



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
OSBORN ROOM, BLOOMINGTON POLICE DEPARTMENT
305 S. EAST ST., BLOOMINGTON, IL 61701
TUESDAY, MAY 16, 2023, 5:30 PM

1. Call to Order
2. Roll Call
3. Introduction of Public
4. Public Comment
5. Reports
 - A. President's Report, as requested by the Bloomington Public Library. (Recommended Motion: President appoints FY24 Committees)
 - B. Director's Report, as requested by the Bloomington Public Library. (Recommended Motion: None, discussion only)
 - C. Fiscal Report Presentation, as requested by the Bloomington Public Library. (Recommended Motion: None, discussion only)
6. Consent Agenda

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

 - A. Consideration and Action to Approve the Minutes of April 18, 2023 Regular BPL Board meeting, as requested by the Bloomington Public Library. (Recommended Motion: The proposed Minutes be approved.)
 - B. Consideration and Action to Approve Bills in the Amount of \$749,258.88, as requested by the Bloomington Public Library. (Recommended Motion: The proposed Bills be approved.)
7. Approval Items
 - A. Approve the Annual EBSCO Subscription Service Renewal, as requested by the Bloomington Public Library. (Recommended Motion: Waive the Competitive Three-Quote Requirement and Approve the Annual EBSCO Subscription Service Renewal)
8. Discussion Items
 - A. Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District, as requested by the Bloomington

Public Library. (Recommended Motion: None, discussion only)

- B. Strategic Goal Brainstorming, as requested by the Bloomington Public Library.
(Recommended Motion: None, discussion only)

9. Comments from Trustees

10. Adjournment

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

Bloomington Public Library

Books are just the beginning.



Director's Report

April 2023

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

- Continued to make progress towards a Library expansion, by:
 - Attending two construction meetings
 - Organizing construction tours for staff
 - Meeting with the construction team to review the key schedule
 - Meeting with the construction team to plan for bookmobile navigation during phase 2
 - Meeting with the construction team to discuss a door hardware backorder
 - Meeting with Envisionware to plan for the installation of new security gates and self-check stations
 - Working with staff to plan for phase 2 furniture layouts
 - Working with the EV charging vendor to secure EV chargers
 - Working to develop the naming recognition plaques for sponsored rooms
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
 - Presenting a library expansion/renovation update at a city council meeting
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Presented about the Library at a City Council Member orientation
- Worked with custodians to prepare items to be shredded
- Worked with the museum to transfer art pieces for donation and for long-term loan
- Attended an Illinois Library Association (ILA) a DEI Subcommittee Meeting and a Public Policy Committee Meeting

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

- Attended a virtual networking group for city library directors
- Led a Library Director Leadership Book Discussion
- Prepared and met to discuss annual performance reviews for my direct reports
- Met with Julian to discuss my annual performance review
- Worked with Gayle to prepare an updated salary schedule
- Provided a tour and select training to our new administrative assistant, Nan
- Worked with Allison and Carol to submit a program proposal about moving on a budget for the Public Library Association Conference

Goal: Work effectively through the use of technology.

- Attended a training session on the City's new agenda management tool

Goal: Administer a cost-effective public library.

- Met with Rhonda to discuss the capital campaign
- Met with CEFCU to discuss a potential capital campaign donation

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Director's Goals FY23

UPDATE

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

Director's Goal: Plan and oversee the move of all items and services away from the west side of the building by August 8, 2022. ~ **GOAL ACHIEVED**

Related Accomplishments:

- Adult Services and Children's Services staff workrooms were moved by July 18th
- Adult Services Collection was moved or packed by July 27th
- Adult Services Shelves were dismantled and donated or disposed by July 29th
- Adult Services Furniture was moved, disposed of, or donated by July 29
- Packed Collections were moved offsite by a moving company on August 2nd and 3rd

Director's Goal: Facilitate the completion of the first 12 months of the library expansion and renovation construction project. ~ **GOAL ACHIEVED**

Related Accomplishments:

- Chiller has been relocated
- New transformer and its enclosure have been installed
- West side ground has been excavated
- West emergency stair tower has been demolished
- Temporary walls separating the construction zone has been completed
- Interior wall frames have been erected and dry wall installation is in progress
- Wiring, piping, installation of windows, installation of fixtures, etc. is in progress
- Northwest and West exterior walls have been removed
- Roof has been removed and replaced
- Exterior walls of the western addition are complete
- Furniture has been ordered

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

Director's Goal: Safely and creatively provide services during construction, with half the space. ~ **GOAL ACHIEVED/WILL CONTINUE**

Related Accomplishments:

- A temporary adult services desk has been put into place
- Collections have strategically been moved or stored
- Partnerships have been established to facilitate a variety of offsite programs

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Director's Goal: Guide the Equity, Diversity, and Inclusion (EDI) committee to complete at least two EDI projects to improve service to our diverse community by March 2023. ~ GOAL ACHIEVED

Related Accomplishments:

- Developed a transition procedures document for staff undergoing a gender transition
- Created a calendar highlighting various cultural events for staff
- Added pronouns to staff name badges
- Created an Equity, Diversity, and Inclusion Statement
- Created Own Voices Reads Bookmarks to highlight diverse books
- Created a Staff EDI Book discussion

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

Director's Goal: Negotiate a new collective bargaining agreement by June 30, 2022. ~ GOAL ACHIEVED

Related Accomplishments:

- Came to a tentative agreement on June 16th
- Ratified by the union on June 30th
- Approved by the Library Board on July 19th
- Approved by the City Council on July 25th

Goal: Work effectively through the use of technology.

Director's Goal: Plan and launch a pilot outreach and techmobile program using our existing vehicle by April 30, 2023. ~ IN PROGRESS

Related Accomplishments:

- IT staff are planning programs for a launch in Spring 2023
- Jon and Colleen are exploring the possibility of a new vehicle

Library Goal: Administer a cost-effective public library.

Director's Goal: Secure at least \$1 million in grants, donations, and pledges for the capital campaign by April 30, 2023. ~ GOAL ACHIEVED

Related Accomplishments:

- Received an additional \$1,421,154.65 in grant funds from the State of Illinois
- Raised \$705,815 in donations and pledges

**Adult Services Report
Carol Torrens
April 2023**

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

Phase I Construction and Collections

The AS Dept. continues to operate well from its temporary spaces for this portion of the construction project. We are also planning for the transition into Phase 2 of the construction project.

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

SERVICES

There was 1 local history search: colonial quilt patterns.

COLLECTIONS

Tiffany added 24 teen Spanish books and graphic novels to the World Language collection in response to a BJHS request.

Tiffany is updating the genre-based lists of books for middle school and high school. These lists are very helpful to customers, and staff!, who need book suggestions.

Book displays this month were on these topics: neurodiversity, National Arab American Month, and National Humor Month. The DVD display featured siblings.

PROGRAMS

Tiffany did book talks to the listed number of students at these schools:

KJHS: 35; PJHS: 47; EJHS: 47; CJHS: 42; Metcalf: 15; BJHS: 300 (5 visits)

Planning for the Summer Reading Program is well underway. Tiffany and Carol have been soliciting donations for the teen and the adult programs and for prizes for those age groups. The reading logs are developed, proofed, and ready for printing.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 13 attended

Fiction Book Club, virtual – 1 session – 4 attended

Books on Tap, in person – 1 session – 15 attended

IL Libraries Present author/actor Danny Trejo, virtual – 1 session – 16 attended

First Ladies Forum, Jacqueline Kennedy, virtual – 1 session – 48 attended

Titanic, virtual – 1 session – 57 attended

Medical Cannabis, virtual – 1 session – 12 attended

ESL Discussion Group, in person & partnered with Star Literacy – 1 session – 17 attended

IL Libraries Present author/puzzle master Will Shortz, virtual – 1 session – 14 attended

Teen Programs

Take and Make black out poetry – 5 kits were handed out

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

Training on topics including these was taken by several AS staff: student card accounts, CPR, scanning Pantagraph index cards, and Outreach services

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month: sending ebooks to a Kindle ereader

Under Sara's leadership, each AS staff person scans Pantagraph index cards weekly. About 55,200 cards, or 25% of the index, is scanned.

Sara has created a Local History Research Corner page in the AS section of SharePoint. This is a place where information on local history searches can be maintained and where searching strategies & tips are shared.

**Business Office Report
Kathy Jeakins
April 2023**

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

Nan G., our new Administrative Assistant, began working here at the Library on April 3. She has been learning things quickly and is a fantastic addition to the Administrative staff.

I viewed one of the Library's Mini morning Sessions on Outreach Services.

I viewed a webinar on interview questions.

Goal: Work effectively through the use of technology.

Jon and I were able to work with Ricoh on removing the public printer from our lease arrangement and we were able to add the copier in the Cataloging and Technical Services Department to the maintenance plan.

Goal: Administer a cost-effective public library.

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

In April, the Book Shoppe collected \$1,712.00; a little less than in March.

Hoopla usage was high again in April; \$11,210.58; just a little less than in March.

Kanopy downloads for April were \$903.00; a little less than in March.

At the beginning of May, the Library received the first distribution of the State Grant for the expansion — 30% of the total, or \$2,130,874.15.

Bills Costing in Excess of \$5,000:

- 360 Holdings (Lincoln Office) \$105,138.40 for Furniture Contract Deposits
- Henricksen & Co \$35,529.23 for Furniture Deposits
- Library Furniture International, LLC \$212,465.55 for Furniture Contract Deposits

Upcoming:

In May, we'll be paying bills from both FY 23 and FY 24

I'll be gearing up for the Foundation's FY 23 audit

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Cataloging & Technical Services Report

Allison Schmid

April 2023

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

- Adult services has halted packing of all collections unless there are special circumstances (for example, if the audio book shelving maxes out again).

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

- The 2024 young reader book award nominee lists (like Rebecca Caudill) are out, and our displays/call #s/spine labels have been updated.
- CD Inventory results –14 hours of staff time
 - 89 Missing
 - 7 Found
 - 7 Not in Catalog
 - 40+ Misshelved
 - 3 Snags, 1 Mislabeled, 1 Out
- We're working on the adult DVD inventory now. Action Adventure, Anime, and Comedy are complete so far.
- 4K Nonfiction is now a collection.
- Colleen let us know we were low on New LP Bio and New LP Nonfiction. Nazma will be ordering more to fill those gaps.

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

- All CATS staff attended or viewed the MMS on OTR services. – 2
- Allison and Eleanor trained on the Pantagraph digitization project. – 2
- Allison watched a webinar "Hiring Library Staff: Best Practices for the Interviewer" – 1
- Kathy G. shadowed acquisitions and adult book cataloging, and also trained in book processing. - 4
- The Bookmobile Scavenger hunt for National Library Week had 92 entries! The winners were contacted and will pick their prizes up on the Bookmobile.
- Staff enjoyed a meal from Flingers on National Library Workers Day. Throughout National Library Week staff participated in story prompts, mad libs, and had a surprise ice cream treat.
- Allison, Carol, and Jeanne worked on a program proposal for PLA 2024 on the packing process.
- Training Hours – 9

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Goal: Work effectively through the use of technology.

- We're working on a solution for foreign language records that appear in the PAC with numerous unnecessary characters.

Upcoming:

- Adult DVD inventory

Children's Services Report
Melissa Robinson
April 2023

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

Programs

- Story Time at the Junction – 4 sessions – 37 attended
- Virtual Sensory Story Time – 10 attended
- Tales for Tails – 2 sessions – 32 attended
- 7 programs/sessions – 79 attended

Groups/Events

- Eggs on the Square – 250 attended
- Bent School Literacy Night – 53 attended
- Prairieland Science Fair – 55 attended
- Dia at NPL – 275 attended
- Milestones Preschool – 32 attended
- La Petite Academy – 30 attended
- Little Jewels – 62 attended
- Trinity Preschool – 16 attended
- Katie's Kids – 54 attended
- Books n Bites at Sheridan School – 36 attended
- Washington School visit – 2 visits – 85 attended
- Glenn School Event – 212 attended
- 13 groups/events – 1160 attended

Passive

- National Library Week Activities – 98 participated
- Crafts – spring wreath, chicks, flower headband, jellyfish, Pigeon, giraffe, and flashcards – 508 made
- National Play Outside Day – 12 participated
- Poetree for Kids – 10 participated
- Lego Construction – 19 participated

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

- Children's staff attended the mini morning sessions on the student card database, Outreach Services, and the Home Sweet Home Food Co-op.
- Jesse attended a webinar about an e-resource, Lightbox Learning.
- Lisa and I attended CPR training.

Goal: Work effectively through the use of technology.

- Jesse met with the Office 365 chair about the Children's Services SharePoint update.
- 17 posts were added to the Children's Facebook group, and we now have 705 members.
- 17 TikTok videos were posted, and we now have 767 followers.

Upcoming:

- School visits to promote summer reading to all District 87 schools, Unit 5 schools with Bloomington populations, and some private schools.
- Cornbelters Education Day – May 2
- INtegRity Counseling Self Care Fair – May 20
- BPAC (Bilingual Parent Advisory Committee) Cedar Ridge Event
- Summer reading starts May 30.



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

Outreach Library Associate, Michelle, meetings and successful connections:

- RISE core team meeting
- Reentry Council Board meeting
- Recovery Oriented Systems of Care Sober Recreation
- BN Parent Coalition
- Fatherhood Coalition core team meeting and planning committee
- Led the Human Services Council
- Leadership McLean County Steering Committee and staffed an LMC table at the Twin Cities Showcase
- Children's Home + Aid Blue Bow Committee
- Coordinated University of Illinois Extension STEAM kit partnership with the bookmobile
- Donated books to the McLean County Jail
- Westside Nonprofit Gathering
- Butterfly Project at the Children's Advocacy Center
- Interviewed on WJBC for National Bookmobile Day
- Behavioral Health Forum planning meeting
- Community Health Clinic Commitment to Health Luncheon
- Spoke at the Dreams Are Possible May Day Clothes Swap event

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

Deposits staff prepared and delivered or renewed 581 items at 11 sites. Staff presented a program, "Tales and Travels – St Louis", at Villas of Hollybrook – Towanda Barnes and the Fox Creek location for a total of 19 attendees.

Home Delivery prepared and delivered 376 items to 54 active patrons. 2 new patrons were added to the service. 86 items were accessed by Home Delivery patrons, and 27 items were received through interlibrary loan. Staff had 2 one-on-one patron consults.

Pop Up Library visits were held at the locations listed below. 116 patrons were served, and 527 items checked out. 25 items were accessed.

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

April Outreach events:

- April 11: Transition Fair for Developmentally Delayed High School Students at Heartland Community College:
- April 29: YWCA Healthy Kids Day
- April 29: Reentry Resource Fair
- April 30: Unit 5 5k

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

Two Library Assistant positions have been vacated. The Library Technical Assistant position with Home Delivery duties is vacant as of May 5. Hiring for these 3 positions is ongoing.



(5/2023) Circulation and Outreach Services Statistics

Total Circ BPL	76,153
Total Circ Main	48,355
Adults	23,591
Teens	1,646
Children	23,118
Total Circ Outreach	8,011
OTR Adults	2,406
OTR Teens	184
OTR Children	5,421
Total Circ Drive-up	501
Drive-up Adults	256
Drive-up Teens	19
Drive-up Children	226
Total Digital Downloads	19,286
Hoopla	5,228
Overdrive	13,206
TumbleBooks	23
eBook Central	9
Kanopy	820
Borrowers Registered	262
Total Active Cardholders	29,254
Children	7,294
Teen	3,578
Adult	18,382
GPPLD	1,392
Total Holds Filled	5,121
Main Holds	4,070
Outreach Holds	1,051
Door Count	10,229

Top 10 Highest Circulations	
Wingover Apartments PM	289
Tipton Trails	126
Eagle Crest East	114
North Pointe	113
Old Farm Lakes	104
Bohmer Drive	103
Ekstam Drive	97
Tipton Trails	90
Ekstam Drive	86
Freedom Oil	83

5 Stops with Lowest Circulation	
Franklin Park	4
Ellsworth	4
Spring Ridge	3
Spring Ridge	2
Miller Park	1

Bookmobile Customers: 993

Total Monthly Stops: 69

Circulation Questions Answered: 386

Outreach Questions Answered: 125

Total Questions Answered: 511



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	95,326	90,538	90,648	100,674	97,293	89,157	78,273	80,656	73,818	72,494
2023	82,174	74,186	81,997	76,153								
Main Circ												
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	71,516	66,754	64,832	74,543	71,450	61,524	52,629	52,951	48,499	48,633
2023	53,789	49,161	53,906	48,355								
Active Users												
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	28,887	28,960	28,047	27,909	27,674	27,388	27,979	28,587	29,396	29,333
2023	29,422	29,139	29,286	29,254								

Human Resources Report

Gayle Tucker

April 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a session on Outreach Services
- I attended the following training/webinars:
 - Straight from the Source: It's All in the Documentation, HR Source
 - The Connection Between Exercise and Mental Health, EAP
 - Project Kick Off: UKG Kronos Conversion to Cloud, UKG/City of Bloomington
- In April, there were four in-house job announcements and one outside ad, which garnered 41 applications
- There were two interviews in April
- I provided orientation for one new staff member
- I reviewed my hiring/resignation/transfer checklists with managers
- I completed salary benchmarking
- I continued FMLA, ADA, and Covid administration and tracking
- I verify employment, including Public Service Loan Forgiveness (PSLF) paperwork, as needed
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In April, I participated in several Teams/Zoom meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I worked with Brittany Adams on updating the HR SharePoint page
- I trained the new Administrative Assistant on several HR clerical duties
- I will be the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—we had our Kickoff Meeting
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Upcoming:

- UKG Kronos (timeclock) transition to the Cloud
- Updating Job Descriptions

Information Technology Systems Report
Jon Whited
April 2023

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

We are continuing to scan the Pantagraph index. We have set up the website where the cards and information will eventually all reside. We have uploaded and tested a small set of records and are ready to proceed with moving larger sections of the project on-line.

Kathy and Jon continue to work with TBS to get the new cash registers set up. The merchant bank finally released the information to TBS so that they could set up the credit card processing machines.

We replaced the public printer that we were leasing from Ricoh with a printer that the library owns. We also purchased a support contract from HP to service the printer when we run into any hardware issues. We also took the time to replace the public print release station as well.

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

On April 13th, teens learned programming through the use of Micro:bits. Micro:bit is a computer that fits in your hand and can introduce how software and hardware work together. In this program, teens had the opportunity to use codeblocks in Makecode Micro:bit to write the code for a simple game that can be played directly on the device.

We had a digital art program for teens on April 24. The teens learned how to use drawing tablets and Adobe Fresco to create digital art.

Upcoming:

Will be having our Teen D&D program returning to in person gaming sessions starting in May. This will be our first trial of having a program of this type in the TeenZone. If it is popular, we plan to continue having this program and other game programs in the coming months.

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

Summer Reading

Advertising

- Print and digital ads have been designed and submitted for the marquees at Grossinger Arena, *Neighbors Magazines*, Community Players, WGLT, the Summer Reading webpage, and the library's social media outlets.
- Art is still to be delivered to Lamar for 6 static billboards and 1 digital billboard.
 - Near the DMV on W. Market (10509)
 - On the old Salvation Army store on W Washington (10174)
 - Above the former Gingerbread House on Hannah (10010)
 - Between Home Sweet Home and the library on Oakland (10004)
 - On the bridge south of Downtown, near LaGondola, heading north (330)
 - Outside the Coppertop on W. Locust (10050)
 - Near the Moose on Veterans Parkway (70030)
- We continue to work with *The Pantagraph* to determine which of their advertising avenues we will pursue.
- We're working with the new publisher of Macaroni Kid to purchase a 2-month banner ad on that website, an eBlast to be shared on May 28, and two social media posts to be shared on May 30 and July 15.

T-Shirts

- The Summer Reading T-Shirt ordering window has passed. Shirts should arrive by May 22.

Bookmarks

- Summer Reading bookmarks – in English and Spanish – are available to staff who are visiting schools to promote the SRP.

Reading Logs

- Summer Reading logs for kids, teens, and adults have been designed, gone through several proofing stages, and were sent to the printer in late April. They should arrive by May 16.
- A large print Summer Reading log for homebound adults and a Spanish Summer Reading log for kids are still in the works.

Props

- Props for school visits – an oversized kids' reading log mounted to foam core and an oversized teen reading log mounted to foam core – were designed and produced.

Completion Prizes

- The following completion prizes will be awarded to our 2023 Summer Readers via age-specific voucher sheets.

Kids

1. Monical's Pizza – 8-Inch Pizza
2. Bloomington Parks & Recreation Department – Admission to 1 of the Following Attractions
 - Miller Park Zoo
 - Round of Mini Golf at Miller Park
 - Holiday Pool
 - Bloomington Ice Center admission with skate rental
3. Gingerbread House Toys – Kawaii Mochi Squishy
4. Red Raccoon Games – Pair of Dice
5. Bobzby Books – Limited Edition Sticker
6. Denny's Doughnuts – A Doughnut or A Cookie
7. Crafted – 12oz Smoothie
8. Normal CornBelters – 1 Ticket to a Baseball Game on any 2023 Corn Bash Night (10 dates to choose from)
9. The Proving Ground Bouldering Gym – Day Pass

Teens

1. Flingers Pizza Pub – Flinger Roll and a Small Drink
2. Bloomington Parks & Recreation Department – Admission to 1 of the Following Attractions
 - Miller Park Zoo
 - Round of Mini Golf at Miller Park
 - Holiday Pool
 - Bloomington Ice Center admission with skate rental
3. Red Raccoon Games – Pair of Dice
4. The Decorators' Grocery – Hammer-Shaped Cookie Cutter
5. Bloomington Public Library's Used Book Shop - \$3 Gift Certificate
6. Heartland Bank – Color-Changing Mood Cup
7. Bobzby Books – Limited Edition Sticker

8. Normal CornBelts – 1 Ticket to a Baseball Game on any 2023 Corn Bash Night (10 dates to choose from)
9. The Proving Ground Bouldering Gym – Day Pass

Adults

1. Bloomington Parks & Recreation Department – Admission to 1 of the Following Attractions
 - o Miller Park Zoo
 - o Round of Mini Golf at Miller Park
 - o Holiday Pool
 - o Bloomington Ice Center admission with skate rental
2. Janet's Cakes & Catering – A Cookie
3. Red Raccoon Games – Pair of Dice
4. The Decorators' Grocery – Hammer-Shaped Cookie Cutter
5. Bloomington Public Library's Used Book Shop - \$3 Gift Certificate
6. Von Champs Boutique – Bath Bomb
7. Bobzbay Books – Limited Edition Sticker
8. The Proving Ground Bouldering Gym – Day Pass

Drawing Prizes

- Adults who complete the Summer Reading Program will be entered into a drawing where they can win one of 22 gift cards to area businesses.
- The prizes for the teen drawing are still being firmed up.

Sponsors

Our 2023 Summer Reading Sponsors include the following.

Bloomington Public Library Foundation	The Copy Shop	Janet's Cakes & Catering
Golden Prairie Public Library District	CRAFTED Coffee Brews	Monical's Pizza
AB Hatchery and Garden Center	The Decorators' Grocery	The Mystic Kitchen & Tasting Room
Bloom Bawarchi Indian Restaurant & Bar	Denny's Doughnuts and Bakery	Normal CornBelts Baseball
Bloomington Parks & Recreation	First Financial Bank	The Olive Bin
BPL's Used Book Shop	Flingers Pizza Pub	The Proving Ground Bouldering Gym
Bloomington Spice Works	Fox & Hounds Hair Studio & Day Spa	Red Raccoon Games
Bobzbay Books	Gingerbread House Toys	Von Champs Boutique
The Castle Theatre	Heartland Bank and Trust	

Midwest Pano 3D Tour

- The library has contracted with Midwest Pano to produce a 3D Tour of the updated library. Our previous tour included 92 images that were taken and stitched together by a Google-certified photographer. Midwest Pano – also Google certified -- anticipates taking 120 images of the expanded building. Midwest Pano also offers a backend product which will allow us to drop "pins" within our tour which can be clicked to provide captions, descriptions, images, and/or video. We are hoping to shoot the new images sometime between November and February. An example of Midwest Pano's work is available at [Bertha Bartlett Public Library](#). In addition to other businesses, the company has produced 3D Virtual Tours for approximately 50 libraries.

Promo Item Requests

- Marketing inventoried all the library's promotional items (small items handed out at fairs, expos, school picnics, community movie nights, etc.), and after vetting three webform options – Microsoft, Google, and the BPL website -- the following were created:
 - o A spreadsheet of items available and their quantities
 - o An online request form which staff will fill out to request these items.
 - o A second online form which staff will fill out when they return leftover items to Marketing.
 - These forms will help streamline the request and return process which had been both ambiguous and cumbersome.
 - These forms will assure that leftover items are returned to Marketing.
 - These forms will also help us track how much we're spending on the items we give away at events.

Branded Store

- Marketing worked with a company called Library Commerce to open an online store which includes items branded for Bloomington Public Library. The store opened on May 1 and includes items such as T-shirts, water bottles, tote bags, mugs, stickers, sweatshirts, etc. The store is open 24/7/365. As people place orders and pay for items, Library Commerce Inc. will manage production, payments, and shipping. In turn, the library will receive a quarterly check for a percentage of the proceeds. There is a link to the store at the top of the library's homepage; it is labeled *Shop*. Here is a direct link: bloomingtonlibrarystore.com/

Library Giving Day

Library Giving Day took place on April 4, 2023, and brought in \$3,345. Another \$632 – likely prompted by the previous day's push -- came in on April 5 & 6.

- In preparation for Library Giving Day, the library's website was updated to include information and images pertaining to Naming Opportunities and Donor Wall giving levels. These new pages remain posted.
- Art needs for Library Giving Day included:
 - 28 Circular signs in 2 sizes which were posted throughout the library
 - 2 eBlast Images
 - 2 FB Cover Images
 - 2 Web Rotation Images
 - 2 Images for the *donate* page on the website
 - 3 Plasma Images
 - 6 FB/Instagram Images
 - Signage for Donation Tower
 - Ads for WGLT
- Text needs for Library Giving Day included:
 - 6 Social Media Posts
 - All-Staff Emails
 - Ad Scripts for WGLT
 - 2 eBlasts

Your Future Library – Capital Campaign

- Rhonda and Jeanne met with representatives from CEFCU.
- Managed donation database
 - Bloomerang entries of pledges and donations.
 - Sent thank you letters/tax receipts to those who donated during the previous month.
 - Mailed magnets to new donors who made donations of at least \$100 during the previous month.
 - State Farm has not forwarded employee payroll deductions nor matching donations since 2.22.23.
 - Ran report for those whose pledge payments are in arrears.
 - Sent letters to those whose pledge payments are due in the next 30 days.

Trego Painting

- Artnet.com, an art market website which features artworks for sale, online auctions, top galleries, leading artists, and breaking art market news from around the globe, took interest in the library's "missing" Trego painting and compiled a story which can be read at bit.ly/bpltregosale.
 - Rhonda was interviewed for this story.
- Information about the Trego painting was sent to *The Pantagraph* and WGLT.
 - Rhonda was interviewed by WGLT on May 1.
 - Rhonda facilitated communication between WGLT and the buyer of the painting (who wished to remain anonymous).

Website

- Marketing continues to maintain the library's website.
 - Monthly addition of all April programs and registration forms to the online calendar
 - Monthly update to record sets for New Movies, New Music, and New Audiobooks
 - Review Google Analytics data.
 - Posted Security and Circulation employment opportunities.
 - Managed the circulating puzzle inventory.
 - Removed the Transparent Language Database. This resource was not renewed.
 - Updated the Plasma Screen and the Web Banner with the following:
 - Easter Closure
 - Library Giving Day
 - Library Giving Day Donor Wall
 - Library Giving Day Thank You
 - Create new web pages which pertain to Naming Opportunities and Donor Wall Giving Levels.
 - Removed and re-added the printer icon to the home page several times as repairs to the public printer were made.
 - Added a tutorial to the Value Line Database
 - Work to update the links associated with our three Brainfuse databases – HelpNow, JobNow, and VetNow.
 - Reviewed and reported on Library Market's recent software upgrade.

- Tested and reviewed the automatic language sent to patrons who register for events. It's clunky. We thought we could change it, but we cannot. We're told that this issue is slated for a future Library Market upgrade.
- Started making updates to the Summer Reading Page. (The page went live on May 1.)
- Set up a button on the home page that takes patrons to BPL's Branded store.

Advertising

- Summer Reading
 - Our Summer Reading advertising avenues are outlined above.
- WGLT
 - On-air ads, desktop ads, and mobile ads ran in early April and highlighted Library Giving Day.
 - On-air ads ran during the month of April to promote the Medical Cannabis 101 program.
 - On-air ads will run during the month of May to promote the library's 6 book clubs.
 - On-air ads, mobile ads, and desktop ads promoting Summer Reading will begin running on May 30.
- Neighbors Magazines
 - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook are currently promoting the upcoming Summer Reading Program.
- Community Players
 - BPL is sponsoring The Community Players show *Puffs*. This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).
 - On a smaller scale, BPL is an annual sponsor of The Community Players' season. This allows us to run an ad on their screen during each 2022-2023 show (pre-show and intermission).

Misc. Marketing Tasks

- Inventoried the Card Blanks
 - In Marketing, there are 1,000 Adult Card blanks.
 - In Marketing, there are 1,340 Student Card Blanks for Kids.
 - In Marketing, there are 2,050 Student Card Blanks for Teens.
 - Ordered 10,000 Adult Card blanks on 4.19.23.
- Loaned the library's Dora the Explorer and Curious George mascot costumes to the CornBelts for their Education Day.
 - Took inventory of all items pertaining to the costumes before making the loan.
 - Prepped the borrowing waiver.
 - Dropped costumes at Circulation for pickup.
 - Emailed Circulation Staff and CornBelter staff to let all know where and when the costumes were located.
- Packed promo items for staff for the following offsite events:
 - YWCA Heathy Kids Day
 - Re-Entry Resource Fair
 - Cedar Ridge Picnic
 - Tipton Park Family Day
 - Integrity Self Care Fair
 - Zoovie Movie
 - CornBelts Education Day
 - Unit 5K (handouts created; no promo items given due to there being 750 participants)
- Packed prizes for:
 - BHS After Prom
 - Community Players Door Prizes to be given out during *Puffs* shows
- Researched Library Market's new Hybrid feature; ran many tests; and wrote up instructions/tips about this process for staff. These notes have been added to the *Library Market Style Guide* on Sharepoint.
- Webmaster side tasks
 - Working on a presentation for Staff Development Day.
 - Vetted available formats to create forms – Microsoft, Google, and the Library's website
 - Created a Swag Request Form using Microsoft Forms.
 - Created a Swag Return Form using Microsoft Forms.

May Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - May's programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.

- A publicity timeline was developed.
 - A bitly link was created for each program that requires registration.
- A Facebook Event was, or will be, created for each online and at-home program being offered.
- An Instagram post was, or will be, created for each online and at-home program being offered.

Paper & Digital Design Work

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

- National Library Week
- Drawing Comics with Jarrett Krosoczka
- Naturally Reducing Pain & Stress
- Intro to Stop-Motion Animation
- Story Time @ Bobzby Books
- Social Security & Retirement Income
- English Language Conversation Group
- Adult Craft: Farmers' Market Bag
- Teen DIY: Sock Squishmallow
- Teen Craft: LED Flower Lanterns

Signage

- National Library Week
- April Spirit Committee Events
- teenZone Sign
- teenZone Table Tents
- Grad Party Sign
- teenZone Temporary Closure
- Updated Items for Sale
- May Display

Misc. Design Work

- May Calendars
- Updates to the True Colors Book Club handout
 - Location changing due to the planned closure of the business where meetings had been occurring.
 - This book club is also moving to a hybrid format.
- Updated/reprinted the scanning handout.
- Recreated the artwork for the T-shirt that reads *My other car is a Bookmobile*
- Recreated the artwork for the library's *Superpower* T-shirt
- Created/printed an information sheet which includes contact information for the Adult Services Desk.
- Created/printed prize entry slips for the Melvin Scavenger Hunt which was held during National Library Week.
- Created a logo for the Staff Development Committee.
- Re-printed handouts/publicity as needed.
 - April calendars
 - How to get a library card 750 (for a 5K swag bag)
 - My Library App 300
 - Kanopy 300
 - Hoopla 300
 - Libby 300
 - Drive-Up Lane 300

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

- The FT LTA in the Marketing Department had her 1-year work anniversary and received her 12-month performance review.
- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Kourtnei serves on the library's Spirit Committee.
- Marketing training:
 - Webinar - Hiring Library Staff: Best Practices for the Interviewer
 - CPR Training
 - Midwest Pano Demo
 - Midwest Pano Tutorial
 - Outreach (MMS)

- Student Card Database Follow-up (MMS)
- Home Sweet Home Food Co-Op (MMS)

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,937 followers
 - Instagram – 2,138 followers
 - Twitter – 1,996 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 183
- Library text subscribers – 338
- Bookmobile text subscribers – 1,376
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,374 filtered active subscribers.
- Program Guide list – 34,370 filtered active subscribers.
- General eBlast list – 34,391 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, cancellations and closures, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following non-programs were also shared:
 - Library Giving Day
 - Post 1 – General LGD Post
 - Post 2 – Cooler Giveaway
 - Post 3 – Mosaic Project
 - Post 4 – Donor Wall
 - Post 5 – Naming Opportunities
 - Post 6 – Thank you! \$3,345 was raised
 - Armchair Travel Recommended Reads
 - Easter Closure
 - Downtown's Eggs on the Square
 - "We're Hiring" – PT Circulation
 - Bookmobile with Oscar Mayer Weinermobile
 - English Language Conversations Reminder
 - Secrets of a Puzzlemaster Reminder
 - Bookmobile off the road
 - Bookmobile back on the road
 - Child/Parent reading on the floor in the Book Shop
 - Temporary Closure – moving chiller to roof
 - Photos of Chiller being moved to roof
 - Right to Read Day
 - Nature & Science Recommended Reads
 - Celebrate Earth Day with Kanopy
 - National Library Week – Flat Melvin Hunt x2
 - El día de los Niños at NPL
 - "We're Hiring" – PT Security
 - National Library Week – National Library Workers' Day
 - Hoopla music on Roku
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
 - An eBlast promoting the Brainfuse HelpNow database (tutoring) was delivered on April 1.
 - An eBlast promoting Library Giving Day was delivered on April 4.
 - An eBlast promoting the library's Tumblebooks resource was delivered on May 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
April 2023**

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

- Operations staff:
 - Set up the dehumidifiers at the storage facility
 - Put away snow removal equipment for the season
 - Stenciled BPL on new traffic cones
 - Relocated boxes of documents to be shredded to dock area
 - Collected paintings that are to be donated to the Museum of History
 - Cleaned up and set up several fans on the upper level
 - Relocated tables and chairs in TZ and removed extra table
- Repairs/Installs:
 - Weber Tech ran a new communication line to the Fire Alarm Panel
 - Johnson Controls technician confirmed proper communication to Fire Alarm Panel
 - New one-serving coffee makers and electric glass kettle for breakroom
 - Kone restored power to elevator after power outage and ordered a new phone to be installed prior to elevator inspection
 - Alpha Controls replaced OAT sensor
 - Felmley-Dickerson installed a temp cooling unit in the server room

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

- Caprice:
 - Expansion project:
 - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
 - Attended construction meetings
 - Continued coordinating construction progress pics to floor plan
 - Conducted tour of construction area for staff
 - Started working with Prairieland Vending on selecting vending machines for the public area
 - Worked with Bowen to select a new incident reporting platform that will just require one location for incidents, suspensions, tick log, and pics of offenders
 - Viewed "Best Practices for Facilities Efficiency & Maximizing Responsiveness"
 - Viewed "Mental Health & Wellness: Library Workers Thriving in Uncertain Times" webinar
 - Attended Public Library Safety Summit
 - Attended "Business Recycling" Zoom meeting offered by Ecology Action
- Security Staff:
 - Viewed "Preventing Harassment of Library Staff" webinar
 - Provided Safety Orientation for new staff

Goal: Administer a Cost-Effective Library.

- Renewed Mid-Illinois Mechanical annual contract for HVAC equipment maintenance

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 19, 2023

Immediately following the GPPLD Decennial Committee on Local Government Efficiency Meeting (which began at 5:00pm)

MINUTES

- I. Call to Order
President Novosad called the meeting to order at 5:43 p.m.
- II. Roll Call
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Ruth Novosad

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: Stephanie Walden
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad shared that she would report her items during Unfinished Business.
- VI. Approval of Minutes
A. March 15, 2023
The minutes were approved as corrected.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that population increases due to the Colonial Meadows and other areas that were added to the GPPLD tax rolls will increase the Per Capita Grant allotment this year. The population will increase to 8,252 people.

B. Circulation and Outreach Report: Jeanne shared Colleen Shaw, Circulation and Outreach Manager's report. Bookmobile attendance could exceed the last 7 years of attendance highs. At the end of March, they were at 12,112 visitors. Highest in the last 7 years was in 2017 with 12,904. One of the Bookmobile drivers is resigning for personal reasons, so a new driver is being hired. Patti had a question about the appraisals for the artwork loan to the history museum. The Bloomington Public Library will loan two art pieces on a long-term basis. Part of the loan agreement lists appraised value, and the pieces were appraised at the library's expense. The library is also donating two pieces that are valued under \$1,000 to the museum.

C. Financial Report: The Financial Report was included in the packet, and Ruth entertained questions. Stephen asked about the \$84K in checking and if at least some of that was intended for capital improvements. Jeanne shared that the expansion project is fully funded, but she is working with staff to identify areas where funds are still needed. She will share those details hopefully before June 2023.
- VIII. Unfinished Business
A. Update on Annexations:

President Novosad shared that attorney Robert Porter filed an initial brief at the end of March, with responses due by April 7. Shortly before the deadline, the state's attorney representing the County Assessor asked for a continuance. The new deadline for responses is April 20. GPPLD's attorney has till May 4 to file a reply. The hearing is scheduled for May 17 at 9:00 a.m.

IX. New Business

A. Report Election Results

Election results from the April 4, 2023 Consolidated election were reviewed. Patti Salch, Ary Anderson, and Jim Russell were re-elected to the GPPLD Board of Trustees. Congratulations to Patti, Jim, and Ary.

B. Appoint Nominating Committee for Slate of Officers

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

X. Comments from Board Trustees

Patti asked if Colonial Meadows will get a Bookmobile stop. Jeanne stated the next cycle of review for stops is in August.

XI. Reminder

A. File Your Economic Statement of Interest

Ruth reminded everyone that these are due May 1. Ary commented that she had already submitted hers and was notified it was in review, but she hasn't had an update since then. Jeanne indicated she would be notified of anyone who still needs to file closer to the due date, and she would communicate with those on the list.

B. Next Board Meeting is May 17, 2023

XII. Adjournment

President Novosad adjourned the meeting at 6:05 p.m.

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

April 2023

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	26,253	33,307	-21%	348,328	411,889	-15%
Teens	1,849	2,159	-14%	24,399	27,723	-12%
Children	28,765	37,563	-23%	399,160	478,010	-16%
Digital Downloads	19,286	17,509	10%	225,636	198,783	14%
Total	76,153	90,538	-16%	997,523	1,116,405	-11%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,382	19,715	-7%	N/A	N/A	N/A
Teens	3,578	3,373	6%	N/A	N/A	N/A
Children	7,294	5,872	24%	N/A	N/A	N/A
Total	29,254	28,960	1%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	262	277	-5%	7,156	3,853	86%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,229	13,633	-25%	145,498	168,285	-14%
BooMmobile	993	720	38%	13,105	8,098	62%
Total	11,222	14,353	-22%	158,603	176,383	-10%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	71	-100%	213	660	-68%
Digital Preservation Studio	0	5	-100%	26	202	-87%
Community Room	0	22	-100%	11	339	-97%
Total	0	98	-100%	250	1,201	-79%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	29	15	93%	216	95	127%
People Reached	2,002	826	142%	21,137	7,782	172%
Community Visits to the Library	0	0	N/A	2	8	-75%
People Reached	0	0	N/A	12	178	-93%
Total Outreach Visits	29	15	93%	218	103	112%
Total People Reached	2,002	826	142%	21,149	7,960	166%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	9	14	-36%	107	117	-9%
Attendance	196	347	-44%	2,042	1,889	8%
Teens	3	5	-40%	34	44	-23%
Attendance	14	20	-30%	278	210	32%
Childrens	7	0	N/A	96	213	-55%
Attendance	79	0	N/A	1,756	2,963	-41%
Total Programs	19	19	0%	237	374	-37%
Total Attendance	289	367	-21%	4,076	5,062	-19%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	1	200%	31	21	48%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,502	2,629	-5%	32,374	32,840	-1%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	117	202.00	-42%	1,769	2,099	-16%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,299	1,487	-13%	15,485	16,358	-5%
WiFi Sessions	1,220	1,758	-31%	17,970	20,175	-11%
Website/Catalog Hits	35,326	42,843	-18%	509,712	566,544	-10%
Online Resource Use	11,172	3,073	264%	68,838	41,142	67%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	415	318	31%	5,273	4,223	25%
Sent	82	166	-51%	1,406	2,406	-42%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	23.50	0.00	N/A	123	738	-83%

Incident Report Summary for April 2023

2023-04-30 23:59:00

2023-04-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4419	2023-04-01 19:57:13	InappropriateBehavior
4420	2023-04-03 13:22:18	StolenDamagedLibraryMaterial
4421	2023-04-04 16:43:28	InappropriateBehavior
4422	2023-04-06 21:18:18	AlcoholDrugs
4423	2023-04-12 18:45:17	Loitering
4424	2023-04-18 02:18:42	StolenDamagedLibraryMaterial
4425	2023-04-19 18:30:21	InappropriateBehavior
4426	2023-04-20 16:36:45	AlcoholDrugs
4427	2023-04-23 21:09:37	InappropriateBehavior
4428	2023-04-24 15:35:49	InappropriateBehavior
4429	2023-04-25 17:59:47	Other

Suspension Report Summary for April 2023

2023-04-30 07:44:32pm

2023-04-01 07:44:32pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
508	2023-04-04 00:00:00	InappropriateBehavior
511	2023-04-06 00:00:00	AlcoholDrugs
510	2023-04-13 00:00:00	Other
512	2023-04-19 00:00:00	SleepingIncident
513	2023-04-24 00:00:00	InappropriateBehavior

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

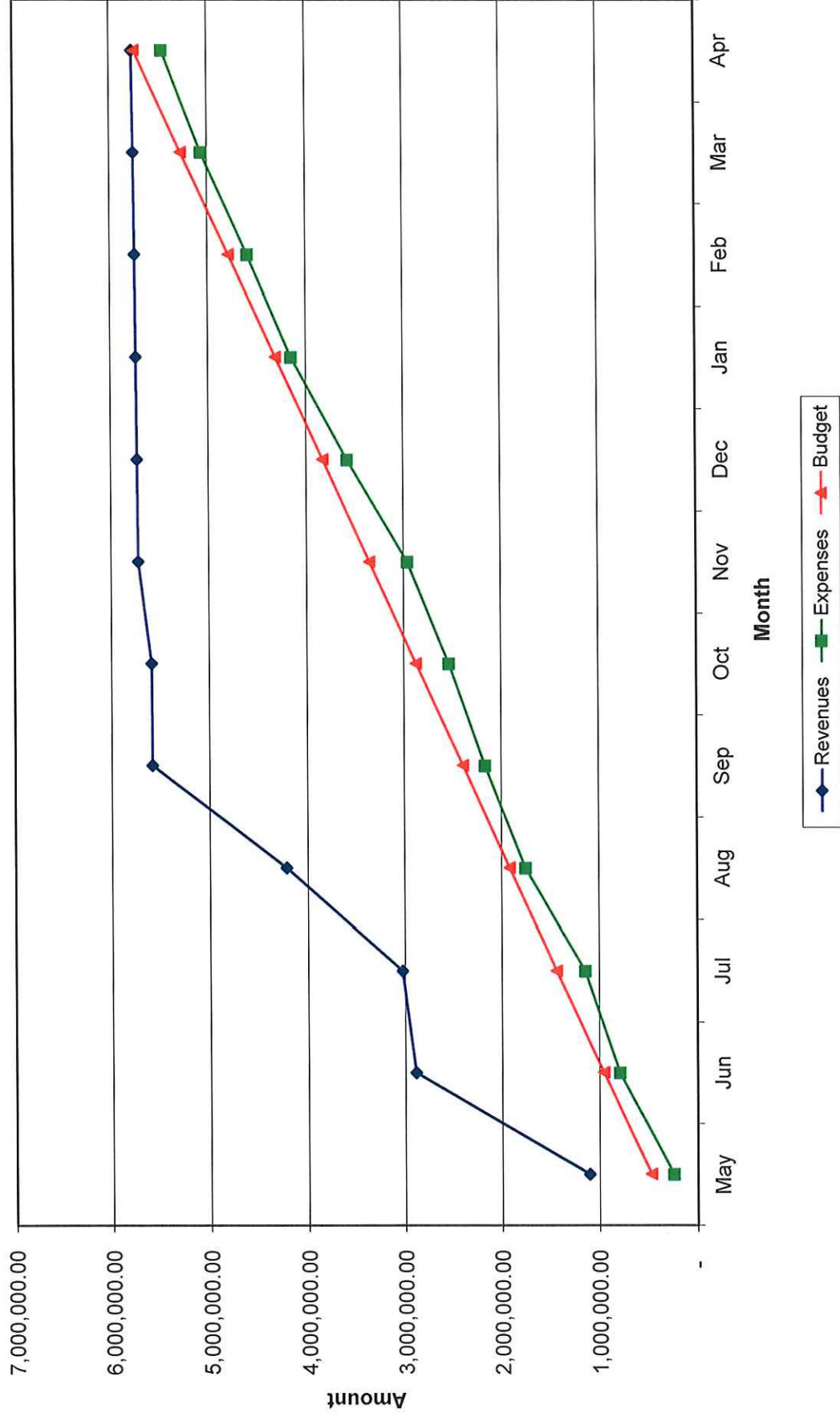
ACCT NAME	BUDGET	APR 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	4,984,167.20	(33,617.80)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,138.10	11,138.10	-----
GPPLD	429,600	0.00	416,798.38	(12,801.62)	97.0
Fines & Fees	8,000	657.34	9,515.59	1,515.59	118.9
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	5,087.53	37,808.66	35,808.66	1890.4
Interest from Taxes	0	0.00	39.97	39.97	-----
Donations	20,000	0.00	21,391.05	1,391.05	107.0
Property Damage Claims	0	5,188.05	5,188.05	5,188.05	-----
Cash Over/Short	0	0.00	16.55	16.55	-----
Other	25,000	3,227.94	39,043.31	14,043.31	156.2
Total Revenues	5,748,185	14,160.86	5,771,559.86	23,374.86	100.4

EXPENDITURES:

ACCT NAME	BUDGET	MAR 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	193,523.66	2,421,385.56	(105,547.44)	95.8
Part-Time Salaries	442,788	35,859.54	413,818.14	(28,969.86)	93.5
Seasonal Salaries	69,891	0.00	9,152.01	(60,738.99)	13.1
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	0.00	27,830.00	27,830.00	-----
Total Sals & Wages	3,040,712	229,383.20	2,872,200.16	(168,511.84)	94.5
Dental Insurance	11,000	724.54	8,156.67	(2,843.33)	74.2
Health Insurance, HMO	8,060	534.96	7,548.15	(511.85)	93.6
Life Insurance	3,100	252.00	3,006.89	(93.11)	97.0
Vision Insurance	3,000	230.62	2,615.46	(384.54)	87.2
Health Insurance, BCBC-PPO	275,812	23,330.17	265,262.84	(10,549.16)	96.2
Library RHS Contribution	0	737.90	7,370.59	7,370.59	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	218,007	13,120.90	213,702.41	(4,304.59)	98.0
FICA	172,387	13,520.60	170,479.83	(1,907.17)	98.9
Medicare	44,994	3,162.08	39,870.63	(5,123.37)	88.6
Unemployment Insurance	0	0.00	210.00	210.00	-----
Worker's Compensation	12,000	0.00	9,966.00	(2,034.00)	83.1
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	5,000	0.00	0.00	(5,000.00)	0.0
Other Benefits	22,000	0.00	6,614.87	(15,385.13)	30.1
Total Benefits	794,560	55,613.77	734,804.34	(59,755.66)	92.5
Rentals	20,000	0.00	14,448.71	(5,551.29)	72.2
Total Rentals	20,000	0.00	14,448.71	(5,551.29)	72.2

ACCT NAME	BUDGET	MAR 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Building Mtnc	125,000	(35,414.65)	79,702.99	(45,297.01)	63.8
Building Mtnc-Expansion	45,000	41,762.00	41,762.00	(3,238.00)	92.8
Vehicle Mtnc	12,000	875.70	11,259.32	(740.68)	93.8
Office & Computer Mtnc	190,000	3,801.46	156,961.92	(33,038.08)	82.6
Total Repair/Mtnc	372,000	11,024.51	289,686.23	(82,313.77)	77.9
Advertising	50,000	2,284.69	45,141.15	(4,858.85)	90.3
Printing/Binding	12,000	1,028.68	14,581.87	2,581.87	121.5
Travel	500	81.25	854.65	354.65	170.9
Membership Dues	5,000	0.00	3,807.99	(1,192.01)	76.2
Professional Development	10,000	901.04	9,418.16	(581.84)	94.2
Other Purchased Services	130,000	(252,442.01)	118,479.09	(11,520.91)	91.1
Other Purchased Services-Pandemic Grnt	0	0.00	1,097.60	1,097.60	-----
Other Purchased Services-Expansion	270,000	263,323.76	263,323.76	(6,676.24)	97.5
Other Insurance	45,000	0.00	41,388.10	(3,611.90)	92.0
Total Purchased Services	522,500	15,177.41	498,092.37	(24,407.63)	95.3
Office Supplies	11,000	1,746.13	10,130.47	(869.53)	92.1
Computer Supplies	85,000	572.87	72,481.71	(12,518.29)	85.3
Postage	5,000	13.95	4,440.01	(559.99)	88.8
Library Supplies	53,000	1,690.60	39,017.66	(13,982.34)	73.6
Janitorial Supplies	17,000	830.84	13,592.77	(3,407.23)	80.0
Gas & Diesel Fuel	6,000	358.61	5,221.97	(778.03)	87.0
Building Mtnc & Repair Supplies	15,000	354.83	10,411.72	(4,588.28)	69.4
Total Supplies	192,000	5,567.83	155,296.31	(36,703.69)	80.9
Natural Gas	21,000	4,216.40	32,518.75	11,518.75	154.9
Electricity	92,000	5,624.52	133,560.54	41,560.54	145.2
Water	6,000	440.80	5,397.52	(602.48)	90.0
Telecommunications	42,000	5,999.56	48,022.76	6,022.76	114.3
Total Utilities	161,000	16,281.28	219,499.57	58,499.57	136.3
Professional Collection	1,500	103.01	163.54	(1,336.46)	10.9
Total Prof Collection	1,500	103.01	163.54	(1,336.46)	10.9
Non-Traditional Materials	5,000	43.24	710.46	(4,289.54)	14.2
Periodicals	20,000	(3,584.60)	11,735.77	(8,264.23)	58.7
Adult Books	125,000	15,820.01	128,797.76	3,797.76	103.0
Children's Books	90,000	9,965.42	86,128.10	(3,871.90)	95.7
A/V Materials	71,600	7,209.74	68,955.44	(2,644.56)	96.3
Public Access Software	105,000	0.00	110,869.22	5,869.22	105.6
Downloadable Materials	180,000	30,054.98	231,056.15	51,056.15	128.4
Total Materials	596,600	59,465.55	637,542.44	40,942.44	106.9
Employee Relations	7,000	948.79	3,417.06	(3,582.94)	48.8
Miscellaneous Expenses	10,313	243.25	3,511.72	(6,801.28)	34.1
To Library Equip Replacement	30,000	0.00	30,000.00	0.00	100.0
Total Other Expenses	47,313	1,192.04	36,928.78	(10,384.22)	78.1
Total Expenses	5,748,185	393,808.60	5,458,662.45	(289,522.55)	95.0

Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2023

Property Tax (99.3%): The Library has received all of its Property Tax for FY 23.

Replacement Tax (100.0%): The annual distribution was received in July.

State Grants (103.0%): The Library received its Per Capita Grant—it was a little more than anticipated--\$116,053.00

Golden Prairie Public Library District (97.0%): Golden Prairie has also received all 7 distributions.

Fees (118.9%): Fee revenue is higher than projected.

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

Interest (1890.4%): We projected a lower amount for the year.

Donations (107.0%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (156.2%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (93.5%): This is under-spent due to staff vacancies.

Seasonal Salaries (13.1%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

Overtime Salaries (1.3%): It was necessary to pay overtime to a staff member toward the end of their work week.

Dental Insurance (74.2%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (93.6%): This is under-spent because not many staff chose this insurance option.

Vision Insurance (87.2%): This is under-spent due to a change in the rates.

Library HSA City Contributions (0.0%): This hasn't been paid yet.

Medicare (88.6%): This is under-spent due to staff vacancies.

Worker's Compensation (83.1%): Charges have been minimal.

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

Tuition Reimbursement (0.0%): The Foundation reimbursed the Library for tuition payments.

Other Benefits (30.1%): Charges have been minimal.

Rentals (72.2%): Charges have been minimal.

Building Maintenance (63.8%): Charges have been minimal.

Building Maintenance-Expansion (92.8%): Charges have been minimal.

Vehicle Maintenance (93.8%): Charges have been minimal.

Office & Computer Equipment (82.6%): Charges have been minimal.

Advertising (90.3%): Charges have been minimal.

Printing/Binding (121.5%): This is over-spent due to printing both new bookmobile schedules and bookmobile route post-cards in February.

Travel (170.9%): This is over-spent due to more staff traveling to in-person meetings/conferences.

Membership Dues (76.2%): Charges have been minimal.

Professional Development (94.2%): Charges have been minimal.

Other Purchased Services (91.1%): Charges have been minimal.

Other Insurance (92.0%): Charges have been minimal.

Office Supplies (92.1%): Charges have been minimal.

Computer Supplies (85.3%): Charges have been minimal.

Library Supplies (46.7%): Charges have been minimal.

Postage (88.8%): Charges have been minimal.

Library Supplies (73.6%): Charges have been minimal.

Janitorial Supplies (80.0%): Charges have been minimal.

Gas & Diesel Fuel (87.0%): Charges have been minimal.

Building Mtnc & Repair Supplies (67.0%): Charges have been minimal.

Building Mtnc & Repair Supplies (69.4%): Charges have been minimal.

Natural Gas (154.9%): This is over-spent due to increased usage during the colder months.

Electricity (145.2%): This is over-spent due to high usage during the summer months, along with higher rates.

Water (90.0%): Charges have been minimal.

Telecommunications (1114.3%): This is over-spent due to the increased demand for hot spot services.

Professional Collection (10.9%): Charges have been minimal.

Non-Traditional Materials (14.2%): Charges have been minimal.

Periodicals (58.7%): Charges have been minimal.

Public Access Software (105.6%): This is over-spent due to charging the cost of Over-Drive participation to this line item.

Downloadable Materials (128.4%): This is over-spent due to customer demand for Hoopla, Over-Drive, and Kanopy.

Employee Relations (48.8%): Charges have been minimal.

Miscellaneous Expenses (34.1%): Charges have been minimal.

Transfer to Equipment Replacement (100.0%): The transfer took place in February.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
C-U Herb Guild:	50.00
Robert Starckovich:	100.00
Darryl Seims:	10.00
Miscellaneous Donations:	31.05

Total Donations:	\$ 21,391.05
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 15.00
Book Pick-Up:	795.82
Book Shoppe:	21,815.75
Card Catalog Drawers:	245.00
Ear Buds:	189.00
Flash Drives:	68.25
Genealogy Searches:	55.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	12,061.36
Reusable Bags:	333.00
Test Proctoring:	150.00
Tote Bags:	168.00
Miscellaneous:	3,095.13

Total Other Revenue:	\$39,043.31
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During April, 18 batches containing 77 invoices were processed, totaling \$436,683.52 and 85 credit card charges were made totaling \$30,879.34.

As of April 30, the Library's Maintenance & Operating Fund Balance is \$3,435,097.96, which is 59.8%% of the budgeted amount; the goal of twenty-five percent of the Library's FY23 budget is \$1,369,546.

Library Fund Balance Information, 4/30/23:

Operating:	\$ 3,435,097.96
Fixed Assets:	\$ 1,251,410.08
Capital:	\$ 8,106,529.89

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 4/30/23

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	0.00	(7,102,913.83)	0.0
Donations	700,000.00	663,436.85	(36,563.15)	94.8
Interest	400,000.00	435,829.14	35,829.14	-----
Interest From Taxes	10.00	6.78	(3.22)	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
 Total Revenues	 26,333,353.23	 15,301,162.17	 (11,032,191.06)	 58.1

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,377,181.44	(76,402.56)	94.7
Other Purchased Services	412,098.50	396,414.85	(15,683.65)	96.2
Office Supplies	2,157,629.30	537,913.32	(1,619,715.98)	24.9
Library Buildings	21,578,000.00	8,601,144.86	(12,976,855.14)	39.9
 Total Expenses	 25,601,311.80	 10,912,654.47	 (14,688,657.33)	 42.6

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 23

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00	0.00	0.00	3,000.00
The Copy Shop	200.00	0.00	0.00	0.00	200.00
Total Summer Reading Program Community Donations	3,200.00	0.00	0.00	0.00	3,200.00
Memorial Donations:					
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
C-U Herb Guild, Donation for Materials	50.00	0.00	0.00	0.00	50.00
Miscellaneous Donations Collected at Circulation/AS	30.10	0.20	0.25	0.00	30.55
Robert Starckovich, Miscellaneous Donation	0.00	100.00	0.00	0.00	100.00
Seims, Misc Don	0.00	0.00	0.00	10.00	10.00
Total Other Donations	80.10	100.20	0.25	10.00	190.55
Expansion Donations					
Expansion Donations	135,060.57	29,959.36	36,943.85	321,689.67	523,653.45
Total Expansion Donations	135,060.57	29,959.36	36,943.85	321,689.67	523,653.45
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00	0.00	0.00	0.00	2,000.00
Summer Reading Program	18,000.00	0.00	0.00	0.00	18,000.00
Tuition for Staff (Paid with Stubblefield Funds)	2,652.00	9,716.84	8,088.00	5,440.00	25,896.84
Weiss Financial Ratings Service, 6/18/22-6/17/23	0.00	2,695.00	0.00	0.00	2,695.00
Development Day Costs	0.00	1,131.83	0.00	0.00	1,131.83
Appreciation Day Costs	0.00	0.00	2,526.23	0.00	2,526.23
Annual Fold3 Service (Paid with Mischler Funds)	0.00	0.00	2,678.00	0.00	2,678.00
Total Foundation	22,652.00	13,543.67	13,292.23	5,440.00	54,927.90
Total Donations	160,992.67	43,603.23	50,236.33	327,139.67	581,971.90

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, April 18, 2023
5:30 p.m.

Osborn Room
Bloomington Police Department
305 S. East Street, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:30 p.m.
- II. Roll Call
Trustees Present: Alicia Henry, Dianne Hollister, Van Miller (arrived at 5:33 p.m.), Catrina Parker, Matt Watchinski, Julian Westerhout

Trustees Absent: John Argenziano, Susan Mohr, Alicia Whitworth

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no public in attendance.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout gave a reminder to those who have not yet filed their Statement of Economic Interest that the deadline is next month.
He shared that Jeanne Hamilton presented an expansion project update at the previous night's City Council meeting.
- VI. Director's Report
Jeanne Hamilton introduced Nan Goerlitz, our new Administrative Assistant. Nan will be taking care of the minutes and Board packets for this Board.
Jeanne shared that the Bookmobile attendance is very high right now, and it could exceed the past 7 years of attendance highs. She commented that this is probably because of added stops and continued outreach to new and lower attended stops.
She mentioned that construction is moving along well, and Phase 2 is on track for late July. The library will probably close for a couple days for collection movement, but the plan is to keep any closure to a minimum.
Jeanne indicated that a two-ton chiller is being lifted onto the roof this week. The library will close during this operation for safety reasons, but the closure should only be about 45-60 minutes.

She indicated our mosaic fundraiser is complete, having raised \$12,300. Fundraising is currently in a passive state at this point, with additional fundraising going toward things like outfitting the Innovation Lab, etc. There was some discussion of stewardship for the donors, and Jeanne stated that plans were forming for special tours, naming rights, and future collaborations with those who have donated or expressed interest in partnering on future projects/programs.

There was a question about the Summer Reading Program theme of Build a Better World at Your Library. Jeanne confirmed that staff created the theme to tie into our expansion project.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that revenues and expenditures should be a little over 91% through the end of March. Projections have been exceeded in revenues and underspent in expenditures. With the end of the fiscal year approaching, staff are keeping a close watch on both expenditures and revenues. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of March 21, 2023 Regular BPL Board Meeting

B. Approve Bills List of March 2023

MATT WATCHINSKI MOVED, CATRINA PARKER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

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

DIANNE HOLLISTER MOVED, CATRINA PARKER SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS PERFORMANCE AND COMPENSATION OF A SPECIFIC EMPLOYEE.

Ayes: Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout

Nays: None

Absent: John Argenziano, Susan Mohr, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:48 p.m.

CATRINA PARKER MOVED, MATT WATCHINSKI SECONDED, TO RESUME REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 6:16 p.m.

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

X. Approval Items

A. Approve Director Merit Increase for FY24

The President indicated that both the Board and Managers gave Jeanne very positive evaluations. He went on to express the Board's heartfelt gratitude for the job she's doing.

CATRINA PARKER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE A MERIT INCREASE OF 4 PERCENT FOR FY24

Ayes: Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout

Nays: None

Absent: John Argenziano, Susan Mohr, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY

B. Review and Approve Salary Ranges for Non-Union Employees

Jeanne worked with Gayle to develop the salary ranges. The company HR Source put together a salary survey for libraries, and Bloomington received access to the results free by participating in the survey. Gayle also attended a webinar on developing ranges. These new ranges are in alignment with Bloomington's peer libraries and market changes.

MATT WATCHINSKI MOVED, CATRINA PARKER SECONDED, TO APPROVE SALARY RANGES FOR NON-UNION EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY24 Slate of Officers

Matt Watchinski, Chair, reported that the proposed FY24 Slate of Officers is as follows:

President – Julian Westerhout

Vice-President – Susan Mohr

Treasurer – Catrina Parker

Secretary – Dianne Hollister

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE FY24 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

XI. Comments from Trustees

Julian indicated that the Board had discussed the Strategic Plan last month and asked everyone to come prepared to discuss one or more goal suggestions at next month's meeting. Jeanne will send out the current Strategic Plan for reference.

Julian commented that this will be his last year on the Board. The current Board and staff have made it a rewarding experience.

Catrina shared that she was interviewed by The Guardian and WGN News about the Golden Girls convention. She was quoted several times in the article, and they mentioned her podcast. Dianne appreciated the information about increased attendance for the Bookmobile. At the RAILS meetings there's a time to "honk your horn" about your library, and she plans to share this news.

Dianne commented that she got a call from RAILS looking for a recommendation of a Library Trustee to run for the RAILS Board. She would like to see more representation from our area and asked if anyone had suggestions to let her know.

Dianne also expressed that she loves our programs, especially the First Ladies programs.

Dianne had a question about the donation threshold for naming recognition for rooms at the library. Jeanne shared that a \$5,000+ donation receives room naming recognition. There will also be a donor wall which will recognize donations of \$500 or more.

XII. Adjournment

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:43 p.m.

BILLS LIST

Approved by BPL Board of Trustees, May 19, 2023

 Signature, BPL Trustee

Vendor	Line Item	Amount
360 Holdings (Lincoln Office)	Office Sups-Expansion	105,138.40
Amazon Capital Services	A/V Materials	1,256.67
Amazon Capital Services	Adult Books	211.02
Amazon Capital Services	Building Mtnc Supplies	249.98
Amazon Capital Services	Children's Books	283.07
Amazon Capital Services	Computer Supplies	23.52
Amazon Capital Services	Employee Relations	32.66
Amazon Capital Services	Library Supplies	49.94
Amazon Capital Services	Non Traditional Materials	43.24
Amazon Capital Services	Office Supplies	108.33
Amazon Capital Services	Other Purchased Services	306.86
Amazon Capital Services	Professional Collection	78.26
Ameren IP	Electricity	5,624.52
American Pest Control, Inc.	Building Maintenance	80.00
Antioch Public Library District	Miscellaneous Expenses	24.99
Brodart Company	Library Supplies	423.00
CDW Government	Computer Supplies	71.60
CDW Government	Office/Computer Equip Mtnc	3,801.46
CIRBN	Telecommunications	1,087.60
City of Bloomington	Dental Insurance	724.54
City of Bloomington	FICA	13,520.60
City of Bloomington	Gas & Diesel Fuel	315.95
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO	23,330.17
City of Bloomington	IMRF	13,120.90
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,162.08
City of Bloomington	Payroll	229,383.20
City of Bloomington	RHS Contribution	737.90
City of Bloomington	Vision Insurance	230.62
City of Bloomington	Water	440.80
Cope, Michelle	Travel	18.00
Cummins, Inc.	Vehicle Maintenance	827.40
Custom Digital Imaging	Printing	1,028.68
Dell Marketing, L.P.	Computer Supplies	746.03
Demco	Library Supplies	346.04
Devyn Corp.	Other Purchased Services	2,960.00
Ebsco Industries	Periodicals	31.52
Elm USA, Inc.	Library Supplies	29.18
Engler, Callaway, Baasten, & Srage, LLC	Other Purchased Services	192.50
Envisionware, Inc.	Office/Computer Equip Mtnc	378.00
F & W Care & Landscaping	Building Maintenance	1,245.00
Goerlitz, Nan	Travel	9.00

H H Office, Inc.	Employee Relations	20.19
H H Office, Inc.	Office Supplies	1,515.32
Henricksen and Company	Office Sups-Expansion	35,529.23
HV Management	Other Purch Srv-Expansion	4,400.00
Illinois State University	Advertising	491.67
Johnson Controls Fire Protection, L.P.	Building Maintenance	1,180.90
Jorgensen, Ian	Other Purchased Services	75.00
Lake Run Club	Advertising	250.00
Library Furniture International, LLC	Office Sups-Expansion	212,465.55
Management Association of Illinois	Memberships	1,480.00
Metronet	Telecommunications	1,988.16
Mid Illinois Mechanical	Building Maintenance	1,267.70
Midwest Engineering & Testing, Inc.	Building Mtnc-Expansion	5,377.50
Midwest Pano, LLC	Other Purchased Services	4,833.41
Midwest Tape	A/V Materials	1,137.34
Midwest Tape	Children's Books	409.91
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	427.60
NICOR/Northern Illinois Gas	Natural Gas	4,216.40
OverDrive	Downloadable Materials	9,980.00
Playaway Products, LLC	Adult Books	72.94
Prochnow, Caprice	Professional Development	430.63
Promotion, Inc.	Periodicals	1,080.00
Proquest, LLC	Downloadable Materials	114.98
Rettick, Evalynn	Fees	17.00
Ricoh USA, Inc.	Office/Computer Equip Mtnc	91.89
Ricoh USA, Inc.	Rentals	884.58
Rosedrew, Inc.	Library Supplies	792.94
StackMap, Inc.	Other Purchased Services	4,354.00
Transformative Justice Law Project of Illinois	Other Purchased Services	150.00
Unique Management	Other Purchased Services	246.25
Verizon Wireless	Telecommunications	337.38
Weber Electric, Inc.	Building Maintenance	311.00
Wolpert, Emily	Travel	9.88
VISA - Adams Appraisal, LLC	Other Purchased Services	150.00
VISA - Baker & Taylor Books	A/V Materials	1,704.34
VISA - Baker & Taylor Books	Adult Books	9,394.05
VISA - Baker & Taylor Books	Children's Books	7,680.16
VISA - Best Version Media	Advertising	394.40
VISA - Bloomington Spice Works	Other Purchased Services	25.00
VISA - Casey's General Store	Gas & Diesel Fuel	20.90
VISA - Castle Theatre	Other Purchased Services	25.00
VISA - Cozy Cottage Bakery	Employee Relations	81.80
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	273.63
VISA - Farm & Fleet	Other Purchased Services	14.99
VISA - Flingers Pizza	Employee Relations	439.72
VISA - Fox & Hounds & Day Spa	Other Purchased Services	50.00
VISA - Future Publishing	Periodicals	(43.22)
VISA - Harvard Business Review	Periodicals	125.00
VISA - Home Suites by Hilton	Professional Development	470.41
VISA - Ingram	Adult Books	5,114.80
VISA - Ingram	Children's Books	753.40
VISA - International Service Fee	Other Purchased Services	0.64

VISA - International Service Fee	Periodicals	(0.43)
VISA - Jewel-Osco	Employee Relations	196.26
VISA - Jewel-Osco	Library Supplies	26.85
VISA - JoAnn Stores.com	Other Purchased Services	93.83
VISA - Mystic Kitchen & Tasting Room	Other Purchased Services	50.00
VISA - Olive Bin	Other Purchased Services	50.00
VISA - Starcrest Cleaners	Other Purchased Services	59.90
VISA - Thornton's	Gas & Diesel Fuel	21.76
VISA - T-Mobile	Telecommunications	1,392.66
VISA - UPS	Postage	16.05
VISA - Verizon Wireless	Telecommunications	337.38
VISA - Wal-Mart	Janitorial Supplies	54.14
VISA - Wal-Mart	Library Supplies	22.65
VISA - Wal-Mart	Office Supplies	11.88
VISA - Wal-Mart	Other Purchased Services	12.64
VISA - Webstaurant Store	Building Mtns Supplies	87.08
VISA - Wix.com	Other Purchased Services	31.84
VISA - Zoom.US	Other Purchased Services	339.83
Total		749,258.88

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

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

1. That the three-quote requirement be waived, and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$14,821.28
2. That the Ebsco Subscription Service includes 250 titles, annually reviewed and selected by Library staff, for Library customers, including magazines, newspapers, and a few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 25 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That Ebsco Subscription Service provides a streamlined process that provides for staff efficiencies
6. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$14,821.28

Approved this 16th day of May 2023

Julian Westerhout, President
Bloomington Public Library Board of Trustees



INVOICE



Payment Processing Center
PO Box 204661
Dallas, TX 75320-4661
Phone (800)633-4604
Fax (205)995-1613

BILL TO:

Bloomington Public Library
PO Box 3308
205 East Olive Street
Bloomington, IL 61702

SEND TO:

Bloomington Public Library
205 E Olive Street
Bloomington, IL 61701

YOUR PURCHASE ORDER NO.		ACCOUNT NO.		DATE	INVOICE NO.	PAGE NO.
		CG-F-16084-00		5/12/2023	0004012	1
TITLE NUMBER	QTY		FREQ		TERM/START	PRICE
		FY2024 EBSCO Subscriptions Estimated Publisher Price Increase				\$ 14,249.52
						\$ 854.97
		Less Discount:				- 283.21
						<u>\$14,821.28</u>

ARPC1005

PAY THIS INVOICE IN FULL
THERE SHOULD BE NO PARTIAL
PAYMENTS. THIS INVOICE IS SUBMITTED
TO YOU BY EBSCO IN ITS CAPACITY
AS YOUR AGENT.
EBSCO'S FEDERAL ID. NO. 63-6014186

WHEN MAKING REMITTANCE, AND
WHEN INQUIRING ABOUT THIS INVOICE
PLEASE REFER TO BOTH THE INVOICE
NUMBER AND ACCOUNT NUMBER.

TERMS: PAYMENT DUE ON RECEIPT OF INVOICE.
EBSCO GUARANTEES PAYMENT
TO ALL PUBLISHERS.

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Wells Fargo Bank
San Francisco, California
ACCT#: 2000027339684
ABA FOR ACHS: 121000248
ABA FOR WIRES: 121000248

EBSCO PREPAYMENT OFFER

Spring greetings from EBSCO!

I am reaching out today to invite you to participate in a special prepayment offer from EBSCO for your calendar year 2024 subscription renewals.

If you choose to take advantage of this offer, EBSCO will post a credit to your account in the month of November as follows:

Payment Received by:	Receive a Credit of:
April 30, 2023	2.250%
May 31, 2023	1.875%
June 30, 2023	1.500%
July 31, 2023	1.125%
August 31, 2023	0.750%
September 30, 2023	0.375%

For example, if EBSCO receives a \$100,000 prepayment by May 31, 2023, your library will receive a credit in the amount of \$1,875.00. You may use this credit toward products or services purchased through EBSCO.

A few points to keep in mind:

- Prepayments of \$10,000.00 or more are eligible for this incentive.
- This offer cannot be combined with other offers from EBSCO.
- Prepayment credit must be used toward EBSCO purchases and cannot be refunded.
- Prepayment invoices are based on estimated pricing.
- We recommend you *not* allocate prepayment toward specific titles in your ILS. This can cause manual work for you later in the process.



REGULAR AGENDA ITEM NO. 8.A.

FOR LIBRARY BOARD OF TRUSTEES: May 16, 2023

WARD IMPACTED: City-Wide Impact

SUBJECT: Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District, as requested by the Bloomington Public Library.

RECOMMENDED MOTION: None, discussion only.

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: The Bloomington Public Library (BPL) has an intergovernmental agreement (IGA) with the Golden Prairie Public Library District (GPPLD) to provide GPPLD with library services. As part of a recent review of all its policies and intergovernmental relationships, the GPPLD board found that the IGA hasn't been updated since its original inception in 1990. With this discovery, the GPPLD requested that IGA be reviewed and updated.

Attached are the suggested amendments.

The review and approval process will take place over the course of several meetings as it will involve coordination with the GPPLD Board of Trustees.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: A legal review has been completed.

FINANCIAL IMPACT: N/A

AMERICAN RESCUE PLAN FUNDING IMPACT:

COMMUNITY DEVELOPMENT IMPACT:

This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035:

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton

ATTACHMENTS:

[GPPLD-BPL Service Contract_working draft.pdf](#)

INTERGOVERNMENTAL AGREEMENT
FOR PROVIDING LIBRARY SERVICE

by and between the

BOARD OF LIBRARY TRUSTEES OF THE PUBLIC
LIBRARY OF THE CITY OF BLOOMINGTON,
MCLEAN COUNTY, ILLINOIS

and

BOARD OF LIBRARY TRUSTEES OF THE GOLDEN
PRAIRIE PUBLIC LIBRARY DISTRICT, MCLEAN
COUNTY, ILLINOIS

Dated as of July 1, 1990
Amended XXXX XX, 2023

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**INTERGOVERNMENTAL AGREEMENT
FOR PROVIDING LIBRARY SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT FOR PROVIDING LIBRARY SERVICES (the "Agreement") originally executed on the 21st day of August, 1990 and amended on the XX day of XXXX, 2023~~dated as of the 1st day of July, 1990, but actually executed on the dates set forth below by the respective signatures of each of the parties hereto~~, is made and entered into by and between the **Board of Trustees of the Public Library of the City of Bloomington, McLean County, Illinois**, (the "**City Library Trustees**"), and **Board of Library Trustees of the Golden Prairie Public Library District, McLean County, Illinois**, a body politic and corporate (the "**District Library Trustees**").

RECITALS

WHEREAS, in accordance with and pursuant to the The Illinois Public Library District Act (75 ILCS 16/Illinois Revised Statutes, ch. 81, par. 1001-1 et seq.), as supplemented and amended, the "**Library District Act**") , the Golden Prairie Library District, McLean County, Illinois, (the "**District**") was duly created, formed and established in 1989 to provide a local public institution of general education for its citizens; and

WHEREAS, the District Library Trustees, upon such formation of the District, have determined that it is necessary and in the best interests of the citizens of the District for the District Library Trustees to contract for the provision of such library service to its citizens; and

WHEREAS, in accordance with and pursuant to The Illinois Local Library Act (75 ILCS 5/Illinois Revised statutes, ch. 81, par. 1-0.1 et seq.), as supplemented and amended, the "**Local Library Act**")

the city Library Trustees own, operate, and maintain a public library building and related library facilities and materials for the use and benefit of the citizens of the City of Bloomington, McLean County, Illinois; and

WHEREAS, pursuant to Section 10(a) of Article VII of the Constitution of the State of Illinois, units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance, and may use their credit, revenues, and other resources to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, pursuant to Section 4-7(8) and (9) of the Local Library Act, the city Library Trustees have the power to contract with any public or private corporation or entity for the purpose of providing or receiving library service and to join with the board or boards of any one or more libraries in the State of Illinois for the maintenance of a common library or common library services for participants upon such terms as may be agreed upon by and between the boards; and

WHEREAS, pursuant to section 30-55.40 and 30-55.454-11(8) and (9) of the Library District Act, the District Library Trustees have the power to contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any or all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of such Act and to join with the board or boards of one or more public libraries within the State of Illinois in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms

and conditions as may be agreed upon by and between the participating library boards"; and

WHEREAS, the City Library Trustees are willing to provide and the District Library Trustees are willing to contract for such library services under and upon such terms and conditions as are more specifically set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Board of Library Trustees of the Public Library of the City of Bloomington, McLean County, Illinois and the Board of Library Trustees of the Golden Prairie Public Library District, McLean County, Illinois hereby agree as follows:

ARTICLE I

DEFINITIONS

Section 1.1 Definitions. For purposes of this Agreement, unless the context clearly requires otherwise, words and terms used in this Agreement shall have the meaning provided from place to place herein, including as follows:

"City" means the City of Bloomington, McLean County, Illinois.

"Corporate Authorities" means the Mayor and City Council of the City.

"District" or "Golden Prairie Public Library District" means the library district established in accordance with and pursuant to The Illinois Public Library District Act comprised of the territory described as follows:

All of Bloomington Township (excluding any part of the city of Bloomington located in Bloomington Township), all of Dale Township, ~~and~~ all of Old Town Township

(excluding any part of the Village of Downs located in Old Town Township), , all of Dawson Township, and all of Arrowsmith Township in McLean County, Illinois (and expressly excluding the City of Bloomington and City of Bloomington Township),

as such territory may subsequently be modified or amended by annexation to or disconnection from such territory.

"Library Facilities" means the main library building located at 205 E. Olive Street in the City, or any other building or structure operated or maintained by the City Library Trustees for such library purposes, together with related furniture, fixtures and equipment, and library materials, including but not limited to, books, periodicals, recordings and electronic data storage and retrieval facilities.

"Library Services" means the provision of facilities and services for the public use of the Library Facilities.

"District Library Tax" means the annual public library tax which may be levied by the District Library Trustees for the establishment, maintenance and support of a public library or libraries or for contracting for library service in accordance with and pursuant to the Library District Act but specifically does not mean or include any other tax which may be levied by the District Library Trustees in accordance with and pursuant to the Library District Act or any other law of the State of Illinois.

"Tax Rate Limit" means the District Library Tax rate which is equal to but does not exceed .15% of the value of all taxable property within the District, as equalized and assessed by the Department of Revenue.

Section 1.2 Construction. This Agreement, except where

the context by clear implication shall otherwise require, shall be construed and applied as follows:

- (a) definitions include both singular and plural.
- (b) pronouns include both singular and plural and cover all genders; and
- (c) headings of sections herein are solely for convenience of reference and do not constitute a part hereof and shall not affect the meaning, construction or effect hereof.
- (d) the words "hereof", "herein", "hereunder", "hereto", and other words of similar import refer to this Agreement as a whole and not solely to the particular portion thereof in which any such word is used.

[End of Article I]

ARTICLE II

REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of the City Library Trustees. In order to induce the District Library Trustees to enter into this Agreement, the City Library Trustees hereby make certain representations and warranties to the District Library Trustees, as follows:

Section 2.1.1 Organization and Standing. The City Library Trustees are duly organized, validly existing and in good standing under the Constitution and laws of the State of Illinois, and own, operate and maintain Library Facilities for the use and benefit of the citizens of the City pursuant to and in accordance with the Local Library Act.

Section 2.1.2 Power and Authority. The City Library Trustees have full power and authority to execute and deliver this Agreement and to perform all of its agreements, obligations, and undertakings hereunder.

Section 2.1.3 Authorization and Enforceability. The execution, delivery, and performance of this Agreement have been duly and validly authorized by all necessary action on the part of the City Library Trustees. This Agreement is a legal, valid, and binding obligation of the City Library Trustees, enforceable against the City Library Trustees in accordance with its terms.

Section 2.1.4 No Violation. Neither the execution nor the delivery of this Agreement or the performance of the City Library Trustees' agreements, obligations, and undertakings hereunder will conflict with, violate, or result in a breach of any of the terms, conditions, or provisions of any agreement, rule, regulation, statute, ordinance, judgment, decree, or other law by which the City Library Trustees may be bound.

Section 2.1.5 Governmental Consents and Approvals. No consent or approval by any governmental authority is required

in connection with the execution and delivery by the City Library Trustees of this Agreement or the performance by the City Library Trustees of its obligations hereunder, including in particular the Corporate Authorities of the City.

Section 2.2 Representations and Warranties of the District Library Trustees. In order to induce the City Library Trustees to enter into this Agreement, the District Library Trustees make the following representations and warranties to the City Library Trustees:

Section 2.2.1 Organization and Standing. The District Library Trustees are a body politic and corporate duly organized, validly existing and in good standing under the Constitution and laws of the State of Illinois to establish, maintain and support library services for the use and benefit of the citizens of the District pursuant to and in accordance with the Library District Act.

Section 2.2.2 Power and Authority. The District Library Trustees have full power and authority to execute and deliver this Agreement and to perform all of its agreements, obligations and undertakings hereunder.

Section 2.2.3 Authorization and Enforceability. The execution, delivery and performance of this Agreement have been duly and validly authorized by all necessary action on the part of the District Library Trustees. This Agreement is a legal, valid and binding obligation of the District Library Trustees, enforceable against the District Library Trustees in accordance with its terms.

Section 2.2.4 No Violation. Neither the execution nor the delivery of this Agreement or performance of the District Library Trustees' agreements, obligations and undertakings hereunder will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of any

agreement, rule, regulation, statute, ordinance, judgment, decree, or other law by which the District Library Trustees may be bound.

Section 2.2.5 Governmental Consents and Approvals. No consent or approval by any governmental authority is required in connection with the execution and delivery by the District Library Trustees of this Agreement or the performance by the District Library Trustees of its obligations hereunder.

Section 2.3 Disclaimer of Warranties. The City Library Trustees and the District Library Trustees acknowledge that neither has made any warranties to the other, except as set forth in this Agreement.

[End of Article II]

ARTICLE III

OBLIGATIONS OF CITY LIBRARY TRUSTEES

Section 3.1 Common Library Services. The City Library Trustees agree to provide and make available such common Library Services to the District Library Trustees, for and on behalf of the use and benefit of the citizens of the District, in the same manner and to the same extent as such Library Services may now or hereafter be provided and made available by the City Library Trustees for and on behalf of the use and benefit of the citizens of the City.

Section 3.2 Additional Library Services. The City Library Trustees and the District Library Trustees mutually acknowledge their duty and obligation to provide and render such Library Services as are of the greatest benefit to the greatest number of their respective citizens, and, toward that end, the City Library Trustees agree to cooperate with the District Library Trustees to provide such reasonable additional Library Services to the citizens of the District as may from time to time be mutually agreed upon by both the City Library Trustees and the District Library Trustees so as to provide and make available such additional Library Services as may be required so as to enable the citizens of the District, who are more remotely located from the Library Facilities than the citizens of the City, to effectively receive such benefit. Such additional Library Services may include, but shall not be limited to, the provisions of certain Library Services within the territory of the District by means of a bookmobile, postal service, telephone, or other means of communication.

Section 3.3 Rules and Regulations. The provision of Library Services by the City Library Trustees as specified in this Agreement shall at all times be subject to such reasonable rules and regulations as may lawfully be adopted from time to time by the City Library Trustees for the use of its Library Facilities, provided, however, that no such rule or regulation shall be

inconsistent with or have the effect of diminishing, reducing, or eliminating the obligations of the City Library Trustees to provide such Library Services as are specified in sections 3.1 and 3.2 of this Agreement.

Section 3.4 Indemnification. The city Library Trustees agree to protect, indemnify, hold and save harmless and defend the District Library Trustees against ~~any and all~~ losses, claims, demands, costs, causes, expenses and fees, including reasonable attorney fees, incurred by reason of any suit or other claim or demand for damages or injury, including death resulting therefrom, arising in favor of any person on account of or in connection with providing such Library Services as are specified in Sections 3.1 and 3.2 hereof.

Section 3.5 Insurance Required. During the term of this Agreement, or any extension thereof as herein provided, the City Library Trustees shall ~~cause secure Commercial General~~ liability insurance ~~to be taken out and maintained in such generally recognized responsible from an AM Best AVII (or better) rated~~ insurance company~~ies~~ qualified to do business in the State of Illinois as may be selected by the city and/or the City Library Trustees, ~~insuring continuously against all such risks as are specified in Section 3.4 hereof, and being in such amounts as are customarily insured against by libraries of like size and type. Limits shall be for no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.~~ All policies evidencing such library insurance shall name ~~the City and/or the City Library Trustees as insureds and~~ the District Library Trustees as an additional insured party.

Section 3.6 Other Services. The City Library Trustees agree to cause all reports, statistics, and other material or information required by the Library District Act, the State of Illinois or any of its agencies, (including in particular the Illinois State Librarian)

and other units of local government to be timely prepared and filed for and on behalf of the District Library Trustees by the Director and/or employees of its Library Facilities, as appropriate. The City Library Trustees shall also cause such information and clerical assistance as may be reasonably required by the District Library Trustees to be compiled or provided for the use and benefit of the District Library Trustees. In addition, the City Library Trustees shall cause the Director of its Library Facilities, or such Director's designee, to attend all regular and special meetings of the District Library Trustees.

[End of Article III]

ARTICLE IV

OBLIGATIONS OF DISTRICT LIBRARY TRUSTEES

Section 4.1 Acceptance of Library Services. The District Library Trustees agree to accept and receive such Library Services as are agreed to be provided and made available by the City Library Trustees for and on behalf of the use and benefit of the citizens of the District and to pay for such Library Services in the amount, at the time and in the manner set forth in Section 4.2 of this Agreement below.

Section 4.2 Annual Payment for Library Services. The District Library Trustees agree to pay to the City Library Trustees for the Library Services to be provided to the District Library Trustees under this Agreement such amount as shall be equal to such net remaining proceeds as are available from the District Library Tax levied by the District Library Trustees at the Tax Rate Limit and collected by the County Collector of McLean County and thereafter deposited with the District Treasurer, after the retention by the District Treasurer of such amount as shall be required by the District Library Trustees for "Other Obligations of the District". As used in this section, "Other Obligations of the District" mean and include all appropriations in the annual budget and appropriation ordinance of the District Library Trustees for each fiscal year other than the appropriation for the payment of Library Services as specified in this section. Such "Other Obligations of the District" shall not exceed five percent (5%) of the total appropriations made in such annual budget and appropriation ordinance and may include, but shall not be limited to, appropriations for (1) the annual audit, (2) legal services, (3) the publication and service of legal notices, (4) dues, fees, and assessments to associations having the purpose of improving library services or librarianship, (5) surety bonds and insurance, (6) the maintenance or replacement of moneys in or for the Working

Cash Fund established by the District, and (7) any and all such other lawful purposes as may be deemed necessary by the District Library Trustees to carry out the spirit and intent of the Library District Act to provide Library Services within the District. Such amount of net remaining proceeds shall be paid to the City Library Trustees or at their discretion by the District Treasurer within forty-five (45) days of the date any such moneys are deposited by the County Collector with the District Treasurer.

Section 4.3 Grant Applications and Funds. The District Library Trustees and the city Library Trustees agree to mutually cooperate in connection with the application for any federal or State of Illinois funds which may be made available to the District Library Trustees for library purposes. The expenditure of any such federal or State of Illinois funds so made available to the District Library Trustees shall be made by the District Library Trustees in accordance with such terms and conditions as may be established therefor in any such application and/or award of such funds.

[End of Article IV]

ARTICLE V

DEFAULTS AND REMEDIES

Section 5.1 Defaults - Rights to Cure. Failure or delay by either Party to timely perform any term or provision of this agreement shall constitute a default under this Agreement. The Party who so fails or delays must, upon receipt of written notice of the existence of such default, immediately commence to cure, correct, or remedy such default and thereafter proceed with diligence to cure such default. The Party claiming such default shall give written notice of the alleged default to the Party alleged to be in default specifying the default complained of. Except as required to protect against immediate, irreparable harm, the Party asserting a default may not institute proceedings against the other Party until thirty (30) days after having given such notice. If such default is cured within such thirty (30) day period, the default shall not be deemed to constitute a breach of this Agreement. If the default is one which cannot reasonably be cured within thirty (30) days, such period shall be extended for such time as is reasonably necessary for the curing of the same, so long as there is diligent proceeding to cure such default. If such default is cured within such extended period, the default shall not be deemed to constitute a breach of this Agreement. However, a default not cured as provided above shall constitute a breach of this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either Party in asserting any of its rights or remedies as to any default or alleged default or breach shall not operate as a waiver of any such default or breach of any rights or remedies it may have as a result of such default or breach.

Section 5.2 Remedies. The sole remedies of either

Party in the event of a default by the other Party under any of the terms and provisions of this Agreement shall be either to institute legal action against the other Party for specific performance or other appropriate equitable relief or to terminate this Agreement.

[End of Article V]

ARTICLE VI

MISCELLANEOUS PROVISIONS

Section 6.1 Entire Contract and Amendments. This Agreement (together with the Exhibits attached hereto) is the entire contract between the City Library Trustees and the District Library Trustees relating to the subject matter hereof, supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the City Library Trustees and the District Library Trustees, and may not be modified or amended except by a written instrument executed by both of the Parties.

Section 6.2 Third Parties. Nothing in this Agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any other persons other than the City Library Trustees and the District Library Trustees and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third persons to either the City Library Trustees or the District Library Trustees, nor shall any provision give any third parties any rights of subrogation or action over or against either the City Library Trustees or the District Library Trustees. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.

Section 6.3 Counterparts. Any number of counterparts of this Agreement may be executed and delivered and each shall be considered an original and together they shall constitute one agreement.

Section 6.4 Waiver. Any Party to this Agreement may elect to waive any right or remedy it may enjoy hereunder, provided that no such waiver shall be deemed to exist unless such waiver is in writing. No such waiver shall obligate the waiver of any other right or remedy hereunder, or shall be deemed to constitute a waiver of other rights and remedies provided pursuant to this Agreement. 1

Section 6.5 Cooperation and Further Assurances. The City Library Trustees and the District Library Trustees each covenant and agree that each will do, execute, acknowledge and deliver or cause to be done, executed and delivered, such agreements, instruments and documents supplemental hereto and such further acts, instruments, pledges and transfers as may be reasonably required for the better assuring, pledging, assigning and confirming unto the City Library Trustees or the District Library Trustees all and singular the rights, Library Services and District Library Tax covenanted, agreed, and pledged to be provided or paid under or in respect of this Agreement.

Section 6.6 Severability. If any section, subsection, term or provision of this Agreement or the application thereof to either Party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of such section, subsection, term or provision of this Agreement or the application of same to such Party or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

Section 6.7 Notices. All notices, demands, requests, consents, approvals or other communications or instruments required or otherwise given under this Agreement shall be in writing and shall be executed by the party or an officer,

agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally or by telecommunication actually received, or as of the third (3rd) day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid, addressed as follows (unless another address is provided in writing):

To the City Library Trustees:

Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701
Attention: Director
Tel: (309) 828-6091
[Email: librarydirector@bloomingtonlibrary.org](mailto:librarydirector@bloomingtonlibrary.org)
Fax: (309) 828-7312

To the District Library Trustees:

c/o Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701
Attention: G P P L D President
Tel No.: (309) 828-6091
[Email: gppldfullboard@bloomingtonlibrary.org](mailto:gppldfullboard@bloomingtonlibrary.org)
Fax No.: (309) 828-7312

With a copy to the President at his or her home address.

Section 6.8 Successors in Interest. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective authorized successors and assigns; provided, however, that neither Party may assign its rights under this Agreement without the express written approval of the other Party.

Section 6.9 No Joint Venture, Agency, or Partnership Created; Reservation of Rights, etc. Neither anything in this Agreement nor any actions of the Parties to this Agreement shall be construed by the Parties or any third person to create the relationship of a partnership, agency, or joint

venture between or among such parties. Except as otherwise specifically provided in this Agreement, each Party exclusively retains and reserves the rights, obligations, duties and powers for providing library service to and for the City under, pursuant to and in accordance with the Local Library Act, and to and for the District, under, pursuant to and in accordance with the District Library Act, as applicable, and neither anything in this Agreement nor the actions of the Parties to this Agreement shall be construed by the Parties or any third person to mean or imply that either Party has assumed or otherwise been delegated any such rights, obligations, duties or powers of the other Party.

Section 6.10 Illinois Law. This Agreement shall be construed and interpreted under the laws of the State of Illinois.

Section 6.11 Costs and Expenses. If either Party defaults in the performance of its obligations hereunder, the Parties agree that the defaulting Party shall pay the non-defaulting Party's costs of enforcing the defaulting Party's obligations under this Agreement, including but not limited to attorneys' fees and expenses.

Section 6.12 No Personal Liability of Officials. No covenant or agreement contained in this Agreement shall be deemed to be the covenant or agreement of any official, officer, agent, employee or attorney of either Party, in his or her individual capacity, and neither the members of the City Library Trustees or the District Library Trustees nor any official of the City Library Trustees shall be liable personally under this Agreement or be subject to any personal liability or accountability by reason of the execution, delivery and performance of this Agreement.

Section 6.13 Repealer. To the extent that any

ordinance, resolution, rule, order, or provision of either Party or any part thereof is in conflict with the provisions of this Agreement, the provisions of this Agreement shall be controlling.

Section 6.14 Term. This Agreement shall be and remain in full force and effect from July 1, 1990, ~~until June 30, 1991~~ as amended XXXX XX, 2023, until June 30, 2024. This Agreement shall be automatically renewed from year to year thereafter for successive one-year periods beginning July 1 and ending June 30 unless either Party provides written notice to the other Party of its intention to terminate this Agreement at the end of any such term at least ninety (90) days prior to the applicable June 30.

IN WITNESS WHEREOF, the City Library Trustees and the District Library Trustees have caused this Agreement to be executed by their duly authorized officers as of the date set forth below.

BOARD OF LIBRARY TRUSTEES OF THE
PUBLIC LIBRARY OF THE CITY OF
BLOOMINGTON, MCLEAN COUNTY,
ILLINOIS

Date: _____ By: _____
Its President

Attest:

Secretary

BOARD OF LIBRARY TRUSTEES OF THE
GOLDEN PRAIRIE PUBLIC LIBRARY
DISTRICT, MCLEAN COUNTY, ILLINOIS

Date: _____ By: _____
Its President

Attest:

Secretary



Mission

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

Vision

To enrich and inspire our diverse and evolving community.

Strategic Priorities

- Explore and implement strategies to improve access to the library and its resources.
- Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.
- Recruit, train, and develop a knowledgeable, collaborative staff.
- Work effectively through the use of technology.
- Administer a cost-effective public library.

Goals

TBD

Initiatives

TBD