



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, 2ND FLOOR, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, JUNE 17, 2025, 5:30 PM**

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

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

5. Reports

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

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

C. Fiscal Report (Recommended Motion: none, presentation only.)

6. Consent Agenda

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

A. Approve Minutes of 5/20/25: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve minutes as presented.)

B. Bills in the Amount of \$458,379.93 (Recommended Motion: Approve the proposed bills.)

7. Approval Items

A. Approve Waiving the Three Quote Requirement and Authorize Payment for the Annual Maintenance Agreement to Envisionware (Recommended Motion: Approve item as presented.)

B. Approve the Annual OCLC Service Renewal (Recommended Motion: Waive the Competitive Bid Process, Approve the Annual OCLC Service Renewal, and Authorize Payment to Illinois Heartland Library System.)

C. Approve Non-Resident Card Participation for 7.01.25 - 6.30.26 (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).

8. Comments by Trustees

9. Adjournment

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

At the board meeting, I would like to discuss replacing the individual reports submitted by each Department Manager with a condensed and compiled library report. In this month's packet, you will be able to compare the example condensed and compiled library report below (approximately 6 pages) with the individual reports (approximately 19 pages).

EXAMPLE CONDENSED AND COMPILED LIBRARY REPORT

Bloomington Public Library
Books are just the beginning.



May 2025

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

- The BPL on the Go vehicle upfitting is nearing completion - we anticipate the upfitting will be completed in June
- Secured 32 prize sponsors and monetary sponsors for the Summer Reading Program
- Delivered 17,000 Summer Reading Logs to 30 D87 and Unit 5 schools
- Gave a library tour and brief presentation on censorship & intellectual freedom to a group of retired nurses.
- Gave a tour to former library board member, Alex Cardona
- Hosted Stevenson School's 4th grade field trip for 61 attendees
- Replaced the 3D printers in the Innovation lab and reopened both the certifications and reservations for 3D printing
- Painted the patio furniture
- Received a proposal for a stepdown transformer to address issues caused by electrical surges on the grid
- Created a list of all the annual certificate renewals, and quarterly preventative maintenance
- Partnered with Bloomington Revivalists to help plan for their sidewalk wayfinding project, which leads from the Library to the History Museum and hosted the Project Celebration Event on May 31st
- Continued to make progress towards a Library expansion, by:
 - Communicating and following up on building issues with the construction team.
 - Overseeing compliance with the Illinois State Library grant, including required reports
- Outreach Events:
 - The Bookmobile visited Cedar Ridge Elementary, Pepper Ridge Elementary, Oakland Elementary, Sheridan Elementary, Metcalf School
 - Presented on the bookmobile service at Fox Creek Elementary
 - Parent-Child Connections of Heartland Head Start
 - McLean County Reentry Resource Fair
 - Unit 5k
 - Be Content Senior Expo
 - Family Day at Tipton Park with City Parks & Rec
 - Day of Hope at Vineyard Church

- Cedar Ridge BPAC Picnic
- McLean County Reentry Council Resource Fair
- Sensory Story Time demonstration at Northpoint for Unit 5 teachers – 5 attended
- Summer reading school visits – Visited 16 schools – 6,298 attended
- Visited these schools and talked about books and the Summer Reading Program:
 - BJHS: 396 (7 visits); KJHS: 63; NCHS: 12; PJHS: 58; EJHS: 37; CJHS: 43; Metcalf: 87
- BJHS Field Day - approximately 1,100 students attended
- Confidently Curly at Sheridan – 38 attended
- Washington K – 68 attended
- Trinity Lutheran pre-K – 10 attended
- Milestones – 33 attended
- Katie’s Kids – 46 attended
- Childcare Connection – 24 attended
- Scott Early Learning Center – 54 attended
- Irving Bingo Night – 185 attended
- The Outreach Engagement Coordinator made the following connections:
 - Recurring monthly meetings:
 - BN Welcoming Committee
 - Hispanic Services Coalition Lunch
 - McLean County Fatherhood Coalition
 - McLean County Human Service Council
 - McLean County Reentry Council
 - McLean County ROSC Council
 - Special meetings and connections:
 - Presented to Parent-Child Connections Group of Heartland Head Start
 - Presented in Spanish to parents at BPAC picnic
 - Met with Kim Taber, Director of Multilingual/Multicultural Programs at District 87
 - Home Sweet Home Shelter Village Forum
- Prepared and delivered or renewed 764 items at 9 Deposit sites
- Prepared and delivered or renewed 622 items to 50 active home delivery patrons
 - 2 new patrons were added this month
- 115 patrons were served at 7 Pop Up Library locations, and 805 items checked out or renewed
- Advertising:
 - Postcard mailing to the residents near the Somerset bookmobile stop
 - WGLT
 - Special ad packages will run in May and June to promote the following:
 - Summer Reading Program - to run May 27-June 17
 - Summer Concert Series – to run June 4-June 18
 - Pantagraph’s Saturdays on the Square concert series sponsorship, which includes:
 - 25,000 high-impact online ads
 - 25,000 online banner ads
 - 1 email campaign
 - 10,000 online reveal ads

- The Magic Blue Box Marketing online ads
- 4 billboards from Lamar – 1 digital; 3 static
- Marquees at Grossinger Arena
- Community Players’ 2024-2025 season sponsorship, which allows the library to run an ad on the Community Players screen during each 2024-2025 show (pre-show and intermission)
- Lake Run Club’s Kids Run for Fun Sponsorship, which includes a spot on the program t-shirt and a slot as the “featured sponsor” at the run on June 13

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

- Deposit Programming staff presented the program *Kristin Hannah: The Inside Edition* to 17 residents at Villas of Holly Brook and Carriage Crossing.
- 155 backordered items were cancelled by B&T due to “changing terms with certain publishers”
 - Allison is working through them one by one to let selectors know what needs to be re-ordered from other vendors
- Staff and volunteers continued working on the Pantagraph card digitization project, so far, we have scanned 66,336 Pantagraph cards
- Staff completed 3 local history requests: 1 obituary plus additional genealogy info, 1 obituary, and 1 cemetery record
- Staff had two 1-on-1 appointments with a librarian, providing assistance with e-filing documents and resume help
- Programs offered:
 - Children’s:
 - Sign and Sing – 41 attended
 - Prairie Fire Theatre Children’s Opera Presents “Ghost in the House” – 60 attended
 - Singing Swinging Story Time – 36 attended
 - D&D for Kids – 3 sessions – 14 attended
 - RC Cars – 11 attended
 - School-Age Crafts – 31 attended
 - Teens:
 - Teen Craftivism – 7 attended
 - 5th grade TZ Preview Night (4 sessions) – 15 attended
 - Teen Book Club – 3 attended
 - Teen Writer’s Workshop – 6 attended
 - No School Day Craft – 9 attended
 - Custom Sublimated T-Shirts – 9 attended
 - D&D: Escape from the Pirate’s Hold – 4 attended
 - Mini 3D Printed Catapults – 6 attended
 - Adults:
 - Estate Planning and Wills – 48 attended
 - Silent Book Club – 3 attended
 - Houseplant Swap – 92 attended
 - Meet Prairie State Legal – 9 attended
 - English Language Conversation – 14 attended

- BPL Staff Art Exhibition Opening – 56 attended
- Books on Tap Book Club – 24 attended
- History Reads Book Club – 8 attended (5 in person, 3 virtually)
- Mystery Book Club – 10 attended (5 in person, 5 virtually)
- Fiction Book Club – 12 attended (7 in person, 5 virtually)
- Illinois Libraries Present Dan Santat – 2 attended virtually
- Illinois Libraries Present Matthew Desmond – 13 attended virtually
- Children’s Passive Activities offered:
 - District 87 Art Show Scavenger Hunt – 61 participated
 - Children’s Department Scavenger Hunt – 251 participated
 - Crafts (animal patterns, butterflies, and sharks) – 442 made

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

- Posted one in-house job announcement
- Interviewed six job applicants
- Hired part-time staff member, Izzy, for the open full-time Circ-OTR LTA Bookmobile Driver position
- Hired Samara for the open part-time LTA position in IT
 - Samara has her Computer Science degree from Michigan and an interest in video and photo editing
- Had 4 union negotiation sessions
- Worked on an initiative to help foster more collaboration and united efforts between BPL programming staff
- Developed and sent out a guide about Patron Confidentiality, FOIA, Censorship, Material Reconsideration, and First Amendment Audits for all staff to review
- Offered staff training sessions on the new phones, the meeting room assistive listening devices, the summer reading program, microfilm readers, and the library market reservation software
- Updated the Committee and Working Groups for FY26

Goal: Work effectively through the use of technology.

- Met with a representative from Unique Management about their Renew IQ service that offers autorenewals for patron accounts
- Migrated the phone system from Metronet to Verizon
 - While there are still a couple of outstanding items, the majority of the functions and all of the phones have been moved to the new Verizon phone system with little interruption to public services
- Ordered a second Translation Device (funded by GPPLD) for the Bookmobile
- Added 5 more loanable hotspots (funded by GPPLD) to our collection
- Social media presence:
 - BPL Facebook – 11,966 followers
 - Instagram – 2,886 followers
 - Twitter – 1,894 followers (we are no longer posting to Twitter; followers continue to decline)
- Text subscribers – 2,344 subscribers
- Cardholder Perks list – 32,922 filtered active subscribers.

- Program Guide list – 34,305 filtered active subscribers.
- General eBlast list – 32,822 filtered active subscribers.

Goal: Administer a cost-effective public library.

- The BPL's Green Committee, Operations Staff, and the Wild Ones Illinois Prairie Chapter put over 200 native plant species in the ground on the Library's patio through a project funded by an Illinois Prairie Community Foundation grant
 - The "Prairie on the Patio" grand opening party will be August 14 at 5:00pm.
- Applied for the North Central region of Illinois Digital Equity Grant (up to \$8,000)
 - Subsequently found out that the funding for both this and the Illinois Digital Equity Capacity Grant were terminated by the Federal Government
- The Library received generous donations for the Summer Reading Program from the Foundation (\$23,000) and from Golden Prairie (\$3,500)
- The Book Shop collected \$980.00
- Hoopla usage was more than last month: 8,684 downloads totaling \$20,327.55
- Kanopy usage was a little more than last month: 548 downloads totaling \$1,442.00
- The Library received its first Property Tax distribution on May 30 for \$785,563.28
- Golden Prairie received its first Property Tax distribution on May 30 for \$71,753.15
- Bills Costing in Excess of \$5,000:
 - Ameren IP \$7,899.87 for Monthly Electricity
 - Bobzbay \$5,884.28 for Summer Reading Program Prizes for Teens
 - Custom Digital Imaging \$6,565.29 for Printing Summer Reading Logs
 - F & W Care & Landscaping \$7,850.00 for Patio Landscaping
 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn \$9,682.40 for Legal Services
 - Kanopy, Inc. \$8,000.00 for Replenishing Funds in Account
 - Midwest Tape \$24,000.00 for Hoopla Service
 - OverDrive \$8,000.00 for E-Books
 - Reaching Across Illinois Library System \$21,295.91 for Annual Fee for OverDrive Participation

(5/2025) Circulation and Outreach Services Statistics

Total Circ BPL	110,832
Total Circ Main	77,013
Total Circ Outreach	7,035
Total Circ Drive-up	1,329
Total Digital Downloads	25,455
Hoopla	8,684
Overdrive	15,101
TumbleBooks	55
eBook Central	13
Kanopy	1,602
Borrowers Registered	530
Total Active Cardholders	36,525
Children	8,480
Teen	3,988
Adult	24,057
GPPLD	1,619
Total Holds Filled	7,142
Main Holds	5,064
Outreach Holds	1,020
Drive-up Holds	1,058
Door Count	25,202

10 Highest Circulations		Patron Count
Wingover Apartments PM	229	93
Wingover Apartments AM	205	48
Golden Eagle	133	42
Old Farm Lakes	122	32
Eagle Ridge	114	35
Grove	112	32
Eagle Creek	99	37
Bohmer Drive	87	50
Bohmer Drive	86	62
Ponds Apartments	84	24

Regularly Scheduled Stops	72
Special Stops	5
Cancelled Stops	0
Total Stops	77
Total Patron Count	2,619
Total Bookmobile Circulation	2993

Lowest 5 Circulations		Patron Count
Cardinal Ridge	5	4
Arrowsmith	4	4
Waterford Estates	4	5
Evergreen Park	3	6
Angler's Manor	0	2

Director's Report
Jeanne Hamilton
May 2025

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

- Continued to make progress towards a Library expansion, by:
 - Communicating and following up on building issues with the construction team
 - Overseeing compliance with the Illinois State Library grant, including required reports
- Gave a tour to former library board member, Alex Cardona
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended a Bloomington Revivalists Meeting to help plan for their sidewalk wayfinding project, which leads from the Library to the History Museum and helped at the Project Celebration Event on May 31st
- Worked with Jon and the new phone vendor to coordinate plans for the switch to the new system
- Coordinated the cancellation of the old phone system

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

- Ordered a second Translation Device (funded by GPPLD) for the Bookmobile

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

- Prepared for and participated in 4 union negotiation sessions
- Attended a training on the new phone systems
- Attended a training about the 2025 BPL Summer Reading Program

Goal: Work effectively through the use of technology.

- Worked with IT to add 5 more loanable hotspots (funded by GPPLD) to our collection

Goal: Administer a cost-effective public library.

- Applied for the North Central region of Illinois Digital Equity Grant (up to \$8,000)
 - Subsequently found out that the funding for both this and the Illinois Digital Equity Capacity Grant were terminated by the Federal Government

Assistant Director's Report

Colleen Shaw

May 2025

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

- The BPL on the Go vehicle upfitting is nearing completion! We anticipate the upfitting will be completed in June.

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

- Staffed the Check Out Desk, Help Desk, and Children's Desk.
- Attended McLean County Reentry Council Resource Fair on May 3.
- Gave a library tour and brief presentation on censorship & intellectual freedom to a group of retired nurses.
- Worked with Midwest Ground Covers, Possibility Place, and AB Hatchery on ordering the native plants for the grant-funded Prairie on the Patio plant project.

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

- Attended interviews for FT LTA position in Circ-OTR and selected a candidate.
- Worked on an initiative to help foster more collaboration and united efforts between BPL programming staff.
- Developed and sent out a guide about Patron Confidentiality, FOIA, Censorship, Material Reconsideration, and First Amendment Audits for all staff to review.
- Updated the Committee and Working Groups for FY26.

Goal: Work effectively through the use of technology.

- Met with a representative from Unique Management about their Renew IQ service that offers autorenewals for patron accounts.

Goal: Administer a cost-effective public library.

- Worked with BPL's Green Committee and the Wild Ones Illinois Prairie Chapter to put over 200 native plant species in the ground on the Library's patio through a project funded by an Illinois Prairie Community Foundation grant. The "Prairie on the Patio" grand opening party will be August 14 at 5:00pm.

Adult Services Report
Marcie Shaffer
May 2025

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

SERVICES

Staff completed 3 local history requests: 1 obituary plus additional genealogy info, 1 obituary, and 1 cemetery record

Staff had two 1-on-1 appointments with a librarian, providing assistance with e-filing documents and resume help.

COLLECTIONS

Sara weeded the 300s and 900s of the Audiobook CD collection. Tiffany weeded duplicate old award titles.

Adult collection material display themes were These Books Blue Us Away (books with blue covers), May the Fourth Be With You (celebrating Star Wars Day with Star Wars books), AAPI Heritage Month, and Graphic Novels. Teen material display themes were AAPI Heritage Month, Mental Health Awareness, and Graphic Novels.

We have added an electronic resource spotlight to our adult materials display. May's topic was Libby.

PROGRAMS

Summer Reading is here! We anticipate a busy summer!

Marcie secured a subscription for the next season (Sept 2025 – May 2026) of IL Libraries Present. This series, coordinated by Illinois Library Association, provides at least 6 high-quality, live and recorded virtual programs featuring authors, illustrators, and performances.

Adult/Family programs

In Person - On Site

Estate Planning and Wills – 48 attended
Silent Book Club – 3 attended
Houseplant Swap – 92 attended
Meet Prairie State Legal – 9 attended
English Language Conversation – 14 attended
BPL Staff Art Exhibition Opening – 56 attended

In Person - Off Site

Books on Tap Book Club – 24 attended

Live Virtual

Illinois Libraries Present Dan Santat – 2 attended
Illinois Libraries Present Matthew Desmond – 13 attended

In Person + Virtual

History Reads Book Club – 8 attended (5 in person, 3 virtually)

Mystery Book Club – 10 attended (5 in person, 5 virtually)

Fiction Book Club – 12 attended (7 in person, 5 virtually)

Teen Programs

In Person - On Site

Teen Craftivism – 7 attended

5th grade TZ Preview Night (4 sessions) – 15 attended

Teen Book Club – 3 attended

Teen Writer's Workshop – 6 attended

No School Day Craft – 9 attended

In Person - Off Site

Tiffany visited these schools and talked about books and the Summer Reading Program:

BJHS: 396 (7 visits); KJHS: 63; NCHS: 12; PJHS: 58; EJHS: 37; CJHS: 43; Metcalf: 87

Cora represented BPL at BJHS Field Day, with approximately 1,100 students in attendance

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

Sara provided microfilm reader refreshers to 11 desk staff.

Staff attended training sessions on the following topics: new phone system, Summer Reading Program, assistive listening devices used in the Community Rooms and Children's Program Rooms, and Polaris' Simply Reports.

New shelver Hannah is fully trained in shelving adult print materials.

Goal: Work effectively through the use of technology.

Sara continued working on the Pantagraph card digitization project. She scanned and cropped 1,091 Pantagraph cards and double-checked 845 cropped Pantagraph cards.

Sara created a new microfilm staff training document for staff.

Goal: Administer a cost-effective public library.

Volunteers

Practicum student Rachel: 8 hours

Hammitt School volunteers: 7 hours

Two teen volunteers: 15.75 hours

Business Office Report

Kathy Jeakins

May 2025

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

Nan and Kathy either attended or viewed Mini Morning Sessions on telephone training and Summer Reading Program

Goal: Work effectively through the use of technology.

Nan and Jorgi developed a Mini Morning Training Session on Library Market/Room Reservations

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 applications for two staff getting a P Card for the first time; increased limits for 1 staff; and notified one staff member that their current card was about to expire and provided instructions for getting a new card

On May 1, Nan and Kathy did an annual physical count of all Library petty cash sources (there are 6 of them)—all counts were perfect!

The Library received generous donations for the Summer Reading Program from the Foundation (\$23,000) and from Golden Prairie (\$3,500)

In May, the Book Shop collected \$980.00

Hoopla usage in May was more than last month: 8,684 downloads totaling \$20,327.55

Kanopy usage for May was a little more than last month: 548 downloads totaling \$1,442.00

The Library received its first Property Tax distribution on May 30 for \$785,563.28

Golden Prairie received its first Property Tax distribution on May 30 for \$71,753.15

Rick Phillips, Golden Prairie auditor, contacted Kathy in May to have the Board President sign a document related to the upcoming audit

Kathy emailed New Vendor Registration information to three new vendors

Bills Costing in Excess of \$5,000:

- Ameren IP \$7,899.87 for Monthly Electricity
- Bobzby \$5,884.28 for Summer Reading Program Prizes for Teens
- Custom Digital Imaging \$6,565.29 for Printing Summer Reading Logs
- F & W Care & Landscaping \$7,850.00 for Patio Landscaping
- Hodges, Loizzi, Eisenhammer, Rodick & Kohn \$9,682.40 for Legal Services
- Kanopy, Inc. \$8,000.00 for Replenishing Funds in Account
- Midwest Tape \$24,000.00 for Hoopla Service
- OverDrive \$8,000.00 for E-Books
- Reaching Across Illinois Library System \$21,295.91 for Annual Fee for OverDrive Participation

Upcoming:

Continue working on copier quotes



Cataloging & Technical Services Report

Allison Schmid

May 2025

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

- We continue to clean shelves and replace defective bookends as we have the time. Children's and Custodial are working through the Children's Nonfiction shelves and Adult Services will be joining the fun soon.

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

- 7 Spanish Big Books have been added to the Big Books display shelving unit. It will get a magnetic shelf label soon. These are a little different from any other World Language item because they're not shelved with the World Language collection (due to their size.) Because of this, the collection will remain Big Book, but the call number in Polaris will say SPANISH.
- We've added a section of puzzles that are specifically 299 Pieces or Less (shelf labels coming soon). They will be shelved at the end of the other puzzles and will have blue title labels.
 - You can find the full listing of these puzzles [here](#).
- Currently, our practice is to put Nonfiction Foreign DVDs in the Foreign section using the first word of their title, just like a fictional movie. Moving forward, we're going to use a Dewey number on the spine, keeping the pink Foreign label at the top. These will be shelved at the end of the Foreign section. In Polaris, the call number will look like: FOR 363.2262DAR. Any new Foreign Nonfiction DVDs will be cataloged this way, and eventually we'll convert what we already own.
- 155 backordered items were cancelled by B&T due to "changing terms with certain publishers." Allison is working through them one by one to let selectors know what needs to be re-ordered from other vendors.

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

- We recently created a document (and flow chart) for selectors to standardize their note fields when ordering from an EDI Vendor and Amazon.
- All CATS staff attended or watched the MMS on Library Market and Room Reservations – 2.5
- All CATS staff attended or watched the MMS on the Assistive Listening Device. 2.5
- Ariana attended the Leaders Chat with Baker & Taylor CEO - 1
- Training Hours – 6

Goal: Work effectively through the use of technology.

Bloomington Public Library

Books are just the beginning.

- Allison went through and deleted desk accounts for staff who no longer worked here. We'll be developing a better system for creating and deleting desk accounts soon.
- Allison can now use the Item History tab in Simply Reports.
- Nick discovered a scan feature on his phone to take pictures of our puzzle covers for the website.
- We discovered a problem with our Midwest gridding. While fixing the existing problem, Midwest also made it easier for us to make changes in the future.
- All CATS staff have multi-factor authentication set up.

Goal: Administer a cost-effective public library.

- We posted the defective book ends on RAILS and 2 organizations have now picked some up.

Upcoming:

- Tonies, Yotos, and More Kits!

Children's Services Report
Melissa Robinson
May 2025

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

Programs

- Sign and Sing – 41 attended
- Prairie Fire Theatre Children's Opera Presents "Ghost in the House" – 60 attended
- Singing Swinging Story Time – 36 attended
- D&D for Kids – 3 sessions – 14 attended
- RC Cars – 11 attended
- School-Age Crafts – 31 attended
- 8 programs/sessions – 193 attended

Passive

- District 87 Art Show Scavenger Hunt – 61 participated
- Children's Department Scavenger Hunt – 251 participated
- Crafts (animal patterns, butterflies, and sharks) – 442 made

Groups/Events

- Summer reading school visits – Visited 16 schools – 6298 attended
- Stevenson School 4th grade field trip (at the library) – 61 attended
- Confidently Curly at Sheridan – 38 attended
- Washington K – 68 attended
- Trinity Lutheran pre-K – 10 attended
- Milestones – 33 attended
- Katie's Kids – 46 attended
- Childcare Connection – 24 attended
- Scott Early Learning Center – 54 attended
- Irving Bingo Night – 185 attended
- Sensory Story Time demonstration at Northpoint for Unit 5 teachers – 5 attended
- 26 groups/events – 6822 attended

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

- Children’s staff attended training sessions on the new phones, summer reading, and the assistive listening devices.
- Summer temps began work in the Children’s Department.

Upcoming:

- Summer reading starts May 27 and end July 28. We will begin giving out prizes on June 9.
- The District 87 lunches will start on June 9 and will be served Monday-Friday 11:30-12:30 with the exception of Juneteenth and 4th of July.
- We have the following programs planned for June:
 - Itsy Bitsy Arts with the Illinois Art Station – June 2
 - Itsy Arts with the Illinois Art Station – June 2
 - Summer Reading Dance Party – June 2
 - Lego Construction – June 7
 - Let’s Celebrate Eid – June 7
 - Summer Story Time – Tuesdays starting June 10
 - Summer Chess Club – June 10
 - Tales for Tails – Wednesdays and every other Thursday starting June 11
 - Sensory Story Time – Thursdays starting June 12
 - Tummy Time Play – June 12
 - Super Saturday Story Time – June 14
 - Bookworms – June 16
 - Story Time for a Summer Night – June 16
 - Juneteenth – June 19
 - CAST – June 21
 - Family Games Day – June 22
 - Ecology Action Center Presents “Trash Tunes” – June 23
 - Family Art Night – June 24
- Children’s staff will be at these events:
 - Sunnyside Bookmobile Stop Summer Reading Party – June 11
 - Brightpoint Block Party – June 17
 - Fatherhood Coalition Fishing Event – June 28



**Circulation and Outreach Report
May 2025**

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

Outreach Engagement Coordinator meetings and connections:

- Recurring monthly meetings
 - BN Welcoming Committee
 - Hispanic Services Coalition Lunch
 - McLean County Fatherhood Coalition
 - McLean County Human Service Council
 - McLean County Reentry Council
 - McLean County ROSC Council
- Special meetings and connections
 - Presented to Parent-Child Connections Group of Heartland Head Start
 - Presented in Spanish to parents at BPAC picnic
 - Met with Kim Taber, Director of Multilingual/Multicultural Programs at District 87
 - Home Sweet Home Shelter Village Forum

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

Deposits

Staff prepared and delivered or renewed 764 items at 9 sites.

Deposit Programming staff presented the program *Kristin Hannah: The Inside Edition* to 17 residents at Villas of Holly Brook and Carriage Crossing.

Home Delivery

Staff prepared and delivered or renewed 622 items to 50 active patrons. 2 new patrons were added this month.

Pop Up Library

Staff visited the locations listed below. 115 patrons were served, and 805 items checked out or renewed.

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

Outreach Events

- Bookmobile visits to Cedar Ridge Elementary, Pepper Ridge Elementary, Oakland Elementary, Sheridan Elementary, Metcalf School
- Visit to Fox Creek Elementary to present on Bookmobile service
- Parent-Child Connections of Heartland Head Start



- McLean County Reentry Resource Fair
- Unit 5k
- Be Content Senior Expo
- Family Day at Tipton Park with City Parks & Rec
- Day of Hope at Vineyard Church
- Cedar Ridge BPAC Picnic

Other News

- June's Community Spotlight Display is "Celebrate Fatherhood!" and will feature resources about fatherhood from the McLean County Fatherhood Coalition and the Advancing Fathers Program.

Goal: Work effectively through the use of technology.

- BPL Bookmobile's social media pages gained 9 new followers in May.

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

- A part-time staff member accepted the open full-time Circ-OTR LTA Bookmobile Driver position.



(5/2025) Circulation and Outreach Services Statistics

Total Circ BPL	110,832
Total Circ Main	77,013
Total Circ Outreach	7,035
Total Circ Drive-up	1,329
Total Digital Downloads	25,455
Hoopla	8,684
Overdrive	15,101
TumbleBooks	55
eBook Central	13
Kanopy	1,602
Borrowers Registered	530
Total Active Cardholders	36,525
Children	8,480
Teen	3,988
Adult	24,057
GPPLD	1,619
Total Holds Filled	7,142
Main Holds	5,064
Outreach Holds	1,020
Drive-up Holds	1,058
Door Count	25,202

10 Highest Circulations		Patron Count
Wingover Apartments PM	229	93
Wingover Apartments AM	205	48
Golden Eagle	133	42
Old Farm Lakes	122	32
Eagle Ridge	114	35
Grove	112	32
Eagle Creek	99	37
Bohmer Drive	87	50
Bohmer Drive	86	62
Ponds Apartments	84	24

Regularly Scheduled Stops	72
Special Stops	5
Cancelled Stops	0
Total Stops	77
Total Patron Count	2,619
Total Bookmobile Circulation	2993

Lowest 5 Circulations		Patron Count
Cardinal Ridge	5	4
Arrowsmith	4	4
Waterford Estates	4	5
Evergreen Park	3	6
Angler's Manor	0	2

Human Resources Report

Gayle Tucker

May 2025

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

- In May, I attended the following training: phone training; Summer Reading overview; planning for retirement webinar
- There was one in-house job announcement
- I participated in six interviews
- 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
- Union negotiations continued

Goal: Work effectively through the use of technology.

- In May, I participated in Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- Outside Job Announcements are typically posted to the BPL website and our social media outlets. Depending on the position, we may also advertise through RAILS, IHLS, and ILA. I also notify all staff of outside job announcements via email.
- I process the library's background checks
- I trained Colleen to do background checks for volunteers
- I trained Colleen as my backup person to enroll people in the Kronos timeclock
- 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

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The work study program will resume in August

Upcoming:

- Job Description updates for non-bargaining unit positions are underway

Information Technology Systems Report
Jon Whited
May 2025

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

We are continuing to scan the Pantagraph index. We two new volunteers specifically working on this project and are working a consistent schedule to move this project forward. We currently have 66,336 cards available and are adding additional cards daily.

We hired a new part-time LTA, Samara. She has her Computer Science degree from Michigan and an interest in Video and photo editing.

We also hired a temp part-time Teenzone assistant, Zoe, to help cover the additional hours that the TeenZone is open during the summer.

The 3D printers have been replaced in the Innovation lab and we have reopened both the certifications and reservations for 3D printing.

We migrated the phone system from Metronet to Verizon. While there are still a couple of outstanding items, the majority of the functions and all of the phones have been moved to the new Verizon phone system with little interruption to public services.

We replaced two TVs in the TeenZone that had been accidentally damaged. We also installed screen protectors on all three TVs in the TeenZone.

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

On May 12th, nine teens attended the Custom Sublimated T-Shirts program. Each participant was able to create their own full-color designs using Canva. These designs were printed by staff and pressed onto t-shirts that teens picked up at a later date.

On May 17th, the teen D&D program, *Escape from the Pirate's Hold*, was a great success. The program had full registration with a waiting list, and 4 out of 5 registered teens attended. It lasted around four hours, with a high level of engagement maintained throughout. Most of the attendees had previously participated in our teen D&D sessions, which encouraged a higher level of teamwork and camaraderie. The adventure itself was designed as a more open, sandbox-style session where the teens had to devise a plan as a group to escape the lair of a mad pirate king—encouraging critical thinking, creative problem-solving, teamwork, and time management. Premade characters were available, along with writing utensils and communal dice sets. Overall, the session went well—due in part to the success of previous programs—and showcased the library's potential as a space for teens to get to know each other and develop friendships.

On May 21st, the Mini 3D Printed Catapults program was a hit. We had 6 out of 8 total registrants attend the program. The teens were given a brief overview of how the catapult generates energy to launch a projectile and then they dove right into learning the 3D modeling program on the website Tinkercad. Gene took the teens through how to design the catapult and showed them various tips and tricks they can use in Tinkercad. At the end, Gene distributed some premade catapults to the teens as they left so they'd all have something to go home with. Overall, the teens really enjoyed themselves and said they learned a lot about how to use Tinkercad.

Marketing Report

May 2025

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

Summer Reading

Summer Reading Logs

- Upon receipt of 17,000 Summer Reading Logs, Marketing got to work bundling the logs for the schools (about 11,000 logs) into 400+ stacks of 25. Marketing then used enrollment numbers provided by D87 and U5 to divvy these logs up amongst 30 schools. (This included several private schools in addition to D87 and U5 PreK and elementary schools.)
- At U5's request, Marketing delivered the English version of the Kids Reading Log to 18 U5 schools.
- At D87's request, Marketing delivered the English version of the Kids Reading Log for 7 schools to the D87 Admin Office.
- Weeks later, Marketing delivered Spanish versions of the Kids Reading Log to the 7 schools which had requested them.

Summer Reading Vouchers

- Marketing and others continued to work throughout the month of May to secure prize sponsors and monetary sponsors for the Summer Reading Program
- Marketing compiled 3 voucher lists – for kids, teens, and adults
- Marketing designed 3 voucher sheets – for kids, teens, and adults
- Marketing and others proofed all 3 voucher sheets and secured approval from each business that's included..
- At this writing, Marketing is printing 6,000 voucher sheets.
- Lists of the prizes secured for each age group – kids, teens, and adults – is available at bit.ly/bplsrp2025

Summer Reading Decorations

- Marketing designed and produced multiple Summer Reading banners for each of the three public service desks.
- Multiple banners were designed and produced for the Bookmobile.
- A banner thanking the 2025 Summer Reading sponsors was designed and produced. It is viewable when one enters the library at the Main Entrance.
- Hanging decorations were purchased for the Bookmobile.

Summer Reading T-Shirts

- Marketing designed the Summer Reading T-shirt and worked with CM Promotions to offer staff online orders. On May 19, T-shirts arrived and were distributed.

Summer Reading Promotion

- Summer Reading is being promoted via the following avenues ...
 - eBlast to all cardholders
 - Banners at all the public service desks and on the Bookmobile
 - Library's website
 - Library's plasma screen
 - Library's Facebook page
 - Library's Instagram feed
 - LX Starter Notices (hold notices, overdue notices, etc.)
 - Online advertising with The Pantagraph
 - Email campaign with The Pantagraph
 - Online advertising with The Magic Blue Box
 - Online and on-air ads with WGLT
 - 4 Billboards
 - Marquees at Grossinger Arena
 - Community Players

Summer Program Guide

- The Summer Program Guide underwent final edits and design changes before being sent to the printer. It is now available online on the library's website and in paper form.
- Art was created and messaging penned to promote the new Program Guide via the following avenues:
 - All-Staff Email
 - Paper QR Code handouts
 - Slatwall Flyers
 - Images / text posts to Facebook (pinned) and Instagram
 - eBlast to all cardholders
 - 6 LX Starter Notices
 - Rotating Bar on the Website
 - Image on the plasma screen near the Check Out Desk

Website & Other Tech

- Marketing maintains the library's website.
 - Updated record sets for New BluRays & DVDs, New Music, and New Audiobooks.
 - Finished updating the Summer Reading webpage.
 - Added the printable Spanish reading logs for kids, teens, and adults.
 - Added hyperlinks directing patrons to each of our 32 sponsors' websites.
 - Updated prize pack information.
 - Updated information about the prizes available in the prize drawings for teens and adults.

- Added the Summer Program Guide to the website.
- Replaced the Spring Program Guide with the Summer Program Guide in the rotating bar on the website.
- Replaced the Spring Program Guide with the Summer Program Guide on the plasma screen in the Circulation Lobby.
- Promoted the Memorial Day Closure via web alert, website's rotating bar, and the plasma screen.
- Managed the web presence of the library's jigsaw puzzle collection.
- Archived the webpage pertaining to Tax Information
- Finalized work on the webpage which invites patrons to submit ideas about what should be included in the library's 2025 Time Capsule. That page is live at bit.ly/bpl2025timecapsule
- Updated a form for artists who are chosen to display work at the library. The form asks the artists to acknowledge the rules surrounding their art displays.
- The Innovation Lab webpage is updated continuously.
 - Amongst other smaller things, new 3D Printer information was added to the website.
- Added images from the Library Staff Art Exhibit to the website.
- In the Works:
 - Volunteer webform
 - Adding a Button Maker to the Innovation Lab's available equipment.
 - Reviewing and making changes to the website's Book Shop / Book Donation form.

Paper & Digital Design Work

Program Publicity

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Meditative Watercolor ● Teen Craftivism ● Lego Construction ● Book Brunch Club ● Midweek Movie Club ● Mini 3D-Printed Catapults ● Let's Celebrate Eid! ● Explaining Veteran Caregiver Support Programs ● Teen Writing Workshop ● Summer Reading Story Time ● Monday Movie Musical Matinee ● Summer Chess Club ● Tummy Time Play ● Super Saturday Story Times ● Itsy Arts ● Itsy Bitsy Arts ● Story Time for a Summer Night ● Teen Artists in Action | <ul style="list-style-type: none"> ● Bookworms ● Embroidered Tote Bags – Adults ● Juneteenth Night Out ● Juneteenth at BPL! ● CAST Presents: Sally Sells Seashells ● Fun & Games: Family Game Day ● Trash Tunes: Building Instruments from Trash ● Meet the Bookmobile ● Embroidered Tote Bags – Teens ● The Henney Kilowatt ● Tales for Tails ● Adulging 101 ● Family Art Night ● Sensory Story Time ● Book World Scavenger Hunt ● SuperHot Showdown: VR Face-Off ● So, You Want to Be A DM? |
|--|--|

Handouts & Signage

- | | |
|---|--|
| <ul style="list-style-type: none"> ● May 15 Late Opening (paper & digital; in 9 sizes) ● Memorial Day Closure ● Sunnyside Bookmobile Party ● Summer Hours for TeenZone ● <i>New Music</i> sign to fit new shelving ● Signs noting the existence of the Nursing Nook ● Display signs <ul style="list-style-type: none"> ○ Jewish Heritage Month | <ul style="list-style-type: none"> ○ June Teen Genre Book Club – Pride ○ AS Pride ○ <i>Let's Get Digital!</i> ○ June Community Spotlight ○ <i>Books too Big for Your Suitcase</i> ○ <i>Take a Hike</i> ○ <i>Juneteenth</i> ○ <i>Level Up</i> |
|---|--|

Bookmobile

- Bookmobile staff requested a special postcard mailing (off schedule) to the Somerset stop. Marketing created the artwork for the mailer, researched the carrier route being targeted, and worked with LePrint to produce and send.

Misc Design Tasks

- Summer Reading Logs – for kids, teens, and adults -- in English
- Summer Reading Logs – for kids, teens, and adults -- in Spanish
- Summer Reading Voucher Sheets for kids, teens, and adults
- June Program Calendars
- Ads for WGLT for Concerts on the Patio (2 sizes)
- Bookmobile Postcard for Somerset Court
- All Summer Reading Banners (multiple sizes; multiple designs)
- Art for Billboards (2 sizes)
- Adult Summer Reading Extra Prize Slips
- Teen Summer Reading Extra Prize Slips
- Book Vouchers for teens who complete the Summer Reading Program on the Bookmobile
- Late Opening on May 15

- Created and proofed art in 9 sizes
- Penned all messaging
- Shared message/art via these avenues ...
 - Facebook Cover Art
 - Facebook Event
 - Post to Instagram (x2)
 - Post to Facebook
 - Post image to website
 - Post alert to website
 - Post to Plasma
 - Update 6 LX Starter Notices
 - Sent an eBlast
- Memorial Day Closure
 - Created and proofed art in 6 sizes
 - Penned all messaging
 - Shared message/art via these avenues ...
 - Facebook Event
 - Post to Instagram (x2)
 - Post to Facebook
 - Post image to website
 - Post alert to website
 - Post to Plasma

Misc. Marketing Tasks

- Ordered (12) acrylic table tents
- Ordered (12) slatwall flyer holders
- Ordered (18) brochure holder shields
- Prepped all the library's summer programs for inclusion in *The Pantagraph's* weekly *Flying Horse* section. Program descriptions needed to be shortened to *Pantagraph* specifications and broken down by week.
- Recorded outgoing messages for the new phone system.
- Managed Bloomerang, the library's donation software/database
- Managed LX Starter ("ads" that appear on the library's hold notices, overdue notices, etc.)
- Managed Printful (the library's online store for BPL-branded apparel and merchandise)
 - Reviewed merchandise prices in the library's online branded store to ensure that recent price increases would not put the library in the negative on any order placed.
- Temporary Art for the On-the-Go Vehicle
 - The On-the-Go vehicle is currently being "outfitted" at Mickey's Trucking. When it returns, and before we get it wrapped, we will be adding a temporary design to each side of the vehicle. The temporary decal invites people to take one of 400 library magnets which will be stuck on the vehicle.
 - Marketing designed both the temp decal and the magnets and worked with Dean's Graphics to produce these pieces.
 - The vehicle is scheduled to be professionally wrapped from July 14-16.
- Managed Library Market staff accounts and the updating of staff permissions
- Fulfilled requests for promotional items to take to 4 offsite events:
 - Reentry Resource Fair
 - Confidently Curly
 - Vineyard Church Day of Hope
 - BPAC Picnic
- Processed promotional items returned/restocked from 11 events:
 - Irving School Bingo Night
 - Cedar Ridge Dia de los Ninos
 - Unit 5K
 - Be Content Senior Expo
 - Confidently Curly
 - Re-entry Resource Fair
 - Family Day
 - Trinity Story Time
 - Vineyard Church Day of Hope
 - BPAC Picnic
 - BJHS Field Day
- Reprints
 - 125 May Calendars
 - 150 handouts – Brainfuse Suite
 - 600 Summer Reading QR Codes
 - 1,300 handouts – *Our Bookmobile stops near your home*

Advertising

- WGLT
 - Special ad packages will run in May and June to promote the following:
 - Summer Reading Program - to run May 27-June 17
 - Summer Concert Series – to run June 4-June 18
- We are again sponsoring *The Pantagraph's* Saturdays on the Square concert series. This sponsorship includes the following package of ads which will be used to promote Summer Reading:
 - 25,000 high-impact online ads
 - 25,000 online banner ads
 - 1 email campaign
 - 10,000 online reveal ads
- Marketing has again purchased online ads from The Magic Blue Box to promote the Summer Reading Program.
- Marketing purchased 4 billboards from Lamar – 1 digital; 3 static– to promote the Summer Reading Program.

- Please see the *Summer Reading Promotion* section at the top of this document for additional details about Summer Reading promotion.
- Community Players
 - BPL is a sponsor of The Community Players' 2024-2025 season. This allows the library to run an ad on the Community Players screen during each 2024-2025 show (pre-show and intermission).
- Lake Run Club's Kids Run for Fun – The library is again sponsoring the Lake Run Club's Kids Run for Fun. The library will be the “featured sponsor” at the run on June 13.

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.
- Kourtnei serves on the Green Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.
- Jorgi worked with Nan to prep a Mini Morning Session for staff. The topic of the session was Room Reservation Procedures. The session will be offered on June 4.
- Jorgi attended training on the new phone system on May 15.
- Rhonda attended the Mini Morning Session about Hearing Devices.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 11,966 followers
 - Instagram – 2,886 followers
 - Twitter – 1,894 followers (we are no longer posting to Twitter; followers continue to decline)
- Text subscribers – 2,344 subscribers
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- The True Colors Book Club appears on the website for Illinoiseagle.com
- Cardholder Perks list – 32,922 filtered active subscribers.
- Program Guide list – 34,305 filtered active subscribers.
- General eBlast list – 32,822 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotions

- 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 program publicity -- were also shared:
 - The library will open late on May 15 (x2)
 - Work is currently underway to create a temporary, 15-location, circus-themed sidewalk mural (This has become our most popular post ever with 519 Facebook likes and 126 Instagram “hearts”.)
 - View the library's Summer Program Guide at bit.ly/bplprogramguide
 - The library will be closed for Memorial Day (x2)
 - The library's patio transformation is taking root ... with 11 cropped photos
 - Summer Reading runs May 27-July 28
 - Sidewalk Murals Grand Celebration
 - The library's Staff Art Exhibit is on display ... with 11 cropped photos
 - 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, these eBlasts were sent.
 - An eBlast promoting Educate Station was delivered on May 4.
 - An eBlast promoting the Summer Program Guide was delivered on May 9.
 - An eBlast promoting the library's Late Opening on May 15 was delivered on May 11.
 - An eBlast promoting the Summer Reading Program was delivered on May 27.
 - An eBlast promoting the library patrons' access to the online version of *The New York Times* will be delivered on June 1.
 - Library staff are interviewed on WJBC once per month by WJBC. The interview is pre-recorded and runs whenever WJBC needs to fill time. Interview materials are prepped by the Marketing Department.

Operations Report

Robert Greene

May 2025

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

- Prepared the patio for the Native Plant Project planting and assisted with the plant installation.
- Coordinated the installation of the irrigation watering system for the Patio.
- Painted the patio furniture.
- Working to implement a strategy to clean the shelves throughout the library.
- Repaired the Fob reader and push bar in the program room in Children's department.
- Repaired the double doors in the outreach area.
- Repaired the door leading to the Mechanical room in the North stairwell.
- Received a proposal for a stepdown transformer to address issues caused by electrical surges on the grid.
- Oversaw the completion of incomplete glass on the public stairwell, concrete imperfections, and moveable wall blemishes on the punchlist.
- Created a list of all the annual certificate renewals, and quarterly preventative maintenance.

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

- Training new security officer, Stephanie.
- Working to review the library policies.
- Working to create a security training check list.
- Working to fill a vacant part-time security officer position.

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

May 2025

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	34,440	24,535	40%	34,440	24,535	40%
Teens	3,092	2,385	30%	3,092	2,385	30%
Children	47,847	35,798	34%	47,847	35,798	34%
Digital Downloads	25,455	23,045	10%	25,455	23,045	10%
Total	110,834	85,763	29%	110,834	85,763	29%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,057	21,609	11%	N/A	N/A	N/A
Teens	3,988	3,738	7%	N/A	N/A	N/A
Children	8,480	8,127	4%	N/A	N/A	N/A
Total	36,525	33,474	9%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	530	364	46%	530	364	46%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	25,202	10,043	151%	25,202	10,043	151%
Bookmobile	2,619	2,269	15%	2,619	2,269	15%
Total	27,821	12,312	126%	27,821	12,312	126%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	551	304	81%	551	304	81%
Recording Studios	51	0	N/A	51	0	N/A
Innovation Lab	24	0	N/A	24	0	N/A
Community Room	94	49	92%	94	49	92%
Total	720	353	104%	720	353	104%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	20	22	-9%	20	22	-9%
People Reached	1,389	2,188	-37%	1,389	2,188	-37%
Community Visits to the Library	1	0	N/A	1	0	N/A
People Reached	61	0	N/A	61	0	N/A
Total Outreach Visits	21	22	-5%	21	22	-5%
Total People Reached	1,450	2,188	-34%	1,450	2,188	-34%

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	13	20	-35%	13	20	-35%
Attendance	146	268	-46%	146	268	-46%
Teens	16	14	14%	16	14	14%
Attendance	1,855	499	272%	1,855	499	272%
Childrens	22	25	-12%	22	25	-12%
Attendance	3,320	8,276	-60%	3,320	8,276	-60%
Total Programs	51	59	-14%	51	59	-14%
Total Attendance	5,321	9,043	-41%	5,321	9,043	-41%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	29	0	N/A	29	0	N/A

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4,048	3,541	14%	4,048	3,541	14%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	189	145.00	30%	189	145	30%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,619	1,415	85%	2,619	1,415	85%
WiFi Sessions	3,720	2,044	82%	3,720	2,044	82%
Website/Catalog Hits	103,282	60,466	71%	103,282	60,466	71%
Online Resource Use	10,644	11,655	-9%	10,644	11,655	-9%

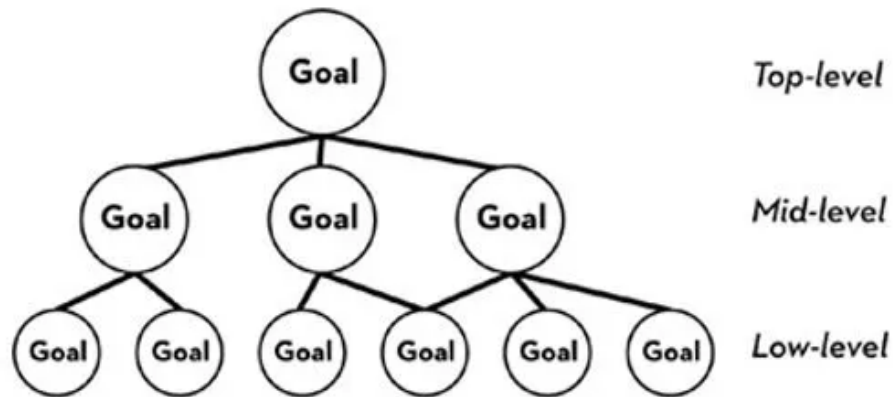
Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	368	398	-8%	368	398	-8%
Sent	175	34	415%	175	34	415%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	109	4.00	2631%	109	4	2631%

Electricity Usage	Current	Last Year	Change	FYTD	Last FYTD	Change
Total Use (kWh)	107,486	0	N/A	107,486	0	N/A
Solar Panel Production (kWh)	34,407	0	N/A	34,407	0	N/A
Solar Panel Production (%)	32.01%	0	N/A	32.01%	0	N/A
Purchased from Ameren (kWh)	73,079	0	N/A	73,079	0	N/A
Purchased from Ameren (%)	67.99%	0	N/A	67.99%	0	N/A

Strategic Plan Approach



Top-level goals are like a compass setting or a general direction to take. These are major overarching goals that we feel will be important for us to fulfill our mission. There will be many different ways to get there.

Top-level goals are our **Strategic Priorities**.

Mid-level goals are more discrete yet still large goals which can allow us to achieve top-level goals.

Mid-level goals are our **Goals**.

Low-level goals are specific tasks or things we can actually do in the short-term. A good low-level goal is:

Specific
Measurable
Achievable
Relevant
Time-Bound

Low-level goals are our **Initiatives**.



Mission

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

Vision

To enrich and inspire our diverse and evolving community.

Strategic Priorities, Goals, and FY26 Initiatives

Strategic Priority 1: Explore and implement strategies to improve access to the library and its resources.

Goal 1.1: Highlight features of the newly expanded and renovated Library

Goal 1.2: Reach beyond the “expected” audiences

Goal 1.3: Continue to build community partnerships

Goal 1.4: Ensure the Library policies and procedures foster positive experiences in the newly expanded and renovated Library

Initiative 2.1.1: Explore options for a more efficient and effective incident and suspension reporting system

Strategic Priority 2: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

Goal 2.1: Celebrate the newly expanded and renovated Library through programs for community residents in all stages of life

Initiative 2.1.1: Develop an evaluation tool for programs

Goal 2.2: Provide access to new technology and equipment

Initiative 2.2.1: Develop a Library of Things Collection

Goal 2.3: Cultivate and display diverse collections

Initiative 2.3.1: Complete a Diversity Audit

Initiative 2.3.2: Complete a Subject Heading Review

Goal 2.4: Celebrate the Bloomington community’s history

Initiative 2.4.1: Work to digitize the index of the Pantagraph

Strategic Priority 3: Recruit, train, and develop a knowledgeable, collaborative staff.

Goal 3.1: Improve customer service by building a strong staff team

Initiative 3.1.1: Negotiate a new collective bargaining agreement

Initiative 3.1.2: Review and update all staff job descriptions

Strategic Priority 4: Work effectively through the use of technology.

Goal 4.1: Implement tools to improve the patron experience

Initiative 4.1.1: Install a new phone system

Initiative 4.1.2: Install new copiers

Initiative 4.1.3: Launch the new BPL on the Go service

Strategic Priority 5: Administer a cost-effective public library.

Goal 5.1: Steward newly formed donor relationships

Goal 5.2: Seek new funding opportunities

Goal 5.3: Use resources effectively and efficiently

Initiative 5.3.1: Review capital reserves to determine if any funds can be used to pay down the library expansion and renovation bond

Bloomington Public Library

Books are just the beginning.



Director's Goals FY26

Library Strategic Priority 1: Explore and implement strategies to improve access to the library and its resources.

Director's Goal: Facilitate the completion of the library expansion and renovation construction punchlist and project closeout by May 2026.

Library Strategic Priority 2: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

Director's Goal: Oversee the introduction of a new Library of Things Collection by February 2026.

Library Strategic Priority 3: Recruit, train, and develop a knowledgeable, collaborative staff.

Director's Goal: Negotiate a new collective bargaining agreement by October 2025.

Director's Goal: Review and update all staff job descriptions by March 2026.

Library Strategic Priority 4: Work effectively through the use of technology.

Director's Goal: Oversee the implementation of the BPL On the Go Service by May 2026.

Library Strategic Priority 5: Administer a cost-effective public library.

Director's Goal: Review capital reserves to determine if any funds can be used to pay down the library expansion and renovation bond by October 2025.

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 16, 2025
5:00pm

MINUTES

- I. Call to Order
President Anderson called the regular meeting to order at 5:00 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Stephen Peterson (5:07pm), Jim Russell, Patti Salch, Kathy Vroman (5:02pm), Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins, Emily Wolpert

Absent: none
- III. Introductions
There were no public present.
- IV. Public Comments
There were no public comments.
- V. President's Report
There was no report.
- VI. Approval of Minutes
A. March 19, 2025 Regular Meeting
Kathy Jeakins was omitted from the list of attendees. The minutes were approved as corrected.
- VII. Staff Reports
A. Director's Report: Jeanne shared that the library is putting together a time capsule and will be taking suggestions over the summer for items to be included. The BPL on the Go vehicle has arrived and is at Mikey's Truck Bodies for upfitting. The plan is to use the vehicle over the summer for existing outreach services and add new services in the fall. Colleen Shaw and Emily Wolpert have started in their new positions as Assistant Director and Circulation & Outreach Services Manager, respectively. At the end of March, Jeanne submitted the application for the Digital Equity Capacity Grant on behalf of all 15 libraries in McLean County.

B. Outreach Report: Emily highlighted some information from a recent Bookmobile survey.

C. Financial Report: Kathy Jeakins stated that the report was in the packet.
- VIII. Unfinished Business
A. Discuss the Upcoming GPPLD Board Seat and Presidential Vacancy beginning May 19, 2025

RUTH NOVOSAD MOVED, AND PATTI SALCH SECONDED, TO APPOINT ARY ANDERSON TO FILL THE VACANCY ON THE BOARD.
THE MOTION CARRIED UNANIMOUSLY.

Due to her reappointment to the board, Ary will continue to serve as the President (through the end of her presidential term on June 30, 2025) and there will not a presidential vacancy.

- B. Discuss Leadership McLean County Marketing Plan: A working group of Kathy Vroman and Stephanie Walden was formed to review the plan and make suggestions.

IX. New Business

A. Report Election Results

Election results from the April 1, 2025 Consolidated election were reviewed. Stephen Peterson was re-elected to the GPPLD Board of Trustees. Congratulations to Stephen.

B. Appoint Nominating Committee for Slate of Officers

The President appointed Stephen Peterson and Patti Salch to the Nominating Committee, with Stephanie as Chair.

C. Approve Capital Projects Donation(s)

STEPHANIE WALDEN MOVED, AND RUTH NOVOSAD SECONDED, TO DONATE TO THE BLOOMINGTON PUBLIC LIBRARY FROM THE CAPITAL PROJECTS FUNDS \$25,000 FOR THE PURCHASE OF A TRANSLATION DEVICE, A BENCH, A BOOK DISPLAY, 5 HOT SPOTS INCLUDING ONE YEAR OF SERVICE, ITEMS FOR THE SENSORY ROOM, ITEMS FOR THE LIBRARY OF THINGS, AND THE REMAINDER TO BE USED AT THE DISCRETION OF THE LIBRARY FOR READABLE MATERIALS INCLUDING E-MATERIALS.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

- D. Approve Annual Amount to Set Aside for Capital Projects: No action was taken.

- E. Approve Budget Transfer: No action was taken.

- F. Discuss 2024 user Data Summary: The Board discussed the Bookmobile statistics from last year.

X. Comments from Board Trustees

There were no comments.

XI. Reminder

- A. File Your Economic Statement of Interest

- B. Next Board Meeting is May 21, 2025

XII. Adjournment

Ary Anderson adjourned the meeting at 6:44 pm.

BLOOMINGTON PUBLIC LIBRARY
 FY 2024-2025 FISCAL REPORT
 Final Report (Unaudited)

REVENUES:

ACCT NAME	FY 25 BUDGET	FY 25 ACTUAL	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	5,485,602.56	(9,397.44)	99.8
Replacement Tax	424,600	340,321.83	(84,278.17)	80.2
State Grants	116,053	116,839.80	786.80	100.7
GPPLD	495,000	495,903.14	903.14	100.2
Fines & Fees	7,000	11,695.17	4,695.17	167.1
Interest on Investments	55,000	282,552.17	227,552.17	513.7
Interest from Taxes	0	546.25	546.25	-----
Donations	25,000	59,678.68	34,678.68	238.7
Other Private Grants	0	5,000.00	5,000.00	-----
Cash Over/Short	0	0.00	0.00	-----
Other	41,000	49,354.03	8,354.03	120.4
From Fixed Asset Fund Balance	6,000	0.00	(6,000.00)	0.0
Total Revenues	6,664,653	6,847,493.63	182,840.63	102.7

EXPENDITURES:

ACCT NAME	FY 25 BUDGET	FY 25 ACTUAL	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	2,744,559.58	(233,065.42)	92.2
Part-Time Salaries	598,135	554,210.50	(43,924.50)	92.7
Seasonal Salaries	101,224	52,705.05	(48,518.95)	52.1
Overtime Salaries	100	28.77	(71.23)	28.8
Other Salaries	20,000	623.86	(19,376.14)	3.1
Total Sals & Wages	3,697,084	3,352,127.76	(344,956.24)	90.7
Dental Insurance	10,463	6,372.87	(4,090.13)	60.9
Health Insurance, HMO	6,765	6,804.65	39.65	100.6
Life Insurance	3,293	3,129.20	(163.80)	95.0
Vision Insurance	3,227	3,083.79	(143.21)	95.6
Health Insurance, PPO 600/1200	276,166	204,056.26	(72,109.74)	73.9
Health Insurance, PPO with HSA	88,549	127,739.61	39,190.61	144.3
Library RHS Contribution	8,200	10,023.62	1,823.62	122.2
Library HSA City Contributions	15,800	25,200.00	9,400.00	159.5
Dental Insurance, PPO	0	3,248.84	3,248.84	-----
Identity Protection	0	654.36	654.36	-----
IMRF	223,322	203,943.60	(19,378.40)	91.3
FICA	227,973	200,313.23	(27,659.77)	87.9
Medicare	53,316	46,848.48	(6,467.52)	87.9
Worker's Compensation	26,490	13,588.00	(12,902.00)	51.3
Uniforms	1,200	2,165.58	965.58	180.5
Tuition Reimbursement	3,000	0.00	(3,000.00)	0.0
Other Benefits	37,383	73,421.22	36,038.22	196.4
Total Benefits	985,147	930,593.31	(54,553.69)	94.5
Rentals	17,000	15,731.88	(1,268.12)	92.5
Total Rentals	17,000	15,731.88	(1,268.12)	92.5
Building Mtn	130,000	123,778.92	(6,221.08)	95.2
Vehicle Mtn	21,000	14,261.41	(6,738.59)	67.9
Office & Computer Mtn	185,000	172,607.33	(12,392.67)	93.3
Total Repair/Mtn	336,000	310,647.66	(25,352.34)	92.5

ACCT NAME	FY 25 BUDGET	FY 25 ACTUAL	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	24,211.25	(22,788.75)	51.5
Printing/Binding	35,000	25,296.20	(9,703.80)	72.3
Travel	1,000	1,103.13	103.13	110.3
Membership Dues	4,000	2,026.92	(1,973.08)	50.7
Professional Development	10,000	10,544.41	544.41	105.4
Other Purchased Services	109,000	326,014.73	217,014.73	299.1
Other Insurance	50,000	52,516.41	2,516.41	105.0
Total Purchased Services	256,000	441,713.05	185,713.05	172.5
Office Supplies	10,000	15,754.33	5,754.33	157.5
Computer Supplies	74,750	75,637.68	887.68	101.2
Postage	2,000	16,387.04	14,387.04	819.4
Library Supplies	55,494	70,452.70	14,958.70	127.0
Janitorial Supplies	25,000	18,352.34	(6,647.66)	73.4
Gas & Diesel Fuel	6,000	5,575.57	(424.43)	92.9
Building Mtnc & Repair Supplies	14,000	5,297.57	(8,702.43)	37.8
Total Supplies	187,244	207,457.23	20,213.23	110.8
Natural Gas	40,000	23,471.25	(16,528.75)	58.7
Electricity	150,000	122,454.53	(27,545.47)	81.6
Water	7,000	8,308.18	1,308.18	118.7
Telecommunications	50,000	49,088.26	(911.74)	98.2
Total Utilities	247,000	203,322.22	(43,677.78)	82.3
Professional Collection	500	538.61	38.61	107.7
Total Prof Collection	500	538.61	38.61	107.7
Non-Traditional Materials	5,000	6,418.18	1,418.18	128.4
Periodicals	18,000	18,336.75	336.75	101.9
Adult Books	165,000	141,027.70	(23,972.30)	85.5
Children's Books	130,000	106,558.72	(23,441.28)	82.0
A/V Materials	90,000	67,150.66	(22,849.34)	74.6
Public Access Software	128,000	113,678.35	(14,321.65)	88.8
Downloadable Materials	270,000	269,438.83	(561.17)	99.8
Total Materials	806,000	722,609.19	(83,390.81)	89.7
Employee Relations	3,500	7,024.39	3,524.39	200.7
Miscellaneous Expenses	8,222	5,962.30	(2,259.70)	72.5
Budgeted Surplus	94,200	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	12,986.69	1,264.69	12.3
Total Expenses	6,637,897	6,197,727.60	(345,969.40)	93.4

BLOOMINGTON PUBLIC LIBRARY
FY 2025-2026 FISCAL REPORT

REVENUES:

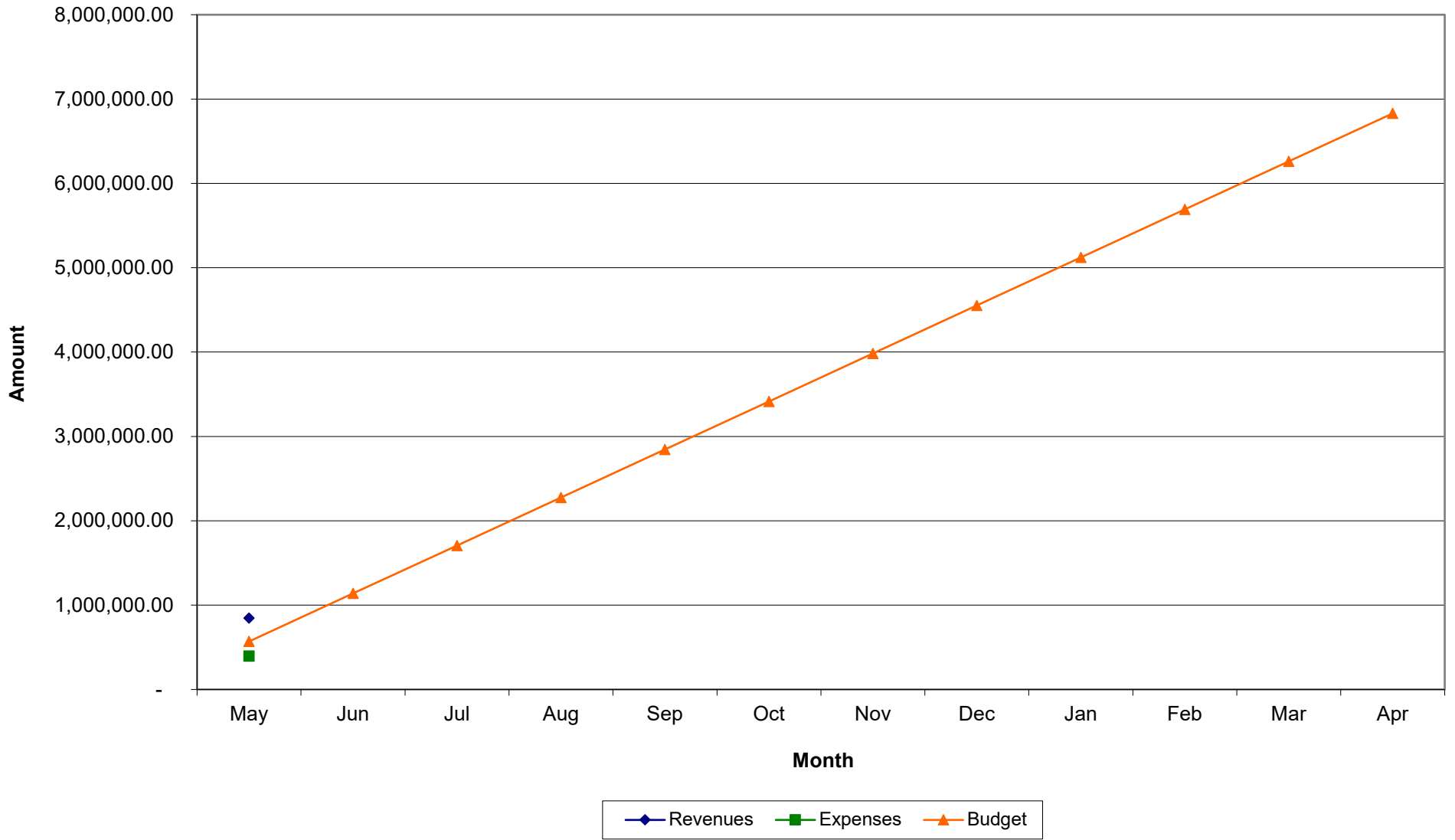
ACCT NAME	BUDGET	MAY 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,742,275	785,563.28	785,563.28	(4,956,711.72)	13.7
Replacement Tax	325,628	0.00	0.00	(325,628.00)	0.0
State Grants	116,053	0.00	0.00	(116,053.00)	0.0
GPPLD	500,000	0.00	0.00	(500,000.00)	0.0
Fines & Fees	6,000	982.41	982.41	(5,017.59)	16.4
Interest on Investments	75,000	12,370.27	12,370.27	(62,629.73)	16.5
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	41,998.80	41,998.80	16,998.80	168.0
Other Private Grants	0	2,000.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	4,176.60	4,176.60	(35,823.40)	10.4
Total Revenues	6,829,956	847,091.36	847,091.36	(5,982,864.64)	12.4

EXPENDITURES:

ACCT NAME	BUDGET	MAY 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	3,013,425	184,692.86	184,692.86	(2,828,732.14)	6.1
Part-Time Salaries	662,376	36,735.47	36,735.47	(625,640.53)	5.5
Seasonal Salaries	95,120	3,828.63	3,828.63	(91,291.37)	4.0
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	25,000	0.00	0.00	(25,000.00)	0.0
Total Sals & Wages	3,796,021	225,256.96	225,256.96	(3,570,764.04)	5.9
Dental Insurance	7,000	212.16	212.16	(6,787.84)	3.0
Health Insurance, HMO	7,000	207.04	207.04	(6,792.96)	3.0
Life Insurance	3,400	188.00	188.00	(3,212.00)	5.5
Vision Insurance	3,500	98.56	98.56	(3,401.44)	2.8
Health Insurance, PPO 600/1200	228,000	6,463.67	6,463.67	(221,536.33)	2.8
Health Insurance, PPO with HSA	119,000	4,278.40	4,278.40	(114,721.60)	3.6
Library RHS Contribution	8,600	870.88	870.88	(7,729.12)	10.1
Library HSA City Contributions	22,000	0.00	0.00	(22,000.00)	0.0
Dental Insurance, PPO	3,600	105.94	105.94	(3,494.06)	-----
Identity Protection	750	55.86	55.86	(694.14)	-----
IMRF	221,000	13,631.54	13,631.54	(207,368.46)	6.2
FICA	235,000	13,584.80	13,584.80	(221,415.20)	5.8
Medicare	55,000	3,177.19	3,177.19	(51,822.81)	5.8
Worker's Compensation	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	1,500	0.00	0.00	(1,500.00)	0.0
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	973,350	42,874.04	42,874.04	(930,475.96)	4.4
Rentals	17,000	2,295.94	2,295.94	(14,704.06)	13.5
Total Rentals	17,000	2,295.94	2,295.94	(14,704.06)	13.5
Building Mtn	135,000	19,378.30	19,378.30	(115,621.70)	14.4
Vehicle Mtn	23,000	0.00	0.00	(23,000.00)	0.0
Office & Computer Mtn	195,000	3,208.38	3,208.38	(191,791.62)	1.6
Total Repair/Mtn	353,000	22,586.68	22,586.68	(330,413.32)	6.4

ACCT NAME	BUDGET	MAY 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	250.00	250.00	(49,750.00)	0.5
Printing/Binding	25,000	9,726.58	9,726.58	(15,273.42)	38.9
Travel	1,500	116.48	116.48	(1,383.52)	7.8
Membership Dues	4,000	0.00	0.00	(4,000.00)	0.0
Professional Development	11,000	0.00	0.00	(11,000.00)	0.0
Other Purchased Services	175,000	25,318.97	25,318.97	(149,681.03)	14.5
Other Insurance	54,000	0.00	0.00	(54,000.00)	0.0
Total Purchased Services	320,500	35,412.03	35,412.03	(285,087.97)	11.0
Office Supplies	11,000	781.61	781.61	(10,218.39)	7.1
Computer Supplies	88,000	5,180.94	5,180.94	(82,819.06)	5.9
Postage	2,500	0.00	0.00	(2,500.00)	0.0
Library Supplies	81,000	5,195.02	5,195.02	(75,804.98)	6.4
Janitorial Supplies	51,000	407.06	407.06	(50,592.94)	0.8
Gas & Diesel Fuel	6,000	39.38	39.38	(5,960.62)	0.7
Building Mtnc & Repair Supplies	15,500	167.03	167.03	(15,332.97)	1.1
Total Supplies	255,000	11,771.04	11,771.04	(243,228.96)	4.6
Natural Gas	40,000	3,027.99	3,027.99	(36,972.01)	7.6
Electricity	150,000	7,899.87	7,899.87	(142,100.13)	5.3
Water	8,000	1,188.16	1,188.16	(6,811.84)	14.9
Telecommunications	52,000	861.84	861.84	(51,138.16)	1.7
Total Utilities	250,000	12,977.86	12,977.86	(237,022.14)	5.2
Professional Collection	500	0.00	0.00	(500.00)	0.0
Total Prof Collection	500	0.00	0.00	(500.00)	0.0
Non-Traditional Materials	5,200	0.00	0.00	(5,200.00)	0.0
Periodicals	20,000	1,730.51	1,730.51	(18,269.49)	8.7
Adult Books	170,000	4,981.04	4,981.04	(165,018.96)	2.9
Children's Books	135,000	5,468.80	5,468.80	(129,531.20)	4.1
A/V Materials	87,000	2,969.30	2,969.30	(84,030.70)	3.4
Public Access Software	131,000	2,695.00	2,695.00	(128,305.00)	2.1
Downloadable Materials	300,000	24,000.00	24,000.00	(276,000.00)	8.0
Total Materials	848,200	41,844.65	41,844.65	(806,355.35)	4.9
Employee Relations	5,100	59.39	59.39	(5,040.61)	1.2
Miscellaneous Expenses	11,285	233.02	233.02	(11,051.98)	2.1
Total Other Expenses	16,385	292.41	292.41	(16,092.59)	1.8
Total Expenses	6,829,956	395,311.61	395,311.61	(6,434,644.39)	5.8

Bloomington Public Library FY 2025-2026



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2025

Property Tax (13.7%): The Library has received all of its first Property Tax distribution at the end of May.

Replacement Tax (0.0%): Nothing has been distribution yet.

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

Golden Prairie Public Library District (0.0%): Nothing has been received yet.

Fines & Fees (16.4%): The amount received was May was more than projected.

Interest (16.5%): The amount continues to be more than projected.

Donations (168.0%): This includes a generous donation from Golden Prairie for miscellaneous items, including additional public hot spots; and donations for the Summer Reading Program from the Foundation and from Golden Prairie.

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

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

Dental Insurance (3.0%): Charges have been minimal.

Health Insurance (HMO) (3.0%): Charges have been minimal.

Vision Insurance (2.8%): Charges have been minimal.

Health Insurance, PPO 600/1200 (2.8%): Charges have been minimal.

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

Dental Insurance (PPO) (2.9%): Charges have been minimal.

Worker's Compensation (0.0%): Nothing has been charged to this line item.

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

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

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

Rentals (13.5%): This line item is slightly over-spent because the monthly copier lease is paid one month in advance.

Building Maintenance (14.4%): This is over-spent because of some landscaping work that was done in May.

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

Office/Equipment Maintenance (1.6%): Charges have been minimal.

Advertising (0.5%): Charges have been minimal.

Printing/binding (38.9%): This is over-spent because new bookmobile schedules, Summer Reading Program reading logs, and the Summer Program Guides were printing in May.

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

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

Other Purchased Services (14.5%): This is over-spent because of some one-time only expenses paid in May: annual Alert Media (the emergency notification system), Summer Reading Program Prizes, and plants purchased for the Plant Project paid for through a grant.

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

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

Janitorial Supplies (0.8%): Charges have been minimal.

Gas/Diesel Fuel (0.7%): Charges have been minimal.

Building Mtnc & Repair Supplies (1.1%): Charges have been minimal.

Water (14.9%): This is over-spent due to the increased amount of watering the Library is doing.

Telecommunications (1.7%): Charges have been minimal.

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

Non-Traditional Materials (0.0%): Nothing has been charged to this line item.

Adult Books (2.9%): Charges have been minimal.

Public Access Software (2.1%): Charges have been minimal.

Employee Relations (1.2%): Charges have been minimal.

Miscellaneous Expenses (2.1%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2025 Donations:	
Golden Prairie Public Library District:	\$ 3,500.00
Bloomington Public Library Foundation:	23,000.00
Various Community Donors:	200.00
Golden Prairie: Misc Don for items:	15,249.00
Community Donations:	49.75
Miscellaneous Donations:	.05
 Total Donations:	 \$ 41,998.80

The Other Revenue line item breaks out as follows:

Book Shoppe:	980.00
Ear Buds:	24.00
Flash Drives:	5.00
Meeting Room Fees:	450.00
Print Station:	2,282.60
Reusable Bags:	80.00
Tote Bags:	45.00
Miscellaneous:	310.00
 Total Other Revenue:	 \$ 49,354.03

During May, 18 batches containing 99 invoices were processed, totaling \$569,885.44 and 91 credit card charges were made totaling \$39,440.21

As of May 31, the Library's Maintenance & Operating Fund Balance is \$4,281,997.82, which is 62.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY26 budget is \$1,707,489.

Library Fund Balance Information, 5/31/25:

Operating:	\$ 3,281,997.82
Fixed Assets:	\$ 1,398,953.55
Capital:	\$ 1,907,998.33

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-26
As of 5/31/2025

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	727,153.98	27,153.98	103.9
Interest	400,000.00	898,826.70	498,826.70	-----
Interest From Taxes	10.00	133.37	123.37	-----
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	22,220,625.90	(4,112,727.33)	84.4

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,578,616.99	125,032.99	108.6
Other Purchased Services	412,098.50	277,841.77	(134,256.73)	67.4
Office Supplies	2,157,629.30	2,150,454.58	(7,174.72)	99.7
Library Buildings	21,578,000.00	21,552,680.68	(25,319.32)	99.9
Total Expenses	25,601,311.80	25,559,594.02	(41,717.78)	99.8



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, MAY 20, 2025, 5:30 PM

The Library Board of Trustees convened in regular session at 5:36 PM, May 20, 2025. President Catrina Parker called the meeting to order.

Roll Call

Attendee Name	Title	Status
Ashlee Sang	Trustee	Present
Georgene Chissell	Trustee	Present
Craig McCormick	Trustee	Present
John Argenziano	Trustee	Present
Catrina Parker	President	Present
Alok Hoonka	Trustee	Absent
Sharon Zeck	Trustee	Absent
Dianne Hollister	Trustee	Absent

Staff present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

Brittany Adams, a library staff member, was present as a member of the public.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report

President Parker urged Trustees to inform the Administrative Assistant if they are unable to attend a meeting. She also shared her excitement for this year's Summer Reading Program.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton informed the Board that funding was cut for the Digital Equity Grant. The library recently submitted an application for this grant. She highlighted the sidewalk wayfinding project that includes images at the Library's north entrance. Director Hamilton and Marketing Manager Rhonda Massie submitted a proposal to speak at the Illinois Library Association Conference about the Library's capital campaign fundraising, and it was

accepted. In staff news, Reagan Brown was hired as the new Assistant Circulation and Outreach Services Manager. The Library is currently searching to fill the LTA position left open by that move. Finally, the Library is gearing up for this year's Summer Reading Program.

The following item was presented:

Item 5.C. Fiscal Report

Kathy Jeakins indicated that the report is in the packet and entertained questions.

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 4/15/25: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$1,025,681.25

Item 6.C. Approve Minutes of 4/15/25: Executive Session of the Bloomington Public Library Board meeting

Trustee Chissell made a motion, seconded by Trustee McCormick, to approve the consent agenda as presented.

Motion carried (viva voce, 5-0).

Executive Session

Collective Negotiating Matters (5 ILCS 120/2(c)(2))

Trustee Chissell made a motion, seconded by Trustee Sang, to go into Executive Session to discuss Collective Negotiating Matters.

AYES: Trustee Parker; Trustee Argenziano; Trustee McCormick; Trustee Chissell; Trustee Sang

Motion carried.

Trustee McCormick made a motion, seconded by Trustee Chissell, to resume regular session.

AYES: Trustee Parker; Trustee Argenziano; Trustee McCormick; Trustee Chissell; Trustee Sang

Motion carried.

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

Approval Items

There were no items for approval.

Discussion Items

The following item was presented:

Item 9.A. Discuss Strategic Plan

Director Hamilton recommended hiring a consultant to update the current Strategic Plan that is ten years old. Discussion centered around strategic planning consultants and the general consensus was that the Director should develop and release a request for proposals from consultants.

Comments by Trustees

Trustee Chissell had some questions about the Bookmobile schedule and E-Book Central.

Adjournment

Board Member Sang made a motion, seconded by Trustee Chissell, to adjourn the meeting.

Motion carried (viva voce, 5-0).

The Meeting Adjourned at 6:43PM.

BILLS LIST

Approved by BPL Board of Trustees, June 17, 2025

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	888.71
Amazon Capital Services	Adult Books	554.41
Amazon Capital Services	Children's Books	845.29
Amazon Capital Services	Computer Supplies	489.04
Amazon Capital Services	Employee Relations	197.45
Amazon Capital Services	Janitorial Supplies	753.58
Amazon Capital Services	Library Supplies	138.58
Amazon Capital Services	Non-Traditional Materials	(110.45)
Amazon Capital Services	Office Supplies	22.10
Amazon Capital Services	Other Purchased Services	1,134.31
Ameren IP	Electricity	7,899.87
American Pest Control, Inc.	Building Maintenance	130.00
Barrington Library	Miscellaneous Expenses	35.99
CDW Government	Computer Supplies	2,237.30
CDW Government	Office/Equipment Mtn	1,524.60
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	212.16
City of Bloomington	Dental Insurance PPO	105.94
City of Bloomington	FICA	13,584.80
City of Bloomington	Health Insurance-HMO	207.04
City of Bloomington	Health Insurance-PPO 600/1200	6,463.67
City of Bloomington	Health Insurance-PPO with HSA	4,278.40
City of Bloomington	IMRF	13,631.54
City of Bloomington	Identity Protection	55.86
City of Bloomington	Life Insurance	188.00
City of Bloomington	Medicare	3,177.19
City of Bloomington	Payroll	225,256.96
City of Bloomington	RHS Contribution	870.88
City of Bloomington	Vision Insurance	98.56
City of Bloomington	Water	1,188.16
Cleaner Finish, LLC	Building Maintenance	530.00
Custom Digital Imaging	Printing	9,726.58
Dean's Graphics	Other Purchased Services	388.37
Dell Marketing L.P.	Computer Supplies	1,464.69
F & W Care & Landscaping	Building Maintenance	14,440.00
Geiger	Library Supplies	867.48
Henson, Jorgi	Travel	22.33
Hodges, Loizzi, Eisenhammer, Rodick & Kohn	Other Purchased Services	9,682.40
Illinois State Police	Other Purchased Services	40.00
Illinois State University	Advertising	558.33
Illinois Wesleyan University	Other Purchased Services	603.19
Imaging Office Systems, Inc.	Office/Equipment Mtn	1,500.00
Kanopy, Inc.	Downloadable Materials	8,000.00

Kone, Inc.	Building Maintenance	340.00
Lake Run Club	Advertising	250.00
Lamar Texas Limited	Advertising	1,000.00
Library Furniture International	Other Purchased Services	1,494.00
Library Store	Library Supplies	10,178.71
Masters Telecom	Telecommunications	472.63
Midamerica Books	Adult Books	576.05
Mid-Illinois Mechanical Services	Building Maintenance	1,577.67
Midwest Tape	A/V Materials	1,420.50
Midwest Tape	Children's Books	404.73
Midwest Tape	Downloadable Materials	24,000.00
Mitchell, Anna Elizabeth	Travel	19.74
NannyNikkiMusic	Other Purchased Services	600.00
Nicor/Northern Illinois Gas	Natural Gas	3,027.99
Otis Elevator Co.	Building Maintenance	3,230.63
OverDrive, Inc.	Downloadable Materials	8,000.00
Pantagraph	Advertising	499.00
Playaway Products, LLC	Adult Books	284.96
Playaway Products, LLC	Children's Books	386.14
Proquest, LLC	Downloadable Materials	38.98
Quill Corp	Computer Supplies	954.93
Quill Corp	Employee Relations	59.39
Quill Corp	Janitorial Supplies	13.99
Quill Corp	Library Supplies	527.84
Quill Corp	Office Supplies	617.47
RAILS	Public Access Software	21,295.91
Ricoh USA, Inc.	Office/Equipment Mtn	1,179.32
Ricoh USA, Inc.	Rentals	91.89
Seibert, Tiffany	Travel	38.15
StraightUp Legacy Fund	Other Purchased Services	1,463.47
Walker, John	Other Purchased Services	500.00
Western Illinois University Library	Miscellaneous Expenses	75.00
Woodstock Public Library	Miscellaneous Expenses	16.99
VISA - Aldi	Other Purchased Services	41.34
VISA - AnyCubic	Other Purchased Services	709.00
VISA - Baker & Taylor Books	A/V Materials	11.89
VISA - Baker & Taylor Books	Adult Books	3,697.08
VISA - Baker & Taylor Books	Children's Books	2,097.49
VISA - Best Buy	Other Purchased Services	779.98
VISA - Bloomerang, LLC	Other Purchased Services	17.24
VISA - Bobzbuy	Other Purchased Services	6,956.98
VISA - Chicago Sun Times	Periodicals	786.16
VISA - Circle K	Gas & Diesel Fuel	43.85
VISA - Displays2Go	Library Supplies	86.83
VISA - eBay	Other Purchased Services	16.14
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	518.90
VISA - Gannett Newspapers	Periodicals	869.35
VISA - Hero Forge	Other Purchased Services	119.85
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	16.91
VISA - Illinois Times	Periodicals	75.00
VISA - Ingram	Adult Books	6,824.72
VISA - Ingram	Children's Books	3,521.50
VISA - Ingram	Other Purchased Services	13.74
VISA - International Service Fee	Other Purchased Services	7.95

VISA - Language Spot	Professional Development	215.00
VISA - Lucca Grill	Other Purchased Services	50.00
VISA - Masters Telecom, LLC	Telecommunications	21.18
VISA - Menards	Building Mtno Supplies	101.15
VISA - Michael's	Other Purchased Services	190.85
VISA - Miss Kim's Konfections	Other Purchased Services	360.00
VISA - Oriental Trading Co	Library Supplies	(28.04)
VISA - Oriental Trading Co	Other Purchased Services	2,497.31
VISA - Possibility Place	Other Purchased Services	217.20
VISA - Quadient Leasing Co	Rentals	166.92
VISA - Sam's Club	Janitorial Supplies	342.44
VISA - Soundtrack Your Brand	Other Purchased Services	582.00
VISA - Sweetwater Sound	Computer Supplies	502.90
VISA - Translative, LLC	Other Purchased Services	2,499.00
VISA - Wal-Mart	Building Mtno Supplies	65.88
VISA - Wal-Mart	Janitorial Supplies	50.63
VISA - Wal-Mart	Other Purchased Services	38.33
VISA - Weiss Financial Ratings	Public Access Software	2,695.00
VISA - Wix.com	Other Purchased Services	42.81
VISA - White Pages	Other Purchased Services	131.88
VISA - Zoom.US	Other Purchased Services	285.87
Total		458,379.93

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR EQUIPMENT AND SOFTWARE MAINTENANCE TO
ENVISIONWARE, INC.

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

1. That the three quote requirement be waived, and the Library Director authorize payment for equipment and software maintenance to Envisionware, Inc
2. That the vendor is a Sole Source in that the maintenance renewal is for equipment the Library currently owns
3. That this is for maintenance on the Sorters, RFID Pads, the Credit Card Security System, Public Printing System, the Security Gates, and the Self-Check Stations
4. That the increase over last year represents the end of the warranty period for new equipment/software and on-going maintenance for other equipment/software
5. That this invoice covers the period September 1, 2025 through August 31, 2026
6. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$24,254.65

Approved this 17th day of June 2025

Catrina Parker, President
Bloomington Public Library Board of Trustees

6/1/2025

Bill To
 Kathy Jenkins
 Bloomington Public Library
 205 E Olive St
 Bloomington IL 61701
 United States

End User
 Bloomington Public Library
 205 East Olive Street
 Bloomington IL 61701
 United States

TOTAL
\$24,254.65
 Due no later than: 8/31/2025

Currency	PO #	Created From	Sales Rep
US Dollar	EnvisionWare Renewal Invoice	Quotation #US-94633	Marciniak, Michael

EnvisionWare Renewal ===== Please review LEGEND page at the end of item listings =====

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
6	WM-RFID-READER-KIT PL DeskPad XR BL-U 1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Gen XR	12		Main	\$78.75	\$472.50	9/1/2025 8/31/2026	Maint.
6	WM-RFID-READER-KIT PL DeskPad XR BL-U 1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Gen XR	2		Main	\$13.13	\$78.78	7/1/2025 8/31/2025	Pro.
2	WM-RFID-READER DiscReader 1 YR MAINTENANCE: EnvisionWare RFID DiscReader - Compact desktop RFID Reader/Antenna	12		Main	\$51.19	\$102.38	9/1/2025 8/31/2026	Maint.
11	WM-RFID-READER-KIT PL DeskPad BL-U (B) 1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Version B	12		Main	\$65.98	\$725.78	9/1/2025 8/31/2026	Maint.



INV-US-76794



Enriching Public Library Service Inside and Out
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Renewal Invoice INV-US-76794

6/1/2025

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	WM-SIP2SSL SLE <i>1 YR MAINTENANCE: ENVISIONWARE SIP2 SSL ENCRYPTION SERVICE - Small Library Edition Provides encryption of SIP2 between the ILS and remote applications. This license is for a 1-building library.</i>	12		Main	\$110.25	\$110.25	9/1/2025 8/31/2026	Maint.
1	WM-EBM-SLE SW <i>1 YR MAINTENANCE: EnvisionWare Branch Manager (EBM) - Small Library Edition</i>	12		Main	\$220.50	\$220.50	9/1/2025 8/31/2026	Maint.
1	WM-ECS-Client License <i>1 YR MAINTENANCE: EnvisionWare eCommerce Services Windows Client License</i>	12		Main	\$117.10	\$117.10	9/1/2025 8/31/2026	Maint.
1	WM-ECS-Web Module License (SLE) <i>1 YR MAINTENANCE: EnvisionWare eCommerce Services Small Library Edition Web Module</i>	12		Main	\$392.62	\$392.62	9/1/2025 8/31/2026	Maint.
1	WM-ECS-Base Server Bundle (SLE) <i>1 YR MAINTENANCE: EnvisionWare eCommerce Services Small Library Edition Server Bundle</i>	12		Main	\$431.97	\$431.97	9/1/2025 8/31/2026	Maint.
1	WM-RFID Software PL Pak (SLE) <i>1 YR MAINTENANCE: EnvisionWare ProLine RFID Software Pak - Small Library Edition</i>	12		Main	\$876.75	\$876.75	9/1/2025 8/31/2026	Maint.
3	WM-SSC-X11-K-BK-BK v4 <i>1 YR MAINTENANCE: X11 Kiosk 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord</i>	12		Main	\$573.30	\$1,719.90	9/1/2025 8/31/2026	Maint.
4	WM-SSC-X11-CP-BK-BK <i>1 YR MAINTENANCE: X11 Countertop - Portrait Display, black on black</i>	12		Main	\$441.00	\$1,764.00	9/1/2025 8/31/2026	Maint.



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Renewal Invoice INV-US-76794

6/1/2025

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
2	WM-RFID-GATE 3D-WA-U 1-Wide Aisle <i>1 YR MAINTENANCE: Transparent RFID Gate with radar people Counter - EXTRA WIDE AISLE WIDTH Two pedestals support a single aisle width of 63 inches/1600mm.</i>	12		Main	\$1,020.60	\$2,041.20	9/1/2025 8/31/2026	Maint.
1	WM-SOI-AMH-2K 1080 Bloomington-Main <i>1 YR MAINTENANCE: AMH Gen2000 RFID Sorting System Bloomington Original and Expansion B25875 --Original: 10-Bin with 1 Internal Patron Induction and 1 Staff Induction --Expansion: 9-Bin, (2) Internal Patron Inlet, (1) Staff</i>	12	B25875	Main (Custom)	\$14,865.32	\$14,865.32	9/1/2025 8/31/2026	Maint.
1	WM-LPT-ENT Building Bundle [1st] <i>1 YR MAINTENANCE: LPT:One First Building License - Enterprise Edition</i>	12		Main	\$135.15	\$135.15	9/1/2025 8/31/2026	Maint.
1	WM-LPT-ENT Building Bundle [1st] <i>1 YR MAINTENANCE: LPT:One First Building License - Enterprise Edition</i>	4		Main	(\$45.05)	(\$45.05)	9/1/2025 12/31/2025	Pro.
50	WM-LPT-ENT Client License <i>1 YR MAINTENANCE: LPT:One Clients - Enterprise Edition</i>	12		Main	\$7.37	\$368.50	9/1/2025 8/31/2026	Maint.
50	WM-LPT-ENT Client License <i>1 YR MAINTENANCE: LPT:One Clients - Enterprise Edition</i>	4		Main	(\$2.46)	(\$123.00)	9/1/2025 12/31/2025	Pro.



INV-US-76794

ENVISIONWARE®

Enriching Public Library Service Inside and Out
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Renewal Invoice INV-US-76794

6/1/2025

Subtotal	\$24,254.65
Tax	\$0.00
PST-CA	
Amt Paid	\$0.00
Total	\$24,254.65



INV-US-76794

6/1/2025

Legend

- **Maintenance (Maint.):** The annual amount for technical support post warranty year
- **Subscription (Subs.):** The annual amount of a subscription that includes all costs associated with the use of a product or service
- **Prorated Item (Pro.):** An adjustment to the line above that can provide one of the following:
 - Compensation for the value of the first year warranty. Customers that make new purchases in the middle of a warranty or maintenance period are entitled to the full value of the 12-month warranty. A prorated item is added below a transaction to compensate a customer for the value of the months of warranty that would go past the next renewal date. This lowers the overall cost of the maintenance renewal for the current year.
 - An adjustment made when a customer requests a change to the annual renewal date. This occurs when a customer makes a request to adjust the annual payment date and certain items are currently set to expire later. By applying a prorated item, the value is given to the customer for the months occurring after the new renewal date. This applies only during the year that the adjustment is being made.
 - An adjustment is made where certain items were expiring on a different date and the system merged separate transactions into a common renewal date for all items. In the past, some subscriptions could not be co-terminated (adjusted for a common renewal date.) These prorations can now be used so that every item will renew at the same time.
- **One-Time Discount (One Time Disc.):** A special discount has been applied for one time

All sales subject to the standard EULA and Product Warranty provided with your products. This document is considered accepted if written communication to the contrary is not received within 7 days.



INV-US-76794



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3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Renewal Invoice INV-US-76794

6/1/2025

EnvisionWare, Inc.

Pay by credit card at the Customer Center: <http://support.envisionware.com>

Make checks payable to our ****New PAYMENT Address:****

EnvisionWare, Inc.
PO Box 931628
Atlanta, GA 31193-1628
United States

Remittance Slip

Customer 1080 Bloomington Public Library
Invoice # INV-US-76794
Amount Due \$24,254.65

Amount Paid _____

PLEASE NOTE OUR NEW PAYMENT INFORMATION FOR ACH and EFT:
ACH / EFT Info: Bank name = Wells Fargo Bank | Account Type: Checking | Routing # 121000248 (9 digits) | Account # 4793214123 (10 digits) | SWIFT = WFBIUS6S | Account name = EnvisionWare, Inc.
* FEIN: 58-2424595 * CRA/BN: 84765 5586 RT0001 * BC PST: 1055-8459 * SK PST: 2664266



INV-US-76794

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

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

1. That the competitive bid process be waived, and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$27,813.86
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$27,813.86

Approved this 17th day of June 2025

Catrina Parker, President
Bloomington Public Library Board of Trustees



REGULAR AGENDA ITEM NO. 7.C.

FOR LIBRARY BOARD OF TRUSTEES: June 17, 2025

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve Non-Resident Card Participation for 7.01.25 - 6.30.26

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 19 households currently receiving nonresident cards.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director