



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION**  
**COMMUNITY ROOM 2, 2ND FLOOR, BLOOMINGTON PUBLIC LIBRARY**  
**205 E. OLIVE ST., BLOOMINGTON, IL 61701**  
**TUESDAY, MAY 20, 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 4/15/25: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve minutes as presented.)
  - B. Bills in the Amount of \$1,025,681.25 (Recommended Motion: Approve the proposed bills.)
  - C. Approve Minutes of 4/15/25: Executive Session of the Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)
7. **Executive Session**  
*Collective Negotiating Matters (5 ILCS 120/2(c)(2))*
8. **Approval Items**
9. **Discussion Items**
  - A. Discuss Strategic Plan (Recommended Motion: None, discussion only.)
10. **Comments by Trustees**

## **11. Adjournment**

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

**Director's Report  
Jeanne Hamilton  
April 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
  - Meeting with our architect to walk through the building to check on punch list items
  - Overseeing compliance with the Illinois State Library grant, including required reports
- Submitted information about our expansion for the American Libraries magazine - design showcase issue
- Attended two Bloomington Revivalists Meetings to help plan for their sidewalk wayfinding project, which will lead from the Library to the History Museum
- Met with ISU's Harriett Steinbach about their plans for a B-N Innovation Hub
- Hosted the Bloomington Rotary Club and provided a tour of the library
- Hosted the STAR Literacy Volunteer lunch and presented about the library
- Worked with the new phone vendor to coordinate plans for the switch to the new system
- Gathered documents to respond to a Freedom of Information Act (FOIA) request
- Worked with Rhonda to develop a program proposal for the Illinois Library Association (ILA) Conference about capital campaign fundraising

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

- Met with Clare, Tiffany, Olivia, and Jorgi to develop plans for adding the library's button makers to the innovation lab

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

- Welcomed Emily Wolpert to the Circulation & Outreach Manager position
- Participated in 3 interviews for the Assistant Circulation & Outreach Manager position, ultimately hiring Reagan Brown (a former LTA in Circulation & Outreach)
- Prepared for and participated in 3 union negotiation sessions
- Attended a mini-morning session to view the WGLT "Frozen and Forgotten" documentary and provided additional context and comments for staff
- Attended a virtual Library Directors' Book Discussion
- Attended a meeting of Peoria Area Directors
- Met with 9 managers to deliver and discuss their annual performance reviews

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

- Coordinated the first meeting of a Polaris Reports Working Group (Polaris is our checkout/catalog software)

- Sent Rhonda examples of graphics on other library vehicles
- Worked with Colleen and Jon to design the BPL On the Go vehicle upfitting

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

- Attended a webinar to learn about a Digital Equity Grant (up to \$8,000) application available to the North Central region of Illinois
- Attended the Leadership McLean County's final presentation of their work to develop a marketing plan for the Golden Prairie Public Library District

*Please note, the electricity usage report has moved to the statistics portion of the report.*

## **Assistant Director's Report**

**Colleen Shaw**

**April 2025**

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

- Met with a student in the University of Illinois' Library and Information Science program to discuss BPL's community partnerships, patron needs, library strengths, and the feasibility of hosting a social work intern.

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

- Gave a library tour to the Bloomington Rotary Club.
- Planned and delivered a presentation for staff with the Outreach Engagement Coordinator on the Translate Live translation device.

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

- Met with the managers of the Adult Services, Children's Services, and Circulation-Outreach departments and established recurring monthly meetings with each department head.
- Continued to train and assist the Circulation-Outreach Manager with the transition of duties.
- Trained at the Adult Services Help Desk and the Children's Services desk.
- Worked at the Check Out Desk weekly and attended the Holton Homes bookmobile stop.
- Received training and took over responsibilities for volunteer coordination.
- Reviewed Circulation and Outreach Assistant Manager apps and interviewed candidates.

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

- Met with Unique Services to explore their current service offerings.

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

- Worked with the Green Committee to order plants for the Native Plants project on the patio, funded by a grant from the Illinois Prairie Community Foundation. Worked with the Operations Manager to ensure the existing landscape is prepped for planting.

**Adult Services Report  
Marcie Shaffer  
April 2025**

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

Staff continue to utilize the ILA Translate Live device to assist non-English speakers with library services.

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

SERVICES

Tiffany attended BHS Job Fair to promote Library Services (specifically JobNow). About 200 students interacted with booth.

Nazma and Marcie provided tours of the library 9 STAR Adult Literacy tutors following their volunteer luncheon held at the library.

Local History Research requests included info on “Princess Watahwaso”, 1 obituary, 3 cemetery records, and early McLean County AIDS victims for Prairie Pride & the McLean County History Museum’s December 2025 World AIDS event.

Two 1-on-1 Appointments with a Librarian included assistance with a Social Security application and Libby.

COLLECTIONS

Adult collection display themes included Poetry Month, National Arab-American Month, Celebrate Neurodiversity!, and Small Collection Spotlight: Test Prep. Teen collection display themes included Teen Genre Book Club: Novels in Verse, Arab American Heritage Month, and National Library Week.

Mimi was the guest speaker at the April 8 member meeting of Prairie Pride and presented on the new LGBTQ+ Source Database (new database in the package from the State Library).

PROGRAMS

Tiffany visited these schools and talked about books:

KJHS: 50; EJHS: 37; CJHS: 43; PJHS: 58; BJHS (4 visits): 220

Adult/All Ages programs

*In Person - On Site*

Sourdough Breadmaking Essentials – 37 attended

STOP THE BLEED – 16 attended

3D Printed Stained Glass – 10 attended

Silent Book Club - 5 attended

Fix It Friday (clothing repair clinic) – 18 attended

Cookbook Club – 15 attended

English Language Conversation – 15 attended

QPR Suicide Training Prevention – 6 attended

Pins and Needles Fiber Arts Festival (co-hosted by NPL) – 156 attended

*In Person - Off Site*

Books on Tap Book Club – 23 attended

*Live Virtual*

IL Libraries Present The Art of Foraging with Alexis Nikole Nelson – 65 attended

Dogs of Chernobyl with Stephen Quandt – 17 attended

*In Person + Virtual*

Mystery Book Club – 5 in person, 4 virtual

Fiction Book Club – 6 in person, 4 virtual

Teen Programs

*In Person - On Site*

Teen Art Nights, presented by ISU Art Education students – 4 sessions, 22 attended

Teen Craftivism – 3 attended

Teen Genre Book Club – 3 attended

No School Day Craft – 6 attended

Writing Workshop – 7 attended

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

Tom and Aianna continued their training, learning how to create displays, getting an overview of the library's electronic resources, and shelving. New shelve Hannah began her training.

Several staff attended mini morning sessions coordinated by the Staff Development Committee. Topics included WGLT's Frozen and Forgotten, interlibrary loan, Translate Live device, and IRIS (service referral network). Mimi and Molly were certified on the Innovation Lab's sublimation printer in preparation for library program planning. Nazma attended Illinois Library Association's inaugural DEI Retreat, which was held in Normal. Sara attended Illinois State Genealogical Society's At Your Doorstep: Southern Illinois Regional Workshop (virtual).

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

Molly attended the Polaris Simply Reports working group meeting. This new library working group will establish best practices for creating reports for maintaining and evaluating the collection and support staff needing assistance and instruction with these tools.

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

Hammitt School volunteers shelved DVDs on Tuesday mornings. U of I practicum student, Rachel, staffed the Help Desk, created a display, and assisted with teen programs.

## **Business Office Report**

**Kathy Jeakins**

**April 2025**

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

Nan and Kathy attended or viewed Mini Morning Sessions on “Frozen & Forgotten,” Interlibrary Loans, and the Translation Device.

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

Nan worked with Sara Engels to develop a streamlined way of billing patrons for genealogy research requests

**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 an application for staff getting a P Card for the first time; increased limits for 2 staff; and notified one staff member that their current card was about to expire and provided instructions for getting a new card

In April, the Book Shop collected \$1,179.50

Hoopla usage in April was less than last month: 8,508 downloads totaling \$19,488.91

Kanopy usage for April was a little less than last month: 542 downloads totaling \$1,435.00

Kathy emailed New Vendor Registration information to four new vendors for the Library

Bills Costing in Excess of \$5,000:

- Alert Media \$6,147.84 for Annual Emergency Notification Service
- Amazon \$15,047.99 for Monthly Purchases
- Ameren IP \$7,041.16 for Monthly Electricity
- Anderson Electric \$11,400.00 for Replacing Damaged Lights on BPL Sign and Repairing Front Flood Lights
- Dell Marketing \$7,000.00 for Laptops for the BPL On The Go Van
- Felmley Dickerson \$461,008.18 for Construction
- Mid Illinois Mechanical Services \$6,605.00 for Quarterly Support Billing; 2 of 12
- Midwest Tape \$24,000.00 for Hoopla Service
- OverDrive \$8,000.00 for E-Books
- StraightUp Legacy Solar Fund \$65,860.00 to forward funds received from Ameren that were actually sent to the Library by mistake

**Upcoming:**

Will be working on copier quotes





**Cataloging & Technical Services Report**

**Allison Schmid**

**April 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. We will be enlisting the help of other departments soon.

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

- Allison is working on new and improved ways to catalog and circulate Children's Kits and hotspots.
- Allison had a table at the Fiber Arts Festival to display her amigurumi and discuss techniques with attendees.
- In FY 25 we added 21,163 items to the collection:
  - Adult Books – 8,014
  - Children's Books – 8,068
  - AV – 3,266
  - Magazines – 1,636
  - Nontraditional Materials (like Children's Kits and Hotspots) - 179

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

- The National Library Week committee filled an entire week with fun activities for staff including a lunch from Moe's.
- Met with Emily to discuss the workflow and relationship between Circulation and CATS.
- All CATS staff attended or watched the MMS on the WGLT documentary "Frozen and Forgotten." – 3.75
- All CATS staff attended or watched the MMS on the Translation Device. 2.5
- Training Hours – 8.75

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

- Allison met with the Polaris Reports working group.
- Cleaned up Fund balances in Polaris by closing errant open Purchase Orders and cleaning up old on-order items.
  - Also, cancelled and cleaned up many B&T backorders with no copies on hand or erroneous on sale dates.
- Updated the On-the-Fly record tutorial to better reflect the current workflow for staff.
- Created a separate Ingram account for non-EDI book ordering.

# Bloomington Public Library

*Books are just the beginning.*



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

- We had 9 volunteers for the Heartland Community Service Day on Friday, April 25<sup>th</sup> that worked on cleaning shelves and replacing bookends. – 30
- Created a separate B&T account for SRP teen book prizes.
- Volunteer Hours – 30

**Upcoming:**

- Spanish Big Books
- Tonies, Yotos, and More Kits!

## **Children's Services Report**

**Melissa Robinson**

**April 2025**

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

### **Services**

- The District 87 5<sup>th</sup> Grade Art Fair is on display in the Children's Department.

### **Programs**

- Lapsit Story Time – 8 sessions – 125 attended
- Preschool Story Time – 4 sessions -70 attended
- Toddler Story Time – 4 sessions – 177 attended
- Sensory Story Time – 4 sessions – 32 attended
- Fun Friday Story Time – 4 sessions – 187 attended
- Singing Swinging Story Time – 32 attended
- Super Saturday Story Time – 34 attended
- Tales for Tails – 3 sessions – 65 attended
- D&D for Kids – 3 sessions – 15 attended
- RC Cars – 18 attended
- Lego Construction – 10 attended
- Family Games Day – 37 attended
- Itsy Arts – 28 attended
- School Age Crafts – 23 attended
- 37 programs/sessions – 853 attended

### **Passive**

- I'm a Poet and I Know It – 315 poems made
- Space Scavenger Hunt – 206 participated
- Art Show Scavenger Hunt – 58 attended
- Crafts (rocket, butterfly, flower bouquet, pipe cleaner animals) – 381 made

### **Group/Events**

- Bent School Summer Reading Visit – 395 attended
- Ben School Reading Night – 120 attended
- Eggs on the Square – 325 attended
- Dia at the Art Station – 160 attended

- Sciencepalooza at Prairieland – 97 visited the BPL table
- Tamil Day – 150 attended
- Holi Moli – 275 visited the BPL table
- CornBelter’s Education Day – 1300 visited the BPL table
- Sheridan Books n Bites – 38 attended
- Heartland Head Start – 11 attended
- Little Jewels – 2 classes – 50 attended
- Unity Community Center Afterschool Program – 28 attended
- Childcare Connections – 9 attended
- Trinity Preschool – 10 attended
- Milestones – 28 attended
- La Petite Academy – 28 attended
- Katie’s Kids – 42 attended
- Glenn Kindergarten – 47 attended
- Confidently Curly at Sheridan – 4 sessions – 85 attended
- Washington Kindergarten – 70 attended
- 24 groups/events – 3268 attended

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

- Children’s staff attended the MMS’s on the IRIS Referral System, ILL, new databases, the translation device, and the WGLT documentary, *Frozen and Forgotten*.
- Alex attended the ILA DEI retreat.

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

- 1 post was added to the Children’s Facebook group, and we now have 1046 members.
- We now have 1026 followers on TikTok.

**Upcoming:**

The following programs will be offered in May:

- Super Saturday Story Time – May 3
- RC Cars – May 3
- D&D for Kids – May 1, May 5, and May 15
- Sign and Sing – May 8
- Prairie Fire Theater – May 10
- School Age Crafts – May 12
- Singing Swinging Story Time – May 19

We will attend the following events:

- Summer reading visits for all District 87 schools, Unit 5 schools with a Bloomington population, and many private schools.
- Iving Bingo Night – May 1
- Family Day at Tipton Park – May 10

Stevenson School's 4<sup>th</sup> grade will visit us on May 6.



**Circulation and Outreach Report  
April 2025**

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

Outreach Engagement Coordinator meetings and connections:

- Recurring monthly meetings
  - Brightpoint Mental Health & Wellness Coalition
  - McLean County Fatherhood Coalition
  - McLean County Human Service Council
  - McLean County ROSC Council Meeting
- Special meetings and connections
  - Attended Tamil Day celebration with Alex from CS
  - Met with MLIS student to discuss social work in the library
  - Presented MMS on new ILA translation device

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

**Deposits**

Staff prepared and delivered or renewed 902 items at 10 sites.

Deposit Programming staff presented the program *Kristin Hannah: The Inside Edition* to 35 residents at Westminster Village.

**Home Delivery**

Staff prepared and delivered or renewed 525 items to 53 active patrons. 1 new patron was added this month.

**Pop Up Library**

Staff visited the locations listed below. 93 patrons were served, and 622 items checked out or renewed.

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

**Outreach Events**

- TPC Transition Fair at Heartland Community College
- Family Reading Night at Tri-Valley Schools
- Opening of Westside Reading Corner at Western Ave Community Center (with Bookmobile)
- Autism Awareness Expo at Lifelong Access
- Mom's Day Out event through Brightpoint
- Holi Moli in Uptown Normal
- City of Bloomington Wellness Fair
- Job & Community Resource Fair



- Heartland Head Start Day of Play
- Eggs on the Square
- Dia Celebration at Illinois Art Station
- El Dia del Ninos at Cedar Ridge Elementary

## Other News

- The Community Spotlight display in the Lobby will feature materials on International Compost Awareness Week, which is May 4-10, and resources from the Ecology Action Center.
- The Bookmobile partnered with Viking Brews Coffee shop to offer coffee shop coupons for patrons who visited the Bookmobile during the Viking Brews stop on 4/19.
- Total bookmobile attendance from May 1, 2024 – April 30, 2025, was 14,393. This is an increase of ~800 patrons from last fiscal year.

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

- Two new Bookmobile drivers passed their CDL driving exams on 4/8.



(4/2025) Circulation and Outreach Services Statistics

|                                 |                |
|---------------------------------|----------------|
| <b>Total Circ BPL</b>           | <b>105,859</b> |
|                                 |                |
| <b>Total Circ Main</b>          | <b>73,186</b>  |
|                                 |                |
| <b>Total Circ Outreach</b>      | <b>6,816</b>   |
|                                 |                |
| <b>Total Circ Drive-up</b>      | <b>1,237</b>   |
|                                 |                |
| <b>Total Digital Downloads</b>  | <b>24,620</b>  |
| Hoopla                          | 8,508          |
| Overdrive                       | 14,714         |
| TumbleBooks                     | 18             |
| eBook Central                   | 3              |
| Kanopy                          | 1,377          |
|                                 |                |
| <b>Borrowers Registered</b>     | <b>437</b>     |
|                                 |                |
| <b>Total Active Cardholders</b> | <b>35,618</b>  |
| Children                        | 8,395          |
| Teen                            | 3,887          |
| Adult                           | 23,336         |
| GPPLD                           | <b>1,577</b>   |
|                                 |                |
| <b>Total Holds Filled</b>       | <b>6,748</b>   |
| Main Holds                      | 5,036          |
| Outreach Holds                  | 1,021          |
| Drive-up Holds                  | 691            |
|                                 |                |
| <b>Door Count</b>               | <b>24,864</b>  |

| <b>10 Highest Circulations</b> |     | <b>Patron Count</b> |
|--------------------------------|-----|---------------------|
| Wingover Apartments PM         | 331 | 150                 |
| Wingover Apartments PM         | 241 | 105                 |
| Eagle Creek                    | 106 | 21                  |
| Bohmer Drive                   | 105 | 62                  |
| Grove                          | 104 | 37                  |
| Old Farm Lakes                 | 100 | 22                  |
| Eagle Ridge                    | 90  | 40                  |
| North Pointe                   | 89  | 40                  |
| Eagle Crest East               | 79  | 26                  |
| Ekstam                         | 74  | 12                  |

|                                     |              |
|-------------------------------------|--------------|
| Regularly Scheduled Stops           | 72           |
| Special Stops                       | 2            |
| Cancelled Stops                     | 0            |
| <b>Total Stops</b>                  | <b>74</b>    |
| <b>Total Patron Count</b>           | <b>1,355</b> |
| <b>Total Bookmobile Circulation</b> | <b>2,935</b> |

| <b>Lowest 5 Circulations</b> |   | <b>Patron Count</b> |
|------------------------------|---|---------------------|
| Waterford Estates            | 4 | 5                   |
| Holton Homes                 | 6 | 12                  |
| Rowe Drive                   | 6 | 2                   |
| Shirley                      | 7 | 2                   |
| Shirley                      | 8 | 4                   |
| Spring Ridge                 | 8 | 5                   |
| Traditions                   | 8 | 5                   |
| Hilltop                      | 8 | 5                   |



**Human Resources Report**  
**Gayle Tucker**  
**April 2025**

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

- The Department Managers developed the FY26 Implementation Plan of the Strategic Plan
- In April, there were two in-house job announcements, and one outside ad (14 applications received)
- I participated in 13 interviews and provided orientation for one employee
- 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 began
- I completed a detailed salary survey through HR Source

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

- In April, 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, and I trained Colleen on this task
- 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 wrapped up on 4/30/25

**Upcoming:**

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

## Information Technology Systems Report

Jon Whited

April 2025

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

We are continuing to scan the Pantagraph index. We have volunteers specifically working on this project and are working a consistent schedule to move this project forward. We currently have 63,643 cards available and are adding additional cards daily.

We added software to the Innovation Lab that allows patrons to take any image and convert it to an embroidery file that the machine can then use to sew onto any material. This software has been highly sought after by the patrons using the Innovation Lab.

We are continuing to interview candidates for our open part-time LTA position, and we are currently interviewing candidates for the summer TeenZone temp position.

We are replacing the 3D printers in the Innovation Lab with newer models. We are currently having issues with 2 of them and we are getting other printers to replace them so that they are available to the public while we troubleshoot the other two.

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

The Sound & Story; ADR & Foley program had one registrant, but unfortunately no one attended the program. Gene is going to try and bring this program back in the future as a couple of patrons expressed interest in person but will be on a different day to ensure that patrons don't have conflicts.

On April 4<sup>th</sup>, 11 out of 14 registrants came in for the Mario Kart Tournament. Teens got to race against each other in a bracket-style tournament in order to win 3D Printed trophies. They also competed in a battle round in which the two players with the most points won trophies as well. Teens expressed that they were excited that the library is offering video game tournaments and gave suggestions for other games that would be fun for tournaments in the future.

On April 12<sup>th</sup>, the library hosted a teen D&D event, Whispers from the Desert Tomb, and 6 teens attended. The event encouraged teens to work together creatively to solve challenges designed to emphasize teamwork and collaboration. These programs have maintained a high level of engagement, and our D&D programs have consistently drawn strong attendance, with several regulars returning month to month. A few participants have started to lightly cosplay their characters and have shown increased confidence in collaboration and decision-making, even beginning to support and mentor new players. Patrons have given positive feedback and expressed enthusiasm for future sessions, with some asking about the possibility of expanding the program to allow for more groups of participants. They've

also shown interest in future programs teaching them how to run their own games and create their own adventures.

# Marketing Report

April 2025

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

## Summer Reading

- Summer Reading Bookmarks are now available in both English and Spanish. Staff are distributing the bookmarks during Summer Reading visits at the schools.
- The Marketing Department created 3 different reading logs; one for kids, another for teens, and the third for adults. After going through multiple rounds of proofing, the art was sent to the printer. The logs arrived at BPL on April 30.
  - Marketing bundled nearly 11,000 reading logs into stacks of 25 at the schools' request.
  - Reading logs were then doled out to 31 grade schools using individual enrollment numbers for each.
    - After mapping out the most efficient path to deliver reading logs to 18 Unit 5 schools, Marketing delivered the reading logs to those schools.
    - Logs for 7 schools District 87 schools were delivered to the district's administration office.
    - Reading logs are being taken to the remaining 6 schools by Children's Department staff as they make school visits. Those non-D87 and non-U5 schools include Tri-Valley Elementary, Trinity Lutheran, Corpus Christi, St. Mary's, and Metcalf. (These are non-D87 and non-Unit 5 schools that agreed to let our staff visit for a Summer Reading presentation.)
  - The Spanish versions of the reading logs are scheduled to be printed on May 16. Once available, they will be delivered to 6 schools which requested them in specific quantities.
- Marketing created the design and organized the Summer Reading T-Shirt online stores. The shirt stores both opened and closed during the month of April. Shirts should become available by May 22.
- Sponsor/Voucher Committee
  - The Sponsor/Voucher Committee did a great job for the 2025 Summer Reading Program.
    - Kids who complete the program will receive 10 vouchers.
    - Teens who complete the program will receive 12 vouchers.
    - Adults who complete the program will receive 10 vouchers.
      - Vouchers are set to be printed no later than June 5.
  - At this writing, the Adult Prize Drawing includes 43 gift certificates; the Teen Prize Drawing includes 22 gift certificates.
  - All completion prizes and prize drawing prizes – are listed on the Summer Reading page on the library's website at [bit.ly/bplsrrp2025](http://bit.ly/bplsrrp2025)
- The Summer Reading page on the library's website was updated to reflect details pertinent to the 2025 program.
- Created / mounted 2 oversized Children's reading Logs for School visits
- Created / mounted 1 oversized Teen reading Logs for School visits
- Created / printed / prepped 150 Summer Reading QR Code handouts to be taken to teen school visits
- 17 images of differing sizes were created to advertise the Summer Reading Program via the following venues: BPL website, Grossinger Arena, The Pantagraph (online), Magic Blue Box (online), Community Players, and WGLT
- The Summer Program Guide is nearing completion. It is set to go to the printer on May 7, and will become available online no later than May 9. It should be available in print on approximately May 21.
- Bookmobile vouchers for Teen Books will be printed by June 2.
- Extra prize slips for teens and adults will be printed by June 2.

## Website & Other Tech

- Marketing maintains the library's website.
  - Updated record sets for New BluRays & DVDs, New Music, and New Audiobooks.
  - Updated the Summer Reading webpage to 95% completion. (The Spanish versions of the reading logs are all that need to be added. That will likely happen on May 19.)
  - These items are up to date:
    - Program information
    - Artwork
    - English Reading Logs
    - Sponsor List
    - Completion Prize Lists for kids, teens, and adults
    - Prize drawing lists for teens and adults
  - A page was created to accept suggestions about what items should be added to our 2025 Time Capsule. That page is now live at [bit.ly/bpl2025timecapsule](http://bit.ly/bpl2025timecapsule)
  - Revamped the information on the Deposits Collection webpage and rebuilt the Deposits Collection webform.
  - Reviewed Library Market's Calendar update; gave feedback about issues that were introduced by the update.
  - Updated set-up and teardown times for Community Room reservations.
  - Updated information about the podium in the equipment list that people access when making a room reservation.
  - Added Circus art images to the Local Art Page
  - Updated the Innovation Lab's description of the cassette-to-digital converter to share details about the new machine.
  - Jigsaw Puzzles Page - managed the jigsaw puzzle collection's web presence
  - Posted and removed employment listings
- In the Works:

- Volunteer webform
- Adding a Button Maker to the Innovation Lab's available equipment.

### **Bookmark Project**

- The library has available 33 student-designed bookmarks which are the result of a collaborative partnership within the Bloomington/Normal community and the Graphic Communications Technology program at Illinois State University. Local students in Grade 2 created the artwork. Students within ISU's TEC 353 (Color Management Class) then took the artwork through the following process: digitization, color management, imposition, and print production. ISU's University Printing Services then printed and prepped more than 14,000 bookmarks.
  - The bookmarks are available in three areas of the library.
  - With each bookmark display is a table tent that explains the project.
  - There's also a write-up about the partnership on the back of each bookmark.

### **Paper & Digital Design Work**

#### **Program Publicity**

- Estate Planning & Wills
- Sing & Sign Story Time
- Houseplant Sweep
- Ghost in the Opera House
- Meet Prairie State Legal Services
- Poverty: A Discussion
- Crafternoons
- Opening Reception: Staff Art Exhibit
- Custom Sublimated T-Shirts
- Concerts on the Patio
- D&D: Escape from the Pirate's Hold
- Dance Party

#### **Handouts & Signage**

- On-the-Go vehicle
  - Acquired a template for wrapping the new On-the-Go vehicle
  - Conveyed design ideas to the library's graphic designer
  - Came up with a plan to make the vehicle identifiable as belonging to BPL for the time between receiving the vehicle from Mickey's (estimated at early June) and getting the vehicle wrapped by Dean's (currently scheduled for July 14-16)
  - Designed magnets and decals to be used in this temporary design
- Created table tents to accompany the bookmark displays of 2<sup>nd</sup> graders / ISU students
- Worked with IT to produce a plaque for a bench using the GlowForge Engraver in the Innovation Lab.
- Worked with IT to produce signs for the bike racks using the Cricut Machine in the Innovation Lab; installed signs.
- Created a handout for Circulation highlighting places – other than BPL -- which accept book donations
- Created 4 different *I Spy Bingo* sheets for the Bookmobile; printed 400 total
- Created new *Delivery* signage for the delivery door
- Printed / prepped/ delivered swag bag materials for the Unit 5K (\$3 gift certificates to the Book Shop)
- Create a Scavenger Hunt Sheet for the Children's Department's Summer Scavenger Hunt
- Penned messaging and created images for Library Giving Day
  - Web alert
  - FB and Instagram posts and boosts to the main library pages
  - FB and Instagram posts and boosts to the Bookmobile pages
  - Shared *thank you* posts to the (4) FB and Instagram pages
- Earth Day display sign
- Children's End Cap updates
- Easter Closure – paper and digital signage in multiple sizes
- Created art for the new Little Free Pantry
- Created art and organized installation of that art onto 7 feminine product dispensers in 7 public bathrooms
- Updated the library's Floor Plan
- TZ Graphic Novels display sign
- AAPI Heritage Month display sign
- Celebrate Moms display sign
- TZ AAPI Heritage Month display sign
- TZ Mental Health Awareness display sign
- Mother's Day display sign
- AS Table Tent about snacks
- Created a new Bookmobile handout specific to the Four Seasons stop
- Bookmobile signs
  - Puzzles available

- Prize Box

## Advertising

- WGLT
  - Ads ran in mid-April to promote Pins and Needles: A Fiber Arts Celebration.
  - 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
- 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).
- Illinois Eagle
  - The library purchased advertising with Illinois Eagle, a Central Illinois LGBTQ+ production. Illinois Eagle has a website, weekly eNewsletter, and monthly paper Newsletter. We will use these ads to promote the True Colors Book Club.
    - Quarterly eNewsletter ads.
    - Quarterly calendar sponsorship in the paper newsletter.
- Unit 5K - The library was a sponsor of the May 4 Unit 5K.
- We are again purchasing online ads from The Magic Blue Box to promote the Summer Reading Program.
- 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

## Misc. Marketing Tasks

- Ordered (12) 8.5 x 11 acrylic brochure holders
- Ordered 28 reams of 11x17 cardstock for printing the Summer Reading voucher sheets.
- Ordered 3 reams of 8.5x11 green cardstock for printing the extra teen prize slips for Summer Reading.
- Ordered 3 reams of 8.5x11 blue cardstock for printing the extra adult prize slips for Summer Reading.
- Created a sign to cover the CS Workroom Window; sign promotes 1000 Books Before Kindergarten
- Produced a May calendar of programs
- Created a certificate for an outgoing board member
- Managed Bloomerang (donor software)
- Managed LX Starter ("ads" that appear on library notices)
- Managed Printful (the library's online store for BPL apparel and merchandise)
  - Breakdown all orders for the Business Office – Wix tallies, Printful tallies, Stripe tallies
  - At staff request, we are now offering thicker T-shirt options in addition to the shirts that have always been offered.
- Managed Library Market staff accounts and the updating of staff permissions
- Prize Requests Fulfilled
  - BHS After Prom
  - Child Protection Network's DUEL Fundraiser
- Requests for promotional items to take to 19 offsite events:
 

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| ○ CornBelter Education Day           | ○ Re-Entry Council's Resource Fair    |
| ○ Autism Awareness Expo              | ○ Trinity Preschool School Story Time |
| ○ Job and Community Resource Fair    | ○ Be Content Senior Expo              |
| ○ BHS Job Fair                       | ○ Unit 5K                             |
| ○ Birthpoint – Mom's Night Out       | ○ Book World Scavenger Hunt           |
| ○ Cedar Ridge's de los Niños Event   | ○ BJHS Field Day                      |
| ○ Dia de los Libros                  | ○ Prairie on the Patio Opening        |
| ○ City Wellness Fair                 | ○ Family Day                          |
| ○ Heartland Head Start's Day of Play | ○ Eid-Al Adha                         |
| ○ Irving School's Bingo Night        |                                       |
- Promotional items returned/restocked from the following events:
 

|                                 |                                      |
|---------------------------------|--------------------------------------|
| ○ YMCA Mermaid Day              | ○ TPC Transition Fair                |
| ○ Job & Community Resource Fair | ○ Bookmobile Shamrock Scavenger Hunt |
| ○ BHS Job Fair                  | ○ City Wellness Fair                 |
| ○ TriValley Reading Night       | ○ Holi Moli                          |
| ○ Autism Awareness Expo         | ○ Eggs on the Square                 |
| ○ CornBelter Education Day      | ○ Heartland Head Start Day of Play   |
- Reprints
  - 550 handouts - *The Bookmobile stops near your house*
  - 375 May Calendars
  - 200 Spanish handouts - *How to get a library card*
  - 250 handouts - Innovation Lab

- 130 game sheets - Bookmobile scavenger hunt
- 100 handouts - *Getting a library card is easy*
- 100 handouts - home delivery (to be left behind when people aren't home)
- 100 brochures - home delivery
- 100 handouts - inform people where they can donate books other than at BPL
- 150 handouts - Recording Studios
- 180 handouts - Spring Program Guide QR Code
- 50 handouts - Traditions Bookmobile Stop
- 50 handouts - Library Resources (bilingual; includes information about the Bookmobile, Brainfuse tutoring, Kanopy, Hoopla, and Libby)
- 30 handouts - *Please Tell Us*
- 25 handouts - VetNow
- *Free Stuff* sign for table in the breakroom

**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.
- Rhonda attended the MMS about homelessness.
- Rhonda attended the MMS about the Translative Device

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

- Social media presence:
  - BPL Facebook – 11,871 followers
  - Instagram – 2,841 followers
  - Twitter – 1,910 followers (we are no longer posting to Twitter; our followers continue to decline)
- Text subscribers – 2,336 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](http://Illinoiseagle.com)
- Cardholder Perks list – 32,762 filtered active subscribers.
- Program Guide list – 34,830 filtered active subscribers.
- General eBlast list – 32,695 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:
    - Library Giving Day
    - Library Giving Day Thank You (approximately \$2,280 raised from 31 donors)
    - National Library Week
    - Two new Bookmobile drivers got their CDL licenses
    - National Bookmobile Day
    - Jan Brandt and Danell Dvorak's Public Art Exhibit
    - Easter Closure
    - Mango Languages (online resource)
    - Bobzday Profit-Sharing Day (\$135 raised)
    - District 87 Art Show on Display (take/crop 22 photos; pen text)
    - 33 Bookmarks drawn by area 2<sup>nd</sup> Graders are available at the library
  - The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications. This month, these eBlasts were sent.
    - An eBlast promoting Library Giving Day was delivered on April 1.
    - An eBlast promoting Mango Languages -- with the American Sign Language component -- was delivered on April 15.
    - An eBlast promoting Educate Station will be delivered on May 4.
  - 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  
April 2025**

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

- We purchased and installed a new free pantry.
- We prepared the patio for the Native Plant project.
- We prepared the patio furniture for the summer season.
- We had a new bench delivered for more seating for Patrons on the first floor.
- We installed Plexi-glass in the circulation workroom.
- We worked to refine the automatic lighting throughout the library.
- We repaired the wench on the Bookmobile ramp.
- We finished the repairs on the existing HVAC system.
- I worked to coordinate work on the unfinished items from the expansion project.



# Bloomington Public Library

Books are just the beginning.



## Statistics At-A-Glance

April 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            | 33,721  | 26,253    | 28%    | 400,980   | 348,328   | 15%    |
| Teens             | 2,554   | 1,849     | 38%    | 32,954    | 24,399    | 35%    |
| Children          | 44,968  | 28,765    | 56%    | 551,511   | 399,160   | 38%    |
| Digital Downloads | 24,620  | 19,286    | 28%    | 289,051   | 225,636   | 28%    |
| Total             | 105,863 | 76,153    | 39%    | 1,274,496 | 997,523   | 28%    |

| Active Cardholders | Current | Last Year | Change | FYTD | Last FYTD | Change |
|--------------------|---------|-----------|--------|------|-----------|--------|
| Adults             | 23,336  | 18,382    | 27%    | N/A  | N/A       | N/A    |
| Teens              | 3,887   | 3,578     | 9%     | N/A  | N/A       | N/A    |
| Children           | 8,395   | 7,294     | 15%    | N/A  | N/A       | N/A    |
| Total              | 35,618  | 29,254    | 22%    | N/A  | N/A       | N/A    |

| New Cardholders | Current | Last Year | Change | FYTD  | Last FYTD | Change |
|-----------------|---------|-----------|--------|-------|-----------|--------|
| Total           | 437     | 262       | 67%    | 6,184 | 7,156     | -14%   |

| Visits     | Current | Last Year | Change | FYTD    | Last FYTD | Change |
|------------|---------|-----------|--------|---------|-----------|--------|
| Main       | 24,864  | 10,229    | 143%   | 261,036 | 145,498   | 79%    |
| Bookmobile | 1,355   | 993       | 36%    | 14,393  | 13,105    | 10%    |
| Total      | 26,219  | 11,222    | 134%   | 275,429 | 158,603   | 74%    |

| Room Use          | Current | Last Year | Change | FYTD  | Last FYTD | Change |
|-------------------|---------|-----------|--------|-------|-----------|--------|
| Study Room        | 550     | 0         | N/A    | 5,727 | 213       | 2589%  |
| Recording Studios | 57      | 0         | N/A    | 636   | 26        | 2346%  |
| Innovation Lab    | 58      | 0         | N/A    | 286   | 0         | N/A    |
| Community Room    | 93      | 0         | N/A    | 852   | 11        | 7645%  |
| Total             | 758     | 0         | N/A    | 7,501 | 250       | 2900%  |

| Community Outreach              | Current | Last Year | Change | FYTD   | Last FYTD | Change |
|---------------------------------|---------|-----------|--------|--------|-----------|--------|
| Staff Outreach Visits           | 22      | 29        | -24%   | 220    | 216       | 2%     |
| People Reached                  | 4,034   | 2,002     | 101%   | 19,293 | 21,137    | -9%    |
| Community Visits to the Library | 0       | 0         | N/A    | 28     | 2         | 1300%  |
| People Reached                  | 0       | 0         | N/A    | 575    | 12        | 4692%  |
| Total Outreach Visits           | 22      | 29        | -24%   | 248    | 218       | 14%    |
| Total People Reached            | 4,034   | 2,002     | 101%   | 19,868 | 21,149    | -6%    |

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

| <b>Programs</b>  | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Adults           | 15             | 9                | 67%           | 157         | 107              | 47%           |
| Attendance       | 246            | 196              | 26%           | 2,211       | 2,042            | 8%            |
| Teens            | 19             | 3                | 533%          | 135         | 34               | 297%          |
| Attendance       | 463            | 14               | 3207%         | 3,417       | 278              | 1129%         |
| Childrens        | 62             | 7                | 786%          | 421         | 96               | 339%          |
| Attendance       | 3,402          | 79               | 4206%         | 53,752      | 1,756            | 2961%         |
| Total Programs   | 96             | 19               | 405%          | 713         | 237              | 201%          |
| Total Attendance | 4,111          | 289              | 1322%         | 59,380      | 4,076            | 1357%         |

| <b>1-on-1 Appointments</b> | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|----------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total                      | 27             | 3                | 800%          | 431         | 31               | 1290%         |

| <b>Reference Questions</b> | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|----------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total                      | 4,013          | 2,502            | 60%           | 43,681      | 32,374           | 35%           |

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

| <b>Training Hours</b> | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|-----------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total                 | 179            | 117.00           | 53%           | 2,548       | 1,769            | 44%           |

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

| <b>Technology Use</b> | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|-----------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Public Computer Use   | 2,536          | 1,299            | 95%           | 30,711      | 15,485           | 98%           |
| WiFi Sessions         | 3,555          | 1,220            | 191%          | 36,888      | 17,970           | 105%          |
| Website/Catalog Hits  | 76,679         | 35,326           | 117%          | 882,090     | 509,712          | 73%           |
| Online Resource Use   | 12,640         | 11,172           | 13%           | 153,151     | 68,838           | 122%          |

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

| <b>Interlibrary Loan</b> | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|--------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Received                 | 390            | 415              | -6%           | 4,536       | 5,273            | -14%          |
| Sent                     | 180            | 82               | 120%          | 1,871       | 1,406            | 33%           |

| <b>Volunteer Hours</b> | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total                  | 166            | 23.50            | 606%          | 1,004       | 123              | 718%          |

| <b>Electricity Usage</b>     | <b>Current</b> | <b>Last Year</b> | <b>Change</b> | <b>FYTD</b> | <b>Last FYTD</b> | <b>Change</b> |
|------------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total Use (kWh)              | 91,942         | n/a              | n/a           | 1,150,810   | n/a              | n/a           |
| Solar Panel Production (kWh) | 25,266         | n/a              | n/a           | 220,867     | n/a              | n/a           |
| Solar Panel Production (%)   | 27.48%         | n/a              | n/a           | 19.19%      | n/a              | n/a           |
| Purchased from Ameren (kWh)  | 66,676         | n/a              | n/a           | 929,943     | n/a              | n/a           |
| Purchased from Ameren (%)    | 72.52%         | n/a              | n/a           | 80.81%      | n/a              | n/a           |

BLOOMINGTON PUBLIC LIBRARY  
FY 2024-2025 FISCAL REPORT

REVENUES:

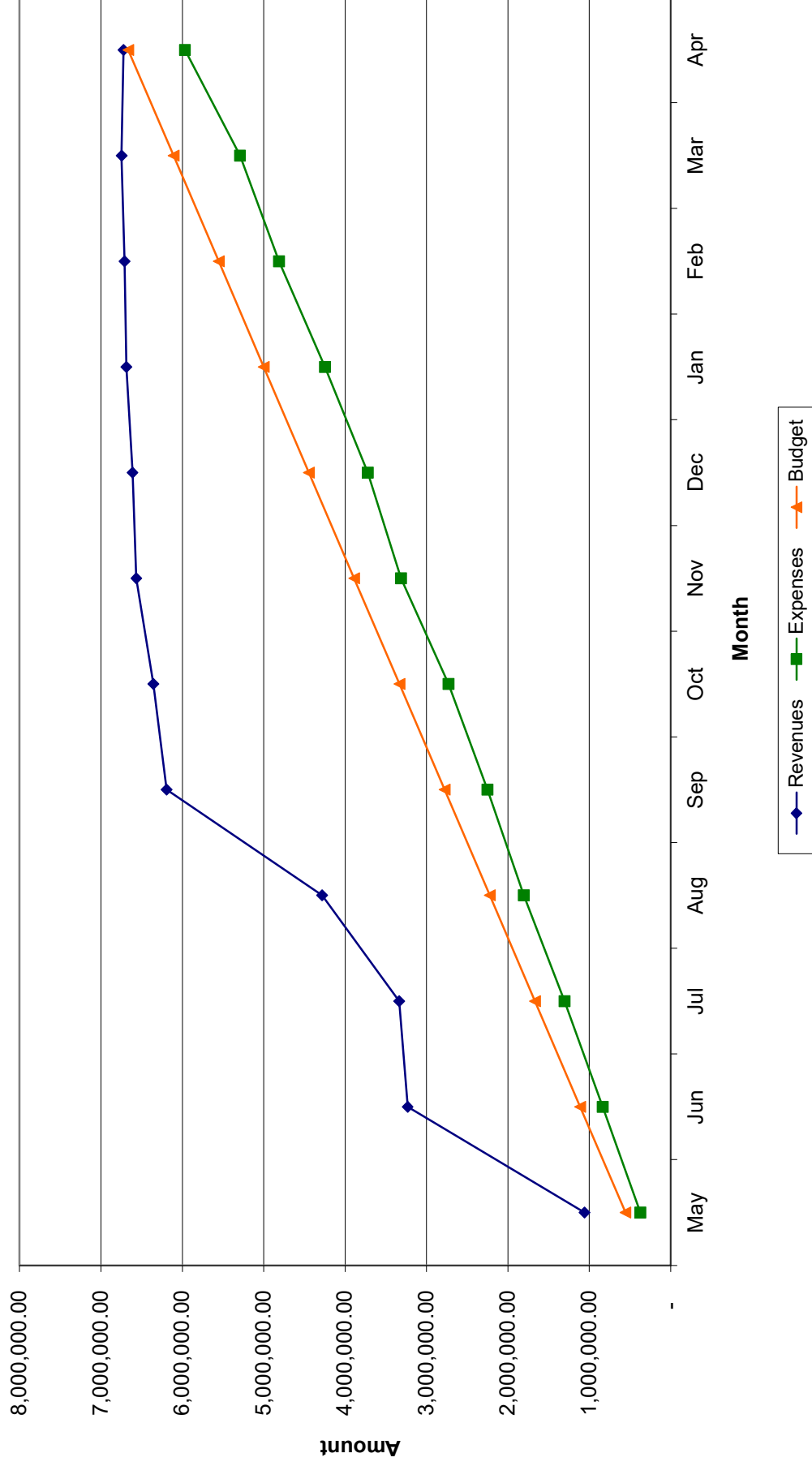
| ACCT NAME                     | BUDGET    | APR 2025    | YR-TO-DATE   | AMOUNT<br>OVER/UNDER | %<br>RECEIVED |
|-------------------------------|-----------|-------------|--------------|----------------------|---------------|
| Property Tax                  | 5,495,000 | 0.00        | 5,485,602.56 | (9,397.44)           | 99.8          |
| Replacement Tax               | 424,600   | 16,131.50   | 216,918.99   | (207,681.01)         | 51.1          |
| State Grants                  | 116,053   | 0.00        | 116,839.80   | 786.80               | 100.7         |
| GPPLD                         | 495,000   | 0.00        | 495,903.14   | 903.14               | 100.2         |
| Fines & Fees                  | 7,000     | 583.60      | 11,695.17    | 4,695.17             | 167.1         |
| Interest on Investments       | 55,000    | 11,894.00   | 282,552.17   | 227,552.17           | 513.7         |
| Interest from Taxes           | 0         | 0.00        | 546.25       | 546.25               | -----         |
| Donations                     | 25,000    | 9,949.79    | 59,678.68    | 34,678.68            | 238.7         |
| Other Private Grants          | 0         | 0.00        | 5,000.00     | 5,000.00             | -----         |
| Cash Over/Short               | 0         | 0.00        | 0.00         | 0.00                 | -----         |
| Other                         | 41,000    | (61,719.86) | 49,354.03    | 8,354.03             | 120.4         |
| From Fixed Asset Fund Balance | 6,000     | 0.00        | 0.00         | (6,000.00)           | 0.0           |
| Total Revenues                | 6,664,653 | (23,160.97) | 6,724,090.79 | 59,437.79            | 100.9         |

EXPENDITURES:

| ACCT NAME                      | BUDGET    | APR 2025   | YR-TO-DATE   | AMOUNT<br>OVER/UNDER | %<br>SPENT |
|--------------------------------|-----------|------------|--------------|----------------------|------------|
| Full-Time Salaries             | 2,977,625 | 211,170.63 | 2,607,666.34 | (369,958.66)         | 87.6       |
| Part-Time Salaries             | 598,135   | 41,770.51  | 527,839.38   | (70,295.62)          | 88.2       |
| Seasonal Salaries              | 101,224   | 3,234.12   | 51,177.32    | (50,046.68)          | 50.6       |
| Overtime Salaries              | 100       | 0.00       | 28.77        | (71.23)              | 28.8       |
| Other Salaries                 | 20,000    | 0.00       | 623.86       | (19,376.14)          | 3.1        |
| Total Sals & Wages             | 3,697,084 | 256,175.26 | 3,187,335.67 | (509,748.33)         | 86.2       |
| Dental Insurance               | 10,463    | 594.06     | 5,990.97     | (4,472.03)           | 57.3       |
| Health Insurance, HMO          | 6,765     | 579.72     | 6,431.97     | (333.03)             | 95.1       |
| Life Insurance                 | 3,293     | 263.20     | 3,054.00     | (239.00)             | 92.7       |
| Vision Insurance               | 3,227     | 275.98     | 2,906.37     | (320.63)             | 90.1       |
| Health Insurance, PPO 600/1200 | 276,166   | 18,098.28  | 192,421.64   | (83,744.36)          | 69.7       |
| Health Insurance, PPO with HSA | 88,549    | 11,979.52  | 120,038.49   | 31,489.49            | 135.6      |
| Library RHS Contribution       | 8,200     | 738.04     | 10,023.62    | 1,823.62             | 122.2      |
| Library HSA City Contributions | 15,800    | 25,200.00  | 25,200.00    | 9,400.00             | 159.5      |
| Dental Insurance, PPO          | 0         | 296.64     | 3,058.14     | 3,058.14             | -----      |
| Identity Protection            | 0         | 55.86      | 654.36       | 654.36               | -----      |
| IMRF                           | 223,322   | 15,478.91  | 193,848.44   | (29,473.56)          | 86.8       |
| FICA                           | 227,973   | 15,026.37  | 190,646.75   | (37,326.25)          | 83.6       |
| Medicare                       | 53,316    | 3,514.34   | 44,587.71    | (8,728.29)           | 83.6       |
| Worker's Compensation          | 26,490    | 0.00       | 13,588.00    | (12,902.00)          | 51.3       |
| Uniforms                       | 1,200     | 0.00       | 2,165.58     | 965.58               | 180.5      |
| Tuition Reimbursement          | 3,000     | 0.00       | 0.00         | (3,000.00)           | 0.0        |
| Other Benefits                 | 37,383    | 0.00       | 73,421.22    | 36,038.22            | 196.4      |
| Total Benefits                 | 985,147   | 92,100.92  | 888,037.26   | (97,109.74)          | 90.1       |
| Rentals                        | 17,000    | 0.00       | 15,731.88    | (1,268.12)           | 92.5       |
| Total Rentals                  | 17,000    | 0.00       | 15,731.88    | (1,268.12)           | 92.5       |
| Building Mtn                   | 130,000   | 37,150.43  | 123,778.92   | (6,221.08)           | 95.2       |
| Vehicle Mtn                    | 21,000    | 426.33     | 14,261.41    | (6,738.59)           | 67.9       |
| Office & Computer Mtn          | 185,000   | 0.00       | 172,607.33   | (12,392.67)          | 93.3       |
| Total Repair/Mtn               | 336,000   | 37,576.76  | 310,647.66   | (25,352.34)          | 92.5       |

| ACCT NAME                       | BUDGET    | APR 2025   | YR-TO-DATE   | AMOUNT<br>OVER/UNDER | %<br>SPENT |
|---------------------------------|-----------|------------|--------------|----------------------|------------|
| Advertising                     | 47,000    | 2,345.27   | 23,889.17    | (23,110.83)          | 50.8       |
| Printing/Binding                | 35,000    | 25.00      | 25,296.20    | (9,703.80)           | 72.3       |
| Travel                          | 1,000     | 304.81     | 1,079.63     | 79.63                | 108.0      |
| Membership Dues                 | 4,000     | 0.00       | 1,949.00     | (2,051.00)           | 48.7       |
| Professional Development        | 10,000    | 28.76      | 10,548.17    | 548.17               | 105.5      |
| Other Purchased Services        | 109,000   | 135,031.67 | 315,689.24   | 206,689.24           | 289.6      |
| Other Insurance                 | 50,000    | 0.00       | 52,516.41    | 2,516.41             | 105.0      |
| Total Purchased Services        | 256,000   | 137,735.51 | 430,967.82   | 174,967.82           | 168.3      |
| Office Supplies                 | 10,000    | 2,017.48   | 15,754.33    | 5,754.33             | 157.5      |
| Computer Supplies               | 74,750    | 6,257.29   | 75,892.42    | 1,142.42             | 101.5      |
| Postage                         | 2,000     | 0.00       | 16,387.04    | 14,387.04            | 819.4      |
| Library Supplies                | 55,494    | 14,443.72  | 69,585.22    | 14,091.22            | 125.4      |
| Janitorial Supplies             | 25,000    | 1,703.24   | 18,352.34    | (6,647.66)           | 73.4       |
| Gas & Diesel Fuel               | 6,000     | 376.00     | 5,575.57     | (424.43)             | 92.9       |
| Building Mtnc & Repair Supplies | 14,000    | 629.90     | 5,297.57     | (8,702.43)           | 37.8       |
| Total Supplies                  | 187,244   | 25,427.63  | 206,844.49   | 19,600.49            | 110.5      |
| Natural Gas                     | 40,000    | 2,944.84   | 23,471.25    | (16,528.75)          | 58.7       |
| Electricity                     | 150,000   | 7,041.16   | 111,526.67   | (38,473.33)          | 74.4       |
| Water                           | 7,000     | 0.00       | 8,308.18     | 1,308.18             | 118.7      |
| Telecommunications              | 50,000    | 6,070.89   | 48,636.81    | (1,363.19)           | 97.3       |
| Total Utilities                 | 247,000   | 442.06     | 191,942.91   | (55,057.09)          | 77.7       |
| Professional Collection         | 500       | 45.99      | 538.61       | 38.61                | 107.7      |
| Total Prof Collection           | 500       | 45.99      | 538.61       | 38.61                | 107.7      |
| Non-Traditional Materials       | 5,000     | 3,065.30   | 6,418.18     | 1,418.18             | 128.4      |
| Periodicals                     | 18,000    | 227.59     | 18,336.75    | 336.75               | 101.9      |
| Adult Books                     | 165,000   | 16,641.11  | 141,205.77   | (23,794.23)          | 85.6       |
| Children's Books                | 130,000   | 22,224.94  | 106,839.10   | (23,160.90)          | 82.2       |
| A/V Materials                   | 90,000    | 9,985.61   | 67,150.66    | (22,849.34)          | 74.6       |
| Public Access Software          | 128,000   | 0.00       | 113,678.35   | (14,321.65)          | 88.8       |
| Downloadable Materials          | 270,000   | 56,035.99  | 269,438.83   | (561.17)             | 99.8       |
| Total Materials                 | 806,000   | 108,180.54 | 723,067.64   | (82,932.36)          | 89.7       |
| Employee Relations              | 3,500     | 1,438.63   | 7,024.39     | 3,524.39             | 200.7      |
| Miscellaneous Expenses          | 8,222     | 211.71     | 5,962.30     | (2,259.70)           | 72.5       |
| Budgeted Surplus                | 94,200    | 0.00       | 0.00         | (94,200.00)          | 0.0        |
| Total Other Expenses            | 105,922   | 1,650.34   | 12,986.69    | 1,264.69             | 12.3       |
| Total Expenses                  | 6,637,897 | 659,335.01 | 5,968,100.63 | (575,596.37)         | 89.9       |

# Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 95.0% to 105.0% is acceptable)  
April 2025

Property Tax (99.8%): The Library has received all of its Property Tax distributions for the fiscal year.

Replacement Tax (51.1%): This is the total for the year.

Fines & Fees (167.1%): This is more than projected.

Interest (513.7%): The amount continues to be more than projected.

Donations (238.7%): This includes a generous donation from Golden Prairie for miscellaneous items, including a bench, a book display, and items for the Calming Room.

Other Revenue (120.4%): This includes forwarding funds from Ameren to StraightUp Solar that were actually sent to the Library by mistake.

Full-time Salaries (87.6%) This is under-spent due to staff vacancies.

Part-Time Salaries (88.2%): This is under-spent due to staff vacancies.

Seasonal Salaries (50.6%) This is under-spent due to staff vacancies.

Overtime Salaries (28.8%): Charges have been minimal.

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

Dental Insurance (57.3%): Charges have been minimal.

Life Insurance (92.7%): Charges have been minimal.

Vision Insurance (90.1%): Charges have been minimal.

Health Insurance, PPO 600/1200 (69.7%): Charges have been minimal.

Health Insurance, PPO with HSA (135.6%): This is over-spent due to the number of staff selecting this option.

Library RHS Contribution (122.2%): This is over-spent at this point due to staff longevity.

Library HSA City Contributions (159.5%): This is over-spent due to the number of staff receiving the annual stipend for their spouses electing not to be on the Library's plan for health insurance.

IMRF (86.8%): This is under-spent due to staff vacancies.

FICA (83.6%): This is under-spent due to staff vacancies.

Medicare (83.6%): This is under-spent due to staff vacancies.

Worker's Compensation (51.5%): The annual premium was paid in December. After the 2024 annual Worker's Compensation audit (done every year), it was determined that the Library would receive a refund as payroll was less than projected due to staff vacancies.

Uniforms (180.5%): It was necessary to purchase uniforms for new security officers and custodians; and to replace older uniforms for current custodians and security officers.

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

Other Benefits (196.4%): Several staff have retired, and their vacation benefits were paid from this line item.

Rentals (92.8%): Charges have been minimal.

Vehicle Maintenance (67.9%): Charges have been minimal.  
Office/Equipment Maintenance (93.3%): Charges have been minimal.  
Advertising (50.8%): Charges have been minimal.  
Printing/binding (72.3%): Charges have been minimal.  
Travel (108.0%): this was over-spent because more staff chose to use their own vehicle for traveling to meetings/events.  
Membership Dues (48.7%): Charges have been minimal.  
Professional Development (105.5%): This is over-spent due staff and Board member attendance at various events and conferences.  
Other Purchased Services (289.6%): This is over-spent due to costs related to the expansion that are not a part of purchase orders.  
Office Supplies (157.5%): This is over-spent due to the purchase of new appliances needed for the library.  
Postage (819.4%): This is over-spent because we needed to add funds to the deposit account for the postage meter.  
Library Supplies (125.4%): This is over-spent due to purchasing new book ends.  
Janitorial Supplies (73.4%): Charges have been minimal.  
Gas/Diesel Fuel (92.9%): Charges have been minimal.  
Building Mtnc & Repair Supplies (37.8%): Charges have been minimal.  
Natural Gas (58.7%): Charges have been minimal.  
Electricity (74.4%): Charges have been minimal.  
Water (118.7%): This is over-spent due to the increased amount of watering the Library was doing during the summer.  
Professional Collection (107.7%): This is over-spent due to the annual renewal of the subscription service in May.  
Non-Traditional Materials (128.4%): This is over-spent due to the purchase of additional STEM kits and J-Kits.  
Adult Books (85.6%): Charges have been minimal.  
Children's Books (82.2%): Charges have been minimal.  
A/V Materials (74.6%): Charges have been minimal.  
Public Access Software (88.8%): Charges have been minimal.  
Employee Relations (200.7%): The Foundation reimbursed the Library for costs associated with Development Day and Appreciation Day; however, this line item is still over-spent due to the purchase of First Aid supplies.  
Miscellaneous Expenses (72.5%): Charges have been minimal.

The Donations line item breaks out as follows:

|                                         |             |
|-----------------------------------------|-------------|
| Summer Reading Program 2024 Donations:  |             |
| Golden Prairie Public Library District: | \$ 3,000.00 |
| Bloomington Public Library Foundation:  | 23,000.00   |
| The Copy Shop:                          | 200.00      |
| Clemons & Associates:                   | 100.00      |
| Don Owen Tire Service:                  | 200.00      |
| Eaton Gallery:                          | 100.00      |
| Bobzbay:                                | 105.32      |
| Growmark:                               | 500.00      |
| BAPS Charities:                         | 2,000.00    |

|                                     |           |
|-------------------------------------|-----------|
| Sheridan Ernst:                     | 30.00     |
| Various Community Donors:           | 2,325.05  |
| Golden Prairie: Misc Don for items: | 9,751.00  |
| Memorial Donations:                 | 163.82    |
| Community Donations:                | 5,046.36  |
| Phillip/Tammar Feil Joint Trust:    | 10,000.00 |
| Ill Humanities Council:             | 3,000.00  |
| Miscellaneous Donations:            | 157.13    |

|                  |              |
|------------------|--------------|
| Total Donations: | \$ 59,678.68 |
|------------------|--------------|

The Other Revenue line item breaks out as follows:

|                             |             |
|-----------------------------|-------------|
| 3D Printer Filament:        | 90.00       |
| Apparel Store:              | \$ 1,856.94 |
| Book Shoppe:                | 13,187.75   |
| Ear Buds:                   | 271.50      |
| Embroidery Machine Bobbins: | 5.25        |
| Embroidery Machine Needles: | 1.75        |
| EV Charging Stations:       | 104.45      |
| Flash Drives:               | 180.00      |
| Genealogy Searches:         | 95.45       |
| Gift Certificates:          | 135.00      |
| Lego Kits:                  | 5,920.00    |
| Meeting Room Fees:          | 2,975.00    |
| Mugs:                       | 360.00      |
| Print Station:              | 20,316.10   |
| Reusable Bags:              | 694.00      |
| Sewing Machine Needles:     | 3.75        |
| Test Proctoring:            | 175.00      |
| Tote Bags:                  | 1,737.00    |
| Miscellaneous:              | 1,245.09    |

|                      |              |
|----------------------|--------------|
| Total Other Revenue: | \$ 49,354.03 |
|----------------------|--------------|

During April, 15 batches containing 103 invoices were processed, totaling \$217,282.02 and 95 credit card charges were made totaling \$32,576.89

As of April 30, the Library's Maintenance & Operating Fund Balance is \$3,786,139.99, which is 57.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY25 budget is \$1,659,474.25.

Library Fund Balance Information, 4/30/25:

|               |                 |
|---------------|-----------------|
| Operating:    | \$ 3,786,139.99 |
| Fixed Assets: | \$ 1,393,727.22 |
| Capital:      | \$ 1,900,870.25 |



BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-25  
As of 4/30/2025

REVENUES:

| ACCT NAME                        | BUDGET            | TOTALS            | AMOUNT<br>OVER/UNDER | %<br>RECEIVED |
|----------------------------------|-------------------|-------------------|----------------------|---------------|
| State Grants                     | 7,102,913.83      | 6,392,622.45      | (710,291.38)         | 90.0          |
| Donations                        | 700,000.00        | 727,063.98        | 27,063.98            | 103.9         |
| Interest                         | 400,000.00        | 891,698.62        | 491,698.62           | -----         |
| 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           |
| <br>Total Revenues               | <br>26,333,353.23 | <br>22,213,407.82 | <br>(4,119,945.41)   | <br>84.4      |

| EXPENDITURES:                 | BUDGET            | TOTALS            | AMOUNT<br>OVER/UNDER | %<br>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      | 2,151,454.58      | (6,174.72)           | 99.7       |
| Library Buildings             | 21,578,000.00     | 22,595,065.73     | 1,017,065.73         | 104.7      |
| <br>Total Expenses            | <br>25,601,311.80 | <br>26,602,979.07 | <br>1,001,667.27     | <br>103.9  |

BLOOMINGTON PUBLIC LIBRARY  
DONATIONS RECEIVED  
FY 25  
Donations Received Thorough 4/30/25

| SOURCE                                                             | 1st QTR   | 2nd QTR   | 3rd QTR   | 4th QTR   | YTD TOTAL |
|--------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Summer Reading Program Community Donations:                        |           |           |           |           |           |
| Golden Prairie Public Library District                             | 3,000.00  | 0.00      | 0.00      | 0.00      | 3,000.00  |
| Clemons & Associates                                               | 100.00    | 0.00      | 0.00      | 0.00      | 100.00    |
| Don Owen Tire Service                                              | 200.00    | 0.00      | 0.00      | 0.00      | 200.00    |
| Copy Shop                                                          | 200.00    | 0.00      | 0.00      | 0.00      | 200.00    |
| Eaton Gallery                                                      | 100.00    | 0.00      | 0.00      | 0.00      | 100.00    |
| Bobzbay                                                            | 105.32    | 0.00      | 0.00      | 0.00      | 105.32    |
| Growmark                                                           | 500.00    | 0.00      | 0.00      | 0.00      | 500.00    |
| BAPS Charities                                                     | 0.00      | 2,000.00  | 0.00      | 0.00      | 2,000.00  |
| Individual Community Support                                       | 2,156.51  | 0.00      | 0.00      | 0.00      | 2,156.51  |
| Total Summer Reading Program Community Donations                   | 6,361.83  | 2,000.00  | 0.00      | 0.00      | 8,361.83  |
| Memorial Donations:                                                |           |           |           |           |           |
| Total Memorial Donations                                           | 125.00    | 38.82     | 0.00      | 0.00      | 163.82    |
| Other Donations:                                                   |           |           |           |           |           |
| Miscellaneous Donations Collected at Circulation/AS                | 23.68     | 52.12     | 22.67     | 43.66     | 142.13    |
| Community Support                                                  | 494.16    | 1,350.00  | 2,944.17  | 276.27    | 5,064.60  |
| Ill Humanities Council, for using the library's mtg room/equipment | 0.00      | 3,000.00  | 0.00      | 0.00      | 3,000.00  |
| Matching Community Support                                         | 195.30    | 0.00      | 0.00      | 0.00      | 195.30    |
| Phillip and Tammar Geil Joint Trust                                | 0.00      | 0.00      | 10,000.00 | 0.00      | 10,000.00 |
| Gold Pr Pub Lib Dist for bench/book display/Calming Rm items       | 0.00      | 0.00      | 0.00      | 9,751.00  | 9,751.00  |
| Total Other Donations                                              | 713.14    | 4,402.12  | 12,966.84 | 10,070.93 | 28,153.03 |
| Expansion Donations                                                |           |           |           |           |           |
| Expansion Donations                                                | 4,313.20  | 330.05    | 3,080.30  | 3,310.20  | 11,033.75 |
| Total Expansion Donations                                          | 4,313.20  | 330.05    | 3,080.30  | 3,310.20  | 11,033.75 |
| Foundation:                                                        |           |           |           |           |           |
| Local History Materials (Paid with Mischler Funds)                 | 2,000.00  | 0.00      | 0.00      | 0.00      | 2,000.00  |
| Summer Reading Program                                             | 23,000.00 | 0.00      | 0.00      | 0.00      | 23,000.00 |
| Tuition for Staff (Paid with Stubblefield Funds)                   | 5,400.00  | 5,440.00  | 1,320.00  | 0.00      | 12,160.00 |
| Weiss Financial Ratings Service (Paid with Mischler Funds)         | 2,695.00  | 0.00      | 0.00      | 0.00      | 2,695.00  |
| Fold3 Service (Paid with Mischler Funds)                           | 0.00      | 2,868.74  | 0.00      | 0.00      | 2,868.74  |
| Appreciation Day Costs                                             | 0.00      | 0.00      | 3,711.44  | 0.00      | 3,711.44  |
| Development Day Costs                                              | 0.00      | 0.00      | 1,161.13  | 0.00      | 1,161.13  |
| Total Foundation                                                   | 33,095.00 | 8,308.74  | 6,192.57  | 0.00      | 47,596.31 |
| Total Donations                                                    | 44,608.17 | 15,079.73 | 22,239.71 | 13,381.13 | 95,308.74 |

**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION  
TUESDAY, APRIL 15, 2025, 5:30 PM**

The Library Board of Trustees convened in regular session at 5:32 PM, April 15, 2025.  
President Catrina Parker called the meeting to order.

**Roll Call**

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

Staff present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

**Introduction of Public**

There were no members of the public present.

**Public Comment**

There were no public comments.

**Reports**

*The following item was presented:*

Item 5.A. President's Report

President Parker is excited to get the bookmobile birthday sticker. She recommends visiting the bookmobile to anyone who hasn't yet been on board to see what an amazing asset it is for the library.

*The following item was presented:*

Item 5.B. Director's Report

Director Hamilton distributed stickers celebrating the current bookmobile's tenth birthday. The library has had a bookmobile since the 1930's, and at that time it was more of a wagon. She shared that the BPL On the Go vehicle was acquired at the end of March and is currently at Mickey's Truck Bodies getting upfitted. The plan is to put the vehicle into use this summer for existing services and add new services starting in the fall. Coming up, the library will put

together a time capsule. Staff opened a previous time capsule during construction and will be taking suggestions this summer for what to include in the new one. The Director gave an update on a Request for Reconsideration that the library processed. This request led the Board to update the Collection Development Selection policy, and the patron was very thankful for the thoughtful consideration of their request. The book in question was reclassified to another Dewey number for greater clarity.

Director Hamilton submitted the application for the Illinois Digital Equity Capacity Grant on behalf of the 14 McLean County libraries. She is hopeful that the grant will be awarded and expects to hear results by July. Lastly, the Director shared that Colleen Shaw moved into the Assistant Director position effective March 31. The former Assistant Manager of Circulation and Outreach Services moved into Colleen's previous position of Circulation and Outreach Services Manager. The library is currently looking to fill the vacated Assistant Circulation and Outreach Services Manager position.

*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 3/18/25: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$540,685.99

**Trustee Argenziano made a motion, seconded by Trustee Zeck, to approve the consent agenda as presented.**

**Motion carried (viva voce, 7-0).**

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

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

**AYES:** Trustee Parker; Trustee Argenziano; Trustee Hollister; Trustee McCormick; Trustee Zeck; Trustee Sang; Trustee Hoonka

**Motion carried.**

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

**AYES:** Trustee Parker; Trustee Argenziano; Trustee Hollister; Trustee McCormick; Trustee Zeck; Trustee Sang; Trustee Hoonka

**Motion carried.**

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

**Approval Items**

*The following item was presented:*

Item 8.A. Approve Director Merit Increase for FY26

**Trustee Zeck made a motion, seconded by Trustee McCormick, to approve a merit increase of 5 percent for FY26.**

**AYES:** Trustee Parker; Trustee Argenziano; Trustee Hollister; Trustee McCormick; Trustee Zeck; Trustee Sang; Trustee Hoonka

**Motion carried.**

Trustee Zeck left the meeting.

*The following item was presented:*

Item 8.B. Approve FY26 Slate of Officers

Trustee Argenziano, Chair, reported that the proposed FY26 Slate of Officers is as follows:

President: Catrina Parker

Vice-President: Dianne Hollister

Treasurer: Craig McCormick

Secretary: Georgene Chissell

**Trustee Argenziano made a motion, seconded by Board Member Hoonka, to approve the item as presented.**

**Motion carried (viva voce, 6-0).**

*The following item was presented:*

Item 8.C. Approve Closing the Library on September 30, 2025 for Staff Development Day

**Trustee Sang made a motion, seconded by Trustee Argenziano, to approve the item as presented.**

**Motion carried (viva voce, 6-0).**

*The following item was presented:*

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

Director Hamilton shared that Trustee Henry has reached the end of her term on the Bloomington Public Library Board, which leaves an opening on the Bloomington Public Library Foundation Board.

**President Parker made a motion, seconded by Trustee Hollister, to appoint Craig McCormick to the Bloomington Public Library Foundation Board.**

**Motion carried (viva voce, 6-0).**

*The following item was presented:*

Item 8.E. Approve Term Assignments for the Bloomington Foundation Board Members to Align with the Foundation Board Bylaws

It was discovered that the Bloomington Public Library Board had not stated terms for Bloomington Public Library Foundation Board members for many years. The Board drew names to determine the following terms:

Term expiring in 2026:

Van Miller

Robert Porter

Gil Brockway

John Argenziano

Term expiring in 2027:

Patsy Bowles

Julie Meulemans

Deb Halperin

Dianne Hollister

Term expiring in 2028:

Blake Mier

Bill Wetzel

Julia Davis

Jared Fuhler

Craig McCormick

**Trustee Argenziano made a motion, seconded by Trustee McCormick, to approve the item as presented.**

**Motion carried (viva voce, 6-0).**

#### **Discussion Items**

There were no discussion items.

#### **Comments by Trustees**

Trustee Argenziano shared his new email address: thargen@msn.com. He also asked if the library had any interaction with Leadership McLean County. Director Hamilton indicated that she was involved with the group in the past and that the Golden Prairie Public Library District just finished working with the group to develop a marketing plan. Trustee Argenziano inquired

if the new mayor presents any changes for the library. Director Hamilton stated that she does not anticipate much change in the library's relationship with the City.

Trustee Sang left the meeting.

Trustee Hollister inquired about rules for attendance at board meetings. Director Hamilton indicated that any concerns with individual trustees be brought to the Board President and discussed with the trustee in question.

### **Adjournment**

**Trustee Hollister made a motion, seconded by Trustee McCormick, to adjourn the meeting.**

**Motion carried (viva voce, 5-0).**

The Meeting Adjourned at 7:14PM

# BILLS LIST

Approved by BPL Board of Trustees, May 20, 2025

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Signature, BPL Trustee

| Vendor                               | Line Item                     | Amount     |
|--------------------------------------|-------------------------------|------------|
| Alert Media, Inc.                    | Other Purchased Services      | 6,147.84   |
| Amazon Capital Services              | A/V Materials                 | 7,668.65   |
| Amazon Capital Services              | Adult Books                   | 688.42     |
| Amazon Capital Services              | Building Mtn Supplies         | 203.51     |
| Amazon Capital Services              | Children's Books              | 1,245.36   |
| Amazon Capital Services              | Computer Supplies             | 327.23     |
| Amazon Capital Services              | Janitorial Supplies           | 823.09     |
| Amazon Capital Services              | Library Supplies              | 416.15     |
| Amazon Capital Services              | Non-Traditional Materials     | 728.25     |
| Amazon Capital Services              | Office Supplies               | 68.22      |
| Amazon Capital Services              | Other Purchased Services      | 2,833.12   |
| Amazon Capital Services              | Professional Collection       | 45.99      |
| Ameren IP                            | Electricity                   | 7,041.16   |
| American Pest Control, Inc.          | Building Maintenance          | 130.00     |
| Anderson Electric                    | Building Maintenance          | 11,400.00  |
| Bill's Key & Lock Shop, Inc.         | Building Maintenance          | 234.96     |
| CDW Government                       | Computer Supplies             | 616.96     |
| CDW Government                       | Other Purchased Services      | 279.44     |
| Chief City Mechanical, Inc.          | Building Maintenance          | 360.00     |
| CIRBN                                | Telecommunications            | 840.66     |
| City of Bloomington                  | Dental Insurance              | 594.06     |
| City of Bloomington                  | Dental Insurance PPO          | 296.64     |
| City of Bloomington                  | FICA                          | 15,026.37  |
| City of Bloomington                  | Gas & Diesel Fuel             | 328.69     |
| City of Bloomington                  | Health Insurance-HMO          | 579.72     |
| City of Bloomington                  | Health Insurance-PPO 600/1200 | 18,098.28  |
| City of Bloomington                  | Health Insurance-PPO with HSA | 11,979.52  |
| City of Bloomington                  | IMRF                          | 15,478.91  |
| City of Bloomington                  | Identity Protection           | 55.86      |
| City of Bloomington                  | Life Insurance                | 263.20     |
| City of Bloomington                  | Medicare                      | 3,514.34   |
| City of Bloomington                  | Payroll                       | 256,175.26 |
| City of Bloomington                  | RHS Contribution              | 738.04     |
| City of Bloomington                  | Vision Insurance              | 275.98     |
| City of Bloomington-Petty Cash       | Employee Relations            | 31.96      |
| City of Bloomington-Petty Cash       | Miscellaneous Expenses        | 50.00      |
| Clyne, Caitlin                       | Travel                        | 16.66      |
| Cook, Abbey (Communication Junction) | Other Purchased Services      | 125.00     |
| Cummins, Inc.                        | Vehicle Maintenance           | 358.65     |
| Custom Digital Imaging               | Other Purchased Services      | 801.50     |
| Dean's Graphics                      | Other Purchased Services      | 576.01     |
| Dell Marketing L.P.                  | Computer Supplies             | 2,400.90   |
| Dell Marketing L.P.                  | Other Purchased Services      | 7,000.00   |



|                                                     |                          |            |
|-----------------------------------------------------|--------------------------|------------|
| Demco                                               | Library Supplies         | 434.03     |
| E V Match, Inc.                                     | Other Purchased Services | 1,275.00   |
| Engberg Anderson                                    | Other Purchased Services | 1,500.00   |
| F & W Care & Landscaping                            | Building Maintenance     | 5,450.00   |
| Felmley Dickerson                                   | Construction             | 360,848.69 |
| Felmley Dickerson                                   | Other Purchased Services | 100,159.49 |
| Geiger                                              | Library Supplies         | 3,628.97   |
| Goerlitz, Nan                                       | Travel                   | 11.97      |
| Henricksen                                          | Other Purchased Services | 3,606.22   |
| Illinois Association for Advancement of Archaeology | Periodicals              | 30.00      |
| Illinois State Police                               | Other Purchased Services | 10.00      |
| Illinois State University                           | Advertising              | 558.33     |
| Illinois Wesleyan University                        | Other Purchased Services | 669.90     |
| Library Store                                       | Library Supplies         | 4,999.80   |
| Massie, Rhonda                                      | Travel                   | 56.00      |
| Metronet                                            | Telecommunications       | 2,083.49   |
| Mid Illinois Mechanical Services                    | Building Maintenance     | 6,605.00   |
| Midwest Tape                                        | A/V Materials            | 3,150.02   |
| Midwest Tape                                        | Downloadable Materials   | 24,000.00  |
| Mitchell, Anna Elizabeth                            | Travel                   | 28.98      |
| Multicultural Books & Videos                        | Adult Books              | 1,062.08   |
| Nicor/Northern Illinois Gas                         | Natural Gas              | 2,944.84   |
| OSF Medical Group-Occupational Health               | Other Purchased Services | 135.00     |
| OverDrive, Inc.                                     | Downloadable Materials   | 8,000.00   |
| Pantagraph                                          | Advertising              | 400.00     |
| Penworthy                                           | Children's Books         | 3,149.42   |
| Playaway Products                                   | Children's Books         | 513.86     |
| POS Supply Solutions, Inc.                          | Library Supplies         | 1,247.75   |
| Quill Corp                                          | Computer Supplies        | 1,455.82   |
| Quill Corp                                          | Janitorial Supplies      | 36.24      |
| Quill Corp                                          | Library Supplies         | 912.80     |
| Quill Corp                                          | Office Supplies          | 1,886.27   |
| Quill Corp                                          | Other Purchased Services | 33.43      |
| Ricoh USA, Inc.                                     | Office/Equipment Mtnc    | 183.78     |
| Ricoh USA, Inc.                                     | Rentals                  | 2,129.02   |
| Ron Smith Printing Co.                              | Printing                 | 25.00      |
| Rosedrew, Inc.                                      | Library Supplies         | 1,198.80   |
| Seibert, Tiffany                                    | Travel                   | 24.43      |
| Sewing Studio, LLC                                  | Other Purchased Services | 803.00     |
| StraightUp Legacy Fund                              | Other Purchased Services | 2,279.57   |
| StraightUp Legacy Fund                              | Other Revenue            | 65,860.00  |
| TCI Companies, Inc.                                 | Building Maintenance     | 308.05     |
| T-Mobile                                            | Telecommunications       | 1,184.26   |
| Unique Management Services, Inc.                    | Other Purchased Services | 935.75     |
| Verizon Business                                    | Telecommunications       | 163.39     |
| Wherry Machine & Welding, Inc.                      | Building Maintenance     | 240.00     |
| Wolpert, Emily                                      | Travel                   | 21.35      |
| VISA - AnyCubic                                     | Other Purchased Services | 58.50      |
| VISA - Aztec                                        | Adult Books              | 92.98      |
| VISA - Baker & Taylor Books                         | Adult Books              | 7,856.73   |
| VISA - Baker & Taylor Books                         | Children's Books         | 4,624.72   |
| VISA - Bloomington High School Booster Club         | Advertising              | 250.00     |
| VISA - Casey's                                      | Gas & Diesel Fuel        | 13.13      |
| VISA - Casey's Garden Shop & Florist                | Other Purchased Services | 7.99       |
| VISA - Cook's Country Magazine                      | Periodicals              | 29.90      |

|                                            |                          |              |
|--------------------------------------------|--------------------------|--------------|
| VISA - Cozy Cottage Bakery                 | Employee Relations       | 85.00        |
| VISA - Discover Magazine                   | Periodicals              | 49.95        |
| VISA - Enterprise Rent-A-Car               | Other Purchased Services | 1,200.00     |
| VISA - Facebook                            | Advertising              | 677.92       |
| VISA - Farm & Fleet                        | Vehicle Maintenance      | 14.98        |
| VISA - Flags USA                           | Office Supplies          | 158.71       |
| VISA - Fox & Hounds, Ltd                   | Other Purchased Services | 50.00        |
| VISA - Grainger                            | Building Mtnc Supplies   | 416.40       |
| VISA - Huck's Food & Fuel Stop             | Gas & Diesel Fuel        | 34.18        |
| VISA - Illinois State Genealogical Society | Periodicals              | 25.00        |
| VISA - Inc Magazine                        | Periodicals              | 39.99        |
| VISA - Ingram                              | Adult Books              | 6,072.92     |
| VISA - Ingram                              | Children's Books         | 6,492.25     |
| VISA - Ingram                              | Other Purchased Services | 503.72       |
| VISA - International Service Fee           | Other Purchased Services | 1.26         |
| VISA - Jewel-Osco                          | Employee Relations       | 17.97        |
| VISA - Michael's                           | Other Purchased Services | 130.48       |
| VISA - Moe's Southwest Grill               | Employee Relations       | 946.90       |
| VISA - New Resident Service                | Other Purchased Services | 59.10        |
| VISA - Oriental Trading Co                 | Library Supplies         | 348.52       |
| VISA - Penny Dell Magazines                | Periodicals              | 57.75        |
| VISA - Premium Pet Supply                  | Library Supplies         | 71.38        |
| VISA - Printful, Inc.                      | Other Purchased Services | 43.65        |
| VISA - Really Useful Boxes                 | Library Supplies         | 109.46       |
| VISA - Sam's Club                          | Janitorial Supplies      | 218.80       |
| VISA - Sam's Club                          | Other Purchased Services | 174.55       |
| VISA - Soundtrack Your Brand               | Other Purchased Services | 37.18        |
| VISA - Sports Illustrated                  | Periodicals              | 20.00        |
| VISA - Sweetwater Sound                    | Other Purchased Services | 429.90       |
| VISA - Town of Normal                      | Travel                   | 3.76         |
| VISA - Verizon Wireless                    | Telecommunications       | 607.81       |
| VISA - Wal-Mart                            | Employee Relations       | 59.10        |
| VISA - Wal-Mart                            | Janitorial Supplies      | 68.22        |
| VISA - Wal-Mart                            | Library Supplies         | 74.88        |
| VISA - Wix.com                             | Other Purchased Services | 33.39        |
| VISA - Zoom.US                             | Other Purchased Services | 307.86       |
| Total                                      |                          | 1,025,681.25 |



## **REGULAR AGENDA ITEM NO. 9.A.**

**FOR LIBRARY BOARD OF TRUSTEES:** May 20, 2025

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Discuss Strategic Plan

**RECOMMENDED MOTION:** None, discussion only.

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

**BACKGROUND:** The last time the Bloomington Public Library Board did a full strategic planning process was in 2015. In the time since then, there have been several plan updates, with the last being done in March 2023.

With an entirely new board and new spaces since the 2015 Strategic Plan, it is my recommendation that the board and library hire a consultant to do a more comprehensive strategic planning process (rather than an internally run update or refresh of the existing plan).

Many strategic planning consultants offer "a la carte" packages, allowing organizations to select the services that make the most sense for their vision for a strategic plan. These services may include: internal learning (gathering data about the library and input from the board and staff), external learning (gathering data about the community and input from the community - could include a community survey and/or focus groups), learning reports (summary of everything learned), planning retreat for the board, planning retreat for staff, and development of the actual plan.

If the board is ready to move forward with the strategic planning process, the next step will be for me to develop a request for proposals outlining the components of the strategic planning process that we would like a consultant to provide. Then the board will review the submissions to select a consultant.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** N/A

**FINANCIAL IMPACT:** N/A

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director