Bloomington Public Library
Books are just the beginning.

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
OSBORN ROOM, BLOOMINGTON POLICE DEPARTMENT
305 S. EAST ST., BLOOMINGTON, IL 61701
TUESDAY, AUGUST 15, 2023, 5:30 PM

1. **Call to Order**

2. **Roll Call**

3. **Introduction of Public**

4. **Public Comment**

   Public Comment Guidelines are available at: https://www.bloomingtonlibrary.org/policies/public-comment

5. **Reports**

   A. President's Report *(Recommended Motion: None, presentation only)*

   B. Director's Report *(Recommended Motion: None, presentation only)*

   C. Fiscal Report Presentation *(Recommended Motion: None, presentation only)*

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

   A. Consideration and Action to Approve the Minutes of July 18, 2023: Regular Bloomington Public Library Board meeting *(Recommended Motion: Approve the proposed minutes.)*

   B. Consideration and Action to Approve Bills in the Amount of $2,600,620.51 *(Recommended Motion: Approve the proposed bills)*

7. **Approval Items**

   A. Approve Library Board Meetings Dates for the Next Calendar Year *(Recommended Motion: Approve dates as presented)*

   B. Approve a Change Order to Increase Depth of the Parking Lot Asphalt Binder Course *(Recommended Motion: Approve the Change Order in an amount up to $11,000)*

C. Approve a Change Order to Extend the Irrigation System to the South Area of the Site *(Recommended Motion: Approve the Change Order in an amount up to $18,000)*

8. Discussion Items

9. Comments by Trustees

10. Adjournment

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

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Director's Report
July 2023

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

- Continued to make progress towards a Library expansion, by:
  - Attending two construction meetings
  - Offering three construction tours to staff
  - Helping lead a site walk-through for furniture installers
  - Meeting with Caprice, Colleen, and Emily to plan the phase 2 book drop and drive-up pick-up locations
  - Responding to library expansion questions from the McLean County Chronicle
  - Preparing and coordinating furniture and shelving plans for phase 2, including developing shelving plans and purchasing new book trucks
  - Overseeing compliance with the Illinois State Library grant, including required reports
  - Submitting information to the US Census about our construction project
  - Setting up the new meeting and study rooms in our room reservation software
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended an Illinois Library Association (ILA) Committee Orientation Meeting

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

- Worked with Gayle to review the LTA job description
- Trained Nan on how to complete the Illinois Public Library Annual Report (IPLAR) for GPPLD

Goal: Administer a cost-effective public library.

- Met with Rhonda three times to develop donor recognition plans
- Began reaching out to donors to gather wording for donor recognition opportunities
- Sent capital campaign materials to a potential donor
- Worked to follow up with the IRS on our request to change the Foundation's National Taxonomy of Exempt Entities (NTEE) code
- Worked with Straight Up Solar to complete items for our Illinois Solar For All funding application

Adult Services Report
Carol Torrens
July 2023

Goal: Explore and implement strategies to improve access to the library and its resources.
Phase I Construction and Collections
The AS Dept. continues to operate well from its temporary spaces for this portion of the construction project. We are also planning for the transition into Phase 2 of the construction project.

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

COLLECTIONS
Book displays this month were on these topics: Inspired by Jane Austen, senior sleuths, and beach reads. The DVD display featured summer movies.

PROGRAMS
Summer Reading wrapped up on July 31st. We are continuing to accept late reading logs, and have had 959 adults and 456 teens finish the program so far. Many have been complimentary about the program when turning in their logs and receiving vouchers from local business sponsors.

A cross-departmental committee is starting to plan for the return of the Bloomington Reads community-wide reading program series in Spring, 2024.

Adult/Family programs
- In Person Off Site
  - Books on Tap – 1 session – 14 attended
  - ESL Discussion Group – 1 session – 18 attended

- Live Virtual
  - Mystery Book Club – 1 session – 12 attended
  - Fiction Book Club – 1 session – 3 attended
  - ISU in the Civil War – 1 session – 32 attended
  - Navigating Solar Options with CUB – 1 session – 13 attended

- Passive (take & make)
  - Beginning Cross-Stitch kit – 50 kits obtained

Teen Programs
- In Person Off Site
  - Murder Mystery Party at NPL – 35 attended

- Passive (take & make)
  - Felt Ice Cream Cone keychain – 35 kits obtained

Goal: Recruit, and develop a knowledgeable, collaborative staff.
Three staff watched the "Over-servicing at your Library at the Expense of a Healthy Life Balance" webinar. Two others watched one about artificial intelligence in libraries, and from that have used Chat GPT to create descriptions for some programs.
TJ moved from Circ to the AS Dept. as our newest Library Technical Asst. He works part-time on the AS Desk.

Goal: Work effectively through the use of technology.

Pantagraph Scanning Project: Scanning has slowed down considerably to allow other phases of the project to catch up. We have about 58% of the cards scanned.

- A cropping team (Mimi, Marcie, and Eleanor) was created to look over and approve cropped images. Once approved, Jon uploads them to the database.
- Jon has uploaded 3000+ cropped cards to the database.
- Sara has begun to experiment with indexing these cards. She is formulating indexing rules unique to this database.

There were 2 individual appointments this month: basic computer use and ereading on a tablet.

Business Office Report
Kathy Jeakins
July 2023

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

Nan has been busy getting ready for the Admin move to the third floor—she's been boxing up files and sorting through supplies.

Goal: Work effectively through the use of technology.

The previous public printer was picked up by the vendor on July 21.

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

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new cards, processed applications for staff getting a Library credit card, and I entered all credit card transactions in account files.

In July, the Book Shoppe collected $1,204.00.

Hoopla usage was high again in July: $13,049.97

Kanopy downloads for July were $903.00.

The Library is still accepting donations in memory of Craig Ryan, who passed away in a bicycle accident.

Heartland Bank has asked to update the Foundation office and signature information—this is almost complete.

Bills Costing in Excess of $5,000:

- Dell Marketing, LLC $9,479.88 for Public Laptop Computers
- Envisionware, Inc. $19,757.50 for Sorter, partial payment
- Felmley Dickerson $2,107,913.92 for Construction
- Illinois Heartland Library System $26,603.25 for Annual OCLC Service
- Jackson Manufacturer $7,852.00 for Book Return
- Midwest Engineering & Testing Services $5,615.00 for Construction Testing Services

Upcoming:

I will continue to pull items for the Foundation audit

I will start compiling financial data for the Golden Prairie audit

Training will begin soon for the updated version of MUNIS—Nan and I will be participating in that training

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Cataloging & Technical Services Report
Allison Schmid
July 2023

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

- We've obtained numerous book truck quotes and samples and have settled on the BioFit line from TLC (The Library Store).
- CATS removed OTR labels, changed shelf locations and assignments, and packed over 20 boxes in preparation for the outreach collection reduction in preparation for Phase 2.

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

- Adult AV Inventory results:
  - 29 marked missing
  - 7 found on shelf as Out or Lost
  - 13 not in catalog
  - 5 mis-shelved (wrong collection)
  - 8 mis-labeled
  - 3 Bookshop
  - 4 snags
  - 5 RFID
  - 4 Discarded
  - 1 barcode
- Allison met with the Bloomington Reads Committee for the first meeting to decide the author/topic. Allison contacted a children's nonfiction author, Patricia Sutton, to discuss the possibility of an author visit in March/April of next year.
- Allison is working with Sara on subject headings for the Pantagraph database.

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

- Dale shadowed Allison on the depop process – 1
- Training Hours – 1

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

- Working with Lauren at Polaris, we were able to make a record set based on the report we ran of weeded Overdrive e-Records, and we were able to delete them. She assured me that it was safe to remove any Bibs with 0 items attached.
- Allison assisted Nazma to ensure all records will appear in the online catalog when clicked on from the NYT Bestseller list.

- Allison assisted Kelly in cleaning out old LOST ILL records, ensuring that the fines and fees would remain on the account.

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

- We discovered an unused Amazon gift card balance, (due to some recent returns), and used it up on replacement kit boxes.
- We followed up with many Amazon customer representatives on an unidentified charge on our last invoice.

Upcoming:

- Packing for phase 2

Children's Services Report
Melissa Robinson
July 2023

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

Programs

- Summer Reading Finale Party – 78 attended
- On the Go Story Times – 4 sessions – 13 attended
- D&D for Kids: Character Creation – 2 sessions – 5 attended
- Tales for Tails – 3 sessions – 30 attended
- 10 programs/sessions total – 126 attended

Groups/Events

- Glorious Garden Story Walk – 2 days – 442 attended
- Eastview Summer Bash – 53 attended
- District 87 Professional Development Presentation – 69 attended
- Boys and Girls Club 1st-5th grade – 15 attended
- Illinois Art Station Story Time – 22 attended
- Milestone Preschool – 25 attended
- Little Jewels – 37 attended
- Debra T Thomas (visited the library) – 15 attended
- La Petite Academy – 18 attended
- Katie's Kids – 52 attended

Passive

- Crafts – 1500 participated

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

- 17 posts were added to the Children's Facebook group and we now have 737 members.
- 3 videos were added to Tik Tok and we now have 862 followers.

Upcoming:

- Library staff will be at the Cultural Fest on Aug 12.
- We are focusing on the Phase 2 move.

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

Outreach Library Associate, Michelle, meetings, and successful connections:

- RISE Core Team
- Chestnut Sober Recreation
- RISE Training Committee
- Fatherhood Leadership Team
- Human Services Council
- LMC Steering Committee
- Reentry Council
- Recovery Oriented Systems of Care
- Fatherhood Coalition
- Behavioral Health Forum planning meeting
- Criminal Justice Coordinating Council
- Justice Impact working group
- BN Welcoming
- Leadership McLean County Alumni Committee

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

Deposits staff prepared and delivered or renewed 696 items at 10 sites.

Home Delivery prepared and delivered or renewed 818 items to 53 active patrons.

Pop Up Library visits were held at the locations listed below. 99 patrons were served, and 622 items checked out.

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

The cultural pass program Explore More IL recently added passes for experiences at the Normal CornBelters and the Community Players Theatre. 24 BPL cardholders utilized passes in July.

July Outreach Events:

- Kids Run for Fun event (Normal Community High School), 7/7
- Little Jewels Summer Camp bookmobile visit (Corpus Christi), 7/13
- Summer Bash bookmobile visit (Eastview Community Center), 7/28

Bookmobile Schedule Changes, September 2023-February 2024

- A Week
  - Saturday: ~~Heartland Hills~~ Phillip Place 12:30-1:30p
- B Week
  - Monday: ~~Phillip Place~~ Harvest Pointe 7:15-8:30p
  - Thursday: ~~Irvin Apartments~~* ~~2-3~~ Broadmoor 3:30-4:30

*In September, Irvin Apartments will transition to a Pop-Up Library site to better serve the residents that live there.

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(7/2023) Circulation and Outreach Services Statistics

Total Circ BPL	**92,734**
Total Circ Main	**61,156**
Total Circ Outreach	**9,556**
Total Circ Drive-up	**596**
Total Digital Downloads	**21,426**
Hoopla	5,892
Overdrive	14,747
TumbleBooks	23
eBook Central	9
Kanopy	755
Borrowers Registered	**523**
Total Active Cardholders	**31,064**
Children	7,551
Teen	3,774
Adult	19,739
GPPLD	**1,469**
Total Holds Filled	**5,870**
Main Holds	4,432
Outreach Holds	1,066
Drive-up Holds	372
Door Count	**14,590**

Top 10 Highest Circulations		**Patron Count**
Wingover Apartments PM	275	94
Wingover Apartments AM	233	80
Wingover Apartments AM	154	45
Eagle Ridge	123	37
Ekstam Drive	120	17
Eagle Creek	113	23
Grove	112	31
Eagle Crest East	105	27
Old Farm Lakes	104	31
Grove	101	44

Lowest 5 Circulations		**Patron Count**
Arrowsmith	7	9
Irvin Apartments	7	4
Brookridge Heights	5	6
Evergreen Park	4	1
Sunnyside Park	1	17

Regularly Scheduled Stops	71
Special Stops	2
Cancelled Stops	3 (Holiday)
Total Stops	**73**

Human Resources Report
Gayle Tucker
July 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In July, there were three in-house job announcements and one outside ad (nine applicants)
- There were four interviews in July
- I provided orientation for one new staff member
- I continued review of Job Descriptions with managers
- The Spirit Committee coordinated T-Shirt Tuesdays and a Graffiti Wall for all staff
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In July, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I will be the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
    - We will resume our partnership in August

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
July 2023

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

We are continuing to scan the Pantagraph index. We currently have over 3000 cards in the online database and making more available daily. Our goal is to have this completely available by the time the construction project is completed.

The Adult services public PCs were replaced prior to phase 2 in an effort to save time when we move to phase 2. We currently have the rest of the Adult Services PCs set up and ready to put out once the space is available.

We are working to complete the first load of the student cards from District 87 and Unit 5 for this school year. We had District 87 and Unit 5 send us their data over the summer and we are working through their files to load the student data into the library system and create cards for them. The schools will then send us another file after school has resumed and we can process all of the newly registered students in each of the districts.

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

We had a program that introduced Teens to SculptGL. This is a digital tool used to simulate working with clay to sculpt objects that we later printed on the 3D printer.

We had a program where students learned how to create Lego speaker systems using breadboards, wiring, resistors, and Legos. Once built, the speaker system allowed the teens to play music from their phones through the speaker systems they created. The Teens spent 4 hours learning how to design their speaker system and putting them together.

Upcoming:

We will be interviewing for 3 vacant part-time positions in IT.

We will be moving servers and equipment into the new server room in the coming month.

We will be adding additional laptops to the Adult Services cart for the public to use.

Marketing Report

Rhonda Massie – July 2023

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

Summer Reading

- Summer Reading ended on July 31. Prizes will continue to be handed out to latecomers until Aug 17 or until prizes run out; whichever comes first. Final statistics about the number of people who finished the program will not be available until late August. As of July 31, 958 adults, 465 teens, and 2,414 children had finished the program.

Your Future Library – Capital Campaign

- Jeanne and Rhonda are working to contact 84 donors who gave or pledged to give $500+ to the capital campaign. These donors are being contacted as we work to firm up the wording on the individual book spines on the donor wall and sponsor signage which will be installed in the renovated/expanded building.
- Managed donation database
    - Bloomerang entries of pledges and donations.
    - Sent thank you letters/tax receipts to those who donated during the previous month.
    - Mailed magnets to new donors who donated at least $100 during the previous month.
    - Ran report for those whose pledge payments are in arrears.
    - Sent letters to those whose pledge payments are due in the next 30 days.

Text Opt-In

- The library's text opt-in number is changing to 309.828.7312. This change is not yet in effect. We were told it'd take 15 business days, but it is taking much longer. Businesses in line before us for a number change have still not been switched over. Because we do not know what our text opt-in number will be on any given day, we had to come up with a new way for people to sign up to receive text messages from the library. A landing page was built at bit.ly/bkmtxts. Regardless of our text opt-in number, people will be able to use this form to sign up to receive our text messages.
    - The library's number needs to be changed because T-Mobile and its subsidiaries have stopped sending text messages to short codes. Our current opt-in number – 71441 -- is a short code.
    - As soon as our number changes, those with T-Mobile will again receive our texts, and new subscribers with T-Mobile will automatically receive a text which asks them to confirm that they signed up to receive our texts.
    - This information is being shared via Facebook, Instagram, Twitter, paper handouts, plasma, website, and all LX Starter notices.

Bookmobile

The library will soon roll out a new bookmobile schedule. This schedule will cover September 2023-February 2024.

- Created the new schedule and sent it to the printer for delivery by August 10.
- Created a new Bookmobile poster – includes map and calendar of stops – to hang in Circulation.
- Updated (3) 11x17 GPPLD/Bookmobile posters for the post offices at Ellsworth, Arrowsmith, and Shirley
- Created (6) bookmobile postcards and worked with both Every Door Direct Mail and a local printer to get them sent to carrier routes near these stops: Broadmoor, Phillip Place, Harvest Pointe, Spring Ridge, Sapphire Lake, Sunnyside Park.
- Created (3) Facebook images to show upcoming stops by week – Week A, B, & C
- Scheduled text messages for the 387 stops that the schedule covers.
- Currently working to add 387 Bookmobile stops to the online calendar.

Connect Transit

- Connect Transit will again work with the libraries to offer free rides to those who show a Bloomington or Normal library card during the month of September. September is Library Card Sign-Up Month.

Website

- Marketing continues to maintain the library's website.
    - Monthly addition of August programs and registration forms to the online calendar

    - Monthly update to record sets for New Movies, New Music, and New Audiobooks
    - Reviewed Google Analytics data
    - Reviewed instructions about adding book jacket images to book club listings in Library Market
    - Updated Drive-Up Hours
    - Reviewed an update sent from Library Market
    - Maintained employment posts
    - Assisted in making changes to Room Types and information collected when a person schedules a Study Room
    - Reviewed and updated Holiday Closures in the online calendar
    - Added August 10 closure to the web calendar, the web slider, and the plasma
    - Set up staff Library Aware accounts and removed staff no longer in need of this access
    - Added Gift Acceptance Policy
    - Updated information about the new way to sign up for text notifications
    - Reviewed Browser Pack form settings for potential changes

<u>Advertising</u>

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

<u>Misc. Marketing Tasks</u>

- Quarterly mailing of postcards to new residents
- Updated all LX Starter notices to remove mention of Summer Reading and add information about subscribing to receive the library's text reminders.
- Aug 10 Closure
    - Shared via multiple texts, Facebook (cover and post), Instagram, Twitter, plasma, and website.
- Promotional Items
    - Processed 6 requests for promo items to be taken to offsite events.
    - Processed/re-stocked promo items returned from offsite events.
- Printed materials for the Teen Murder Mystery Party
    - Nametags, 11x17 victim sign, 24x36 forensic analysis poster, 24x36 floor plan poster, 24x36 rule summary poster, conversion cards for faction challenge
- Re-printed handouts/publicity as requested.
    - 800 Letters to accompany student cards
    - 350 Libby handouts
    - 300 Kanopy handouts
    - 300 My Library App handouts
    - 300 Hoopla handouts
    - 300 *Getting a Library Card is Easy* handouts
    - 200 Bilingual handouts without information about the Bookmobile, Brainfuse Tutoring, Hoopla, Libby, and Kanopy
    - 30 English Language Conversation Group
    - 20 Brookfield Zoo Ticket Giveaway
    - Summer Reading

- 200 Teen Summer Reading Logs
- 200 Adult Summer Reading Logs
- 200 Adult Summer Vouchers
- 200 Kid Summer Vouchers
- 50 Teen Summer Vouchers

Paper & Digital Design Work

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

- Untold African American Stories: Lincoln Colored House

Signage

- Staff Development Day Closure
- *Free Children's Books*

Misc.

- Created a Bingo Board for *Let Freedom Read* Bingo (starts Sept 1)
- Created an ad for the History Museum's Cemetery Walk
- Created an ad for The Community Players' production of *Rumors*
- Updated the History Reads Book Club Handout
- Designed pronoun pins
- Updated Donor Wall mockup
- Updated Spirit Committee Brochure
- Bookmobile
    - Created the Bookmobile schedule for 9.2023 to 2.2024
    - Created the Bookmobile poster for the 9.2023 to 2.2024 schedule
    - Created three Bookmobile posters for the post offices in Ellsworth, Arrowsmith, and Shirley
    - Created six Bookmobile Postcards
    - Created three Facebook images to show upcoming stops by week – Week A, B, & C
- Created all art for the August 10 closure.
- Created all art for new texting materials.
- Created a trifold brochure to promote Explore More Illinois
- Created the paper August Calendar
- Working to design a wrap for the new stand-alone book drop
- Working to create a floor map for Phase 2 which will be used as a handout for the public

August Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
    - August's programs were submitted to Library Market by staff for review and editing by Marketing before being published on the library's website.
    - A publicity timeline was developed.
    - A shortened bitly link was created for each program requiring registration. Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
    - A Facebook Event was, or will be, created for each online and at-home program being offered.
    - An Instagram post was, or will be, created for each online and at-home program being offered.

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee chairs.
- Rhonda serves on the Summer Reading Committee.
- Kourtni serves on the library's Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi is working with the Staff Development Committee to create a presentation for Development Day.

Goal: Work effectively through the use of technology.

- Social media presence:

    - BPL Facebook – 9,899 followers
    - Instagram – 2,231 followers
    - Twitter – 1,979 followers
- Library text subscribers – 341
- Bookmobile text subscribers – 1,396
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,590 filtered active subscribers.
- Program Guide list – 34,585 filtered active subscribers.
- General eBlast list – 34,608 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:
        - *The 2023 Summer Reading Program ends today!*
        - Staff Development Closure
        - *Our online store is open 24/7!*
        - Construction progress
        - *Check out a Playaway today!*
        - Two chances remain to use CornBelter Summer Reading vouchers
        - *Go get those Summer Reading prizes!*
        - *We're Hiring* – part-time LTA in IT
        - Reading Recommendations: Teen Scene
        - *Summer Reading ends soon*
        - *New York Times* Audio
        - Reading Recommendations: Books for Kids & Tweens
        - Friday night Fun Run
        - Nina got her CDL! Look for her driving the Bookmobile
        - Closed for July 4
        - Enter drawing for free admission to Brookfield Zoo
- 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 social media channels was delivered on July 1.
    - An eBlast promoting Weiss Financial Ratings – a BPL online resource – was delivered on August 1.
- 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
July 2023

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

- Operations staff:
    - Made trips to storage unit to empty dehumidifiers
    - Unloaded various materials that have been arriving for phase 2 use
    - Resecured Holds shelving that had come loose from the wall
    - Met frequently to discuss prep for transition from phase 1 to phase 2, considering time frames for additional cleaning and additional equipment that may be needed

- Repairs/Installs:
    - Weber Electric repaired light fixtures

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

- Caprice - Expansion project:
    - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
    - Attended construction meetings
    - Continued coordinating construction progress pics to floor plan
- Caprice -
    - Gayle and I conducted interviews for temp custodian positions
    - Viewed “Successful Workplace Communications Series: Navigating Difficult Conversations” session
- Security Staff:
    - Managed the parking lot as folks became acclimated with the additional spots
    - Viewed "The Top Ten Most Challenging Patrons: Practical and Realistic Tools to Make Your Facility a Better and Safer Place to Work" webinar

Goal: Administer a Cost-Effective Library.

- Mid-Illinois Mechanical performed a quarterly PM on the HVAC

Bloomington Public Library
Books are just the beginning.

Statistics At-A-Glance
July 2023

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	30,389	33,966	-11%	85,187	103,283	-18%
Teens	2,483	2,758	-10%	6,848	7,001	-2%
Children	38,438	42,686	-10%	102,960	123,875	-17%
Digital Downloads	21,426	17,883	20%	64,363	54,456	18%
Total	92,736	97,293	-5%	259,358	288,615	-10%

Active Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Adults	19,739	18,887	5%	N/A	N/A	N/A
Teens	3,774	3,186	18%	N/A	N/A	N/A
Children	7,551	5,601	35%	N/A	N/A	N/A
Total	31,064	27,674	12%	N/A	N/A	N/A

New Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Total	523	413	27%	1,197	1,195	0%

Visits	Current	Current	Change	FYTD	Last FYTD	Change
Main	14,590	16,041	-9%	39,215	45,369	-14%
Bookmobile	1,424	920	55%	5,699	4,102	39%
Total	16,014	16,961	-6%	44,914	49,471	-9%

Room Use	Current	Current	Change	FYTD	Last FYTD	Change
Study Room	0	55	-100%	0	213	-100%
Digital Preservation Studio	0	7	-100%	0	23	-100%
Community Room	0	0	N/A	0	11	-100%
Total	0	62	-100%	0	247	-100%

Community Outreach	Current	Current	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	22	8	175%	103	44	134%
People Reached	1,007	770	31%	9,285	7,416	25%
Community Visits to the Library	1	0	N/A	4	0	N/A
People Reached	15	0	N/A	52	0	N/A
Total Outreach Visits	23	8	188%	107	44	143%
Total People Reached	1,022	770	33%	9,337	7,416	26%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	7	8	-13%	28	30	-7%
Attendance	142	68	109%	681	491	39%
Teens	4	4	0%	19	12	58%
Attendance	83	68	22%	512	133	285%
Childrens	20	7	186%	46	21	119%
Attendance	6,869	283	2327%	10,861	802	1254%
Total Programs	31	19	63%	93	63	48%
Total Attendance	7,094	419	1593%	12,054	1,426	745%

1-on-1 Appointments	Current	Current	Change	FYTD	Last FYTD	Change
Total	2	1	100%	10	6	67%

Reference Questions	Current	Current	Change	FYTD	Last FYTD	Change
Total	2,565	2,907	-12%	7,852	8,841	-11%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	127	110.75	15%	445	293	52%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	200	1,613	-88%	2,888	4,751	-39%
WiFi Sessions	1,468	1,865	-21%	4,178	5,515	-24%
Website/Catalog Hits	45,362	46,821	-3%	135,861	147,961	-8%
Online Resource Use	16,149	4,201	284%	43,242	11,754	268%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	376	460	-18%	1,260	1,149	10%
Sent	79	108	-27%	256	479	-47%

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

Incident Report Summary for July 2023

2023-07-31 23:59:00
2023-07-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
4438	2023-07-11 19:01:14	InappropriateBehavior
4439	2023-07-15 16:54:24	InappropriateBehavior
4440	2023-07-17 23:00:39	InappropriateBehavior
4441	2023-07-18 15:36:35	CustomerComplaint
4442	2023-07-25 20:00:44	StolenDamagedLibraryMaterial
4443	2023-07-25 23:25:56	InappropriateBehavior

Suspension Report Summary for July 2023

2023-07-31 01:16:42pm
2023-07-01 01:16:42pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
524	2023-07-17 00:00:00	InappropriateBehavior
525	2023-07-17 00:00:00	InappropriateBehavior
526	2023-07-18 00:00:00	CustomerComplaint

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 19, 2023
5:00pm

MINUTES

I. Call to Order
President Anderson called the meeting to order at 5:00 pm.

II. Roll Call
Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: None

III. Introductions
There were no introductions.

IV. Public Comments
There were no public comments.

V. President's Report
None

VI. Approval of Minutes
A. June 21, 2023
THE MINUTES WERE APPROVED AS PRESENTED.

VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, reported that the move to Phase 2 has been pushed back by a couple of weeks. A few more parking spaces were opened up this past month, which has helped immensely. BPL was randomly selected by the US Census Bureau to report on our construction project. Each month Jeanne discloses how much was paid towards the project, and at the end she'll indicate the total spent on the project.

B. Outreach Report: Jeanne stated that the library has a new Bookmobile driver, Nina. She has obtained her CDL permit and is officially on the road, and she'll be taking her road test soon. Our Pride in the Park event in June partnered with many other groups and had 250 people in attendance.

C. Financial Report: Kathy Jeakins, Business Manager, indicated that the report in the packet was the last report for FY23 and covered through the end of June. She has been in contact with the auditor and will start sending him documents in August.

VIII. Unfinished Business
There was no unfinished business.

IX. New Business
A. Appoint Committee for Secretary's Audit of Minutes from Previous Fiscal Year

President Anderson asked for two volunteers to take care of the Secretary's Audit. Patti Salch and Stephanie Walden were appointed.

X. Comments from Board Trustees

Patti Salch asked for Jeanne's personal thoughts on Montana pulling out of the ALA and the current ALA president. Jeanne stated that BPL hasn't had a lot of involvement in ALA, instead choosing to be more involved at the local level with ILA.

Ruth Novosad commented that she followed up with the tax assessor's office after the order was signed in the annexation case, who indicated that the patrons would be added back to the GPPLD over the summer. She reached out to a few residents of Beecher Trails and wanted the Board to know that they are truly appreciative of the work that was put in to get them back in the District. Ruth asked if the Board wanted to formally communicate with those residents. The Board will look into sending the GPPLD brochures to those residents.

XI. Reminder

A. Next Board Meeting is August 16, 2023

1. Start Strategic Planning Process

Jim Russell reminded everyone of a past discussion about incorporating Census data into a strategic plan, and now is a good time to revisit the current plan and decide how to collect data and what the Board wants to use it for. Discussion followed regarding the process. Jim and Ary proposed starting with Mission and Vision Statements starting at the August meeting.

XII. Adjournment

President Anderson adjourned the meeting at 5:47 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

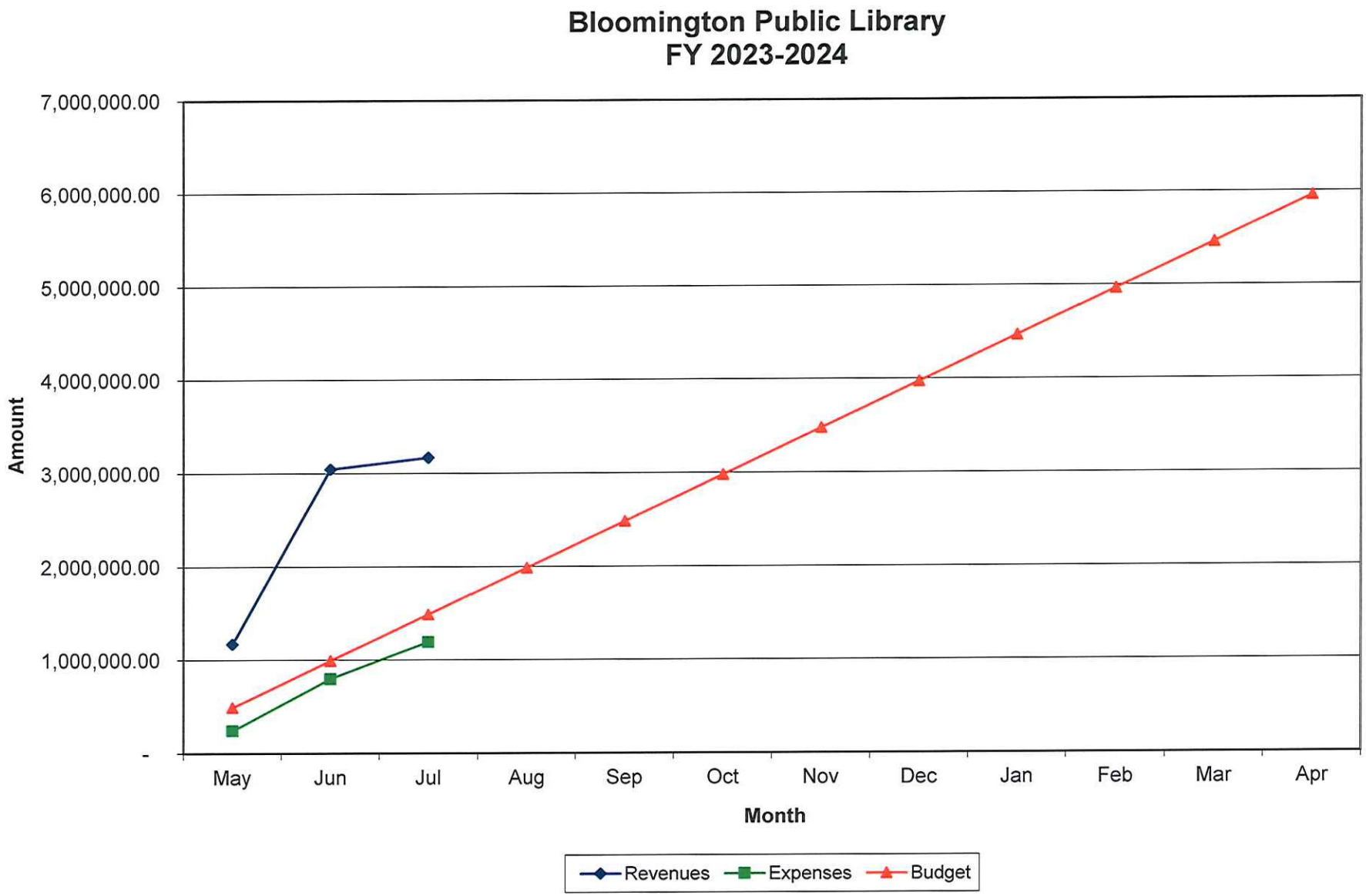
REVENUES:

ACCT NAME	BUDGET	JULY 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	0.00	2,767,671.26	(2,417,928.74)	53.4
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	116,000	116,053.00	116,053.00	53.00	100.0
GPPLD	437,921	0.00	237,475.94	(200,445.06)	54.2
Fines & Fees	10,000	829.87	2,384.27	(7,615.73)	23.8
Interest on Investments	10,000	6,812.52	17,243.56	7,243.56	172.4
Interest from Taxes	0	0.00	0.00	0.00	-------
Donations	25,000	9.15	21,409.15	(3,590.85)	85.6
Cash Over/Short	0	0.00	0.00	0.00	-------
Other	40,000	2,624.20	7,425.57	(32,574.43)	18.6
Total Revenues	5,954,921	126,328.74	3,169,662.75	(2,785,258.25)	53.2

EXPENDITURES:

ACCT NAME	BUDGET	JULY 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	198,452.21	590,524.09	(2,085,712.91)	22.1
Part-Time Salaries	558,280	33,704.82	99,745.70	(458,534.30)	17.9
Seasonal Salaries	57,144	1,777.01	4,564.14	(52,579.86)	8.0
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	0.00	2,500.00	(17,500.00)	-------
Total Sals & Wages	3,311,761	233,934.04	697,333.93	(2,614,427.07)	21.1
Dental Insurance	11,520	788.90	1,913.51	(9,606.49)	16.6
Health Insurance, HMO	6,600	534.96	1,318.29	(5,281.71)	20.0
Life Insurance	3,091	246.40	732.40	(2,358.60)	23.7
Vision Insurance	5,724	243.60	594.72	(5,129.28)	10.4
Health Insurance, PPO 600/1200	213,390	19,008.40	44,933.88	(168,456.12)	21.1
Health Insurance, PPO with HSA	79,800	6,510.36	16,780.67	(63,019.33)	21.0
Library RHS Contribution	7,500	614.61	2,054.82	(5,445.18)	-------
Library HSA City Contributions	14,800	1,226.02	1,226.02	(13,573.98)	8.3
IMRF	294,386	13,455.06	40,312.86	(254,073.14)	13.7
FICA	204,082	13,758.44	41,425.60	(162,656.40)	20.3
Medicare	47,729	3,217.77	9,688.40	(38,040.60)	20.3
Worker's Compensation	25,070	0.00	0.00	(25,070.00)	0.0
Uniforms	1,100	0.00	313.31	(786.69)	28.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	0.00	1,555.43	(20,444.57)	7.1
Total Benefits	939,792	59,604.52	162,849.91	(776,942.09)	17.3
Rentals	19,000	1,100.19	3,974.54	(15,025.46)	20.9
Total Rentals	19,000	1,100.19	3,974.54	(15,025.46)	20.9
Building Mtnc	130,000	1,736.25	11,960.32	(118,039.68)	9.2
Vehicle Mtnc	17,000	27.60	3,678.56	(13,321.44)	21.6
Office & Computer Mtnc	185,000	26,695.14	46,912.67	(138,087.33)	25.4
Total Repair/Mtnc	332,000	28,458.99	62,551.55	(269,448.45)	18.8

ACCT NAME	BUDGET	JULY 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,787.16	12,724.15	(34,275.85)	27.1
Printing/Binding	20,000	190.12	6,375.45	(13,624.55)	31.9
Travel	500	43.32	226.89	(273.11)	45.4
Membership Dues	5,000	0.00	1,766.00	(3,234.00)	35.3
Professional Development	7,500	99.00	2,306.91	(5,193.09)	30.8
Other Purchased Services	125,000	5,311.24	28,626.95	(96,373.05)	22.9
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	7,430.84	52,026.35	(197,973.65)	20.8
Office Supplies	14,000	949.54	2,211.95	(11,788.05)	15.8
Computer Supplies	90,000	11,228.55	45,747.32	(44,252.68)	50.8
Postage	1,500	5.01	25.33	(1,474.67)	1.7
Library Supplies	65,000	1,206.87	11,712.12	(53,287.88)	18.0
Janitorial Supplies	20,000	3,165.80	5,918.58	(14,081.42)	29.6
Gas & Diesel Fuel	6,000	498.11	1,257.99	(4,742.01)	21.0
Building Mtnc & Repair Supplies	13,500	121.15	1,779.83	(11,720.17)	13.2
Total Supplies	210,000	17,175.03	68,653.12	(141,346.88)	32.7
Natural Gas	36,000	0.00	1,104.65	(34,895.35)	3.1
Electricity	110,449	8,482.06	16,580.65	(93,868.35)	15.0
Water	7,000	521.23	1,447.04	(5,552.96)	20.7
Telecommunications	46,000	4,172.92	10,505.50	(35,494.50)	22.8
Total Utilities	199,449	13,176.21	29,637.84	(169,811.16)	14.9
Professional Collection	800	0.00	0.00	(800.00)	0.0
Total Prof Collection	800	0.00	0.00	(800.00)	0.0
Non-Traditional Materials	4,000	115.72	328.94	(3,671.06)	8.2
Periodicals	17,000	139.88	17,003.39	3.39	100.0
Adult Books	157,000	11,362.93	34,248.94	(122,751.06)	21.8
Children's Books	121,000	7,973.48	18,332.98	(102,667.02)	15.2
A/V Materials	91,000	4,673.89	13,932.46	(77,067.54)	15.3
Public Access Software	105,675	0.00	23,129.83	(82,545.17)	21.9
Downloadable Materials	190,000	7,900.00	9,959.98	(180,040.02)	5.2
Total Materials	685,675	32,050.18	116,607.58	(569,067.42)	17.0
Employee Relations	3,000	523.22	630.22	(2,369.78)	21.0
Miscellaneous Expenses	3,444	336.81	850.63	(2,593.37)	24.7
Total Other Expenses	6,444	860.03	1,480.85	(4,963.15)	23.0
Total Expenses	5,954,921	393,790.03	1,195,115.67	(4,759,805.33)	20.1


Bloomington Public Library
FY 2023-2024
7,000,000.00
6,000,000.00
5,000,000.00
4,000,000.00
3,000,000.00
2,000,000.00
1,000,000.00
-
Amount
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
Month
Revenues
Expenses
Budget

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2023

Property Tax (53.4%): The Library has received three distributions so far.
Replacement Tax (0.0%): The annual distribution will be made later.
State Grants (Per Capita Grant)(100.0%): The Library received its Per Capita Grant in July.
Golden Prairie Public Library District (54.2%): Golden Prairie has also received three distributions so far.
Interest (172.4%): We projected a cautious amount for the year.
Donations (85.6%): This is due to receiving Summer Reading Program donations from the BPL Foundation ($18,000) and Golden Prairie ($3,000) in May.
Other Revenue (18.6%): This is less than where it should be because the library is not as busy due to construction.
Part-Time Salaries (17.9): This is under-spent due to a few staff vacancies.
Seasonal Salaries (8.0%): Charges have been minimal.
Overtime Salaries (0.0%): Nothing has been spent from this line item yet.
Dental Insurance (16.6%): Charges have been minimal.
Vision Insurance (10.4%): Charges have been minimal.
Library HSA City Contributions (8.3%): Charges have been minimal.
IMRF (13.7%): Charges have been minimal.
Worker's Compensation (0.0%): The annual premium will be paid in January.
Uniforms (28.5%): A new security guard required shirts and other equipment
Tuition Reimbursement (0.0%): Nothing has been spent from this line item yet.
Other Benefits (7.1%): Charges have been minimal.
Building Maintenance (9.2%): Charges have been minimal.
Printing/Binding (31.9%): This is over-spent due to printing Summer Reading logs in May.
Travel (45.4%): This is over-spent due to more staff using their own vehicle for travel.
Membership Dues (35.3%): One of the higher priced annual membership dues was paid in May.
Professional Development (30.8%): This is over-spent due to one staff attending the American Library Association Conference in Chicago.
Other Insurance (0.0%): The annual insurance premium is paid in January.
Office Supplies (15.8%): Charges have been minimal.
Computer Supplies (50.8%): This line item is over-spent due to replacing staff computers, as per the schedule.
Postage (1.7%): Charges have been minimal.
Library Supplies (18.0%): Charges have been minimal.

Building Mtnc & Repair Supplies (13.2%): Charges have been minimal.
Natural Gas (3.1%): Charges have been minimal.
Electricity (15.0%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been charged to this line item yet.
Non-Traditional Materials (8.2%): Charges have been minimal.
Periodicals (100.0%): This is over-spent due to the annual payment of the subscription service.
Children's Books (15.2%): Charges have been minimal.
A/V Materials (15.3%): Charges have been minimal.
Downloadable Materials (5.2%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program Donations:	
Golden Prairie Public Library District:	$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
First Financial Bank:	200.00
Miscellaneous Donations:	9.15
Total Donations:	$ 21,409.15

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	3,910.75
Ear Buds:	52.50
Flash Drives:	9.75
Genealogy Searches:	80.00
Print Station:	3,138.60
Reusable Bags:	73.50
Test Proctoring:	100.00
Miscellaneous:	60.47
Total Other Revenue:	$ 7,425.57

During July, 16 batches containing 89 invoices were processed, totaling $113,495.72 and 97 credit card charges were made totaling $26,919.64.

As of July 31, the Library's Maintenance & Operating Fund Balance is $4,584,733.58, which is 77.0%% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is $1,488,730.

Library Fund Balance Information, 7/31/23:

Operating:	$ 4,584,733.58
Fixed Assets:	$ 1,262,175.98
Capital:	$ 8,368,100.08

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 7/31/2023

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	2,130,874.15	(4,972,039.68)	30.0
Donations	700,000.00	681,261.99	(18,738.01)	97.3
Interest	400,000.00	554,581.92	154,581.92	-----
Interest From Taxes	10.00	6.78	(3.22)	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
Total Revenues	26,333,353.23	17,568,614.24	(8,764,738.99)	66.7

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,453,073.94	(510.06)	100.0
Other Purchased Services	412,098.50	209,136.86	(202,961.64)	50.7
Office Supplies	2,157,629.30	582,700.48	(1,574,928.82)	27.0
Library Buildings	21,578,000.00	13,888,764.63	(7,689,235.37)	64.4
Total Expenses	25,601,311.80	16,133,675.91	(9,467,635.89)	63.0

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	0.00	0.00	0.00
Other Donations:					
Miscellaneous Donations Collected at Circulation/AS	9.15	0.00	0.00	0.00	9.15
Total Other Donations	9.15	0.00	0.00	0.00	9.15
Expansion Donations					
Expansion Donations	17,825.14	0.00	0.00	0.00	17,825.14
Total Expansion Donations	17,825.14	0.00	0.00	0.00	17,825.14
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	0.00	0.00	0.00	2,680.00
Weiss Financial Ratings Service, 6/18/23-6/17/24	2,695.00	0.00	0.00	0.00	2,695.00
Total Foundation	25,375.00	0.00	0.00	0.00	25,375.00
Total Donations	46,609.29	0.00	0.00	0.00	46,609.29

Bloomington Public Library
Books are just the beginning.

MINUTES

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

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

Roll Call

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

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

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5A. President's Report, as requested by the Bloomington Public Library.
President Westerhout was contacted by multiple members of other library boards in the Chicagoland area wondering how to get a city council to approve an expansion. He also heard

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

The following item was presented:

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

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

The following item was presented:

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

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

Consent Agenda

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

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

Motion carried (viva voce), 7-0.

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

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

Approval Items

The following item was presented:

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

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

Motion carried (viva voce), 7-0.

The following item was presented:

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

as requested by the Bloomington Public Library.

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

Motion carried (viva voce), 7-0.

The following item was presented:

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

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

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7D. Approve a Change Order to Add the Infrastructure to Support Future Solar Panels, as requested by the Bloomington Public Library.
The Director is waiting for more information on this item before it can be approved.

Discussion Items

The following item was presented:

Item 8A. Discuss Insurance Renewal for 2024, as requested by the Bloomington Public Library.
Director Hamilton and Kathy Jeakins, Business Manager, explained that the Library is part of the Libraries of Illinois Risk Agency (LIRA) membership pool. The Library has experienced a good working relationship with them at a cost savings. Since LIRA goes out for quotes each year and selects the lowest carriers, LIRA requires 120 days' notice to leave the membership pool, with each term ending with the calendar year. If the Library goes out for proposals, there is a risk of not being accepted back into the membership pool. Consensus was to stay with the LIRA membership pool.

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

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

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

Adjournment

> **Vice President Mohr made a motion, seconded by Trustee Whitworth, to adjourn the meeting.**
>
> **Motion carried (viva voce), 7-0.**

The Meeting Adjourned at 6:02 PM.

BILLS LIST

Approved by BPL Board of Trustees, August 15, 2023

_____
Signature, BPL Trustee

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

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

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

Bloomington Public Library
Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2024 MEETING DATES

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024

Bloomington Public Library
Books are just the beginning.

REGULAR AGENDA ITEM NO. 7.B.

FOR LIBRARY BOARD OF TRUSTEES: August 15, 2023

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve a Change Order to Increase Depth of the Parking Lot Asphalt Binder Course

RECOMMENDED MOTION: Approve the Change Order in an amount up to $11,000

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: Like the overall project, the parking lot is being completed in phases. The plan is to complete one side of the parking lot, up to its binder course, then complete the other side of the parking lot, up to its binder course. Once both sides are complete, the entire parking lot will be closed for several days and a final layer of asphalt will be laid over the entire parking lot. This approach will prevent a seam from developing in the middle of the lot, which could potentially cause problems later on.

The initial plan was to lay a standard depth of asphalt binder course for first step of the west side of the parking lot and allow patrons to drive/park on it when the west side of the building is complete. Upon further review, there are now concerns that the traffic will compromise the binder course if it is laid at the standard depth, potentially causing issues when the final layer is laid. The construction team, including civil engineers, have developed a plan to add another inch of asphalt to the binder course to prevent potential issues.

The second side of the parking lot will continue to have a standard depth of asphalt binder course. It will not require additional asphalt as its binder course will not be driven on and will simply be backfilled a little higher so the top of the binder courses on each side of the parking lot are the same elevation.

Providing parking during phase 2 of the project and protecting the integrity of the final parking lot are both extremely important and we believe this is the best solution.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: The expense will be charged to the owner's contingency fund which was approved at the beginning of the construction project and still has a healthy balance.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton

Bloomington Public Library
Books are just the beginning.

REGULAR AGENDA ITEM NO. 7.C.

FOR LIBRARY BOARD OF TRUSTEES: August 15, 2023

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve a Change Order to Extend the Irrigation System to the South Area of the Site

RECOMMENDED MOTION: Approve the Change Order in an amount up to $18,000

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: The original project simply replaced the irrigation system located around the existing Library site. Upon further review, there is a fair amount of landscaping that will be added to the newly acquired land on the southern area of the Library property. Most of this landscaping is required by the codes in place for parking lots.

The main water connection for the irrigation system is on the northwest stair tower, so there is considerable length that needs to be added, increasing the cost.

Without the addition, it will be difficult to water the landscaping in these areas. It is my belief that we will easily realize a similar cost to transport water to these locations in staff time or through payments to a landscaping subcontractor within a few years.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: The expense will be charged to the owner's contingency fund which was approved at the beginning of the construction project and still has a healthy balance.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton