

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 20, 2022

5:30 p.m.

Osborn Room

Bloomington Police Department
305 S East St, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of August 16, 2022 Regular BPL Board Meeting
 - B. Approve Bills List of August 2022
- IX. Approval Items
 - A. Approve Change Order to Add an Emergency Egress Call System to Expansion Plans
- X. Discussion Items
 - A. Equity Statement and a Labor Statement
 - B. Strategic Plan
 - C. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 9.15.22 3:15 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, August 16, 2022
5:30 p.m.

Government Center Chambers
115 E. Washington Street, Fourth Floor, Room 400
Bloomington, Illinois 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:35 p.m.
- II. Roll Call
Trustees Present: John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Julian Westerhout

Trustees Absent: Van Miller, Matt Watchinski, Alicia Whitworth

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
President Westerhout acknowledged Noah Tang, BPL History Intern and BHS History Teacher at District 87, as the presenter for the meeting,
- IV. Public Comment
There were no public comments.
- V. Special Presentation: Bloomington Public Library History Internship by Noah Tang
Noah Tang shared a little of his background and the work that he completed during his internship for the library in getting historical items put in order to donate them to the Museum of History. He narrated a Power Point showing interesting facts that he discovered. Noah went on to say that when the construction is complete, the slides can be printed poster size and hung somewhere in the library. He entertained questions.
Jeanne Hamilton shared that an intern from ISU was sought out to organize the library historical materials. It was shared with the professor that we did not have an archivist on staff and would need someone that is very capable and could do some research on best practices for organizational archives. Jeanne stated that Noah was very self-led and he did a lot of research on how to organize different collections and an inventory of each box.
- VI. President's Report
President Westerhout stated that in looking at the Department Manager monthly reports, he is impressed with all of the work still managing to get done during construction. He complimented staff on being able to accomplish this.
- VII. Director's Report
Jeanne Hamilton stated that there have been great partnerships for off-site events during Summer Reading to keep things moving at the library. She went on to say that several events

have been at the museum and the End of Summer Reading party was held at Miller Park. Jeanne shared that 144 people attended the party. Jeanne stated that the Union contract was approved by the Council the week after the Board meeting, so it is in place now.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that budget should be at 25% at the end of July. She went on to say that the donation report was included for last quarter. She entertained questions.

IX. Consent Agenda

A. Approve Minutes of July 19, 2022 Regular BPL Board Meeting

B. Approve Bills List of July 2022

SUSAN MOHR MOVED, CATRINA PARKER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

X. Approval Items

A. Review and Approve Maintaining Confidentiality of Executive Session Minutes

Jeanne shared that the Board needs to review executive session minutes twice a year. She reviewed the list of reasons that an Executive Session occurred.

CATRINA PARKER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE MAINTAINING CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES. THE MOTION CARRIED UNANIMOUSLY.

B. Waive Three-Quote Requirement for Annual Maintenance of RFID Pads, Credit Card System, Public Printing and PC Reservation System, Upper Security Gates, and Sorter from Envisionware, Inc.

Jeanne shared that Envisionware is the sole provider for the maintenance of this equipment. She went on to say that when it is necessary to replace these items, we do obtain quotes from different vendors.

She entertained questions.

SUSAN MOHR MOVED, JOHN ARGENZIANO SECONDED, THAT THE THREE-QUOTE REQUIREMENT BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE RFID PADS, CREDIT CARD SYSTEM, PUBLIC PRINTING AND PC RESERVATION SYSTEM, UPPER SECURITY GATES AND SORTER TO ENVISIONWARE, INC. IN THE AMOUNT OF \$12,422.25.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Julian Westerhout

NAYS: None

ABSENT: Van Miller, Matt Watchinski, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

A. Library Expansion and Fundraising

Jeanne shared that the move of the collection to offsite storage was successfully completed. She went on to say that it took the movers a day and a half to move it all. Jeanne shared that staff worked really hard on packing to be ready for moving day. She went on to say that due to their efforts, we are still within our moving budget (unlike what was reflected in the original moving quotes), and she is really proud of everyone for that.

Jeanne stated that Felmley-Dickerson has started the installation of the temporary walls on the upper level. This should make it a bit clearer to the public that the renovation project is underway.

XII. Comments from Trustees

President Westerhout thanked Susan Mohr for covering the last meeting.

Alicia Henry asked about the high Ameren bill and are solar panels an option for the building.

Jeanne shared that the cost to include the panels in the project is high, so the addition of the solar panels will hopefully occur shortly after construction.

John Argenziano attended the banned book event and stated that the library staff did a great job.

XIII. Adjournment

CATRINA PARKER MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:22 p.m.

BILLS LIST

Approved by BPL Board of Trustees, September 20, 2022

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	335.00
A-1 Lock, Inc.	Building Maintenance	260.00
Amazon.com, LLC	A/V Materials	624.22
Amazon.com, LLC	Adult Books	135.06
Amazon.com, LLC	Building Mtnc Supplies	801.61
Amazon.com, LLC	Children's Books	170.80
Amazon.com, LLC	Computer Supplies	541.01
Amazon.com, LLC	Janitorial Supplies	178.17
Amazon.com, LLC	Library Supplies	47.49
Amazon.com, LLC	Miscellaneous Expenses	67.95
Amazon.com, LLC	Non-Traditional Materials	56.80
Amazon.com, LLC	Office Supplies	169.43
Amazon.com, LLC	Other Purchased Services	21.91
Amazon.com, LLC	Telecommunications	26.62
Ameren IP	Electricity	19,649.31
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	624.00
Bibliotheca, LLC	Library Supplies	6,812.43
Bibliotheca, LLC	Office/Computer Equip Mtnc	796.00
Bloomington Moving, Inc.	Other Purchased Services	19,945.00
Bridgeall Libraries, LLC	Office/Computer Equip Mtnc	15,500.00
Brodart Co.	Library Supplies	949.50
Brown, Reagan	Travel	6.25
CDW Government	Computer Supplies	10,579.10
CDW Government	Office/Computer Equip Mtnc	4,607.93
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	703.48
City of Bloomington	FICA	15,321.09
City of Bloomington	Gas & Diesel Fuel	370.30
City of Bloomington	Health Insurance-HMO	519.90
City of Bloomington	Health Insurance-PPO	22,634.48
City of Bloomington	IMRF	20,455.73
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,583.18
City of Bloomington	Payroll	367,887.30
City of Bloomington	RSA Contribution	689.39
City of Bloomington	Vision Insurance	113.84
City of Bloomington	Water	501.54
Continental Research Corp	Janitorial Supplies	183.04
Cumulus Broadcasting	Advertising	985.00
Custom Digital Imaging	Printing	523.58

Dean's Graphics, Inc.
 Dell Marketing, L. P.
 Demco
 Devyn Corp
 Dunham, Amy
 Ebsco Industries
 Engberg Anderson
 Engler, Callaway, Baasten & Srage, LLC
 Envisionware, Inc.
 F & W Lawn Care & Landscaping
 Felmley Dickerson Co.
 Findaway World, LLC
 Geiger Brothers
 Gershbein, Michael
 HV Management, LLC
 Illinois State Police
 Illinois State University
 Imaging Office Systems, Inc.
 Irwin Family, Inc.
 Kone, Inc.
 Library Solutions
 Limelight Communications, Inc.
 Metronet
 Mid Illinois Mechanical
 Midwest Engineering & Testing, Inc.
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Nellis, Dan
 Overdrive
 Prochnow, Caprice
 Proquest CSA, LLC
 Proquest CSA, LLC
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Reaching Across Illinois Library System
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Rosedrew, Inc.
 Ultican, Lucy
 Unique Management
 Weber Electric, Inc.
 VISA - 4 Imprint, Inc.
 VISA - Amtrak
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Bicycling

Other Purchased Services	310.00
Computer Supplies	9,253.72
Library Supplies	346.04
Other Purchased Services	1,400.00
Travel	10.88
Periodicals	8.62
Architectural Services	23,822.50
Other Purchased Services	300.00
Office/Computer Equip Mtnc	12,422.25
Building Maintenance	545.00
Buildings	720,081.95
Children's Books	58.49
Employee Relations	535.72
Other Purchased Services	200.00
Office Supplies-Expansion	2,200.00
Other Purchased Services	10.00
Advertising	491.67
Office/Computer Equip Mtnc	750.00
Employee Relations	173.60
Building Maintenance	806.12
Other Purchased Services	4,200.00
Advertising	324.00
Telecommunications	3,947.44
Building Maintenance	3,643.65
Building Maintenance	2,927.50
A/V Materials	643.88
Downloadable Materials	14,970.00
Janitorial Supplies	422.50
Employee Relations	62.50
Downloadable Materials	14,970.00
Travel	42.06
Downloadable Materials	65.59
Public Access Software	2,678.00
Computer Supplies	147.82
Employee Relations	30.96
Janitorial Supplies	152.94
Library Supplies	266.16
Office Supplies	405.47
Other Purchased Services	21.15
Downloadable Materials	4,365.00
Rentals	1,158.52
Office/Computer Equip Mtnc	91.89
Library Supplies	475.74
Travel	6.25
Other Purchased Services	512.20
Building Maintenance	99.50
Library Supplies	483.34
Professional Development	29.00
A/V Materials	4,103.59
Adult Books	5,826.75
Children's Books	5,200.35
Advertising	788.80
Periodicals	15.00

VISA - Bitly.com
 VISA - Castle Theatre
 VISA - Circle K
 VISA - DTS Digital Advertising
 VISA - Enterprise Car Rental
 VISA - Facebook
 VISA - Flinger's Pizza
 VISA - Flying Magazine
 VISA - GameStop
 VISA - Global Leadership Network
 VISA - GoDaddy.com
 VISA - Huck's Food & Fuel
 VISA - Jewel-Osco
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Ingram
 VISA - Ingram
 VISA - istockphoto.com
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - MCD Reveal Quarter
 VISA - National Enquirer
 VISA - Oriental Trading Co.
 VISA - Oriental Trading Co.
 VISA - Paypal*Illinois State Genealogical Society
 VISA - Panera Bread
 VISA - Prairie Aviation Museum
 VISA - Springfield Electric
 VISA - Starcrest Cleaners
 VISA - Thornton's
 VISA - T-Mobile
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Warehouse Direct
 VISA - Weigl Publishers, Inc.
 VISA - Zoom.US

Total

Other Purchased Services	348.00
Other Purchased Services	50.00
Gas & Diesel Fuel	20.73
Advertising	200.00
Other Purchased Services	2,000.00
Advertising	291.78
Employee Relations	517.74
Periodicals	50.00
A/V Materials	42.99
Professional Development	417.00
Office/Computer Equip Mtn	399.96
Gas & Diesel Fuel	29.53
Employee Relations	216.24
Professional Development	200.00
A/V Materials	581.27
Adult Books	3,669.48
Children's Books	438.23
Other Purchased Services	348.00
Janitorial Supplies	107.12
Other Purchased Services	47.96
Periodicals	30.00
Periodicals	139.88
Library Supplies	160.19
Other Purchased Services	289.71
Memberships	40.00
Employee Relations	31.95
Other Purchased Services	140.00
Building Mtn Supplies	168.85
Other Purchased Services	44.95
Gas & Diesel Fuel	16.70
Telecommunications	1,443.98
Telecommunications	661.33
Library Supplies	20.52
Office Supplies	4.94
Other Purchased Services	16.78
Office Supplies	16.99
Public Access Software	175.00
Other Purchased Services	339.83

1,378,774.98

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Director's Report

August 2022

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

- Continued to make progress towards a Library expansion, by:
 - Working with Caprice to oversee the moving company as they moved materials to offsite storage
 - Relocating art from the soon-to-be construction zone to temporary locations on the east side of the building
 - Coordinating the relocation of a timeclock and miscellaneous items from the soon-to-be construction zone to temporary locations on the east side of the building
 - Attending two construction meetings with the architects, general contractors, and subcontractors
 - Reviewing server room plans for the expansion and renovation
 - Meeting with a company that takes construction photos
 - Overseeing compliance with the Illinois State Library (ISL) grant
- Met with Jon and Caprice to discuss potential solutions for contacting operations staff
- Reviewed the GPPLD service area map released by the State Library
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Met with Phil from the City to learn about the Government Center technology setup
- Met with Ben of Mid America Insurance to learn about his new space at Grove + Prairie and other community initiatives
- Attended the McLean County Museum of History's Reaccreditation open house
- Attended the YMCA Ribbon Cutting
- Attended the Illinois Library Association (ILA) Public Policy and DEI Committee Meetings
- Spoke with WGLT about library trends as we emerge from the height of the pandemic

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

- Met with two review committees to discuss two requests for reconsideration of library material and provided responses to the requestors
- Wrote a response to a person appealing a suspension
- Shared the suggestion from GPPLD to add a circulating hotspot to the Bookmobile with Colleen

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

- Participated in the Annual Staff Development Day
- Attended the 2022 Global Leadership Summit
- Attended a meeting with library directors of libraries with unions
- Attended a virtual networking group for city library directors

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- Participated in 2 interviews for a Adult Services Librarian position
- Met with a Union Steward to keep open lines of communication
- Worked to implement the changes in the union contract, including developing a list of recommended coursework for various positions and a wellness day eligibility form
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing

**Adult Services Report
Carol Torrens
August 2022**

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

Phase I Construction and Collections

The AS Dept. is settled into its new, temporary spaces for this portion of the construction project.

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

SERVICES

There were two local history requests: one for addresses & phone numbers over several years; the other was general genealogical search on an ancestor.

COLLECTIONS

Book displays this month were on these topics: Book Lovers Day and dog days of summer. The DVD display featured romance movies.

PROGRAMS

Adult/Family programs

Mystery Book Club, virtual – 1 session – 11 attended

Fiction Book Club, virtual – 1 session – 12 attended

Book on Tap Book Club, in person – 1 session – 16 attended

True Crime Book Club, with author, virtual – 1 session – 14 attended

History Read quarterly Book Club, hybrid – 1 session – 10 attended

Banned Book Talk with Prairie Pride and PFLAG, in person – 1 session – 15 attended

Medication, virtual – 1 session – 13 attended

Buzz about Bees, virtual – 1 session – 11 attended

Social Security, virtual – 1 session – 6 attended

Herb Gardening, virtual – 1 session – 15 attended

Teen Programs

The IT Dept. offered several end-of-summer teen programs.

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

Most staff attended Staff Development Day. Many also viewed various webinars and/or Mini Morning sessions on such topics fire drills & emergency exits; TeenZone.

Nazma, who recently moved into a part-time position with the interlibrary loan service will move again. She's the new Librarian I and nonfiction selector for the library. She'll start this position on Sept. 19.

Goal: Work effectively through the use of technology.

There were 3 individual appointments this month by phone, all regarding using ebooks through Libby and Hoopla.

Business Office Report
Kathy Jeakins
August 2022

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

Expansion donations continued coming in during August, including a donation from Golden Prairie in the amount of \$85,119

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

I participated in Development Day on Aug 2

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 card, and I entered all credit card transactions in account files; City Procurement Department has asked me to distribute a training refresher to all Library credit card holders

In August, the Book Shoppe collected \$1,593.00; a little higher than last month

Hoopla usage was great again in August; \$9,172.21; another month over \$9,000!

Kanopy downloads were high again in August, just under \$1000!

Donations for the Library expansion continue to come in—so far, we've collected \$278,650, plus pledges

I provided Amy with financial data for the Golden Prairie Annual Report

I completed an insurance renewal application from LIRA

Jeanne and I worked on an application to receive a bequest from a community member

Provided the Foundation auditors with a few more documents to finish up their audit

The 2 Worker's Comp claims have closed

Bills Costing in Excess of \$5,000:

- Bloomington Moving, Inc. \$19,945.00 to move the packed boxes of the collection to offsite storage
- Bridgeall Libraries \$15,500.00 for year 2 of 3 for Collection HQ Service
- Engberg Anderson \$23,822.50 for Architectural Services
- Envisionware, Inc. \$12,422.25 for Sorter, RFID Pads, Upper Gates, and various assorted software maintenance renewals
- Felmley Dickerson \$720,081.95 for Building Construction

Upcoming:

I will begin pulling items together for the Golden Prairie audit

Children's Services Report

Melissa Robinson

August 2022

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

Services

- Alex sent an email to school librarians to share with teachers about our construction and how it has impacted our collection as well as to offer suggestions for how to adapt during the construction project.

Programs

- Bad Guys Party – 37 attended
- Construction Story Time – 29 attended
- Bookmobile Story Time – 16 attended
- Drop-in Construction Activity – 52 attended
- 4 programs total – 134 attended
- 2300 kids finished the kids' summer reading program.

Passive

- August interactive bulletin board – 112 participated
- Melvin's Exercise Bingo – 126 participated
- Crafts – backpack, fish, firefly, Pete the Cat's glasses, ferris wheel – 355 crafts made

Events/Groups

- Bloomington Housing Authority Family Fun Day – 104 attended
- Cedar Ridge Back to School Night – 300 attended
- Brigham Back to School Night – 148 attended
- La Petite Academy – 31 attended
- 4 events/groups total – 585 attended

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

- Children's staff attended staff development day.
- Children's staff attend the MMS on the teen zone.

Goal: Work effectively through the use of technology.

- 18 posts were added to the Children's Facebook group, and we now have 598 members.
- We added 13 TikTok videos, and we have 168 followers.

Upcoming:

- Story times resume on Tuesdays at the McLean County Museum of History and Thursdays at the Junction.
- Tales for Tails will meet on Wednesday evenings at Miller Park.
- Pop-Up Lego Construction – 9/10
- Hobbit Day Party – 9/22
- Children's staff will represent the library at an Immigration Project event on Sept 17 and Day of Play Sept 24.

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

Outreach Library Associate, Michelle, meetings and successful connections:

- East Central IL Association on Aging Adults
- McLean County Reentry Council
- Chestnut Health Sober Recreation
- BN Parents Coalition
- Recovery Oriented Systems of Care
- Fatherhood Coalition
- Human Services Council
- Leadership McLean County Leadership Skills Committee
- Nonprofit Quarterly
- LifeCil
- Faith in Action
- Western Avenue Community Center
- IL Prairie Community Foundation

A PopUp Library page was added to the website under Services - Outreach. It includes a form for businesses/organizations to complete if they would like to request a PopUp Library visit at their site.

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

Deposits staff prepared and delivered or renewed 509 items at 10 sites. Staff presented a program at Miller Park on Libby.

Home Delivery prepared and delivered 364 items to 50 active patrons. 1 new patron was added to the service this month. Home Delivery staff have begun circulating items from our puzzle collection to their clients.

Pop Up Library visits were held at the locations listed below, 82 patrons were served, and 161 items checked out:

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

Library Card Signup Month offerings:

- Patrons registering for a new card will receive a BPL/GPPLD reusable bag at the Check Out Desk.
- Patrons can ride any Connect Transit bus for free in September with their library card.
- BPL and NPL staff plan to visit several sites in Bloomington/Normal to offer card registration.

Staff attended the following Outreach events in August:

- 8/20: Salvation Army Block Party
- 8/30: YMCA Community Day/Grand Opening

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

Two part-time staff members vacated their positions. Two staff were hired, one into a 15-hour/week position and the other into a 19-hour/week position.

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(8/2022) Circulation and Outreach Services Statistics

Total Circ BPL	89,157
Total Circ Main	61,524
Adults	28,336
Teens	2,208
Children	30,980
Total Circ Outreach	7,545
OTR Adults	2,396
OTR Teens	203
OTR Children	4,946
Total Circ Drive-up	525
Drive-up Adults	283
Drive-up Teens	1
Drive-up Children	241
Total Digital Downloads	19,563
Hoopla	4,851
Overdrive	13,985
TumbleBooks	42
eBook Central	6
Kanopy	679
Borrowers Registered	415
Total Active Cardholders	27,388
Children	5,547
Teen	3,170
Adult	18,671
GPPLD	1,333
Total Holds Filled	7,000
Main Holds	5,771
Outreach Holds	1,229
Door Count	14,161

Top 10 Highest Circulations	
Wingover Apartments PM	249
Park Place	206
Grove	127
Eagle Crest East	124
Eagle Crest	122
Grove	118
Ekstam Drive	90
Old Farm Lakes	86
Ballybunion	72
Eagle Crest	70
North Pointe	70

5 Stops with Lowest Circulation	
Fleetwood	6
Evergreen Park	5
Franklin Park	2
Traditions**	2
Sapphire Lake	1

Bookmobile Customers: 1,131

Total Monthly Stops: 70*

*Stops to Evergreen Park, Bohmer Drive, and Rainbow Avenue were cancelled due to mechanical issues.

Circulation Questions Answered: 630

Outreach Questions Answered: 136

Total Questions Answered: 766

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	95,326	90,538	90,648	100,674	97,293	89,157				
Main Circ												
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	71,516	66,754	64,832	74,543	71,450	61,524				
Active Users												
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	28,887	28,960	28,047	27,909	27,674	27,388				

Human Resources Report

Gayle Tucker

August 2022

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 viewed a webinar on Authentic Appreciation
- In August, there were five in-house job announcements and two outside ads
 - Outside ads solicited:
 - Library Assistant: 39
 - Maintenance/Custodian: 2
- I participated in seven interviews and conducted one exit interview
- I worked with City staff regarding new wages for union staff, accruals, and retroactive pay
- I continued FMLA, ADA, and Pandemic Leave administration and tracking
- Employees receive Munis Employee Self Service (ESS) and 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 a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- 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
 - Due to construction, this partnership will be on hiatus for the 2022-2023 school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
August 2022

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

The Adult and Children's services staff have all been upgraded to new laptops. This will allow the staff to be more mobile in the event of having to work from home or attend remote meetings.

With the new wall constructed, 6 of the Adult Services desktops have been setup on the second floor for the public to be able to use. We will be looking at adding additional laptops in the near future.

We upgraded the network access on the Bookmobile to something that is faster and more reliable. The bookmobile was having difficulties staying connected or connecting at all to the Internet during many of its stops and the new system has rectified that.

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

We had multiple programs for teens to celebrate the end of summer reading. We had 5 events that the Teens could choose 1 to participate in. The program was called choose your own adventure and the Teen choose between going to Mass VR, creating things at the Idea center at IWU, tour of the Esports Center at IWU, gaming with the Library staff at Red Raccoon, or a tour of the Prairie Air Museum. All the events were well attended and enjoyed by the Teens.

Upcoming:

We have received the student card data from both District 87 and Unit 5 and we will be looking at adding the new students to the database shortly.

We will be setting up the equipment soon to start testing and implementing the digitization of the Pantagraph index.

Marketing Report
Rhonda Massie – August 2022

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

Your Future Library

- Approximately \$715,000 has been pledged and donated to the Building Fund.
 - Managed Stripe and Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during August 2022.
 - Managed donations and matching donations using cybergrants.com.

Connect Transit Partnership

- In celebration of Library Card Sign-Up Month, Connect Transit will allow anyone who shows their BPL or NPL library card to ride the bus for free throughout the month of September. Connect Transit was very excited when BPL proposed this endeavor.
 - We are promoting this partnership on our website, on WGLT, on Facebook, on Instagram, on Twitter, via eBlast, on both paper and digital ads inside the buses, via signage at the library. A press release was sent to the media, and flyers were mailed to each of the nine businesses which sell bus passes for Connect Transit. In an accompanying letter, each business was asked to post the flyer and to share the information with staff who sell passes so they can share the news with people who come in to purchase passes.
 - BPL's Outreach Library Associate and NPL's Community Engagement Manager are teaming up to host library-card-signup events at several offsite locations during September. They will also promote the Connect Transit partnership.

Website

Marketing continues to maintain the library's website.

- Monthly addition of all September programs and registration process to the online calendar
- Monthly update to the record sets for New Movies, New Music, and Audiobooks
- After much testing and troubleshooting, we've added the *New York Times* database to the website
- Outreach Services
 - Created landing page for all outreach services to allow people to be directed to the information from one central location
 - Created a page pertaining to PopUp Libraries
 - Created a form patrons can use to request a PopUp Library at a specific location
 - Added a general Outreach Services slide to the rotating banner on the homepage
- Resolved an issue with the rotating banner on the website's homepage
- Archiving
 - Archived the page pertaining to the Memory Care Collection as the collection's materials are currently shelved under multiple genres due to construction
 - Archived the Summer Reading page
- Employment
 - Posted and renewed employment information for an Operations job (custodian/maintenance)
 - Posted employment information for a job in Circulation
- General edits & additions
 - Added a slide -- free rides on Connect Transit -- to the rotating banner on the homepage
 - Added a slide -- Outreach Services -- to the rotating banner on the homepage
 - Added a slide -- Labor Day closure -- to the rotating banner on the homepage
 - Add Labor Day closure messaging to the plasma TV
 - Updated information in the puzzle collection
 - Updated hours for teenZone on the website and plasma TV
 - Removed the projector from the equipment page
 - Updated the description of AV2 World Languages database
 - Updated the database information for Libby
 - Added Board Game Kits to the Kids' page
 - Updated information on the "Get a Card" page per Circulation's request

Book Clubs

- We're starting to work on the 2023 book clubs. We're working to set bitly links for each meeting and to produce art for the following clubs: Books on Tap, Fiction, True Crime, and True Colors. Titles have not yet been turned in for the Mystery and History clubs.

Advertising

- On-air ads ran on WGLT in early August to promote our Choose-an-Adventure programs for teens. WGLT ads in early September will promote the Connect Transit partnership for Library Card Sign-Up Month.
- We are using the following ads – purchased previously from *The Pantagraph* -- to promote that library cards are free. These ads were included in the price of our sponsorship of *The Pantagraph's* Saturdays on the Square concert series and the Downtown PRIDE festival.
 - 60,000 banner impressions
 - 1 email Marketing campaign
 - (3) ½-page ads in *The Pantagraph*
- Neighbors Magazines
 - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook are promoting the fact that library cards and library programs are free.
- Connect Transit
 - We are adding fairly large ads to the sides of 5 Connect Transit buses from September 10-December. These ads promote that library cards are free and share a QR code which takes people to the "Get a Card" page on our website. Purchasing these ads was not a stipulation of the Library Card Sign-Up Month partnership.
- Upcoming
 - 2-page spread about the expansion in the booklet at the History Museum's Cemetery Walk
 - Renewed annual sponsorship of productions by The Community Players which allows us to run an ad on their screen (pre-show and intermission) during each 2022-2023 show.
 - BPL will sponsor The Community Players 2023 show *Puffs*. This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).
 - BPL is running an ad in the September issue of *50 Plus News & Views*. The ad highlights our large print materials, home delivery service, bookmobile service, and deposit collections.

Headlines

- *With queer-themed books on the chopping block, 3 local organizations come together to talk about it*; WGLT; 8.12.22
- *5 Questions with Melissa Robinson, children's services manager at the Bloomington library*; *The Pantagraph*; 8.14.22
- *Library renovations underway in Bloomington*; CIPROUD online; 8.5.22
- *Bloomington Normal Sunrise Rotary Brats & Bags returns to Downtown Bloomington*; *Cities 92.9*; 8.4.22 (mentioned that BPL would be one of the recipients of the funds raised)
- *Public transit system finalizes plans for Rivian bus route* (includes a subhead and paragraph about our "ride for free" partnership with Connect Transit); WHOI online; 8.24.22

Writing

- Radio script promoting the Connect Transit partnership.
- Press release promoting the Connect Transit partnership.
- Pen all messaging for August 2 construction closure.

September Programs

- 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 to the library's website.
 - A publicity timeline was developed.
 - A bitly link was created for each program requiring registration.
 - Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
 - A Facebook Event was or will be created for each online and at-home program being offered.
 - An Instagram post was or will be created for each online and at-home program being offered.

Paper & Digital Design Work

Connect Transit Partnership

- Large vinyl ads to be placed on the exterior of 5 Connect Transit buses; these ads promote that library cards are free with a QR code which will take people to the page on our website which details how a person can get a card
- 8.5 x 11 flyers for offsite locations and offsite events
- 11 x 17 posters for the desks at BPL
- 24 x 36 poster for BPL's lobby

- Image for the rotating bar on the website
- Facebook/Instagram art
- Twitter art
- Digital and paper ads to be displayed inside Connect Transit buses

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

- International Dot Day
- Marlee Matlin
- Story Time @ MCMH
- Tales for Tails
- Story Time at the Junction
- Library Card/Connect Transit promotion
- Pop-Up Lego Construction
- Bitcoin & Cryptocurrency

Misc.

- Revamp and order updated *My Library Card* handouts
- Revamp the digital *My Library Card* handout
- Created art for Appreciation Day water bottle
- All messaging and images for the Aug 2 construction closure.
- Messaging and images for the Aug 3 delayed parking lot opening.
- Created artwork and ordered new promotional items for offsite events: mood cups, yo yos, adult coloring books with pencils, hot/cold packs, push/pop keychain bracelets
- September Calendars
- Outreach image for the rotating bar on the website
- Created and mailed Thank You notes to Summer Reading sponsors
- Ordered a table runner for our PopUp Libraries
- New images created for Books on Tap Book Club (old images lost to corrupt computer)
- Fulfilled all nametag requests
- Fulfilled a business card request

Construction Signage

- New AS Endcaps
- teenZone - new hours
- New AS Nonfiction Endcaps x2
- Bathrooms on Floor 1 Only – banner, 24 x 36 posters, and smaller signage

Other Signs

- Staff Development Day
- Staff Ice Cream Party
- Labor Day closure
- Circ & AS items for sale
- Display sign for banned books
- Book Shop Pricing

Re-Prints

- 50 Wireless Printing
- 450 My Library
- 450 Kanopy
- 500 Libby
- 500 Hoopla
- 150 Interlibrary Loan Shipping Labels

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee chairs.

- Marketing is working with CM Promotions to secure a staff gift for Appreciation Day in 2023
- Rhonda will attend the 2022 Library Marketing and Communications Conference in early November.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,343 followers
 - Instagram – 2,059 followers
 - Twitter – 2,053 followers
 - Monthly catalog referrals from Google & EBSCO's Linked Library – 339
 - Library text subscribers - 337
 - Bookmobile text subscribers – 1,221
 - Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
 - Cardholder Perks list – 33,525 filtered active subscribers.
 - Program Guide list – 33,514 filtered active subscribers.
 - General eBlast list – 33,548 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:
 - Last day to turn in Summer Reading Logs
 - August 2 closure due to construction
 - August 3 parking lot and book drops – delayed reopening
 - Bookmobile cancellation
 - Novelist – online resource
 - Craftsy on Hoopla – online resource
 - Addition of *New York Times* – online resource
 - Hoopla – online resource
 - Labor Day Closure
 - Photos from Construction Drop-In Day
 - AV2 World Languages – online resource
 - Photos from the Salvation Army Block Party
 - Libby – online resource
 - Connect Transit partnership
- 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 Novelist was created and delivered to 33,785 patrons on August 1.
 - An eBlast promoting the Connect Transit partnership was delivered to 33,641 patrons on Aug. 25.
 - An eBlast promoting the AV2 World Languages database was delivered to 33,530 patrons on September 2.
- 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 2022**

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

- Operations staff:
 - Metal taken to Alter's for recycling
 - Shelving and furniture pieces donated to other libraries
 - Re-installed wayfinding signs on main floor as collections were moved
 - Moving of miscellaneous boxes to storage
 - Monitoring of de-humidifiers at storage
 - Relocated furniture pieces and stored some items in prep for phase 1
 - Assisted Cody with relocating the fish tank
 - Took all the storage items out of the east stairwell and reorganized it for maximum space
 - Assembled new bike rack
- Repairs/Installs:
 - Mid-Illinois Mechanical replaced fan in boiler 2 and conducted the backflow testing
 - Weber Electric replaced ballasts in fluorescent fixtures and checked operation of fire sprinkler compressor
 - Alpha Controls installed new hose for building pressure sensor
 - TeeJay Doors adjusted the entrance doors

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

- Caprice - Expansion project:
 - Communicating daily with Matt from FD on progress of project and upcoming work
 - Attended construction meetings
- Security Team:
 - Working with Marketing on a new floor plan to reflect phase 1 footprint
- Safety & Accessibility Committee:
 - Discussed safety and security of the building with the expansion changes

Upcoming: New bike rack on east side of building

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

August 2022

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

- Continued to change items to unavailable/not holdable as we continue the packing process.
 - Returns that need packing will continue to come through TS to be marked unavailable/not holdable. We will store them in TS for a short time, until we have enough to be transported to storage.

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

- Technical Services is changing names! We will now be known as Cataloging and Technical Services or CATS. The change comes after many years of being confused with IT and we hope that adding the word Cataloging better describes what our department entails.
- We are adding a color-coded label with the holiday name to the top spine of every JHOLIDAY item, as well as a prefix in the catalog to match. We've finished Halloween, Thanksgiving, and Hanukkah and hope to finish Christmas with more than enough time before the rush starts.
 - We hope this fix will assist patrons and staff alike when looking for holiday items, especially ones that don't have the holiday in the title. It will also be incredibly beneficial when it's time to move holidays from the downstairs back hallway up to CS for display.
- Video games that were previously for use only in the TeenZone have been distributed to the collection, to the Book Shoppe, and NPL. A section of PS4 VR games has been added to the collection.

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

- Dennis shadowed the TS depop process.
- All TS staff participated in Staff Development Day or watched the available videos. – 30
- TS staff attended or watched the MMS on TeenZone procedures. - 2
- TS continues to staff the TeenZone 10+ hours every week.
- Nick completed Introduction to Cataloging for Non-Catalogers on WebJunction. – 1
- 20 names were drawn for staff SRP prizes.
- Training Hours – 33

Bloomington Public Library

Books are just the beginning.



Goal: Work effectively through the use of technology.

- During the B&T outage Nick and Allison found a way to manually create invoices in order to keep checking in items without EDI invoices.
- We've been working with Polaris on a solution to bulk delete junk tags. They've now replied that a bug will be fixed in the next update (7.3) that will allow us to do so.

Upcoming:

- The holiday label project: Christmas!

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

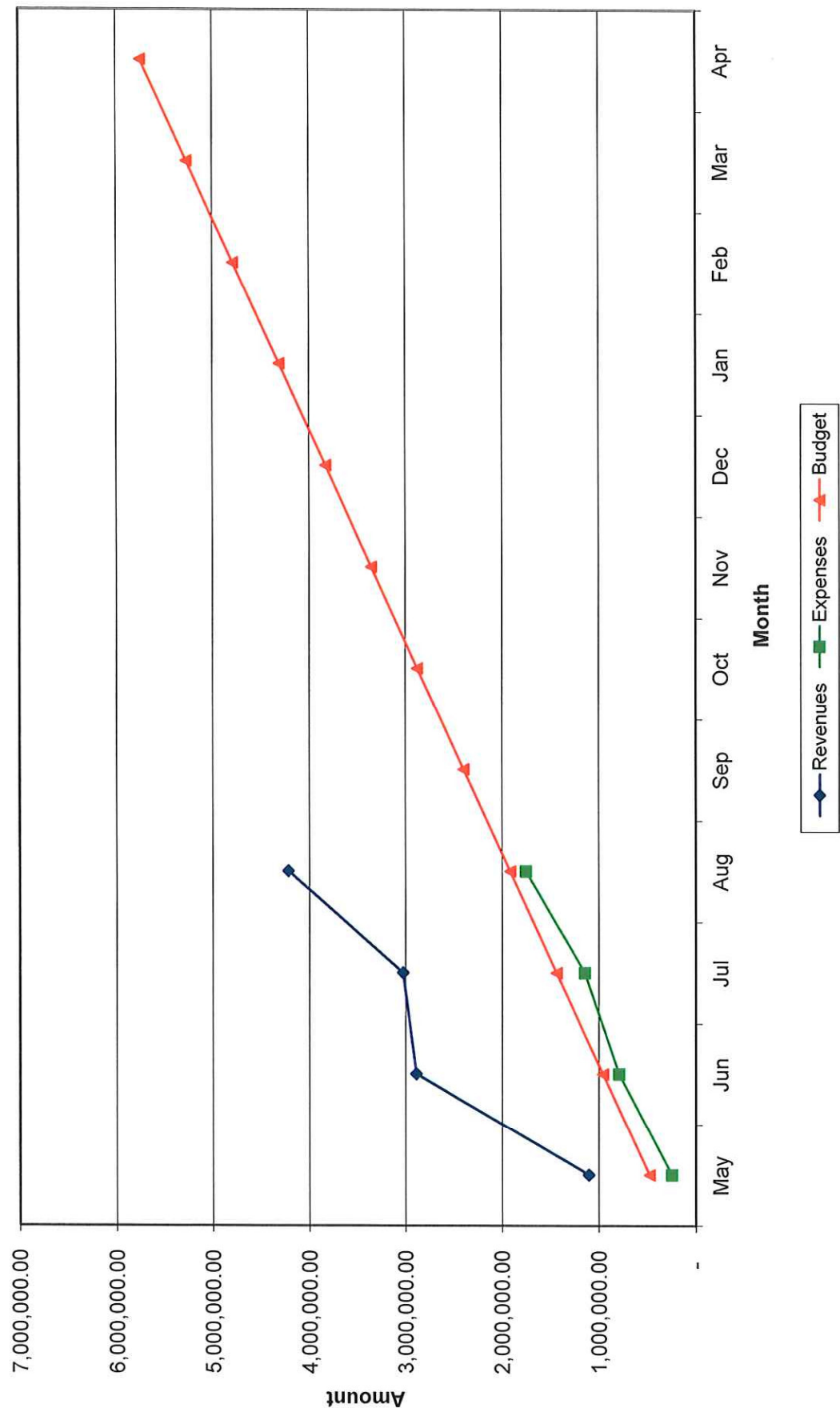
ACCT NAME	BUDGET	AUG 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	1,068,637.59	3,686,341.64	(1,331,443.36)	73.5
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	116,053.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	2,652.00	11,116.50	11,116.50	-----
GPPLD	429,600	0.00	228,513.89	(201,086.11)	53.2
Fines & Fees	8,000	956.89	4,082.22	(3,917.78)	51.0
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	2,156.88	5,477.34	3,477.34	273.9
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	20,000	0.20	21,280.30	1,280.30	106.4
Cash Over/Short	0	0.00	(4.45)	(4.45)	-----
Other	25,000	3,470.25	15,877.06	(9,122.94)	63.5
Total Revenues	5,748,185	1,193,926.81	4,219,137.50	(1,529,047.50)	73.4

EXPENDITURES:

ACCT NAME	BUDGET	AUG 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	298,429.24	774,741.03	(1,752,191.97)	30.7
Part-Time Salaries	503,788	59,690.12	132,278.57	(371,509.43)	26.3
Seasonal Salaries	69,891	714.14	3,048.71	(66,842.29)	4.4
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	7,300.00	20,330.00	20,330.00	-----
Total Sals & Wages	3,101,712	366,133.50	930,412.76	(2,171,299.24)	30.0
Dental Insurance	11,000	703.48	2,462.18	(8,537.82)	22.4
Health Insurance, HMO	8,060	519.90	1,874.79	(6,185.21)	23.3
Life Insurance	3,100	252.00	1,088.00	(2,012.00)	35.1
Vision Insurance	3,000	113.84	796.88	(2,203.12)	26.6
Health Insurance, BCBC-PPO	275,812	22,631.48	81,608.95	(194,203.05)	29.6
Library RHS Contribution	0	689.39	2,498.55	2,498.55	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	20,455.73	76,576.42	(201,430.58)	27.5
FICA	192,387	15,321.09	55,340.63	(137,046.37)	28.8
Medicare	44,994	3,583.18	12,942.56	(32,051.44)	28.8
Unemployment Insurance	0	0.00	210.00	210.00	-----
Worker's Compensation	12,000	0.00	0.00	(12,000.00)	0.0
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	20,000	0.00	2,715.24	(17,284.76)	13.6
Other Benefits	22,000	1,753.80	1,860.21	(20,139.79)	8.5
Total Benefits	889,560	66,023.89	239,974.41	(649,585.59)	27.0
Rentals	20,000	1,076.35	6,136.70	(13,863.30)	30.7
Total Rentals	20,000	1,076.35	6,136.70	(13,863.30)	30.7
Building Mtn	140,000	3,957.49	64,361.70	(75,638.30)	46.0
Vehicle Mtn	12,000	1,718.58	2,234.64	(9,765.36)	18.6
Office & Computer Mtn	190,000	19,068.03	50,989.28	(139,010.72)	26.8
Total Repair/Mtn	342,000	24,744.10	117,585.62	(224,414.38)	34.4

ACCT NAME	BUDGET	AUG 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,524.15	19,700.43	(30,299.57)	39.4
Printing/Binding	12,000	28.00	6,151.06	(5,848.94)	51.3
Travel	500	6.25	104.68	(395.32)	20.9
Membership Dues	5,000	0.00	2,065.00	(2,935.00)	41.3
Professional Development	10,000	646.00	2,033.00	(7,967.00)	20.3
Other Purchased Services	130,000	51,296.74	89,823.37	(40,176.63)	69.1
Other Purchased Services-Pandemic Grnt	0	588.00	1,097.60	1,097.60	-----
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	252,500	56,089.14	120,975.14	(131,524.86)	47.9
Office Supplies	15,000	531.16	3,458.03	(11,541.97)	23.1
Computer Supplies	85,000	19,615.29	37,842.61	(47,157.39)	44.5
Computer Supplies-Pandemic Grant	0	0.00	0.00	0.00	-----
Postage	5,000	0.00	14.66	(4,985.34)	0.3
Library Supplies	80,000	8,350.83	10,459.51	(69,540.49)	13.1
Janitorial Supplies	20,000	822.85	4,707.67	(15,292.33)	23.5
Gas & Diesel Fuel	6,000	437.26	1,880.71	(4,119.29)	31.3
Building Mtnc & Repair Supplies	15,000	869.87	1,944.23	(13,055.77)	13.0
Total Supplies	226,000	30,627.26	60,307.42	(165,692.58)	26.7
Natural Gas	21,000	0.00	3,650.34	(17,349.66)	17.4
Electricity	92,000	19,649.31	65,287.61	(26,712.39)	71.0
Water	6,000	501.54	1,878.14	(4,121.86)	31.3
Telecommunications	42,000	3,766.67	13,485.26	(28,514.74)	32.1
Total Utilities	161,000	23,917.52	84,301.35	(76,698.65)	52.4
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Non-Traditional Materials	5,000	56.80	129.79	(4,870.21)	2.6
Periodicals	20,000	243.50	10,719.95	(9,280.05)	53.6
Adult Books	160,000	10,201.37	37,806.09	(122,193.91)	23.6
Children's Books	125,000	5,449.35	28,832.98	(96,167.02)	23.1
A/V Materials	111,600	4,848.30	20,376.57	(91,223.43)	18.3
Public Access Software	105,000	4,523.00	29,022.07	(75,977.93)	27.6
Downloadable Materials	180,000	14,970.00	64,870.00	(115,130.00)	36.0
Total Materials	706,600	40,235.52	191,627.66	(514,972.34)	27.1
Employee Relations	7,000	1,837.06	2,072.34	(4,927.66)	29.6
Miscellaneous Expenses	10,313	657.71	1,332.28	(8,980.72)	12.9
To Library Equip Replacement	30,000	0.00	0.00	(30,000.00)	0.0
Total Other Expenses	47,313	2,494.77	3,404.62	(43,908.38)	7.2
Total Expenses	5,748,185	611,342.05	1,754,725.68	(3,993,459.32)	30.5

**Bloomington Public Library
FY 2022-2023**



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.2% is acceptable)
August 2022

Property Tax (73.5%): The Library received a Property Tax distribution in August.

Replacement Tax (100.0%): The annual distribution was received in July.

State Grants (103.0%): The Library received its Per Capita Grant--it was a little more than anticipated--\$116,053.00

Golden Prairie Public Library District (53.2%): Golden Prairie received a Property Tax distribution in August, however, the transfer to BPL was not made until September.

Fees (51.0%): Fee revenue is higher than projected.

Copies (0.0%): Copy revenue has been combined with Print Station revenue.

Interest (273.9%): We projected a lower amount for the year.

Donations (106.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (63.5%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (26.3%): This is under-spent due to staff vacancies.

Seasonal Salaries (4.4%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

Overtime Salaries (1.3%): It was necessary to pay overtime to a staff member toward the end of their work week.

Dental Insurance (22.4%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (23.3%): This is under-spent due to a decrease in the rates.

Vision Insurance (26.6%): This is under-spent due to a change in the rates.

Library HSA City Contributions (0.0%): This will be paid later in the year.

IMRF (27.5%): This is underspent due to staff vacancies.

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

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

Tuition Reimbursement (13.6%): Charges have been minimal.

Other Benefits (8.5%): Charges have been minimal.

Building Maintenance (46.0%): This line item is over-spent at this point due paying for a few expansion invoices from here.

Vehicle Maintenance (18.6%): Charges have been minimal.

Office & Computer Equipment (26.8%): Charges have been minimal.

Advertising (39.4%): This is over-spent due to a few large invoices that were paid for Summer Reading Program advertising.

Printing (51.3%): This is over-spent due to paying for the Summer Reading logs.

Travel (20.9%): Charges have been minimal.

Membership Dues (41.3%): This is over-spent because we reduced the total amount budgeted.

Professional Development (20.3%): Charges have been minimal.

Other Purchased Services (69.1%): This is overspent because a few expansion costs were charged to this line item.

Other Insurance (0.0%): The annual premium will be paid in January.

Office Supplies (23.1%): Charges have been minimal.

Computer Supplies (44.5%): This is overspent due to upgrading staff computers.

Postage (0.3%): Charges have been minimal.

Library Supplies (13.1%): Charges have been minimal.

Janitorial Supplies (23.5%): Charges have been minimal.

Building Maintenance Supplies (13.0%): Charges have been minimal.

Natural Gas (17.4%): Charges have been minimal.

Electricity (71.0%): This is over-spent due to high usage during the summer months.

Professional Collection (0.0%): Nothing has been paid from this line item.

Non-Traditional Materials (2.6%): Charges have been minimal.

Periodicals (53.6%): This is over-spent because the annual subscription service was paid in May.

Adult Books (23.6%): Charges have been minimal.

Children's Books (23.1%): Charges have been minimal.

A/V Materials (18.3%): Charges have been minimal.

Public Access Software (27.6%): Charges have been minimal.

Miscellaneous Expenses (12.9%): Charges have been minimal.

Transfer to Equipment Replacement (0.0%): The transfer will take place later in the year.

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
C-U Herb Guild:	50.00
Miscellaneous Donations:	30.30

Total Donations:	\$ 21,280.30
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts::	\$ 15.00
Book Pick-Up:	675.46
Book Shoppe:	7,563.25
Card Catalog Drawers:	245.00

Ear Buds:	76.50
Flash Drives:	29.25
Genealogy Searches:	45.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	3,946.00
Reusable Bags:	135.00
Test Proctoring:	0.00
Tote Bags:	160.00
Miscellaneous:	2,934.60

Total Other Revenue:	\$15,877.06
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During August, 15 batches containing 90 invoices were processed, totaling \$884,359.14 and 93 credit card charges were made totaling \$28,401.40.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$4,070,753.40, which is 70.8%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,369,546.

Library Fund Balance Information, 8/31/22:

Operating:	\$ 4,070,753.40
Fixed Assets:	\$ 1,189,805.03
Capital:	\$ 16,145,138.00

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 8/31/22

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	851,045.61	443,938.11	(407,107.50)	52.2
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	499,865.13	(750,134.87)	40.0
Interest	-	71,518.13	71,518.13	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	3,259,961.39	0.00	(3,259,961.39)	0.0
Total Revenues	25,242,766.00	15,217,210.77	(10,025,555.23)	60.3

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,189,692.45	(263,891.55)	81.8
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	13,168.38	(2,161,831.62)	0.6
Library Buildings	21,170,000.00	1,900,779.14	(19,269,220.86)	9.0
Total Expenses	25,242,766.00	3,194,969.06	(22,047,796.94)	12.7

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
August 2022

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	31,015	37,240	-17%	134,298	147,528	-9%
Teens	2,412	2,703	-11%	9,413	11,789	-20%
Children	36,167	42,241	-14%	160,042	179,300	-11%
Digital Downloads	19,563	16,604	18%	74,019	65,500	13%
Total	89,157	98,788	-10%	377,772	404,117	-7%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,671	19,520	-4%	75,639	80,667	-6%
Teens	3,170	4,326	-27%	12,874	17,584	-27%
Children	5,547	5,846	-5%	22,505	24,248	-7%
Total	27,388	29,692	-8%	111,018	122,499	-9%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	415	281	48%	1,610	1,285	20%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	14,161	15,332	-8%	59,530	50,693	15%
Bookmobile	1,130	838	35%	5,232	3,248	38%
Total	15,291	16,170	-5%	64,762	65,572	-1%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	66	-100%	213	146	46%
Digital Preservation Studio	3	24	-88%	26	41	-37%
Community Room	0	35	-100%	11	105	-90%
Total	3	125	-98%	250	292	-14%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	6	4	50%	50	20	60%
People Reached	838	226	73%	8,254	1,367	83%
Community Visits to the Library	0	0	0%	0	3	-100%
People Reached	0	0	0%	0	92	-100%
Total Outreach Visits	6	4	50%	50	23	54%
Total People Reached	838	226	73%	8,254	1,459	82%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	9	11	-18%	32	41	-22%
Attendance	123	160	-23%	664	832	-20%
Teens	13	2	85%	80	17	79%
Attendance	87	20	77%	310	110	65%
Childrens	8	19	-58%	43	98	-56%
Attendance	1,157	1,288	-10%	5,861	8,037	-37%
Total Programs	30	32	-6%	155	156	-1%
Total Attendance	1,367	1,468	-7%	6,835	8,979	-24%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	3	-67%	7	980	-99%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,907	2,919	0%	11,748	11,431	3%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	111	18	84%	403	286	41%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,274	1,624	-22%	6,025	4,019	50%
WiFi Sessions	1,599	1,818	-12%	7,114	5,090	40%
Website/Catalog Hits	44,641	43,509	3%	192,602	146,054	32%
Online Resource Use	4,289	3,276	31%	16,043	10,433	54%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	577	360	60%	1,726	1,408	23%
Sent	105	188	-44%	584	766	-24%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	17.00	-100%	0	52	-100%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 20, 2022
5:00 p.m.

At 5:00 p.m., President Ruth Novosad opened the Public Hearing on Ordinance No. 22-01, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2022 and ending the 30th day of June 2023. President Novosad called for public comments three times with no responses. The Public Hearing was closed at 5:01 p.m.

MINUTES

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

Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad congratulated the Library on the Groundbreaking Ceremony. Ruth shared that the parking situation might reflect in GPPLD's stats during the library construction. Ruth shared information about some potential annexation issues and questions and has contacted Attorney Robert Porter who will look into this matter on behalf of GPPLD. At the August meeting Ruth will provide an update on this matter.
- VI. Approval of Minutes
A. June 15, 2022:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
 - A. Director's Report: Jeanne Hamilton, Library Director, shared an update on the library expansion project. The library will be closed on Tuesday, August 2 so the boxes of books can be moved to an off-site storage facility. Since the library will be closed to the public, the library also decided to host a Staff Development Day. Jeanne also shared information about the success of the offsite program partnerships with McLean County Museum of History and story times at the Bookmobile stops.
 - B. Circulation and Outreach Report: Jeanne Hamilton presented the Circulation and Outreach Report. The circulation/outreach team has been working on pivoting from curbside services to drive-up services.
 - C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. The Property Tax was received and the 95% funds transfer for Contractual Services was completed. Kathy shared that the annual audit takes place between October – December.

VIII. New Business

A. Adopt Annual Budget and Appropriation Ordinance 22-01

STEPHEN PETERSON MOVED, STEPHANIE WALDEN SECONDED, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE 22-01 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2022 AND ENDING THE 30TH DAY OF JUNE 2023.

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

NAYS: NONE

ABSENT: ARY ANDERSON (PRESENT AT MEETING BUT UNAVAILABLE AT THE TIME OF THE
VOTE)

THE MOTION CARRIED UNANIMOUSLY.

B. Appoint Committee for Secretary's Audit of FY 21 – 22

President Novosad called for two Board members to be appointed to complete the Secretary's Audit for FY 21 - 22 Minutes. Stephanie Walden and Patti Salch volunteered to complete the task.

IX. Old Business

Census Data Discussion – Jim Russell

Jim shared updated summaries, reports, and maps regarding census data within GPPLD's boundaries. The main focus was on Bookmobile Visitors/Circulation; Library Card Holders/Renewals, Non-Renewals; Blending User Data with Census Data; Identifying Questions Going Forward. Discussion was held and ideas for marketing were discussed. Further discussion on Marketing/User Data will be held at the August Board meeting.

Additional discussion included trying to annex unserved areas outside of the City of Bloomington in to GPPLD. Jeanne outlined the steps that would entail and suggested hiring an attorney when GPPLD was ready to move forward in future annexations. Jeanne shared that at a recent ILA meeting, a statewide desire for universal service in the State of Illinois was discussed. This would mean there would be no unserved areas.

X. Comments from Board Trustees

There were no comments.

XI. Reminder

Next Board Meeting is August 17, 2022.

XII. Adjournment

President Novosad adjourned the meeting at 6:25 p.m.

Incident Report Summary for August 2022

2022-08-31 23:59:00

2022-08-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
4379	2022-08-09 14:07:33	Loitering
4380	2022-08-19 18:24:11	CustomerComplaint
4381	2022-08-23 21:11:52	CustomerComplaint

Suspension Report Summary for August 2022

2022-08-31 03:28:03pm

2022-08-01 03:28:03pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
471	2022-08-09 00:00:00	Loitering
473	2022-08-19 00:00:00	CustomerComplaint

Bloomington Public Library

Books are just the beginning.



At a previous board meeting, it was suggested that the Library's Equity, Diversity, and Inclusion (EDI) Committee develop a Labor Statement and an Equity Statement, drafts of both of these statements are included below.

EQUITY STATEMENT:

We believe in honest reflection and structural changes in our library. We acknowledge that some libraries have been and still are complicit in systems that oppress, exclude, and harm Black, Indigenous, and people of color (BIPOC) people. We see incredible examples of strength of character and resilience by BIPOC librarians and educators. We recognize the urgency of this collective work and commit to holding ourselves and our institutions accountable when we fall short. We listen and engage with our diverse community. BPL established an EDI committee in 2020. We acknowledge that we should have done more to include marginalized parts of our community sooner. Bearing this in mind we have put the following actions into place to rectify our mistake such as auditing our collection using iCurate Diversity Audit, creating transition guidelines for staff, and offering our patrons programming that reflects their diverse backgrounds and identities.

LABOR STATEMENT:

Bloomington Public Library acknowledges that the United States was built from the unpaid labor of enslaved Black peoples. BPL recognizes that the repercussions of slavery and anti-blackness are still felt today on personal levels from daily microaggressions, through systemic racism, and oppression. We welcome our Black patrons as we aspire to make the Library equitable. We recognize and remember those who did not survive the Middle Passage. We are indebted to their labor, and we must acknowledge the generational trauma and the resulting impact felt and witnessed today.

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Strategic Plan

Earlier this year, we discussed the creation of our next strategic plan. The general consensus of the Board was to roll the new plan out with the opening of the expanded and renovated Library. Since we are approximately 13 months from the anticipated opening date, it is time to start the strategic planning process. As I work to develop a request for proposals for strategic planning services, I'd appreciate your vision for the scope of the strategic planning process and deliverables. Many, if not all, strategic planning firms offer "a la carte" services and allow the flexibility of choosing which pieces to include in the process.

Here are some examples of things I have seen other libraries include in their requests for proposals for strategic planning services:

- Facilitate the strategic planning process using a methodology effective for public libraries.
- Obtain Community Input (via surveys, focus groups, open input sessions, one-on-one sessions)
- Facilitate one or more input sessions with staff and board members.
- Facilitate the planning process and identify how the library's values and purpose can be aligned with current priorities and needs of the community to form the basis of the library's strategic focus for the next 3-5 years. This process should include a review of the current mission and vision statements, making revisions as required.
- Write and present the strategic plan that will be communicated to the library's stakeholders. The final deliverable should include:
 - An up-to-date community profile and identification of community markets.
 - An assessment of the library's environment, including evaluation of strengths and weaknesses, quality of services, reputation, management, and budget, etc.
 - Specification of the mission, vision, core values, core services, and culture of the organization.
 - Clearly defined areas of focus, priorities, goals, and objectives that are measurable and for which the library will hold itself accountable.
 - Specification of a built-in process of regular review, evaluation, and adjustment to the plan resulting from changes in the economic, demographic, or political climate.

Also included in your packet is our current strategic plan. The first page is the mission and vision statement, the second page are the goals (probably more accurately described as strategic priorities), and the third page is the annual implementation plan. Pages 1 and 2 were developed by a strategic planning consultant and interim director, Terry Lindberg in early 2016. Page 3 is developed each year by the Department Managers.

I do appreciate the brevity and "evergreen" approach of our current plan. It gives staff a guiding direction, while also allowing us to annually focus on timely initiatives that fit within the plan. That said, I am certainly open to taking a different approach with our next strategic plan.



Mission

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

Vision

- The Library is a vital community resource.
- The Library is passionate about what it is and what it does.
- The Library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.
- The Library offers relevant services and inspiring programs to meet diverse individual needs.
- Through the friendly and knowledgeable staff, the Library provides exceptional service to all of our citizens.
- The Library and staff take an involved role in the community by partnering with organizations to enrich the quality of life.
- The Library uses technology to build upon traditional library and civic values to create an enduring sense of place.
- To meet our community's expectations, the Library embraces its responsibility to thrive and grow.
- Mirroring the robust development of the community, the Library will expand its services, collections, and programs.
- The main Library, located downtown, provides a full range of services and will be enhanced by outreach services and other access points, both physical and virtual.
- The Library values its positive impact on its surrounding neighborhood and community.
- Recognizing the community-building potential of the Bookmobile, it will continue to provide convenient access to Library materials and services for customers of all ages.
- The Library provides a quiet space in a hectic world for interaction, communication, study, and reflection.
- The Library is a destination that cannot be visited often enough.

Goals

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

We will seek ways to be more accessible to people of all backgrounds and abilities by providing a safe and inclusive environment for everyone in our diverse community.

We will address physical access issues through expansion of outreach services, coordination with all forms of public and private transit, and sensitivity to any other barriers that impede access to our facility and services.

We will offer a variety of e-resources to individuals who otherwise would be economically or technologically unable to access them.

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

We will provide services, collections, and programs that engage community members and inspire them to explore new things and ideas.

We will seek ways to incorporate timely issues and local interests into our services, collections, and programs.

We will expand our virtual services and technology tools.

- **Recruit, train and develop a knowledgeable, collaborative staff.**

We will strengthen our staff with ongoing training and external support as required.

We will maintain a strong presence in the professional librarian community and enhance our reputation as a good place to work.

- **Work effectively through the use of technology.**

We will seek the cutting edge of technology, maintaining a state-of-the-art website, growing our user hardware inventory, and identifying how users can increase collaboration and creativity by applying our hardware and software.

- **Administer a cost-effective public library.**

We will maintain our tradition of efficient and cost-effective service delivery by continuing to blend high quality personal service with modern technology.

Please note that the Bloomington Public Library has a variety of ongoing priorities/projects that are not reflected in the following implementation plans, which focus on new initiatives. Some examples of these ongoing priorities/projects include but are not limited to the Summer Reading Program, Story Times, and annual programs like Dia.

Implementation Plan FY23

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

Initiatives:

- Continue to work with Engberg Anderson and Felmley-Dickerson to complete the Library Expansion and Renovation

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

Initiatives:

- Continue to provide safe, quality service and quickly respond to changes during construction
- Focus on developing offsite programs, partnerships, and virtual programming
- Promote alternative services and materials to supplement the limited collection - ILL, eBooks, eResources, etc.

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

Initiatives:

- Support staff through the stress of construction
- Develop sustainable work from home plans for staff, including department-specific training and development resources, to implement in case of building closures
- Work with union representatives to negotiate a new collective bargaining agreement

Goal: Work effectively through the use of technology.

Initiatives:

- Pilot an outreach and techmobile program using our current vehicle
- Work to digitize the Pantagraph index

Goal: Administer a cost-effective public library.

Initiatives:

- Maintain the fund balance at no less than 25 percent of the operating budget
- Complete the Capital Campaign
- Closely oversee capital expenses

Change Order

Bloomington Public Library
Expansion & Renovation

CO Number 02

9/20/2022

Engberg Anderson Project No. 193118.01

To:

Contractor

Jason Brewer
Felmley Dickerson Co.
803 E. Lafayette St.
Bloomington, IL 61701

Owner

Jeanne Hamilton
Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701

Owner' Representative

The following changes are incorporated into the work under the provisions of the Conditions of the Contract, Supplementary Conditions and Additional Conditions as well as specific requirements of the specific references included below. This Change Order becomes effective when signed by Owner, Architect and Contractor.

THE AGREEMENT IS CHANGED AS FOLLOWS:

Description	Amount
Proposal 1 - PR 12 - Area of Rescue	\$16,060

CONTRACT SUMMARY:

The original Contract Sum was	\$21,170,000
Net change by previously authorized Change Orders was	\$0
The Contract Sum prior to this Change Order was	\$21,170,000
The Contract Sum will be revised by this Change Order in the amount of	\$16,060
The new Contract Sum including this Change Order will be	\$21,186,060
The Contract Time will	
The adjustment, if any, is Days	
The Contract Completion Date is therefore	

SIGNATURES:

ARCHITECT

Shaun Kelly,
Engberg Anderson, Inc.

OWNER

Jeanne Hamilton, Library Director
Bloomington Public Library

CONTRACTOR

Jason Brewer, Vice President
Felmley Dickerson Co.

By 
Date 9-20-22

By _____
Date _____

By _____
Date _____

COPIED: Shaun Kelly, Engberg Anderson, Inc.



803 E. Lafayette Street
Bloomington, IL 61701
Ph : 309-828-4317

Change Request

To: Engberg Anderson
8618 W. Catalpa Avenue
Suite 1116
Chicago, IL 60656

Number: PR 012
Date: 9/15/22
Job: 22-015 Bloomington Public Library
Phone:

Description: Electrical Revisions

We are pleased to offer the following specifications and pricing to make the following changes:
Labor and material for electrical revisions per PR 012 dated 7/22/2022 from Engberg Anderson

Description	Quantity	Unit	Unit Price	Price
Electrical	1.00	ls	\$14,244.33	\$14,244.33
			Subtotal:	\$14,244.33
OH&P - FDCO				\$0.00
OH&P - Subcontractors	\$14,244.33		5.00%	\$711.73
Subcontractor Coordination	\$14,244.33		5.00%	\$712.22
Bond & Insurance	\$15,668.77		2.50%	\$391.72
			Total:	\$16,060.00

If you have any questions, please contact me at (309)828-4317.

Submitted by: Jason Brewer
FELMLEY-DICKERSON CO.

Approved by: _____
Date: _____



1609 S. Morris Ave.
Bloomington, IL 61701
309-828-4422

JOB	Bloomington Library	RFP#	
WORK	PR12	SHEET	
		1	OF 1

Estimate KMT	Priced By KMT	Extended By KMT	Checked By KMT	Date 8/8/2022
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	Material	Qty	Material \$\$\$	Per	Material Ext.	Labor Units	Per	Labor Ext.
1	Estimate	1	528.37	1	\$ 528.37	38	1	38.00
2								
3								
4	Material - \$528.37							
5	Labor 38@78 - \$2,964.00							
6	KCOM - \$8,894.00							
7	M/U - \$1,857.96							
8								
9	Total - \$14,244.33							
10								
11								
12								
13								
14								
15								
16								
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18								
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30								
31								
32								
33								
34								
35								
TOTALS					\$ 528.37	LABOR		38

Job Name: Bloomington Library PR-12
 Job Number: 6510
 Extension Name: Summary #1

Item #	Item Name	Quantity	Price 1	U	Ext Price 1	NECA 1	U	NECA 1 Ext	CCode
Label Set: Combined, Combined, Combined, Combined, Combined									
CCode: <none>									
60,080	AOR Master Station Back Box	1.00	\$10.00	E	\$10.00	2.00	E	2.00	
CCode: 150 - Branch R/I									
860	3/4 EMT	260.00	\$143.11	C	\$372.10	5.00	C	13.00	B-R/I
1,025	3/4 EMT COUPL S/C	26.00	\$124.07	C	\$32.26	0.14	E	3.64	B-R/I
3,221	1/4-20 X 3/8 RH MACH SCREW	32.50	\$3.43	C	\$1.12	2.75	C	0.89	B-R/I
4,596	1/4-20 APP BEAM CLAMP	32.50	\$87.20	C	\$28.34	30.00	C	9.75	B-R/I
4,621	3/4 STL COND HGR W/BOLT	32.50	\$38.62	C	\$12.55	12.50	C	4.06	B-R/I
15,137	4/S BOX 2-1/8" DEEP	2.00	\$196.78	C	\$3.94	30.00	C	0.60	B-R/I
15,147	4/S 2G MUD RING 5/8"DP	2.00	\$183.64	C	\$3.67	15.00	C	0.30	B-R/I
15,175	HOLDIT BOX SUPPORT	4.00	\$74.29	C	\$2.97	0.00	C	0.00	B-R/I
CCode: 350 - Branch Wire									
43	12 THHN CU STRANDED	625.00	\$98.28	M	\$61.43	6.00	M	3.75	B-W
[Items and ByProducts] Total:					\$528.37			38.00	

ISSUED FOR		DATE
Bidding		01-26-22

REVISION FOR		DATE
NO.	DESCRIPTION	DATE
1	ADDENDUM #1	01-27-22
2	ADDENDUM #2	01-27-22

DRAWN BY	SELJOE
CHECKED BY	DAYMAN

SECOND FLOOR - SYSTEMS

E222

1 SECOND FLOOR - SYSTEMS

NOTES:
 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF CHICAGO ORDINANCES AND THE ILLINOIS BUILDING CODE.
 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF CHICAGO ORDINANCES AND THE ILLINOIS BUILDING CODE.
 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF CHICAGO ORDINANCES AND THE ILLINOIS BUILDING CODE.

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**Bloomington Public
Library Expansion &
Renovation**
 200 E. Chestnut Street, Bloomington, IL 61701

PROJECT NUMBER
 10011151

DESIGNED FOR:
 Bidding

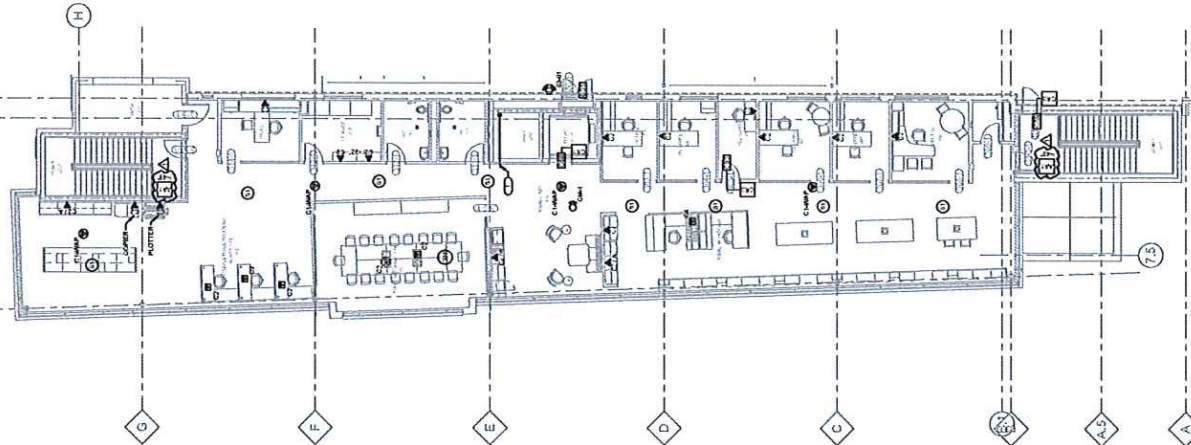
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CHECKED BY:
 JEFFREY

**THIRD FLOOR -
TECHNOLOGY**

T203



1 THIRD FLOOR - TECHNOLOGY