

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 21, 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 May 17, 2022 Regular BPL Board Meeting
 - B. Approve Minutes of April 19, 2022 BPL Board Executive Session Meeting
 - C. Approve Bills List of May 2022
- IX. Approval Items
 - A. Waive the Competitive Bid Requirement and Approve the Annual OCLC Service from Illinois Heartland Library System
 - B. Approve Non-Resident Card Fee for 7.01.22 – 6.30.23
 - C. Approve the Sale of Surplus Artwork
 - D. Approve the Proposed Purchasing and Surplus Policy Amendments
 - E. Authorize the Director to Enter into a Contract for the Lease of Storage Space
- X. Discussion Items
 - A. Annual Sexual Harassment Training for Trustees
 - B. Director's Goals for FY23
- XI. Library Expansion and Fundraising
- XII. Comments from Trustees
- XIII. Adjournment

Posted: 6.17.22 3:30 p.m.

BILLS LIST

Approved by BPL Board of Trustees, June 21, 2022

Signature, BPL Trustee

Vendor	Line Item	Amount
Alert Media, Inc.	Other Purchased Services	5,130.00
Alpha Controls & Services	Building Maintenance	3,850.00
Amazon, LLC.com	A/V Materials	3,532.68
Amazon, LLC.com	Adult Books	1,942.47
Amazon, LLC.com	Bldg Mtnc Supplies	4.90
Amazon, LLC.com	Children's Books	324.83
Amazon, LLC.com	Computer Sups	447.54
Amazon, LLC.com	Employee Relations	24.95
Amazon, LLC.com	Janitorial Supplies	937.14
Amazon, LLC.com	Library Supplies	108.07
Amazon, LLC.com	Non-Traditional Materials	22.76
Amazon, LLC.com	Office Supplies	40.49
Amazon, LLC.com	Other Purchased Services	677.89
Ameren IP	Electricity	11,223.43
American Pest Control	Building Maintenance	80.00
Arranging Time	Professional Development	100.00
Automatic Fire Sprinkler	Building Maintenance	636.00
Barbu, Raluca	Other Purchased Services	50.00
Bill's Key & Lock Shop, Inc.	Building Maintenance	220.40
Brown, Reagan	Travel	15.80
CDW Government	Computer Supplies	3,399.30
CDW Government	Office/Computer Equip Mtnc	4,552.80
CIRBN	Building Maintenance	6,960.60
CIRBN	Telecommunications	842.27
City of Bloomington	Dental Insurance	351.74
City of Bloomington	FICA	7,168.94
City of Bloomington	Gas & Diesel Fuel	517.95
City of Bloomington	Health Insurance-HMO	278.33
City of Bloomington	Health Insurance-PPO	4,767.23
City of Bloomington	IMRF	10,167.78
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	1,676.92
City of Bloomington	Payroll	121,284.05
City of Bloomington	RSA Contribution	528.47
City of Bloomington	Vision Insurance	113.84
City of Bloomington	Water	458.08
City of Bloomington--Petty Cash	Miscellaneous Expenses	100.00
City of Bloomington--Petty Cash	Office Supplies	4.17
City of Bloomington--Petty Cash	Vehicle Maintenance	10.00
Cope, Michelle	Travel	11.17
Cummins, Inc.	Vehicle Maintenance	516.06

Cumulus Broadcasting
 Dean's Graphics, Inc.
 Demco
 Devyn Corp
 Ebsco Industries
 Ebsco Industries
 Engberg Anderson
 Engler, Callaway, Baasten & Sraga, LLC
 F & W Lawn Care & Landscaping
 Findaway World, LLC
 Fondulac District Library
 Geiger Brothers
 Grainger
 Ideal Environmental Engineering, Inc.
 Illini fire Equipment
 Illinois Office of the State Fire Marshall
 Illinois State Police
 Illinois State Treasurer-III EPA
 Illinois State University
 Illinois Wesleyan University
 Imaging Office Systems, Inc.
 J Spencer Construction, LLC
 Johnson Controls
 Kanopy, Inc.
 Kone, Inc.
 Korean Buddhist
 Management Association of Illinois
 Management Association of Illinois
 McLean County Glass & Mirror, Inc.
 Metronet Holding, LLC
 Mid Illinois Mechanical
 Midamerica Books
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Nub Games, Inc.
 Overdrive
 Pantagraph
 Penworthy Co
 Promotion, Inc.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Ron Smith Printing Co.
 Rosedrew, Inc.
 Rotary Club of Bloomington
 Selik, Nikk Cochran
 Springfield Electric Supply

Advertising	1,336.00
Other Purchased Services	600.00
Library Supplies	136.26
Other Purchased Services	1,400.00
Other Purchased Services	5,500.00
Periodicals	11,985.60
Architectural Services	123,824.14
Other Purchased Services	2,425.50
Building Maintenance	5,155.00
Adult Books	139.48
Miscellaneous Expenses	69.98
Library Supplies	393.64
Janitorial Supplies	129.60
Building Maintenance	857.90
Building Maintenance	267.25
Building Maintenance	75.00
Other Purchased Services	10.00
Building Maintenance	250.00
Advertising	491.67
Other Purchased Services	226.01
Office/Computer Equip Mtnc	812.50
Building Maintenance	200.00
Building Maintenance	1,548.44
Downloadable Materials	4,990.00
Building Maintenance	2,017.88
Other Purchased Services	160.00
Memberships	1,465.00
Other Purchased Services	150.00
Building Maintenance	1,306.00
Telecommunications	1,907.83
Building Maintenance	5,257.95
Adult Books	301.30
Office Supplies	30.00
A/V Materials	1,227.93
Downloadable Materials	9,980.00
Janitorial Supplies	362.12
Other Purchased Services	575.00
Downloadable Materials	4,990.00
Advertising	999.00
Children's Books	976.56
Periodicals	972.00
Computer Supplies	439.07
Employee Relations	23.40
Janitorial Supplies	445.22
Office Supplies	676.28
Office Supplies-Expansion	953.27
Rentals	1,364.67
Office/Computer Equip Mtnc	91.89
Printing	350.00
Library Supplies	180.36
Memberships	300.00
Other Purchased Services	150.00
Building Mtnc Supplies	126.28

Stuard & Associates, Inc.	Building Maintenance	220.00
Sugar Grove Nature Center	Other Purchased Services	50.00
Tee Jay Central, Inc.	Building Maintenance	88.00
Uline, Inc.	Janitorial Supplies	648.54
Uline, Inc.	Office Supplies-Expansion	7,493.39
Ultican, Lucy	Travel	2.34
Unique Management	Other Purchased Services	187.15
Weber Electric, Inc.	Building Maintenance	470.50
Wenstrup, Gary	Other Purchased Services	225.00
West Bloomington Revitalization Project	Advertising	250.00
West Bloomington Revitalization Project	Other Purchased Services	50.00
VISA - AB Hatchery	Other Purchased Services	50.00
VISA - Avery Products	Office Supplies	179.55
VISA - Badge-A-Minit	Other Purchased Services	109.95
VISA - Baker & Taylor Books	A/V Materials	3,941.16
VISA - Baker & Taylor Books	Adult Books	5,939.78
VISA - Baker & Taylor Books	Children's Books	7,981.12
VISA - Best Version Media	Advertising	394.40
VISA - Bill's Key & Lock Shop	Building Mtnc Supplies	69.00
VISA - Chicago Tribune	Periodicals	139.42
VISA - Donny B's Popcorn, Inc.	Office Supplies-Expansion	200.00
VISA - Donny B's Popcorn, Inc.	Other Purchased Services	100.00
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Car Rental	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	356.55
VISA - Five Star Water Company	Miscellaneous Expenses	44.15
VISA - Flinger's Pizza	Other Purchased Services	50.00
VISA - GameStop	A/V Materials	154.97
VISA - Graber Manufacturing	Office Supplies	1,260.07
VISA - Grainger	Janitorial Supplies	129.60
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	24.97
VISA - Ingram	A/V Materials	914.13
VISA - Ingram	Adult Books	1,888.02
VISA - Ingram	Children's Books	583.88
VISA - International Service Fee	Building Mtnc Supplies	0.35
VISA - ISU Parking	Travel	4.00
VISA - Janet's Cakes	Other Purchased Services	50.00
VISA - Menards	Employee Relations	22.49
VISA - Monical's Pizza	Other Purchased Services	50.00
VISA - MoreFilter	Building Mtnc Supplies	34.84
VISA - Paypal*Illinois Chamber of Commerce	Professional Development	175.00
VISA - Paypal*Melissa Alcorn	Advertising	345.00
VISA - Quadient Leasing USA	Rentals	166.92
VISA - Red Raccoon Games	Other Purchased Services	100.00
VISA - Starcrest Cleaners	Other Purchased Services	18.25
VISA - Wal-Mart	Other Purchased Services	57.18
VISA - Webstaurant	Janitorial Supplies	163.48
VISA - White Pages	Other Purchased Services	125.99
VISA - Zoom.US	Other Purchased Services	339.83
Weiss Financial Ratings	Public Access Software	2,695.00
Total		433,678.00

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Director's Report

May 2022

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

- Continued to make progress towards a Library expansion, by:
 - Communicating construction updates to staff and creating a construction dashboard on the staff intranet
 - Attending two construction meetings with the architects, general contractors, and subcontractors
 - Meeting with Carol, Melissa, and Caprice to finalize the furniture layout for the construction phase 1
 - Meeting with a potential storage company
 - Planning and coordinating moving and packing, including calculating the number of boxes to purchase and creating packing instructions
 - Working with Caprice and Rhonda to organize the groundbreaking ceremony
 - Reviewing documents related to the relocation of utilities
 - Overseeing compliance with the Illinois State Library (ISL) grant
 - Working with Kathy and City Finance staff to ensure the bond proceeds were deposited into the correct account
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association (ILA) Executive Director Search, Finance, Executive, Advocacy, and Public Policy Committee Meetings, and Executive Board Meeting

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

- Had one negotiation session with the union
- Attended a training on the new City Council meeting packet software
- Met with Julian to discuss my annual review
- Attended a Diversity, Equity, & Inclusion Leadership Virtual Conference
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Finalized staff committee assignments for FY23
- Implemented the new annual performance review forms

Goal: Administer a cost-effective public library.

- Met with Carol to review and discuss the Adult Services collection budgets
- Continued to work on the capital campaign efforts by:
 - Corresponding with potential donors, including sending letters to a group of potential donors
 - Meeting with Rhonda for planning purposes twice

**Adult Services Report
Carol Torrens
May 2022**

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

Phase I Construction and Collections

Collections are moving or have moved! The small collections – Auto Repair, Memory Care, Coffee Table books, Test Prep, World Languages, and audiobooks on CD – are mostly boxed up for storage, with a small portion of the latter three remaining available. The same has happened with SciFi and Fantasy paperbacks. Classics have moved to two bookcases in TeenZone. And the Large Print collection is in progress. The small Atlas collection has been discontinued with a few moving to the Coffee Table collection. The adult Fiction paperbacks have been packed and stored. In the IL Collection, the bound City Council meeting minutes were transferred to the City Clerk's office. The vertical files are being weeded with any Pantagraph articles being recorded. These will be added back in when the index is digitized.

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

SERVICES

Local artist & gallery owner Joann Goetzinger's art exhibition entitled "Abstract Art" is on display on the first floor.

COLLECTIONS

A Foundation-supported e-resource is being added to the collection: Weiss Financial Ratings.

Book displays this month were on these topics: Asian American Pacific Islander Heritage Month, Star Wars Day, and staying organized. The DVD display celebrated moms and also had a temporary RIP display for actor Ray Liotta.

PROGRAMS

Tiffany met with the listed number of students for book talks at these schools:

Parkside: 73; Evans: 45; Chiddix: 31; Kingsley: 62; BJHS: 263 (4 visits)

Tiffany also did a Black Out Poetry project with BJHS's 8th grade literature class.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 12 attended

Fiction Book Club, virtual – 1 session – 3 attended

Books on Tap, in person – 1 session – 11 attended

History Reads quarterly book club, virtual – 1 session – 9 attended

Spanish Book Club, hybrid – 1 session – 7 attended

Meditation, virtual – 1 session – 18 attended

Plant Swap, in person – 1 session – 64 attended

LinkedIn Learning, virtual – 1 session – 9 attended

Exploring the Land of Lincoln, virtual – 1 session – 18 attended

Author Jessamin Chan via RAILS & IL Libraries Present, virtual – 1 session – 2 attended

Teen Programs

Instagram Scavenger Hunt – 1 session – 4 participated

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

Several staff attended or viewed various webinars and/or Mini Morning sessions on such topics as WorldCat upgrades, various e-resources offered by BPL, and family homelessness & libraries.

Brittany D. left BPL for a summer job in the Morton school system. This fall, she has a full-time teaching job in Pekin.

Goal: Work effectively through the use of technology.

There were 4 individual appointments this month, one on ebooks and three on general computer usage and email.

There were 2 Local History requests: one an overview of the IL Collection resources, in print and digital; the other about the Mclean County Poor Farm.

The public now has access to full scans of B-N City Directories (1855-1902). The Museum hosts digital storage. Sara E worked with Jorgi to get a quick link added to our A-Z Online Resources and Local History pages. Customers can search text and download these directories for free! Our ISU intern continues to scan through the summer.

Tiffany started a teen Instagram account with a scavenger hunt program.

Business Office Report

Kathy Jeakins

May 2022

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

Expansion donations continued coming in during May. Funds were deposited in the Library's Capital Fund or the Foundation's Investment or Checking accounts. We collected the funds from the Fundraising Tower for the Mosaic project weekly.

I attended the Library Groundbreaking Ceremony on June 2 and collected a few donation pledges.

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.

In May, the Book Shoppe collected \$2,532, a little more than in April.

Hoopla usage was great again in May--\$8,731.89.

Donations for the Library expansion continue to come in—so far, we've collected \$180,844.24, plus pledges.

Amy and I began working on updating the Library's Fixed Asset records.

Bills Costing in Excess of \$5,000:

- Alert Media \$5,130.00 for the Annual Emergency Notification System
- CIRBN \$6,960.60 for Re-location fee of Fiber Optics
- Ebsco Subscription Services for \$14,968.65 for Annual Subscription Service
- Ebsco Subscription Services for \$5,500.00 for Annual Linked Library Service
- Engberg Anderson \$78,264.95 for Architectural Services
- Engberg Anderson \$45,559.19 for Architectural Services
- Uline, Inc. \$7,493.39 for boxes to store the collection

Upcoming:

During June, I'll begin pulling items together for the City audit, including items for the Foundation audit.

I will provide financial data to Caprice for the Annual Report.

Children's Services Report

Melissa Robinson

May 2022

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

Collections

In preparation for construction, we moved many of our collections. DVDs, audiobooks, and music CDs were moved downstairs. Board books, new biographies and nonfiction, two popular nonfiction series – *Who Was* and *Who Would Win*, award books, and graphic novels were moved within the Children's Department.

Programs

- Rock Painting – 67 attended
- Summer reading began on May 31

Passive

- National Dance Like a Chicken Day – 35 participated
- Lapsit in a bag – 285 given out

Groups/Events

- Summer reading visits – 16 school visited, 4795 attended
- Trinity Lutheran Preschool – 15 attended
- Spring Fling at Boys and Girls Club – 369 attended
- Tipton Park Family Day – 200 attended

Pre-Recorded on Facebook

- Wild Card Fridays – 4 posted – 114 views

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

- Children's staff attended the mini morning session about the summer reading program.
- Alysha attended a webinar, "How to Retain BIPOC Students and New Professionals in Librarianship."

Goal: Work effectively through the use of technology.

- 19 posts were added to the Children's Facebook page and we now have 565 members.
- Alex created a BPL Kids Tik Tok and has started adding videos.

Upcoming:

- Lego Construction at McLean County Extension Office – June 1 and 15
- On-the-Go Story Time (story times paired with bookmobile stops) – June 1, 2, 17, 22, and 23
- Story Time at Farmer's Market – June 4
- Miller Park Zoo Birthday Party – June 4
- Story Times at McLean County Museum of History – June 7, 14, 21, and 28
- Lego Construction at McLean County Museum of History – June 18

Bloomington Public Library

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

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

- Presented at a PEO (Philanthropic Educational Organization) group with NPL
- Spoke at the Alzheimer's Association Caregiver Dinner
- Presented at a PEO (Philanthropic Educational Organization) group with NPL
- Attended the Chamber of Commerce Showcase event and hosted a table for Leadership McLean County
- Decorated a hole sponsored by BPL at the Miller Park Mini Golf course to raise funds for Miller Park Zoo conservation efforts
- McLean County Reentry Council Board
- East Central IL Association of Aging Adults Social Isolation meeting
- RISE McLean County core team
- Eastview Community Center meeting and tour
- Met with McLean County Jail staff to review book donations
- Community Health Clinic Luncheon
- Fatherhood Leadership Team
- Recovery Oriented Systems of Care Sober Recreation
- Co-led Human Services Council
- BN Parents Coalition
- RISE Training Committee
- Mid-America ribbon cutting
- Leadership McLean County planning retreat

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

- Deposits staff prepared and delivered or renewed 603 items at 10 sites.
 - Staff presented a Poetry Share program for a total of 26 attendees at Villas of Hollybrook and Carriage Crossing.
- Home Delivery prepared and delivered 354 items to 48 active patrons.
- Pop Up Library visits were held at the locations listed below. 61 patrons were served, and 182 items checked out.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
- 7 patrons took advantage of Explore More Illinois passes this month. Passes were redeemed at the Normal Cornbelters stadium and the Peoria Riverfront Museum.
- On May 14, staff attended the Tipton Family Day event.

Bookmobile staff will offer programming at the following stops in June:

- Storytimes at Evergreen (June 1, 22), Wingover (June 2, 23), and Miller Park (June 17)
- Pride event at Franklin Park on June 10
- Children's Activities at Holton Homes (June 14) and Sunnyside (June 15)

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

- 1 part-time Library Assistant resigned in May and 2 part-time Library Assistants have planned resignations in June. Interviews for all 3 open positions are ongoing.

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(5/2022) Circulation and Outreach Services Statistics

Total Circ BPL	90,648
Total Circ Main	64,832
Adults	31,617
Teens	981
Children	32,234
Total Circ Outreach	7,420
OTR Adults	3,090
OTR Teens	148
OTR Children	4,182
Total Digital Downloads	18,396
Hoopla	4,722
Overdrive	12,836
TumbleBooks	21
eBook Central	10
Kanopy	807
Borrowers Registered	282
Total Active Cardholders	28,047
Children	5,688
Teen	3,257
Adult	19,102
GPPLD	1,412
Total Holds Filled	6,812
Main Holds	5,527
Outreach Holds	1,285
Door Count	13,060

Top 10 Highest Circulations

Eagle Crest East 204
Wingover Apartments PM 139
Eagle Ridge 114
Old Farm Lakes 111
Ekstam Drive 105
Grove 98
Golden Eagle 95
Eagle Crest East 94
Ponds Apt 94
Eagle Creek 89

5 Stops with Lowest Circulation

Franklin Park 2
Hilltop Mobile Home 1
John Kane Homes 1
Mecherle Drive 1
Evergreen Park 0

Bookmobile Customers: 1,780

Total Monthly Stops: 71

Circulation Questions Answered: 535

Outreach Questions Answered: 209

Total Questions Answered: 744

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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							
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							
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							

Human Resources Report

Gayle Tucker

May 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In May, there was one in-house job announcement and one outside ad
- I participated in one interview
- I conducted orientation sessions for four employees
- Union negotiations and planning continued
- I am working with the EDI Committee on a project
- 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 May, 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
 - The program has ended for the school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
May 2022

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

We ordered replacement equipment for the majority of the networking equipment located in the server room. It will be necessary during construction to maintain both the new and the old network for at least part of the time.

We are developing software to digitize the Pantagraph index cards. This new software will let us upload the data into a database that can be searched by Library customers. This process is moving along we have tested our OCR reading software and document scanners and have come up with a process for getting this information moved to a digital format.

We upgraded the scanner in the Digital Preservation Studio to a scanner that is able to handle many more formats which we have encountered working with the public. We are currently working to update our documentation to match the new scanner and to create a video documenting how to use the new scanner.

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

We had a take and make program for teens where they created a paper R2D2 figure with light up led circuits for May the 4th.

We continued with our Dungeons and Dragons program, Abbey one of our new IT part-time staff members created an original adventure that has a library theme. While we no longer market the program, it continues every Thursday. We will be adding additional ways for new players to join shortly.

We had 3 more additional programs during the month, Codeblocks where the Teens used coding to create 3D projects, creating Sprites & Gifs with Pixel art where the Teens learned how to create sprites and Gifs to use in program design and finally, we had a program where the Teens learned to use tickercard to generate codes that create 3D daisies that could later be printed on the 3D printer.

Marketing Report

Rhonda Massie – May 2022

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

Your Future Library

- Approximately \$688,000 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 May 2022.
- Helped organize a Groundbreaking Ceremony which took place on June 2, 2022.
 - Sent a Press Release to local media pertaining to the Groundbreaking Ceremony.
 - The Pantagraph, WEEK, WMBD (CIProud), and WGLT all covered the event.
 - 'Perseverance pays off': Bloomington Public Library breaks ground on \$25 million expansion (WGLT; 6.2.22)
 - Bloomington Public Library breaks ground on \$25 million expansion (WMBD / CIProud.com 6.2.22)
 - Construction to begin on Bloomington Public Library's \$25.2 million upgrade (WEEK; 6.2.22)
 - Watch now: Bloomington Public Library breaks ground on expansion, renovation (Print Addition; Pantagraph 6.2.22)
 - Watch now: Bloomington Library Director talks about new project (Video clip; Pantagraph 6.2.22)
 - Watch now: Julian Westerhout, President of the Bloomington Public Library Board of Trustees, speaks about the groundbreaking ceremony at the Bloomington Public Library. (Video clip; Pantagraph 6.2.22)
 - Created both paper invitations and e-Invitations for the Groundbreaking Ceremony.
 - Contacted the Chamber of Commerce to send representation and ambassadors to the groundbreaking.
 - Purchased three speaker systems for the ceremony and returned the two that performed worst.
 - Purchased mini bags of Donny B popcorn in our library's logo colors for the Groundbreaking Ceremony; printed "Groundbreaking Ceremony" labels for these bags.
- Created an Expansion/Donation handout that can be taken to offsite events.
 - Side 1 – information about the project and how to donate
 - Side 2 – FAQs
- Delivered tins of popcorn, thank you notes, and the handout mentioned above to nine neighbors to thank them for their patience with our construction.
- Currently working on an Expansion/Donation writeup for the Milner Library eNewsletter for early July.

Summer Reading

Summer Reading is underway.

Marketing's contributions to the program – web presence, sponsor solicitation, reading log creation, bookmark creation, vouchers creation, T-shirt designs and organization, props for school visits, working with the printer and the schools, and advertising scripts and images – have been outlined in previous department reports.

- Our children's programs for June were submitted to The Pantagraph for its Flying Horse section.
- Summer Reading Free Press
 - Central Illinois libraries offer fun, promote reading | Books | pantagraph.com (Pantagraph; May 29)
 - Watch now: Melissa Robinson talks about Summer Reading Program at Bloomington Public Library (Video clip; Pantagraph 6.2.22)
 - Watch now: Summer reading programs underway at Bloomington-Normal libraries (Pantagraph; 6.3.22)

Press Not Related to Summer Reading or the Building Project

- Bloomington library partners with museum to open access to local historical collections | WGLT (May 31)

Website

Marketing continues to maintain the library's website.

- Monthly addition of all June programs and registration forms to the online calendar.
- Monthly update to the record sets for New Movies, New Music, and Audiobooks.
- Added a new database: Bloomington-Normal City Directories (1855-1902)
- Added information to the Summer Reading page as it became available – PDFs of reading logs, sponsor list, completion prizes, prizes available in the prize drawings
- Updated information about the new Featured Local Artist
- Added puzzles to the collection link

- Updated the bookmobile page with a PDF of the new schedule and to reflect that there's a new stop at John Kane Homes.
- Added and removed temporary alerts and banners pertaining to construction and holiday closures.

Projects:

- Attending virtual OCLC webinar about the upcoming updated procedures to learn how this may impact the website
- Began working to add a new database -- *Weiss Financial*

Advertising

- Working on photo op signage for all Community Players' performances of *Matilda* (will include a QR Code to BPL's Summer Reading page)
- Created a paper ad for the Alzheimer's Caregivers Conference Program
- BPL is a sponsor of the Lake Run Club's Summer Fun Run. We will be the featured sponsor on 6.3.22.
- BPL is a sponsor of West Fest which will take place on 7.23.22
- Ran a ½-page ad in the paper Pantagraph promoting the Groundbreaking Ceremony – May 29
- Summer Reading Advertising has been arranged with the following entities:
 - Lamar Billboards
 - Seven billboards throughout Bloomington will promote the Summer Reading Program. Six billboards are static vinyl billboards; the seventh is a digital billboard.
 - The Pantagraph
 - (3) ½-page paper ads
 - (3) ¼-page paper ads
 - (1) front page paper strip ad
 - Online ads with 35,000 impressions
 - eBlast
 - Facebook campaign
 - WGLT
 - Mobile ads
 - Desktop ads
 - On-air ads
 - Neighbors Magazines
 - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*
 - Online ads on Google
 - Online ads on Facebook
 - Macaroni Kid
 - Online ad
 - (2) eBlasts
 - Cumulus Radio (WBNQ & B104)
 - On-air ads
 - WEEK /WHOI
 - Trying to work something out for Summer Reading, but the spots produced thus far have been subpar.

June Programs

- The library continues to schedule and promote programs on a month-to-month basis.
 - June 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

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

- June Calendars
- Author Presentation with Andrea Elliott
- Codeblock Random Daisy Generator
- Sprites & GIFs
- Dance like a Chicken Day

- Jessamine Chan
- Exploring the Land of Lincoln
- Dungeons & Dragons Session 1
- Geocaching
- On-the-Go Story Time
- Dungeons & Dragons Session 2
- Photo Scavenger Hunt
- Pop-Up Story Time @ Farmer's Market
- Transgender 101
- Sounds of the Beaten Path
- Lego STEAM Workshop
- Pop-Up Story Time @ MCMH
- Bike Care 101
- 3D-Printed Wind Spinners
- Pride in the Park
- Juneteenth Pop-Up Library
- Hot Grill Summer

Construction Signage

- Accessible Parking Sandwich Boards
- Curbside Sandwich Boards
- Sign about Ramp Access in Parking Lot
- Scanner
- Puzzle Relocation
- Audiobook Relocation
- General Construction Message
- Endcap Signage
- Adult Services Paperbacks Relocation
- Children's Services Audiobook/DVD Relocation
- Classics Relocation
- World Languages Relocation
- SciFi & Fantasy Relocation
- IL Readers' Choice Awards (3 award types now combined in a single display)

Other Signs

- Remade the New Bookmobile Poster in Circulation to add the dates/times for all stops
- Organization Display
- Dance like a Chicken Day
- Memorial Day Closure
- Juneteenth
- Summer Reading Thank You Banner
- Summer Reading Social Media Images
- Printed Summer Reading Images to Cover Yard Signs for Offsite Events

Other Design Work & Printing

- Elevator Wrap design
- Ordered new business cards for Caprice
- Prizes for Irving School's Carnival were compiled
- Prizes for Washington School's Carnival were compiled
- Swag compiled for offsite events being attended by Alysha, Michelle, and Clare
- SRP Voucher Sheets design & printing
- Reprinted many handouts pertaining to instructions for Libby, My Library App, Hoopla, Kanopy, Text Alerts, etc.

Student Cards

- Contacted District 87 about our need for them to continue sending student information even if the student already has a library card so we can add these students to the database which is available to teachers using the D87 intranet.

- Updated the letters that accompany student cards for both U5 and D87.

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Rhonda completed the Kulture City refresher training.
- Jorgi attended an OCLC webinar about upcoming procedures to gauge how this may impact the website.

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 9,051 followers
- Instagram – 2,020 followers
- Twitter - 2,059 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 281
- Library text subscribers - 343
- Bookmobile text subscribers - 1,198
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,405 filtered active subscribers.
- Program Guide list – 33,072 filtered active subscribers.
- General eBlast list – 33,391 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, 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:
 - Shared WGLT's Coverage of the Groundbreaking Ceremony
 - Groundbreaking Ceremony Reminder
 - Summer Reading Starts Now
 - Fort Jesse Café Fundraiser for BPL
 - Memorial Day Closure
 - Groundbreaking Ceremony Announcement
 - May 23 Construction and Temporary Changes It Caused
 - Plant Swap Photos
 - Summer Reading – Coming Soon!
 - Parks & Rec's Free Family Day – Library a Vendor
 - Employment Ad
 - Giving Away Fell Through – Still Available (Piano)
 - May 9-11 Construction and Temporary Changes It Caused
 - BPL & History Museum Partnership in Preservation
 - Reminder/Update about Mosaic Fundraiser
 - Free Piano
 - Offerman/Tweedy Recording Available
 - Card Catalog Drawers for Sale
 - Green Top Grocery Tally for BPL Fundraiser - \$1,928.67
- 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 Brainfuse HelpNow's live tutoring and writing lab was created and delivered to 33,333 patrons on May 1.
 - An eBlast promoting Summer Reading was created and delivered to 33,439 patrons on May 31.
- 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
May 2022**

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

- Operations staff:
 - Metal shelving taken to Behr's for recycling
 - Continual collection of items to be donated to Restore or another entity
 - Relocated the old tractor from the chiller area to the east side of the building
 - Installed casters on wire racks in Children's to make them mobile for moving items
 - Assisted Sara with taking old City Council Proceedings to the Hub
 - Relocated a number of furniture pieces and shelving within the building in prep for the Phase 1 building shift
 - Set up temp curbside pickup and handicap spots and managed the parking lot, when the chiller was being relocated
 - Preparing the cardboard boxes to be filled with items from the collection
 - Worked with Kelly to relocate the pickup/delivery location for RAILS during construction
 - Relocated storage shed to the east side of the building
 - Replaced flush valve on LL urinal
 - Demoed desk pieces and cubicle walls in IT and took to dump
- Repairs/Installs:
 - Mid-Illinois Mechanical replaced a part on boiler #2 and unblocked a flue
 - Alpha Controls replaced the valve on the HW loop
 - McLean County Glass & Door replaced the door closer arm on the men's restroom and installed panic bar on the south door to the patio in CS for the new emergency exit
 - Automatic Fire Sprinkler checked the fire sprinkler system as the compressor pressure had dropped bottomed out
 - Weber Electric replaced the breaker for the fire sprinkler compressor
 - Earthwise pumped glycol from a 55 gal. drum into smaller containers, so the chemical could be moved out of the construction zone
 - Spencer Construction removed the cabinets in the Boardroom to create more room for temporary staff space
 - Ideal Environmental tested the ceiling of the covered parking for asbestos
 - Bill's Key & Lock installed new vacant/occupied locks (that show lock status on inside of door) on staff restrooms

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

- Caprice - Expansion prep:
 - Communicating daily with Matt Kerner from FD on progress and hiccups for the project
 - Attended construction meetings
 - Still working with other entities to take furniture items as areas are cleared
 - Working on securing storage space for the collection
 - Procured 3,700 boxes for boxing up the collection that will be in storage
 - Met with parking lot contractor to look at striping needed for future lot closures
- Security Team participated in the following training: Occupational Health & Safety: Working in the Heat

Goal: Administer a Cost-Effective Library.

- Johnson Controls performed the semi-annual inspection of the fire alarm system
- Stuard & Associates performed the annual inspection of the elevator and it passed!
- Electronic recycle was picked up twice this month
- Illini Fire Equipment performed the annual fire extinguisher inspection
- Teejay Doors performed the quarterly PM on the entrance doors

Upcoming: West side of parking lot will be closed and covered parking inaccessible
JACE upgrade on HVAC controls
New bike rack on east side of building

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

May 2022

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

- TS is housing the entire Illinois Room locked case collection during the renovation.
- TS moved the puzzles back to the staff hallway.
- TS relabeled the entire PBKFIC collection and boxed it up for storage.
- TS is on hand to mark collections unavailable as they get boxed.
- TS is housing the miscellaneous boxes of returns and marking items unavailable as they come back.
- As collections move around, TS is keeping up with changing shelf locations in Polaris.
- TS printed the label sheets for the boxes.
- Almost 400 audiobooks were moved to OTR during the renovation. TS changed them in Polaris and labeled them.

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

- The SRP Decorations subgroup cut, assembled, and put-up decorations throughout the library.

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

- TS staff attended the SRP MMS. – 2
- Training Hours – 2

Goal: Work effectively through the use of technology.

- We used the Polaris FY rollover utility to close out FY22 and create new funds for FY23.
- We're working on finding ways to delete MARC tags automatically upon import or saving now that OCLC is adding French subject headings to many new records.
- Allison and Jon continue to work on the OCLC "streamlined holdings" project.

Goal: Administer a cost-effective public library.

- We donated weeded magazines to a local organization.
- Volunteer Hours – 0

Upcoming:

- Memory Care grant books
- Fixing labels on PBKMYS

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT -- FINAL (UNAUDITED)

REVENUES:

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	4,966,564.03	(1,220.97)	100.0
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	95,700	112,999.75	17,299.75	118.1
State Grants - Pandemic Grant	0	109.90	109.90	-----
GPPLD	402,000	408,270.23	6,270.23	101.6
Fines & Fees	5,000	12,553.73	7,553.73	251.1
Copies	3,000	2,695.90	(304.10)	89.9
Interest on Investments	5,000	4,170.08	(829.92)	83.4
Interest from Taxes	0	73.72	73.72	-----
Donations	10,000	22,257.26	12,257.26	222.6
Other Grants	0	500.00	500.00	-----
Property Damage Claims	0	1,920.53	1,920.53	-----
Cash Over/Short	0	(17.96)	(17.96)	-----
Other	24,211	43,557.13	19,346.13	179.9
Total Revenues	5,643,096	5,706,054.30	62,958.30	101.1

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	2,402,674.03	(64,059.97)	97.4
Part-Time Salaries	465,048	395,789.61	(69,258.39)	85.1
Seasonal Salaries	65,510	20,790.23	(44,719.77)	31.7
Overtime Salaries	1,100	197.71	(902.29)	18.0
Other Salaries	0	12,720.00	12,720.00	-----
Total Sals & Wages	2,998,392	2,832,171.58	(166,220.42)	94.5
Dental Insurance	11,064	9,005.60	(2,058.40)	81.4
Health Insurance, HMO	33,053	9,033.57	(24,019.43)	27.3
Life Insurance	3,100	2,949.98	(150.02)	95.2
Vision Insurance	3,024	2,778.43	(245.57)	91.9
Health Insurance, BCBC-PPO	250,906	285,251.28	34,345.28	113.7
Library RHS Contribution	0	6,534.30	6,534.30	-----
Library HSA City Contributions	16,000	16,100.00	100.00	100.6
IMRF	246,673	282,981.35	36,308.35	114.7
FICA	185,832	170,041.72	(15,790.28)	91.5
Medicare	43,461	39,768.19	(3,692.81)	91.5
Worker's Compensation	18,299	9,068.00	(9,231.00)	49.6
Uniforms	800	836.64	36.64	104.6
Tuition Reimbursement	26,000	0.00	(26,000.00)	0.0
Other Benefits	20,000	47,884.81	27,884.81	239.4
Total Benefits	858,212	882,233.87	24,021.87	102.8
Rentals	20,000	14,802.14	(5,197.86)	74.0
Total Rentals	20,000	14,802.14	(5,197.86)	74.0
Building Mtnc	140,000	83,945.04	(56,054.96)	60.0
Vehicle Mtnc	12,000	16,850.47	4,850.47	140.4
Office & Computer Mtnc	190,000	168,285.85	(21,714.15)	88.6
Total Repair/Mtnc	342,000	269,081.36	(72,918.64)	78.7

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	44,644.58	(5,355.42)	89.3
Printing/Binding	20,000	18,585.31	(1,414.69)	92.9
Travel	500	250.47	(249.53)	50.1
Membership Dues	5,500	5,179.99	(320.01)	94.2
Professional Development	10,000	4,980.00	(5,020.00)	49.8
Other Purchased Services	145,000	106,386.17	(38,613.83)	73.4
Other Purchased Services-Pandemic Grnt	0	3,130.40	3,130.40	-----
Other Insurance	35,000	41,579.00	6,579.00	118.8
Total Purchased Services	266,000	224,735.92	(41,264.08)	84.5
Office Supplies	20,000	11,516.04	(8,483.96)	57.6
Office Supplies-COVID-19	0	541.80	541.80	-----
Computer Supplies	80,000	70,851.54	(9,148.46)	88.6
Computer Supplies-Pandemic Grant	0	6,920.00	6,920.00	-----
Postage	4,500	215.56	(4,284.44)	4.8
Library Supplies	80,000	49,581.58	(30,418.42)	62.0
Janitorial Supplies	18,000	11,819.98	(6,180.02)	65.7
Gas & Diesel Fuel	6,000	4,438.66	(1,561.34)	74.0
Building Mtnc & Repair Supplies	18,000	9,222.45	(8,777.55)	51.2
Total Supplies	226,500	165,107.61	(61,392.39)	72.9
Natural Gas	28,000	32,835.25	4,835.25	117.3
Electricity	90,000	94,597.78	4,597.78	105.1
Water	9,000	6,730.24	(2,269.76)	74.8
Telecommunications	32,700	37,766.54	5,066.54	115.5
Total Utilities	159,700	171,929.81	12,229.81	107.7
Professional Collection	1,500	645.95	(854.05)	43.1
Total Prof Collection	1,500	645.95	(854.05)	43.1
Non-Traditional Materials	5,000	5,937.91	937.91	118.8
Periodicals	20,000	20,925.65	925.65	104.6
Adult Books	157,500	155,427.93	(2,072.07)	98.7
Children's Books	123,400	117,871.70	(5,528.30)	95.5
A/V Materials	111,600	85,366.21	(26,233.79)	76.5
Public Access Software	132,000	86,082.78	(45,917.22)	65.2
Downloadable Materials	179,950	181,981.15	2,031.15	101.1
Total Materials	724,450	653,593.33	(70,856.67)	90.2
Employee Relations	5,000	1,564.71	(3,435.29)	31.3
Miscellaneous Expenses	10,000	6,103.67	(3,896.33)	61.0
Transfer to Capital Fund	31,342	31,342.00	0.00	100.0
Total Other Expenses	46,342	39,010.38	(7,331.62)	84.2
Total Expenses	5,643,096	5,253,311.95	(389,784.05)	93.1

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

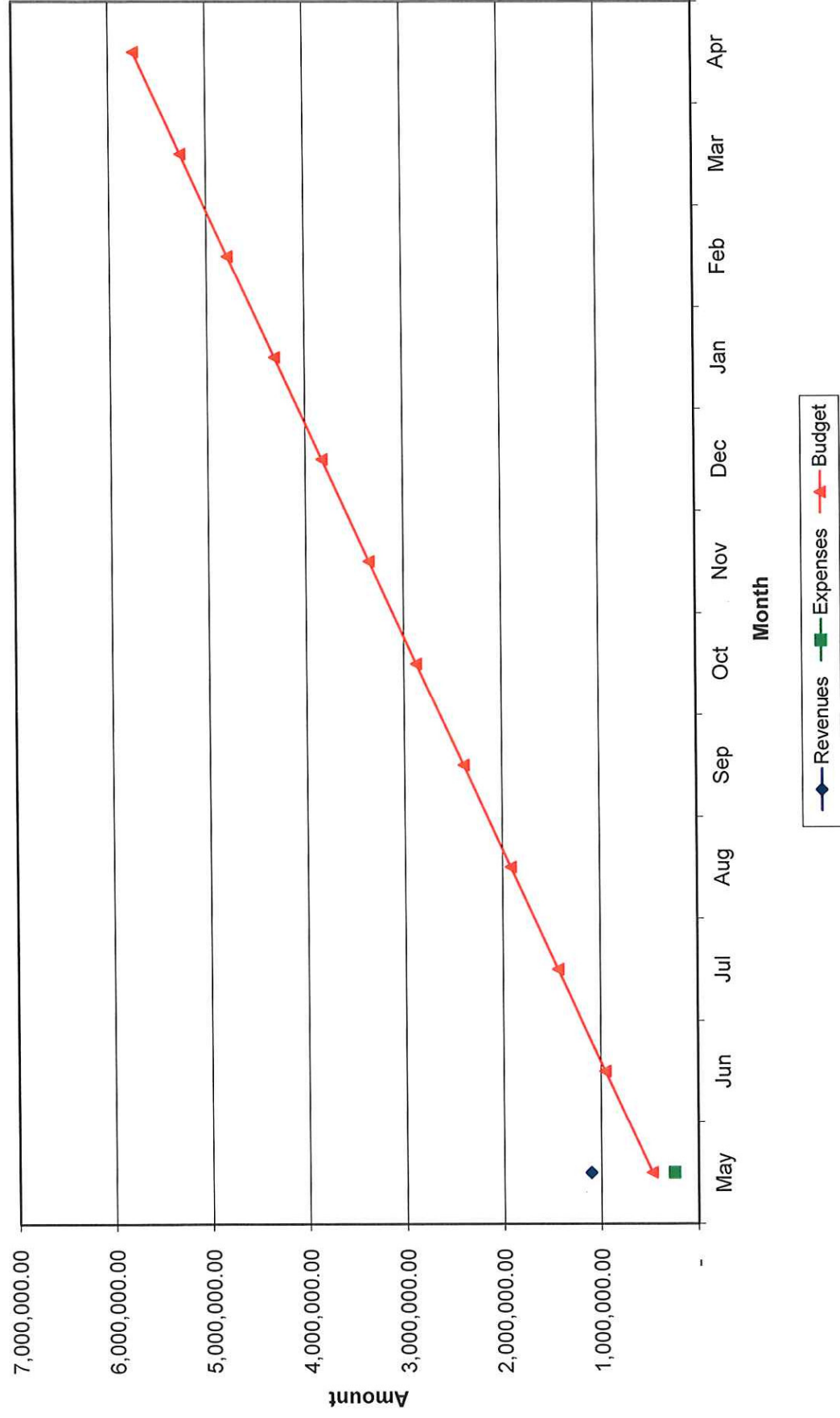
ACCT NAME	BUDGET	MAY 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	982,425.21	982,425.21	(4,035,359.79)	19.6
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	112,700	0.00	0.00	(112,700.00)	0.0
State Grants - Pandemic Grant	0	8,464.50	8,464.50	8,464.50	-----
GPPLD	429,600	82,259.62	82,259.62	(347,340.38)	19.1
Fines & Fees	8,000	696.62	696.62	(7,303.38)	8.7
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	734.56	734.56	(1,265.44)	36.7
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	20,000	21,029.55	21,029.55	1,029.55	105.1
Other Grants	0	0.00	0.00	0.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	25,000	4,432.41	4,432.41	(20,567.59)	17.7
Total Revenues	5,748,185	1,100,042.47	1,100,042.47	(4,648,142.53)	19.1

EXPENDITURES:

ACCT NAME	BUDGET	MAY 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	95,273.80	95,273.80	(2,431,659.20)	3.8
Part-Time Salaries	503,788	15,480.25	15,480.25	(488,307.75)	3.1
Seasonal Salaries	69,891	0.00	0.00	(69,891.00)	0.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	10,530.00	10,530.00	10,530.00	-----
Total Sals & Wages	3,101,712	121,284.05	121,284.05	(2,980,427.95)	3.9
Dental Insurance	11,000	351.74	351.74	(10,648.26)	3.2
Health Insurance, HMO	8,060	278.33	278.33	(7,781.67)	3.5
Life Insurance	3,100	252.00	252.00	(2,848.00)	8.1
Vision Insurance	3,000	113.84	113.84	(2,886.16)	3.8
Health Insurance, BCBC-PPO	275,812	4,767.23	4,767.23	(271,044.77)	1.7
Library RHS Contribution	0	528.47	528.47	528.47	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	10,167.78	10,167.78	(267,839.22)	3.7
FICA	192,387	7,168.94	7,168.94	(185,218.06)	3.7
Medicare	44,994	1,676.92	1,676.92	(43,317.08)	3.7
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	0.00	(20,000.00)	0.0
Other Benefits	22,000	0.00	0.00	(22,000.00)	0.0
Total Benefits	889,560	25,305.25	25,305.25	(864,254.75)	2.8
Rentals	20,000	2,251.72	2,251.72	(17,748.28)	11.3
Total Rentals	20,000	2,251.72	2,251.72	(17,748.28)	11.3
Building Mtn	140,000	21,773.21	21,773.21	(118,226.79)	15.6
Vehicle Mtn	12,000	0.00	0.00	(12,000.00)	0.0
Office & Computer Mtn	190,000	5,909.08	5,909.08	(184,090.92)	3.1
Total Repair/Mtn	342,000	27,682.29	27,682.29	(314,317.71)	8.1

ACCT NAME	BUDGET	MAY 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	1,539.40	1,539.40	(48,460.60)	3.1
Printing/Binding	12,000	30.00	30.00	(11,970.00)	0.3
Travel	500	13.95	13.95	(486.05)	2.8
Membership Dues	5,000	1,465.00	1,465.00	(3,535.00)	29.3
Professional Development	10,000	275.00	275.00	(9,725.00)	2.8
Other Purchased Services	130,000	13,498.70	13,498.70	(116,501.30)	10.4
Other Purchased Services-Pandemic Grnt	0	0.00	0.00	0.00	-----
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	252,500	16,822.05	16,822.05	(235,677.95)	6.7
Office Supplies	15,000	2,095.67	2,095.67	(12,904.33)	14.0
Computer Supplies	85,000	0.00	0.00	(85,000.00)	0.0
Computer Supplies-Pandemic Grant	0	0.00	0.00	0.00	-----
Postage	5,000	0.00	0.00	(5,000.00)	0.0
Library Supplies	80,000	710.26	710.26	(79,289.74)	0.9
Janitorial Supplies	20,000	1,263.43	1,263.43	(18,736.57)	6.3
Gas & Diesel Fuel	6,000	542.92	542.92	(5,457.08)	9.0
Building Mtnc & Repair Supplies	15,000	230.47	230.47	(14,769.53)	1.5
Total Supplies	226,000	4,842.75	4,842.75	(221,157.25)	2.1
Natural Gas	21,000	0.00	0.00	(21,000.00)	0.0
Electricity	92,000	11,223.43	11,223.43	(80,776.57)	12.2
Water	6,000	458.08	458.08	(5,541.92)	7.6
Telecommunications	42,000	840.66	840.66	(41,159.34)	2.0
Total Utilities	161,000	12,522.17	12,522.17	(148,477.83)	7.8
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	0.00	0.00	(5,000.00)	0.0
Periodicals	20,000	10,036.95	10,036.95	(9,963.05)	50.2
Adult Books	160,000	5,324.90	5,324.90	(154,675.10)	3.3
Children's Books	125,000	7,209.09	7,209.09	(117,790.91)	5.8
A/V Materials	111,600	6,055.30	6,055.30	(105,544.70)	5.4
Public Access Software	105,000	2,695.00	2,695.00	(102,305.00)	2.6
Downloadable Materials	180,000	4,990.00	4,990.00	(175,010.00)	2.8
Total Materials	706,600	36,311.24	36,311.24	(670,288.76)	5.1
Employee Relations	7,000	22.49	22.49	(6,977.51)	0.3
Miscellaneous Expenses	10,313	292.10	292.10	(10,020.90)	2.8
To Library Equip Replacement	30,000	0.00	0.00	(30,000.00)	0.0
Total Other Expenses	47,313	314.59	314.59	(46,998.41)	0.7
Total Expenses	5,748,185	247,336.11	247,336.11	(5,500,848.89)	4.3

Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2022

Property Tax (19.6%): The Library received the first Property Tax distribution at the end of May.

Replacement Tax (0.0%): This won't be distributed until later in the year.

State Grants (0.0%): The Library won't receive this until later in the year.

Golden Prairie Public Library District (19.1%): Golden Prairie also received their first Property Tax distribution at the end of May; this is the amount that GPPLD transferred to BPL as per the contract.

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

Interest (36.7%): Interest rates are high.

Donations (105.1%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (17.7%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (3.1%): This is under-spent due to staff vacancies.

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

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

Dental Insurance (3.2%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, BCBS-PPO (1.7%): This is under-spent because there was a decrease in the rates.

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

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

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

Building Maintenance (15.6%): This line item is a little over-spent at this point due paying for a few expansion invoices from here.

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

Office & Computer Equipment (3.1%): Charges have been minimal.

Advertising (3.1%): Charges have been minimal.

Printing (0.3%): Charges have been minimal.
Travel (2.8%): Charges have been minimal.
Membership Dues (29.3%): This is over-spent because we reduced the total amount budgeted. So far, one membership has been paid.
Professional Development (2.8%): Charges have been minimal.
Other Insurance (0.0%): The annual premium will be paid in January.
Office Supplies (14.0%): This is a little over-spent due to the purchase of a new bike rack.
Computer Supplies (0.0%): Nothing has been paid from this line item.
Postage (0.0%): Nothing has been paid from this line item.
Library Supplies (0.9%): Charges have been minimal.
Building Maintenance Supplies (1.5%): Charges have been minimal.
Natural Gas (0.0%): Nothing has been paid from this line item.
Telecommunications (2.0%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been paid from this line item.
Non-Traditional Materials (0.0%): Nothing has been paid from this line item.
Periodicals (50.0%): This is over-spent because the annual subscription service was paid in May.
Public Access Software (2.6%): Charges have been minimal.
Downloadable Materials (2.8%): Charges have been minimal.
Employee Relations (0.3%): Charges have been minimal.
Miscellaneous Expenses (2.8%): 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
Miscellaneous Donations:	29.55

Total Donations:	\$ 21,029.55
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts::	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	2,532.00
Card Catalog Drawers:	120.00
Ear Buds:	27.00
Flash Drives:	9.75
Genealogy Searches:	0.00
Hot Beverage Service:	20.00
Meeting Room Fees:	0.00
Print Station:	947.45

Reusable Bags:	24.00
Test Proctoring:	0.00
Tote Bags:	32.00
Miscellaneous:	720.21

Total Other Revenue:	\$ 4,432.41
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During May 30, 19 batches containing 125 invoices were processed, totaling \$223,129.63 and 94 credit card charges were made totaling \$30,059.05.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$4,004,173.95, which is 69.7%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,369,546.

Library Fund Balance Information, 5/31/22:

Operating:	\$ 4,004,175.95
Fixed Assets:	\$ 1,184,092.26
Capital:	\$ 16,810,591.29
Total Spent for Architectural Fees:	\$ 1,142,202.56
Balance of Arch Contract:	\$ 311,381.44

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

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	851,045.61	166,610.12	(684,435.49)	19.6
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	180,844.24	(1,069,155.76)	14.5
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	4,111,007.00	0.00	(4,111,007.00)	0.0
 Total Revenues	 25,242,766.00	 14,382,733.64	 (10,860,032.36)	 57.0

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,142,202.56	(311,381.44)	78.6
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	7,774.89	(2,167,225.11)	0.4
Library Buildings	21,170,000.00	0.00	(21,170,000.00)	0.0
 Total Expenses	 25,242,766.00	 1,241,306.54	 (24,001,459.46)	 4.9

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
May 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	31,617	33,519	-6%	31,617	33,519	-6%
Teens	981	2,371	-59%	981	2,371	-59%
Children	32,234	34,579	-7%	32,234	34,579	-7%
Digital Downloads	18,396	16,689	10%	18,396	16,689	10%
Total	83,228	87,158	-5%	83,228	87,158	-5%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,102	19,947	-4%	19,102	19,947	-4%
Teens	3,257	4,368	-25%	3,257	4,368	-25%
Children	5,688	6,090	-7%	5,688	6,090	-7%
Total	28,047	30,405	-8%	28,047	30,405	-8%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	282	261	8%	282	261	8%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	13,060	11,631	12%	13,060	11,631	12%
Bookmobile	1,780	513	71%	1,780	513	71%
Total	14,840	12,144	18%	14,840	12,144	18%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Stt	65	9	86%	65	9	86%
Digital Preservation Studio	8	0	100%	8	0	100%
Community Room	11	12	-8%	11	12	-8%
Total	84	21	75%	84	21	75%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	28	2	93%	28	2	93%
People Reached	5,873	0	100%	5,873	0	100%
Community Visits to the Library	0	0	100%	0	0	100%
People Reached	0	1,550	100%	0	1,550	100%
Total Outreach Visits	28	2	93%	28	2	93%
Total People Reached	5,873	1,550	74%	5,873	1,550	74%

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	10	8	20%	10	8	25%
Attendance	153	138	10%	153	138	11%
Teens	9	2	78%	9	2	100%
Attendance	37	20	46%	37	20	100%
Childrens	8	25	-68%	8	25	100%
Attendance	789	1,712	-54%	789	1,712	100%
Total Programs	27	35	-23%	27	35	-23%
Total Attendance	979	1,870	-48%	979	1,870	-48%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4	0	100%	4	0	100%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,697	2,407	12%	2,697	2,407	12%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	124	102.00	21%	124	102	21%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,411	713	21%	1,411	713	21%
WiFi Sessions	1,775	1,349	32%	1,775	1,349	32%
Website/Catalog Hits	49,464	50,527	-2%	49,464	50,527	-2%
Online Resource Use	4,066	3,320	18%	4,066	3,320	18%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	282	320	-13%	282	320	-13%
Sent	202	218	-8%	202	218	-8%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	11	-100%	0	11	-100%

Golden Prairie Public Library District
Board of Trustees Meeting

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

MINUTES

- I. Call to Order
President Ruth Novosad called the meeting to order at 5:00 p.m.
- II. Roll Call
Trustees Present: Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad

Trustees Absent: Ary Anderson

Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Ruth Novosad made available the current ALA Magazine to the entire GPPLD Board. Ruth shared a recent BPL Bookmobile postcard she received. Colleen explained how she worked with Marketing to gather the postal route (carrier route) to better target the neighborhoods they need to reach. Ruth expressed her interest in utilizing the same type of design for a future GPPLD postcard mailing. Board presented a question and Director Hamilton answered regarding land parcels being annexed into City of Bloomington property taxing body.
- VI. Approval of Minutes
A. March 16, 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. There will be a groundbreaking ceremony later in the summer. Fundraising is going well. \$663,418 in donations and pledges has been received, with \$3,650 received on Library Giving Day. The goal is \$1.25 million.

B. Outreach Report: Colleen Shaw, Circulation and Outreach Services Manager, shared the current Bookmobile schedule and provided copies for Trustees to share with their neighborhoods. Colleen shared the most recent changes to the stops as well as new stops. At a recent McLean County Re-Entry Council meeting, Michelle, Outreach Coordinator, was elected as Treasurer and that Colleen was elected as Vice-President. There is a Second Chance Month event scheduled for April 30 at Miller Park. This Council is working on providing opportunities for individuals re-entering the community after incarceration in order to have a successful impact on the individual, their families, and the community. Board Member Stephanie Walden shared that on the Bookmobile schedule it states that the Arrowsmith stop is at the Village Hall and is not at that location. It should say Water Department instead of Village Hall. The Mayor of Arrowsmith will be happy to post a sign "Bookmobile Stops Here" or similar.

- C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. There has been minimal activity recently. Kathy offered to answer any questions.

VIII. New Business

A. Discuss Process to Obtain Funds from Maturing CD

At the First State Bank, GPPLD has a CD that is maturing on May 8, 2022, in the amount of \$84,999.80. Ruth will contact First State Bank and inform them that GPPLD is not renewing the CD. Ruth will pick up the check when it is ready and deliver the check to Kathy Jeakins, Business Office Manager. The money will be held in the GPPLD checking account until after July 1, 2022, and then paid to the Bloomington Public Library Foundation as the second capital campaign donation installment. Waiting until after July 1, 2022, allows the money to be included in the FY23 budget per the auditor's recommendation.

IX. Old Business

There was no Old Business to come before the Board.

X. Comments from Trustees

- A. Patti Salch shared about the passing of former Board Trustee, Adrienne Ives. Her family shared this information for any library staff or anyone who worked with Adrienne over the years:

Memorial Service will be held at St. Matthew's Church in Bloomington, IL on June 9, 2022, at 2:00 pm with reception following.

- B. Discussion was held about the location of future meetings during the library construction. All meeting locations will be clearly stated on the agenda each month as well as in the email that accompanies the Board packet.

XI. Reminder:

- A. Statement of Economic Interest: Due May 2, 2022
- B. Next Board Meeting is May 18, 2022.

XII. Adjournment

President Ruth Novosad adjourned the meeting at 5:32.

Incident Report Summary for May 2022

2022-05-31 23:59:00

2022-05-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
4364	2022-05-04 16:38:37	PoliceAmbulanceCall
4365	2022-05-15 19:59:42	AlcoholDrugs
4366	2022-05-28 17:03:34	InappropriateBehavior

Suspension Report Summary for May 2022

2022-05-31 01:45:39pm

2022-05-01 01:45:39pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
458	2022-05-15 00:00:00	AlcoholDrugs
459	2022-05-15 00:00:00	InappropriateBehavior
460	2022-05-26 00:00:00	SleepingIncident

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

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

1. That the competitive bid process be waived, and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$25,828.39
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$25,828.39

Approved this 21st day of June 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

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

May 6, 2022

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

OCLC Symbol: JCH

Dear Ms. Hamilton:

The FY2023 ILLINET/OCLC Group Services Program Renewal Agreement for Bloomington Public Library is included with this letter. To avoid OCLC Service interruption, please obtain the appropriate signature(s) and return the signed agreement by June 30, 2022.

This letter is **not** an invoice. Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Group Services will be sending an invoice to Bloomington Public Library in early July. **Do not send payment to the Illinois State Library.** Online account access will be available at <http://illinet.oclc.info/> or you may contact Shirley Paden at spaden@illinoishearland.org for account information and payment options.

FY2023 ILLINET/OCLC Group Services Fee: \$25,828.39
Bloomington Public Library

For additional information regarding services and fees, the following documents are included with this letter.

- Schedule 2 – WorldShare Metadata/OCLC Cataloging;
- Schedule 12 – Group Catalog
- Schedule 14 – WorldShare Interlibrary Loan Services

To confirm and renew membership in FY2023 ILLINET/OCLC Group Services, it is essential for Bloomington Public Library to return the signed agreement. If the library will **not** be renewing in FY2023, please send written notice to Rodney Davis at rdavis@ilsos.gov or at the mailing address listed below.

Return the signed agreement by June 30, 2022 to oclc1@ilsos.gov (email); or 217-782-6062 (FAX); or mail it to Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, Illinois 62701-1796. A fully executed agreement will be returned to you for your files.

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

Sincerely,

Greg McCormick, Director
Illinois State Library

Enclosures
GM:jlh

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Nonresident Fee

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

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

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

Last year, a law was passed *requiring* any libraries providing nonresident cards to waive the fee for K-12 students that are eligible for free or reduced lunch. Now this year, a complimentary law was passed *allowing* libraries to choose to extend that fee waiver to all people under 18. As this continues to be a very minimal impact on our revenues, with only 10 households receiving nonresident cards, it would be my recommendation to take advantage of this new law and extend that fee waiver to all people under 18.

Therefore, I recommend continuing to use the tax bill method for nonresident property owners, charging a fee of 15% of the monthly rent for nonresident renters, and waiving the fee for all people under 18 applying for a nonresident card.

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board

From: Jeanne Hamilton, Library Director

Re: Sale of Surplus Artwork

The Bloomington Public Library has approximately 147 pieces of art that it has accumulated through purchases and donations through the years. In 2007, an appraisal was conducted on many of the art pieces. Using that, documentation regarding donations, and the vision for the expanded library, it is my recommendation that we retain 95 pieces.

For the remaining 52 pieces of art:

- It is estimated that 40 of the pieces of art are worth \$1,000 or less. Within our surplus policy, those materials may be disposed of in an appropriate method determined by the Library Director. It would be my intention to evaluate the condition and content of these materials to determine whether to sell, donate, or discard the items.
- It is estimated that 12 of the pieces of art are worth more than \$1000. Those items and my recommendation are listed below.

1. "Her First Sorrow", Unknown Artist, White Marble Statue, Appraised Value \$1,500

- Recommendation: Donate to Museum



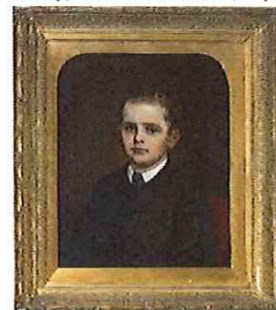
2. "Portrait of Miss Nellie Parham", Alice Saylor, Oil on Canvas, Appraised Value \$7,000

- Recommendation: Donate to Museum



3. "Portrait of Davy Weldon", George Peter Alexander Healy, Oil on Canvas, Appraised Value \$9,000

- Recommendation: Donate to Museum



4. "Portrait of Sarah Withers", Unknown, Oil on Canvas, Unappraised

▪ Recommendation: Donate to Museum



5. "London/Brighton/The Tantivy" Carriage, Unknown Artist, Toy, Appraised Value \$1,500

▪ Recommendation: Sell via public auction



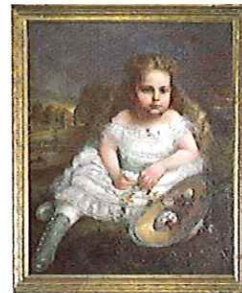
6. "Landscape in Green", Walter Shirlaw, Oil on Canvas, Appraised Value \$2,500

▪ Recommendation: Sell via public auction



7. "Girl With Straw Hat", Silas Jerome Uhl, Oil on Canvas, Appraised Value \$4,000

▪ Recommendation: Sell via public auction



8. "Sheep in Hay", Alfred E. A. Montgomery, Oil on Canvas, Appraised Value \$6,000

▪ Recommendation: Sell via public auction



9. "Madonna of the Chair", Raphael After, Oil on Canvas, Appraised Value \$6,000

▪ Recommendation: Sell via public auction



10. "Landscape of Three Trees in Pond ", Jane Rutledge, Oil on Canvas, Appraised Value \$6,500

▪ Recommendation: Sell via public auction



11. "Forest Landscape ", Max Weyl, Oil on Canvas, Appraised Value \$8,500

▪ Recommendation: Sell via public auction



12. "General Custer", William Brooke Thomas Trego, Oil on Canvas, Appraised Value \$18,000

▪ Recommendation: Sell via public auction



1.10 Purchasing

These purchasing policies are to be followed in the purchasing of materials, supplies, construction, and services for the Library.

Purchases of the Library are governed by the State of Illinois statutes. Further, it is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder or supplier considering conformity with specifications, terms of delivery, quality, and serviceability.

The Library is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, and/or physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices.

All employees shall be responsible for adherence to these purchasing policies and to the National Institute of Government Purchasing Code of Ethics.

All purchases of goods and services should be made within the parameters of the approved working budget and shall be approved by the Board of Trustees in the form of a monthly bills list.

Procedures

For Purchase Amounts of:	Description of Purchase:	Proper Procedure to make the purchase:
Up to \$4,999.99	Any purchase not described above	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances.
\$5,000 - \$9,999.99	• Travel advances • Employee reimbursements • Utilities • Postage • <u>Professional Printing Services</u> • Advertising, as mandated • Employment related memberships & dues • Insurance premiums • Temporary employment services • Artist fees • Payments to instructors and other independent contractors • Resale or concessions	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances. These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	• Construction/building repairs • Professional services, such as architectural & engineering,	Requires a written memo and the Library Director's approval.

	land surveying consulting, etc. • Annual Building Maintenance Contracts, e.g., elevator, HVAC, etc. • Software licensing and maintenance contracts • <u>Computer Equipment</u>	These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	Any purchase, excluding eResources, with three quotes not described above	Requires a quote comparison form and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	Any purchase, excluding eResources, without three quotes not described above	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
\$5,000 - \$24,999.99	Any eResources (typically purchased from the Public Access Software budget line) with three quotes	Complete the EResource Evaluation Form and the Resources Comparison Form (i.e. evaluation of at least three sources is required). Purchases over \$5,000 in this category shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$24,999.99	Any eResources (typically purchased from the Public Access Software budget line) with one of the following documented exemptions: • Sole Source* • Limited Source* • Per State/Federal Statute*	Complete the EResource Evaluation Form, Column 1 of the Resources Comparison Form, and attach documentation of the exemption. Purchases over \$5,000 in this category shall be highlighted in Business Manager's monthly board report.
<u>\$5,000 - \$24,999.99</u>	<u>Any Utilities</u>	<u>May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances.</u>

		<u>These purchases shall be highlighted in Business Manager's monthly board report.</u>
\$10,000 - \$24,999.99	Any purchase procured through a joint/co-op purchase agreement	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
\$10,000 - \$24,999.99 (continued)	Any purchase with three quotes not described above	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
\$10,000 - \$24,999.99 (continued)	Any purchase without three quotes, not described above, and with one of the following exemptions: • Sole Source* • Limited Source*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
\$25,000.00+	Any purchase with one of the following documented exemptions: • Sole Source* • Limited Source* • Per State/Federal Statute*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
\$25,000.00+	Any other purchase	Requires a competitive bid.
Any	Any purchase <u>related to urgent construction decisions or</u> during emergencies involving public health or safety	The Director is authorized to waive the requirements of the purchasing policies, including the bid process, without the prior approval of the Board of Trustees.
Any	Multi-year agreements or leases	For the first year of the agreement/lease, follows the appropriate purchasing policy guidelines listed above. The Director is authorized to approve the subsequent payments for the remainder of the agreement period.

Once the proper procedure to make a purchase has been completed, staff making the purchase recommendation may work with the vendor to finalize the purchase and sign any applicable vendor contracts.

*Explanations of exemptions:

- Sole Source: Only one sole vendor exists. If there is truly one vendor, then the transaction being considered is non-biddable and a bid exemption can be granted. This rarely occurs. A signed quote from the vendor must be obtained.
- Limited Source: A much more common exemption may be granted if a good or service provided by a specialized supplier meets or exceeds the Library's specifications, or for improved public service or long term operations needs of the Library based on security, patents, copyrights, critical need for responsiveness, proximity, Federal, State or other regulations, necessary replacement parts and/or compatibility, warranty.
 - A good example: The Library uses Dell computers and Microsoft software products and licensing and has invested years of money and training into these purchases. Therefore, creating a limited source for operational reasons.
- Per State/Federal Statute: Explicit Bid Exemptions exist within the law (75 ILCS 5/5-5) for legal and employment related services (testing, occupational, employment contracts), collection agencies, employment related trade and professional organizations, and lobbying groups.

Procurement Cards (P cards)

Procurement cards (P cards) are essentially credit cards and are issued to employees who are responsible for making purchases or paying bills on behalf of the Library.

- Library P card holders will follow the City policies and guidelines for P cards unless specified otherwise in this policy.
- The purchasing procedures listed above also apply to any purchase made with a P card.
- P cards are not to be used for personal purchases under any circumstances.
- While it is preferred that P cards are not used if the vendor attaches a processing fee, a P card purchase with a processing fee is acceptable if it is the only accepted method of payment or the only method of payment that will meet a payment deadline. Most P Card holders have a monthly maximum of \$1,000; those with higher than a monthly maximum of \$1,000 must be justified and approved by the Library Director.

Fixed Assets

The procedures listed above also apply to the purchase of fixed assets. The Library maintains a fixed asset replacement schedule which is revised annually to reflect the addition of new items. A dollar amount is transferred each year from the operating budget to the fixed asset replacement fund to plan for the replacement of fixed assets, such as furniture and equipment. The threshold for determining if an item is a fixed asset is:

1. The item is not consumable and has a useful life expectancy of greater than one year.
2. The cost of the item, which includes delivery and set-up charges, is greater than \$5,000.
3. Individual parts that cannot stand alone or be used individually may be grouped together to be considered a fixed asset. For example, the individual components of a desk may not cost \$5,000 each, but the sum of the parts together, if over \$5,000, make the item a fixed asset.

1.11 Disposal of Surplus Property

The Library may from time to time have property or equipment that is no longer needed for its operations. For purposes of this policy, "surplus" is defined as any tangible, personal property owned by

the Library that is not needed at present or in the foreseeable future or that is no longer of value or use to the Library.

The Library Director shall coordinate the disposition of surplus property and shall aid the Board of Trustees by determining what should be declared surplus and the best method of disposal.

- Items of any value may be donated or sold to the City of Bloomington, any other tax supported library, or Illinois Library System.
- Items determined to be worth \$1,000 or less may be disposed of in an appropriate method determined by the Library Director.
- Items determined to be worth more than \$1,000 may be sold after publishing a notice in accordance with 75 ILCS 5/4-16.
- If the property has been offered in one of the above manners and not been able to be sold, the property shall be considered worth less than \$1,000 and may be disposed of in an appropriate method determined by the Library Director.

Surplus property sold by the Library is sold in "as is, where is" condition without warranty, either express or implied, with payment on delivery expected.

Bloomington Public Library

Books are just the beginning.



To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Temporary Storage

Caprice has diligently worked to explore temporary storage options for part of the Library collection during the phased construction. There is currently a shortage of storage facilities, particularly conditioned storage (necessary to protect the books) in the Bloomington-Normal area so we explored a variety of potential, creative options.

We anticipate needed storage for approximately 15 months. All of the storage options provided either an entirely month-by-month option or a month-by-month option after the first year. Based on the way the quotes were provided, we have included the cost of 12 months below for comparisons.

We spoke with two separate moving companies about their storage options. One provided an estimate of \$53,586 and the other provided an estimate of \$30,000, both for storage costs only.

We also spoke with two separate property managers about retail locations that could be used for storage. One provided an estimate of \$26,400 + utilities for approximately 2,040 square feet and the other provided an estimate of \$26,400 including utilities for approximately 2,600 square feet.

It would be our recommendation to waive the competitive bid process and authorize the Director to enter into a contract to lease approximately 2,600 square feet of space located at 1316 E. Empire, Bloomington, IL intended for storage purposes.

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND AUTHORIZE THE DIRECTOR TO ENTER
INTO A CONTRACT TO LEASE STORAGE SPACE

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

1. That the Library needs conditioned storage space for part of the Library collection during phased construction
2. That the Library staff looked at a variety of creative options due to the current storage facility shortage which would be difficult to capture via a competitive bid process
3. That the competitive bid process be waived
4. That the approximately 2,600 square feet of space located at 1316 E. Empire, Bloomington, IL meets the Library's storage needs
5. That the approximately 2,600 square feet of space located at 1316 E. Empire, Bloomington, IL is the most economical option
6. That the Library Director is authorized to enter into a contract to lease the space located at 1316 E. Empire, Bloomington, IL
7. That the funds come from the following source:
Capital Fund

Approved this 21st day of June 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

SEXUAL HARASSMENT

BLOOMINGTON PUBLIC LIBRARY TRUSTEE TRAINING

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

DEFINITION OF SEXUAL HARASSMENT

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

EXAMPLES OF SEXUAL HARASSMENT

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

REPORTING

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

REPORTING

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

NO RETALIATION

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

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

CONSEQUENCES OF A VIOLATION

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

CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

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

ADVICE:

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