



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, JUNE 18, 2024, 5:30 PM**

1. Call to Order
2. Roll Call
3. Welcome to New Board Members
4. Introduction of Public
5. Public Comment
Public Comment Guidelines are available at: <https://www.bloomingtonlibrary.org/policies/public-comment>
6. Reports
 - A. President's Report (Recommended Motion: President appoints FY25 Committees)
 - B. Director's Report (Recommended Motion: none, presentation only)
 - C. Fiscal Report (Recommended Motion: none, presentation only)
7. Consent Agenda
Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.
 - A. Approve Minutes of 4/16/24: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)
 - B. Bills in the Amount of \$536,311.94 for April 2024. (Recommended Motion: Approve the proposed bills.)
 - C. Bills in the Amount of \$1,943,431.96 for May 2024. (Recommended Motion: Approve the proposed bills.)
8. Approval Items
 - A. Approve Non-Resident Card Participation for 7.01.24 - 6.30.25 (Recommended Motion: Approve participating in the nonresident card program - using 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 nonresident applicants under 18)

- B. Approve the Annual OCLC Service Renewal (*Recommended Motion: Waive the Competitive Bid Process and Approve the Annual OCLC Service Renewal from Illinois Heartland Library System*)
- C. Approve Appointments to the Bloomington Public Library Foundation Board (*Recommended Motion: Approve appointments as presented.*)

9. Discussion Items

- A. Sexual Harassment Training (*Recommended Motion: None, presentation only*)

10. Comments by Trustees

11. 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.



Director's Report April 2024

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

- Continued to make progress towards a Library expansion, by:
 - Attending two construction meetings
 - Working with the solar company and construction company to finalize installation plans
 - Attending a training session on our meeting room audio-visual equipment
 - Meeting with the interior designer to review furniture details
 - Meeting with City staff, civil engineers, and construction staff to discuss sidewalk corners
 - Coordinating details with the construction team and staff for the Library closure to allow for asphaltting of the parking lot
 - Communicating and following up on building issues with the construction team
 - Working with Managers to develop collection layouts, moving plans, and closures
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
 - Working with custodians to hang the Library's art on the display rails
 - Meeting with Jon, Rhonda, Kerrie, Olivia, and Jorgi to develop plans for the Innovation Lab
- Accepted a National Library Week Proclamation at the April 8th City Council Meeting
- Met with a potential new board member
- Developed detailed procedures for the annual waiver of long-lost items
- Was interviewed about the annual waiver of long-lost items and general library topics by a WGLT reporter
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked to draft revisions for the Library Policies
- Worked with Jorgi to post approved Library Policies to the website
- Hosted the Bloomington-Normal Sunrise Rotary Board meeting and provided them with a tour
- Hosted and attended two days of a City Council Retreat
- Submitted the Library's FY2024 Accomplishments, Challenges, and Future Plan for the City's Annual State of the City Report:
 - Accomplishments -
 - Completed phase 1 of the Library Expansion and Renovation project.
 - Raised over \$700,000 in donations for the Library Expansion and Renovation project.
 - Reviewed and updated all Library Policies.

Bloomington Public Library

Books are just the beginning.



- Challenges Overcome -
 - Staff were extremely patience, hardworking, and creative throughout the construction project - allowing us to keep the construction project moving forward, to provide full library services with half of the space, and to coordinate a successful move from phase 1 to phase 2.
- Future Plans and Outlook -
 - Within a few months, the entire Library Expansion and Renovation project will be complete.
 - The expansion and renovation adds 21,339 square feet to the library's current footprint and renovating 57,394 square feet of existing library space.
 - Highlights include:
 - Innovation Lab
 - 2 Recording/Podcast Studios
 - Computer Lab
 - Sensory Friendly Room
 - Children's Discovery Zone
 - Nursing Nook
 - Drive-Up Window
 - 3 Large Meeting Spaces
 - 2 Large Children's Programming Rooms
 - 9 Group Study Rooms



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

- Researched and developed salary ranges for classified staff
- Attended a virtual Library Directors' Leadership Book Discussion
- Met with all nine of the managers for their annual performance reviews

Adult Services Report

Carol Torrens

April 2024

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

Phase 2 Construction and Collections

AS staff and a few others from other departments moved the adult fiction genre books, biographies, and nonfiction to the east side of Floor 2. This allows the emptied ranges of shelving to be positioned in their final location. Desk staff are running and fetching books for customers who are not yet allowed on the east side of the floor.

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

COLLECTIONS

Book displays were on the themes of neurodiversity and National Arab American Month. The DVD display featured National Humor Month.

Marcie weeded book club kits, audiobook CDs, and some fiction. Nazma weeded nonfiction.

PROGRAMS

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

EJHS: 49; CJHS: 53; Metcalf: 18; BJHS: 314 (5 visits)

Mimi represented BPL at the Family & Community Resource Center Career Fair on 4/18/24. She registered people for library cards and showcased resources for jobseekers. One company in attendance, Allied Universal (who supplies security to State Farm and other businesses), now shares these resources with their applicants.

Carol gave two tours to a total of 22 from the Eugene Field Life Skills program.

Adult/Family programs

- In Person On Site
 - Let's Dish Cookbook Club – 1 session – 16 attended
 - ESL conversation group – 1 session – 19 attended
- In Person Off Site
 - Books on Tap – 1 session – 19 attended
- Live Virtual
 - Mystery Book Club – 1 session – 14 attended
- Hybrid
 - Fiction Book Club – 1 session – 0 in person, 6 virtual
 - Medicare – 1 session – 2 in person, 3 virtual
 - American Eclipse book discussion with David Baron – 1 session – 2 in person, 3 virtual
- All Ages off Site
 - Eclipse Watch Party – 1 session – 103 attended

Teen Programs

- Take & Make
 - Black Out Poetry – 16 kits picked up

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

Staff completed training on several topics, including two mini-morning sessions, Spanish for Library Staff, and the updated Kronos system.

Linda Short returns to the library as a Shelves in our dept.

Goal: Work effectively through the use of technology.

There were no individual appointments this month.

Marcie and Allison worked to determine an easy method for selectors to exclude items that have been storage from reports used for weeding and collection maintenance.

Business Office Report

Kathy Jeakins

April 2024

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

Conducted Nan's Annual Performance Review

Went over Year-End procedures with Nan

Goal: Work effectively through the use of technology.

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; completed application for staff getting a P Card for the first time, and notified staff whose cards were about to expire and that their new cards were ready for pick up

In April, the Book Shop collected \$923.75; a little more than last month

Hoopla usage in April was a little less than last month: 7,087 downloads totaling to \$15,222.16

Kanopy downloads for April totaled \$1,067, the same amount as last month

Emailed New Vendor Registration Information to four new vendors for the Library

Received a call from the Business Manager at Urbana Free Library asking me about entering Purchase Orders in Munis and other "how to" budget questions

Entered requisition information for to create two purchase orders

Set up a spreadsheet to track this year's Summer Reading Program costs

On April 30, Jeanne and I met to develop the FY 25 Other Purchased Services budget

Bills Costing in Excess of \$5,000:

- Alert Media, Inc. \$5,917.08 for Annual Emergency Notification Service
- Cox Subscriptions \$9,561.48 for Annual Newspaper Subscriptions
- Engberg Anderson, Inc. \$16,499.13 for Architectural Services
- Library Furniture International \$20,730.00 for Deposit for Display Furniture
- Stark Excavating \$5,778.45 for Concrete Repairs
- Vernon Library Supplies \$9,999.98 for Book Trucks

Upcoming:

On May 1, Nan and I will do a physical count of all Library petty cash sources (requirement of City)

In May, I will start preparing for the annual Foundation audit

In May, I will start on Annual Report data



Cataloging & Technical Services Report

Allison Schmid

April 2024

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

- 21 single sided carts arrived from Vernon.
- We received 2 new types of casters to test out on the book trucks most recently purchased from Vernon. We think one of them is a good solution to the steering problem we've been having, and we'll let staff test them before we order more.
- Placed our last DEMCO book end order.
- As miscellaneous boxes were unpacked CATS staff made items available/holdable or Discarded as necessary.

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

- Items from the Monarch, Bluestem, and Lincoln 2025 award nominee lists have been found, labeled and Bibliographic records updated.
- Our WT Cox magazine and newspaper orders have been submitted.
- The Lib II Committee is planning an end of SRP/Grand Opening party for August 3rd. Allison booked a bounce house and food trucks.

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

- Allison worked at the Eclipse program at Marie Litta Park.
- National Library Week included lunch for staff, scavenger hunts for the public and staff, dress-up days, a LEGO game, and a special ice cream treat.
- Some CATS staff attended or watched the MMS on Wills and Trusts. – 1.5
- Some CATS staff attended the Suicide Prevention Training. – 2
- Allison attended OCLC Member Meeting for Illinois Libraries – 5.5
- Staff Kronos training videos. - .5
- Training Hours – 9.5

Goal: Work effectively through the use of technology.

- Marcie and Allison worked with our Polaris rep to generate a solution for excluding recently unpacked items from weeding reports.

Upcoming:

- Unpacking 3,248 boxes of books!

Children's Services Report

Melissa Robinson

April 2024

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

Collections

- Fiction was moved from the temporary wall onto carts.

Programs

- Fun Friday Story Time – 4 sessions – 269 attended
- Autism Acceptance Story Time – 25 attended
- Reading with the Rep – 14 attended
- Lego Construction – 2 sessions – 71 attended
- 8 programs/sessions – 379 attended

Passive Programs

- National Library Week activities – 200 participated
- Crafts (umbrella, frog, dragonfly, accordion chicken, pipe cleaner pal, paper boot and puddle, frog door hangers, build a flower, and dragonfly pom pom) – 962 made
- 1000 Books before Kindergarten – 34 kids completed the program for FY24

Group Visits/Events

- Confidently Curly at Sheridan – 12 attended
- Unity Community Center – 16 attended
- Washington Kindergarten – 60 attended
- Illinois Art Station Story Time – 11 attended
- Children's Discovery Museum Preschool Nights – 3 sessions – 957 attended
- Autism Awareness Community Event – 100 attended
- Prairieland Sciencepalooza – 52 interactions
- Books n Bites at Sheridan – 36 attended
- YMCA Healthy Kids Day – 600 attended
- Glenn Math Night – 150 attended
- Metcalf Summer Reading – 358 attended
- Dia at the Illinois Art Station – 112 attended
- Cedar Ridge Community Helpers event – 240 attended
- Milestones Preschool – 25 attended

- La Petite Academy – 32 attended
- Trinity Lutheran – 16 attended
- Little Jewels – 58 attended
- Katie’s Kids – 39 attended
- 20 events/groups – 2874 attended

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

- Children’s staff attended the Wills and Trusts MMS.
- Children’s staff viewed the Kronos Dimensions training videos.

Goal: Work effectively through the use of technology.

- 13 posts were added to the Children’s Facebook group, and we now have 899 members.
- 1 video was added to TikTok, and we now have 997 followers.

Goal: Administer a cost-effective public library.

- Alysha received a grant award from the Illinois Prairie Community Foundation for \$2000 to go towards our Juneteenth program.

Upcoming:

- The District 87 5th grade art show will be on display May 2-17.
- Summer reading visits for all District 87 grade schools, Unit 5 grade schools with Bloomington populations, and some private schools.
- Prairie Fire Theater Children’s Opera – May 8
- Offsite Events:
 - Cornbelters Education Day – May 1
 - Boys and Girls Club Event - May 4
 - Unit 5K – May 5
 - Children’s Discovery Museum Preschool Night – May 8
 - Prairie Fire Theater Children’s Opera – May 8
 - Bloomington Parks and Recreation Family Day – May 11
 - BPAC Picnic – May 19



**Circulation and Outreach Report
April 2024**

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

Outreach Library Associate meetings and successful connections:

- Reoccurring monthly meetings
 - Reentry Board and Council meeting
 - Chestnut Sober Social Committee
 - Recovery Oriented Systems of Care
 - Fatherhood Coalition and Fishing Event planning team
 - BN Welcoming Core Group
 - BN Parents
- Special meetings and events
 - Leadership McLean County: Recap Day, final presentations, and alumni gathering
 - ISU Civic Engagement Award Ceremony for BN Welcoming
 - ExtraOrdinary Women Award ceremony
 - Butterfly Project at Brightpoint
 - BPL tour for FUSE and McLean County Behavioral Health

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

- Deposits staff prepared and delivered or renewed 622 items at 10 sites.
- Home Delivery staff prepared and delivered or renewed 636 items to 46 active patrons.
- Pop Up Library staff visited the locations listed below. 113 patrons were served, and 521 items checked out.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
 - Westminster Village
 - Liberty Health
- From May 1, 2023 – April 30, 2024, 57 patrons redeemed passes through the Explore More IL program.
- Total bookmobile attendance from May 1, 2023 – April 30, 2024, was 13,568. This is an increase of ~400 patrons from last fiscal year.

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

- One PT Library Assistant resigned this month. An external job ad was posted and interviews for our open Library Assistant positions will begin in May.



(4/2024) Circulation and Outreach Services Statistics

Total Circ BPL	87,622
Total Circ Main	56,717
Total Circ Outreach	7,124
Total Circ Drive-up	345
Total Digital Downloads	23,436
Hoopla	7,087
Overdrive	15,047
TumbleBooks	153
eBook Central	8
Kanopy	1,141
Borrowers Registered	423
Total Active Cardholders	32,568
Children	7,931
Teen	3,665
Adult	20,972
GPPLD	1,483
Total Holds Filled	5,625
Main Holds	4,357
Outreach Holds	1,036
Drive-up Holds	232
Door Count	12,011

10 Highest Circulations		Patron Count
Wingover Apartments PM	240	73
Grove	176	38
Golden Eagle	149	38
Eagle Ridge	93	33
Bohmer Drive	83	34
Grove	77	34
Ballybunion	69	15
Rainbow Avenue	65	22
Wingover Apartments AM	59	16
Four Seasons	57	25

Lowest 5 Circulations		Patron Count
Ellsworth	4	2
Spring Ridge	4	4
Somerset Court	3	7
Somerset Court	2	5
Hilltop Mobile Homes	0	0

Regularly Scheduled Stops	72
Special Stops	0
Cancelled Stops	0
Total Stops	72
Total Patron Count	1,081
Total Bookmobile Circulation	2,681

Human Resources Report

Gayle Tucker

April 2024

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a session on Wills and Trusts
- I viewed a webinar on Orientation vs. Onboarding
- I had Kronos/Dimensions training
- In April, there was one in-house job announcement and two outside job postings (65 applications received, and 21 applications received)
- I participated in four interviews and provided orientation for two new employees
- Jeanne and I worked together to review and update the classified salary ranges based on recent market data
- I reviewed a total compensation report for the City
- 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
- In partnership with the City, we are participating in the Youth Enrichment Program to employ a student mentee over the summer

Goal: Work effectively through the use of technology.

- In April, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—the system went live on April 28
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I used Indeed.com for the Security Officer ad
- 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
 - The program ended in April and will resume in August

Upcoming:

- UKG Kronos Dimensions (timeclock) troubleshooting

Information Technology Systems Report
Jon Whited
April 2024

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point and we have 14,328 of them available and another 26,577 awaiting approval and indexing. This process is going well and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

The overhead announcement system is once again working.

All equipment has been received and we are setting up the new children's PCs, testing equipment for the new Innovation Lab, and getting equipment setup for the new TeenZone. The sound recording studio equipment is all setup and ready to go.

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

On Monday, April 22nd, from 6-8pm, Kerrie led part two of the program Modern Day 3D Printed Lamps. She 3D printed the lamp models, and then the teens spent time soldering wires to the battery and LED lights, painting, and gluing their lamps together.

On April 18th, from 6:00-7:30 Olivia led a program where Teens used Tinkercad's Codeblocks to create 3D puzzles. These puzzles were later printed, and the teens stopped by the library to pick them up.

On April 20th, from 12:45-4:45 DJ led a Dungeons and Dragons program for 5 teens. These programs will run each month with different adventures so that new teens can join at any point. Due to multiple online requests, we are repeating the sessions for adults each month.

Upcoming:

We will be moving Circ and CATS to their new location.

We will be moving the new equipment into both the Innovation Lab and the TeenZone.

Marketing Report

April 2024

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

Summer Reading

- Website
 - The 2024 Summer Reading page on the library's website went live on Monday, April 29. It can be found at bit.ly/bplsrbp2024. This page offers:
 - Important Summer Reading dates
 - Printable reading logs (These will be added on May 20, closer to the program's start date)
 - A list of prizes in each completion prize pack – kids, teens, adults
 - A list of gift cards available in the adult and teen prize drawings
 - A Sponsor List
- Bookmarks
 - Summer Reading bookmarks are now available in English and Spanish to be taken to the schools with CS Staff as they promote the Summer Reading Program.
- Reading Logs
 - Quantities of logs needed for each age group was determined after contacting the schools for enrollment numbers. (Students in grades K-5 at 23 Unit 5 and District 87 schools will receive their reading log at school.)
 - The English versions of all three reading logs – kids, teens, and adults – are at the printer.
 - Staff are currently working to translate the logs into Spanish.
- Summer Program Guide
 - The first proof of the Summer Program Guide will become available on Wednesday, May 1. The program guide will go to the printer on May 15.
- Vouchers
 - Commitments from sponsors were secured.
 - Information for each voucher was compiled and sent to our designer.
 - Voucher sheets – for kids, teens, and adults – will be designed and printed by June 4.
- T-Shirts
 - T-shirt art was designed.
 - The online T-shirt ordering process was put in place and opened to staff from April 20-April 30.
 - Shirts should be delivered before Summer Reading begins.
- Advertising
 - Images were prepped and agreements worked out with the following:
 - Grossinger Arena – free
 - WGLT
 - *The Pantagraph* - online only
 - Social Media
 - eBlast Art
 - Plasma
 - Webpage and Web Slider on homepage
 - Still considering advertising with The Magic Blue Box and Lamar Billboards

Donor Wall

- The Donor Wall – recognizing those who donated \$500+ to the library's Building Project – was installed on April 5. You will find it on the library's first floor next to the elevator.
 - Donors listed on the wall were emailed about this on April 6.
 - An eBlast and social media posts about the Donor Wall were shared.

Fundraising

- Summer Reading
 - Library Giving Day brought in \$1,625.12.
 - Publicized via eBlast and social media.
 - 26 Library Giving Day donations were processed through Bloomerang. Each donor was sent a *Thank You* letter.
 - Marketing has been working to secure a donation from GROWMARK Foundation.

Website & Other Tech

- Marketing maintains the library's website.
 - Added programs and registration forms to the library's online calendar for the months of May- August.

- Updated record sets for New Movies, New Music, and New Audiobooks.
- Prepped and made live the following new pages to the website:
 - Book Shop
 - Summer Reading 2024
 - Bloomington Reads 2024
- Updated the teenZone page to reflect teenZone's temporary location in Community Room 1 and to outline which amenities are currently available.
- Managed staff access to Library Market and Library Aware.
- Managed employment listings
- Maintained the jigsaw puzzle collection.
- Adjusted price points in the online store.
- Added and removed information pertaining to building closures.
- Updated room reservation information.
- Resolved an issue with the image slider on the library's home page.
- Attended a meeting about the Innovation Lab and started prepping a webpage pertaining to this area.
 - Added all reservable equipment to the correct taxonomy term.
 - Created the new Innovation Station "Rooms".
 - Created a Resin Printer request form.
 - Created descriptions of equipment. (These are placeholders and will need to be updated.)
 - Added an Innovation Lab "program type" to the calendar so the calendar on that page has something to pull from.

Upcoming

- Work continues to progress the webpage pertaining to the Innovation Lab.
- At some point, we'll need to build a webpage pertaining to the Recording Studios.

Paper & Digital Design Work

Program Publicity

- 3D-Printed Puzzles for Teens
- National Library Week 2024
- Read with the Rep
- Houseplant Swap
- Black-Out Poetry for Teens
- The Many Lives of Kal Penn
- Compost: Nature's Climate Champion
- Treble Trouble: A Children's Opera
- D&D: Rise of the Necromancer
- A.I. Job Seeker Workshop
- Summer Reading
 - 15 Ad Images
 - Adult Reading Log
 - Teen Reading Log
 - Kids Reading Log
 - T-Shirt Design
 - Spanish Bookmark

Signs & Handouts

- 106 Temporary Endcap Signs for AS
- New Handouts
 - Brainfuse JobNow Suite – Highlights JobNow, HelpNow, VetNow, and Adult Learning Center
 - How to place hold pickups for different pickup locations
- (4) 24 x 36 signs marking the east side of AS as *Closed* as the temp wall is set to come down
- Display Sign - National Stress Awareness Month
- New 16-foot *Closed* banner for south entrance (This project has hit a glitch; we're working on it.)
- Eclipse Glasses Available (paper and digital)
- AS Table Tents
- CS Table Tents
- National Poetry Month
- April 15 Closure
- April 22 Closure
- Passover Display Sign

- AS Display Signs
- TZ Display Sign – Asian American Pacific Islander Month / LGBTQ+ History

Promotional Items for Offsite Events

- Ordered the following personalized promo items:
 - 5-Color Highlighters
 - Fold-Up Flyers
- Received the following personalized promo items:
 - Rainbow Popper Paddles - fidget toys
 - Lip Balm (reorder)
- Fulfilled requests for promotional giveaways for 6 offsite events:
 - Career and Resource Fair
 - Unit 5K race
 - Cedar Ridge Picnic
 - Chiddix Jr. High Literacy Night
 - CDM Spring Family Events (add-on request)
 - BPD School Resource Officer Summer Camp
- Processed and restocked promo item returns from 11 events
 - Community Helpers: Cedar Ridge
 - Eggs on the Square
 - Autism Awareness Community Event
 - Spring Break Scavenger Hunt
 - Wood Hill Senior Health Fair
 - ISU Teen Fair
 - NLW Scavenger Hunt
 - NLW Bookmobile Trivia
 - City Wellness Fair
 - STAR Literacy End of Academic Year Celebration
 - CornBelts Education Day
- Fulfilled 1 request for a prize donation:
 - Scribbles Teacher Appreciation Week

Misc. Marketing Tasks

- Bloomington Reads Publicity (in addition to publicity created during the month of March)
 - Penned and submitted a press release for the local media
 - Added information about the programming series to our 6 LX Starter notices – holds, overdues, coming dues, etc.
 - Web slide
 - Plasma
 - Pantagraph Ad
- Reprints
 - 2,025 *Look for the Bookmobile in your neighborhood*
 - 1,000 *Getting a Library Card is Easy*
 - 600 My Library Card Handouts for Circulation
 - 600 Hoopla Handouts for Circulation
 - 600 Kanopy Handouts for Circulation
 - 600 Libby Handouts for Circulation
 - 600 My Library App Handouts for Circulation
 - 10 Home Delivery Services
 - 25 Explore More Illinois
 - 25 Language Learning & Multilingual News Resources
 - 25 Brainfuse JobNow
 - 40 Thank You Notes
 - 10 Bilingual Library Resources
- Ordered sample nametags which are able to be engraved using the Innovation Lab's laser engraver.
- Created art and messaging pertaining to the April 15 planned closure and the April 22 actual closure.
 - 24 x 36 indoor signs
 - 24 x 36 outdoor signs
 - 11 x 17 indoor signs
 - Facebook Event Art
 - Facebook Cover Art

- Facebook & Instagram Art/Posts
- Twitter Art/Post
- Plasma Art
- Art and posts added to 6 LX Starter Notices
- Art for Web Slider
- Art and text for eBlast
- Outgoing phone messages
- Web Alert
- Texts
- Submitted information and photos requested by ILA so BPL could be included in a future *ILA Spotlight*.
- Arranged for a Ribbon Cutting to take place on August 1 with the McLean County Chamber of Commerce.
- Organized the hiring of Funbelievable Balloons to build a balloon arch for the August 1 Ribbon Cutting and the August 3 party which will celebrate the end of Summer Reading and the opening of the “new” library.
- Laid plans for a BPL Apparel Store that is set to open on May 13 and will close on May 26.
- Met with Connect Transit to discuss the library’s Capital Campaign.
- Created artwork for National Library Week Buttons
- Updated the Libby Update Handout
- May Calendar
- Westminster Pop Up calendar
- Art for Fold-Up Flyers

Programs: May-August

- Programs for May-August were submitted to Library Market by staff for review and editing by Marketing before being published to the library’s website.
 - May’s programs will be advertised as we’ve been advertising programs since COVID appeared.
 - June-August’s programs will appear in the first Program Guide to be produced since Spring 2020.
- A publicity timeline for each program 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 program.
- An Instagram post was, or will be, created for each program.

Advertising

- WGLT
 - On-air ads ran in April and will run in May to promote Bloomington Reads.
 - On-air and online ads will begin promoting Summer Reading on May 28.
- 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. These ads will promote Summer Reading in June and July.
- Community Players
 - BPL is a sponsor of The Community Players’ 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission). Beginning with the next production, these ads will focus on Summer Reading.
- Saturdays on the Square
 - The library is again sponsoring the Saturdays on the Square live music series which takes place Downtown. In return, we will receive an ad package with *The Pantagraph* which includes the following (all will be used to promote Summer Reading):
 - 40,000 impressions - online reveal ads
 - 25,000 impressions - online banner ads
 - 2 email campaigns

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

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

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 10,669 followers
 - Instagram – 2,450 followers
 - Twitter – 1,982 followers
- Library text subscribers – 350
- Bookmobile text subscribers – 1,479
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 35,192 filtered active subscribers.
- Program Guide list – 35,421 filtered active subscribers.
- General eBlast list – 35,055 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram:
 - Information about every library program is posted to these outlets.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - These posts not related to programming were also shared:
 - Eclipse Glasses Available
 - Bobzbay to give 10% of proceeds from April 3 sales to BPL's Summer Reading program
 - Library Giving Day
 - Eclipse Glasses are Gone
 - Library Giving Day *Thank You*
 - The Donor Wall is up!
 - Pics from the Eclipse Party
 - Diverse Reads recommendations available via subscribing to eNewsletter
 - National-Library-Outreach Day
 - April 15 Closure
 - April 22 Closure
 - *We're Hiring*
 - Taylor Swift's new album is FREE on Hoopla
 - The east side of the parking lot reopened.
 - 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 our LinkedIn Learning online resource was delivered on April 1.
 - An eBlast about Library Giving Day was delivered on April 3.
 - eBlasts were delivered on April 11 and April 22 pertaining to the planned April 15 closure and the actual April 22 closure.
 - An eBlast about the Bloomington Reads programming series was delivered on April 12.
 - An eBlast promoting our Language Learning resources was delivered on May 1.
 - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

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

- Operations staff:
 - Removed the old shelving from the temp wall in children's department.
 - Dusted the new shelving/ preparing for returning books.
 - Assisted CATS in putting together new carts.
 - Completed our quarterly filter change on the air handler.
 - Worked with MRI and Widmer moving new shelving and new furniture.
 - Worked with Straight up solar to get ready for their install.
 - Moved the Nonfiction shelves to their permanent positions.
- Repairs and installs:
 - Straight up solar has begun our solar panels installation.
 - MRI and LFI are currently installing our shelving and furniture.
 - Fixed the camera on the bookmobile.
 - Operations staff are moving the Nonfiction shelves in AS.
 - Removed shelving to make space for the new shelving.

Goal: Recruit, train and develop a knowledge, collaborative staff

- Expansion report:
 - The final installation was done on the lobby staircase handrails.
 - Neverman is doing the final carpet and tile install on the first and second floor.
 - The new fixtures and lights have been installed in old elevator.
 - The ceiling tiles are close to completion.
 - Robert attended the construction meetings.
 - The interior and exterior painting is at least 95% done.
 - Most of the doors are installed throughout the building.
- Robert:
 - Kronos training
 - Finished all the performance reviews.
 - Filled one of the part time positions.

Bloomington Public Library

Books are just the beginning.



Director's Report

May 2024

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

- Continued to make progress towards a Library expansion, by:
 - Attending one construction meeting
 - Working with the solar company as they installed the solar panels
 - Working to set up our EV chargers
 - Communicating and following up on building issues with the construction team
 - Overseeing the furniture installation
 - Confirming that all furniture, etc. was in place for our “soft” opening on May 24
 - Working with the interior designer to review furniture details
 - Working with Robert to find alternative movers when our original moving company notified us that they were not available on the necessary dates
 - Developing a detailed timeline/task list for moving, monitoring progress and adding status updates throughout the process
 - Developing plans for the placement of existing furniture, ensuring ADA compliance
 - Working alongside the entire staff team to unbox approximately 3,500 boxes, containing 107,000 items that were in storage for the past two years of our project as well as move every item that was in a temporary location in the Library for the last phase of our project, for a total of 282,000 items moved
 - Working with Managers to finalize collection layouts, moving plans, and closures
 - Working with Allison to resolve outstanding book support and book cart issues
 - Meeting with Jorgi and Nan to work through online room reservation changes
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
 - Preparing a sample script to assist staff that are providing building tours
 - Providing 6 tours to 77 donors, board members, staff, and city council members - including 36 that attended our staff friends and family tour!
- Sent an email welcome to new board member, Shari Zeck
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting

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

- Worked to update staff committee assignments for FY25
- Participated in 1 interview for a full time LTA position

Goal: Administer a cost-effective public library.

- Sent a cancellation notice to CollectionHQ
- Worked with Molly and Nazma to submit a grant application to develop a “Human Library”, telling the diverse stories of our community members

Adult Services Report

Carol Torrens

May 2024

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

Final Construction and Collections Update

The books are back, the library is fully open, and wow, we did a great thing!

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

COLLECTIONS

Book displays were on the themes of Asian and Pacific Islander Heritage Month and Star Wars (May the 4th be with You). The DVD display featured Moms.

Duplicate copies were weeded from the unpacked collection, to alleviate tight spacing in Fiction and Large Print Fiction. The same happened in some nonfiction areas, too.

PROGRAMS

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

KJHS: 56; PJHS: 50; EJHS: 49; CJHS: 53; Metcalf: 18; BJHS: 204 (4 visits); NCWHS: 12; NCHS: 15

Our first Bloomington Reads program series happened this month after a hiatus due to COVID, then construction. The theme of the *SS Eastland* Disaster from 1915 brought together four books and authors. This year, books for most reading levels and of both fiction and nonfiction were incorporated. The five programs are listed in the next section. The books checked out this many times:

BOOK	PRINT COPIES	HOOPLA E-COPIES
<i>Eastland Disaster</i> by Wachholz	69	3
<i>Capsized!</i> by Sutton	84	8
<i>Ashes Under Water</i> by McCarty	65	13
<i>Drawn by the Current</i> by Green	49	9

Adult/Family programs

- In Person On Site
 - ESL conversation group – 1 session – 21 attended
 - Plant Share – 1 session – 67 attended
- In Person Off Site
 - Books on Tap – 1 session – 27 attended
- Live Virtual
 - Mystery Book Club – 1 session – 8 attended
 - Fiction Book Club – 1 session – 5 virtual
 - Illinois Libraries Present author, actor Kal Penn – 1 session – 2 attended
- Hybrid
 - History Reads Book Club – 1 session – 10 in person, 5 virtual
 - Composting – 1 session – 8 in person, 2 virtual
 - Bloomington Reads series – *SS Eastland* Disaster of 1915
 - Eastland Historical Society – 1 session – 17 in person, 23 virtual
 - *Capsized!* With Patricia Sutton – 1 session – 9 in person, 3 virtual
 - *Ashes under Water* with Michael McCarthy – 1 session – 14 in person, 6 virtual

- Great Lakes music with Lee Murdock – 1 session – 10 in person, 9 virtual
- *Drawn by the Current* with Jocelyn Green – 1 session – 10 in person, 12 virtual

Teen Programs

- Take & Make
 - Mason Jar wind chime – 32 kits picked up

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

Staff completed training on several topics, including Summer Reading Program (SRP) and a new printing system. Carol shared the adult and teen SRP with staff in a mini-morning session.

Madeline Steinger started working as the summer temp staffer in the TeenZone.

Goal: Work effectively through the use of technology.

There were no individual appointments this month.

Business Office Report

Kathy Jeakins

May 2024

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

I received training on the new Kronos on May 1

Nan and I attended/viewed the Mini Morning Session on Summer Reading Program

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; completed application for staff getting a P Card for the first time, increased limit for staff going to a conference, and notified staff whose cards were about to expire and that their new cards were ready for pick up

In May, the Book Shop collected \$965.25; a little more than last month

Hoopla usage in May: 7,149 downloads totaling to \$15,857.17; a little more than last month

On May 29, the Library received its first Property Tax distribution, \$1,124,324.31; of this, \$185,393.90 goes into the Library's Capital Fund

On May 29, Golden Prairie also received their first Property Tax distribution, \$88,917.89; of this amount, the Library received \$84,471.99

Kanopy downloads for May totaled \$949.00, a little less than last month

I emailed New Vendor Registration Information to two new vendors for the Library

I've been tracking revenues and expenditures for this year's Summer Reading Program

I found out that there won't be a separate audit for the Foundation as the revenues did not exceed the threshold for requiring an audit

I am tracking two workers compensation claims

Bills Costing in Excess of \$5,000:

- Cox Subscriptions \$5,848.59 for Annual Magazine Subscriptions
- Engberg Anderson, Inc. \$13,120.00 for Architectural Services
- Federal Companies \$10,015.00 for Moving Services (boxes of books from storage back to Library)
- Felmley Dickerson \$1,111,791.11 for Construction
- Henricksen & Company, Inc. \$60,629.25 for Furniture
- Library Furniture International \$217,338.53 for Furniture
- Reaching Across Illinois Library System \$21,423.58 for Annual Participation in OverDrive Services
- Widmer Interiors \$153,479.30 for Furniture

Upcoming:

I will receive training from Nan on Library Market in June

I will continue to work on Annual Report data in June



Cataloging & Technical Services Report

Allison Schmid

May 2024

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

- We replaced casters on 44 new carts. We should have smooth sailing from here on out!
- We put many items on RAILS classified including 41 book trucks that ended up in many appreciative area schools and libraries.
- Allison worked with Robert to create a floor plan for boxes upon their return.
- Eleanor helped move and shift adult books prior to the packed boxes being delivered.
- Carol and Allison worked on written unboxing plans for staff.
- All CATS staff moved and unpacked boxes of books.
- Discarded and removed the collection of Auto Repair
- Discarded the Great Courses and removed the collection of Learning Kits.
- Allison was a greeter on May 24th.

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

- Items from the Monarch, Bluestem, Rebecca Caudill, and Lincoln 2025 award nominee lists are now on display in both the Teen and Children's areas and have prefix call numbers to match. 2024 nominees will remain labeled but will be shelved normally.
- Allison and Jorgi worked the Patricia Sutton author visit on May 4th.
- Bloomington Reads books will be Discarded upon return. Many copies were moved to the regular collection.
- Allison met with Tiffany to work on TeenZone equipment processing procedures.

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

- Our ILA proposal has been accepted, "Packing for Peanuts: How to Move on a Budget." We present on October 8th at 10:45 a.m.
- Allison and Nan worked on mailbox solutions for packages.
- Allison attended Kronos training – 1
- CATS staff attended the MMS on the SRP Program.
- Training Hours – 3.5

Goal: Work effectively through the use of technology.

- Helped Brittany find a solution to discover more LP Inspirational titles for deposit sites.
- Allison used the in-house check-in feature in Polaris for all the packed items. This will enable staff to easily differentiate items that were always on the shelf from items that were packed for 2 years for statistic and weeding purposes.

Bloomington Public Library

Books are just the beginning.



- All items that were packed are now “in,” “holdable,” and their Bib records are Displaying in the PAC.
- We successfully completed the FY24 rollover in Polaris.

Goal: Administer a cost-effective public library.

- Found 29 missing books that were thought to be packed.

Upcoming:

- Settling into the “new” CATS department.
- Working on the “Has a Block” “In” report.
- Teen Zone equipment labeling.

Children's Services Report
Melissa Robinson
May 2024

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

Collections

- Construction was completed and we got to work to put everything in its place and ready for the public! We unpacked Children's nonfiction that had been in storage, and every item that was already on the shelf was moved to a different shelf.

Programs

- Prairie Fire Theatre "Treble Trouble" – 60 attended

Passive

- Endangered Animal Scavenger Hunt – 50 participated
- Crafts (frogs, barn animals, bird house, build a cat, build a dog) – 618 made

Group Visits/Events

- Summer reading school visits – 15 schools – 6842 attended
- Children's Discovery Museum Preschool Night – 160 attended
- BPAC Picnic – 100 attended
- Cornbelters Education Day – 450 attended
- Boys and Girls Club Connect – 60 attended
- Unit 5K Run – 450 attended
- Confidently Curly at Sheridan – 36 attended
- Parks and Recreation Family Day – 350 attended
- Washington School – 60 attended
- Trinity Lutheran Preschool – 16 attended
- Milestones Preschool – 35 attended
- La Petite Academy – 25 attended
- Little Jewels – 58 attended
- Illinois Art Stations – 20 attended
- 28 groups/events – 8662 attended

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

- Children's staff attended the SRP MMS.
- Alysha attended the CICE and AOK meetings.

Upcoming:

- District 87 free summer lunches will be served at the library starting June 3.
- Kerfuffle's "The Conductors" (musical for young children) – Tues June 4
- Chess Club – Tues June 4
- Tales for Tails – Wednesday evenings and select Thursday mornings
- Lego Construction – June 8 and 9
- Farmers Market – June 8
- Didgeridoo Down Under – June 8
- Summer Story Time – Tuesday mornings beginning June 11
- Dungeons and Dragons for Kids – June 13
- Juneteenth at BPL – June 19
- Pride in the Park – June 29



**Circulation and Outreach Report
May 2024**

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

Outreach Library Associate meetings and successful connections

- Reoccurring monthly meetings
 - McLean County Reentry Council
 - Fatherhood Leadership Council and event planning committee
 - Human Services Council
 - BN Welcoming Committee
 - BN Parents
 - Recovery Oriented Systems of Care
- Special meetings and events
 - RISE reorganization meeting
 - BN Parents at NCHS lunches
 - Welcoming Week/DiverCITY planning committee
 - Leadership McLean County Steering Committee Invitational
 - Hispanic Leaders Lunch

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

- Deposits Staff prepared and delivered or renewed 612 items at 10 sites.
- Home Delivery Staff prepared and delivered or renewed 435 items to 47 active patrons. One new patron was added this month.
- Pop Up Library Staff visited the locations listed below and checked out 599 items.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
 - Westminster Village
 - Liberty Health
- May Outreach Events
 - 5/4: Reentry Resource Fair at the Eastview Community Center
 - 5/7: Be Content Senior Expo at the Park Regency
 - 5/6, 5/9, 5/14, 5/15, 5/20: Bookmobile visit and Summer Reading Program presentation at Pepper Ridge, Cedar Ridge, Cornerstone Christian, Bloomington Junior High, and Sheridan

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

- 3 part-time Library Assistant staff were hired to fill vacant positions.
- 2 summer temp Library Assistant staff were hired.
- A full-time Library Technical Assistant responsible for Deposits duties resigned this month. The position was filled by an in-house candidate.



(5/2024) Circulation and Outreach Services Statistics

Total Circ BPL	85,754
Total Circ Main	55,313
Total Circ Outreach	6,717
Total Circ Drive-up	679
Total Digital Downloads	23,045
Hoopla	7,149
Overdrive	14,718
TumbleBooks	121
eBook Central	6
Kanopy	1,051
Borrowers Registered	364
Total Active Cardholders	33,474
Children	8,127
Teen	3,738
Adult	21,609
GPPLD	1,530
Total Holds Filled	5,414
Main Holds	4,041
Outreach Holds	982
Drive-up Holds	391
Door Count	10,043

10 Highest Circulations		Patron Count
Wingover Apartments PM	379	103
Wingover Apartments PM	236	91
Eagle Crest East	158	22
Grove	138	37
Eagle Creek	119	40
Rollingbrook South	95	21
Tipton Trails	89	45
Garling Heights	87	29
Ekstam Drive	82	12
North Pointe	82	25

Lowest 5 Circulations		Patron Count
Rowe Drive	7	3
Shirley	7	2
Spring Ridge	7	4
Somerset Court	4	6
Arcadia Drive	2	3

Regularly Scheduled Stops	68
Special Stops	5
Cancelled Stops	3 (scheduled holidays)
Total Stops	73
Total Patron Count	2269 (incl. 1023 from special stops)
Total Bookmobile Circulation	3,202

Human Resources Report
Gayle Tucker
May 2024

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I had Kronos Dimensions training
- In May, there were six in-house job announcements
- I participated in 13 interviews
- Nan and I worked on the initial configuration of the new mailbox system, and Nan took it from there!
- I processed and verified pay raises for all staff in May
- I reviewed and awarded a Wellness Day for participating staff
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation
 - Kronos information was updated due to the system upgrade

Goal: Work effectively through the use of technology.

- In May, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- Kronos Dimensions went live on April 28, and troubleshooting is ongoing
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- 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, Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies
 - There were nine errors on the 5/17 payroll, we believe this is due to the recent Munis and Kronos upgrades

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The program ended in April and will resume in August

Upcoming:

- Kronos Dimensions (timeclock) troubleshooting
- Job Description updates

Information Technology Systems Report
Jon Whited
May 2024

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point and we have 14,856 of them available and another 26,059 awaiting approval and indexing. This process is going well, and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

The Door Counters at both entrances have been calibrated and are recording to the server. We can see how many people come in and leave by each entrance.

We installed all the new equipment in the TeenZone. We have 3 VR systems connected to 3 65-inch QLED screens, 2 Playstation 5s, an Xbox series X, and a Nintendo Switch all connected to 43-inch tvs. We moved the laptops and gaming stations into the new space and will be adding 2 new gaming laptops.

We moved Circulation and CATS to their new location and moved all staff that were in temporary areas to their new department areas.

We set up the catalog computers in the new areas of the Library.

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

On Tuesday, May 28th, from 6-8pm, Kerrie led a program Vase Designs with CodeBlocks for teens. She did a brief introduction into Tinkercad CodeBlocks, took them through two different designs using the blocks, and showed them MakerLab's Make My Vase option since it was another fun option.

On May 25th, from 12:45-4:45 DJ led a Dungeons and Dragons program for 5 teens. Each month there is a new adventure created by DJ and are designed so that new teens can join at any point.

Upcoming:

We will be moving to a new public printing solution which will be much easier for the public to use.

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

Summer Reading

- Reading Logs
 - Reading logs arrived from the printer and were distributed to every grade school in Unit 5 and District 87, as well as some private schools which requested them.
 - All three reading logs – kid, teen, and adult – were translated into Spanish, printed, and posted to the website so they can be printed from home.
- Summer Program Guide
 - The 12-page Summer Program Guide was compiled, designed, and went through multiple edits before being sent to the printer.
 - Paper copies are available at the library and on the bookmobile.
 - An electronic copy is available on the library’s website.
 - A quarter-page handout was created to promote the Program Guide link on the website.
 - Electronic art was created to promote the Program Guide link on social media and in the slider on the website.
- Vouchers
 - Three voucher sheets -- our Summer Reading prize packs for kids, teens, and adults -- were designed, edited, and shared with sponsors for approval.
 - At this writing, voucher sheets are being printed.
- T-Shirts
 - The Summer Reading T-shirt order was finalized.
 - T-Shirts were received and distributed on May 21.
- Advertising
 - Images were prepped and agreements worked out with the following:
 - Grossinger Arena Marquees
 - WGLT – on air and online
 - *The Pantagraph* - online only
 - Social Media
 - eBlast
 - Plasma
 - Webpage and Web Slider on our homepage
 - The Magic Blue Box – online only
 - Best Version Media – online and paper
- Decorations
 - Multiple banners were printed for each of the three service desks and the bookmobile

Texting Platforms

- Marketing worked with The Magic Blue Box to leave our old text provider and launch service with a new provider. The old provider used short codes which were no longer able to reach customers of TMobile and all its subsidiaries. This problem was ongoing and was not being resolved. With the new provider, we are once again able to send Bookmobile reminder texts and library news (like closure announcements) to our TMobile subscribers. This information pertains only to Bookmobile reminder texts and library news. Our notices – holds, almost due, overdue, etc. – are sent from a separate provider which works with our catalog (Polaris).

Closure Messaging

There were three library closures during May 2024. For each, the following art pieces were created, text was penned, and information was scheduled for sharing via many avenues:

- Schedule an alert on the website
- Mark the building as “closed” in Library Market
- Created art for the plasma
- Created art for the slider on the website
- Created art, penned text, build, and schedule an eBlast
- Created art, penned text, and schedule post to Facebook
- Created art, penned text, and schedule post to Instagram
- Created art, penned text, and schedule post to Twitter
- Penned and scheduled text messages to subscribers

- Created art, built, and published 6 LX Starter Notices (these are our emailed hold, overdue, almost due, etc., notices)
- Created 24x36 paper signs
- Created 11x17 paper signs
- Recorded and arranged for publication of new outgoing phone messages

Publicity for District 87's Free Lunch Program

The following art pieces were created, text was penned, and information was scheduled for sharing:

- Penned a press release and submitted it to local media
 - Coverage was received from The Pantagraph, WGLT, and WMBD
- Created art, penned text, and scheduled post to Facebook
- Created art, penned text, and scheduled post to Instagram
- Created art for the plasma
- Created art for the slider on the website
- Created art, penned text, built, and scheduled an eBlast
- Created art, built, and published 6 LX Starter Notices (these are our emailed hold, overdue, almost due, etc., notices)
- Created 24 x 36 signs
- Penned and published an alert to the website

Website & Other Tech

- Marketing maintains the library's website.
 - Updated record sets for New Movies, New Music, and New Audiobooks.
 - Summer Reading
 - Updated and published the Summer Reading page.
 - Added Summer Reading images to the web slider and the plasma.
 - Added Spanish versions of the reading logs to the Summer Reading page so people can print them from home.
 - Added and removed puzzles as needed.
 - Met with Jeanne and Nan to discuss Community Room policy needs.
 - Uploaded all policies to the website.
 - Added and removed menu links as requested.
 - Reviewed Cookbook club newsletter and helped resolve Library Aware issues.
 - Added Building Closure information as needed (three closures)
 - Updated *Organization Types* and shifted all needed types to *Nonprofit*.
 - Updated room descriptions and opened the Community Rooms for public reservation.
 - Fixed Community Room *Type* issues
 - Added D87 Free Lunch promotional information to the website and the plasma
 - Added Program Guide promotional materials to the website and plasma
 - Photographed unpacking progress during the May 13 and May 20 closures.
 - The Children's Study Rooms were prepped and readied to begin taking public reservations.
 - Led a training session for Children's Department staff to show them best practices for making room reservations.

Upcoming

- Work continues on the webpage pertaining to the Innovation Lab.
- Work continues on the webpage pertaining to the TeenZone.
- Work has begun on the webpage pertaining to the recording studios.
- Continue to work to resolve issues in launching the Educate Station online resource

Paper & Digital Design Work

Program Publicity

- Spanish Adult Reading Log
- Spanish Children's Reading Log
- Spanish Teen Reading Log
- Adult Voucher Sheet
- Kids Voucher Sheet
- Teen Voucher Sheet
- Decorations:
 - Bookmobile Banners
 - Children's Desk Banners

- Check Out Desk Banners
- Adult Services Banners
- Sponsor Banner
- District 87's Summer Lunches – paper and digital pieces in many sizes
- Mason Jar Wind Chime
- Kerfuffle's *The Conductors*
- Summer Chess Club
- Vase Designs with Codeblocks
- Pride in the Park
- Pop-Up Story Time @ the Famers' Market
- Digeridoo Down Under
- The Woman Who Would Not Be Silenced
- Zoovie @ Miller Park Zoo
- Juneteenth @ BPL
- Tales for Tails
- LED Festival Lanterns
- Endangered Animal Scavenger Hunt
- Upcycled Fabric Pendants
- Lego Construction
- D&D for Kids
- Exploring Historic Traditions at ISU
- D&D: Murder in Leilon for Adults
- D&D: The Collector for Teens
- Summer Reading Story Time

Signs & Handouts

- Floor Maps were updated and posted on each floor
- The Spanish version of the *My Library Card* handout remains in the proofing stage
- QR Code handouts promoting the Program Guide's online location
- Many temporary endcap signs for the adult book collection
- Many temporary signs to mark the locations of different teen book genres
- Elevator sign to outline the highlights and services that can be found on each level of the library
- Temporary New World Language sign for the Children's Department
- Sign/map to let delivery drivers know where to take our packages now that the whole building is open
- Sign for the Drive-Up instructing people that the intercom isn't hooked up; use the doorbell
- Sign outlining the summer hours for TeenZone
- Temporary signs to let people know when the Children's Study Rooms will become reservable
- Printed Zoovie Tickets
- Knit-In Sign
- May 13-16 Closure
- May 20-23 Closure
- Memorial Day Closure
- June TeenZone display signs
 - LGBTQIA+
 - Summer Beach Reads
- AV Pride display

Promotional Items for Offsite Events

- Ordered the following personalized promo items:
 - Stackable Colored Pencils (reorder)
 - Fun Guy Color-Changing Mood Pens
 - 5-Color Flower Power Highlighters
 - Fold-Up Flyers
- Fulfilled requests for promotional giveaways for 9 offsite events:
 - Unit 5K
 - Confidently Curly Celebration
 - Children's Discovery Museum Info Table
 - Juneteenth at BPL
 - Juneteenth at Miller Park
 - Family Fun Day at Tipton Park

- Pride in the Park
 - Zoovie at Miller Park
 - Summer Chess Club
- Processed and restocked promo item returns from 9 events
 - Unit 5K
 - Confidently Curly Celebration
 - Children's Discovery Museum Info Table
 - Re-Entry Resource Fair
 - CornBelter Education Day
 - Family Day at Tipton Park
 - Chiddix Literacy Night
 - Be Content Senior Expo
 - BPAC Picnic (Cedar Ridge)
- Fulfilled 1 request for a prize donation:
 - West Bloomington Block Party

Misc. Marketing Tasks

- Organized a supplemental apparel store. This was in addition to the online apparel store we offer 24/7/365. Interest was extremely low; very few orders were placed. We will not offer this again.
- Continue to manage the 24/7/365 Online Apparel Store and its orders.
- Continue to manage Bloomerang, the library's software which tracks donor giving.
- Press Releases
 - Summer Reading begins May 28
 - District 87 to offer free summer lunches at the library
- Reprints
 - 50 Hoopla for AS
 - 905 *Getting a Library Card is Easy* handout for TriValley
 - Stickers for the Bookmobile schedules to note the change made after the schedule was printed
- June Calendar
- Created art for the Fold-Up Flyer (promo item)
- Endangered Animal Scavenger Hunt Instructions
- Marketing staff aided in the moving, unpacking, and shelving of the portion of the library's collection which had been in storage.

Advertising

- WGLT
 - On-air ads ran in May to promote Bloomington Reads.
 - On-air and online ads promoting Summer Reading began on May 28 and will run into mid-June.
- 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 Summer Reading.
- Community Players
 - BPL is a sponsor of The Community Players' 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission). These ads currently focus on Summer Reading.
- Saturdays on the Square
 - The library is again sponsoring the Saturdays on the Square live music series which takes place Downtown. In return, we will receive an ad package with *The Pantagraph* which includes the following (all will be used to promote Summer Reading):
 - 40,000 impressions - online reveal ads
 - 25,000 impressions - online banner ads
 - 2 email campaigns
- The Magic Blue Box
 - Online advertising campaigns with The Magic Blue Box are promoting Summer Reading on Facebook, Instagram, and Snapchat.
- Grossinger Arena
 - For free, Grossinger Arena is running Summer Reading ads on its two marquees.

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.

- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 10,855 followers
 - Instagram – 2,474 followers
 - Twitter – 1,981 followers
- Library text subscribers – 361
- Bookmobile text subscribers – 1,435
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,939 filtered active subscribers.
- Program Guide list – 35,739 filtered active subscribers.
- General eBlast list – 34,879 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram:
 - Information about every library program is posted to these outlets.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - These posts -- unrelated to programming publicity -- were also shared:
 - Photos from the Re-Entry Council Resource Fair
 - Photos from the Plant Swap
 - May 13-16 Closure
 - Pictures of staff working to unpack boxes during the closure
 - *We have Boxes for the Taking!*
 - May 20-23 Closure
 - The Summer Program Guide is available online
 - Zoovie Postponed
 - *More Free Boxes!*
 - Kelly unpacking and unboxing the last box of materials
 - Memorial Day Closure
 - The Drive-Up and permanent book drops are open
 - *Summer Reading Begins Tuesday*
 - A bookmark showcasing the building's new exterior – created by a local artist -- is available
 - District 87 Free Lunches to be Served at the Library
 - The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications. This month, many additional eBlasts were sent.
 - An eBlast promoting the library's Language Learning and Multilingual News resources was delivered on May 1.
 - An eBlast about the May 13-16 Closure was delivered May 10.
 - An eBlast about the May 20-23 Closure was delivered May 17.
 - An eBlast about the Drive-Up and Permanent Book Drop opening was delivered May 24.
 - Eblasts about Summer Reading were delivered May 25 and May 28.
 - An eBlast about District 87 offering Free Lunch at the library was delivered May 29
 - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

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

1. Operations staff:

- Removed all the old shelving from the building, took it all to ALTER metal recycle.
- Straight up solar is almost done with the solar panel installation.
- Finished installing all the new shelving.
- Cleaning up the storage unit.
- Working on New emergency procedures - Robert/Bowen.
- Assisted with placing new furniture on the new side of the building.
- Finalizing all the construction projects.

2. Repairs and installs:

- Installed shelving in various areas throughout the building.
- Installed a bike rack in the lower level of the parking structure.
- Had all the tiles' floors stripped and waxed.
- Moved all the staff to their permanent areas.
- Installed all new mailboxes for staff.
- Installed picture rails.

Goals: Recruit, train and develop knowledge, Collaborative staff.

3. Expansion report

- Finished construction. Cleaned up for full occupancy.
- Finished unboxing and shelved everything from storage.
- Moved the Teen Zone to its new location.
- Moved the last pieces of furniture to its new location.

4. Robert –

- Had both elevators inspected.
- Kronos Training.
- Plumbing walk through and training/ Chief city Mechanical.
- Walk through with/ interior punch list.
- Participated in the construction meetings.

5. Security Staff: We have two new security guards on our staff /Training.



Statistics At-A-Glance

April 2024

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	27,778	26,253	6%	312,862	348,328	-10%
Teens	2,131	1,849	15%	24,873	24,399	2%
Children	34,286	28,765	19%	366,852	399,160	-8%
Digital Downloads	23,436	19,286	22%	266,452	225,636	18%
Total	87,631	76,153	15%	971,039	997,523	-3%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,972	18,382	14%	N/A	N/A	N/A
Teens	3,665	3,578	2%	N/A	N/A	N/A
Children	7,931	7,294	9%	N/A	N/A	N/A
Total	32,568	29,254	11%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	423	262	61%	5,725	7,156	-20%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	12,011	10,229	17%	134,619	145,498	-7%
Bookmobile	1,081	993	9%	13,568	13,105	4%
Total	13,092	11,222	17%	148,187	158,603	-7%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	454	0	N/A	2,173	213	920%
Digital Preservation Studio	0	0	N/A	9	26	-65%
Community Room	59	0	N/A	263	11	2291%
Total	513	0	N/A	2,445	250	878%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	23	29	-21%	275	216	27%
People Reached	2,452	2,002	22%	18,430	21,137	-13%
Community Visits to the Library	2	0	N/A	14	2	600%
People Reached	22	0	N/A	217	12	1708%
Total Outreach Visits	25	29	-14%	289	218	33%
Total People Reached	2,474	2,002	24%	18,647	21,149	-12%

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	10	9	11%	122	107	14%
Attendance	84	196	-57%	2,040	2,042	0%
Teens	9	3	200%	96	34	182%
Attendance	469	14	3250%	4,011	278	1343%
Childrens	26	7	271%	195	96	103%
Attendance	4,034	79	5006%	30,671	1,756	1647%
Total Programs	45	19	137%	413	237	74%
Total Attendance	4,587	289	1487%	36,722	4,076	801%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	3	-100%	27	31	-13%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,159	2,502	26%	32,587	32,374	1%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	102	117.00	-13%	1,516	1,769	-14%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,781	1,299	37%	13,980	15,485	-10%
WiFi Sessions	2,019	1,220	65%	19,231	17,970	7%
Website/Catalog Hits	54,751	35,326	55%	581,068	509,712	14%
Online Resource Use	9,693	11,172	-13%	179,300	68,838	160%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	486	415	17%	5,358	5,273	2%
Sent	87	82	6%	1,047	1,406	-26%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	10	23.50	-60%	76	123	-38%



Statistics At-A-Glance

May 2024

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,535	34,707	-29%	24,535	34,707	-29%
Teens	2,385	1,129	111%	2,385	1,129	111%
Children	35,798	36,416	-2%	35,798	36,416	-2%
Digital Downloads	23,045	18,396	25%	23,045	18,396	25%
Total	85,763	90,648	-5%	85,763	90,648	-5%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	21,609	19,102	13%	N/A	N/A	N/A
Teens	3,738	3,257	15%	N/A	N/A	N/A
Children	8,127	5,688	43%	N/A	N/A	N/A
Total	33,474	28,047	19%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	364	282	29%	364	282	29%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,043	13,060	-23%	10,043	13,060	-23%
Bookmobile	2,269	1,780	27%	2,269	1,780	27%
Total	12,312	14,840	-17%	12,312	14,840	-17%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	304	65	368%	304	65	368%
Digital Preservation Studio	0	8	-100%	0	8	-100%
Community Room	49	11	345%	49	11	345%
Total	353	84	320%	353	84	320%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	22	28	-21%	22	28	-21%
People Reached	2,188	5,873	-63%	2,188	5,873	-63%
Community Visits to the Library	0	0	N/A	0	0	N/A
People Reached	0	0	N/A	0	0	N/A
Total Outreach Visits	22	28	-21%	22	28	-21%
Total People Reached	2,188	5,873	-63%	2,188	5,873	-63%

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	20	10	100%	20	10	100%
Attendance	268	153	75%	268	153	75%
Teens	14	1	1300%	14	1	1300%
Attendance	499	37	1249%	499	37	1249%
Childrens	25	1	2400%	25	1	2400%
Attendance	8,276	67	12252%	8,276	67	12252%
Total Programs	59	12	392%	59	12	392%
Total Attendance	9,043	257	3419%	9,043	257	3419%

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

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,541	2,697	31%	3,541	2,697	31%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	117	123.75	-5%	117	124	-5%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,415	1,411	0%	1,415	1,411	0%
WiFi Sessions	2,044	1,775	15%	2,044	1,775	15%
Website/Catalog Hits	60,466	49,464	22%	60,466	49,464	22%
Online Resource Use	11,655	4,066	187%	11,655	4,066	187%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	398	282	41%	398	282	41%
Sent	34	202	-83%	34	202	-83%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4	0.00	N/A	4	0	N/A



Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 17, 2024
5:00pm

MINUTES

- I. Call to Order
President Anderson called the regular meeting to order at 4:58 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Jim Russell, Stephen Peterson, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw, Jon Whited

Absent: none
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. Special Presentation: Library Outreach and Techmobile
Colleen Shaw presented an overview of the type of vehicle being considered for the Techmobile, along with the specifications and program plans. Jon Whited covered the plans for using the vehicle for IT programming and services offsite.
- VI. President's Report
There was no report.
- VII. Approval of Minutes
A. March 20, 2024
The minutes were approved as presented.
- VIII. Staff Reports
A. Director's Report: Jeanne Hamilton shared that construction continues to move along. The parking lot was supposed to have the final layers of asphalt applied on Monday, but unfortunately the equipment at the asphalt plant broke down on Sunday night. The Library will try to reschedule for next Monday. The hope is that the entire building will be open to the public by June. The plan is to do a soft opening over the summer, and on August 1st there will be a ceremonial ribbon cutting. There will be an end-of-summer celebration on August 3rd with various kid-friendly activities, demonstrations of the Innovation Lab equipment, and tours throughout the day.

Jeanne highlighted the new donor wall installed near the elevator on the first floor, along with the room signs for rooms sponsored by various organizations and individuals.

Jim Russell asked about the solar project status. Jeanne stated that the Library was approved through the Illinois Solar for All Program. Panels will be installed on a majority of the main roof, and the energy generated is estimated to serve 20-30% of the Library's building energy.

B. Outreach Report: This report was covered during the Special Presentation.

C. Financial Report: Kathy Jeakins stated that the report is in the packet.

IX. Unfinished Business

A. Discuss 9-Month CD (expiring 6/27/24) and Potential Capital Project Donations

Stephen Peterson will investigate CD rates to discuss at the June meeting. There was some discussion about donating money to support the Techmobile. While there was general excitement for the Techmobile, the consensus was to wait until more information is available before committing to a donation.

B. Strategic Planning – Developing Goals

Kathy Vroman led a discussion of the mid-level goals that she and Jim Russell assembled from last month's discussion. For the June meeting, Board members are asked to bring any additional initiatives they would like included.

X. New Business

There was no new business.

XI. Comments from Board Trustees

Ruth Novosad said she checked if the county had added back the land parcels from the recent case. It looks like the records have not been finalized, so the consensus was to wait until those records are posted online. Patti Salch mentioned she read one of the books for the Bloomington Reads program, and she is getting ready for the Summer Reading Program. Jim Russell enjoyed reading the profiles for each Bookmobile driver on the Library's Facebook page.

XII. Reminder

A. File Your Economic Statement of Interest

B. Next Board Meeting is June 19, 2024

XIII. Adjournment

Ary Anderson adjourned the meeting at 6:17 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT (FINAL--UNAUDITED)

REVENUES:

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	5,149,035.32	(36,564.68)	99.3
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	116,000	116,053.00	53.00	100.0
GPPLD	437,921	436,838.22	(1,082.78)	99.8
Fines & Fees	10,000	9,382.01	(617.99)	93.8
Interest on Investments	10,000	181,566.75	171,566.75	1815.7
Interest from Taxes	0	89.53	89.53	-----
Donations	25,000	24,177.97	(822.03)	96.7
Other Private Grants	0	1,987.00	1,987.00	-----
Cash Over/Short	0	(0.20)	(0.20)	-----
Other	40,000	28,320.80	(11,679.20)	70.8
Total Revenues	5,954,921	6,077,850.40	122,929.40	102.1

EXPENDITURES:

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	2,586,601.35	(89,635.65)	96.7
Part-Time Salaries	558,280	431,368.11	(126,911.89)	77.3
Seasonal Salaries	57,144	22,184.44	(34,959.56)	38.8
Overtime Salaries	100	15.41	(84.59)	15.4
Other Salaries	20,000	8,370.14	(11,629.86)	41.9
Total Sals & Wages	3,311,761	3,048,539.45	(263,221.55)	92.1
Dental Insurance	11,520	8,016.50	(3,503.50)	69.6
Health Insurance, HMO	6,600	6,556.32	(43.68)	99.3
Life Insurance	3,091	3,009.60	(81.40)	97.4
Vision Insurance	5,724	2,874.99	(2,849.01)	50.2
Health Insurance, PPO 600/1200	213,390	211,370.79	(2,019.21)	99.1
Health Insurance, PPO with HSA	79,800	95,316.50	15,516.50	119.4
Library RHS Contribution	7,500	8,496.34	996.34	113.3
Library HSA City Contributions	14,800	1,246.02	(13,553.98)	8.4
Dental Insurance, PPO	0	1,134.62	1,134.62	-----
Identity Protection	0	207.48	207.48	-----
IMRF	294,386	182,124.70	(112,261.30)	61.9
FICA	204,082	180,603.63	(23,478.37)	88.5
Medicare	47,729	42,238.71	(5,490.29)	88.5
Worker's Compensation	25,070	16,599.00	(8,471.00)	66.2
Uniforms	1,100	698.03	(401.97)	63.5
Tuition Reimbursement	3,000	0.00	(3,000.00)	0.0
Other Benefits	22,000	34,254.87	12,254.87	155.7
Total Benefits	939,792	794,748.10	(145,043.90)	84.6
Rentals	19,000	14,415.38	(4,584.62)	75.9
Total Rentals	19,000	14,415.38	(4,584.62)	75.9
Building Mtnc	111,110	67,654.12	(43,455.88)	60.9
Vehicle Mtnc	17,000	19,835.60	2,835.60	116.7
Office & Computer Mtnc	185,000	166,736.73	(18,263.27)	90.1
Total Repair/Mtnc	313,110	254,226.45	(58,883.55)	81.2

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	27,544.98	(19,455.02)	58.6
Printing/Binding	20,000	15,508.69	(4,491.31)	77.5
Travel	500	961.18	461.18	192.2
Membership Dues	5,000	3,899.56	(1,100.44)	78.0
Professional Development	7,500	5,021.45	(2,478.55)	67.0
Other Purchased Services	89,206	114,910.62	25,705.12	128.8
Other Insurance	45,000	48,191.14	3,191.14	107.1
Total Purchased Services	214,206	216,037.62	1,832.12	100.9
Office Supplies	14,000	9,254.24	(4,745.76)	66.1
Computer Supplies	90,000	89,145.44	(854.56)	99.1
Postage	1,500	2,336.11	836.11	155.7
Library Supplies	55,000	42,213.66	(12,786.34)	76.8
Janitorial Supplies	20,000	17,964.15	(2,035.85)	89.8
Gas & Diesel Fuel	6,000	5,144.13	(855.87)	85.7
Building Mtnc & Repair Supplies	13,500	9,795.93	(3,704.07)	72.6
Total Supplies	200,000	175,853.66	(24,146.34)	87.9
Natural Gas	36,000	16,281.59	(19,718.41)	45.2
Electricity	110,449	93,504.80	(16,944.20)	84.7
Water	7,000	5,836.15	(1,163.85)	83.4
Telecommunications	46,000	53,939.64	7,939.64	117.3
Total Utilities	199,449	169,562.18	(29,886.82)	85.0
Professional Collection	800	65.85	(734.15)	8.2
Total Prof Collection	800	65.85	(734.15)	8.2
Non-Traditional Materials	4,000	3,127.09	(872.91)	78.2
Periodicals	17,000	21,306.90	4,306.90	125.3
Adult Books	157,000	140,904.50	(16,095.50)	89.7
Children's Books	121,000	71,956.23	(49,043.77)	59.5
A/V Materials	91,000	66,352.15	(24,647.85)	72.9
Public Access Software	105,675	102,694.77	(2,980.23)	97.2
Downloadable Materials	190,000	245,714.11	55,714.11	129.3
Total Materials	685,675	648,928.66	(36,746.34)	94.6
Employee Relations	3,000	10,298.41	7,298.41	343.3
Miscellaneous Expenses	3,444	8,789.07	5,345.07	255.2
Total Other Expenses	6,444	19,087.48	12,643.48	296.2
Total Expenses	5,890,237	5,341,464.83	(548,771.67)	90.7

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2024

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

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

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

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

Fines & Fees (93.8%): This is below the projected amount due to fewer people using the library during construction.

Interest (1815.7%): We projected a cautious amount for the year.

Other Revenue (70.8%): This is less than where it should be because the library is not as busy due to construction.

Full-Time Salaries (92.1%): This is under-spent due to staff vacancies.

Part-Time Salaries (73.4%): This is under-spent due to a few staff vacancies.

Seasonal Salaries (35.7%): Charges have been minimal.

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

Other Salaries (41.0%): Charges have been minimal.

Dental Insurance (67.0%): Charges have been minimal.

Health Insurance, HMO (94.2%): Fewer staff chose this option for their health insurance.

Vision Insurance (47.7%): Charges have been minimal, and the rates were less than anticipated.

Health Insurance, PPO 600/1200 (94.4%): This is under-spent due to fewer staff choosing this as their health insurance option.

Health Insurance, PPO with HSA (111.9%): This is over-spent because more staff choosing this as their health insurance option.

Library RHS Contribution (113.3%): This is over-spent due to charges being a little more than projected.

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

IMRF (58.8%): Charges have been minimal.

FICA (84.3%): Charges have been minimal.

Medicare (84.3%): Charges have been minimal.

Worker's Compensation (66.2%): The annual premium was paid in December.

Uniforms (63.5%): Charges have been minimal.

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

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

Rentals (75.9%): Charges have been minimal.

Building Maintenance (60.9%): Charges have been minimal.

Vehicle Maintenance (116.7%): This is over-spent due to bookmobile repairs.

Office & Computer Maintenance (90.1%): Charges have been minimal.
Advertising (58.6%): Charges have been minimal.
Printing/Binding (77.5%): Charges have been minimal.
Travel (191.6%): This is over-spent due to more staff using their own vehicle for travel.
Membership Dues (78.0%): Charges have been minimal.
Professional Development (67.0%): Charges have been minimal.
Other Purchased Services (128.1%): A budget transfer was made from this line item to Other Purchased Services-Expansion.
Other Insurance (107.1%): The annual insurance premium was a little more than expected.
Office Supplies (66.1%): Charges have been minimal.
Postage (155.7%): It was necessary to replenish the Bulk Mailing account.
Library Supplies (76.8%): Charges have been minimal.
Janitorial Supplies (89.8%): Charges have been minimal.
Gas & Diesel Fuel (88.7%): Charges have been minimal.
Building Mtnc & Repair Supplies (72.6%): Charges have been minimal.
Natural Gas (45.2%): Charges have been minimal.
Electricity (76.3%): Charges have been minimal.
Water (83.4%): Charges have been minimal.
Telecommunications (117.3%): This is over-spent due to the purchase of a new cell phone for staff.
Professional Collection (8.2%): Charges have been minimal.
Non-Traditional Materials (78.2%): Charges have been minimal.
Periodicals (125.0%): This is over-spent due to the annual payment of the subscription service.
Adult Books (89.7%): Charges have been minimal.
Children's Books (59.4%): Charges have been minimal.
A/V Materials (73.0%): Charges have been minimal.
Downloadable Materials (129.3%): This is over-spent due to the patron use of Kanopy and Hoopla.
Employee Relations (343.3%): This is over-spent due to purchases of new first aid equipment for the third floor of the building.
Miscellaneous Expenses (255.2%): This is over-spent due to restocking our supply of items that we sell to the public, i.e., Tote Bags and Reusable Bags.

The Donations line item breaks out as follows:

Summer Reading Program 2023 Donations:	
Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
First Financial Bank:	200.00
Memorial Donations:	200.00
Robert Starkovich, Miscellaneous Donation:	100.00
Sandra Gowen, Donation for the Pop Up Library	25.00
Lois Rubbel, Miscellaneous Donation:	100.00
Hy-Vee, Reusable Bags & Giving Tag Program:	27.00
Green Top Grocery, Round Up at the Register:	2,277.47

M Meton, Donation for Receiving Good Service:	10.00
Miscellaneous Donations:	38.50

Total Donations:	\$ 21,993.55
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The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 504.14
Book Shoppe:	11,904.75
Cocoa Packs:	54.00
Ear Buds:	192.50
Flash Drives:	63.75
Genealogy Searches:	136.65
Mugs:	460.00
Print Station:	13,556.35
Reusable Bags:	333.50
Test Proctoring:	400.00
Tote Bags:	495.00
Miscellaneous:	220.16

Total Other Revenue:	\$28,320.80
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During April, 27 batches containing 125 invoices were processed, totaling \$1,313,679.35 and 98 credit card charges were made totaling \$37,574.72.

As of April 30, the Library's Maintenance & Operating Fund Balance is \$2,890,006.74, which is 48.5% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 4/30/24:

Operating:	\$ 2,890,006.74
Fixed Assets:	\$ 1,326,741.42
Capital:	\$ 2,717,026.40

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 4/30/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	4,261,748.30	(2,841,165.53)	60.0
Donations	700,000.00	716,010.13	16,010.13	102.3
Interest	400,000.00	801,658.37	401,658.37	----
Interest From Taxes	10.00	25.51	15.51	----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
Total Revenues	26,333,353.23	19,981,331.71	(6,352,021.52)	75.9

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,555,070.74	101,486.74	107.0
Other Purchased Services	412,098.50	168,499.41	(243,599.09)	40.9
Office Supplies	2,157,629.30	1,339,500.14	(818,129.16)	62.1
Library Buildings	21,578,000.00	19,082,880.27	(2,495,119.73)	88.4
Total Expenses	25,601,311.80	22,145,950.56	(3,455,361.24)	86.5

BLOOMINGTON PUBLIC LIBRARY
FY 2024-2025 FISCAL REPORT

REVENUES:

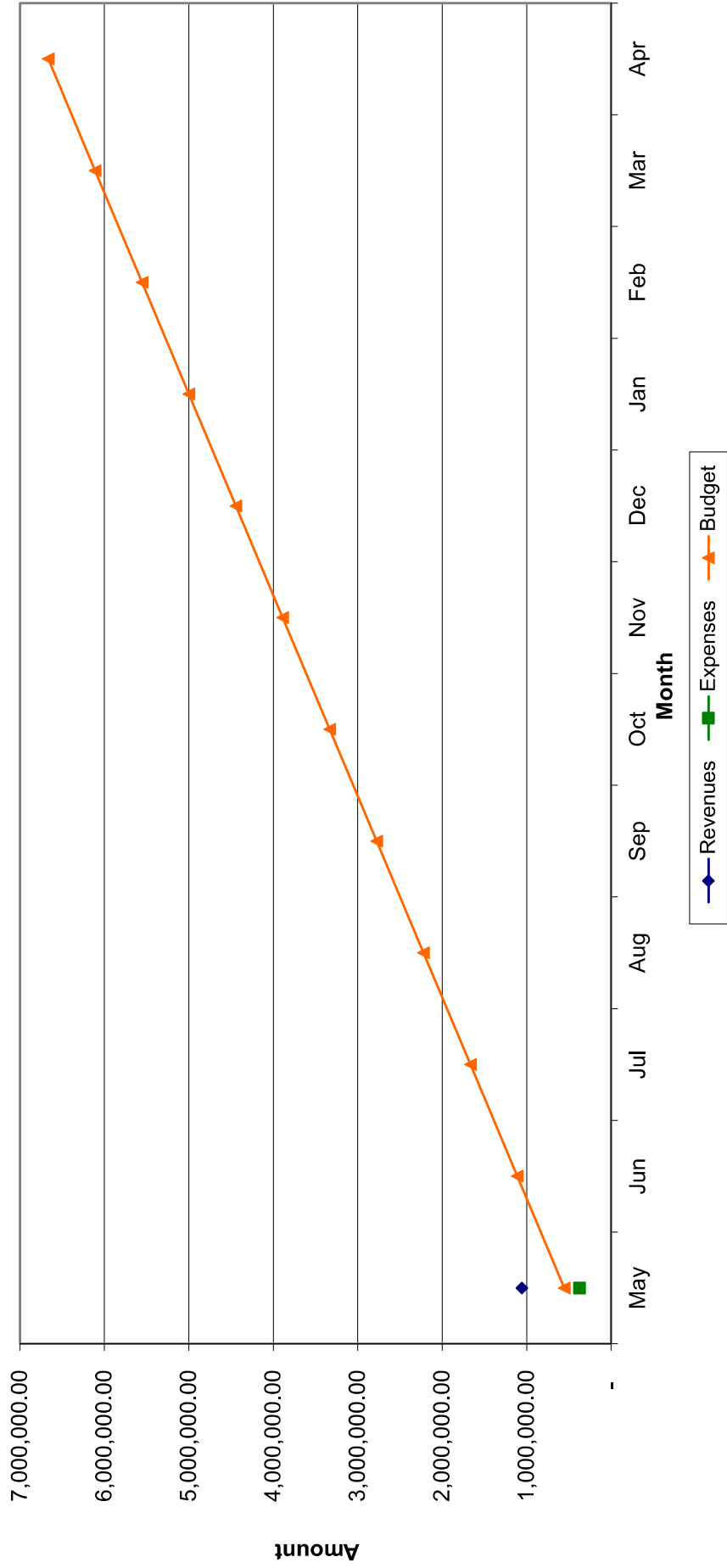
ACCT NAME	BUDGET	MAY 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	938,930.41	938,930.41	(4,556,069.59)	17.1
Replacement Tax	424,600	0.00	0.00	(424,600.00)	0.0
State Grants	116,053	0.00	0.00	(116,053.00)	0.0
GPPLD	495,000	84,471.99	84,471.99	(410,528.01)	17.1
Fines & Fees	7,000	749.93	749.93	(6,250.07)	10.7
Interest on Investments	55,000	0.00	0.00	(55,000.00)	0.0
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	28,879.00	28,879.00	3,879.00	115.5
Other Private Grants	0	2,000.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	41,000	2,816.75	2,816.75	(38,183.25)	6.9
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
Total Revenues	6,664,653	1,057,848.08	1,057,848.08	(5,606,804.92)	15.9

EXPENDITURES:

ACCT NAME	BUDGET	MAY 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	185,280.43	185,280.43	(2,792,344.57)	6.2
Part-Time Salaries	598,135	36,141.41	36,141.41	(561,993.59)	6.0
Seasonal Salaries	101,224	5,388.71	5,388.71	(95,835.29)	5.3
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	623.86	623.86	(19,376.14)	3.1
Total Sals & Wages	3,697,084	227,434.41	227,434.41	(3,469,649.59)	6.2
Dental Insurance	10,463	192.99	192.99	(10,270.01)	1.8
Health Insurance, HMO	6,765	218.57	218.57	(6,546.43)	3.2
Life Insurance	3,293	203.60	203.60	(3,089.40)	6.2
Vision Insurance	3,227	93.97	93.97	(3,133.03)	2.9
Health Insurance, PPO 600/1200	276,166	6,379.56	6,379.56	(269,786.44)	2.3
Health Insurance, PPO with HSA	88,549	3,889.49	3,889.49	(84,659.51)	4.4
Library RHS Contribution	8,200	638.48	638.48	(7,561.52)	7.8
Library HSA City Contributions	15,800	0.00	0.00	(15,800.00)	0.0
Dental Insurance, PPO	0	99.46	99.46	99.46	-----
Identity Protection	0	55.86	55.86	55.86	-----
IMRF	223,322	13,738.30	13,738.30	(209,583.70)	6.2
FICA	227,973	13,715.55	13,715.55	(214,257.45)	6.0
Medicare	53,316	3,207.69	3,207.69	(50,108.31)	6.0
Worker's Compensation	26,490	0.00	0.00	(26,490.00)	0.0
Uniforms	1,200	0.00	0.00	(1,200.00)	0.0
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	0.00	0.00	(37,383.00)	0.0
Total Benefits	985,147	42,433.52	42,433.52	(942,713.48)	4.3
Rentals	17,000	2,786.36	2,786.36	(14,213.64)	16.4
Total Rentals	17,000	2,786.36	2,786.36	(14,213.64)	16.4
Building Mtnc	130,000	980.00	980.00	(129,020.00)	0.8
Vehicle Mtnc	21,000	683.40	683.40	(20,316.60)	3.3
Office & Computer Mtnc	185,000	5,280.00	5,280.00	(179,720.00)	2.9
Total Repair/Mtnc	336,000	6,943.40	6,943.40	(329,056.60)	2.1

ACCT NAME	BUDGET	MAY 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,384.41	1,384.41	(45,615.59)	2.9
Printing/Binding	35,000	0.00	0.00	(35,000.00)	0.0
Travel	1,000	130.52	130.52	(869.48)	13.1
Membership Dues	4,000	50.00	50.00	(3,950.00)	1.3
Professional Development	10,000	1,188.95	1,188.95	(8,811.05)	11.9
Other Purchased Services	120,000	31,465.86	31,465.86	(88,534.14)	26.2
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	267,000	34,219.74	34,219.74	(232,780.26)	12.8
Office Supplies	10,000	5,792.78	5,792.78	(4,207.22)	57.9
Computer Supplies	86,000	553.68	553.68	(85,446.32)	0.6
Postage	2,000	(14.67)	(14.67)	(2,014.67)	-0.7
Library Supplies	60,000	3,568.80	3,568.80	(56,431.20)	5.9
Janitorial Supplies	25,000	822.43	822.43	(24,177.57)	3.3
Gas & Diesel Fuel	6,000	31.52	31.52	(5,968.48)	0.5
Building Mtnc & Repair Supplies	14,000	377.02	377.02	(13,622.98)	2.7
Total Supplies	203,000	11,131.56	11,131.56	(191,868.44)	5.5
Natural Gas	40,000	0.00	0.00	(40,000.00)	0.0
Electricity	150,000	0.00	0.00	(150,000.00)	0.0
Water	7,000	503.57	503.57	(6,496.43)	7.2
Telecommunications	50,000	2,070.41	2,070.41	(47,929.59)	4.1
Total Utilities	247,000	442.06	2,573.98	(244,426.02)	1.0
Professional Collection	500	492.62	492.62	(7.38)	98.5
Total Prof Collection	500	492.62	492.62	(7.38)	98.5
Non-Traditional Materials	5,000	450.00	450.00	(4,550.00)	9.0
Periodicals	18,000	15,409.54	15,409.54	(2,590.46)	85.6
Adult Books	165,000	10,026.53	10,026.53	(154,973.47)	6.1
Children's Books	130,000	7,469.30	7,469.30	(122,530.70)	5.7
A/V Materials	90,000	1,298.34	1,298.34	(88,701.66)	1.4
Public Access Software	128,000	0.00	0.00	(128,000.00)	0.0
Downloadable Materials	270,000	9,988.00	9,988.00	(260,012.00)	3.7
Total Materials	806,000	44,191.71	44,191.71	(761,808.29)	5.5
Employee Relations	3,500	601.71	601.71	(2,898.29)	17.2
Miscellaneous Expenses	8,222	108.56	108.56	(8,113.44)	1.3
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	710.27	710.27	(11,011.73)	0.7
Total Expenses	6,664,653	370,785.65	372,917.57	(6,197,535.43)	5.6

**Bloomington Public Library
FY 2024-2025**



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2024

Property Tax (17.1%): The Library received its first distribution in May.

Replacement Tax (0.0%): The distribution has not been made yet.

State Grants (Per Capita Grant) (0.0%): Nothing has been received yet.

Golden Prairie Public Library District (17.1%): Golden Prairie also received its first distribution in May.

Interest (0.0%): the amount for May was not available.

Donations (115.5%): This reflects the generous donations made from the community for this year's Summer Reading Program.

Other Private Grants: Nothing was budgeted for this line item; the Library did receive a grant from the Illinois Prairie Community Foundation for a program to be held on 6/19/24, "Celebrating Juneteenth at BPL,"

Overtime Salaries (15.4%): Nothing has been charged to this line item yet.

Other Salaries (3.1%): Charges have been minimal.

Dental Insurance (1.8%): Charges have been minimal.

Health Insurance, HMO (3.2%): Charges have been minimal.

Vision Insurance (2.9%): Charges have been minimal.

Health Insurance, PPO 600/1200 (2.3%): Charges have been minimal.

Library HSA City Contributions (0.0%): Nothing has been charged to this line item yet.

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

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

Tuition Reimbursement (0.0%): Nothing has been charged to this line item yet.

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

Rentals (16.4%): Because we pay for the copier leases a month in advance, this is over-spent; basically, we've paid for 2 months in one month.

Building Maintenance (0.8%): Charges have been minimal.

Office & Computer Maintenance (2.9%): Charges have been minimal.

Advertising (2.9%): Charges have been minimal.

Printing/Binding (0.0%): Nothing has been charged to this line item yet.

Membership Dues (1.3%): Charges have been minimal.

Other Purchased Services (26.2%): This is over-spent due to costs related to Bloomington Reads, Summer Reading, and Juneteenth Programs so early after the start of the fiscal year.

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

Office Supplies (57.9%): This is over-spent due to the purchase of new appliances needed for the library.

Computer Supplies (0.6%): Charges have been minimal.
Postage (-0.7%): Charges have been minimal.
Gas & Diesel Fuel (0.5%): Charges have been minimal.
Building Mtnc & Repair Supplies (2.7%): Charges have been minimal.
Natural Gas (0.0%): Nothing has been charged to this line item.
Electricity (0.0%): Nothing has been charged to this line item.
Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.
Periodicals (85.6%): This is over-spent due to the annual renewal of the subscription service.
A/V Materials (1.4%): Charges have been minimal.
Publix Access Software (0.0%): Nothing has been charged to this line item.
Employee Relations (17.2%): This is over-spent due to purchases for first aid supplies and miscellaneous supplies for staff.
Miscellaneous Expenses (1.3%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2024 Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	23,000.00
The Copy Shop:	200.00
Clemons & Associates:	100.00
Don Owen Tire Service:	200.00
Eaton Gallery:	100.00
Bobzbay:	105.32
Various Community Donors:	2,026.51
Community Donations:	145.62
Miscellaneous Donations:	1.55

Total Donations:	\$ 21,993.55
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The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 130.10
Book Shoppe:	965.25
Ear Buds:	27.00
Flash Drives:	10.00
Genealogy Searches:	0.00
Print Station:	1,198.60
Reusable Bags:	42.00
Test Proctoring:	0.00
Tote Bags:	135.00
Miscellaneous:	308.80

Total Other Revenue:	\$ 2,816.75
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During May, 32 batches containing 124 invoices were processed, totaling \$1,671,177.03 and 99 credit card charges were made totaling \$38,979.07.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$3,975,766.01, which is 59.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,666,163.25.

Library Fund Balance Information, 5/31/24:

Operating:	\$ 3,975,766.01
Fixed Assets:	\$ 1,326,741.42
Capital:	\$ 1,114,808.47

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-25
As of 5/31/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	4,261,748.30	(2,841,165.53)	60.0
Donations	700,000.00	716,350.13	16,350.13	102.3
Interest	400,000.00	813,463.66	413,463.66	----
Interest From Taxes	10.00	25.51	15.51	----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
Total Revenues	26,333,353.23	19,993,477.00	(6,339,876.23)	75.9

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,568,190.74	114,606.74	107.9
Other Purchased Services	412,098.50	181,066.91	(231,031.59)	43.9
Office Supplies	2,157,629.30	1,782,527.84	(375,101.46)	82.6
Library Buildings	21,578,000.00	20,194,671.38	(1,383,328.62)	93.6
Total Expenses	25,601,311.80	23,726,456.87	(1,874,854.93)	92.7

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 24

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00	0.00	0.00	3,000.00
The Copy Shop	200.00	0.00	0.00	0.00	200.00
First Financial Bank	200.00	0.00	0.00	0.00	200.00
Total Summer Reading Program Community Donations	3,400.00	0.00	0.00	0.00	3,400.00
Memorial Donations:					
Total Memorial Donations	0.00	0.00	200.00	0.00	200.00
Other Donations:					
Miscellaneous Donations Collected at Circulation/AS	9.15	0.00	3.25	22.75	35.15
Sandra Gowen, Thanks for the Pop-Up Library Service	0.00	25.00	0.00	0.00	25.00
Robert Starckovich, Miscellaneous Donation	0.00	100.00	0.00	0.00	100.00
Lois Rubble, Miscellaneous Donation	0.00	0.00	100.00	0.00	100.00
Hy-Vee, Reusable Bag & Giving Tag Program	0.00	27.00	0.00	0.00	27.00
Michael Meton, Thanks for Good Service	0.00	0.00	0.00	10.00	10.00
John McNeely, Thanks for Good Service	0.00	0.00	0.00	3.35	3.35
Green Top Grocery, Round Up at the Register Program	0.00	0.00	0.00	2,277.47	2,277.47
Total Other Donations	9.15	152.00	103.25	2,313.57	2,577.97
Expansion Donations					
Expansion Donations	17,825.14	5,186.25	19,514.38	0.00	42,525.77
Total Expansion Donations	17,825.14	5,186.25	19,514.38	0.00	42,525.77
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00	0.00	0.00	0.00	2,000.00
Summer Reading Program	18,000.00	0.00	0.00	0.00	18,000.00
Tuition for Staff (Paid with Stubblefield Funds)	2,680.00	5,440.00	2,640.00	0.00	10,760.00
Weiss Financial Ratings Service (Paid with Mischler Funds)	2,695.00	0.00	0.00	0.00	2,695.00
Fold 3 Service (Paid with Mischler Funds)	0.00	2,771.73	0.00	0.00	2,771.73
Development Day Costs	0.00	0.00	1,255.70	0.00	1,255.70
Appreciation Day Costs	0.00	0.00	3,419.15	0.00	3,419.15
Total Foundation	25,375.00	8,211.73	7,314.85	0.00	40,901.58
Total Donations	46,609.29	13,549.98	27,132.48	2,313.57	89,605.32



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, APRIL 16, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, April 16, 2024. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present
Matthew Watchinski	Trustee	Present
Dianne Hollister	Trustee	Present
Van Miller	Trustee	Present
Alicia Henry	Trustee	Present
John Argenziano	Trustee	Present, via Zoom at 5:35 PM
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Alicia Whitworth	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

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

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report

President Westerhout indicated this is his last meeting as a member of the Board. It's been quick decade in some ways and an action-packed decade in some ways. He has enjoyed working with the other Board members. The Board has worked very well with Director Hamilton and the Library staff. He is glad to have been a small part of the last half decade of growth and improvements.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton mentioned that she has been giving tours of the construction side of the building to staff and Board members. Everyone has been excited for what is to come. Timing is still on track to open the full building by the beginning of June. The parking lot was supposed to have the final asphalt layer applied yesterday, but equipment at the asphalt plant broke down, so it will be rescheduled. The parking deck has started to be poured, and once that is complete it will need 30 days to cure. The plan is to have a soft opening all summer long, with a ceremonial ribbon cutting on August 1, and an end-of-summer/new building celebration on August 3. The celebration will be for all ages, with a lot of kids-focused activities and demonstrations of the Innovation Lab items. At the last Foundation Board meeting, a donation of \$19,500 was approved to outfit the Innovation Lab and Recording Studios. Staff have been busy planning the logistics of the move.

The following item was presented:

Item 5.C. Fiscal Report

Kathy Jeakins indicated that the reports are in the packet. Staff are concentrating on completing orders and payments for the current fiscal year in preparation for the new fiscal year starting May 1.

Consent Agenda

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

Item 6.A. Approve Minutes of March 19, 2024: Regular Bloomington Public Library Board meeting.

Item 6.B. Bills in the Amount of \$1,759,547.49

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

Motion carried (viva voce, 8-0).

Executive Session - Performance and Compensation of a Specific Employee (5 ILCS 120/2(c)(1))

Trustee Miller made a motion, seconded by Trustee Watchinski, to go into Executive Session to discuss performance and compensation of a specific employee.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried.

Trustee Miller made a motion, seconded by Trustee Mohr, to resume regular session.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried.

President Westerhout stated that no action took place during Executive Session.

Approval Items

The following item was presented:

Item 8.A. Review and Approve Salary Ranges for Non-Union Employees

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

Motion carried (viva voce, 8-0).

The following item was presented:

Item 8.B. Approve Director Merit Increase for FY25

Trustee Miller made a motion, seconded by Trustee Parker, to approve a merit increase of 5 percent for FY25.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried.

The following item was presented:

Item 8.C. Approve FY25 Slate of Officers

Trustee Watchinski, Chair, reported that the proposed FY25 Slate of Officers is as follows:

President: Catrina Parker

Vice-President: Matt Watchinski

Treasurer: John Argenziano

Secretary: Dianne Hollister

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

Motion carried (viva voce, 8-0).

The following item was presented:

Item 8.D. Approve Appointments to the Bloomington Public Library Foundation Board

President Westerhout nominated Alicia Henry as a Bloomington Public Library Foundation Board member. He also shared that Van Miller will continue as an at-large member of the Foundation Board (rather than a representative of the Bloomington Public Library Board).

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

Motion carried (viva voce, 8-0).

The following item was presented:

Item 8.E. Review and Approve Revision of Library Policies

Director Hamilton reviewed the recommended policies revisions.

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

Motion carried (viva voce, 8-0).

The following item was presented:

Item 8.F. Authorize the Library Director to Enter into a Contract for Display Furniture

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

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried.

Discussion Items

There were no discussion items.

Comments by Trustees

Trustee Hollister asked about the uneven surface in the parking lot. Director Hamilton explained that the top layers of asphalt, which were not yet able to be installed due to low temperatures, will correct those issues. Trustee Hollister also thanked Carol Torrens, Head of Adult Services, for technology assistance on a talk she gave recently. She is also grateful to the Children's Services staff who helped her locate the books needed for the talk.

Trustee Hollister inquired whether her Bloomington Public Library card can be used at Illinois State University. Director Hamilton informed her that public library cards are only good at other public libraries, but she could get a community card to use at ISU.

Trustee Hollister wondered if we could order more vests with the library's logo. She would like to have more of them, since she wears hers often and has many conversations about the library because of it. Director Hamilton will check with the Marketing Department about that possibility.

Trustee Henry expressed her gratitude for President Westerhout's service to the Board and the Library.

Director Hamilton commented that there is one person who has applied to serve on the Board, and she has asked several other community members to apply.

Recognize Outgoing Trustees

Director Hamilton celebrated the service of outgoing Trustees Van Miller, Susan Mohr, and Julian Westerhout.

Adjournment

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

Motion carried (viva voce, 8-0).

The Meeting Adjourned at 6:48 PM

BILLS LIST

Approved by BPL Board of Trustees, June 18, 2024

Signature, BPL Trustee

Vendor	Line Item	Amount
Alert Media, Inc.	Other Purchased Services	5,917.08
Amazon Capital Services	A/V Materials	1,040.66
Amazon Capital Services	Adult Books	291.07
Amazon Capital Services	Building Mtnc Supplies	243.92
Amazon Capital Services	Children's Books	562.63
Amazon Capital Services	Computer Supplies	84.14
Amazon Capital Services	Janitorial Supplies	85.12
Amazon Capital Services	Library Supplies	32.34
Amazon Capital Services	Non-Traditional Materials	160.11
Amazon Capital Services	Office Supplies	177.86
Amazon Capital Services	Office Supplies -- Expansion	936.72
Amazon Capital Services	Other Purchased Services	950.29
Ameren	Electricity	6,556.17
American Pest Control	Building Maintenance	160.00
Arthur J. Gallagher	Other Purch Services-Exp	2,986.00
Bartlett Public Library District	Miscellaneous Expenses	111.00
Bobzbay	Other Purchased Services	6,499.13
Brodart Company	Library Supplies	228.80
CDW Government	Computer Supplies	108.36
CDW Government	Office/Equip Maintenance	2,592.00
CDW Government	Office Supplies -- Expansion	1,059.23
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	491.24
City of Bloomington	Dental Insurance PPO	253.76
City of Bloomington	FICA	14,241.89
City of Bloomington	Gas & Diesel Fuel	303.07
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	16,238.88
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	IMRF	14,814.08
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,330.90
City of Bloomington	Payroll	242,254.76
City of Bloomington	RHS Contribution	638.48
City of Bloomington	Vision Insurance	239.20
City of Bloomington	Water	485.91
City of Bloomington - Petty Cash	Employee Relations	60.44
City of Bloomington - Petty Cash	Miscellaneous Expenses	110.00
City of Bloomington - Petty Cash	Other Purchased Services	100.00
City of Bloomington - Petty Cash	Postage	0.78
City of Bloomington - Petty Cash	Travel	4.94
Connecting Routes Project	Other Purchased Services	250.00

Cope, Michelle
 Cox Subscriptions
 Custom Digital Imaging
 Custom Digital Imaging
 Danville Public Library
 Dell Marketing, L.P.
 Dell Marketing, L.P.
 Demco
 Devyn Corp
 Eastland Disaster Historical Society
 Ebsco Industries
 Ecology Action Center
 Engberg Anderson
 F & W Lawn Care & Landscaping
 Geiger
 Glowforge, Inc.
 Goerlitz, Nan
 Gorden
 Green, Jocelyn
 HV Management
 Illinois State Police
 Illinois State University
 Illinois Wesleyan University
 Knoll, Bernard
 Lefler, Tiffany
 Library Furniture International, LLC
 Liebmann, Darren
 McLean County Chamber of Commerce
 Mendez, Marcos
 Metronet
 Midwest Engineering & Testing, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Moser, Cora
 Murdock, Lee
 Nicor/Northern Illinois Gas
 Nub Games, Inc.
 OverDrive
 Playaway Products
 Playaway Products
 Proquest, LLC
 Quadient Leasing USA, Inc.
 Quill Corp
 Quill Corp
 Quill Corp
 Quill Corp
 Quill Corp
 Quill Corp
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Rosedrew, Inc.
 Schmid, Allison

Travel	20.30
Periodicals	9,561.48
Other Purchased Services	857.23
Printing	96.90
Miscellaneous Expenses	98.00
Computer Supplies	3,168.10
Office Supplies -- Expansion	5,699.96
Office Supplies -- Expansion	4,739.53
Other Purchased Services	3,700.00
Other Purchased Services	657.70
Periodicals	13.83
Other Purchased Services	50.00
Architectural Fees	16,499.13
Building Maintenance	1,290.00
Library Supplies	782.47
Office Supplies -- Expansion	1,295.00
Travel	5.90
Travel	16.75
Other Purchased Services	607.33
Other Purch Services-Exp	2,376.00
Other Purchased Services	60.00
Advertising	408.33
Other Purchased Services	307.10
Other Purchased Services	70.80
Travel	15.54
Office Supplies -- Expansion	20,730.00
Other Purchased Services	500.00
Other Purch Services-Exp	200.00
Other Purchased Services	100.00
Telecommunications	1,986.34
Architectural Fees	2,930.00
Office Supplies	30.00
A/V Materials	1,893.35
Children's Books	495.92
Downloadable Materials	39,920.00
Janitorial Supplies	265.25
Travel	5.96
Other Purchased Services	400.00
Natural Gas	3,615.32
Other Purchased Services	627.00
Downloadable Materials	9,980.00
Adult Books	224.97
Children's Books	2,453.21
Downloadable Materials	55.98
Rentals	166.92
Computer Supplies	929.63
Employee Relations	22.16
Janitorial Supplies	38.00
Miscellaneous Expenses	8.16
Library Supplies	198.81
Office Supplies	731.62
Office/Equip Maintenance	183.78
Rentals	2,619.44
Library Supplies	1,162.30
Travel	71.02

Stark Excavating, Inc.	Building Maintenance	5,778.45
Sutton, Patricia	Other Purchased Services	850.00
Uline Shipping Supply Specialists	Janitorial Supplies	221.92
Unique Management Services, Inc.	Other Purchased Services	206.85
Verizon Wireless	Telecommunications	337.49
Vernon Library Supplies	Library Supplies	597.20
Vernon Library Supplies	Office Supplies -- Expansion	9,999.98
Wolpert, Emily	Travel	20.77
VISA - AB Hatchery & Garden Center	Other Purchased Services	50.00
VISA - AEDCenter.com	Employee Relations	1,959.02
VISA - Baker & Taylor Books	A/V Materials	1,899.77
VISA - Baker & Taylor Books	Adult Books	5,259.34
VISA - Baker & Taylor Books	Children's Books	5,614.38
VISA - Best Buy	Office Supplies -- Expansion	3,949.86
VISA - Best Version Media	Advertising	594.40
VISA - Bloom's Coffee Bar	Other Purchased Services	50.00
VISA - Brass Pig Smoke & Ale	Other Purchased Services	50.00
VISA - Carl's Ice Cream	Employee Relations	265.75
VISA - Cozy Cottage Bakery	Employee Relations	85.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	390.01
VISA - Flinger's Pizza	Employee Relations	561.27
VISA - Flying Magazine	Periodicals	50.00
VISA - Fox & Hounds Salon & Spa	Other Purchased Services	50.00
VISA - Funbelievable Balloons	Other Purchased Services	360.00
VISA - Fusion Crunch	Other Purchased Services	50.00
VISA - Global Industrial Equipment	Janitorial Supplies	137.99
VISA - Grainger	Building Mtn Supplies	1,053.18
VISA - Grove Street Bakery	Miscellaneous Expenses	42.42
VISA - Harbor Freight Tools	Other Purchased Services	218.41
VISA - Harvard Business Review	Periodicals	146.82
VISA - HR Direct	Office Supplies	94.10
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	35.26
VISA - Ingram	Adult Books	6,138.91
VISA - Ingram	Children's Books	975.79
VISA - International Service Fee	Other Purchased Services	0.63
VISA - Jewel-Osco	Employee Relations	191.23
VISA - JoAnn Stores	Other Purchased Services	96.49
VISA - Meijer	Office Supplies -- Expansion	46.06
VISA - Meijer	Other Purchased Services	49.92
VISA - New Resident Services, Inc.	Other Purchased Services	63.00
VISA - Printful, Inc.	Other Purchased Services	151.53
VISA - Red Raccoon Games	Other Purchased Services	50.00
VISA - Rowman & Littlefield Publishing Group	Other Purchased Services	341.97
VISA - T-Mobile	Non-Traditional Materials	180.00
VISA - T-Mobile	Telecommunications	4,197.87
VISA - Verizon Wireless	Telecommunications	337.50
VISA - Wal-Mart	Janitorial Supplies	181.28
VISA - Wix.com	Other Purchased Services	31.73
VISA - Zoom.US	Other Purchased Services	373.83
Total		536,311.94

BILLS LIST

Approved by BPL Board of Trustees, June 18, 2024

Signature, BPL Trustee		
Vendor	Line Item	Amount
American Pest Control, Inc.	Building Maintenance	80.00
Baez, Clare	Travel	4.42
Bell, Alex	Travel	80.74
Brown, Reagan	Travel	4.02
CDW Government	Computer Supplies	108.36
CDW Government	Office Supplies -- Expansion	2,384.10
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	192.99
City of Bloomington	Dental Insurance PPO	99.46
City of Bloomington	FICA	13,715.55
City of Bloomington	Health Insurance-HMO	218.57
City of Bloomington	Health Insurance-PPO 600/1200	6,379.56
City of Bloomington	Health Insurance-PPO with HSA	3,889.49
City of Bloomington	IMRF	13,738.30
City of Bloomington	Identity Protection	55.86
City of Bloomington	Life Insurance	203.60
City of Bloomington	Medicare	3,207.69
City of Bloomington	Payroll	227,434.41
City of Bloomington	RHS Contribution	638.48
City of Bloomington	Vision Insurance	93.97
City of Bloomington	Water	503.57
Cope, Michelle	Travel	14.81
Cox Subscriptions	Periodicals	5,848.59
Cox Subscriptions	Professional Collection	492.62
Cummins, Inc.	Vehicle Maintenance	683.40
Dean's Graphics	Other Purch Services-Exp	2,552.50
Dell Marketing, L.P.	Office Supplies -- Expansion	6,245.20
Demco	Library Supplies	213.58
Ebsco Industries	Periodicals	11.29
Engberg Anderson	Architectural Fees	13,120.00
F & W Lawn Care & Landscaping	Building Maintenance	195.00
Federal Companies	Other Purch Services-Exp	10,015.00
Felmley Dickerson	Construction	1,111,791.11
Geiger	Library Supplies	1,466.84
Geiger	Other Purchased Services	1,192.03
Goerlitz, Nan	Travel	33.90
Harrington, Janice	Other Purchased Services	300.00
Henricksen and Company, Inc.	Office Supplies -- Expansion	60,629.25
Illini Fire Equipment	Building Maintenance	40.00
Illinois Wesleyan University	Other Purchased Services	415.13
Imaging Office Systems, Inc.	Office/Equipment Mtn	1,500.00
Keyes, Laura	Other Purchased Services	250.00
Lefler, Tiffany	Travel	31.42

Library Furniture International, LLC	Office Supplies -- Expansion	217,338.53
Library Store	Library Supplies	211.59
McCarthy, Michael	Other Purchased Services	305.52
Metronet	Telecommunications	1,986.34
Mid Illinois Mechanical	Building Maintenance	600.00
Midamerica Books	Adult Books	347.40
Midwest Tape	A/V Materials	1,041.32
Midwest Tape	Children's Books	154.97
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	294.15
Pantagraph	Advertising	400.00
Quill Corp	Computer Supplies	242.85
Quill Corp	Janitorial Supplies	50.99
Quill Corp	Office Supplies	996.95
Reaching Across Illinois Library System	Public Access Software	21,423.58
Uline Shipping Supply Specialists	Building Mtns Supplies	377.02
Uline Shipping Supply Specialists	Janitorial Supplies	221.92
Vernon Library Supplies	Office Supplies -- Expansion	4,505.32
Widmer Interiors	Office Supplies -- Expansion	153,479.30
VISA - American Airlines	Professional Development	495.95
VISA - American Library Association	Professional Development	499.00
VISA - Baker & Taylor Books	Adult Books	5,297.64
VISA - Baker & Taylor Books	Children's Books	6,503.42
VISA - Best Buy	Other Purchased Services	59.99
VISA - Best Version Media	Advertising	594.40
VISA - Bloomerang	Other Purchased Services	12.21
VISA - Dick Van Dyke Appliance World	Office Supplies	4,594.85
VISA - DoubleTree by Hilton	Other Purchased Services	400.96
VISA - EB Youth Services Day	Professional Development	15.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	435.61
VISA - Gingerbread House	Library Supplies	35.48
VISA - Global Industrial Equipment	Janitorial Supplies	151.00
VISA - Global Leadership Summit	Professional Development	179.00
VISA - Grey house Publishing	Public Access Software	2,695.00
VISA - Harvard Business Review	Periodicals	(11.82)
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	31.52
VISA - Illinois Library Association	Memberships	50.00
VISA - Ingram	Adult Books	7,014.68
VISA - Ingram	Children's Books	845.54
VISA - International Service Fee	Other Purchased Services	0.63
VISA - Ivy Lane Bakery	Employee Relations	100.70
VISA - Jewel-Osco	Employee Relations	12.94
VISA - Jimmy John's	Employee Relations	296.95
VISA - Lakeshore Learning Materials	Other Purchased Services	26.98
VISA - Lee Murdock Recording	Adult Books	51.00
VISA - Meijer	Other Purchased Services	300.00
VISA - Menards	Janitorial Supplies	57.94
VISA - Miss Kim's Confections & Events	Other Purchased Services	352.00
VISA - Normalite	Periodicals	30.00
VISA - Oriental Trading Co.	Other Purchased Services	2,492.43
VISA - Printful, Inc.	Other Purchased Services	112.42
VISA - Sam's Club	Employee Relations	168.96
VISA - Sam's Club	Janitorial Supplies	130.32
VISA - Sp Brown Dog Gadgets	Other Purchased Services	173.56

VISA - Steam Purchase	Other Purchased Services	200.00
VISA - Target	Other Purchased Services	619.99
VISA - T-Mobile	Non-Traditional Materials	450.00
VISA - T-Mobile	Telecommunications	1,229.75
VISA - Wal-Mart	Janitorial Supplies	112.94
VISA - Wal-Mart	Library Supplies	307.46
VISA - Wal-Mart	Other Purchased Services	115.50
VISA - White Pages	Other Purchased Services	131.88
VISA - Wix.com	Other Purchased Services	31.46
VISA - Zoom.US	Other Purchased Services	373.83
Total		1,943,431.96



REGULAR AGENDA ITEM NO. 8.A.

FOR LIBRARY BOARD OF TRUSTEES: June 18, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve Non-Resident Card Participation for 7.01.24 - 6.30.25

RECOMMENDED MOTION: Approve participating in the nonresident card program - using 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 nonresident applicants under 18

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: 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 several 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).

Three years ago, 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. Two years ago, a complimentary law was passed allowing libraries to choose to extend that fee waiver to all people under 18.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: This has a very minimal impact on our revenues, with only 12 households currently receiving nonresident cards.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director