



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, MARCH 19, 2024, 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 (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 minutes of February 20, 2024: Regular Bloomington Public Library Board meeting. (Recommended Motion: Approve the proposed minutes)

B. Bills in the Amount of \$1,744,977.72 (Recommended Motion: Approve the proposed bills)

7. Approval Items

A. Approve Closing the Library on October 1, 2024 for Staff Development Day (Recommended Motion: Approve Closing the Library on October 1, 2024 for Staff Development Day)

B. Approve Transfer of Funds from the M & O Fund to the Capital Reserve Fund (Recommended Motion: Approve transfer as presented)

C. Approve Amnesty for Long Lost Items (Recommended Motion: Approve Annual Amnesty for Patrons with Items Lost for More than 5 years)

8. Comments by Trustees

9. 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 February 2024

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

- Continued to make progress towards a Library expansion, by:
 - Attending three construction meetings
 - Meeting with our interior designer to review display shelving options and soliciting input from the public service departments
 - Meeting with the solar company and construction team to coordinate installation plans twice
 - Coordinating the sale and pick up of leftover moving materials (boxes, tape, etc.) to Normal Public Library for their upcoming move
 - Developing a draft map for door access control program settings
 - Working with Allison to determine outstanding book support and book cart needs
 - Overseeing and coordinating the completion of furniture punch list items
 - Communicating and following up on building issues with the construction team
 - Confirming the outlet and data port locations on the construction side
 - Developing a draft collection location map including shelving counts
 - 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
- Reviewed and organized library operations files

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

- Met with Dennis, the Library Green Committee Chair, and Robert to discuss adding a section of native plants to the patio area

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

- Participated in 1 interview for a vacant part-time custodian position
- Participated in a meeting with the security team
- Met with Robert and Bowen to discuss potential security staff schedules for the new building
- Participated in a union negotiation meeting with the security officers and came to a final tentative agreement
- Attended the ILA Noon Network Webinar: Training PICs (Persons in Charge)
- Watched the KultureCity Sensory Training video
- Participated in a Library Directors' Book Club
- Met with AwardCo one time to implement our new employee recognition platform

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

- Submitted a Techmobile Case Statement and donation request to Rivian
- Completed the annual state certification for BPL and GPPLD

Adult Services Report

Carol Torrens

February 2024

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

Phase 2 Construction and Collections

We're using 2 tables to offer some themed display space near the entrance to the AS floor. In just a couple weeks, this has proved popular, with books needing to be replenished almost daily.

TeenZone is now being staffed from 3 pm to closing M – Th; 1 – 5 F – Su.

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

SERVICES

There were two local history inquiries this month: an ISU basketball player and an early 1980s murder that's a cold case.

COLLECTIONS

Book displays were on the themes of crafting and Black History Month. The DVD display also featured Black History Month.

PROGRAMS

Tiffany visited these schools to promote teen books and teen library activities. She spoke with the listed number of students:

KJHS: 72; PJHS: 69; EJHS: 48; CJHS: 50; BJHS: 275 (5 visits)

Adult/Family programs

- In Person On Site
 - Let's Dish cookbook club – 1 session – 21 attended
 - Postmortem Lincoln – 1 session – 14 attended
- In Person Off Site
 - Books on Tap – 1 session – 15 attended
 - ESL conversation group – 1 session – 23 attended
- Live Virtual
 - IL Libraries Present illustrator Jerry Craft – 1 session – 15 attended
 - IL Libraries Present author Julia Quinn – 1 session – 4 attended
 - Former IL Representative Adam Kinzinger – 1 session – 17 attended
- Hybrid
 - Mystery Book Club – 1 session – 8 in person, 6 virtual
 - Fiction Book Club – 1 session – 1 in person, 6 virtual
 - Combined History and True Crime book clubs – 1 session – 18 in person, 12 virtual
 - Michelle Nichols, Adler Planetarium – 1 session – 33 in person, 13 virtual
 - Emancipation to Inauguration – 1 session – 5 in person, 5 virtual

Teen Programs

- Passive Take & Make
 - Stained wooden hearts – 38 kits distributed

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

Cora started in AS on Feb. 20th. Ariana started in AS on March 4th. Both have transferred from the Circulations/OTR Dept. Cora is in a newly created part-time position that will primarily assist Tiffany with teen services.

Goal: Work effectively through the use of technology.

There was one individual appointment this month: applying for a free government phone

Business Office Report

Kathy Jeakins

February 2024

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

Nan conducted 2 Mini Morning Sessions for staff on Supply Organization in the Admin area and How to Use the Copier and Postage Meter

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; and notified staff whose cards were about to expire and that their new cards were ready for pick up

In February, the Book Shoppe collected \$1,015.25; a little more than last month

Hoopla usage in February was a little less than last month: 6,529 downloads totaling to \$14,674.91

Kanopy downloads for February totaled \$1,190.00, a little less than last month

Now, all Expansion Donations are getting deposited into the Library's Capital account, including any automatic donations made through the online process

Bills Costing in Excess of \$5,000:

- Carahsoft \$13,125.00 for Annual LinkedIn Service
- Engberg Anderson, Inc. \$5,380.00 for Architectural Services
- Felmley Dickerson \$1,249,839.53 for Construction
- Felmley Dickerson \$32,430.00 for Construction
- Johnson Controls Building Efficiency \$7,385.00 for Annual Chiller Mtnc, Year 3 of 3
- Vernon Library Supplies \$9,892.29 for Book Trucks

Upcoming:

In March, Kathy will be providing a Mini Morning Session to staff on Tuition Reimbursement



Cataloging & Technical Services Report

Allison Schmid

February 2024

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

- Allison is crunching numbers and working on an Excel spreadsheet in preparation for the unboxing process. The numbers will help us determine how much space to leave on the shelf for the collections that are already on the shelf or need to be integrated.
- We received a replacement order of 2,450 rubber-based book ends from Demco.
- We ordered 580 rubber-based oversize book ends from Demco.
- We put through another order of book carts with Vernon that will hopefully arrive before we begin the unboxing process.

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

- Eleanor is putting in a lot of hours on the Pantagraph indexing project.
- We are in the process of relabeling the children's short chapter books, from animal stickers to red stripes.
- We purged 2,607 Lost items from 2020. We keep 3 full years.
- A representative from the Queer Metadata Collection wrote to us on behalf of the Name Authorities Committee to inquire about our best practices in cases of an author name change. They will be using some of our ideas when creating recommendation documents for queer-inclusive metadata.
- We purchased books for the Bloomington Reads program and made a new collection for when we process and catalog them.

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

- Collection HQ is fully updated on all our new collections and ones that have been removed.
- All CATS staff attended or watched the MMS on Admin supplies. – 2.5
- TJ completed children's book cataloging training. – 15
- Most CATS staff completed the KultureCity training. – 2
- Allison attended the quarterly Resources and Technical Services Forum meeting.
- Submitted an ILA program proposal, "Packing for Peanuts: How to Move on a Budget."
- Training Hours – 19.5

Goal: Work effectively through the use of technology.

- Allison created a business FedEx account so we can more easily schedule package pick-ups.

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

- WT Cox was approved as our new magazine and newspaper subscription service. This will take the place of EBSCO when it's time for our next renewal.
- We're working to test gluing magnetic bases back onto the faulty Demco book ends.
- We sent 14 world language books to the Cataloging Maintenance Center for catalog records.

Upcoming:

- Processing and cataloging new children's game kits.
- Amazon ordering tutorials.

Children's Services Report
Melissa Robinson
February 2024

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

Collections:

- After learning we were not going to receive some missing shelves until phase 2, we shifted the picture books, world language, nonfiction, and biographies.

Programs:

- Author Visit, Natasha Tarpley (at Sheridan School) – 160 attended
- Croissant Story Time – 50 attended
- Fun Friday Story Time – 4 sessions – 152 attended
- Lego Construction – 2 sessions – 178 attended

Passive Programs:

- Diversity Mural – 153 participated
- Boy Called Bat Activities – 139 participated
- Crafts (popsicle animals, penguin Valentine, ice cream, friendship bracelets, penguin hot cocoa, bear cave) – 457 made

We visited the following events and groups:

- Oakland Family Reading Night – 300 attended
- D87 Multicultural Fair
- Art Station Open House – 24 attended
- Milestones – 24 attended
- La Petite Academy – 33 attended
- Little Jewels – 2 visits – 76 attended
- Katie's Kids – 32 attended
- ESL Class at Irving – 13 attended
- Chanelle's Child Care – 38 attended
- Washington School Kindergarten – 60 attended
- Trinity Lutheran Preschool – 16 attended

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

- Lisa attended a webinar called “The Evolving Book Landscape.”
- Children’s staff completed the KultureCity refresher training.
- Children’s staff attended the MMS on Admin Supplies.

Upcoming:

- Aardvark Story Time – March 1
- Fun Friday Story Times – March 8, 15, 22, and 29
- Ramadan Story Time – March 9
- Books Alive at Brigham School – March 14
- Heartland Head Start event – March 15
- Lego Construction – March 16 and 17
- Art Station Open House – March 23
- Boxes and Bubble Wrap – March 26
- Tales for Tails – March 27 and 28
- D&D for Kids – March 28



**Circulation and Outreach Report
February 2024**

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

Outreach Library Associate, Michelle, meetings and successful connections:

- Reentry Council Board
- HMAP Justice Impacted Committee meeting and workshop
- BN Welcoming Committee
- BN Parent Coalition
- Recovery Oriented Systems of Care Council
- Leadership McLean County Sustainability Day and Education Day events
- Fatherhood Coalition Leadership Team and Fatherhood Fishing event planning committee
- Brightpoint Blue Bow Committee
- Butterfly Coalition on Poverty in Illinois
- Hispanic Leaders Lunch

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

Deposits staff prepared and delivered or renewed 585 items at 10 sites.

Home Delivery staff prepared and delivered or renewed 47 items to 603 active patrons.

Pop Up Library staff visited the locations listed below. 102 patrons were served, and 831 items checked out.

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

The bookmobile's participation in the Night in a Car fundraiser for Home Sweet Home Ministries raised \$4,250 this year. 60 participants boarded the bus during the event to receive information about our services and check out materials.

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

- 2 part-time Library Assistants accepted positions in the Adult Services department.
- 3 part-time Library Assistants were hired to fill open positions.



(2/2024) Circulation and Outreach Services Statistics

Total Circ BPL	77,486
Total Circ Main	48,905
Total Circ Outreach	5,895
Total Circ Drive-up	319
Total Digital Downloads	22,370
Hoopla	6,529
Overdrive	14,683
TumbleBooks	10
eBook Central	14
Kanopy	1,134
Borrowers Registered	324
Total Active Cardholders	32,330
Children	7,942
Teen	3,676
Adult	20,712
GPPLD	1,487
Total Holds Filled	5,294
Main Holds	4,169
Outreach Holds	918
Drive-up Holds	207
Door Count	10,774

10 Highest Circulations		Patron Count
Wingover Apartments PM	271	91
Wingover Apartments PM	229	64
Grove	95	30
Eagle Crest East	88	15
Eagle Ridge	75	22
Grove	74	26
Garling Heights	68	17
Eagle Creek	67	7
Eagle Ridge	67	27
North Pointe	64	16

Lowest 5 Circulations		Patron Count
Franklin Park	2	5
Holiday Park	2	3
Wingover Apartments AM	1	3
Deer Ridge	0	0
Holiday Park	0	0

Regularly Scheduled Stops	68
Special Stops	1
Cancelled Stops	0
Total Stops	69
Total Patron Count	924
Total Bookmobile Circulation	2,469

Human Resources Report

Gayle Tucker

February 2024

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In February, there were two in-house job announcements and one outside job posting (received 30 applications)
- I participated in three interviews
- I provided orientation for one new employee
- 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
- I participated in union negotiations for Security Officers
- The Spirit Committee collaborated with the EDI Committee to coordinate a “Share the Love” collection to encourage staff to donate toothpaste, toothbrushes, deodorant, shampoo, conditioner, bodywash, and lip balm/chapstick for BPL’s new Little Free Pantry

Goal: Work effectively through the use of technology.

- In February, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- Nan configured employment rejection letters to be sent via email
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—scheduled for March
- 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
 - We have 5 students for this semester

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
February 2024

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point and we have 11,778 of them available and another 25,500 awaiting approval and indexing. This process is going well, and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

The second set of student cards for District 87 has been completed and all cards have been sent out.

We are working with both the phone company and the company setting up the AV equipment to get the overhead system back up and running. We are getting closer to getting this resolved.

We are working to get the automated shade system on our network and resolve being able to access the system remotely.

We replaced all the PCs at each of the public service desks to accommodate the new desk equipment and shape. We added an additional workstation to the Adult Services desk to free up the cash register so that it is available without interruption.

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

On February 20th, from 6-8pm, Kerrie led a program: T-Shirt Designs with CodeBlocks. She first took teens through how to use Tinkercad's Codeblocks so they could learn coding in a visual way, then with the patterns the teens created, they made T-shirts with a T-shirt press.

10 teens signed up and took home a craft in which they painted a 3D printed heart-shaped lamp and assembled a simple LED circuit to make it glow.

Upcoming:

We are working on replacing the children's PCs and will be getting new ones to replace the current ones and additional gaming PCs for expanding the area after the construction has been completed.

We are ordering additional laptops for the public to use while in the building.

Marketing Report

March 2024

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

Summer Reading

- Set production timelines for the following Summer Reading staples:
 - Bookmarks (used as a *Save the Date* card)
 - English Reading Logs
 - Spanish Reading Logs
 - Summer Program Guide
 - Voucher Sheets
 - T-Shirts
 - Decorations
 - Extra Prize Slips
- Secured enrollment by school for 23 Unit 5 and District 87 schools so we can distribute reading logs
- Developed the 2024 sponsor spreadsheet in advance of the meeting of the Sponsor/Voucher Committee
- Called a meeting of the Sponsors/Vouchers Committee
- Penned a sample letter/email which members of the Sponsor Committee can send to businesses
- Started conversation with CM Promotions about our Summer Reading T-Shirt stores
- Reached out to 11 past sponsors and 54 potential new sponsors regarding donations of either vouchers, gift cards, or money. (Other committee members will be reaching out to an additional 18 businesses about donating vouchers and/or gift certificates).
- Penned text for Summer Reading Bookmarks
- Penned text for each of three reading logs – kids, teens, and adults

Awardco

- Worked with Admin to implement the library's new partnership with Awardco. Awardco rolled out to staff on 2.6.24.
 - Edited Awardco email templates.
 - Penned/sent an all-staff email to let staff know that emails from Awardco are not junk mail.
 - Worked with Awardco and Jeanne to get our tax-exempt status approved with Amazon. It was denied three times but is now in place.

Fundraising

- Managed Bloomerang – our donation database
 - Building Fund
 - Entered new donations and pledge payments which arrived via snail mail.
 - Sent thank you letters/tax receipts to those who donated during the previous month.
 - Mailed magnets to new donors who donated \$100+ during the previous month.
 - Ran a report to view those whose pledge payments are in arrears. No reminders sent.
 - Ran a report to view pledge payments due in the next 30 days. No reminders sent.
 - Updated text for the letters letting people know that their pledge payment is due soon.
 - Again, modified Bloomerang profiles which were counting on matching funds from State Farm as State Farm has again reversed its stance on allowing matching gifts and payroll deductions to libraries.
- Summer Reading
 - Reached out to 11 past sponsors and 54 potential new sponsors regarding donations of either vouchers, gift cards, or money. (Other committee members will be reaching out to an additional 18 businesses about donating vouchers and/or gift certificates).

Website & Other Tech

- Marketing maintains the library's website.
 - Added March's programs and registration forms to the online calendar
 - Updated record sets for New Movies, New Music, and New Audiobooks
 - Completed and made live the website's Leadership Page -- bloomingtonlibrary.org/leadership-team
 - Maintained the jigsaw puzzle collection
 - Reviewed ad resolved/explained questions about room reservations, and updated some room reservation language
 - Managed employment listings
 - Updated the primary contact for forms sent concerning deposit collection sites

- Created an at-a-glance room reservation report for Custodial Staff
- Updated information about Drive-Up Services to reflect that we now only offer 1 Drive-Up spot
- Updated language on the HelpNow online resource
- Resolved an issue with the minutes and agendas posting for the library board
- Updated the floor plans being shared on the Building Project Page to make staff areas more ambiguous
- Managed available inventory in the library's online store
- Coming Soon
 - Jorgi has built a landing page for the upcoming *Bloomington Reads* programming series. This page will not go live until specific programming information becomes available.

Paper & Digital Design Work

Program Publicity

- Romance & Regency
- T-Shirt Designs with Codeblocks
- Adam Kinzinger Presentation
- Our Illustrious Dead: Post Mortem Abe Lincoln
- Emancipation to Inauguration
- National Aardvark Day Story Time
- Tree Pruning 101
- Teen Game Jam
- Ramadan Story Time
- Social Security Planning
- Fun Friday Story Time
- Ruth E. Carter – Costume Designer
- Modern Day 3D-Printed Lamps
- Lego Construction

Signs

- New Copier/Printer Signs
- Lunar New Year Display Sign
- Book Shop Sign - edits
- Items for Sale - edits
- Video Game Magnetic Holders
- Edited the Floor Plans to make staff areas more ambiguous
- Price Tags for Reusable Bags
- Price Tags for Tote Bags
- 5 Sign Requests from teenZone
 - Rules Poster
 - Hours / What's available in teenZone
 - Staff Only
 - Numbers for Gaming Computers
 - Table tents marking the area as *Teens only*
- Sign for Floor 2 vestibule pointing out that there's a Book Return in that area
- Broke down the signage needs for new sign holders to mark Video Games and New Books

Misc. Marketing Tasks

- Completed transfer of the library's online apparel store to the library
- Worked with Dean's Graphics on the following:
 - Adhesive Caution Circles for the floor outlet covers in the Community Rooms.
 - Donor Wall
- Received and stocked the following promo items / sale items:
 - 300 Personalized Tote Bags
 - 1,200 Personalized Reusable Bags
 - 750 Personalized Library Pens
 - 1,000 Personalized Fidget Spinner Pens
 - 144 Stretchy Bracelets
 - 96 Stuffed Reading Puppies
- Revamp the Brainfuse HelpNow Handout

- Executed messaging for the library's late opening on 2.28.24 due to a power outage (impacting several thousand Ameren customers). Created art and penned posts for Facebook, Instagram, and Twitter. Penned and sent text messages. (Website was down.)
- Created the March Calendar of Programs
- Fulfilled requests for giveaways to be taken to the following events:
 - D87 Multicultural Fair
 - Natasha Tarpley Author Visit
 - A Boy Called Bat Library Activities
 - City Wellness Fair
 - 8th Grade Expo
 - Heartland Prairie Pride Town Hall
 - Bloomington Senior Center Expo
 - Be Content Senior Expo
- Took a framed print to Ace-Hi Glass for Repair
- Met twice with two students from IWU who need to complete a project for class.
- Reprints
 - 300 D87 Student Card Letters
 - 50 Hoopla Handouts
 - 50 Kanopy Handouts
 - 50 Libby Handouts
- Uncovered an error created by our library card blank provider. After much digging, we believe that the error was limited to 92 library card blanks. (These card numbers were issued twice due to data entry error.)

March Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - March's programs were submitted to Library Market by staff for review and editing by Marketing before being published to 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.

Advertising

- WGLT
 - On-air ads ran in February to promote a program with Adam Kinzinger and a program titled *Emancipation to Inauguration: Chicago's Black Experience*.
 - On-air ads will run in March to promote the Fiber Arts Celebration we're hosting in partnership with Normal Library.
- 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 a sponsor of The Community Players' 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission). The next show – *The Mel Brooks' Musical: Young Frankenstein* – runs March 8-24.

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.
- Rhonda attended the Admin MMS on 2.27.24

Goal: Work effectively through the use of technology.

- Social media presence:

- BPL Facebook – 10,429 followers
- Instagram – 2,332 followers
- Twitter – 1,990 followers
- Library text subscribers – 348
- Bookmobile text subscribers – 1,477
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 35,246 filtered active subscribers.
- Program Guide list – 34,838 filtered active subscribers.
- General eBlast list – 35,250 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram:
 - Information about every library program is posted to Facebook and Instagram.
 - 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:
 - Bookmobile at Night in a Car – 2.2.24
 - BPL’s visit to Washington School – 2.3.24
 - *We’re Hiring*; Part-Time Temp position in the Children’s Department – 2.12.24
 - New Tote Bags and New Reusable Bags for sale – 2.15.24
 - Outerwear Drive to Close – 2.16.24
 - Photos from Lego Construction Time – 2.20.24
 - 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 ScienceFlix online resource for kids was delivered February 1.
 - An eBlast promoting the library’s Brainfuse JobNow online resource and an upcoming resume writing workshop was delivered on March 1.
 - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

Operations report

Robert Greene

February 2024

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

- Operations staff
 - Worked with construction staff to make the garage accessible to the bookmobile and the van.
 - Completed a bookmobile test to bring the bookmobile back to the garage. It was a successful test.
 - Added more seating in the temporary TZ for more accessibility.
 - Met with the construction team to discuss plans for furniture installation.
 - Added two accessible tables in the Quiet Reading Room.
 - Installed clocks in the public areas.
 - Broke down shelving in AS so the temp construction wall could come down for carpet installation.
 - Worked with NPL to get them supplies to help with their move for abatement project.
 - Installed new arm joint on the AS computer.
 - Installing a new AED cabinet on the 3rd floor.
- Expansion Project
 - Robert communicated with Matt daily, concerning status and progress on the expansion project.
 - Robert attended the construction meetings.
 - Framing, drywall, plumbing are being completed for phase two.
 - Ceiling tile and carpeting are being installed on the construction side.
 - Robert is working with the various contractors to get all the controls and accessories working properly.
 - KCOM worked on the community rooms to get the controls working properly.
 - Pearl was here to work on the projectors and controls throughout the library.
 - DMI installed new HVAC roof unit and continued with a diagnostic test. They are also replacing the compressors for the second floor.
 - Real Designs is working on correcting the shades in the community rooms.
 - Real Designs programmed all the control switches in the community rooms.
 - Union roofing arrived to install the drive-up roof.
- Other Contractors
 - MIM's doing Preventative maintenance on the boilers.
 - MIM is doing final diagnostic on the boilers they are running at their optimal level.

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

- Robert -
 - Training custodial staff in efficiency and organization.
 - Hired a new part- time custodian, Keith, who started on Feb. 26th.
- Robert & Bowen -
 - Working with KCOM to fix camera issues.
 - Participated in a training with Alpha controls to better understand HVAC system.

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
February 2024

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	24,639	26,170	-6%	257,756	294,044	-12%
Teens	1,971	1,692	16%	20,400	20,445	0%
Children	28,509	28,045	2%	299,202	338,549	-12%
Digital Downloads	22,370	18,279	22%	218,685	186,335	17%
Total	77,489	74,186	4%	796,043	839,373	-5%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,712	18,165	14%	N/A	N/A	N/A
Teens	3,676	3,826	-4%	N/A	N/A	N/A
Children	7,942	7,148	11%	N/A	N/A	N/A
Total	32,330	29,139	11%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	324	398	-19%	4,906	6,163	-20%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,774	10,906	-1%	110,896	123,792	-10%
Bookmobile	924	773	20%	11,606	11,153	4%
Total	11,698	11,679	0%	122,502	134,945	-9%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	369	0	N/A	1,321	213	520%
Digital Preservation Studio	0	0	N/A	9	26	-65%
Community Room	44	0	N/A	149	11	1255%
Total	413	0	N/A	1,479	250	492%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	14	19	-26%	233	166	40%
People Reached	464	992	-53%	15,273	18,042	-15%
Community Visits to the Library	0	0	N/A	9	0	N/A
People Reached	0	0	N/A	167	0	N/A
Total Outreach Visits	14	19	-26%	242	166	46%
Total People Reached	464	992	-53%	15,440	18,042	-14%

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	17	10	70%	101	85	19%
Attendance	216	149	45%	1,773	1,356	31%
Teens	12	2	500%	76	29	162%
Attendance	574	18	3089%	3,097	252	1129%
Childrens	23	6	283%	145	81	79%
Attendance	2,822	133	2022%	22,780	1,538	1381%
Total Programs	52	18	189%	322	195	65%
Total Attendance	3,612	300	1104%	27,650	3,146	779%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	2	-50%	24	22	9%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,150	2,477	27%	26,458	27,054	-2%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	121	84.75	43%	1,304	1,542	-15%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,395	1,150	21%	10,742	13,026	-18%
WiFi Sessions	1,880	1,355	39%	15,230	15,432	-1%
Website/Catalog Hits	47,715	37,862	26%	470,876	433,277	9%
Online Resource Use	11,091	7,442	49%	158,771	48,809	225%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	406	406	0%	4,361	4,330	1%
Sent	114	99	15%	853	1,186	-28%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	11	18.00	-42%	56	78	-28%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 21, 2024
5:00pm

MINUTES

I. Call to Order

President Anderson called the regular meeting to order at 5:00 pm.

II. Roll Call

Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton

Absent: Stephanie Walden

III. Introductions

There were no introductions.

IV. Public Comments

There were no public comments.

V. President's Report

There was no report.

VI. Approval of Minutes

A. January 17, 2024

Ruth's name was misspelled in one spot. The minutes were approved as corrected.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton indicated that construction is going very well. The second floor on the other side of the temporary wall is mostly open space (for bookshelves) with two rooms for the Innovation Lab and the Teen Space, so that space is moving along quickly. Downstairs is more complex with the Circulation Workroom, Technical Services, and the break room making construction more involved. She has received requests for staff tours and will start those soon once carpet is installed. The library will host a grand opening once construction is completed.

B. Outreach Report: Colleen Shaw highlighted the updated Bookmobile schedule and answered questions about the changes.

Colleen indicated that the library has a community partnership with a group through Chestnut Health Systems. That group wants to do backpack distribution to rural areas, specifically Arrowsmith and Ellsworth, for anyone needing help with addiction or recovery. They are looking for contacts in these areas. Patti Salch suggested contacting the Ellsworth Fire Department or the Methodist church in Ellsworth. Jeanne Hamilton indicated that Stephanie Walden is the Trustee from Arrowsmith, so Colleen could reach out to her for contact information since she was not at the February meeting. The library will not be involved in distributing backpacks, just in getting contact suggestions to the group.

Jeanne Hamilton followed up on a request from Patti Salch regarding Bookmobile schedule distribution in Ellsworth. A staff member took them out to the Ellsworth post office last week.

- C. Financial Report: The report is in the packet. Jeanne Hamilton stated that the amount approved at last month's board meeting for capital purposes is being held in the GPPLD money market account at First State Bank & Trust, which is indicated in the report.

VIII. Unfinished Business

- A. Strategic Planning Process: Kathy Vroman reviewed next steps with the board. She requested 30 minutes at the March meeting to work on goals. In the interim, each Trustee should think about what the goals should be to support the vision statement. She presented a three-tiered approach starting with Strategic Goals, then Mid-Level Goals, and drilling down to Initiatives. The question was raised to Jeanne about how involved she or the staff will be in the initiatives. Jeanne stated that, depending on the goals and initiatives, it may be work already underway for the Bloomington service area that can easily be duplicated for the GPPLD service area or it may be the board members taking on most of the work. She'd prefer to wait until the board reaches that point and weigh in on specifics.

IX. New Business

- A. Approve New Vision Statement: Increase awareness for library access and encourage more use of library programs, services, and resources by our community members.

RUTH NOVOSAD MOVED, AND PATTI SALCH SECONDED, TO APPROVE THE NEW VISION STATEMENT.
THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Ruth mentioned that she used the library's Conference Room for a meeting recently. The online booking and use went well and her group was impressed.

Patti wished Stephen a happy birthday. She also mentioned hearing about proposed legislation in another state to make the school libraries submit lists of books checked out by students and if the parents deem the materials inappropriate, the librarians could be arrested.

XI. Reminder

- A. Next Board Meeting is March 20, 2024

XII. Adjournment

Ary Anderson adjourned the meeting at 5:46 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

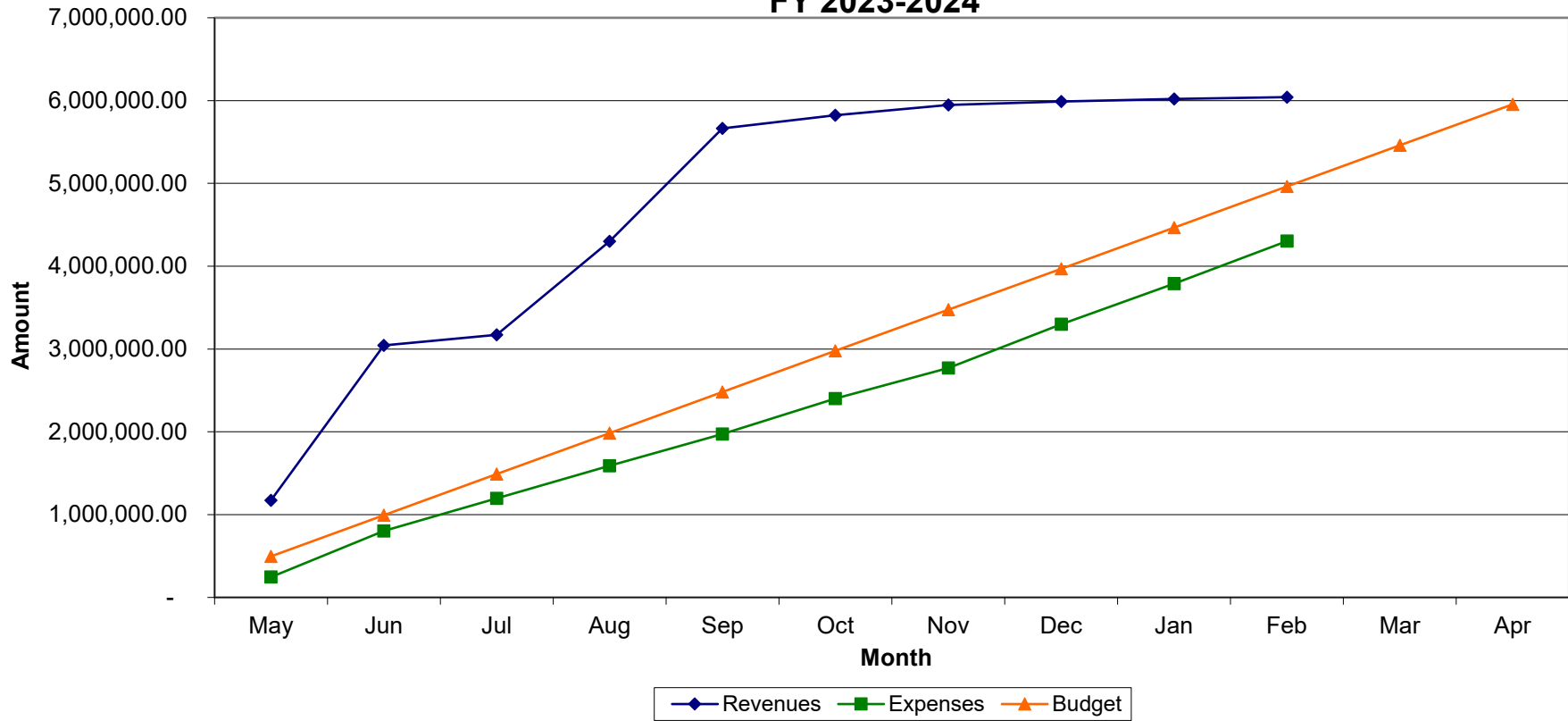
ACCT NAME	BUDGET	FEB 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	0.00	5,149,035.32	(36,564.68)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	0.00	436,838.22	(1,082.78)	99.8
Fines & Fees	10,000	811.63	7,740.60	(2,259.40)	77.4
Interest on Investments	10,000	18,798.59	154,964.23	144,964.23	1549.6
Interest from Taxes	0	0.00	89.53	89.53	-----
Donations	25,000	12.00	21,876.40	(3,123.60)	87.5
Other Private Grants	0	0.00	1,987.00	1,987.00	-----
Cash Over/Short	0	0.00	(0.20)	(0.20)	-----
Other	40,000	808.21	22,672.61	(17,327.39)	56.7
Total Revenues	5,954,921	20,430.43	6,041,656.71	86,735.71	101.5

EXPENDITURES:

ACCT NAME	BUDGET	FEB 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	198,413.85	2,063,344.91	(612,892.09)	77.1
Part-Time Salaries	558,280	31,232.44	335,572.41	(222,707.59)	60.1
Seasonal Salaries	57,144	1,080.00	17,443.89	(39,700.11)	30.5
Overtime Salaries	100	0.00	15.41	(84.59)	15.4
Other Salaries	20,000	0.00	6,000.00	(14,000.00)	30.0
Total Sals & Wages	3,311,761	230,726.29	2,422,376.62	(889,384.38)	73.1
Dental Insurance	11,520	491.24	6,735.77	(4,784.23)	58.5
Health Insurance, HMO	6,600	556.36	5,105.81	(1,494.19)	77.4
Life Insurance	3,091	252.00	2,451.60	(639.40)	79.3
Vision Insurance	5,724	239.20	2,251.36	(3,472.64)	39.3
Health Insurance, PPO 600/1200	213,390	15,604.36	168,716.56	(44,673.44)	79.1
Health Insurance, PPO with HSA	79,800	9,900.52	69,504.43	(10,295.57)	87.1
Library RHS Contribution	7,500	638.48	7,219.38	(280.62)	96.3
Library HSA City Contributions	14,800	0.00	1,246.02	(13,553.98)	8.4
Dental Insurance, PPO	0	253.16	474.60	474.60	-----
Identity Protection	0	51.87	103.74	103.74	-----
IMRF	294,386	14,662.74	143,369.59	(151,016.41)	48.7
FICA	204,082	13,558.87	143,816.13	(60,265.87)	70.5
Medicare	47,729	3,172.10	33,634.84	(14,094.16)	70.5
Worker's Compensation	25,070	0.00	14,883.00	(10,187.00)	59.4
Uniforms	1,100	0.00	698.03	(401.97)	63.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	0.00	34,254.87	12,254.87	155.7
Total Benefits	939,792	59,380.90	634,465.73	(305,326.27)	67.5
Rentals	19,000	1,080.90	13,530.80	(5,469.20)	71.2
Total Rentals	19,000	1,080.90	13,530.80	(5,469.20)	71.2
Building Mtn	130,000	11,451.09	47,525.67	(82,474.33)	36.6
Vehicle Mtn	17,000	98.97	18,676.65	1,676.65	109.9
Office & Computer Mtn	185,000	7,357.31	166,015.84	(18,984.16)	89.7
Total Repair/Mtn	332,000	18,907.37	232,218.16	(99,781.84)	69.9

ACCT NAME	BUDGET	FEB 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	3,027.06	24,066.33	(22,933.67)	51.2
Printing/Binding	20,000	1,877.07	12,582.39	(7,417.61)	62.9
Travel	500	60.64	673.89	173.89	134.8
Membership Dues	5,000	25.00	3,824.56	(1,175.44)	76.5
Professional Development	7,500	0.00	5,012.84	(2,487.16)	66.8
Other Purchased Services	125,000	15,270.15	96,264.91	(28,735.09)	77.0
Other Insurance	45,000	48,191.14	48,191.14	3,191.14	107.1
Total Purchased Services	250,000	68,451.06	190,616.06	(59,383.94)	76.2
Office Supplies	14,000	379.97	10,442.55	(3,557.45)	74.6
Computer Supplies	90,000	7,505.84	82,088.50	(7,911.50)	91.2
Postage	1,500	2,000.00	2,335.33	835.33	155.7
Library Supplies	65,000	4,327.22	37,132.13	(27,867.87)	57.1
Janitorial Supplies	20,000	1,071.15	16,149.48	(3,850.52)	80.7
Gas & Diesel Fuel	6,000	500.52	4,304.36	(1,695.64)	71.7
Building Mtnc & Repair Supplies	13,500	231.63	7,687.65	(5,812.35)	56.9
Total Supplies	210,000	16,016.33	160,140.00	(49,860.00)	76.3
Natural Gas	36,000	2,608.09	10,261.51	(25,738.49)	28.5
Electricity	110,449	5,406.72	71,837.42	(38,611.58)	65.0
Water	7,000	441.76	4,899.65	(2,100.35)	70.0
Telecommunications	46,000	5,733.00	42,931.45	(3,068.55)	93.3
Total Utilities	199,449	442.06	129,930.03	(69,518.97)	65.1
Professional Collection	800	0.00	65.85	(734.15)	8.2
Total Prof Collection	800	0.00	65.85	(734.15)	8.2
Non-Traditional Materials	4,000	128.93	2,627.74	(1,372.26)	65.7
Periodicals	17,000	(319.40)	20,938.25	3,938.25	123.2
Adult Books	157,000	16,371.10	115,319.86	(41,680.14)	73.5
Children's Books	121,000	6,919.23	52,858.59	(68,141.41)	43.7
A/V Materials	91,000	5,873.66	57,334.00	(33,666.00)	63.0
Public Access Software	105,675	25,089.58	102,094.77	(3,580.23)	96.6
Downloadable Materials	190,000	35,135.18	155,838.13	(34,161.87)	82.0
Total Materials	685,675	89,069.35	504,383.60	(181,291.40)	73.6
Employee Relations	3,000	466.02	6,559.26	3,559.26	218.6
Miscellaneous Expenses	3,444	5,272.10	8,063.00	4,619.00	234.1
Total Other Expenses	6,444	5,738.12	14,622.26	8,178.26	226.9
Total Expenses	5,954,921	489,812.38	4,302,349.11	(1,652,571.89)	72.2

Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2024

Property Tax (99.3%): The Library has received all of the distributions for this year.

Replacement Tax (100.0%): The annual distribution was made in October.

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

Golden Prairie Public Library District (99.8%): Golden Prairie has also received all of the distributions for this year.

Fines & Fees (77.4%): Receipts are a little less than expected.

Interest (1549.67%): We projected a cautious amount for the year.

Other Revenue (56.7%): This is less than where it should be because the library is not as busy due to construction.

Full-Time Salaries (77.1%): This is under-spent due to staff vacancies.

Part-Time Salaries (60.1%): This is under-spent due to a few staff vacancies.

Seasonal Salaries (30.5%): Charges have been minimal.

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

Other Salaries (30.0%): Charges have been minimal.

Dental Insurance (58.5%): Charges have been minimal.

Health Insurance, HMO (77.4%): Fewer staff chose this option for their health insurance.

Vision Insurance (39.3%): Charges have been minimal, and the rates were less than anticipated.

Library RHS Contribution (96.3%): This is over-spent due to charges being a little more than projected.

Library HSA City Contributions (8.4%): Charges have been minimal.

IMRF (48.7%): Charges have been minimal.

FICA (70.5%): Charges have been minimal.

Medicare (70.5%): Charges have been minimal.

Worker's Compensation (59.4%): The annual premium was paid in December.

Uniforms (63.5%): Charges have been minimal.

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

Other Benefits (155.7%): This is over-spent due to a payout of benefits.

Rentals (71.2%): Charges have been minimal.

Building Maintenance (36.6%): Charges have been minimal.

Vehicle Maintenance (109.9%): This is over-spent due to bookmobile repairs.

Office/Computer Maintenance (89.7%): This is over-spent due to the recent payment of OCLC service.

Advertising (51.2%): Charges have been minimal.

Printing/Binding (62.9%): Charges have been minimal.

Travel (134.8%): This is over-spent due to more staff using their own vehicle for travel.

Membership Dues (76.5%): Charges have been minimal.

Professional Development (66.8%): Charges have been minimal.

Other Purchased Services (77.0%): Charges have been minimal.

Other Insurance (107.1%): The annual insurance premium was a little more than expected.

Office Supplies (74.6%): Charges have been minimal.

Computer Supplies (91.2%): This is over-spent due to replacing computers for staff, as per the replacement schedule.

Postage (155.7%): It was necessary to replenish the Bulk Mailing account.

Library Supplies (57.1%): Charges have been minimal.

Gas & Diesel Fuel (71.7%): Charges have been minimal.

Building Mtnc & Repair Supplies (56.9%): Charges have been minimal.

Natural Gas (28.5%): Charges have been minimal.

Electricity (70.0%): Charges have been minimal.

Water (70.0%): Charges have been minimal.

Telecommunications (93.3%): This is over-spent due to the purchase of a new cell phone for staff.

Professional Collection (8.2%): Charges have been minimal.

Non-Traditional Materials (65.7%): Charges have been minimal.

Periodicals (123.2%): This is over-spent due to the annual payment of the subscription service.

Adult Books (73.5%): Charges have been minimal.

Children's Books (43.7%): Charges have been minimal.

A/V Materials (63.0%): Charges have been minimal.

Public Access Software (96.6%): This is over-spent due to the payment for the renewal of the LinkedIn Service.

Employee Relations (218.6%): This is over-spent due to recent purchases of first aid supplies.

Miscellaneous Expenses (234.1%): This is over-spent due to restocking our supply of items we sell to the public, i.e., Tote Bags and Reusable Bags.

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
Memorial Donations:	200.00
Robert Starkovich, Miscellaneous Donation:	100.00
Sandra Gowen, Donation for the Pop Up Library	25.00
Lois Rubbel, Miscellaneous Donation:	100.00
Hy-Vee, Reusable Bags & Giving Tag Program:	27.00
M Meton, Donation for Receiving Good Service:	10.00
Miscellaneous Donations:	14.40
 Total Donations:	 \$ 21,876.40

The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 244.05
Book Shoppe:	10,360.25
Cocoa Packs:	54.00
Ear Buds:	161.00
Flash Drives:	58.75
Genealogy Searches:	100.00
Mugs:	460.00
Print Station:	10,217.10
Reusable Bags:	245.50
Test Proctoring:	375.00
Tote Bags:	198.00
Miscellaneous:	198.96

Total Other Revenue: \$22,672.61

During February, 14 batches containing 88 invoices were processed, totaling \$1,449,024.00 and 104 credit card charges were made totaling \$22,640.50.

As of February 29, the Library's Maintenance & Operating Fund Balance is \$2,676,143.81, which is 44.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 2/29/24:

Operating:	\$ 2,676,143.81
Fixed Assets:	\$ 1,308,881.22
Capital:	\$ 6,400,717.67

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 2/29/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	4,261,748.30	(2,841,165.53)	60.0
Donations	700,000.00	712,248.01	12,248.01	101.7
Interest	400,000.00	737,377.18	337,377.18	-----
Interest From Taxes	10.00	25.51	15.51	-----
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
Total Revenues	26,333,353.23	19,913,288.40	(6,420,064.83)	75.6

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,520,357.18	66,773.18	104.6
Other Purchased Services	412,098.50	155,464.11	(256,634.39)	37.7
Office Supplies	2,157,629.30	1,598,362.80	(559,266.50)	74.1
Library Buildings	21,578,000.00	17,948,174.95	(3,629,825.05)	83.2
Total Expenses	25,601,311.80	21,222,359.04	(4,378,952.76)	82.9

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 24

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00	0.00	0.00	3,000.00
The Copy Shop	200.00	0.00	0.00	0.00	200.00
First Financial Bank	200.00	0.00	0.00	0.00	200.00
Total Summer Reading Program Community Donations	3,400.00	0.00	0.00	0.00	3,400.00
Memorial Donations:					
Total Memorial Donations	0.00	0.00	200.00	0.00	200.00
Other Donations:					
Miscellaneous Donations Collected at Circulation/AS	9.15	0.00	3.25	0.00	12.40
Sandra Gowen, Thanks for the Pop-Up Library Service	0.00	25.00	0.00	0.00	25.00
Robert Starckovich, Miscellaneous Donation	0.00	100.00	0.00	0.00	100.00
Lois Rubble, Miscellaneous Donation	0.00	0.00	100.00	0.00	100.00
Hy-Vee, Reusable Bag & Giving Tag Program	0.00	27.00	0.00	0.00	27.00
Total Other Donations	9.15	152.00	103.25	0.00	264.40
Expansion Donations					
Expansion Donations	17,825.14	5,186.25	19,514.38	0.00	42,525.77
Total Expansion Donations	17,825.14	5,186.25	19,514.38	0.00	42,525.77
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00	0.00	0.00	0.00	2,000.00
Summer Reading Program	18,000.00	0.00	0.00	0.00	18,000.00
Tuition for Staff (Paid with Stubblefield Funds)	2,680.00	5,440.00	2,640.00	0.00	10,760.00
Weiss Financial Ratings Service (Paid with Mischler Funds)	2,695.00	0.00	0.00	0.00	2,695.00
Fold 3 Service (Paid with Mischler Funds)	0.00	2,771.73	0.00	0.00	2,771.73
Development Day Costs	0.00	0.00	1,255.70	0.00	1,255.70
Appreciation Day Costs	0.00	0.00	3,419.15	0.00	3,419.15
Total Foundation	25,375.00	8,211.73	7,314.85	0.00	40,901.58
Total Donations	46,609.29	13,549.98	27,132.48	0.00	87,291.75



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, FEBRUARY 20, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:32 PM, February 20, 2024. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present, arrived at 5:56 PM
Matthew Watchinski	Trustee	Present
Alicia Whitworth	Trustee	Present
Dianne Hollister	Trustee	Present
John Argenziano	Trustee	Present
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Van Miller	Trustee	Absent
Alicia Henry	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton

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 5.A. President's Report - Including the Appointment of the Nomination Committee
 President Westerhout appointed Trustee Watchinski, Trustee Argenziano, and Trustee Hollister to the Nominating Committee. He indicated that he has reached his term limit, and the April 2024 meeting will be his last.

President Westerhout shared that he and the Library Director are having ongoing discussions with members of the Bloomington Public Library Foundation Board regarding recognition for their donation to the expansion. There will be a plaque recognizing the Foundation, plus information in the Quiet Reading Room about the Foundation.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton stated that one of the big focuses is still construction. Staff have requested tours of the east side of the building, and she will organize those once carpet has been installed.

Director Hamilton indicated there will be a reception of some type once the full library is open. She will share the date as soon as schedules are firmed up.

The following item was presented:

Item 5.C. Fiscal Report

Director Hamilton stated that the report is in the packet.

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.

Item 6.A. Approve minutes of January 16, 2024: Regular Bloomington Public Library Board meeting.

Item 6.B. Bills in the Amount of \$573,096.88

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

Motion carried (viva voce), 6-0.

Approval Items

The following item was presented:

Item 7.A. Approve Annual Periodical Subscription Service

Director Hamilton shared that CATS manager, Allison Schmid, researched various periodical subscription services and proposed switching from EBSCO to WT Cox, based on pricing and references from other libraries.

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

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Hollister; Trustee Watchinski; Trustee Whitworth

ABSTAIN: Trustee Parker

Motion carried, 6-0-1.

Discussion Items

The following item was presented:

Item 8.A. Discuss Process for the Library Director's Annual Performance Review

Trustee Parker outlined the process for the Library Director's Annual Performance Review. She will send an email to the Board members and management staff. The Budget and Personnel Committee will meet April 2, 2024 to review the information before presenting it to the full Board.

Comments by Trustees

Trustee Parker expressed gratitude to the many staff members who helped her gather information for a presentation she did recently. It went very well, and she had people seeking her out afterward to ask more questions.

Trustee Hollister mentioned how happy she was that the Library's History Book Club merged with the McLean County Museum of History to present the author via Zoom. She also indicated she is trying to start a new forum with ILA for retired/soon-to-be-retired library workers.

Trustee Whitworth praised the library staff, saying that she and her children love them, and staff have helped her youngest child become an avid reader. Staff have also gone above the call to find books that, at first glance, appeared not to be on the shelves. She also expressed kudos to whomever is curating the new releases in the lobby. She picked up way more books than she originally intended from these shelves.

Trustee Parker commented that she appreciates that the library staff is so inclusive and welcoming of patrons who may be outside of the typical audience for some programs/books.

Trustee Argenziano stated he had read an article about a state proposing a bill that would subject librarians to arrest for distributing materials that are deemed obscene, which could easily include materials that many would not consider obscene. It got him thinking about the lack of civics education, and he wondered if there's a role for the library to develop some sort of civics program or theme month.

Trustee Watchinski asked the Board to let him know if any of them are interested in serving in an officer position. He also shared a positive comment from Facebook praising a staff member for noticing that the patron's email address was different from the name on their ID and asked if they'd like their preferred name on their account.

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 6:09 PM.

BILLS LIST

Approved by BPL Board of Trustees, March 19, 2024

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	1,337.84
Amazon Capital Services	Adult Books	(19.36)
Amazon Capital Services	Building Mtnc Supplies	24.73
Amazon Capital Services	Children's Books	423.59
Amazon Capital Services	Computer Supplies	424.34
Amazon Capital Services	Employee Relations	175.08
Amazon Capital Services	Janitorial Supplies	109.05
Amazon Capital Services	Library Supplies	206.03
Amazon Capital Services	Non-Traditional Materials	49.78
Amazon Capital Services	Other Purchased Services	478.35
Amazon Capital Services	Telecommunications	120.10
Ameren IP	Electricity	5,406.72
American National Skyline, LLC	Building Maintenance	4,530.00
American Pest Control	Building Maintenance	80.00
Blue Beacon International, Inc.	Vehicle Maintenance	52.70
Bonner Springs City Library	Miscellaneous Expenses	14.99
Brodart Co	Library Supplies	656.00
Carahsoft Technology Corp	Public Access Software	13,125.00
CDW Government	Computer Supplies	1,665.57
CDW Government	Office Supplies -- Expansion	2,476.24
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	491.24
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	13,558.87
City of Bloomington	Gas & Diesel Fuel	514.11
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	15,604.36
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	IMRF	14,662.74
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,172.10
City of Bloomington	Payroll	230,726.29
City of Bloomington	RHS Contribution	638.48
City of Bloomington	Vision Insurance	239.20
City of Bloomington	Water	441.76
College of DuPage	Miscellaneous Expenses	13.00
Cope, Michelle	Travel	9.58
Custom Digital Imaging	Printing	1,235.07
Dean's Graphics	Building Mtnc Supplies	67.50
Dell Marketing, L.P.	Computer Supplies	3,391.20
Demco	Library Supplies	182.53
Ebsco Industries	Periodicals	(41.50)

Ebsco Industries	Public Access Software	5,242.00
Engberg Anderson	Architectural Fees	13,006.93
F & W Lawn Care & Landscaping	Building Maintenance	210.00
Felmley Dickerson	Construction	1,282,269.53
Geiger	Library Supplies	2,101.75
Geiger	Miscellaneous Expenses	2,699.21
Goodman, Clarence	Other Purchased Services	178.22
HV Management	Other Purch Services-Exp	4,752.00
Illinois State University	Advertising	408.33
Johnson Controls Building Efficiency	Building Maintenance	7,385.00
Kone	Building Maintenance	3,986.15
Lake Run Club	Advertising	250.00
Lefler, Tiffany	Travel	33.10
Metronet	Telecommunications	1,992.92
Mid Illinois Mechanical	Building Maintenance	6,049.50
Midwest Engineering & Testing, Inc.	Architectural Fees	895.00
Midwest Tape	A/V Materials	252.55
Midwest Tape	Children's Books	1,745.67
Midwest Tape	Downloadable Materials	29,940.00
Miller Janitorial Supply	Janitorial Supplies	164.95
Moser, Cora	Travel	4.49
Multicultural Books & Videos	Adult Books	900.00
Nicor/Northern Illinois Gas	Natural Gas	2,608.09
OCLC	Office/Computer Equip Mtn	3,795.94
OverDrive	Downloadable Materials	4,990.00
Playaway Products	Adult Books	305.96
Postmaster	Postage	2,000.00
Proquest, LLC	Downloadable Materials	115.97
Quill Corp	Computer Supplies	278.50
Quill Corp	Employee Relations	83.74
Quill Corp	Library Supplies	330.24
Quill Corp	Office Supplies	218.41
Ricoh USA, Inc.	Office/Computer Equip Mtn	91.89
Ricoh USA, Inc.	Rentals	884.58
Rosedrew, Inc	Library Supplies	432.00
Unique Management Services, Inc.	Other Purchased Services	374.30
Vernon Library Supplies	Library Supplies-Expansion	9,892.29
West Publishing	Adult Books	3,360.00
Wolpert, Emily	Travel	10.18
VISA - Ace Hi Glass Co	Other Purchased Services	45.34
VISA - AED Superstore	Employee Relations	230.00
VISA - Arcadia Publishing	Other Purchased Services	362.36
VISA - Baker & Taylor Books	A/V Materials	1,851.29
VISA - Baker & Taylor Books	Adult Books	4,439.33
VISA - Baker & Taylor Books	Children's Books	3,365.20
VISA - Baker & Taylor Books	Other Purchased Services	68.47
VISA - Best Version Media	Advertising	594.40
VISA - Bobzby	Other Purchased Services	296.00
VISA - Dollar Tree	Library Supplies	2.00
VISA - Dollar Tree	Other Purchased Services	6.25
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	374.21
VISA - Farm & Fleet	Vehicle Maintenance	50.97
VISA - Global Industrial Equipment	Janitorial Supplies	147.77
VISA - Hobby Lobby	Other Purchased Services	45.16

VISA - Huck's Food & Fuel	Gas & Diesel Fuel	34.41
VISA - Illinois Audubon Society	Memberships	25.00
VISA - Independent Publishers	Other Purchased Services	273.84
VISA - Ingram	Adult Books	6,323.62
VISA - Ingram	Children's Books	551.93
VISA - International Service Fee	Other Purchased Services	0.64
VISA - Jewel-Osco	Other Purchased Services	18.00
VISA - KBookStore	Children's Books	286.82
VISA - Kodo Kids	Children's Books	56.50
VISA - Lowe's	Building Mtns Supplies	85.52
VISA - Menards	Janitorial Supplies	53.88
VISA - Oriental Trading Co.	Library Supplies	139.98
VISA - Printful, Inc.	Other Purchased Services	158.54
VISA - Tsai Fong Books	Children's Books	297.56
VISA - Uline Shipping Supplies	Janitorial Supplies	221.77
VISA - Verizon Wireless	Telecommunications	337.52
VISA - Wal-Mart	Janitorial Supplies	290.19
VISA - Wix.com	Other Purchased Services	32.18
VISA - Zoom.US	Other Purchased Services	373.83
 Total		 1,744,977.72

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$42,455.00 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$6,443,173.67.

Approved the 19th day of March 2024

Julian Westerhout, President
Bloomington Public Library Board of Trustees

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Amnesty for Long Lost Items

We continually seek ways to fulfill our mission of providing our diverse community with a helpful and welcoming place that offers equitable access to the world of ideas and information and supports lifelong learning and meet our strategic priority to explore and implement strategies to improve access to the library and its resources.

Over the past 5 years, we have:

- Implemented Automatic Renewals (2018)
- Implemented the Fresh Start Program (2019) – waiving existing fines and lost item fees more than five years old as we migrated to our new online catalog and checkout system
- Eliminated Fines (2020)

We would now like to propose waiving lost item and associated processing fees five years or more old on an ongoing basis (with the clean-up/amnesty process taking place once per year).

In 2019, we waived any lost item and processing fee balances 55 years old (with the oldest dating back to 2006). At that time, we had a total outstanding balance of around \$646,410 and wrote off approximately \$363,627 of that balance. Today, five years later, we have 5,048 patrons with a current outstanding balance of \$447,242.66. With this proposal, we would clear \$228,823.01 of that outstanding balance from 2,353 patron accounts.

As time passes, the likelihood of collecting lost item fees rapidly diminishes. Our existing collection agency* stops their process after 180 days but recommends that lost fees are retained for at least 3 years. We also find that these fees disproportionately impact our most vulnerable patrons: people who have unstable housing situations and have lost items in their moves, children or young adults who had adults in their lives who used their cards without returning materials, etc. While we want to be good stewards of the public goods available at the library by encouraging patrons to return them, we feel that five years without the ability to checkout library materials is enough to atone for the loss of materials.

* We use a soft collection agency that does not impact credit scores.