheran – 242 attended
  - Sheridan – 365 attended
  - Stevenson – 365 attended
  - Cedar Ridge – 550 attended
  - Irving – 400 attended
  - Benjamin – 600 attended
  - Metcalf – 300 attended
  - Oakland – 470 attended
  - Washington – 415 attended
  - Bent – 420 attended
  - Northpoint – 525 attended
  - Pepper Ridge – 322 attended
  - Sarah Raymond – 350 attended
  - Grove – 515 attended
  - Total of 15 schools and 5,623 students
- Daycare/preschool visits
  - Trinity Lutheran – 16 attended
  - Milestones – 28 attended
  - Little Jewels – 59 attended
  - La Petite Academy – 31 attended
  - Katie's Kids – 47 attended
- Events
  - Integrity Counseling Self-Care Fair – 35 attended
  - Cedar Ridge Bilingual Parent Advisory Committee Picnic – 75 attended
  - Cornbelter's Education Day – 544 interactions

- 23 groups/events total – 6,823 attended

#### Passive

- Crafts – gnomes, Mother’s Day, endangered animals, flashcards, owls, camera, and whales – 716 made

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

- Children’s staff attended the MMS sessions on the Home Sweet Home Food Co-op and SRP 2023.
- Lindsay, a new summer temp, started work in the Children’s Department.

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

- Jesse updated the CS SharePoint page from classic to modern.
- 16 posts were added to the Children’s Facebook group, and we now have 710 members.
- 12 videos were added to Tik Tok, and we now have 808 followers.

#### Upcoming:

- Pride in the Park – June 2
- Zoovies at Miller Park Zoo – June 2 and 3
- Tales for Tails – Wednesday evenings
- On the Go Story Times with Bookmobile – Fridays
- Dungeons and Dragons for Kids – Character Creation – June 13 and 27
- Children’s staff will be at the Juneteenth Celebration – June 17
- Illinois Art Station Story Time – June 24
- Farmer’s Market – June 24





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

Outreach Library Associate, Michelle, meetings and successful connections:

Board/Council Meetings:

- Joined the BN Welcoming group
- Heartland Community College Area Planning Council
- Justice Impacted working group for the McLean County Mental Health Action Plan
- Children’s Home + Aid and Chestnut Health Systems
- RISE training committee
- Reentry Council Board meeting
- Recovery Oriented Systems of Care Sober Recreation
- BN Parent Coalition
- Fatherhood Coalition core team meeting and planning committee
- Led the Human Services Council
- Butterfly Project at the Children’s Advocacy Center
- Behavioral Health Forum planning meeting
- Leadership McLean County Steering Committee and Planning Retreat

Additional Activities:

- Table Host for YWCA Circle Lunch
- Spoke at the Jule Foundation Family event
- Donated books to the McLean County Jail

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

Deposits staff prepared and delivered or renewed 534 items at 10 sites. Staff presented a program, “Tales and Travels – St Louis”, at Luther Oaks for 8 attendees and for 11 attendees at Westminster.

Home Delivery prepared and delivered or renewed 820\* items to 54 active patrons.

Pop Up Library visits were held at the locations listed below. 89 patrons were served, and 505 items checked out.

- |                        |                       |
|------------------------|-----------------------|
| • Luther Oaks          | • Woodhill Towers     |
| • Bickford House       | • Westminster Village |
| • Villas of Hollybrook | • Liberty Health      |

May Outreach Events:

- Be Content Senior Expo, 5/2
- Western Avenue Community Center Cinco de Mayo, 5/5
- Veterans Resource Fair, 5/23

In collaboration with Children’s Staff, the bookmobile attended the following school visits in May to promote its services and the Summer Reading Program:

- |                                    |                      |
|------------------------------------|----------------------|
| • BJHS: 5/1, 5/9, 5/15, 5/16, 5/22 | • Cedar Ridge: 5/8   |
| • Sheridan: 5/3                    | • Metcalf: 5/10      |
| • Stevenson: 5/4                   | • Pepper Ridge: 5/17 |

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

Two vacant part-time Library Assistant positions have been filled. One part-time Library Assistant will be transitioning to the part-time Interlibrary Loan position in Adult Services. That position will be filled in June. The full-time Library Technical Assistant position with Home Delivery duties was also filled.

\*Home Delivery has altered the way stats are recorded starting this month by including renewals in the total circ count.



(5/2023) Circulation and Outreach Services Statistics

Total Circ BPL	<b>79,337</b>
Total Circ Main	<b>47,787</b>
Adults	23,751
Teens	1,746
Children	22,290
Total Circ Outreach	<b>9,289</b>
OTR Adults	2,539
OTR Teens	209
OTR Children	6,541
Total Circ Drive-up	<b>459</b>
Drive-up Adults	261
Drive-up Teens	7
Drive-up Children	191
Total Digital Downloads	<b>21,802</b>
Hoopla	6,067
Overdrive	14,851
TumbleBooks	140
eBook Central	5
Kanopy	739
Borrowers Registered	<b>249</b>
Total Active Cardholders	<b>30,067</b>
Children	7,407
Teen	3,637
Adult	19,023
GPPLD	<b>1,436</b>
Total Holds Filled	<b>5,507</b>
Main Holds	4,492
Outreach Holds	1,015
Door Count	<b>10,803</b>

Top 10 Highest Circulations	
WINGOVER PM	267
EAGLE RIDGE	222
NORTH POINTE	168
RAINBOW AVE	167
FREEDOM OIL	143
OLD FARM LAKES	138
GROVE	137
WINGOVER AM	128
EAGLE CREST EAST	117
EAGLE CREEK	116

5 Stops with Lowest Circulation	
SPRING RIDGE	2
IRVIN APTS	2
FRANKLIN PARK	2
HEARTLAND HILLS	3
SUNNYSIDE PARK	4

**Bookmobile Customers:** 2,884

**Total Monthly Stops:** 81\*

\*72 regularly scheduled stops. 3 cancellations due to Memorial Day. 9 special stops.

**Circulation Questions Answered:** 418

**Outreach Questions Answered:** 53

**Total Questions Answered:** 471

\*Home Delivery has altered the way stats are recorded starting this month by including renewals in the total circ count.





	January	February	March	April	May	June	July	August	September	October	November	December
<b>Total Circ</b>												
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	84,638	95,326	90,538	90,648	100,674	97,293	89,157	78,273	80,656	73,818	72,494
2023	82,174	74,186	81,997	76,153	<b>79,337</b>							
<b>Main Circ</b>												
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	62,948	71,516	66,754	64,832	74,543	71,450	61,524	52,629	52,951	48,499	48,633
2023	53,789	49,161	53,906	48,355	<b>47,787</b>							
<b>Active Users</b>												
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	28,881	28,887	28,960	28,047	27,909	27,674	27,388	27,979	28,587	29,396	29,333
2023	29,422	29,139	29,286	29,254	<b>30,067</b>							



**Human Resources Report**  
**Gayle Tucker**  
**May 2023**

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

- I attended the following training/webinars:
  - HR College (City of Bloomington)
  - Webinar: Straight from the Source: Onboarding Overhaul (HR Source)
  - Webinar: Disability Accommodations in Libraries (Niche Academy)
- In May, there was one in-house job announcement and one outside ad, which garnered six applications
- There were 12 interviews in May
- I provided orientation for two new staff members
- I began review of Job Descriptions with managers
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation

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

- In May, I participated in several Teams/Zoom meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I will be the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud
- 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 keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

**Upcoming:**

- UKG Kronos (timeclock) transition to the Cloud



**Information Technology Systems Report**  
**Jon Whited**  
**May 2023**

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

We are continuing to scan the Pantagraph index. We have the website setup where the cards and information will eventually reside. We are continuously adding new cards to the index, and we hope to have the project at the half-way point in mid-July.

Kathy and Jon continue to work with TBS to get the new cash registers set up. The merchant bank finally released the information to TBS so that they could set up the credit card processing machines.

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

We had a small program for Teens to learn about stop motion animation. The teens learn how to create videos from moving small inanimate objects a little at a time. This program was 2 hours long on May 9<sup>th</sup>.

Celebrating May day, we made kits available for Teens to pickup the first week of May. The kits included 3D printed translucent flowers for the teens to paint and assemble into a small lamp with the included parts. We had 25 teens register for this event.

We restarted our D&D group with a program on May 25<sup>th</sup>. We had 4 teens join the group and played through a 4-hour adventure. We will be doing more events like this in the coming month including an introduction class that will teach more of the basics of the game.

We had a program on May 18<sup>th</sup> to introduce the teens to the various AI programs that are out there and available. The teens spent time being introduced to each of the AIs, learning what the specific AIs were built to do, and given time to experiment with them and ask questions. We had 9 teens show up for this 2-hour program which was quite popular, and we will end up repeating at some point.

**Upcoming:**

We will be replacing the Computers with laptops in the CATS department. This is the last department in our cycle to get laptops. After this is completed all full-time staff will have a laptop and part-time staff will have access to a group of laptops if it becomes necessary for them to work remotely.

**Marketing Report**  
Rhonda Massie – May 2023

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

LX Starter

- During the month of May, much time was spent designing and configuring new, “prettier” Overdue Notices, Hold Notices, and Auto Renew Notices which are being sent via email. This rollout has included many glitches and a huge learning curve. It continues to receive daily attention, but we’re getting closer to the end.

Summer Reading

Vouchers

- The Voucher Prize Sheets for kids, teens, and adults were designed and sent to all participating businesses for approval. They’re now being printed. Prize distribution begins June 12.

Reading Logs

- Summer Reading Logs were delivered to 28 grade schools on May 10.
- Reading Logs were translated into Spanish and delivered to the following 5 schools at their request: Bent, Cedar Ridge, Sarah Raymond, Irving, and Pepper Ridge. Spanish versions of the kids reading log can also be obtained at the library.
- The Teen and Adult Reading Logs are currently being translated into Spanish.
- For the first time, a Large Print reading log was designed for the new Outreach version of the Summer Reading Program.

Minimal Decorations

- Decoration banners were designed for the Bookmobile.
- A banner thanking our 2023 Summer Reading sponsors was designed. It’s hanging in the stairwell.

Summer Reading Webpage

- Information and artwork for the Summer Reading webpage was compiled, constructed, and posted.

T-Shirts

- Summer Reading T-shirts for staff were delivered on May 11. They look great!

Advertising

- Last month’s Marketing Report outlined many Summer Reading details, including most advertising details. At the time, we were still in talks with *The Pantagraph* about which of their advertising venues we’d pursue. In all cases but one, we traded the paper ads included in pre-established packages for online ads. Parts of advertising packages for Downtown’s Pridefest and Downtown’s Saturdays on the Square Concert Series will be used to promote Summer Reading. Here is a cumulation of Summer Reading advertising purchased from *The Pantagraph*.
  - 20,000 Dropdown Reveal Ad impressions on pantagraph.com
  - 65,000 Banner Ad impressions (digital ads that runs on pantagraph.com)
  - 20,000 Targeted ad impressions (digital online ads that can run on any number of websites such as CNN, NBC, MSNBC, yahoo.com, HGTV, Good Housekeeping, etc.)
  - 1 eBlast delivered to all who’ve subscribed to receive Pantagraph emails
  - 1 Facebook Ad – sponsored ad running on The Pantagraph’s Facebook page
  - Front Page Float Ad; this is a paper ad that appeared near the top and across the front page of the physical newspaper on Sunday, June 4.

Your Future Library – Capital Campaign

- Managed donation database
  - Built a report for the Business Office. This report shows donors who gave \$5,000+ to the library during FY 2023 and was needed to close out the Fiscal Year.
  - Bloomerang entries of pledges and donations.
  - Sent thank you letters/tax receipts to those who donated during the previous month.
  - Mailed magnets to new donors who made donations of at least \$100 during the previous month.
  - State Farm has not forwarded employee payroll deductions nor matching donations since 2.22.23.
  - Ran report for those whose pledge payments are in arrears.
  - Sent letters to those whose pledge payments are due in the next 30 days.

Website

- Marketing continues to maintain the library’s website.
  - Monthly addition of all June programs and registration forms to the online calendar
  - Monthly update to record sets for New Movies, New Music, and New Audiobooks
  - Update webpage pertaining to all details of the 2023 Summer Reading Program



- Review Google Analytics data.
- Updates to web page Rotating Banner and Plasma Screen.
  - Add Summer Reading
  - Add (and then remove) Memorial Day Closures
- Updated the Home Delivery web form to send submissions to the Circulation email address.
- Updated TeenZone information to explain closure of that room due to construction.
- Resolved website search issue.
- Updated *Museum* menu language to say *Passes to Attractions*.
- Maintain employment page.
- Maintain puzzle inventory.
- Added a button to the Book Club Kit page which directs users to the library's book clubs.
- Added images to the *Construction Updates* page.

### Advertising

- Summer Reading
  - Our Summer Reading advertising avenues are outlined above and in last month's Marketing Report.
- WGLT
  - On-air ads ran during the month of May to promote the library's 6 book clubs.
  - On-air ads, mobile ads, and desktop ads promoting the Summer Reading Program began running on May 30.
  - Worked out a new 1-year advertising agreement.
- Neighbors Magazines
  - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook are currently promoting the upcoming Summer Reading Program.
- Community Players
  - During the month of May, the library sponsored The Community Players show *Puffs*. The extra ad venues were used to promote Summer Reading.
  - On a smaller scale, BPL is an annual sponsor of The Community Players' season. This allows us to run an ad on their screen during each 2022-2023 show (pre-show and intermission).
- Cogs & Corsets
  - The library purchased an ad in the program for Cogs and Corsets (Downtown's annual steampunk festival). The ad promoted Summer Reading.

### Misc. Marketing Tasks

- Promotional Items
  - Processed requests for promo items to be taken to 7 offsite events.
  - Processed promo item returns from 8 events.
  - Ordered promo items.
    - Temp tattoos with a rainbow library design to Pride in the Park and Pridefest
    - Temp tattoos with a library design
    - Stackable Pencils
    - Highlighters
- Business Cards
  - Ordered business cards for the new Administrative Assistant, the new Home Delivery Coordinator, and the Outreach Library Associate. Also ordered business card magnets for the new Home Delivery coordinator.
- Facebook
  - Cleaned up our Facebook audiences to comply with new Facebook guidelines.
- Branded Store
  - Traded many emails with our representatives from our branded store as we work out glitches.
  - Lowered all prices.
- Trego Painting
  - Marketing was interviewed by WGLT about the library's Trego painting which was sold at auction.
  - Marketing served as the middleman between WGLT and the buyer of the painting who wanted to remain anonymous but was willing to be interviewed for the story.
- Reviewed the City of Bloomington's new style guide at the request of the City's Communication Manager.
- Compiled and submitted the library's June programs for kids to *The Pantagraph's* Flying Horse page.
- Penned and submitted a press release pertaining to the per capita grant.

### June Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
  - June's programs were submitted to Library Market by staff for review and editing by Marketing before being published on the library's website.
  - A publicity timeline was developed.
    - A bitly link was created for each program that requires 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.

### Paper & Digital Design Work

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

- Summer Reading
  - Sent Reading Log print files to LePrint
  - Sent text from Children's log out for translation
  - Sent Reading Log PDFs to the webmaster for posting
  - Created and printed Adult Large Print Reading Log
  - Created and printed Spanish Logs for Kids
  - Created and printed Kids Voucher Sheet
  - Created and printed Teen Voucher Sheet
  - Created and printed Adult Voucher Sheet
  - Created Macaroni Kid Digital Ads
  - Created digital and static art for Billboards (3 designs)
  - Created Cogs & Corsets Ad
  - Created WGLT Digital Ads
  - Created Pantagraph Ads (8 designs)
  - Created and printed Bookmobile Decorations
- On Being Fabulous
- Discovering & Exploring A.I.
- Houseplant Swap
- D&D: Night of Masks & Monsters
- Pride in the Park
- A.I. & D&D – Location Update
- Name Change & Gender Markers 101
- Family Night Zoovie
- On-The-Go Story Time
- Navigate Your Stars
- Tales for Tails
- Plastic Bag Lamps
- Meditation – The WOW Factor
- D&D For Kids
- DIY Rainbow Star Pillow

#### Signage

- Teen Zone Closure
  - Created signage for the public indicating that Teen Zone is closed.
  - Created signage for staff which indicates when they are allowed to enter Teen Zone and when they're not allowed to enter Teen Zone due to construction.
- Period Products Sign for staff restrooms
- AS Endcaps
- Memorial Day Closure
- Laptop Carts (2 signs)
- BPL Foundation signs to be placed at Summer Reading Programs
- Book Display Signs
  - Coffee Table Books



- Juneteenth
- Global Day of Parents

#### Misc.

- June Calendars
- Designs for Temporary Tattoos
- Re-printed handouts/publicity as needed.
  - VetNow
  - Get a Library Card (Handout) 750
  - Hoopla Handout 200
  - My Library Handout 200
  - Kanopy Handout 200
  - Libby Handouts 200
  - Home Delivery 100 (updated to change contact to Nina Gordon)
  - Explore More Illinois 25
  - Mystery Book Club Handouts 25
  - Fiction Book Club Handouts 25
  - Books on Tap Book Club Handouts 25
  - True Colors Book Club Handouts 25
  - History Book Club Handouts 25
  - True Crime Book Club Handouts 25

#### **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.
- Kourtnei serves on the library's Spirit Committee.
- Rhonda's trainings:
  - LX Starter
    - Orientation 1 (watched multiple times while following along)
    - Orientation 2
    - Training Video about Merge Tags
    - Training Video about Editor Overview
    - Training Video about Customization
    - Training Video about Notice Settings
    - Training Video about User Management
  - Summer Reading Mini Morning Session

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

- Social media presence:
  - BPL Facebook – 9,786 followers
  - Instagram – 2,151 followers
  - Twitter – 1,988 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 153
- Library text subscribers – 342
- Bookmobile text subscribers – 1,388
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,459 filtered active subscribers.
- Program Guide list – 34,454 filtered active subscribers.
- General eBlast list – 34,476 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, cancellations and closures, 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 non-programs were also shared:
    - Asian American Islander Heritage Month with Kanopy

- Mystery Recommended Reads
  - Share WGLT's story about our Trego Painting
  - Explore More Illinois offering free CornBelter Tickets with your library card
  - Picture Books Recommended Reads
  - The Library's Branded Store
  - Artnet.com story about our Trego Painting
  - Library represented at Veterans Resource Fair
  - Memorial Day Closures
  - It's Time for Summer Reading!
  - Library offering 400 free tickets to Miller Park's Zoovies
  - Summer Reading Sponsor Thank You
- 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 library's Tumblebooks resource was delivered on May 1.
    - An eBlast promoting the 2023 Summer Reading Program was delivered on May 30.
  - A member of the library's staff is interviewed at 2pm on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report  
Caprice Prochnow  
May 2023**

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

- Operations staff:
  - Worked with IT staff in prepping the Adult Services area and Teen Zone for upcoming construction work
  - Facilitated pickup of electronic recycle
  - Worked with Discover Books to put the recycling of books on hiatus until January since the garage will be blocked for construction very soon
  - Took metal items to Alter Metal for recycling
  - Replaced filters and UV emitters in main AHU
  
- Repairs/Installs:
  - A-1 Lock repaired the access controller for the door leading to the back hallway
  - Johnson Controls started up and performed the Spring PM on the chiller in its new rooftop location
  - Kone installed a new emergency phone in the elevator

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

- Caprice - Expansion project:
  - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
  - Attended construction meetings
  - Continued coordinating construction progress pics to floor plan
- Caprice -
  - Bowen and I conducted interviews for PT Security Staff
- Security Staff:
  - Viewed "Lessons Learned from violent Incidents: When Horrible Things Happen at Libraries" webinar
  - Security Team meeting on upcoming changes with phase 2 switchover
  - Bowen is working with Nick on revamping the Operations and Safety & Accessibility SharePoint pages

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

- Mid-Illinois Mechanical performed a quarterly PM on HVAC
- Kone and Johnson Controls performed the annual inspection of the elevator and it passed!

### Incident Report Summary for May 2023

2023-05-31 23:59:00  
2023-05-01 01:00:00  
29 days in month

Incident ID	Date/Time Submitted	Violation
4430	2023-05-02 19:03:18	AlcoholDrugs
4431	2023-05-02 19:46:35	AlcoholDrugs
4432	2023-05-02 22:14:39	StolenDamagedLibraryMaterial
4433	2023-05-04 21:39:15	SleepingIncident
4434	2023-05-06 17:05:20	InappropriateBehavior
4435	2023-05-06 21:48:46	InappropriateBehavior
4436	2023-05-16 17:03:18	StaffRelatedIncident



### Suspension Report Summary for May 2023

2023-05-31 01:55:09pm  
2023-05-01 01:55:09pm  
31 days in month

Suspension ID	Date/Time Submitted	Violation
514	2023-05-02 00:00:00	StolenDamagedLibraryMaterial
515	2023-05-02 00:00:00	StolenDamagedLibraryMaterial
516	2023-05-04 00:00:00	SleepingIncident
517	2023-05-15 00:00:00	Other
518	2023-05-15 00:00:00	StaffRelatedIncident
519	2023-05-31 00:00:00	TobaccoUse

Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, May 17, 2023

Immediately following the GPPLD Decennial Committee on Local Government Efficiency Meeting (which began at 5:00pm)

**MINUTES**

- I. New and Re-elected Trustees: Oath of Office  
Re-elected Trustees Ary Anderson, Jim Russell, and Patti Salch took the Oath of Office.
- II. Call to Order  
President Novosad called the meeting to order at 5:08 pm.
- III. Roll Call  
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad  
  
Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins  
  
Absent: None
- IV. Introductions  
There were no introductions.
- V. Public Comments  
There were no public comments.
- VI. President's Report  
President Novosad passed around the ALA magazine for Trustees to look at. She also shared a brochure from the Flower Memorial Library in Watertown, New York, where she recently attended a wedding.
- VII. Approval of Minutes  
A. April 19, 2023  
The minutes were approved as presented.
- VIII. Staff Reports  
A. Director's Report: Jeanne Hamilton, Library Director, shared that the Bookmobile reached the highest annual attendance in the last seven years. She passed around examples of the Summer Reading logs for patrons. Staff have been visiting schools in District 87 and Unit 5 to promote Summer Reading. Jeanne highlighted that the expansion and renovation is progressing well.  
  
B. Circulation and Outreach Report: There was no report tonight.  
  
C. Financial Report: Kathy Jeakins, Business Manager, reported that there has been little activity in the month of April.
- IX. Unfinished Business  
A. Update on Annexations: President Novosad stated the GPPLD attorney and the County attorney are working on an agreed order. The next hearing will be Friday, June 9, 2023 at 1:45pm on Zoom. The question was asked if this ruling would be binding. It was confirmed that if the judge ruled in favor of the order, the only acts that may overturn it would be if someone sued to overturn it or if there was another annexation.

X. New Business

A. Discuss Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District

Director Hamilton indicated the minor changes in the agreement: date changes, reference to laws that have changed, and updated insurance language. The two townships that were added after the agreement went into effect, that were still covered, are also specified in the amended agreement. There was discussion about GPPLD Trustees having Bloomington Public Library staff members with them while representing GPPLD at events to be sure the insurance covers them.

B. Approve Proposed Budget Transfers

STEPHANIE WALDEN MOVED, AND ARY ANDERSON SECONDED, TO APPROVE THE PROPOSED BUDGET TRANSFERS.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XI. Comments from Board Trustees

Stephanie Walden shared that the Nominating Committee had approached Ary Anderson to become President, Jim Russell to become Vice President, and Kathy Vroman to take over as Secretary/Treasurer. All have accepted the nominations.

Jim Russell mentioned that he attended the Bloomington Public Library Board meeting the previous night to observe their strategic planning. He recommended that Golden Prairie take a broad, high-level approach when the GPPLD strategic planning discussions begin. Jim also wanted to be sure the renovated library would be submitted for a spotlight in the ALA magazine next year. Jeanne Hamilton indicated that the Illinois Library Association also has this feature, and she will submit to both. Kathy Vroman indicated she was unable to access the SharePoint site for the Trustee Orientation documents. Jeanne said she would look into it.

XII. Reminder

A. Next Board Meeting is June 21, 2023

XIII. Adjournment

President Novosad adjourned the meeting at 5:45 pm.



# Bloomington Public Library

Books are just the beginning.



## Statistics At-A-Glance

May 2023

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	26,546	34,707	-24%	26,546	34,707	-24%
Teens	1,962	1,129	74%	1,962	1,129	74%
Children	29,022	36,416	-20%	29,022	36,416	-20%
Digital Downloads	21,802	18,396	19%	21,802	18,396	19%
Total	79,332	90,648	-12%	79,332	90,648	-12%

Active Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Adults	19,023	19,102	0%	N/A	N/A	N/A
Teens	3,637	3,257	12%	N/A	N/A	N/A
Children	7,407	5,688	30%	N/A	N/A	N/A
Total	30,067	28,047	7%	N/A	N/A	N/A

New Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Total	249	282	-12%	249	282	-12%

Visits	Current	Current	Change	FYTD	Last FYTD	Change
Main	10,803	13,060	-17%	10,803	13,060	-17%
Bookmobile	2,884	1,780	62%	2,884	1,780	62%
Total	13,687	14,840	-8%	13,687	14,840	-8%

Room Use	Current	Current	Change	FYTD	Last FYTD	Change
Study Room	0	65	-100%	0	65	-100%
Digital Preservation Studio	0	8	-100%	0	8	-100%
Community Room	0	11	-100%	0	11	-100%
Total	0	84	-100%	0	84	-100%

Community Outreach	Current	Current	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	43	28	54%	43	28	54%
People Reached	7,241	5,873	23%	7,241	5,873	23%
Community Visits to the Library	0	0	N/A	0	0	N/A
People Reached	0	0	N/A	0	0	N/A
Total Outreach Visits	43	28	54%	43	28	54%
Total People Reached	7,241	5,873	23%	7,241	5,873	23%

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

<b>Programs</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	10	10	0%	10	10	0%
Attendance	137	153	-10%	137	153	-10%
Teens	12	1	1100%	12	1	1100%
Attendance	365	37	886%	365	37	886%
Childrens	8	1	700%	8	1	700%
Attendance	908	67	1255%	908	67	1255%
Total Programs	30	12	150%	30	12	150%
Total Attendance	1,410	257	449%	1,410	257	449%

<b>1-on-1 Appointments</b>	Current	Current	Change	FYTD	Last FYTD	Change
Total	3	4	-25%	3	4	-25%

<b>Reference Questions</b>	Current	Current	Change	FYTD	Last FYTD	Change
Total	2,463	2,697	-9%	2,463	2,697	-9%

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

<b>Training Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	93	123.75	-25%	93	124	-25%

**Strategic Priority: Work effectively through the use of technology.**

<b>Technology Use</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,335	1,411	-5%	1,335	1,411	-5%
WiFi Sessions	1,262	1,775	-29%	1,262	1,775	-29%
Website/Catalog Hits	44,225	49,464	-11%	44,225	49,464	-11%
Online Resource Use	13,024	4,066	220%	13,024	4,066	220%

**Strategic Priority: Administer a cost-effective public library.**

<b>Interlibrary Loan</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	428	282	52%	428	282	52%
Sent	78	202	-61%	78	202	-61%

<b>Volunteer Hours</b>	Current	Current	Change	FYTD	Last FYTD	Change
Total	5	0.00	N/A	5	0	N/A

BLOOMINGTON PUBLIC LIBRARY  
FY 2023-2024 FISCAL REPORT

## REVENUES:

ACCT NAME	BUDGET	MAY 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	1,056,631.60	1,056,631.60	(4,128,968.40)	20.4
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	116,000	0.00	0.00	(116,000.00)	0.0
GPPLD	437,921	87,349.25	87,349.25	(350,571.75)	19.9
Fines & Fees	10,000	777.29	777.29	(9,222.71)	7.8
Interest on Investments	10,000	5,240.31	5,240.31	(4,759.69)	52.4
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	21,400.00	21,400.00	(3,600.00)	85.6
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	2,411.50	2,411.50	(37,588.50)	6.0
<b>Total Revenues</b>	<b>5,954,921</b>	<b>1,173,809.95</b>	<b>1,173,809.95</b>	<b>(4,781,111.05)</b>	<b>19.7</b>

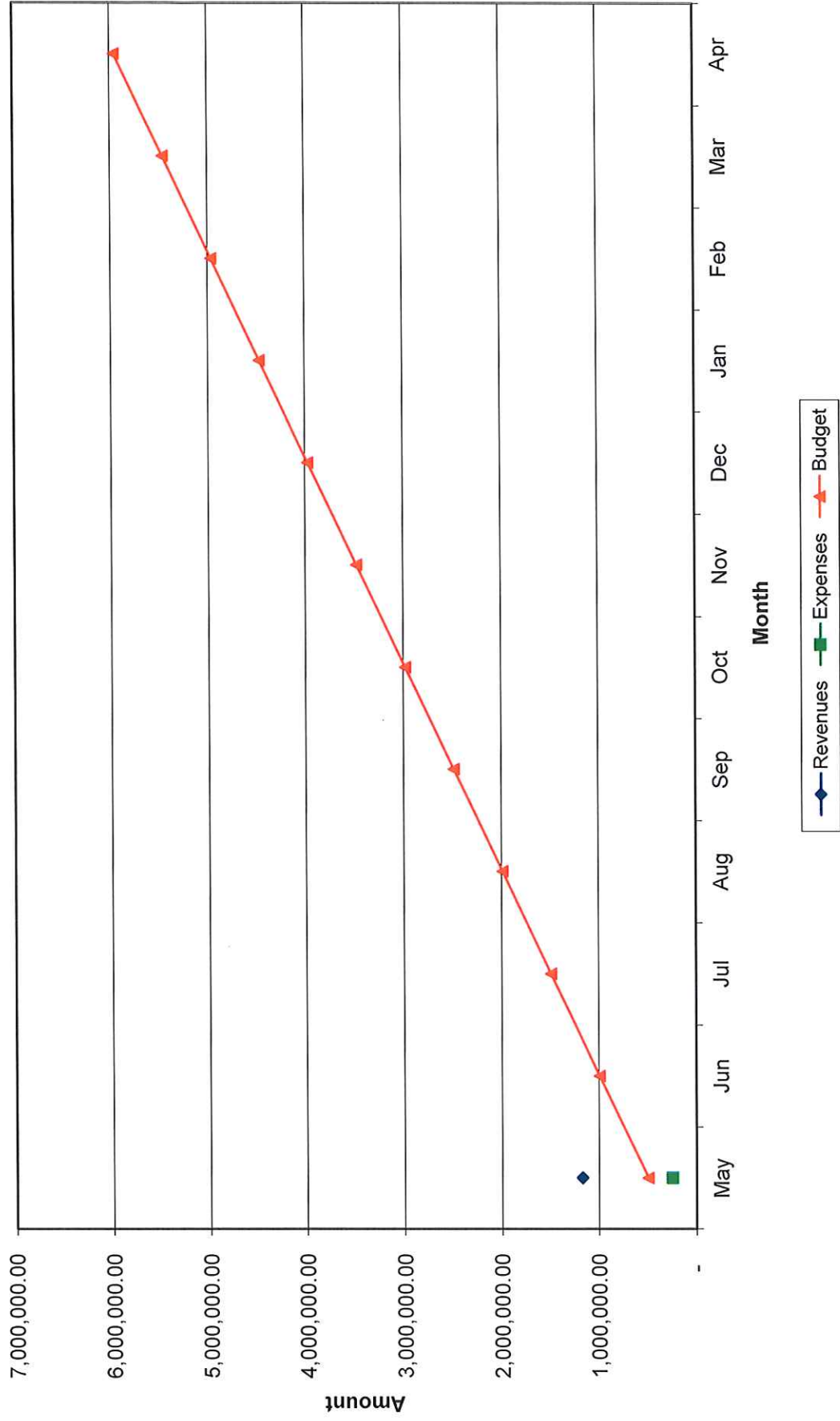
## EXPENDITURES:

ACCT NAME	BUDGET	MAY 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	91,833.58	91,833.58	(2,584,403.42)	3.4
Part-Time Salaries	558,280	15,543.59	15,543.59	(542,736.41)	2.8
Seasonal Salaries	57,144	0.00	0.00	(57,144.00)	0.0
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	0.00	0.00	(20,000.00)	-----
<b>Total Sals &amp; Wages</b>	<b>3,311,761</b>	<b>107,377.17</b>	<b>107,377.17</b>	<b>(3,204,383.83)</b>	<b>3.2</b>
Dental Insurance	11,520	343.84	343.84	(11,176.16)	3.0
Health Insurance, HMO	6,600	248.37	248.37	(6,351.63)	3.8
Life Insurance	3,091	234.00	234.00	(2,857.00)	7.6
Vision Insurance	5,724	109.69	109.69	(5,614.31)	1.9
Health Insurance, PPO 600/1200	213,390	8,037.41	8,037.41	(205,352.59)	3.8
Health Insurance, PPO with HSA	79,800	3,022.67	3,022.67	(76,777.33)	3.8
Library RHS Contribution	7,500	750.14	750.14	(6,749.86)	-----
Library HSA City Contributions	14,800	0.00	0.00	(14,800.00)	0.0
IMRF	294,386	6,312.82	6,312.82	(288,073.18)	2.1
FICA	204,082	6,419.52	6,419.52	(197,662.48)	3.1
Medicare	47,729	1,501.34	1,501.34	(46,227.66)	3.1
Worker's Compensation	25,070	0.00	0.00	(25,070.00)	0.0
Uniforms	1,100	313.31	313.31	(786.69)	28.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	1,555.43	1,555.43	(20,444.57)	7.1
<b>Total Benefits</b>	<b>939,792</b>	<b>28,848.54</b>	<b>28,848.54</b>	<b>(910,943.46)</b>	<b>3.1</b>
Rentals	19,000	1,105.19	1,105.19	(17,894.81)	5.8
<b>Total Rentals</b>	<b>19,000</b>	<b>1,105.19</b>	<b>1,105.19</b>	<b>(17,894.81)</b>	<b>5.8</b>
Building Mtnc	130,000	4,697.39	4,697.39	(125,302.61)	3.6
Vehicle Mtnc	17,000	142.50	142.50	(16,857.50)	0.8
Office & Computer Mtnc	185,000	1,969.89	1,969.89	(183,030.11)	1.1
<b>Total Repair/Mtnc</b>	<b>332,000</b>	<b>6,809.78</b>	<b>6,809.78</b>	<b>(325,190.22)</b>	<b>2.1</b>



ACCT NAME	BUDGET	MAY 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	3,165.36	3,165.36	(43,834.64)	6.7
Printing/Binding	20,000	6,185.33	6,185.33	(13,814.67)	30.9
Travel	500	19.63	19.63	(480.37)	3.9
Membership Dues	5,000	1,480.00	1,480.00	(3,520.00)	29.6
Professional Development	7,500	0.00	0.00	(7,500.00)	0.0
Other Purchased Services	125,000	11,832.14	11,832.14	(113,167.86)	9.5
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	22,682.46	22,682.46	(227,317.54)	9.1
Office Supplies	14,000	845.83	845.83	(13,154.17)	6.0
Computer Supplies	90,000	23,955.17	23,955.17	(66,044.83)	26.6
Postage	1,500	10.76	10.76	(1,489.24)	0.7
Library Supplies	65,000	7,445.79	7,445.79	(57,554.21)	11.5
Janitorial Supplies	20,000	957.00	957.00	(19,043.00)	4.8
Gas & Diesel Fuel	6,000	349.23	349.23	(5,650.77)	5.8
Building Mtnc & Repair Supplies	13,500	369.48	369.48	(13,130.52)	2.7
Total Supplies	210,000	33,933.26	33,933.26	(176,066.74)	16.2
Natural Gas	36,000	0.00	0.00	(36,000.00)	0.0
Electricity	110,449	0.00	0.00	(110,449.00)	0.0
Water	7,000	440.80	440.80	(6,559.20)	6.3
Telecommunications	46,000	1,087.60	1,087.60	(44,912.40)	2.4
Total Utilities	199,449	1,528.40	1,528.40	(197,920.60)	0.8
Professional Collection	800	0.00	0.00	(800.00)	0.0
Total Prof Collection	800	0.00	0.00	(800.00)	0.0
Non-Traditional Materials	4,000	0.00	0.00	(4,000.00)	0.0
Periodicals	17,000	16,645.52	16,645.52	(354.48)	97.9
Adult Books	157,000	9,738.77	9,738.77	(147,261.23)	6.2
Children's Books	121,000	5,612.32	5,612.32	(115,387.68)	4.6
A/V Materials	91,000	3,582.30	3,582.30	(87,417.70)	3.9
Public Access Software	105,675	2,695.00	2,695.00	(102,980.00)	2.6
Downloadable Materials	190,000	4,990.00	4,990.00	(185,010.00)	2.6
Total Materials	685,675	43,263.91	43,263.91	(642,411.09)	6.3
Employee Relations	3,000	57.00	57.00	(2,943.00)	1.9
Miscellaneous Expenses	3,444	269.11	269.11	(3,174.89)	7.8
Total Other Expenses	6,444	326.11	326.11	(6,117.89)	5.1
Total Expenses	5,954,921	245,874.82	245,874.82	(5,709,046.18)	4.1

## Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 303% to 13.3% is acceptable)  
May 2023

Property Tax (20.4%): The Library has received its first distribution in May.

Replacement Tax (0.0%): The annual distribution should be distributed in July.

State Grants (Per Capita Grant) (0.0%): The Library will receive its Per Capita grant later in the year.

Golden Prairie Public Library District (19.9%): Golden Prairie also received its first distribution in May.

Interest (52.4%): We projected a cautious amount for the year.

Donations (85.6%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Part-Time Salaries (2.8%): This is under-spent due to staff vacancies.

Seasonal Salaries (0.0%): Nothing has been spent from this line item yet.

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

Dental Insurance (3.0%): Charges have been minimal.

Vision Insurance (1.9%): Charges have been minimal.

Library HSA City Contributions (0.0%): This hasn't been paid yet.

IMRF (2.1%): Charges have been minimal.

FICA (3.1%): Charges have been minimal.

Medicare (3.1%): Charges have been minimal.

Worker's Compensation (0.0%): The annual premium will be paid in January.

Uniforms (28.5%): A new security guard required shirts and other equipment

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

Vehicle Maintenance (0.8%): Charges have been minimal.

Office & Computer Equipment (1.1%): Charges have been minimal.

Printing/Binding (30.9%): This is over-spent due to printing Summer Reading logs in May.

Membership Dues (29.6%): One of the higher priced annual membership dues was paid in May.

Professional Development (0.0%): Nothing has been spent from this line item yet.

Other Insurance (0.0%): The annual insurance premium is paid in January.

Computer Supplies (26.6%): This line item is over-spent due to the purchase of staff computers.

Postage (0.7%): Charges have been minimal.

Building Mtnc & Repair Supplies (2.7%): Charges have been minimal.

Natural Gas (0.0%): Nothing has been charged to this line item yet.



Electricity (0.0%): Nothing has been charged to this line item yet.

Telecommunications (2.4%): Charges have been minimal.

Professional Collection (0.0%): Nothing has been charged to this line item yet.

Non-Traditional Materials (0.0%): Nothing has been charged to this line item yet.

Periodicals (97.9%): This is over-spent due to annual payment of the subscription service.

Public Access Software (2.6%): Charges have been minimal.

Downloadable Materials (2.6%): Charges have been minimal.

Employee Relations (1.9%): Charges have been minimal.

Miscellaneous Expenses (34.1%): Charges have been minimal.

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
The Copy Shop:	200.00
First Financial Bank:	200.00

Total Donations:	\$ 21,400.00
------------------	--------------

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	1,467.00
Ear Buds:	21.00
Flash Drives:	0.00
Genealogy Searches:	0.00
Print Station:	893.50
Reusable Bags:	27.00
Test Proctoring:	0.00
Miscellaneous:	3.00

Total Other Revenue:	\$ 2,411.50
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During May, 23 batches containing 101 invoices were processed, totaling \$2,446,913.67 and 98 credit card charges were made totaling \$30,957.60.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$3,968,996.06, which is 66.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 5/31/23:

Operating:	\$ 3,968,996.06
Fixed Assets:	\$ 1,256,821.15
Capital:	\$ 8,141,582.50

BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-24  
As of 5/31/23

## REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	4,972,040.00	(2,130,873.83)	70.0
Donations	700,000.00	674,043.54	(25,956.46)	96.3
Interest	400,000.00	435,829.14	35,829.14	-----
Interest From Taxes	10.00	6.78	(3.22)	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
<b>Total Revenues</b>	<b>26,333,353.23</b>	<b>20,283,808.86</b>	<b>(6,049,544.37)</b>	<b>77.0</b>

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,392,576.44	(61,007.56)	95.8
Other Purchased Services	412,098.50	409,318.93	(2,779.57)	99.3
Office Supplies	2,157,629.30	537,913.32	(1,619,715.98)	24.9
Library Buildings	21,578,000.00	10,931,453.70	(10,646,546.30)	50.7
<b>Total Expenses</b>	<b>25,601,311.80</b>	<b>13,271,262.39</b>	<b>(12,330,049.41)</b>	<b>51.8</b>

# Bloomington Public Library

Books are just the beginning.



## MINUTES

### LIBRARY BOARD OF TRUSTEES - REGULAR SESSION TUESDAY, MAY 16, 2023, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, May 16, 2023. President Westerhout called the meeting to order.

#### Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present
Matthew Watchinski	Trustee	Present
Alicia Whitworth	Trustee	Present
Dianne Hollister	Trustee	Present
Van Miller	Trustee	Present
Alicia Henry	Trustee	Present
Julian Westerhout	President	Present
John Argenziano	Trustee	Absent
Susan Mohr	Vice President	Absent

Also Present: Nan Goerlitz, Administrative Assistant; Jeanne Hamilton, Library Director; and Kathy Jeakins, Business Manager.

#### Introduction of Public

Jim Russell, Golden Prairie Public Library Board Trustee.

#### Public Comment

There were no public comments.

#### Reports

*The following item was presented:*

Item 5.A. President's Report, as requested by the Bloomington Public Library.

President Westerhout talked about moving to a new format for agendas and packets used by the city. One concern he had is that the app was last updated in 2019, and therefore Apple doesn't consider it secure.

## MINUTES

BLOOMINGTON PUBLIC LIBRARY BOARD – REGULAR SESSION  
TUESDAY, MAY 16, 2023, 5:30 PM



Jeanne Hamilton indicated that downloading the app does give access to some additional features, but it isn't required. We will continue to send the full packet PDF. We will add clickable links to each packet part, and a clickable link on the first page of each packet part will lead back to the agenda for easier navigation. Jeanne asked if it would be helpful to have a file for the full packet plus a file for just the agenda. There was a question about also having a separate file for the previous month's minutes, and she indicated that would require more steps on our part. The consensus was to just receive the agenda and the whole packet.

President Westerhout stated that the committees for FY24 will stay the same as FY23.

Budget & Personnel (meeting the first Tuesday of the month, as needed):

Catrina Parker, Chair

John Argenziano

Alicia Henry

Matt Watchinski

3Ps (meeting the second Tuesday of the month, as needed):

Susan Mohr, Chair

Dianne Hollister

Van Miller

Alicia Whitworth

*The following item was presented:*

Item 5.B. Director's Report, as requested by the Bloomington Public Library.

Jeanne Hamilton is pleased to report that looking back over the past seven years, this year, the Bookmobile attendance set an annual attendance record.

Summer Reading Program is coming up fast. Staff are visiting a lot of the schools in the area, sharing details about the program, and sending reading logs home with students. The Foundation donated money towards prizes, and staff try to focus on local businesses when purchasing prizes.

Jeanne gave a report on the renovation & expansion. The construction team is starting to pour concrete in the parking structure, which will be comprised of both poured and precast concrete. Windows are going in on the west side, and they have gradients of striping to help with sun shading. Jeanne also mentioned she met with CEFCU about a possible capital campaign donation.

Julian Westerhout shared that the BPL website now has a web store for logo merchandise.

*The following item was presented:*

Item 5.C. Fiscal Report Presentation, as requested by the Bloomington Public Library.

Kathy Jeakins, Business Manager, indicated the donations report for FY23 was included in the packet. She reported that the fiscal year ended on April 30, so revenues & expenditures should be at 100 percent. The revenues exceeded the original budget and expenses were underspent.

## Consent Agenda

*The following items were presented:*

Item 6.A. Consideration and Action to Approve the Minutes of April 18, 2023 Regular BPL Board meeting, as requested by the Bloomington Public Library.

Item 6.B. Consideration and Action to Approve Bills in the Amount of \$749,258.88, as requested by the Bloomington Public Library.

Trustee Hollister made a motion, seconded by Trustee Watchinski, to approve the consent agenda as presented.

Motion carried 7-0 (viva voce).

## Approval Items

*The following item was presented:*

Item 7.A. Approve the Annual EBSCO Subscription Service Renewal, as requested by the Bloomington Public Library.

Trustee Hollister made a motion, seconded by Trustee Watchinski, to approve the item as presented.

Julian Westerhout, President directed the staff liaison to call roll:

AYES: Trustee Parker; Trustee Watchinski; Trustee Whitworth; Trustee Hollister; Trustee Miller; Trustee Henry; President Westerhout.

Motion carried.

## Discussion Items

*The following item was presented:*

Item 8.A. Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District, as requested by the Bloomington Public Library.

The GPPLD Board requested a review of the intergovernmental agreement (IGA). Ansel Glink has reviewed it from a legal standpoint. Jeanne stated there were very few amendments needed. One major change was adding in two townships that were added to Golden Prairie right after incorporation that were never included in the agreement. Our insurance

company also had suggestions for updated language in that section and some of the law references were updated. Julian suggested revisiting the agreement every 5-7 years, specifically highlighting the dollar amounts stated in the insurance section that may need updating.

Alicia Henry asked whether the Bloomington Public Library & Golden Prairie Public Library District have same tax rate. Jeanne indicated that they have different rates. GPPLD must go to voters for any increases, whereas the any tax increases for BPL are approved by City Council.

Since there are two parties involved in this IGA, this month both boards will review the agreement. After those reviews, any revisions will be incorporated and brought forward for approval at a future meeting.

*The following item was presented:*

Item 8.B. Strategic Goal Brainstorming, as requested by the Bloomington Public Library.

Trustees shared many ideas for goals/initiatives which the Director will use to develop draft strategic goals for the board's review.

#### **Comments from Trustees**

Alicia Henry asked if Unit 5 schools are included in the Summer Reading Program school visits. Jeanne indicated that the visits are dependent on the schools' wants/needs and there are school visits to several Unit 5 schools, particularly those with a heavy concentration of Bloomington students. Also, all District 87 and Unit 5 schools receive reading logs to send home with the students.

Alicia Henry requested another Board member review bills for her on June 5, since she will be out of town. Van Miller volunteered.

#### **Adjournment**

Trustee Parker made a motion, seconded by Trustee Whitworth, to adjourn.

Motion carried 7-0 (viva voce).

The Meeting Adjourned at 6:31 PM.



## BILLS LIST

Approved by BPL Board of Trustees, June 20, 2023

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Lock, Inc.	Building Maintenance	180.00
Alert Media, Inc.	Other Purchased Services	5,695.00
Amazon Capital Services	A/V Materials	1,587.96
Amazon Capital Services	Adult Books	593.83
Amazon Capital Services	Building Mtnc Supplies	249.98
Amazon Capital Services	Children's Books	91.36
Amazon Capital Services	Computer Supplies	280.18
Amazon Capital Services	Janitorial Supplies	67.55
Amazon Capital Services	Non Traditional Materials	99.22
Amazon Capital Services	Office Supplies	26.95
Amazon Capital Services	Other Purchased Services	235.30
Amazon Capital Services	Vehicle Maintenance	110.88
American Pest Control, Inc.	Building Maintenance	80.00
Ancel Glink, P.C.	Other Purchased Services	250.00
Carle BroMenn	Employee Relations	57.00
Casey's Garden Shop & Florist	Employee Relations	50.00
CDW Government	Computer Supplies	19,266.38
Champaign Public Library	Miscellaneous Expenses	59.98
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	343.84
City of Bloomington	FICA	6,419.52
City of Bloomington	Gas & Diesel Fuel	315.77
City of Bloomington	Health Insurance-HMO	248.37
City of Bloomington	Health Insurance-PPO 600/1200	8,037.41
City of Bloomington	Health Insurance-PPO with HSA	3,022.67
City of Bloomington	IMRF	6,312.82
City of Bloomington	Life Insurance	234.00
City of Bloomington	Medicare	1,501.34
City of Bloomington	Payroll	108,932.60
City of Bloomington	RHS Contribution	750.14
City of Bloomington	Vision Insurance	109.69
City of Bloomington	Water	440.80
City of Bloomington-Petty Cash	Miscellaneous Expenses	100.00
City of Bloomington-Petty Cash	Other Purchased Services	28.48
City of Bloomington-Petty Cash	Professional Development	4.95
City of Bloomington-Petty Cash	Travel	8.90
City of Bloomington-Petty Cash	Vehicle Maintenance	20.00
Confidential On-Site Paper Shredding	Other Purchased Services	209.36
Cope, Michelle	Travel	13.06
Cummins, Inc.	Vehicle Maintenance	1,367.58
Custom Digital Imaging	Printing	6,050.33
Dell Marketing, L.P.	Computer Supplies	9,597.14
Demco	Library Supplies	188.88

Ebsco Industries	Periodicals	14,821.28
Engberg Anderson	Architectural Fees	15,395.00
Engberg Anderson	Other Purch Srv-Expansion	564.68
Envisionware, Inc.	Office/Computer Equip Mtn	13,093.77
Evanston Public Library	Miscellaneous Expenses	24.99
Evmatch, Inc.	Other Purch Srv-Expansion	8,474.00
F & W Care & Landscaping	Building Maintenance	670.00
Felmley Dickerson	Buildings	2,330,308.84
Geiger Brothers	Library Supplies	1,476.15
Geiger Brothers	Other Purchased Services	1,156.58
Goerlitz, Nan	Travel	11.44
Gorden, Nina	Travel	3.56
H H Office, Inc.	Computer Supplies	132.89
H H Office, Inc.	Janitorial Supplies	237.70
H H Office, Inc.	Library Supplies	352.56
H H Office, Inc.	Office Supplies	845.83
HV Management	Other Purch Srv-Expansion	4,400.00
Illinois State University	Advertising	491.67
Imaging Office Systems, Inc.	Office/Computer Equip Mtn	1,500.00
Johnson Controls Fire Protection, L.P.	Building Maintenance	899.20
Kanopy, Inc.	Downloadable Materials	4,990.00
Kone	Building Maintenance	4,776.35
Lamar Texas Limited, Inc.	Advertising	4,975.00
Layman, Jez	Other Purchased Services	175.00
Lefler, Tiffany	Travel	8.38
Massie, Rhonda	Travel	11.25
Metronet	Telecommunications	1,929.84
Mickey Truck Bodies	Vehicle Maintenance	142.50
Mid Illinois Mechanical	Building Maintenance	1,749.50
Midamerica Books	Adult Books	99.80
Midwest Engineering & Testing, Inc.	Building Mtn-Expansion	1,327.50
Midwest Tape	A/V Materials	799.13
Midwest Tape	Children's Books	51.99
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	467.90
Office of the State Fire Marshall	Building Maintenance	75.00
Penworthy Company, LLC	Children's Books	188.89
Plastic Fulfillment, Inc.	Library Supplies	3,843.19
Proquest, LLC	Downloadable Materials	69.98
RAILS	Downloadable Materials	20,935.43
Ricoh USA, Inc.	Office/Computer Equip Mtn	183.78
Ricoh USA, Inc.	Other Purchased Services	161.07
Ricoh USA, Inc.	Rentals	2,850.50
Ron Smith Printing Company	Printing	135.00
Rosedrew, Inc.	Library Supplies	1,594.30
SP & W Enterprises	Other Purchased Services	1,061.64
Stuard & Associates, Inc.	Building Maintenance	1,060.00
Uline, Inc.	Janitorial Supplies	217.17
Unique Management	Other Purchased Services	344.75
Verity IT, LLC	Other Purchased Services	480.00
VISA - Backwoods Magazine	Periodicals	26.00
VISA - Baker & Taylor Books	A/V Materials	3,497.54
VISA - Baker & Taylor Books	Adult Books	5,646.88
VISA - Baker & Taylor Books	Children's Books	5,871.62
VISA - Best Version Media	Advertising	394.40

VISA - Bicycling	Periodicals	25.00
VISA - Bill's Key & Lock Shop	Building Mtns Supplies	5.52
VISA - Chicago Tribune	Periodicals	718.24
VISA - Circle K	Gas & Diesel Fuel	15.45
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	264.89
VISA - GameStop	A/V Materials	54.99
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	18.01
VISA - Hy-Vee	Other Purchased Services	7.50
VISA - Illinois Library Association	Memberships	50.00
VISA - Ingram	Adult Books	5,750.08
VISA - Ingram	Children's Books	178.89
VISA - International Service Fee	Other Purchased Services	0.64
VISA - JoAnn Stores.com	Other Purchased Services	162.65
VISA - Lands End Business Outfitters	Uniforms	168.65
VISA - Macaroni Kid	Advertising	570.00
VISA - Menards	Building Mtns Supplies	113.98
VISA - Menards	Janitorial Supplies	199.08
VISA - Michael's	Other Purchased Services	6.82
VISA - Oriental Trading Company	Library Supplies	319.83
VISA - Paypal*Cogs & Corsetts	Advertising	400.00
VISA - Quadient Leasing USA, Inc.	Rentals	166.92
VISA - Quick Ship Office	Library Supplies	121.76
VISA - Starcrest Cleaners	Other Purchased Services	29.95
VISA - T-Mobile	Telecommunications	1,409.62
VISA - Uniforms & Accessories Warehouse	Uniforms	144.66
VISA - UPS	Postage	5.98
VISA - USPS	Postage	4.78
VISA - Wal-Mart	Library Supplies	10.00
VISA - Wal-Mart	Other Purchased Services	4.64
VISA - Weiss Financial Ratings	Public Access Software	2,695.00
VISA - White Pages	Other Purchased Services	125.99
VISA - Wix.com	Other Purchased Services	31.79
VISA - Zoom.US	Other Purchased Services	339.83
Total		2,674,285.58





**REGULAR AGENDA ITEM NO. 7.A.**

**FOR LIBRARY BOARD OF TRUSTEES:** June 20, 2023

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Approve Non-Resident Card Participation for 7.01.23 - 6.30.24

**RECOMMENDED MOTION:** Approve participating in the nonresident card program - using the tax bill method for nonresident property owners, charging a fee of 15% of the monthly rent for nonresident renters, and waiving the fee for all nonresident applicants under 18

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

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

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

We have participated in nonresidents services for many years and for the past several years, we have followed the “tax bill method” (essentially what the nonresident would pay if their property were located in the Library’s service area).

Two years ago, a law was passed requiring any libraries providing nonresident cards to waive the fee for K-12 students that are eligible for free or reduced lunch. Last year, a complimentary law was passed allowing libraries to choose to extend that fee waiver to all people under 18.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** N/A

**FINANCIAL IMPACT:** This has a very minimal impact on our revenues, with only 11 households currently receiving nonresident cards.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton

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INTERGOVERNMENTAL AGREEMENT  
FOR PROVIDING LIBRARY SERVICE

by and between the

BOARD OF LIBRARY TRUSTEES OF THE PUBLIC  
LIBRARY OF THE CITY OF BLOOMINGTON,  
MCLEAN COUNTY, ILLINOIS

and

BOARD OF LIBRARY TRUSTEES OF THE GOLDEN  
PRAIRIE PUBLIC LIBRARY DISTRICT, MCLEAN  
COUNTY, ILLINOIS

Dated as of July 1, 1990  
Amended July 1, 2023

**TABLE OF CONTENTS**

	<u>Page</u>
RECITALS.....	1
ARTICLE I	
DEFINITIONS.....	3
Section 1.1	Definitions.....3
Section 1.2	Construction.....4
ARTICLE II	
REPRESENTATION AND WARRANTIES.....	6
Section 2.1	Representation and Warranties of the City Library Trustees.....6
Section 2.1.1	Organization and Standing.....6
Section 2.1.2	Power and Authority.....6
Section 2.1.3	Authorization and Enforceability...6
Section 2.1.4	No Violation.....6
Section 2.1.5	Governmental Consents and Approvals.....6
Section 2.2	Representations and Warranties of the District Library Trustees.....7
Section 2.2.1	Organization and Standing.....7
Section 2.2.2	Power and Authority.....7
Section 2.2.3	Authorization and Enforceability...7
Section 2.2.4	No Violation.....7
Section 2.2.5	Governmental Consents and Approvals.....8
Section 2.3	Disclaimer of Warranties.....8
ARTICLE III	
OBLIGATIONS OF CITY LIBRARY TRUSTEES.....	9
Section 3.1	Common Library Services.....9
Section 3.2	Additional Library Services.....9
Section 3.3	Rules and Regulations.....9
Section 3.4	Indemnification.....10
Section 3.5	Insurance Required.....10
Section 3.6	Other Services.....10
ARTICLE IV	
OBLIGATIONS OF DISTRICT LIBRARY TRUSTEES...12	
Section 4.1	Acceptance of Library Services.....12
Section 4.2	Annual Payment for Library Services.....12
Section 4.3	Grant Applications and Funds.....13
ARTICLE V	
DEFAULTS AND REMEDIES.....	14
Section 5.1	Defaults - Rights to Cure.....14

Section 5.2	Remedies.....	14
ARTICLE VI	MISCELLANEOUS PROVISIONS.....	16
Section 6.1	Entire Contract and Amendments.....	16
Section 6.2	Third Parties.....	16
Section 6.3	Counterparts.....	16
Section 6.4	Waiver.....	17
Section 6.5	Cooperation and Further Assurances.....	17
Section 6.6	Severability.....	17
Section 6.7	Notices.....	17
Section 6.8	Successors in Interest.....	18
Section 6.9	No Joint Venture, Agency, or Partnership Created; Reservation of Rights, etc.....	18
Section 6.10	Illinois Law.....	19
Section 6.11	Costs and Expenses.....	19
Section 6.12	No Personal Liability of Officials.....	19
Section 6.13	Repealer.....	19
Section 6.14	Term.....	20



**INTERGOVERNMENTAL AGREEMENT  
FOR PROVIDING LIBRARY SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT FOR PROVIDING LIBRARY SERVICES (the "Agreement") originally executed on the 21<sup>st</sup> day of August, 1990 and amended on the 1<sup>st</sup> day of July, 2023~~dated as of the 1<sup>st</sup> day of July, 1990, but actually executed on the dates set forth below by the respective signatures of each of the parties hereto~~, is made and entered into by and between the **Board of Trustees of the Public Library of the City of Bloomington, McLean County, Illinois**, (the "**City Library Trustees**"), and **Board of Library Trustees of the Golden Prairie Public Library District, McLean County, Illinois**, a body politic and corporate (the "**District Library Trustees**").

**RECITALS**

**WHEREAS**, in accordance with and pursuant to the The Illinois Public Library District Act (~~75 ILCS 16/~~Illinois Revised Statutes, ch. 81, par. 1001-1 et seq.), as supplemented and amended, the "**Library District Act**") , the Golden Prairie Library District, McLean County, Illinois, (the "**District**") was duly created, formed and established in 1989 to provide a local public institution of general education for its citizens; and

**WHEREAS**, the District Library Trustees, upon such formation of the District, have determined that it is necessary and in the best interests of the citizens of the District for the District Library Trustees to contract for the provision of such library service to its citizens; and

**WHEREAS**, in accordance with and pursuant to The Illinois Local Library Act (~~75 ILCS 5/~~Illinois Revised statutes, ch. 81, par. 1-0.1 et seq.), as supplemented and amended, the "**Local Library Act**")

the city Library Trustees own, operate, and maintain a public library building and related library facilities and materials for the use and benefit of the citizens of the City of Bloomington, McLean County, Illinois; and

**WHEREAS**, pursuant to Section 10(a) of Article VII of the Constitution of the State of Illinois, units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance, and may use their credit, revenues, and other resources to pay costs and to service debt related to intergovernmental activities; and

**WHEREAS**, pursuant to Section 4-7(8) and (9) of the Local Library Act, the city Library Trustees have the power to contract with any public or private corporation or entity for the purpose of providing or receiving library service and to join with the board or boards of any one or more libraries in the State of Illinois for the maintenance of a common library or common library services for participants upon such terms as may be agreed upon by and between the boards; and

**WHEREAS**, pursuant to section 30-55.40 and 30-55.454-11(8) and (9) of the Library District Act, the District Library Trustees have the power to contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any or all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of such Act and to join with the board or boards of one or more public libraries within the State of Illinois in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms

and conditions as may be agreed upon by and between the participating library boards"; and

**WHEREAS**, the City Library Trustees are willing to provide and the District Library Trustees are willing to contract for such library services under and upon such terms and conditions as are more specifically set forth in this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Board of Library Trustees of the Public Library of the City of Bloomington, McLean County, Illinois and the Board of Library Trustees of the Golden Prairie Public Library District, McLean County, Illinois hereby agree as follows:

**ARTICLE I**

**DEFINITIONS**

**Section 1.1 Definitions**. For purposes of this Agreement, unless the context clearly requires otherwise, words and terms used in this Agreement shall have the meaning provided from place to place herein, including as follows:

**"City"** means the City of Bloomington, McLean County, Illinois.

**"Corporate Authorities"** means the Mayor and City Council of the City.

**"District" or "Golden Prairie Public Library District"** means the library district established in accordance with and pursuant to The Illinois Public Library District Act comprised of the territory described as follows:

All of Bloomington Township (excluding any part of the city of Bloomington located in Bloomington Township), all of Dale Township, ~~and~~ all of Old Town Township

(excluding any part of the Village of Downs located in Old Town Township), all of Dawson Township, and all of Arrowsmith Township in McLean County, Illinois (and expressly excluding the City of Bloomington and City of Bloomington Township),

as such territory may subsequently be modified or amended by annexation to or disconnection from such territory.

**"Library Facilities"** means the main library building located at 205 E. Olive Street in the City, or any other building or structure operated or maintained by the City Library Trustees for such library purposes, together with related furniture, fixtures and equipment, and library materials, including but not limited to, books, periodicals, recordings and electronic data storage and retrieval facilities.

**"Library Services"** means the provision of facilities and services for the public use of the Library Facilities.

**"District Library Tax"** means the annual public library tax which may be levied by the District Library Trustees for the establishment, maintenance and support of a public library or libraries or for contracting for library service in accordance with and pursuant to the Library District Act but specifically does not mean or include any other tax which may be levied by the District Library Trustees in accordance with and pursuant to the Library District Act or any other law of the State of Illinois.

**"Tax Rate Limit"** means the District Library Tax rate which is equal to but does not exceed .15% of the value of all taxable property within the District, as equalized and assessed by the Department of Revenue.

**Section 1.2 Construction.** This Agreement, except where



the context by clear implication shall otherwise require, shall be construed and applied as follows:

(a) definitions include both singular and plural.

(b) pronouns include both singular and plural and cover all genders; and

(c) headings of sections herein are solely for convenience of reference and do not constitute a part hereof and shall not affect the meaning, construction or effect hereof.

(d) the words "hereof", "herein", "hereunder", "hereto", and other words of similar import refer to this Agreement as a whole and not solely to the particular portion thereof in which any such word is used.

[End of Article I]

## ARTICLE II

### REPRESENTATIONS AND WARRANTIES

**Section 2.1 Representations and Warranties of the City Library Trustees.** In order to induce the District Library Trustees to enter into this Agreement, the City Library Trustees hereby make certain representations and warranties to the District Library Trustees, as follows:

**Section 2.1.1 Organization and Standing.** The City Library Trustees are duly organized, validly existing and in good standing under the Constitution and laws of the State of Illinois, and own, operate and maintain Library Facilities for the use and benefit of the citizens of the City pursuant to and in accordance with the Local Library Act.

**Section 2.1.2 Power and Authority.** The City Library Trustees have full power and authority to execute and deliver this Agreement and to perform all of its agreements, obligations, and undertakings hereunder.

**Section 2.1.3 Authorization and Enforceability.** The execution, delivery, and performance of this Agreement have been duly and validly authorized by all necessary action on the part of the City Library Trustees. This Agreement is a legal, valid, and binding obligation of the City Library Trustees, enforceable against the City Library Trustees in accordance with its terms.

**Section 2.1.4 No Violation.** Neither the execution nor the delivery of this Agreement or the performance of the City Library Trustees' agreements, obligations, and undertakings hereunder will conflict with, violate, or result in a breach of any of the terms, conditions, or provisions of any agreement, rule, regulation, statute, ordinance, judgment, decree, or other law by which the City Library Trustees may be bound.

**Section 2.1.5 Governmental Consents and Approvals.** No consent or approval by any governmental authority is required

in connection with the execution and delivery by the City Library Trustees of this Agreement or the performance by the City Library Trustees of its obligations hereunder, including in particular the Corporate Authorities of the City.

**Section 2.2 Representations and Warranties of the District Library Trustees.** In order to induce the City Library Trustees to enter into this Agreement, the District Library Trustees make the following representations and warranties to the City Library Trustees:

**Section 2.2.1 Organization and Standing.** The District Library Trustees are a body politic and corporate duly organized, validly existing and in good standing under the Constitution and laws of the State of Illinois to establish, maintain and support library services for the use and benefit of the citizens of the District pursuant to and in accordance with the Library District Act.

**Section 2.2.2 Power and Authority.** The District Library Trustees have full power and authority to execute and deliver this Agreement and to perform all of its agreements, obligations and undertakings hereunder.

**Section 2.2.3 Authorization and Enforceability.** The execution, delivery and performance of this Agreement have been duly and validly authorized by all necessary action on the part of the District Library Trustees. This Agreement is a legal, valid and binding obligation of the District Library Trustees, enforceable against the District Library Trustees in accordance with its terms.

**Section 2.2.4 No Violation.** Neither the execution nor the delivery of this Agreement or performance of the District Library Trustees' agreements, obligations and undertakings hereunder will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of any

agreement, rule, regulation, statute, ordinance, judgment, decree, or other law by which the District Library Trustees may be bound.

**Section 2.2.5 Governmental Consents and Approvals.** No consent or approval by any governmental authority is required in connection with the execution and delivery by the District Library Trustees of this Agreement or the performance by the District Library Trustees of its obligations hereunder.

**Section 2.3 Disclaimer of Warranties.** The City Library Trustees and the District Library Trustees acknowledge that neither has made any warranties to the other, except as set forth in this Agreement.

[End of Article II]



**ARTICLE III**

**OBLIGATIONS OF CITY LIBRARY TRUSTEES**

**Section 3.1 Common Library Services.** The City Library Trustees agree to provide and make available such common Library Services to the District Library Trustees, for and on behalf of the use and benefit of the citizens of the District, in the same manner and to the same extent as such Library Services may now or hereafter be provided and made available by the City Library Trustees for and on behalf of the use and benefit of the citizens of the City.

**Section 3.2 Additional Library Services.** The City Library Trustees and the District Library Trustees mutually acknowledge their duty and obligation to provide and render such Library Services as are of the greatest benefit to the greatest number of their respective citizens, and, toward that end, the City Library Trustees agree to cooperate with the District Library Trustees to provide such reasonable additional Library Services to the citizens of the District as may from time to time be mutually agreed upon by both the City Library Trustees and the District Library Trustees so as to provide and make available such additional Library Services as may be required so as to enable the citizens of the District, who are more remotely located from the Library Facilities than the citizens of the City, to effectively receive such benefit. Such additional Library Services may include, but shall not be limited to, the provisions of certain Library Services within the territory of the District by means of a bookmobile, postal service, telephone, or other means of communication.

**Section 3.3 Rules and Regulations.** The provision of Library Services by the City Library Trustees as specified in this Agreement shall at all times be subject to such reasonable rules and regulations as may lawfully be adopted from time to time by the City Library Trustees for the use of its Library Facilities, provided, however, that no such rule or regulation shall be

inconsistent with or have the effect of diminishing, reducing, or eliminating the obligations of the City Library Trustees to provide such Library Services as are specified in sections 3.1 and 3.2 of this Agreement.

**Section 3.4 Indemnification.** The city Library Trustees agree to protect, indemnify, hold and save harmless and defend the District Library Trustees against ~~any and all~~ losses, claims, demands, costs, causes, expenses and fees, including reasonable attorney fees, incurred by reason of any suit or other claim or demand for damages or injury, including death resulting therefrom, arising in favor of any person on account of or in connection with providing such Library Services as are specified in Sections 3.1 and 3.2 hereof.

**Section 3.5 Insurance Required.** During the term of this Agreement, or any extension thereof as herein provided, the City Library Trustees shall ~~cause secure Commercial General~~ liability insurance ~~to be taken out and maintained in such generally recognized responsible from an AM Best AVII (or better) rated insurance companyies~~ qualified to do business in the State of Illinois as may be selected by the city and/or the City Library Trustees, ~~insuring continuously against all such risks as are specified in Section 3.4 hereof, and being in such amounts as are customarily insured against by libraries of like size and type.~~ Limits shall be for no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. All policies evidencing such library insurance shall name ~~the City and/or the City Library Trustees as insureds and~~ the District Library Trustees as an additional insured party.

**Section 3.6 Other Services.** The City Library Trustees agree to cause all reports, statistics, and other material or information required by the Library District Act, the State of Illinois or any of its agencies, (including in particular the Illinois State Librarian)

and other units of local government to be timely prepared and filed for and on behalf of the District Library Trustees by the Director and/or employees of its Library Facilities, as appropriate. The City Library Trustees shall also cause such information and clerical assistance as may be reasonably required by the District Library Trustees to be compiled or provided for the use and benefit of the District Library Trustees. In addition, the City Library Trustees shall cause the Director of its Library Facilities, or such Director's designee, to attend all regular and special meetings of the District Library Trustees.

[End of Article III]

**ARTICLE IV**

**OBLIGATIONS OF DISTRICT LIBRARY TRUSTEES**

**Section 4.1 Acceptance of Library Services.** The District Library Trustees agree to accept and receive such Library Services as are agreed to be provided and made available by the City Library Trustees for and on behalf of the use and benefit of the citizens of the District and to pay for such Library Services in the amount, at the time and in the manner set forth in Section 4.2 of this Agreement below.

**Section 4.2 Annual Payment for Library Services.** The District Library Trustees agree to pay to the City Library Trustees for the Library Services to be provided to the District Library Trustees under this Agreement such amount as shall be equal to such net remaining proceeds as are available from the District Library Tax levied by the District Library Trustees at the Tax Rate Limit and collected by the County Collector of McLean County and thereafter deposited with the District Treasurer, after the retention by the District Treasurer of such amount as shall be required by the District Library Trustees for "Other Obligations of the District". As used in this section, "Other Obligations of the District" mean and include all appropriations in the annual budget and appropriation ordinance of the District Library Trustees for each fiscal year other than the appropriation for the payment of Library Services as specified in this section. Such "Other Obligations of the District" shall not exceed five percent (5%) of the total appropriations made in such annual budget and appropriation ordinance and may include, but shall not be limited to, appropriations for (1) the annual audit, (2) legal services, (3) the publication and service of legal notices, (4) dues, fees, and assessments to associations having the purpose of improving library services or librarianship, (5) surety bonds and insurance, (6) the maintenance or replacement of moneys in or for the Working



Cash Fund established by the District, and (7) any and all such other lawful purposes as may be deemed necessary by the District Library Trustees to carry out the spirit and intent of the Library District Act to provide Library Services within the District. Such amount of net remaining proceeds shall be paid to the City Library Trustees or at their discretion by the District Treasurer within forty-five (45) days of the date any such moneys are deposited by the County Collector with the District Treasurer.

**Section 4.3 Grant Applications and Funds.** The District Library Trustees and the city Library Trustees agree to mutually cooperate in connection with the application for any federal or State of Illinois funds which may be made available to the District Library Trustees for library purposes. The expenditure of any such federal or State of Illinois funds so made available to the District Library Trustees shall be made by the District Library Trustees in accordance with such terms and conditions as may be established therefor in any such application and/or award of such funds.

[End of Article IV]

## ARTICLE V

### DEFAULTS AND REMEDIES

**Section 5.1 Defaults - Rights to Cure.** Failure or delay by either Party to timely perform any term or provision of this agreement shall constitute a default under this Agreement. The Party who so fails or delays must, upon receipt of written notice of the existence of such default, immediately commence to cure, correct, or remedy such default and thereafter proceed with diligence to cure such default. The Party claiming such default shall give written notice of the alleged default to the Party alleged to be in default specifying the default complained of. Except as required to protect against immediate, irreparable harm, the Party asserting a default may not institute proceedings against the other Party until thirty (30) days after having given such notice. If such default is cured within such thirty (30) day period, the default shall not be deemed to constitute a breach of this Agreement. If the default is one which cannot reasonably be cured within thirty (30) days, such period shall be extended for such time as is reasonably necessary for the curing of the same, so long as there is diligent proceeding to cure such default. If such default is cured within such extended period, the default shall not be deemed to constitute a breach of this Agreement. However, a default not cured as provided above shall constitute a breach of this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either Party in asserting any of its rights or remedies as to any default or alleged default or breach shall not operate as a waiver of any such default or breach of any rights or remedies it may have as a result of such default or breach.

**Section 5.2 Remedies.** The sole remedies of either

Party in the event of a default by the other Party under any of the terms and provisions of this Agreement shall be either to institute legal action against the other Party for specific performance or other appropriate equitable relief or to terminate this Agreement.

[End of Article V]

**ARTICLE VI**

**MISCELLANEOUS PROVISIONS**

**Section 6.1 Entire Contract and Amendments.** This Agreement (together with the Exhibits attached hereto) is the entire contract between the City Library Trustees and the District Library Trustees relating to the subject matter hereof, supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the City Library Trustees and the District Library Trustees, and may not be modified or amended except by a written instrument executed by both of the Parties.

**Section 6.2 Third Parties.** Nothing in this Agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any other persons other than the City Library Trustees and the District Library Trustees and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third persons to either the City Library Trustees or the District Library Trustees, nor shall any provision give any third parties any rights of subrogation or action over or against either the City Library Trustees or the District Library Trustees. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.

**Section 6.3 Counterparts.** Any number of counterparts of this Agreement may be executed and delivered and each shall be considered an original and together they shall constitute one agreement.



**Section 6.4 Waiver.** Any Party to this Agreement may elect to waive any right or remedy it may enjoy hereunder, provided that no such waiver shall be deemed to exist unless such waiver is in writing. No such waiver shall obligate the waiver of any other right or remedy hereunder, or shall be deemed to constitute a waiver of other rights and remedies provided pursuant to this Agreement. 1

**Section 6.5 Cooperation and Further Assurances.** The City Library Trustees and the District Library Trustees each covenant and agree that each will do, execute, acknowledge and deliver or cause to be done, executed and delivered, such agreements, instruments and documents supplemental hereto and such further acts, instruments, pledges and transfers as may be reasonably required for the better assuring, pledging, assigning and confirming unto the City Library Trustees or the District Library Trustees all and singular the rights, Library Services and District Library Tax covenanted, agreed, and pledged to be provided or paid under or in respect of this Agreement.

**Section 6.6 Severability.** If any section, subsection, term or provision of this Agreement or the application thereof to either Party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of such section, subsection, term or provision of this Agreement or the application of same to such Party or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

**Section 6.7 Notices.** All notices, demands, requests, consents, approvals or other communications or instruments required or otherwise given under this Agreement shall be in writing and shall be executed by the party or an officer,

agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally or by telecommunication actually received, or as of the third (3rd) day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid, addressed as follows (unless another address is provided in writing):

To the City Library Trustees:

Bloomington Public Library  
205 East Olive Street  
Bloomington, IL 61701  
Attention: Director  
Tel: (309) 828-6091  
[Email: librarydirector@bloomingtonlibrary.org](mailto:librarydirector@bloomingtonlibrary.org)  
Fax: (309) 828-7312

To the District Library Trustees:

c/o Bloomington Public Library  
205 East Olive Street  
Bloomington, IL 61701  
Attention: G P P L D President  
Tel No.: (309) 828-6091  
[Email: gppldfullboard@bloomingtonlibrary.org](mailto:gppldfullboard@bloomingtonlibrary.org)  
Fax No.: (309) 828-7312

*With a copy to the President at his or her home address.*

**Section 6.8 Successors in Interest.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective authorized successors and assigns; provided, however, that neither Party may assign its rights under this Agreement without the express written approval of the other Party.

**Section 6.9 No Joint Venture, Agency, or Partnership Created; Reservation of Rights, etc.** Neither anything in this Agreement nor any actions of the Parties to this Agreement shall be construed by the Parties or any third person to create the relationship of a partnership, agency, or joint

venture between or among such parties. Except as otherwise specifically provided in this Agreement, each Party exclusively retains and reserves the rights, obligations, duties and powers for providing library service to and for the City under, pursuant to and in accordance with the Local Library Act, and to and for the District, under, pursuant to and in accordance with the District Library Act, as applicable, and neither anything in this Agreement nor the actions of the Parties to this Agreement shall be construed by the Parties or any third person to mean or imply that either Party has assumed or otherwise been delegated any such rights, obligations, duties or powers of the other Party.

**Section 6.10 Illinois Law.** This Agreement shall be construed and interpreted under the laws of the State of Illinois.

**Section 6.11 Costs and Expenses.** If either Party defaults in the performance of its obligations hereunder, the Parties agree that the defaulting Party shall pay the non-defaulting Party's costs of enforcing the defaulting Party's obligations under this Agreement, including but not limited to attorneys' fees and expenses.

**Section 6.12 No Personal Liability of Officials.** No covenant or agreement contained in this Agreement shall be deemed to be the covenant or agreement of any official, officer, agent, employee or attorney of either Party, in his or her individual capacity, and neither the members of the City Library Trustees or the District Library Trustees nor any official of the City Library Trustees shall be liable personally under this Agreement or be subject to any personal liability or accountability by reason of the execution, delivery and performance of this Agreement.

**Section 6.13 Repealer.** To the extent that any

ordinance, resolution, rule, order, or provision of either Party or any part thereof is in conflict with the provisions of this Agreement, the provisions of this Agreement shall be controlling.

**Section 6.14 Term.** This Agreement shall be and remain in full force and effect from July 1, 1990, ~~until June 30, 1991~~ as amended July 1, 2023, until June 30, 2024. This Agreement shall be automatically renewed from year to year thereafter for successive one-year periods beginning July 1 and ending June 30 unless either Party provides written notice to the other Party of its intention to terminate this Agreement at the end of any such term at least ninety (90) days prior to the applicable June 30.

**IN WITNESS WHEREOF,** the City Library Trustees and the District Library Trustees have caused this Agreement to be executed by their duly authorized officers as of the date set forth below.



BOARD OF LIBRARY TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF  
BLOOMINGTON, MCLEAN COUNTY,  
ILLINOIS

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Its President

Attest:

\_\_\_\_\_  
Secretary

BOARD OF LIBRARY TRUSTEES OF THE  
GOLDEN PRAIRIE PUBLIC LIBRARY  
DISTRICT, MCLEAN COUNTY, ILLINOIS

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Its President

Attest:

\_\_\_\_\_  
Secretary

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

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

1. That the competitive bid process be waived, and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$26,603.25
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:  
Bloomington Public Library Maintenance & Operating Budget: \$26,603.25

Approved this 20<sup>th</sup> day of June 2023

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Julian Westerhout, President  
Bloomington Public Library Board of Trustees



## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

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

May 22, 2023

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

OCLC Symbols: JCH

Dear Ms. Hamilton:

The FY2024 ILLINET/OCLC Group Services Program Renewal Agreement for Bloomington Public Library is included with this letter. To avoid OCLC Service interruption, please obtain the appropriate signature(s) and return the signed agreement by June 30, 2023.

This letter is **not** an invoice. Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Group Services will be sending an invoice to Bloomington Public Library in early July. For additional information regarding services and fees, see the document included with this letter. **Do not send payment to the Illinois State Library.** Online account access will be available at <https://www.illinetoclc.info/> or you may contact Shirley Paden at spaden@illinoisheartland.org for account information and payment options.

**Bloomington Public Library - JCH**  
**FY2024 ILLINET/OCLC Group Services Fee: \$26,603.25**

To confirm and renew membership in FY2024 ILLINET/OCLC Group Services, Bloomington Public Library must return the signed agreement. If the library will **not** be renewing in FY2024, please send written notice to Rodney Davis at rdavis1@ilsos.gov or at the mailing address listed above.

**Return the signed agreement by June 30, 2023, to oclc1@ilsos.gov or FAX 217-782-6062 or mail to the Illinois State Library at the address listed above.** A fully executed agreement will be returned to you for your files.

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

Sincerely,

Greg McCormick, Director  
Illinois State Library

Enclosures  
GM:jlh



**REGULAR AGENDA ITEM NO. 7.E.**

**FOR LIBRARY BOARD OF TRUSTEES:** June 20, 2023

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Approve a Change Order to Add the Infrastructure to Support Electric Vehicle Chargers

**RECOMMENDED MOTION:** Approve the Change Order as Presented

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

**BACKGROUND:** In March, the Board approved moving forward with a project to add 4 Electric Vehicle (EV) Chargers to the future library parking lot in an amount of up to \$20,000.

The cost of the EV charging stations were exactly as budgeted (\$8,474.00).

The infrastructure costs are higher than anticipated and amount to \$16,864. Resulting in a total project cost of \$25,338.

The architecture and engineering team have reviewed the proposed infrastructure costs and believe them to be reasonable. Their initial estimate was based on another library project which required a shorter conduit distance and that had a layout allowing for the chargers to be mounting on a sidewalk rather than a concrete pad.

The infrastructure work is required in order to offer electric vehicle chargers and it would be far more costly (if not impossible) to complete in the future, when the parking lot is not already excavated.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** N/A

**FINANCIAL IMPACT:** 5,338 additional dollars.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton





**REGULAR AGENDA ITEM NO. 7.F.**

**FOR LIBRARY BOARD OF TRUSTEES:** June 20, 2023

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Approve a Construction Contingency Change to Level Existing Building Floors

**RECOMMENDED MOTION:** Approve the Construction Contingency Change in an amount up to \$45,000

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

**BACKGROUND:** When renovating an existing building, it is sometimes discovered that floors are not completely level. While there is some ability to work around uneven floors, several areas need to be fixed. The main areas are where the existing building meets the newly poured floor, where tiles will meet carpet, and in the new community rooms where the movable partitions will extend down to the floor.

The leveling process is quite extensive, including materials and time to mix concrete, pour concrete, and ensure the new pour is level.

The architects reviewed the initial quote and while unit prices were reasonable, both the total labor estimate and total amount of concrete estimate were a bit high. Due to this, the general contractor agreed to approach this project on a time and materials basis (including an "up to amount") rather than a flat price.

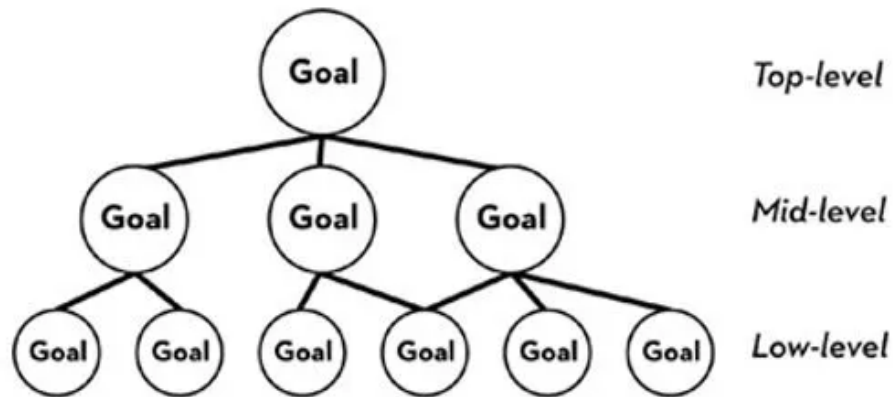
**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** N/A

**FINANCIAL IMPACT:** The cost will be accounted for in the construction contingency which was included in the original general contractor bid and will not increase the price of the project.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton

## Strategic Plan Approach



Top-level goals are like a compass setting or a general direction to take. These are major overarching goals that we feel will be important for us to fulfill our mission. There will be many different ways to get there.

Top-level goals are our **Strategic Priorities**.

Mid-level goals are more discrete yet still large goals which can allow us to achieve top-level goals.

Mid-level goals are our **Goals**.

Low-level goals are specific tasks or things we can actually do in the short-term. A good low-level goal is:

Specific  
Measurable  
Achievable  
Relevant  
Time-Bound

Low-level goals are our **Initiatives**.



## Mission

We provide our diverse community with a helpful and welcoming place that offers equitable access to the world of ideas and information and supports lifelong learning.

## Vision

To enrich and inspire our diverse and evolving community.

## Strategic Priorities, Goals, and Initiatives

**Strategic Priority 1:** Explore and implement strategies to improve access to the library and its resources.

**Goal 1.1:** Highlight features of the newly expanded and renovated Library

**Initiative 1.1.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: docents/regular tours for first few weeks of opening; invite organizations to take tours (getting feedback along the way); school visits with tours; virtual tours; promote rooms, new tech, and other new features; promote space for home-based services (like speech therapy); reintroduce existing offerings; gamification of visits over a year (passport); rethink program guide and promotional methods*

**Goal 1.2:** Reach beyond the “expected” audiences

**Initiative 1.2.1:** *Ways to accomplish the goal - TBD by managers/staff - potential ideas to include: working with community partners to reach new demographics; provide meeting spaces for community groups; techmobile*

**Goal 1.3:** Continue to build community partnerships

**Initiative 1.3.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: continue offsite programs/services; celebrity reads (board members, mayor, principals); continue collaborating with the schools; expand long-term partnerships (schools, museum); collaborate with other library boards; Expand schools that the library works with - Metcalf, U-high, Central Catholic, and other private schools about adding their students to our student card program; use promotional outlets provided by partners (ex. ISU group keeps a website of the equip BPL has)*

**Goal 1.4:** Ensure the Library policies and procedures foster positive experiences in the newly expanded and renovated Library

**Initiative 1.4.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: Review and update all library policies (focusing on making*

*things more accessible and fitting with the new space, meeting room policies in particular will need to be reviewed/revise d); Review and update all library procedures (focusing on making things more accessible and fitting with the new space, meeting room/study room booking processes in particular will need to be reviewed/revise d)*

**Strategic Priority 2:** Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

**Goal 2.1:** Celebrate the newly expanded and renovated Library through programs for community residents in all stages of life

**Initiative 2.1.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: creative programs and services using the new spaces (Innovation Lab, Computer Lab, Meeting Rooms, etc.); yoga; senior citizens crafts; senior citizens programs; mental health programs (dog therapy); DEI programs; tech tutoring; author visits (niche authors); local author fair; workforce development classes – resume, computers, etc.; cultural programs; lots of youth programs; partnered programs (fire dept, Rivian, local trades)*

**Goal 2.2:** Provide access to new technology and equipment

**Initiative 2.2.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: training on new technology and equipment; recording studios; innovation lab; innovation lab programs; techmobile; develop a certification program for the equipment in the innovation lab. Some kind of formal process for getting certified to use the equipment (3D printers, laser cutters, etc)*

**Goal 2.3:** Cultivate and display diverse collections

**Initiative 2.3.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: cultural displays; books featuring diversity*

**Goal 2.4:** Celebrate the Bloomington community's history

**Initiative 2.4.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: Pantagraph index digitization; local history programs; Library history posters*

**Strategic Priority 3:** Recruit, train, and develop a knowledgeable, collaborative staff.

**Goal 3.1:** Improve customer service by building a strong staff team

**Initiative 3.1.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: Strategically review staff roles to ensure we have the right roles for our new spaces and needs; offer DEI training, trauma-informed training; update staff training with new spaces, procedures, policies*

**Strategic Priority 4:** Work effectively through the use of technology.

**Goal 4.1:** Implement tools to improve the patron experience

**Initiative 4.1.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: StackMap (adds a map of where items are located to the catalog); ContentDM (using to build a digital Pantagraph index, has potential to scan and store additional local history resources); Access Control (used to provide access to study rooms and keep staff safer)*

**Strategic Priority 5:** Administer a cost-effective public library.

**Goal 5.1:** Steward newly formed donor relationships

**Initiative 5.1.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: Unveiling of donor wall, special preview events for donors, educate donors on giving opportunities,*

**Goal 5.2:** Seek new funding opportunities

**Initiative 5.2.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: grants; encourage contributions from organizations, businesses, and community members*

**Goal 5.3:** Use resources effectively and efficiently

**Initiative 5.2.1:** *Ways to accomplish the goal - TBD by managers/staff – potential ideas to include: wise steward of \$, resources; pursuit of new, money-saving technologies (solar, other new programs); Closely monitor expenses as we adjust to our newly expanded space*



# SEXUAL HARASSMENT

## BLOOMINGTON PUBLIC LIBRARY TRUSTEE TRAINING

- The BPL Board approved the most recent version of the BPL Sexual Harassment Policy in March 2021, with the revision of the Personnel Handbook.

# DEFINITION OF SEXUAL HARASSMENT

- This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:
  - Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
    - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
    - 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
    - 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

# EXAMPLES OF SEXUAL HARASSMENT

- Verbal
  - Text/Electronic
  - Non-verbal
  - Visual
  - Physical
- 
- Employees and Trustees are empowered to and have the responsibility to say “NO” and clearly tell the other person their behavior is not welcome again

# REPORTING

- Any trustee who experiences or witnesses an incident of sexual harassment must promptly report the matter to the Board President and/or the Library Director.
  - Employees are instructed to report the matter to their Department Manager, the Human Resources Manager, and/or the Library Director. If the complaint involves the Library Director, they are to make their report to the Library Board Budget & Personnel Committee.
  - Incidents involving patrons, also are reported to security.
- All allegations will be investigated

# REPORTING

- State of Illinois Sexual Harassment & Discrimination Helpline: <http://www.illinois.gov/SexualHarassment> OR (877) 236-7703
- All allegations reported to Library Management will be investigated



# NO RETALIATION

- No retaliation against any library employee shall be taken due to an employee's or trustee's:
  - 1) Disclosure or threatened disclosure of any violation of this policy
  - 2) The provision of information related to or testimony before any public body conducting an investigation, hearing, or inquiry into any violation of this policy, or
  - 3) Assistance or participation in a proceeding to enforce the provisions of this policy

Retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms of conditions of employment of any library employee or appointment of any trustee that is taken in retaliation for a library employee's or library trustee's involvement in a protected activity pursuant to this policy

# CONSEQUENCES OF A VIOLATION

- Any discipline imposed by the library shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency
- Any person who violates this policy may be subject to a fine of up to \$5,000 per offense, decided by a court of law

# CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

- A false report is made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment
- False and frivolous reports are serious offenses that can result in disciplinary action
- Any person who intentionally makes a false report shall be subject to discipline or discharge pursuant to applicable library and city policies, procedures, employee handbooks, and/or collective bargaining agreements

# ADVICE:

- Be respectful, this includes avoiding gossip
- Stay away from actions that aren't business-appropriate
- We can't help if we don't know about it



**REGULAR AGENDA ITEM NO. 8.B.**

**FOR LIBRARY BOARD OF TRUSTEES:** June 20, 2023

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Decennial Committee on Local Government Efficiency

**RECOMMENDED MOTION:** None, discussion only

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

**BACKGROUND:** In June 2022, an Illinois law was passed requiring certain (not all) units of local government to establish a committee at least once every 10 years, to study local efficiencies and report recommendations to the county board in which the governmental unit is located. The Act applies to units of local government that may levy any tax, except municipalities and counties.

Attached is a fact sheet from the Illinois Municipal League outlining the requirements of the law.

The City Legal Department shared that the most common legal opinion continues to be that City Libraries are not subject to the Local Government Efficiency Act because they are a part of the municipality, which is exempted.

Most City Libraries, including Normal Public Library, are following this advice and are not forming a Decennial Committee on Local Government Efficiency.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** N/A

**FINANCIAL IMPACT:** Staff and Board time.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton

**ATTACHMENTS:**

[Fact-Sheet-Decennial-Committee.pdf](#)

# DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY



SB 3789 (Sen. Morrison, D-Lake Forest/Rep. Carroll, D-Northbrook), now Public Act 102-1088 ([available via this link](#)), creates the Decennial Committees on Local Government Efficiency Act.

The Act requires certain (not all) units of local government to establish a committee within one year after the effective date, and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board in which the governmental unit is located. The Act applies to units of local government that may levy any tax, except municipalities and counties.

The Act specifically does not apply to municipalities and counties.

However, the Act applies to units of local government whose governing board may include a municipal appointee, as detailed in Table 1, and units of local government whose operations may be of interest to, or may directly impact, municipalities, as detailed in Table 2.

## COMMITTEE COMPOSITION

Each committee shall consist of the following members:

- The president or chief elected (or appointed) official, or their designee, of the governing board of the governmental unit, who shall serve as chair of the committee;
- All elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the chair of the board of the governmental unit, with the advice and consent of the board;
- All chief executive officers or other officers of the governmental unit; and,
- Additional members appointed by the chairperson as he or she deems appropriate.

## COMMITTEE DUTIES

The duties of each committee include, but are not limited to, the following:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state;
- Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and,
- Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.





Each committee is dissolved upon the submission of its report to the county board until it is reestablished with newly appointed members at least once every ten years.

## COMMITTEE MEETINGS

The committee is required to meet at least three times and may meet during a regularly-scheduled meeting of the governmental unit, so long as certain conditions are met.

Specifically, the governmental unit must give a separate notice pursuant to the Open Meetings Act (OMA), the committee meeting must be listed as part of the agenda for the regularly-scheduled meeting and a majority of the members of the committee must be present.

The committee is considered a public body under the Freedom of Information Act (FOIA).

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended and ask for input on the matters discussed at the meeting.

Municipal officials are encouraged to monitor these committees for actions and reports that may be of direct interest to the municipality.

**iml.org**

**TABLE 1: Units of Local Government Whose Governing Board May Include a Municipal Appointee**

Type of Government	Statutory Reference
Airport Authorities	<a href="#">70 ILCS 5/</a>
Cemetery Maintenance Districts	<a href="#">70 ILCS 105/</a>
Civic Centers	<a href="#">70 ILCS 200/</a>
Local Libraries	<a href="#">75 ILCS 5/</a>
Local Mass Transit Districts	<a href="#">70 ILCS 3610/</a>
Mosquito Abatement Districts	<a href="#">70 ILCS 1005/</a>
Municipal Joint Action Water Agencies	<a href="#">5 ILCS 220/3.1</a>
Park Districts	<a href="#">70 ILCS 1205/</a>
Port Districts	<a href="#">70 ILCS 1845/16</a>
Public Health Districts in Towns	<a href="#">70 ILCS 905/</a>
Public Water Districts	<a href="#">70 ILCS 3705/</a>
Rescue Squad Districts	<a href="#">70 ILCS 2005/</a>
River Conservancy Districts	<a href="#">70 ILCS 2105/</a>
Special Recreation Districts	<a href="#">65 ILCS 5/11-95/</a>
Water Authorities	<a href="#">70 ILCS 3715/</a>
Water Commissions	<a href="#">70 ILCS 3720/</a>

**TABLE 2: Units of Local Government Whose Operations May Impact Municipalities**

Type of Government	Statutory Reference
Drainage Districts	<a href="#">70 ILCS 605/</a>
Fire Protection Districts	<a href="#">70 ILCS 705/</a>
Forest Preserve Districts	<a href="#">70 ILCS 805/</a>
Hospital Districts	<a href="#">70 ILCS 910/</a>
Museum Districts	<a href="#">70 ILCS 1105/</a>
Public Library Districts	<a href="#">75 ILCS 16/</a>
Road Districts and Road and Bridge Districts	<a href="#">605 ILCS 5/6-101 et seq.</a>
Sanitary Districts	<a href="#">70 ILCS 2405/</a>
Soil and Water Conservation Districts	<a href="#">70 ILCS 405/</a>
Surface Water Protection Districts	<a href="#">70 ILCS 3405/</a>
Water Districts	<a href="#">70 ILCS 3710/</a>
Water Reclamation Districts	<a href="#">70 ILCS 2605/</a>

