



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
OSBORN ROOM, BLOOMINGTON POLICE DEPARTMENT
305 S. EAST ST., BLOOMINGTON, IL 61701
TUESDAY, SEPTEMBER 19, 2023, 5:30 PM

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

Public Comment Guidelines are available at:
<https://www.bloomingtonlibrary.org/policies/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. Approve the Minutes of July 18, 2023: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)
- B. Approve the Minutes of August 15, 2023: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)
- C. Approve Bills in the Amount of \$2,600,620.51 (Recommended Motion: Approve the proposed bills.)
- D. Approve Bills in the Amount of \$462,275.93 (Recommended Motion: Approve the proposed bills.)

7. Approval Items

- A. Approve Library Board Meeting Dates for the Next Calendar Year (Recommended Motion: Approve dates as presented)
- B. Approve a Construction Contingency Change to Reinstall an Existing Mechanical

Unit Heater (Recommended Motion: Approve the Construction Contingency Change in an amount up to \$12,500)

8. Discussion Items

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.

Bloomington Public Library

Books are just the beginning.



Director's Report August 2023

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

- Continued to make progress towards a Library expansion, by:
 - Attending two construction meetings
 - Offering a construction tours to staff
 - Offering a tour to Normal Public Library staff
 - Offering a tour to several Library Board members
 - Scheduling tours for all staff, for donors, and for city council members
 - Meeting with the moving company
 - Meeting with the City's Asst. Economic & Community Development Director to discuss building codes
 - Meeting with the construction team to review the building keying
 - Working with Allison to purchase new book trucks
 - Preparing and coordinating furniture and shelving plans for phase 2, including developing single-face shelving plans and reviewing furniture punch lists
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended an Illinois Library Association (ILA) Serving Our Public Library Standards Review Committee Meeting

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

- Attended a Library Director Leadership Book Discussion
- Met with Gayle and a Department Manager to plan for an employee's upcoming extended leave of absence
- Met with the union to discuss employee concerns
- Attended two trainings on the City's upgraded financial software
- Attended the Virtual Global Leadership Summit
- Attended Staff Development Day
- Trained Nan on how to complete the Illinois Public Library Annual Report (IPLAR) for GPPLD

Goal: Work effectively through the use of technology.

- Met with Jorgi, Carol, and Nazma to discuss web solutions for an upcoming Cookbook Club

Goal: Administer a cost-effective public library.

- Contacted donors to request wording for donor recognition opportunities
- Reviewed and submitted the annual Illinois Public Library Annual Report for GPPLD

Adult Services Report
Carol Torrens
August 2023

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

Phase I Construction and Collections

We are excited to move into Phase 2!

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

SERVICES

Tiffany put together a set of 34 for books for a Central Catholic High teacher on a variety of genres.

COLLECTIONS

Marcie offered training to Alysha, Jesse, Alex, and Melissa from Children's on ordering from Baker & Taylor as they temporarily take on collection development duties due to another librarian's extended absence.

Book displays this month were on these topics: romance and dog days of summer (fiction and nonfiction featuring dogs). The DVD display featured movies about or centered on friendships.

PROGRAMS

The 2024 Bloomington Reads series will be based on a theme instead of a single book. We will explore the disaster of the *S.S. Eastland*, a touring ship that capsized in the Chicago River in 1915. We have connections with the authors of a novel, a nonfiction book, and a children's book about the Eastland. We'll offer additional programs as well.

Adult/Family programs

- In Person Off Site
 - Books on Tap – 1 session – 17 attended
 - ESL Discussion Group – 1 session – 23 attended
- Live Virtual
 - Mystery Book Club – 1 session – 14 attended
 - Fiction Book Club – 1 session – 7 attended
 - History Reads Book Club – 1 session – 7 attended
 - Preserving Tomatoes – 1 session – 38 attended
- Recorded Programs
 - Video views of the Cross Stitch instructional video – 141 views

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

Most staff attended the Development Day on Aug. 10. We learned about communication, avoiding stereotypes, biases, and negative speech, fire safety, recycling, and other topics. Staff also spent time learning about collection development, online resources, and new steps in the Pantagraph indexing project.

Carol spent time reviewing shelving rules with Dale from CATS. He went through this process to be better able to help when collections are moved and later when items from storage are brought back to the library.

Goal: Work effectively through the use of technology.

Pantagraph Scanning Project:

- A temporary employee has been hired to continue scanning index cards during Phase 2 of construction.

- Sara completed a test of the database and created a set of rules for those helping with the assignment of subject headings. Team members are Sara, Rhonda Y., Mimi, Marcie, Kelly, Marie, and Eleanor.
- 600+ cards have been fully indexed.
- Jon in IT is uploading more bundles, which will then be indexed.

There was 1 individual appointment on basic computer use.

Business Office Report

Kathy Jeakins

August 2023

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

Nan and I continued to get things ready for the Admin move to the third floor.

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

Nan attended Development Day on Aug 10.

Nan and I participated in training sessions for the MUNIS upgrade.

Goal: Work effectively through the use of technology.

Nan and I are gearing up for the MUNIS upgrade.

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 and entered all credit card transactions in account files.

Both BPL and Golden Prairie have received their Per Capita Grant checks.

At the end of August, BPL received its 4th Property Tax distribution of \$1,103,828.14.

Golden Prairie also received its 4th Property Tax distribution of \$95,269.96; of that amount BPL received \$90,506.46.

In August, the Book Shoppe collected \$1,453.75; a little more than in July.

Hoopla usage hit another new high in August: \$13,151.53!

Kanopy downloads for August totaled \$906.00.

Bills Costing in Excess of \$5,000:

- Bridgeall Libraries, Ltd \$15,500.00 for Collection HQ
- Envisionware, Inc. \$34,750.00 for Sorter Expansion
- Library Store \$9,743.66 for Book Trucks
- Sentinel \$5,104.00 for Firewall Upgrade
-

Upcoming:

I will continue to pull items for the Golden Prairie audit.

Due to the MUNIS upgrade, we will not be able to enter any invoices or deposits from Sept 8 through Sept 11.

Jeanne and I will start working on BPL's FY 25 budget in September

Bloomington Public Library

Books are just the beginning.



Cataloging & Technical Services Report

Allison Schmid

August 2023

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

- We ordered and received 10 full sized and 5 half book trucks. They are from the BioFit line, purchased from TLC (The Library Store). CATS will be using these to hold new, in-process items during Phase 2.
- CATS removed OTR labels, changed shelf locations and assignments, and packed many more boxes in preparation for the outreach collection reduction, in preparation for Phase 2.
- CATS staff moved the Illinois Room locked case collection to the final location in the new construction. Almost 1,000 items!
- We posted a variety of unused items on the RAILS page that other libraries can benefit from.

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

- Allison met with Melissa to discuss changes in Children's selectors.
- Allison met with Alysha on children's selecting and workflow.

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

- Dale completed AS shelving training – 5
- All CATS staff attended Staff Development day - 32
- Training Hours – 37

Goal: Work effectively through the use of technology.

- We're attempting a new workflow when it comes to cancelled items that have holds and will need to be reordered.

Goal: Administer a cost-effective public library.

- We were able to reuse some cases for an upcoming add to the collection, rather than ordering new.

Upcoming:

- Packing for phase 2
- Circulating Wireless Bluetooth Transmitters and FM Transmitters

Children's Services Report
Melissa Robinson
August 2023

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

Collections

Children's staff worked on interfiling books that are usually kept on top of the shelves in preparation for the Phase 2 move.

Events

- D87 Teacher Breakfast – 162 participated
- Western Avenue Backpack Day – 65 participated
- Miller Park Cultural Fest – 165 participated
- Cedar Ridge Back to School Night – 273 participated
- Oakland Back to School Night – 151 participated
- 5 events total – 816 attended

Passive

- Crafts (paper bag chef, ninja popsicle stick, watermelon, boat, pencils, pop up lemonade glass, backpack, back to school bookmark) – 589 participated

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

- We welcomed a new part-time temp, Leigh.
- Lisa attended a webinar, "The State of Movies and Physical Video."
- Staff attended the staff training day.

Goal: Work effectively through the use of technology.

- 17 posts were added to the Children's Facebook group, and we now have 754 members.
- 14 videos were added to TikTok, and we now have 903 followers.

Upcoming:

- Tales for Tails – Wednesday evenings
- Story Time at the Junction – Thursday mornings starting Sept 14
- Day of Play in Uptown Normal- Sept 23
- Bent Back to School Night – Sept 26



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

Outreach Library Associate, Michelle, meetings and successful connections:

- BN Welcoming Core group
- City of Bloomington Welcoming Week Committee
- RISE Core Team and Training Committee
- Chestnut Sober Recreation
- Butterfly Coalition
- East Central Illinois Association for Aging Adults
- Fatherhood Leadership Team
- Led the Human Services Council
- Leadership McLean County Steering Committee
- Reentry Council Board
- Recovery Oriented Systems of Care
- Table host at Faith in Action event
- Behavioral Health Forum planning meeting

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

Deposits staff prepared and delivered or renewed 568 items at 11 sites.

Home Delivery prepared and delivered or renewed 648 items to 55 active patrons.

Pop Up Library visits were held at the locations listed below. 97 patrons were served, and 630 items checked out.

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

August Outreach Events:

- August 1: Ecology Action Center program at the Deer Ridge bookmobile stop
- Aug 19: West Fest at the West Bloomington Revitalization Project
- August 26: Salvation Army Block Party

Bookmobile stops were cancelled from Monday, August 7 – Tuesday, August 22 due to a crack in the engine's radiator and a replacement hose needed to move coolant through the radiator.

The bookmobile stop at Freedom Oil will need to find a new location due to construction at the gas station. Patrons will be notified as soon as a nearby location is selected.



(8/2023) Circulation and Outreach Services Statistics

Total Circ BPL	81,183
Total Circ Main	52,388
Total Circ Outreach	6,207
Total Circ Drive-up	441
Total Digital Downloads	22,147
Hoopla	6,148
Overdrive	15,189
TumbleBooks	24
eBook Central	5
Kanopy	781
Borrowers Registered	452
Total Active Cardholders	31,460
Children	7,596
Teen	3,797
Adult	20,067
GPPLD	1,474
Total Holds Filled	5,958
Main Holds	4,684
Outreach Holds	983
Drive-up Holds	291
Door Count	11,705

Top 10 Highest Circulations		Patron Count
Wingover Apartments PM	110	326
Wingover Apartments AM	130	318
Rollingbrook South	14	117
Tipton Trails	30	101
Garling Heights	28	91
Ekstam Drive	12	84
North Pointe	21	79
Oakwood	29	74
Sapphire Lake	11	54
Rowe Drive	12	51

Lowest 5 Circulations		Patron Count
Franklin Park	6	2
Irvin Apartments	5	3
Rowe Drive	4	2
Franklin Park	2	1
Deer Ridge	0	1

Regularly Scheduled Stops	33
Special Stops	-
Cancelled Stops	40 (maintenance)
Total Stops	33
Total Patron Count	635
Total Bookmobile Circulation	1,824

Human Resources Report

Gayle Tucker

August 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I attended Staff Development Day
- I participated in Munis Hub training
- I started UKG Kronos Dimensions training
- In August, there was one in-house job announcement
- There were seven interviews
- 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 August, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—training has begun
- 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

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - I conducted three work study interviews and hired two students

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
August 2023

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

We are continuing to scan the Pantagraph index. We currently have over 9000 cards in the online database and making more available daily. Our goal is to have this completely available by the time the construction project is completed.

We have completed loading the student card data from the Summer and are waiting for the new data sets from the school districts that we get at the start of the year. We are working with Normal Public Library to create more of an event and will try to send out all of the student cards at the same time for Library sign up month.

We interviewed several candidates for our open positions and hired two new part-time staff for the IT department. DJ and AI will be starting the second week of September.

The server equipment was successfully moved to the new server room and we will be moving the rest of the networking equipment and phones in the near future. We replaced the aging firewall with a new one and will be replacing the main core of the network switches as part of the move into the new server room.

All of the new self-checks were setup, and we are waiting to be moved into the new part of the Library.

We replaced the majority of the aging public laptops, we are looking at having a total of 40 laptops available for the public to be able to use.

Upcoming:

We will be installing all of the new Adult Services Desktops, Microfilm scanning PCs and self-checks into the new library area that is currently under construction.

We will be training the new part-time staff and attempting to hire one more person.

We will be moving all computers and phones into the new workspaces for Library staff.

Marketing Report
Rhonda Massie – August 2023

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

Summer Reading

- Summer Reading ended on July 31. Prizes were handed out to late finishers through August 20.
- The number of people who finished the program in 2023:
 - Kids – 2,459
 - Teens - 467
 - Adults - 967
 - Outreach – 16

Total	3,909
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- Thank-you letters were mailed to the 2023 Summer Reading sponsors.

Your Future Library – Capital Campaign

- Jeanne and Rhonda are working to contact 84 donors who've given or pledged to give \$500+ to the capital campaign. These donors are being contacted as we work to firm up the wording that will be displayed on the individual book spines on the donor wall and sponsor signage which will be installed in the renovated/expanded building.
- Rhonda and Jeanne, with help from Tyson, have been working to try to restore State Farm employee donation matches.
- Located email addresses for all donors from \$500-\$300,000 and upload them into Library Market. Jeanne then invited these folks to sign up for a timeslot to tour the new portion of the building.
- Managed donation database
 - 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 donated at least \$100 during the previous month.
 - Ran report for those whose pledge payments are in arrears.
 - Ran report to show pledge payments are due in the next 30 days. Sent reminders if any were coming due.

Connect Transit

- Throughout the month of September, Connect Transit is offering free rides to those who show a Bloomington or Normal library card. (September is Library Card Sign-Up Month.) We are promoting this partnership via the following: BPL website, WGLT on-air ads, Facebook, Instagram, Twitter, text message, eBlast, digital ads inside buses, paper ads inside buses, press release, and letters mailed to 9 businesses which sell bus passes. This information was also shared to these non-BPL Facebook pages: *We're in this together Bloomington Normal*, *News Happening in Bloomington-Normal*, *News Happening in Bloomington Normal McLean County*, and *McLean County GRID: Grants Resources Ideas Data*. Additionally, Conexiones Latinas de McLean County offered to translate our press release into Spanish and help spread the word.

Website

- Marketing continues to maintain the library's website.
 - Monthly addition of August programs and registration forms to the online calendar
 - Monthly update to record sets for New Movies, New Music, and New Audiobooks
 - Troubleshoot issues uncovered in the Room Reservation system
 - Created a staff training document and a video about creating Study Room Reservations within Library Market
 - Explored options in Library Market to create new rooms for future hybrid programming which would prevent double-booking
 - Reviewed Google Analytics data
 - Added *Freedom to Read* Bingo Board to calendar listing
 - Archived Summer Reading Program information
 - Updated plasma screen and website's rotating banners
 - Removed Summer Reading Content

- Added Staff Development Day Closure
 - Added Labor Day Closure
 - Added Library Card Signup Month Information
- Updated blog types to remove filters that were no longer in use
- Added 387 bookmobile stops to the online calendar (September 2023-February 2024)
- Cancelled bookmobile stops in the online calendar and updated web alerts daily while bookmobile was off the road for repairs from 8.5-8.21. Additional messaging was also shared via text and social media.
- Assisted in creating new eNewsletters in Library Aware
 - Cookbook Club Content
 - Audiobooks
- Created a page for the upcoming Cookbook Club to give the program a space to feature future participation.
- Worked with the *New York Times* to resolve a linking issue they were having.
- Added and removed puzzles from the puzzle collection as needed

Advertising

- WGLT
 - On-air ads ran during August to promote the library's six book clubs.
 - On-air ads will run during September to promote that Connect Transit is free to those who show their library card during the month of September.
- Neighbors Magazines
 - Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads run via Google, and online ads run via Facebook. All are currently promoting that library cards and programs are free.
- Community Players
 - BPL is an annual sponsor of The Community Players' season. This allows us to run an ad on their screen during each 2023-2024 show (pre-show and intermission). The next show – *Rumors* – runs September 1-10. Our ad will promote that library cards and programs are free.
- History Museum
 - BPL will be a sponsor of the History Museum's Annual Cemetery Walk in October. Our ad in their booklet will promote that library cards and programs are free.

Misc. Marketing Tasks

- Moved
 - Rhonda packed the Marketing Department and moved items to the 3rd Floor with the help of Operations Staff.
- Cancellations and Closures
 - Managed messaging for the August 10 closure for Development Day.
 - Managed daily messaging for the unexpected Bookmobile hiatus which ran from 8.5.23-8.21.23.
 - Penned all messaging for the upcoming closure for moving.
- Connect Transit
 - Created all messaging pertaining to our partnership with Connect Transit.
- Appreciation Day
 - Gathered counts by department to determine gift quantity needed.
 - Started working on the Appreciation Day paper program.
 - Determined the gift for 2023's Appreciation Day; gathered information from CM Promotions and Bloomington Spice Works; ordered artwork; and wrote up details for the Foundation Board to consider at its September meeting.
 - This year's gift will include a 3-pack of hot cocoa from Bloomington Spice Works and a mug from CM Promotions. The mug will include the phrase *Believe in your shelf* over a line drawing of a shelf of books.
- Promotional Items
 - Processed 7 requests for promo items to be taken to offsite events.
 - Processed/re-stocked promo items returned from offsite events.

- Ordered Halloween Candy and labels for the Children’s Department.
- Compile a *Did You Know?* document for the City’s Communications Manager.
- Re-printed and prepped handouts/publicity as requested.
 - Handouts for D87 Back-to-School Teacher Breakfast
 - Online Resources for Students & Teachers 50
 - Educator Services Trifold 50
 - Library Resources Bilingual Handout 50
 - Brainfuse Help Now Handout 50
 - Libby Handout 50
 - Hoopla Handout 50
 - Kanopy Handout 50
 - Handouts for Circulation
 - My library 400
 - Kanopy 400
 - Hoopla 400
 - Libby 400
 - Drive-Up Lane 100
 - Handouts for Adult Services
 - Hoopla 30
 - Wireless Printing 100
 - Handouts for IT
 - 100 D87 Student Card Letters
 - 300 U5 Student Card Letters

Paper & Digital Design Work

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

- Preserve Your Summer Tomatoes
- An Evening with Author Colson Whitehead
- Tales for Tails
- Story Time @ The Junction
- Let Freedom Read Bingo
- Take & Make Craft: Binary Bracelet
- Take & Make Craft: Fuse Bead Bookmark

Signage

- Completed many renditions of a Phase 2 Floor Map
- Staff Development Day
- AS Endcaps
- Welcoming Week
- Labor Day Closure

Misc.

- Designed a wrap for the new stand-alone Book Drop
- Created a Bingo Board for *Let Freedom Read* Bingo (starts Sept 5)
- Farmers’ Market Flyer
- Explore More Illinois Trifold
- Explore More Illinois image for FB & Instagram
- 2023 Home Delivery Schedule
- September Calendar
- Cookbook Club Web Tile
- Museum in Motion handouts

September Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - September’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 shortened bitly link was created for each program requiring registration. Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
- A Facebook Event was, or will be, created for each online and at-home program being offered.
- An Instagram post was, or will be, created for each online and at-home program being offered.

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

- Jorgi gave a 2-hour presentation about Communication to all staff during Staff Development Day.
- Rhonda attended a Vendor Showcase offered by CM Promotions
- Rhonda watched a Facebook tutorial in an attempt to figure out FB's latest changes.
- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee heads.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the library's Spirit Committee.
- Jorgi serves on the Office 365 Committee.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,935 followers
 - Instagram – 2,243 followers
 - Twitter – 1,977 followers
- Library text subscribers – 342
- Bookmobile text subscribers – 1,408
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,813 filtered active subscribers.
- Program Guide list – 34,808 filtered active subscribers.
- General eBlast list – 34,830 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 were also shared:
 - Labor Day Closure
 - All of September, Ride Connect Transit Free with Your Library Card
 - Many Bookmobile stop cancellations
 - The return of the Bookmobile
 - Library at West Fest
 - Our phones are out / Our phones are back
 - Recommended reading lists: *NYT* Fiction Bestsellers
 - Recommended reading lists: *NYT* NonFiction Bestsellers
 - Patrons getting sneak peek at construction
 - Staff Development closure on Aug 10
 - Summer Reading – Reminder that vouchers didn't expire when program ended
 - Text alerts from BPL
 - Teen Murder Mystery Party group photo
- 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 Weiss Financial Ratings – a BPL online resource – was delivered on 8.1.23.
 - An eBlast about the library's closure on August 10 was delivered on 8.9.23.
 - An eBlast promoting Free Rides on Connect Transit was delivered on 8.24.23.
 - An eBlast promoting the library's September 13-17 closure will be delivered on 9.8.23.

- An eBlast promoting Hispanic Life in America and a curated Hispanic collection on Kanopy will be delivered on 9.14.23, in time for the beginning of Hispanic Heritage Month.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
August 2023**

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

- Operations staff:
 - Made trips to storage unit to empty dehumidifiers
 - Took Outreach materials to storage for phase 2
 - Unloaded various materials that have been arriving for phase 2
 - Rented a U-Haul and moved some racks of items and boxes back from storage to library and stored in new storage rooms
 - Assembled and distributed new wire racks
 - Assisted in assembling new book trucks with CATS staff
 - Worked on cleaning debris, trimming bushes, and eradicating weeds on the north patio
 - Washed out both interior and exterior recycle and garbage containers
 - Will soon be using 2-way radios for communication within the department
 - Repainted the yellow guide line to the garage
 - Conducted a time study for moving A/V shelving from east side to west side of building
 - Gave the decompression room a good cleaning
 - New AED machine installed in lower lobby
 - Moved some Marketing items to the 3rd floor while the new elevator was operational
 - Facilitated pickup of electronic recycle
 - Brought sign holders and sandwich boards out of storage for phase 2 closure and opening signage
 - Assisted with moving new gates and self-checks for the installer
 - Items taken to Alter Metal for recycling and wooden pallets and cardboard taken to convenience center

- Repairs/Installs:
 - Chief City Mechanical replaced shut off valves on women's restroom sink
 - Kone restored power to elevator
 - Johnson Controls replaced oil temp sensor, transducer and oil filters on chiller
 - Public Works replaced cracked lids on garbage and recycle carts

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
 - Met with library mover for walk-thru of scope of work
 - Checked on and fielded questions from furniture and shelving installers
- Safety & Accessibility Committee
 - Facilitated the staff training presented by Officer Frank Friend with BFD
 - Reviewed the floor map to be offered to staff when we move to phase 2. Also talked about emergency procedures while in phase 2.
 - Bowen presented PowerPoints on fire and tornado procedures during phase 2 at Development Day

Goal: Administer a Cost-Effective Library.

- Mid-Illinois Mechanical conducted the bi-annual cross connection survey



Statistics At-A-Glance August 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	27,422	26,953	2%	112,609	130,236	-14%
Teens	1,836	1,890	-3%	8,684	8,891	-2%
Children	29,778	31,108	-4%	132,738	154,983	-14%
Digital Downloads	22,147	18,322	21%	86,510	72,778	19%
Total	81,183	78,273	4%	340,541	366,888	-7%

Active Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Adults	20,067	18,624	8%	N/A	N/A	N/A
Teens	3,797	3,390	12%	N/A	N/A	N/A
Children	7,596	5,965	27%	N/A	N/A	N/A
Total	31,460	27,979	12%	N/A	N/A	N/A

New Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Total	452	919	-51%	1,649	2,114	-22%

Visits	Current	Current	Change	FYTD	Last FYTD	Change
Main	11,705	10,897	7%	50,920	56,266	-10%
Bookmobile	635	1,630	-61%	6,334	5,732	11%
Total	12,340	12,527	-1%	57,254	61,998	-8%

Room Use	Current	Current	Change	FYTD	Last FYTD	Change
Study Room	0	0	N/A	0	213	-100%
Digital Preservation Studio	0	0	N/A	0	23	-100%
Community Room	0	0	N/A	0	11	-100%
Total	0	0	N/A	0	247	-100%

Community Outreach	Current	Current	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	25	18	39%	128	62	106%
People Reached	1,207	1,519	-21%	10,492	8,935	17%
Community Visits to the Library	0	0	N/A	4	0	N/A
People Reached	0	0	N/A	52	0	N/A
Total Outreach Visits	25	18	39%	132	62	113%
Total People Reached	1,207	1,519	-21%	10,544	8,935	18%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	7	5	40%	35	35	0%
Attendance	247	45	449%	928	536	73%
Teens	0	0	N/A	19	12	58%
Attendance	0	0	N/A	512	133	285%
Childrens	2	14	-86%	48	35	37%
Attendance	1,571	167	841%	12,432	969	1183%
Total Programs	9	19	-53%	102	82	24%
Total Attendance	1,818	212	758%	13,872	1,638	747%

1-on-1 Appointments	Current	Current	Change	FYTD	Last FYTD	Change
Total	1	2	-50%	11	8	38%

Reference Questions	Current	Current	Change	FYTD	Last FYTD	Change
Total	2,191	2,614	-16%	10,043	11,455	-12%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	506	128.75	293%	950	421	126%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,190	1,176	1%	4,078	5,927	-31%
WiFi Sessions	1,408	1,434	-2%	5,586	6,949	-20%
Website/Catalog Hits	41,302	40,175	3%	177,163	188,136	-6%
Online Resource Use	15,756	3,639	333%	58,998	15,393	283%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	520	549	-5%	1,780	1,698	5%
Sent	100	107	-7%	356	586	-39%

Volunteer Hours	Current	Current	Change	FYTD	Last FYTD	Change
Total	8	8.00	0%	29	8	256%

Incident Report Summary for August 2023

2023-08-31 23:59:00

2023-08-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
4444	2023-08-20 20:10:37	InappropriateBehavior

Suspension Report Summary for August 2023

2023-08-31 02:33:42pm

2023-08-01 02:33:42pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
527	2023-08-09 00:00:00	HealthSafety
529	2023-08-31 00:00:00	TobaccoUse

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, August 16, 2023
5:00pm

At 5:00 pm, President Ary Anderson opened the Public Hearing on Ordinance No. 23-01, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2023 and ending the 30th day of June 2024. President Anderson called for public comments three times with no responses. The Public Hearing was closed at 5:01 pm.

MINUTES

- I. Call to Order
President Anderson called the meeting to order at 5:01 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Stephanie Walden, Ary Anderson

Others Present: Caitlin Clyne, Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw

Absent: Kathy Vroman
- III. Introductions
Jeanne Hamilton introduced Caitlin Clyne, who works in Outreach as a Bookmobile driver and has been working with Jim Russell on data collection.
- IV. Public Comments
There were no public comments.
- V. President's Report
None
- VI. Approval of Minutes
A. July 19, 2023
THE MINUTES WERE APPROVED AS PRESENTED.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared tentative numbers from the Summer Reading Program. In the children's level, 2,414 kids completed the program (the highest number since 2019); 465 teens completed the program; and 959 adults completed the program (the highest since 2016). The Library is partnering again with Connect Transit for Library Card Sign-Up Month. People can ride for free during the month of September when they show their library card. Jeanne communicated that the Library is starting to work on naming recognition for donors who have contributed to the expansion project. GPPLD will be recognized at one of the community rooms and on the main donor wall. She indicated that the Board will need to decide how they want their name to appear. Jeanne also stated that the building is progressing well, and furniture for the west side has started arrive.

B. Outreach Report: Colleen Shaw, Circulation & Outreach Services Manager, distributed the new Bookmobile schedules for September to February. She highlighted some of the changes in stops. Caitlin Clyne, Bookmobile driver, shared information on new stops and plans for Labor Day

weekend. Jeanne mentioned that Caitlin usually drives the Bookmobile on Wednesday nights, but the Bookmobile is in the shop right now, so she was able to attend the meeting.

Jeanne mentioned that Colleen has been working with Jon Whited, Information Technology Services Manager, on the Techmobile. They have explored options for outfitting the vehicle, and the next step is researching which vehicles from an approved state bid list will fit the plan.

Colleen was asked about bringing tech training to inmates. The McLean County Jail is down about 60 staff, so progress on the program is slow. However, Colleen and Michelle, our outreach library associate, were approached by someone from the Juvenile Detention Center (JDC) who is interested in bringing library services back to their center. Colleen and Michelle met with Normal Public Library about coordinating a joint effort to bring services to the JDC.

In response to a question about Hot Spots on the Bookmobile, Caitlin confirmed that we do have one assigned to the vehicle and that it's very popular. It checks out as soon as it is returned.

- C. Financial Report: Kathy Jeakins, Business Manager, indicated that the report for July 2023 was in the packet. Discussion took place about the best place to put the current balance for the most interest yield.

VIII. Unfinished Business

Ruth Novosad revisited the discussion from last month's meeting communicating with Colonial Meadows and Beecher Trails residents regarding their access to library services. Consensus was to send brochures to these residents and that expense would be part of the advertising budget item.

IX. New Business

A.

B. Adopt Annual Budget & Appropriation Ordinance

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO APPROVE ORDINANCE 23-01 ANNUAL BUDGET & APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY 2023 AND ENDING THE 30TH DAY OF JUNE 2024 WITH THE STIPULATION THAT EXPENSES FOR A MAILING TO COLONIAL MEADOWS AND BEECHER TRAILS RESIDENTS NOTIFYING THEM OF THEIR ELIGIBILITY FOR LIBRARY SERVICES BE INCLUDED IN THE ADVERTISING CATEGORY.

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

NAYS: NONE

ABSENT: KATHY VROMAN

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Patti Salch conveyed her wish to pledge a donation to the Techmobile when the time comes. Jim Russell confirmed that the Board will start Strategic Planning work at next month's meeting.

XI. Reminder

- A. Next Board Meeting is September 20, 2023
 - 1. Start Strategic Planning Process

- XII. **Adjournment**
President Anderson adjourned the meeting at 6:01 pm.

DRAFT

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

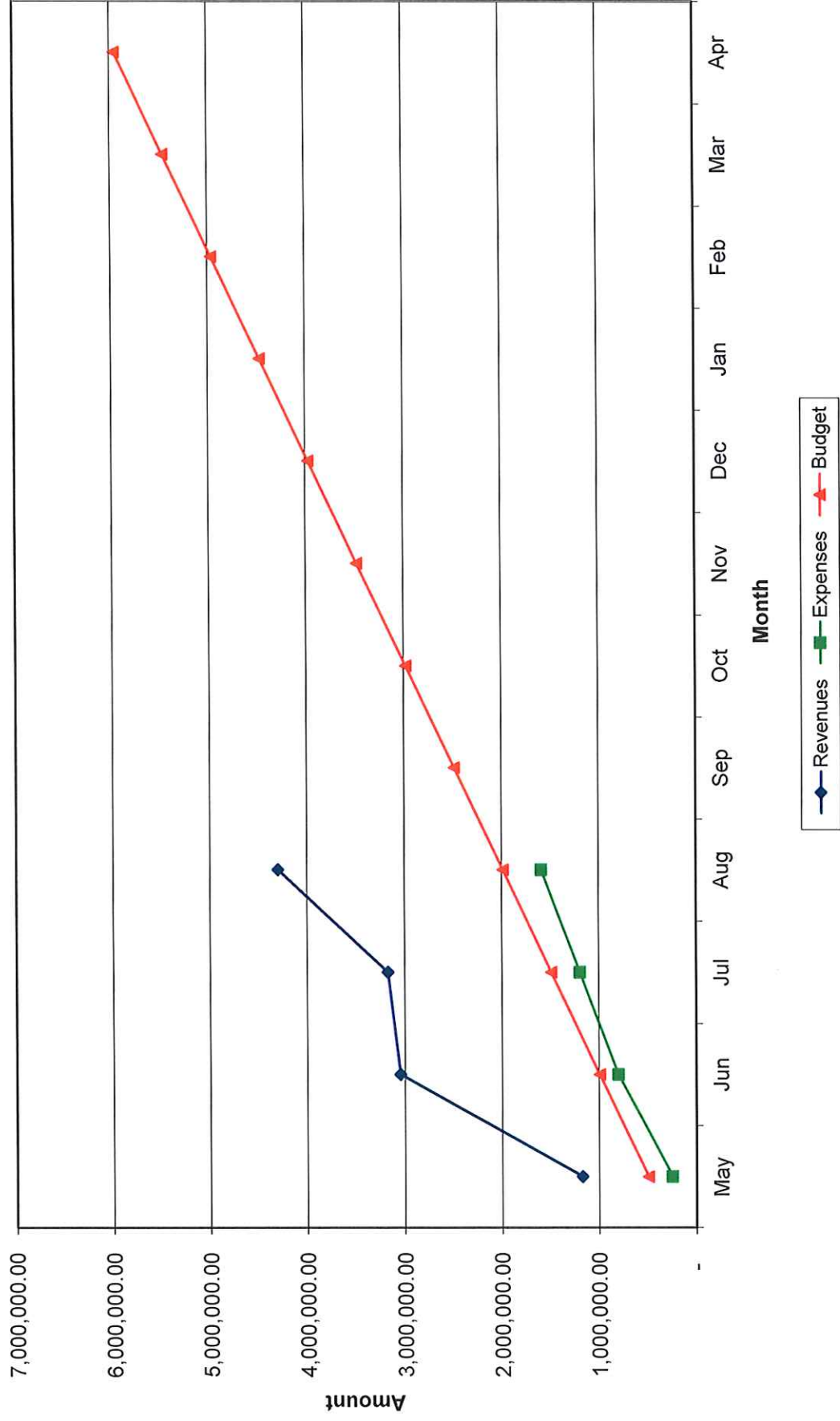
ACCT NAME	BUDGET	AUGUST 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	1,103,828.14	3,871,499.40	(1,314,100.60)	74.7
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	0.00	237,475.94	(200,445.06)	54.2
Fines & Fees	10,000	375.54	2,759.81	(7,240.19)	27.6
Interest on Investments	10,000	22,445.23	39,688.79	29,688.79	396.9
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	25.00	21,434.15	(3,565.85)	85.7
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	2,275.35	9,700.92	(30,299.08)	24.3
Total Revenues	5,954,921	1,128,949.26	4,298,612.01	(1,656,308.99)	72.2

EXPENDITURES:

ACCT NAME	BUDGET	AUGUST 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	201,973.65	792,497.74	(1,883,739.26)	29.6
Part-Time Salaries	558,280	30,833.35	130,579.05	(427,700.95)	23.4
Seasonal Salaries	57,144	3,362.32	7,926.46	(49,217.54)	13.9
Overtime Salaries	100	15.41	15.41	(84.59)	15.4
Other Salaries	20,000	2,500.00	5,000.00	(15,000.00)	25.0
Total Sals & Wages	3,311,761	238,684.73	936,018.66	(2,375,742.34)	28.3
Dental Insurance	11,520	788.90	2,702.41	(8,817.59)	23.5
Health Insurance, HMO	6,600	534.96	1,853.25	(4,746.75)	28.1
Life Insurance	3,091	252.00	984.40	(2,106.60)	31.8
Vision Insurance	5,724	244.60	839.32	(4,884.68)	14.7
Health Insurance, PPO 600/1200	213,390	19,008.16	63,942.04	(149,447.96)	30.0
Health Insurance, PPO with HSA	79,800	7,001.88	23,782.55	(56,017.45)	29.8
Library RHS Contribution	7,500	668.52	2,723.34	(4,776.66)	-----
Library HSA City Contributions	14,800	0.00	1,226.02	(13,573.98)	8.3
IMRF	294,386	13,694.85	54,007.71	(240,378.29)	18.3
FICA	204,082	13,874.66	55,300.26	(148,781.74)	27.1
Medicare	47,729	3,244.88	12,933.28	(34,795.72)	27.1
Worker's Compensation	25,070	0.00	0.00	(25,070.00)	0.0
Uniforms	1,100	216.07	529.38	(570.62)	48.1
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	0.00	1,555.43	(20,444.57)	7.1
Total Benefits	939,792	59,529.48	222,379.39	(717,412.61)	23.7
Rentals	19,000	1,702.46	5,677.00	(13,323.00)	29.9
Total Rentals	19,000	1,702.46	5,677.00	(13,323.00)	29.9
Building Mtnc	130,000	3,146.49	15,106.81	(114,893.19)	11.6
Vehicle Mtnc	17,000	48.00	3,726.56	(13,273.44)	21.9
Office & Computer Mtnc	185,000	8,447.13	55,359.80	(129,640.20)	29.9
Total Repair/Mtnc	332,000	11,641.62	74,193.17	(257,806.83)	22.3

ACCT NAME	BUDGET	AUGUST 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	2,049.10	14,773.25	(32,226.75)	31.4
Printing/Binding	20,000	3,755.97	10,131.42	(9,868.58)	50.7
Travel	500	75.26	302.15	(197.85)	60.4
Membership Dues	5,000	316.56	2,082.56	(2,917.44)	41.7
Professional Development	7,500	1,239.63	3,546.54	(3,953.46)	47.3
Other Purchased Services	125,000	9,278.84	37,905.79	(87,094.21)	30.3
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	16,715.36	68,741.71	(181,258.29)	27.5
Office Supplies	14,000	503.63	2,715.58	(11,284.42)	19.4
Computer Supplies	90,000	4,432.30	50,179.62	(39,820.38)	55.8
Postage	1,500	0.00	25.33	(1,474.67)	1.7
Library Supplies	65,000	484.09	12,196.21	(52,803.79)	18.8
Janitorial Supplies	20,000	1,386.52	7,305.10	(12,694.90)	36.5
Gas & Diesel Fuel	6,000	310.64	1,568.63	(4,431.37)	26.1
Building Mtnc & Repair Supplies	13,500	29.97	1,809.80	(11,690.20)	13.4
Total Supplies	210,000	7,147.15	75,800.27	(134,199.73)	36.1
Natural Gas	36,000	430.27	1,534.92	(34,465.08)	4.3
Electricity	110,449	9,209.02	25,789.67	(84,659.33)	23.3
Water	7,000	521.23	1,968.27	(5,031.73)	28.1
Telecommunications	46,000	4,646.98	15,152.48	(30,847.52)	32.9
Total Utilities	199,449	14,807.50	44,445.34	(155,003.66)	22.3
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	105.53	434.47	(3,565.53)	10.9
Periodicals	17,000	78.89	17,082.28	82.28	100.5
Adult Books	157,000	11,922.79	46,171.73	(110,828.27)	29.4
Children's Books	121,000	6,820.58	25,153.56	(95,846.44)	20.8
A/V Materials	91,000	7,665.51	21,597.97	(69,402.03)	23.7
Public Access Software	105,675	5,069.50	28,199.33	(77,475.67)	26.7
Downloadable Materials	190,000	10,138.98	20,098.96	(169,901.04)	10.6
Total Materials	685,675	41,696.25	158,303.83	(527,371.17)	23.1
Employee Relations	3,000	3,438.11	4,068.33	1,068.33	135.6
Miscellaneous Expenses	3,444	328.28	1,178.91	(2,265.09)	34.2
Total Other Expenses	6,444	3,766.39	5,247.24	(1,196.76)	81.4
Total Expenses	5,954,921	395,690.94	1,590,806.61	(4,364,114.39)	26.7

Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2023

Property Tax (74.7%): The Library has received four distributions so far.

Replacement Tax (0.0%): The annual distribution will be made later.

State Grants (Per Capita Grant) (100.0%): The Library received its Per Capita Grant in July.

Golden Prairie Public Library District (54.2%): Golden Prairie has also received four distributions so far, but the transfer of 95% of their 4th distribution was made in September.

Fines & Fees (27.6%): Receipts are a little less than expected.

Interest (396.9%): We projected a cautious amount for the year.

Donations (85.7%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (24.3%): This is less than where it should be because the library is not as busy due to construction.

Part-Time Salaries (23.4): This is under-spent due to a few staff vacancies.

Seasonal Salaries (13.9%): Charges have been minimal.

Overtime Salaries (15.4%): Charges have been minimal.

Other Salaries (25.0%): Charges have been minimal.

Dental Insurance (23.5%): Charges have been minimal.

Health Insurance, HMO (28.1%): Fewer staff elected this option for their health insurance.

Vision Insurance (14.7%): Charges have been minimal.

Library HSA City Contributions (8.3%): Charges have been minimal.

IMRF (18.3%): Charges have been minimal.

FICA (27.1%): Charges have been minimal.

Medicare (27.1%): Charges have been minimal.

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

Uniforms (48.1%): New part-time custodians required shirts.

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

Other Benefits (7.1%): Charges have been minimal.

Building Maintenance (11.6%): Charges have been minimal.

Vehicle Maintenance (21.9%): Charges have been minimal.

Printing/Binding (50.7%): This is over-spent due to printing Summer Reading logs in May and new Bookmobile Schedules in August.

Travel (60.4%): This is over-spent due to more staff using their own vehicle for travel.

Membership Dues (41.7%): One of the higher priced annual membership dues was paid in May.

Professional Development (47.3%): This is over-spent due to more staff registering for both in-person and online events.

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

Office Supplies (19.4%): Charges have been minimal.
Computer Supplies (55.8%): This line item is over-spent due to replacing staff computers, as per the schedule.
Postage (1.7%): Charges have been minimal.
Library Supplies (18.8%): Charges have been minimal.
Gas & Diesel Fuel (26.1%): Charges have been minimal.
Building Mtnc & Repair Supplies (13.4%): Charges have been minimal.
Natural Gas (4.3%): Charges have been minimal.
Electricity (23.3%): Charges have been minimal.
Water (28.1%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been charged to this line item yet.
Non-Traditional Materials (10.9%): Charges have been minimal.
Periodicals (100.5%): This is over-spent due to the annual payment of the subscription service.
Children's Books (20.8%): Charges have been minimal.
A/V Materials (23.7%): Charges have been minimal.
Public Access Software (26.7%): Charges have been minimal.
Downloadable Materials (10.6%): Charges have been minimal.
Employee Relations (135.6%): This is over-spent due to Development Day costs. We plan to ask the Foundation to reimburse the Library for that.

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
Sandra Gowen, Donation for the Pop Up Library	25.00
Miscellaneous Donations:	9.15

Total Donations: \$ 21,434.15

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	5,364.50
Ear Buds:	70.50
Flash Drives:	9.75
Genealogy Searches:	80.00
Print Station:	3,836.80
Reusable Bags:	94.50
Test Proctoring:	125.00
Miscellaneous:	119.87

Total Other Revenue: \$ 9,700.92

During August, 15 batches containing 84 invoices were processed, totaling \$2,226,261.05 and 113 credit card charges were made totaling \$35,306.76.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$3,606,529.62, which is 60.6%% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 8/31/23:

Operating:	\$ 3,606,529.62
Fixed Assets:	\$ 1,273,742.28
Capital:	\$ 8,748,789.19



MINUTES

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION TUESDAY, JULY 18, 2023, 5:30 PM

The Library Board of Trustees convened in regular session at 5:31 PM, July 18, 2023. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present
Alicia Whitworth	Trustee	Present
Dianne Hollister	Trustee	Present
Alicia Henry	Trustee	Present
John Argenziano	Trustee	Present (arrived during item 5C)
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Matthew Watchinski	Trustee	Absent
Van Miller	Trustee	Absent

Staff Present: Nan Goerlitz, Staff Liaison; Jeanne Hamilton, Library Director; Kathy Jeakins, Business Manager

Others Present: Ary Anderson, Golden Prairie Public Library District President

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

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

President Westerhout was contacted by multiple members of other library boards in the Chicagoland area wondering how to get a city council to approve an expansion. He also heard

from two different members of our community about the expansion. One thought the inconvenience during construction would be worse. The staff has been great and the library seems to be everywhere. The other person mentioned that visiting the library is a highlight for their nine-year-old son, who has been taking pictures of the progress every week. Director Hamilton offered to arrange a special tour for the boy.

The following item was presented:

DRAFT

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

Director Hamilton indicated that the Illinois Public Libraries Annual Report was submitted for Bloomington Public Library. In terms of construction, the move to Phase 2 has been pushed back a few weeks. This timing will be less rushed. Construction is moving right along with carpet and tile being installed in some areas. A few extra parking spots have been added back to the current lot which has helped with the traffic flow. The Director is happy to arrange tours for any Board members who are interested. She plans to offer tours to Board members and donors during the two weeks prior to opening the west side to the public.

The following item was presented:

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

Kathy Jeakins, Business Manager, indicated that revenues are at 51% and expenditures are at 13.5% through the end of June. Three property tax distributions have been received to date.

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.

Trustee Parker made a motion, seconded by Trustee Whitworth, to approve the consent agenda as presented.

Motion carried (viva voce), 7-0.

Item 6A. Consideration and Action to Approve the Minutes of June 20, 2023: Regular Bloomington Public Library Board meeting, as requested by the Bloomington Public Library.

Item 6B. Consideration and Action to Approve Bills in the Amount of \$497,906.63, as requested by the Bloomington Public Library.

Approval Items

The following item was presented:

Item 7A. Approve Closing the Library on August 10, 2023 for Staff Development Day, as requested by the Bloomington Public Library.

Vice President Mohr made a motion, seconded by Trustee Whitworth, to approve the item as presented.

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7B. Review and Approve Maintaining Confidentiality of Executive Session Minutes,

as requested by the Bloomington Public Library.

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

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7C. Approve Destruction of Executive Session recordings prior to January 2022, as requested by the Bloomington Public Library.

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

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7D. Approve a Change Order to Add the Infrastructure to Support Future Solar Panels, as requested by the Bloomington Public Library.

The Director is waiting for more information on this item before it can be approved.

Discussion Items

The following item was presented:

Item 8A. Discuss Insurance Renewal for 2024, as requested by the Bloomington Public Library.

Director Hamilton and Kathy Jeakins, Business Manager, explained that the Library is part of the Libraries of Illinois Risk Agency (LIRA) membership pool. The Library has experienced a good working relationship with them at a cost savings. Since LIRA goes out for quotes each year and selects the lowest carriers, LIRA requires 120 days' notice to leave the membership pool, with each term ending with the calendar year. If the Library goes out for proposals, there is a risk of not being accepted back into the membership pool. Consensus was to stay with the LIRA membership pool.

Comments by Trustees

Trustee Hollister asked how many square feet the library would have once construction is complete. Director Hamilton indicated the previous square footage was 57K, and approximately 21K square feet will be added, for a final size of 78K square feet. Trustee Hollister also wondered how Summer Reading was going. Director Hamilton shared that completion numbers aren't available yet, but people are excited about the program. Trustee Hollister also expressed gratitude for staff assistance with parking and the ILL service. She was also curious about our statistics for Saturdays now that the Farmer's Market is back. Director Hamilton stated that our numbers have gone up since COVID restrictions have lifted, but she hasn't looked at specific days, and she mentioned that the statistics will still be skewed going straight from COVID to construction.

President Westerhout highlighted that our physical numbers are lower or holding steady, but our digital statistics continue to climb, and it will be interesting to see if that continues after construction.

Trustee Whitworth shared that one of the staff working the Circulation counter told her daughter that the next time she renews her card it will be a teen card, and it made her daughter's day.

Adjournment

Vice President Mohr made a motion, seconded by Trustee Whitworth, to adjourn the meeting.

Motion carried (viva voce), 7-0.

The Meeting Adjourned at 6:02 PM.

DRAFT



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, AUGUST 15, 2023, 5:30 PM

No business was discussed, and no action was taken, due to lack of quorum.

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

Staff Present: Nan Goerlitz, Staff Liaison; Jeanne Hamilton, Library Director; Kathy Jeakins, Business Manager
 Others Present: Ary Anderson, Golden Prairie Public Library District President

BILLS LIST

Approved by BPL Board of Trustees, August 15, 2023

 Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	3,049.18
Amazon Capital Services	Adult Books	507.86
Amazon Capital Services	Building Mtnc Supplies	121.15
Amazon Capital Services	Children's Books	297.03
Amazon Capital Services	Computer Supplies	181.80
Amazon Capital Services	Employee Relations	123.67
Amazon Capital Services	Janitorial Supplies	279.32
Amazon Capital Services	Library Supplies	139.66
Amazon Capital Services	Miscellaneous Expenses	39.93
Amazon Capital Services	Non-Traditional Materials	131.25
Amazon Capital Services	Office Supplies	77.86
Amazon Capital Services	Other Purchased Services	741.21
Amazon Capital Services	Periodicals	18.89
Ameren IP	Electricity	8,482.06
American Pest Control	Building Maintenance	160.00
Bill's Key & Lock Shop	Vehicle Maintenance	27.60
Brodart Company	Library Supplies	502.95
CDW Government	Computer Supplies	8,790.15
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	788.90
City of Bloomington	FICA	13,758.44
City of Bloomington	Gas & Diesel Fuel	457.95
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO 600/1200	19,008.40
City of Bloomington	Health Insurance-PPO with HSA	6,510.36
City of Bloomington	HSA City Contributions	1,226.02
City of Bloomington	IMRF	13,455.06
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,217.77
City of Bloomington	Payroll	233,934.04
City of Bloomington	RHS Contribution	614.61
City of Bloomington	Vision Insurance	243.60
City of Bloomington	Water	521.23
Community Players Theatre	Advertising	375.00
Cope, Michelle	Travel	16.88
Custom Digital Imaging	Printing	809.27
Dell Marketing, L.P.	Computer Supplies	3,416.16
Dell Marketing, L.P.	Office Supplies - Expansion	11,579.76
Demco	Library Supplies	489.09
Demco	Office Supplies - Expansion	9,827.40
Devyn Corp	Other Purchased Services	1,480.00
Engberg Anderson, Inc.	A & E Services	6,820.42
Envisionware	Office/Computer Equip Mtnc	2,851.25

Envisionware	Office Supplies - Expansion	19,757.50
F & W Care & Landscaping	Building Maintenance	195.00
Felmley Dickerson	Buildings	2,107,913.92
Goerlitz, Nan	Travel	7.88
H H Office, Inc.	Computer Supplies	341.67
H H Office, Inc.	Employee Relations	32.39
H H Office, Inc.	Janitorial Supplies	165.45
H H Office, Inc.	Office Supplies	909.64
HV Management	Other Purch Srv - Expansion	4,400.00
Illinois State Police	Other Purchased Services	20.00
Illinois State University	Advertising	408.33
Illinois Heartland Library System	Office/Computer Equip Mtn	26,603.25
Jackson Manufacturer	Non Office Equipment	7,852.00
Kone	Building Maintenance	1,110.00
Lamar Texas Limited	Advertising	4,975.00
Lefler, Tiffany	Travel	13.88
Library Solutions	Other Purchased Services	4,200.00
Metronet	Telecommunications	3,860.43
Midwest Engineering & Testing, Inc.	A & E Services	10,557.50
Midwest Tape	A/V Materials	712.31
Midwest Tape	Children's Books	827.85
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	409.75
OSF Medical Group	Other Purchased Services	175.00
OverDrive	Downloadable Materials	4,900.00
Pantagraph	Advertising	333.00
Playaway Products	Adult Books	525.93
Playaway Products	Children's Books	996.83
Pracht, Andrea	Other Purchased Services	150.00
Prochnow, Caprice	Travel	60.19
Proquest, LLC	Downloadable Materials	158.98
Ricoh USA, Inc.	Other Purchased Services	258.29
Ricoh USA, Inc.	Rentals	53.69
Sentinel Technologies, Inc.	Office Supplies - Expansion	3,622.50
Uline, Inc.	Janitorial Supplies	216.76
Unique Management	Other Purchased Services	275.80
Weber Electric, Inc.	Building Maintenance	315.00
Wolpert, Emily	Travel	6.81
VISA - Altitude Bloomington	Other Purchased Services	50.00
VISA - Amazon.com	Library Supplies	11.49
VISA - Association of Bookmobile & Outreach Services	Professional Development	99.00
VISA - Baker & Taylor Books	A/V Materials	2,787.09
VISA - Baker & Taylor Books	Adult Books	4,812.28
VISA - Baker & Taylor Books	Children's Books	5,719.92
VISA - Best Version Media	Advertising	594.40
VISA - Bobzbay	Other Purchased Services	50.00
VISA - Circle K	Gas & Diesel Fuel	22.25
VISA - City of Bloomington	Travel	2.00
VISA - Crafted Coffee Brews	Other Purchased Services	50.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	380.37
VISA - Flinger's Pizza	Other Purchased Services	50.00
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	17.91
VISA - Ingram	Adult Books	5,478.76
VISA - Ingram	Children's Books	257.21

VISA - International Service Fee	Other Purchased Services	0.65
VISA - Marilyn's Flowers & Gifts	Employee Relations	40.00
VISA - Meet Up Organization	Other Purchased Services	98.94
VISA - Menards	Janitorial Supplies	7.21
VISA - My Mystery Party	Other Purchased Services	99.80
VISA - National Enquirer	Periodicals	139.88
VISA - New Resident Service	Other Purchased Services	82.50
VISA - Peoria Charger	Professional Development	81.00
VISA - Premium Pet Supply	Library Supplies	61.87
VISA - Proving Ground	Other Purchased Services	50.00
VISA - Red Raccoon Games	Other Purchased Services	50.00
VISA - Sam's Club	Other Purchased Services	109.02
VISA - T-Mobile	Telecommunications	1,451.90
VISA - Universal Yums	Other Purchased Services	(29.00)
VISA - USPS	Postage	5.01
VISA - Verizon Wireless	Telecommunications	337.38
VISA - Wal-Mart	Library Supplies	17.50
VISA - Wal-Mart	Other Purchased Services	42.93
VISA - Webstaurant	Janitorial Supplies	2,317.98
VISA - Wix.com	Other Purchased Services	32.56
VISA - Zoom.US	Other Purchased Services	339.83
Total		2,600,620.51

BILLS LIST

Approved by BPL Board of Trustees, September 19, 2023

Signature, BPL Trustee		
Vendor	Line Item	Amount
Ameren IP	Electricity	9,209.02
American Pest Control	Building Maintenance	80.00
Arthur J. Gallagher	Other Purch Srv - Expansion	7,514.00
Bridgeall Libraries, Ltd	Office/Computer Equip Mtn	15,500.00
Brodart Company	Library Supplies	57.70
Brown, Reagan	Travel	7.19
CDW Government	Computer Supplies	2,721.07
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	788.90
City of Bloomington	FICA	13,874.66
City of Bloomington	Gas & Diesel Fuel	262.82
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO 600/1200	19,008.16
City of Bloomington	Health Insurance-PPO with HSA	7,001.88
City of Bloomington	IMRF	13,694.85
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,244.88
City of Bloomington	Payroll	238,684.73
City of Bloomington	RHS Contribution	244.60
City of Bloomington	Vision Insurance	521.23
Cope, Michelle	Travel	29.50
Cummins, Inc.	Vehicle Maintenance	90.64
Custom Digital Imaging	Printing	2,946.70
Dell Marketing, L.P.	Office/Computer Equip Mtn	4,753.99
Dell Marketing, L.P.	Office Supplies - Expansion	8,945.20
Devyn Corp	Other Purchased Services	1,480.00
Elm USA, Inc.	Library Supplies	1,384.94
Envisionware	Office Supplies - Expansion	34,750.00
F & W Care & Landscaping	Building Maintenance	140.00
Goerlitz, Nan	Travel	13.81
H H Office, Inc.	Computer Supplies	415.67
H H Office, Inc.	Employee Relations	23.75
H H Office, Inc.	Janitorial Supplies	240.75
H H Office, Inc.	Library Supplies	47.95
H H Office, Inc.	Office Supplies	260.00
Hinsdale Public Library	Miscellaneous Expenses	6.99
Illinois State Police	Other Purchased Services	10.00
Illinois State University	Advertising	408.33
Imaging Office Systems, Inc.	Office/Computer Equip Mtn	750.00
Library Store	Office Supplies - Expansion	9,743.66
Loyola University Chicago	Miscellaneous Expenses	100.00
Metronet	Telecommunications	1,930.61
Mid Illinois Mechanical	Building Maintenance	1,749.50

Midwest Engineering & Testing, Inc.	A & E Services	4,095.00
Midwest Tape	A/V Materials	731.68
Miller Janitorial Supply	Janitorial Supplies	510.85
Nicor/Northern Illinois Gas	Natural Gas	430.27
OSF Medical Group	Other Purchased Services	130.00
Pantagraph	Advertising	333.00
Playaway Products	Children's Books	1,060.82
Proquest, LLC	Public Access Software	2,771.73
Reaching Across Illinois Library System	Public Access Software	4,770.00
Recorded Books	A/V Materials	27.00
Rednor, Chris	Travel	2.50
Ricoh USA, Inc.	Office/Computer Equip Mtn	91.89
Ricoh USA, Inc.	Rentals	1,697.46
Rockford Map Publishers	Adult Books	74.70
Rosedrew, Inc.	Library Supplies	1,162.30
Sentinel Technologies, Inc.	Office Supplies - Expansion	5,104.00
Wolpert, Emily	Travel	7.63
VISA - A To Z Catering	Employee Relations	170.00
VISA - AAIM Services	Professional Development	498.00
VISA - AED Superstore	Employee Relations	2,306.79
VISA - Baker & Taylor Books	A/V Materials	5,128.11
VISA - Baker & Taylor Books	Adult Books	6,690.75
VISA - Baker & Taylor Books	Children's Books	5,710.98
VISA - Best Version Media	Advertising	594.40
VISA - Bitly.com	Other Purchased Services	348.00
VISA - Chicago Books & Journals	Other Purchased Services	46.53
VISA - Circle K	Gas & Diesel Fuel	22.82
VISA - Dean's Graphics	Other Purchased Services	545.00
VISA - Denny's doughnuts & Bakery	Employee Relations	89.60
VISA - Donny B's Gourmet Popcorn	Miscellaneous Expenses	34.00
VISA - Dunkin'	Professional Development	10.48
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	93.91
VISA - Farm & Fleet	Building Mtn Supplies	29.97
VISA - Flinger's Pizza	Employee Relations	594.06
VISA - Full Source, LLC	Uniforms	216.07
VISA - GameStop	A/V Materials	187.70
VISA - GameStop	Memberships	26.56
VISA - Huck's Food & Fuel Stop	Employee Relations	11.98
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	25.00
VISA - Hy-Vee	Employee Relations	15.96
VISA - Illinois Library Association	Memberships	250.00
VISA - Illinois State Fire Marshall	Building Maintenance	76.69
VISA - Ingram	Adult Books	5,703.47
VISA - Ingram	Children's Books	280.11
VISA - International Service Fee	Other Purchased Services	0.65
VISA - iStock Photo	Other Purchased Services	348.00
VISA - Jewel-Osco	Employee Relations	147.75
VISA - Kroger	Employee Relations	25.98
VISA - Library Management	Professional Development	374.79
VISA - Lightbox Learning, Inc.	Public Access Software	299.50
VISA - Lyft Ride	Professional Development	70.89
VISA - Magnolia Journal	Periodicals	60.00
VISA - Marriott Hotel-Cleveland	Professional Development	204.47
VISA - Menards	Janitorial Supplies	288.03

VISA - Panera Bread	Employee Relations	47.86
VISA - Paypal*Illinois State Genealogical Society	Memberships	40.00
VISA - Starcrest Cleaners	Other Purchased Services	29.95
VISA - T-Mobile	Non-Traditional Materials	157.24
VISA - T-Mobile	Telecommunications	1,538.39
VISA - U-Haul	Other Purchased Services	56.63
VISA - Verizon Wireless	Telecommunications	337.34
VISA - Wix.com	Other Purchased Services	32.42
VISA - Zoom.US	Other Purchased Services	339.83
Total		462,275.93

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES 2024 MEETING DATES

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024



REGULAR AGENDA ITEM NO. 7.B.

FOR LIBRARY BOARD OF TRUSTEES: September 19, 2023

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve a Construction Contingency Change to Reinstall an Existing Mechanical Unit Heater

RECOMMENDED MOTION: Approve the Construction Contingency Change in an amount up to \$12,500

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: During demolition, the construction team salvaged an existing mechanical unit heater. The architecture and engineering teams have suggested that it could be reinstalled in the small mechanical room addition. It would serve as an emergency heater if for some reason the mechanical room becomes too cold. The engineering team has reviewed the proposed pricing and found it in line with market pricing.

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