Bloomington Public Library

Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, April 19, 2022
5:30 p.m.

Community Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

I. Call to Order

II. Roll Call

III. Introduction of Public

IV. Public Comment

V. President's Report

VI. Director's Report

VII. Fiscal Report Presentation

VIII. Consent Agenda
A. Approve Minutes of March 15, 2022 Regular BPL Board Meeting
B. Approve Bills List of March 2022

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

X. Approval Items
A. Approve Director Merit Increase for FY23
B. Approve FY23 Slate of Officers
C. Approve Purchase of Construction Materials Engineering Services from MET
D. Approve Purchase of Builder's Insurance from AGCS Marine Ins Co

XI. Discussion Items
A. Library Expansion and Fundraising

XII. Comments from Trustees

XIII. Adjournment

Posted: 4.15.22 9:45 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, March 15, 2022
5:30 p.m.

William C. Wetzel Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order
President Westerhout called the meeting to order at 5:32 p.m.

II. Roll Call

Trustees Present:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller (arrived at 5:34 p.m.), Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout
Trustees Absent:	Matt Watchinski
Others Present:	Jeanne Hamilton, Joe Huberty, Kathy Jeakins, Caprice Prochnow

III. Introduction of Public
President Westerhout welcomed Joe Huberty from Engberg Anderson.

IV. Public Comment
There were no public comments.

V. President's Report
President Westerhout asked the Trustees, if they had not yet done so, to go online and complete their pledge form for the fundraiser.

VI. Director's Report
Jeanne Hamilton shared that the performance review for staff has been revised and has been simplified but made more meaningful. Jeanne stated that Julian Westerhout, Alicia Henry and Van Miller are up for reappointment. They each should be receiving an email from the City about resubmitting an application for reappointment.

VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that revenues and expenditures should be at 83% for the end of February. She entertained questions.

VIII. Consent Agenda
A. Approve Minutes of February 15, 2022, Regular BPL Board Meeting
B. Approve Bills List of February 2022

ALICIA WHITWORTH MOVED, CATRINA PARKER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

A. Authorize the Library Director to Enter a Contract with the Lowest Bidder for the Construction of the Library Expansion and Renovation

Jeanne stated that Felmley Dickerson was the low bidder and actually came in $40,000 below the estimated budget. Legal has reviewed the contract already, but she will wait to sign the contract after the Council authorizes us to proceed with the bond, which is slated for March 28. She entertained questions.

VAN MILLER MOVED, CATRINA PARKER SECONDED, TO AUTHORIZE THE LIBRARY DIRECTOR TO ENTER A CONTRACT WITH FELMLEY DICKERSON FOR THE CONSTRUCTION OF THE LIBRARY EXPANSION AND RENOVATION IN THE AMOUNT OF $21,170,000.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

B. Approve Owner Contingency of $400,000 to be Managed by the Library

Jeanne stated that there is a contingency managed by the general contractor, but there is a recommendation that the library hold a contingency as well. She entertained questions.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE OWNER CONTIGENCY OF $400,000 TO BE MANAGED BY THE LIBRARY.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

C. Approve General Contractor Notice to Proceed

Jeanne stated that since there is a lag time before Council authorizes the bond, this will allow Felmley Dickerson the opportunity to secure pricing on materials for the Project that are experiencing high price fluctuations. Felmley Dickerson put together a budget of the final cost for these materials, which is in the packet. Jeanne stated that if things fell through with the bond, the library would not be liable for the full cost of the items, but rather a percentage. She entertained questions.

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE GENERAL CONTRACTOR NOTICE TO PROCEED NOT TO EXCEED $1,854,451.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

D. Approve Transformer Replacement

Jeanne stated that the current transformer is located in the area to be expanded, so it needs to be moved to the north side of the building. Along with this, the power to the building will be increasing from 1,200 to 1,600 amps, requiring a larger transformer and more equipment to be mounted on power poles. Jeanne went on to say that there is some discount involved, since Ameren knows our electrical costs will increase too. This is an "at cost" service for relocating, increasing service and the design work. She entertained questions.

JOHN ARGENZIANO MOVED, CATRINA PARKER SECONDED, TO APPROVE TRANSFORMER REPLACEMENT IN THE AMOUNT OF $25,463.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

E. Approve FY22 & FY23 Budget Amendment

Jeanne stated the budget amendments were due to paying closing costs for the bond, (which is about $50,000), the transformer relocation, soil and environmental testing, and some legal notices. She went on to say that the cost of the construction is included in this fiscal year as the contract will be signed during this time.

CATRINA PARKER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE FY22 BUDGET AMENDMENT.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE FY23 BUDGET AMENDMENT.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

F. Approve Intergovernmental Agreement Between the Bloomington Public Library and the City of Bloomington Relating to the Funding of the Library Expansion Project

Jeanne stated that the intergovernmental agreement has been reviewed by the Bond Council, the City legal team, and herself. She went on to say that she added that the

Library Board retains ownership of the building and that a separate bank account will be created for the funds as this is a requirement of the State Grant.
John Argenziano suggested checking with the library insurance company about contractual liability coverage.

ALICIA WHITWORTH MOVED, JOHN ARGENZIANO SECONDED, TO APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN THE BLOOMINGTON PUBLIC LIBRARY AND THE CITY OF BLOOMINGTON RELATING TO THE FUNDING OF THE LIBRARY EXPANSION PROJECT INCLUDING CLOSING COSTS OF AN ESTIMATED $50,000 AND PURSUANT APPROVAL OF OUR INSURANCE COMPANY.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

G. Approve Resolution Declaring the Necessity of Use and Authorizing the Transfer of Property for the Benefit of the Bloomington Public Library

Jeanne stated that this property is what we call "the lower lot" which will be the area for the parking garage. She went on to say that the Board has to approve this in order for the Council to pass the property transfer. The library actually owned the property in 1976 but transferred it to the City.

ALICIA WHITWORTH MOVED, CATRINA PARKER SECONDED, TO APPROVE A RESOLUTION DECLARING THE NECESSITY OF USE AND AUTHORIZING THE TRANSFER OF PROPERTY FOR THE BENEFIT OF THE BLOOMINGTON PUBLIC LIBRARY. THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. Library Expansion and Fundraising

Jeanne shared that City staff have worked really hard to accommodate moving up the bond approval for the March 28 Council meeting. She went on to say that Tim Gleason's (City Manager) leadership really shines through with City staff willing to go above and beyond to get things accomplished.

Jeanne shared that the public phase starts on March 22, which was included in Rhonda's report. On this day, a donation box and Lego mosaic will be launched. She went on to say that there will be a big push on April 6, which is Library Giving Day. Jeanne shared that a magnet will be given to those folks that have donated over $100 (this will be retroactive). Jeanne shared the amount raised/pledged at this point is $598,868!

There was discussion on having a groundbreaking event and when the best time might be for this. John Argenziano suggested doing something for the neighborhood folks as they will have to tolerate some construction inconveniences.

B. Reminder of Library Director's Annual Performance Review

Catrina Parker reminded the Trustees that the Director's performance review sheets are due to her by March 19. She will send out another reminder with the link to the survey.

XI. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))

VAN MILLER MOVED, CATRINA PARKER SECONDED, TO MOVE INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE NEGOTIATING MATTERS (5 ILCS 12/2(c) (2)). THE MOTION CARRIED UNANIMOUSLY.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Matt Watchinski

The motion carried unanimously.

The Board went into Executive Session at 6:15 p.m.

Catrina Parker departed at 6:32 p.m.

SUSAN MOHR MOVED, DIANNE HOLLISTER SECONDED, TO RETURN TO REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

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

The Board resumed regular session at 6:34 p.m.

XII. Comments from Trustees

Dianne Hollister shared some RAILS news about a proposed bill allowing libraries to choose to offer cards for no charge to all children living in areas unserved by a library.
Alicia Henry noticed that the advertising costs for the library, particularly radio ads, keep going up. There was some discussion on this.

XIII. Adjournment

ALICIA WHITWORTH MOVED, SUSAN MOHR SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:47 p.m.

BILLS LIST

Approved by BPL Board of Trustees, April 19, 2022

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Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	400.00
Amazon, LLC.com	A/V Materials	827.04
Amazon, LLC.com	Adult Books	798.41
Amazon, LLC.com	Children's Books	117.72
Amazon, LLC.com	Computer Sups-Pandemic Grnt	77.08
Amazon, LLC.com	Library Supplies	303.47
Amazon, LLC.com	Office Supplies	76.65
Amazon, LLC.com	Other Purchased Services	35.43
Amazon, LLC.com	Periodicals	19.99
Amazon, LLC.com	Professional Collection	54.99
Ameren IP	Electricity	6,045.12
Ameren IP	Other Purchased Services	25,462.45
American Pest Control	Building Maintenance	80.00
Arthur J. Gallagher Risk Management Services, Inc.	Worker's Compensation	342.00
Bloomington-Normal Water Reclamation District	Other Purchased Services	4,250.00
Blue Beacon International, Inc.	Vehicle Maintenance	48.20
Carriage Crossing Senior Living	Fees	28.00
CDW Government	Computer Supplies	198.34
Children's Plus	Children's Books	5,703.45
City of Bloomington	Dental Insurance	718.88
City of Bloomington	FICA	12,831.89
City of Bloomington	Gas & Diesel Fuel	399.71
City of Bloomington	Health Insurance-HMO	556.66
City of Bloomington	Health Insurance-PPO	24,865.42
City of Bloomington	IMRF	17,959.49
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,000.99
City of Bloomington	Payroll	218,504.88
City of Bloomington	RSA Contribution	491.18
City of Bloomington	Vision Insurance	227.68
Cummins, Inc.	Vehicle Maintenance	581.04
David Davis Mansion Foundation	Adult Books	400.00
Dell Marketing, L.P.	Computer Supplies	7,195.73
Demco	Library Supplies	102.38
Devyn Corp	Other Purchased Services	1,400.00
Ebsco Information Services	Periodicals	36.56
ECS Midwest, LLC	Other Purch Srv-Expansion	15,800.00
Elm USA, Inc.	Library Supplies	661.99
Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	7,309.28
Evans, Claire	Other Purchased Services	200.00

F & W Lawn Care & Landscaping	Building Maintenance	260.00
Findaway World, LLC	Adult Books	268.96
Heartland Community College	Other Purch Srv-Pandemic Grant	100.00
Illinois State Police	Other Purchased Services	20.00
Illinois State University	Advertising	491.67
Illinois Wesleyan University	Other Purchased Services	190.47
Limelight Communications, Inc.	Advertising	324.00
Metronet Holding, LLC	Telecommunications	1,912.91
Mid Illinois Mechanical	Building Maintenance	1,313.46
Midwest Tape	A/V Materials	216.57
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	404.98
Neuhoff Family	Advertising	1,000.00
Overdrive	Downloadable Materials	4,990.00
Pantagraph	Advertising	30.00
Proquest, LLC	Downloadable Materials	122.98
Quill Corp.	Employee Relations	11.70
Quill Corp.	Janitorial Supplies	90.27
Quill Corp.	Library Supplies	301.68
Quill Corp.	Office Supplies	259.94
Ricoh USA, Inc.	Rentals	53.69
Ron Smith Printing Co	Library Supplies	160.00
Ron Smith Printing Co	Printing	25.00
Rosedrew, Inc.	Library Supplies	46.60
Today's Business Solutions, Inc.	Office/Computer Equip Mtnc	395.00
Transparent Language, Inc.	Public Access Software	3,240.00
Uline, Inc.	Janitorial Supplies	185.37
Unique Management	Other Purchased Services	482.65
West Publishing	Adult Books	2,544.00
VISA - 4Imprint.com	Library Supplies	646.88
VISA - Amol's Specialty, Inc.	Library Supplies	23.77
VISA - Automotive Workwear, Inc.	Uniforms	160.70
VISA - Baker & Taylor Books	A/V Materials	4,045.00
VISA - Baker & Taylor Books	Adult Books	7,830.00
VISA - Baker & Taylor Books	Children's Books	6,062.32
VISA - Best Version Media	Advertising	394.40
VISA - Bloomerang	Other Purchased Services	648.00
VISA - Circle K	Gas & Diesel Fuel	23.95
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Car Rental	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	390.81
VISA - Five Star Water Company	Miscellaneous Expenses	35.00
VISA - Grainger	Janitorial Supplies	(3.45)
VISA - HandTrucks2Go	Janitorial Supplies	119.98
VISA - Hero Forge	Other Purchased Services	47.94
VISA - Hobby Lobby	Other Purchased Services	117.53
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	22.59
VISA - IdeaStage Promotion	Other Purch Srv-Expansion	556.83
VISA - Illinois Library Association	Professional Development	15.00
VISA - Ingram	A/V Materials	978.30
VISA - Ingram	Adult Books	3,602.41
VISA - Ingram	Children's Books	330.12

VISA - Ingram	Other Purchased Services	350.00
VISA - iStockPhoto.com	Other Purchased Services	115.00
VISA - KultureCity	Professional Development	199.00
VISA - Management Association of Illinois	Professional Development	225.00
VISA - Menards	Building Mtnc Supplies	20.97
VISA - Menards	Janitorial Supplies	19.98
VISA - Motion Industries	Building Mtnc Supplies	141.65
VISA - Motion Picture Licensing Corp.	Other Purchased Services	303.77
VISA - New Resident Service	Other Purchased Services	78.90
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - Skillpath/National Seminars	Professional Development	298.00
VISA - Starcrest Cleaners	Other Purchased Services	57.05
VISA - Target	Public Access Software	30.00
VISA - Verity IT, LLC	Other Purchased Services	480.00
VISA - Verizon Wireless	Telecommunications	301.50
VISA - Walgreens	Library Supplies	4.99
VISA - Wal-Mart	Janitorial Supplies	35.99
VISA - Wal-Mart	Library Supplies	51.20
VISA - Zoom.US	Other Purchased Services	339.83
Total		413,166.21

Bloomington Public Library

Books are just the beginning.

Director's Report
March 2022

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

- Continued to make progress towards a Library expansion, by:
  - Attending the Construction Bid Opening
  - Attending a scope review meeting with the lowest bidder, Felmley-Dickerson
  - Preparing various documents for Board approval
  - Working with City staff to prepare Council Memos and presentations for the agenda items related to the Library expansion and renovation
  - Overseeing compliance with the Illinois State Library grant
  - Meeting with Melissa and Carol to review plans for phase 1 collection layouts
  - Reviewing and coordinating feedback on moving plans
  - Overseeing and encouraging moving preparations
  - Presenting about the expansion project to the Young Men's Club and on WGLT
  - Meeting with Brian Chase, Normal Public Library Director, to share details of the expansion and renovation project
  - Arranging alternative locations for board meetings during the construction
- Began an art inventory project
- Met with Melissa, Jon, Carol, and Colleen to discuss student card details
- Wrote a letter of support for a Star Literacy grant application
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association (ILA) Finance, Executive, Advocacy, and Public Policy Committee Meetings, and an ILA Board Meeting
- Recorded a virtual tour of the Library to include in the board orientation packets

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

- Participated in a Labor-Management Meeting with the union
- Met with our attorney twice to prepare for negotiations and participated in three negotiation sessions with the union
- Worked to prepare performance reviews for the management team and administrative assistant and conducted nine performance review meetings
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Met with Kathy, Gayle, and Amy to adjust the reporting structure; the Administrative Assistant will now report to the Business Manager instead of the Director
- Participated in 3 interviews for a full-time custodian and for a full-time graphic designer

Bloomington Public Library

Books are just the beginning.

Goal: Administer a cost-effective public library.

- Continued to work on the capital campaign efforts by:
  - Reaching out to potential donors
  - Preparing written presentations for several potential donors
  - Meeting with Rhonda for planning purposes three times

Adult Services Report
Carol Torrens
March 2022

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

SERVICES
Staff completed four local history search requests for obituaries and general genealogical research. Customers were from Maryland, Iowa, Oregon, and Illinois. Cool!

COLLECTIONS
Marcie weeded fiction authors RAA - VZZ. She'll have this whole collection weeded before putting a lot in storage and moving the rest to the CS side of the floor for Phase 1 of construction.

Carol continues to weed DVDs based on shelf space and low usage. High-use titles are replaced with new copies when possible.

Sara has worked with the McLean County History Museum to transfer relevant library historical items and books there so they can be properly preserved. One of our microfilm machines will also move to the Museum. We no longer need it, and it's an upgrade on what they have.

The Book Club Kit books were weeded, removing titles that hadn't been used in more than 2 years. Seven new, recent titles were added.

Book displays this month were on these topics: money matters, March Madness (basketball), green books, and National Craft Month. Both the CD and DVD displays featured Women's History Month. An RIP display for actor William Hurt was also in the DVD area. The teen display area featured women's history.

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

Parkside: 52; Evans: 45; Chiddix: 22; BJHS (4 visits): 391; [Kingsley was cancelled]

Adult/Family programs
Note the attendance at the first meeting of the True Crime Book Club. This is a record for a library book club!!

Tiffany and Molly coordinated the Craft Supply give-away, clearing out unneeded items before we consolidate in Phase 1 of construction. When the event opened, people were literally lined up out to East St.!

Mystery Book Club, virtual – 1 session – 14 attended
Fiction Book Club, virtual – 1 session – 11 attended
Books on Tap, in person– 1 session – 13 attended
Spanish Book Club – 1 session – 12 attended
True Crime Quarterly Book Club – 1 session – 26 attended
Elizabeth Cady Stanton by Laura Keyes, virtual – 1 session – 10 attended
Historical McLean County Women, virtual – 1 session – 30 attended
Back to Work series, in person
- Dress to Impress, in person – 1 session – 2 attended
- Intro to Microsoft Outlook, in person – 1 session – 1 attended
- Computer drop in – 1 session -- 0 attended

Intro to Excel – 1 session -- 3 attended
Craft Supply Giveaway, in person – 1 session – 300+ attended
Author Jenny Lawson via RAILS & IL Libraries Present, virtual – 1 session – 14 attended

Teen Programs
Wikki Stix craft take and make – 1 session – 20 kits distributed

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

Several staff attended or viewed various webinars and/or Mini Morning sessions on such topics as the new genealogical databases Heritage Hub and Black Life in America (presented by Mimi), Kulture City refresher, and info about the library's expansion.

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month, about using Novelist and interlibrary loan to find audio titles to listen to.

Sara is working to prepare a project to digitize the physical index of old Pantagraph newspapers, a card catalog file in the IL Collection area!

OTHER:
American Libraries magazine spoke with Mimi about the Plant Swap program she's coordinated a few times here at BPL. This will be part of an upcoming article on this type of program.

Business Office Report
Kathy Jeakins
March 2022

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

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

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

On March 2, Jeanne and I met for my annual performance review.

In March, I took on the role of supervising Amy D., the Administrative Assistant.

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 new to using Library credit cards, cancelled cards for employees who had left employment, and I entered all credit card transactions in account files.

In March, the Book Shoppe collected $2,985.75; $1,544.75 more than in February!

Hoopla usage was great again in March--$8,920.68!

Donations for the Library expansion continue to come in—so far, we've collected $131,644.51, plus pledges.

On March 2, The Hartford contacted me for the annual Worker's Comp audit; based on the audit, there was an adjustment to the Library's premium—an increase of $342.00.

On March 8, I met with Rhonda, Brittany A., and Colleen to discuss logistics for the Mosaic project; Brittany is emptying the fundraising tower weekly—the first week, we collected $117 just from the tower; others donated online or gave us checks; so far we've collected almost $4,000.00 for the Mosaic project!

Bills Costing in Excess of $5,000:

- Ameren IP $25,462.45 for moving the transformer.
- ECS Midwest, LLC $15,800.00 for removal of asbestos.
- Engler, Callaway, Baasten & Sraga, LLC $7,309.28 for legal services.

Upcoming:

During April, I'll get the FY 23 files ready.

Children's Services Report
Melissa Robinson
March 2022

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

Collections

- The selectors and I have been planning to downsize our collection during the construction project.

Programs

Live Programs:

- D87 Art Show Reception – 149 attended
- Preschool story time – 6 sessions – 60 attended
- Toddler story time – 6 sessions – 93 attended
- Fun Friday story time – 3 sessions – 32 attended
- Sensory story time – 21 attended
- Tales for Tails – 3 sessions – 25 attended
- Rock Painting – 2 sessions – 21 attended
- Lego STEAM – 2 sessions – 23 attended
- Itsy Arts – 30 attended
- 25 programs/sessions offered – 454 attended

Passive Programs:

- Children's Department BINGO – 87 participated
- Crafts – whales, crocodiles, fairy houses, and hedgehogs – 637 participated

Groups:

- Head Start Reading Rocks – 3 attended
- Little Jewels class tour – 6 attended
- Emblem Society – presentation on youth literacy – 24 attended
- 4H Learn and Fun event – provided 100 STEAM kits

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

- Children's staff attended the MMS about Heritage Hub and Black Life in America and the session about expansion fundraising.
- Several children's staff completed the KultureCity refresher training.
- Alex attended the McLean County Intellectual and Developmental Disability Collaborative meeting.
- Alysha attended the Children's Discovery Museum Strategic Planning session where she was able to discuss ways CDM can improve services regarding partnerships with other organizations.
- I attended the second session of supervisory training provided by the City and Heartland CC.

Goal: Work effectively through the use of technology.

- 17 posts were added to the Children's Facebook group, and we now have 539 members.

Upcoming:

- McGraw Park Story Walk – Apr 22-29

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

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

- Accepted a position on the Mclean County RISE (Resilience Inspires & Spreads to Everyone) core team
- East Central Illinois Area Agency on Aging
- Sober Recreation
- Reentry Council
- Co-led the Human Services Council
- Invited to participate in the Economic Development Council Re-Branding Focus Group
- Fatherhood Coalition Leadership
- BN Parents Coalition
- Recovery Oriented System of Care (ROSC) Council
- Attended the Leadership McLean County final project presentations and graduation ceremony
- Met with the lead coordinator of a new, local nonprofit, Thrive Housing
- Met with the McLean County Health Department

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

- Deposits staff prepared and delivered or renewed 674 items at 11 sites.
- Home Delivery prepared and delivered 315 items to 48 active patrons. 1 new patron was added to the service.
- Pop Up Library visits were held at the locations listed below. 88 patrons were served, and 200 items checked out.
    - Luther Oaks
    - Bickford House
    - Villas of Hollybrook
    - Woodhill Towers
    - Westminster
- Outreach Library Associate, Michelle Cope accepted a role as Treasurer and Circulation and Outreach Manager, Colleen Shaw accepted a role as Vice President of the McLean County Reentry Council. The Council mission is to create opportunities for those in our community experiencing the impacts of incarnation.
- BPL currently offers library cards for those that are interested before they are released from the McLean County Jail and also donates a monthly assortment of discarded books to the Jail Library.
- Staff will attend a Second Chance Month event at Miller Park on April 30 from 10a-1p. Members of the community will be able to receive a free lunch, hear testimonials, and receive resources and information for the justice impacted and their families.
- Highlights from the NEW bookmobile schedule, May-October:
  A Week
  Saturday: ~~Hilltop Mobile Home Park~~ Pepper Ridge 10:45-11:45a
  B Week
  Thursday: ~~Pepper Ridge~~ Hilltop Mobile Home Park 7:30-8:30p
  Friday: Miller Park 10:30-11:30a; John Kane Homes 12-1p

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

- The following staff filled 3 vacant 19 hour/week Library Assistant positions:
    - Chris C.
    - Alex B.
    - Samantha M.

Bloomington Public Library
Books are just the beginning.

(3/2022) Circulation and Outreach Services Statistics

Total Circ BPL	**95,326**
Total Circ Main	**71,516**
Adults	32,504
Teens	2,182
Children	36,830
Total Circ Outreach	**6,667**
OTR Adults	2,542
OTR Teens	132
OTR Children	3,993
Total Digital Downloads	**17,143**
Hoopla	4,537
Overdrive	11,910
TumbleBooks	18
eBook Central	9
Kanopy	669
Borrowers Registered	**279**
Total Active Cardholders	**28,887**
Children	5,899
Teen	3,387
Adult	19,601
GPPLD	**1,434**
Total Holds Filled	**8,067**
Main Holds	6,368
Outreach Holds	1,699
Door Count	**15,336**

Circulation Questions Answered: 501
Outreach Questions Answered: 168
Total Questions Answered: 769

Top 10 Highest Circulations	
Wingover Apartments PM	198
Eagle Ridge	181
Grove	120
Eagle Crest East	117
Old Farm Lakes	113
Old Farm Lakes	96
North Pointe	92
Wingover Apartments AM	92
Golden Eagle	89
Eagle Creek	89

5 Stops with Lowest Circulation	
Eagle View	6
Stevenson School	5
Franklin Park	2
Evergreen Park	0
Sunnyside Park	0

Bookmobile Customers: 721
Total Monthly Stops: 72

Bloomington Public Library

Books are just the beginning.

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	**95,326**									
Main Circ												
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	**71,516**									
Active Users												
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	**28,887**									

Human Resources Report
Gayle Tucker
March 2022

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 Library Fundraising
- I attended the Altogether HR 2022 Virtual Conference
- In March, there were two in-house job announcements and there was one outside ad
- I participated in seven interviews and conducted one exit interview
- I conducted two employee orientation sessions
- Union negotiations began. I attended one Labor/Management meeting, two prep meetings, and three negotiation sessions.
- I trained Kathy on some supervisory aspects of Kronos
- I verified employment for several staff members completing Public Student Loan Forgiveness applications
- I worked on the Job Description project
- I continued FMLA, ADA, and Pandemic Leave administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- In March, I participated in several Teams meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I completed a total compensation report for the City's HR department
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
    - Leave Time corrections from the Kronos worldwide outage in December/January were completed
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
    - We currently have four students

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
March 2022

Goal: **Explore and implement strategies to improve access to the library and its resources.**
The two Adult Services desktops were replaced as per our replacement schedule.

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

The remote meeting kit that consists of the meeting owl, laptop, and hotspot are available to the public to be able to be checked out at the Adult Services desk.

We had three teen programs this month.

- Make your own Minis, where the teens created D&D mini figures and printed them out on the 3D printer.
- Codeblocks, where the teens learned about coding using a tool inside of Tinkercad to create 3D snowflakes that were then printed on the 3D printer.
- Drawing with Pixel Art, where teens learned about the concept and fundamentals of pixels in digital art.

Upcoming:

We purchased a new scanner for the Digital Preservation Studio which is able to scan more slides and negatives at time. We will be setting it up when the equipment is moved downstairs and updating the available documentation at the same time.

We will be moving into the adult services area to see which PCs we are going to replace next and per our schedule. Most staff at this point we be receiving laptops to ensure that staff have more flexibility.

Marketing Report

Rhonda Massie – March 2022

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

The Campaign for Your Future Library

As of 4.1.22, $650,000 has been pledged and donated to the Building Fund.

- Managed Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during March 2022.
- Set up a fundraising request meeting with State Farm. This one will take place on April 12.
- Updated campaign materials (naming rights document is fluid) and assembled packets upon request.
- Researched and purchased a donation stand for the mosaic project.
- Arranged for WGLT to interview Jeanne about the expansion project. Interview will air April 4.
- The library has entered the "public phase" of its fundraising campaign.
    - **Mosaic Fundraiser – going on now**
      After the first week (March 22-28), Circulation Staff added 1,229 tiles to the mosaic canvas that is on display behind the Circulation Desk. A single mosaic tile is added to the image each time $1 is donated to the project. Therefore, $1,229 was raised during the first week of the project. The image will be complete when 12,288 tiles have been sponsored.
    - **Choose Your Own Adventure Fundraiser – begins April 3**
      On April 3, Ezekiel Jarvis, PhD., a Normal resident and Eureka College creative writing professor, will publish to his website – zekedotjarvis.wordpress.com/ -- the first of a three-part choose-your-own-adventure story. As part one of the adventure concludes, readers will be given the option to vote, via monetary donation, to the path in which they'd like the story to proceed.
      Donations to one path will benefit Bloomington Public Library; donations to another path will benefit Rhinelander Public Library in Rhinelander, WI; and donations to a third path will benefit Milwaukee Public Library in Milwaukee, WI. The project will consist of three rounds of fundraising, and the finished adventure will include four sections. Story segments are slated for publication on April 3, April 17, and May 1.
      Jarvis is a library patron and also facilitated for BPL a series of workshops for teen writers during the COVID-19 pandemic. Even if a library doesn't prevail as the chosen path to be taken during any round of the story, funds donated will make their way to the library for which they were intended. This is not a winner-take-all situation.
    - **National Library Day – April 6**
      Wednesday, April 6, is Library Giving Day. We will be making a push via social media and local radio to ask people to donate to the library. The push is for online donations, but we'll happily take donations any way they arrive.
        - Five Library Giving Day posts will appear on Instagram and Facebook throughout the day
        - Penned scripts for Library Giving Day ads which will run the week of April 4 on WGLT, WJBC, WBNQ, and B104.
            - As a Day Sponsor for WGLT, Carol Carey Odekirk has donated to the Library her Day Sponsor airtime. These spots will also air on April 6.
        - While supplies last, "Libraries are for Everyone" magnets will be mailed to those who donate $100+ to our Building Fund. Information about the magnets will first be announced on April 6 – Library Giving Day. We are also providing magnets to those who donate $100+ prior to April 6.
    - **Green Top Grocery's Round Up at the Register Program – month unknown**
      During April, Bloomington Public Library's Expansion Project will be a beneficiary of dollars earned through Green Top's Round Up at the Register program. Round Up dollars usually generate between $1,500-$2,000 in a month. This should also generate more awareness of our project and our fundraising efforts.

Staffing Changes

- Kourtni H. has been hired to fill the full-time position of Library Associate in the Marketing Dept. Her start date is April 25.

Bookmobile

- The Bookmobile schedule was updated for the May-October cycle. It's at the printer.
- Nine Bookmobile postcards were designed and sent to the printer. Marketing researched carrier routes for delivery of each in close proximity to specific Bookmobile stops.
- Designed a new poster showing the Bookmobile map with pins for each stop. This was created at the request of Circulation.
- Updated social media slides for weeks A, B, C of the Bookmobile schedule.

Summer Reading

- Marketing worked with CM Promotions to complete a shirt design and organize the online store.
- Summer Reading Bookmarks for school visits have been ordered.

- Reading logs for Summer Reading were designed and await the addition of the Sponsor List -- which will not be available until May 4 – before they can be sent to the printer.
- Decorations being printed in house are about 80 percent complete.
    - Design/print Summer Reading Tall CS Panels for SRP
    - Design/print Summer Reading TriSpoke Banner
    - Design/print Summer Reading TeenZone Banner
    - Design/print Summer Reading 4 Tents for Circ Windows
    - Design/Print 10 Summer Reading hanging banners for the Children's Department
- Marketing has contacted previous summer reading sponsors to ask if they're interested in sponsoring Summer Reading via voucher donation, securing some sponsors and awaiting responses from others.

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 the record sets for New Movies, New Music, and Audiobooks.
- Updated language on all the Bookmobile stop entries on the online calendar to remove language pertaining to mask requirements.
- Removed the construction bid; added a moving bid.
- Added an image of the building project to the No. 1 slot on the rotating bar on the home page.
- Updated language on the Volunteer page to explain that there won't be opportunities for volunteers while the building is under construction.
- In reference to patrons wishing to make book donations, the contact information on the Volunteer and Donate pages was updated.
- Posted job openings for Marketing and Support Services
- Added information about Memory Care Kits to the Deposits page.
- Refreshed NoveList logos with new images
- Updated puzzle information in the equipment category
- Added information about corporate cards to the Get a Card page and created a webform for businesses/organizations interested in signing up to receive a corporate card
- In the works ...
    - Updates to WorldCat to make it easier for patrons to request their own ILL materials.

Advertising & Sponsorships

- Radio ad ran through March on Neuhoff Radio (BOB FM and Rock 96.7) to promote the Back to Work programming series.
- Radio ads pertaining to National Library Week and Library Giving Day are scheduled to run on WGLT, WBNQ, B104, and WJBC during the first full week of April.
    - Carol Carey-Odekirk donated to us her (5) on-air "Day Sponsor" timeslots on Library Giving Day. These will run in addition to the spots mentioned above.
- *Eastside Neighbors* magazine and *Neighbors of Southwest Bloomington* magazine are running paper and digital ads pertaining to the library's expansion project.
- Print ad continues to run in *50 Plus News & Views* magazine. This ad promotes the Memory Care Collection.
- An article was penned for the May issue of *50 Plus News & Views* magazine. The article also promotes the Memory Care Collection.

Press Releases, etc.

- A press release pertaining to John Cassidy's art being exhibited at the library was penned and sent to the media on March 9.
- A press release pertaining to the expansion and renovation project was penned and sent to the media on March 30.
- A press release pertaining to the mosaic fundraiser, the choose-your-own-adventure fundraiser, and Library Giving Day was penned and sent to the media on April 1.
- An article was penned for the May issue of *50 Plus News & Views* magazine. The article also promotes the Memory Care Collection.

April Programs

- The library continues to schedule and promote programs on a month-to-month basis.
    - April programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.
    - A publicity timeline was developed.

- A bitly link was created for each program requiring registration.
  - Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
- A Facebook Event was or will be created for each online and at-home program being offered.
- An Instagram post was or will be created for each online and at-home program being offered.

Paper & Digital Design Work

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

- Blackout Poetry
- Back to Work
  - Career Link
  - Interview Secrets
  - Mock Interviews
  - Township Services
  - Upload a Resume
  - Job Fair
- Dungeons & Dragons: Uninvited Guests
- David Davis Mansion
- Estate Planning
- Generative Art
- Intro to GIMP & Poetry with GIMP
- Green Screens & Photography Tricks
- McGraw Park Story Walk
- Medicare
- Nick Offerman Program
- The Politics of Tea
- Wildcard Fridays

Signs

- Much signage was created pertaining to the mosaic fundraiser
- Update sign pertaining to 1000 Books Before Kindergarten

Other

- Create 12 Pieces of art for Library Giving Day –
  - April 6 = 5 different Social Media posts, FB Cover Art, Slide for Website, image for eBlast,
  - April 7 = Art on April 7 will thank donors if things go well - eBlast Thank You, FB Cover Thank You, FB/Insta Thank You, Web Rotation Thank You
- 1000 Books Before Kindergarten – instructions update
- Update Text Opt-In slide for plasma
- April Calendars
- Paper materials for the Bookmobile's Mystery Plant Contest.
- Design and place order for business cards and business card magnets for the PopUp Library
- National Library Week flyer for staff
- Add new text word associated with new Bookmobile stop
- Artwork for a set of ads about the expansion/renovation project for *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines.
- Created 2 pieces of digital artwork for WGLT's online campaign – mobile & desktop -- pertaining to Library Giving Day
- Book Club Kit shelf talkers
- Created stickers/labels for Tiffany's Blackout Poetry program

Updates & Re-prints

- 50 Pronoun Button Inserts
- 50 Wireless Printing
- 75 1000 Books Before Kindergarten
- 300 Text Opt-In Handouts
- 300 Hoopla
- 300 My Library

- 300 Kanopy
- 300 Text Alert
- 300 Libby

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Marketing solicited applications for the available FT LA position, conducted interviews, and hired Kourtni H. whose start date is 4.25.22.

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,901 followers
- Instagram - 1,988 followers
- Twitter - 2,059 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 331
- Library text subscribers - 345
- Bookmobile text subscribers - 1,181
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,091 filtered active subscribers.
- Program Guide list – 33,072 filtered active subscribers.
- General eBlast list – 33,116 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, **all** library programs, employment opportunities, news, etc.
    - A weekly #TBT photo is posted to Facebook and Instagram.
    - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
    - Posts promoting the following were also shared:
        - Mosaic fundraiser launch
        - Mosaic fundraiser update
        - The library is hiring a part-time custodian
        - What is an ILL?
- 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 "Craftsy" on Hoopla was created and delivered to 33,179 patrons on March 1.
    - An eBlast promoting Kanopy was created and delivered to 33,091 patrons on April 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

Support Services Report
Caprice Prochnow
March 2022

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

- Support Services staff:
  - Expansion prep – taking materials to Behr's or the dump and compiling items for donation to ReStore
  - Working with departments to remove items as they clear spaces and providing them with garbage and recycle containers
  - Assembled new donation box and worked with Rhonda M. to get it staged in the lower lobby
  - Posted the boardroom chairs on RAILS and they were immediately scooped up by nearby libraries
  - Soap dispenser replaced in the Circ workroom
  - Assisted Sara E. in delivering numerous boxes of donated items to the Museum of History

- Repairs/Installs:
  - Earthwise Environmental checked the glycol level in the CW loop after the cooling valve replacement
  - Ideal Environmental completed the small bit of asbestos abatement
  - Mid-Illinois Mechanical repaired leak and restored freon on system 1 of RTU, replaced contactor on split system for server room and restored power to the main air handler fans and pumps after a brownout
  - Kone restored power to the elevator after a brownout
  - ASE Environmental removed a few old chemical containers from the property for proper environmental disposal
  - Johnson Controls started up the chiller for the season

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

- Caprice - Expansion prep:
  Attended bid opening and scope review
  Worked with Jeanne and EA on scope of moving to be done by others
  Working with District 87 and City of Bloomington on items that they can take off of our hands and a timeline for pickup
- Caprice viewed - Workplace 2022: Shaping the Future of Your Facility webinar
- Caprice conducted Support Services performance reviews
- Support Services participated in the Kulture City inclusive sensory refresher training
- Security Team met to discuss the uptick in First Amendment Audits at libraries and how to deal with them
- Implemented the Alert Media Desktop notification feature

Goal: Administer a Cost-Effective Library.

- TeeJay Doors performed the quarterly PM of the entrance doors
- Alpha Controls performed the quarterly PM on the HVAC controls

Upcoming:

- Replacement of pump 1 motor and starters on HW loop
- Replacement of 3-way heating valve on AHU
- Annual elevator inspection
- Removal of cabinets in the Boardroom

Bloomington Public Library

Books are just the beginning.

Technical Services Report
Allison Schmid
March 2022

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

- Eleanor relabeled all the paperback True Crime, Fantasy, Sci-Fi, and Western books in our effort to combine collections after the renovation.

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

- TS processed and cataloged a circulating OWL kit that contains an OWL camera, wi-fi hotspot, and laptop.
- Allison met with B&T rep Curt Leppert.
- TS staff helped weed 60+ Book Club Kit titles that were no longer in use.
- The Rebecca Caudill 2023 list is out. All books have been labeled or placed on hold.
- Allison processed and cataloged the Past is Prologue: Bloomington-Normal History 1818-2018 DVD for the Illinois Room collection.
- The Children's Department has their first 4K Blu-rays, Sing 2. Unlike adult 4Ks, these will be interfiled in Children's, similarly to their Blu-rays.
- Eleanor finished up the picture book relabel project (from yellow to green).

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

- Kam's last day in TS was March 22nd. We will hold off on filling this position until after we know more about the general workflow during the renovation.
- Allison updated Children's cataloging and processing training documents.
- The SRP Decorations group met and made a flexible plan for SRP décor this year, factoring in changes with the renovation.
- All TS staff attended an MMS on online resources like Heritage Hub and Black Life in America. – 2.5
- Allison attended part 2 of Fundamental Supervisory Skills at Heartland Community College, led by Christina Schulz. - 3
- Allison is working with Jennifer Williams (Technical Services manager at NPL), and Caitlin Stewart (Teaching and Learning Librarian at Milner), to propose a session at ILA on processing and cataloging non-book collections.
- All TS staff attended an MMS on expansion fundraising. – 2.5
- Eleanor is being trained in children's book cataloging and processing. - 1
- Training Hours – 9

Bloomington Public Library

Books are just the beginning.

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

- With Lauren's help from Polaris, we finally were successful in updating our Kanopy record holdings.
- With a report Jon ran for us, we were able to update 386 items that didn't have OCLC numbers in preparation for the "new" OCLC reclamation project.

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

- As we continue to clean out TS, we found some microfilm equipment to give to Sara, and also some to donate to the McLean County History Museum.
- Volunteer Hours – 0

Upcoming:

- National Library Week!
- Labeling Monarch, Bluestem, and Lincoln 2023.

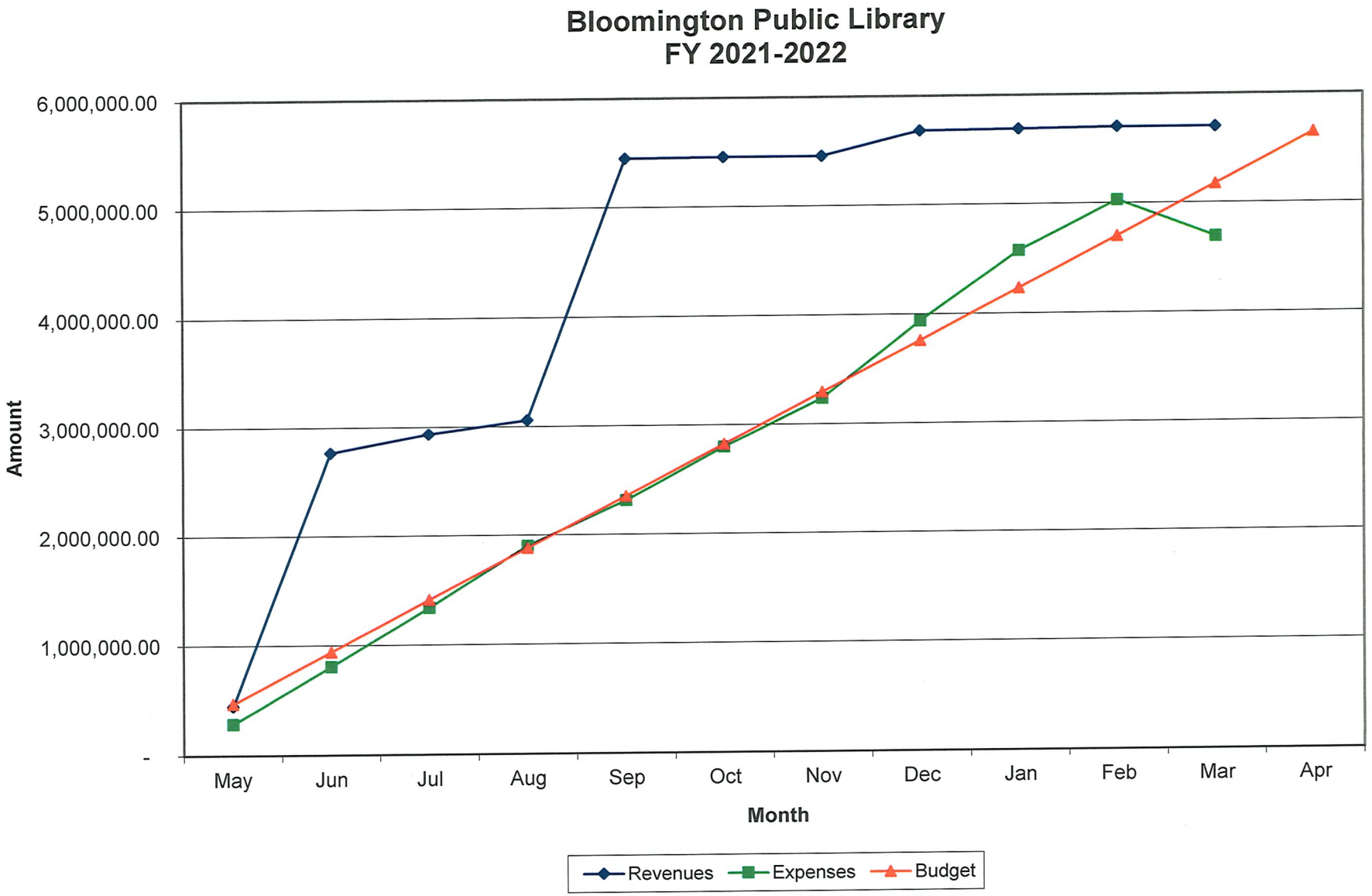
BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	MAR 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	0.00	4,966,564.03	(1,220.97)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	112,999.75	17,299.75	118.1
State Grants - Pandemic Grant	0	0.00	109.90	109.90	-------
GPPLD	402,000	0.00	408,270.23	6,270.23	101.6
Fines & Fees	5,000	1,307.47	11,654.96	6,654.96	233.1
Copies	3,000	288.75	2,319.30	(680.70)	77.3
Interest on Investments	5,000	932.31	2,680.94	(2,319.06)	53.6
Interest from Taxes	0	0.00	73.72	73.72	-------
Donations	10,000	7.71	22,244.15	12,244.15	222.4
Other Grants	0	0.00	500.00	500.00	-------
Property Damage Claims	0	(1,000.00)	920.53	920.53	-------
Cash Over/Short	0	0.00	(17.96)	(17.96)	-------
Other	24,211	4,177.59	39,393.06	15,182.06	162.7
Total Revenues	5,643,096	5,713.83	5,698,112.61	55,016.61	101.0

ACCT NAME	BUDGET	MAR 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	185,540.13	2,125,005.49	(341,728.51)	86.1
Part-Time Salaries	465,048	31,507.86	345,714.68	(119,333.32)	74.3
Seasonal Salaries	65,510	114.59	20,741.12	(44,768.88)	31.7
Overtime Salaries	1,100	197.71	197.71	(902.29)	18.0
Other Salaries	0	1,000.00	12,720.00	12,720.00	-------
Total Sals & Wages	2,998,392	218,360.29	2,504,379.00	(494,013.00)	83.5
Dental Insurance	11,064	718.88	7,950.38	(3,113.62)	71.9
Health Insurance, HMO	33,053	556.66	8,198.58	(24,854.42)	24.8
Life Insurance	3,100	246.40	2,703.58	(396.42)	87.2
Vision Insurance	3,024	227.68	2,436.91	(587.09)	80.6
Health Insurance, BCBC-PPO	250,906	24,865.42	248,905.29	(2,000.71)	99.2
Library RHS Contribution	0	491.18	6,005.83	6,005.83	-------
Library HSA City Contributions	16,000	0.00	16,100.00	100.00	100.6
IMRF	246,673	17,959.49	256,121.85	9,448.85	103.8
FICA	185,832	12,831.89	150,657.34	(35,174.66)	81.1
Medicare	43,461	3,000.99	35,234.79	(8,226.21)	81.1
Worker's Compensation	18,299	342.00	9,068.00	(9,231.00)	49.6
Uniforms	800	160.70	836.64	36.64	104.6
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	144.59	46,058.58	26,058.58	230.3
Total Benefits	858,212	61,545.88	790,277.77	(67,934.23)	92.1
Rentals	20,000	992.03	14,748.45	(5,251.55)	73.7
Total Rentals	20,000	992.03	14,748.45	(5,251.55)	73.7
Building Mtnc	140,000	(685.50)	75,350.73	(64,649.27)	53.8
Vehicle Mtnc	12,000	638.85	14,035.31	2,035.31	117.0
Office & Computer Mtnc	190,000	91.89	163,737.20	(26,262.80)	86.2
Total Repair/Mtnc	342,000	45.24	253,123.24	(88,876.76)	74.0

ACCT NAME	BUDGET	FEB 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,763.30	39,921.68	(10,078.32)	79.8
Printing/Binding	20,000	405.00	13,697.64	(6,302.36)	68.5
Travel	500	0.00	234.62	(265.38)	46.9
Membership Dues	5,500	0.00	4,951.99	(548.01)	90.0
Professional Development	10,000	737.00	4,733.00	(5,267.00)	47.3
Other Purchased Services	145,000	9,347.70	89,477.16	(55,522.84)	61.7
Other Purchased Services-Pandemic Grnt	0	0.00	1,066.40	1,066.40	-------
Other Insurance	35,000	0.00	41,579.00	6,579.00	118.8
Total Purchased Services	266,000	13,253.00	195,661.49	(70,338.51)	73.6
Office Supplies	20,000	231.83	11,018.05	(8,981.95)	55.1
Office Supplies-COVID-19	0	0.00	541.80	541.80	-------
Computer Supplies	80,000	4,913.67	63,688.15	(16,311.85)	79.6
Computer Supplies-Pandemic Grant	0	77.08	6,920.00	6,920.00	-------
Postage	4,500	0.00	253.59	(4,246.41)	5.6
Library Supplies	80,000	2,091.34	45,451.44	(34,548.56)	56.8
Janitorial Supplies	18,000	532.27	10,378.01	(7,621.99)	57.7
Gas & Diesel Fuel	6,000	446.25	3,964.11	(2,035.89)	66.1
Building Mtnc & Repair Supplies	18,000	178.97	9,217.55	(8,782.45)	51.2
Total Supplies	226,500	8,471.41	151,432.70	(75,067.30)	66.9
Natural Gas	28,000	0.00	23,028.52	(4,971.48)	82.2
Electricity	90,000	6,045.12	87,323.81	(2,676.19)	97.0
Water	9,000	866.24	6,272.16	(2,727.84)	69.7
Telecommunications	32,700	4,236.69	33,967.44	1,267.44	103.9
Total Utilities	159,700	11,148.05	150,591.93	(9,108.07)	94.3
Professional Collection	1,500	552.97	645.95	(854.05)	43.1
Total Prof Collection	1,500	552.97	645.95	(854.05)	43.1
Non-Traditional Materials	5,000	0.00	4,211.55	(788.45)	84.2
Periodicals	20,000	(441.43)	20,903.85	903.85	104.5
Adult Books	157,500	15,552.44	139,700.55	(17,799.45)	88.7
Children's Books	123,400	11,477.83	108,109.75	(15,290.25)	87.6
A/V Materials	111,600	5,442.62	77,656.04	(33,943.96)	69.6
Public Access Software	132,000	3,270.00	86,082.78	(45,917.22)	65.2
Downloadable Materials	179,950	9,980.00	161,842.19	(18,107.81)	89.9
Total Materials	724,450	45,281.46	594,295.16	(130,154.84)	82.0
Employee Relations	5,000	299.70	838.87	(4,161.13)	16.8
Miscellaneous Expenses	10,000	257.42	5,752.57	(4,247.43)	57.5
Transfer to Capital Fund	31,342	0.00	31,342.00	0.00	100.0
Total Other Expenses	46,342	557.12	37,933.44	(8,408.56)	81.9
Total Expenses	5,643,096	360,207.45	4,693,089.13	(950,006.87)	83.2


Bloomington Public Library
FY 2021-2022
6,000,000.00
5,000,000.00
4,000,000.00
3,000,000.00
2,000,000.00
1,000,000.00
-
Amount
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
Month
Revenues
Expenses
Budget

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% to 96.7% is acceptable)
March 2022

Property Tax (100.0%): The Library has received eight distributions.
Replacement Tax (100.0%): The Library received its distribution in July.
State Grants (118.1%): The Per Capita Grant arrived in August, higher than what we had projected.
GPPLD (101.6%): Golden Prairie has also received eight distributions.
Fees (233.1%): The amount collected for lost items is higher than we projected.
Copies (77.3%): Copy revenue is a little less than projected.
Interest (53.6%): Interest rates continue to be low.
Donations (222.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation ($18,000) and Golden Prairie ($3,000) in May.
Other Revenue (162.7%): This is higher than projected due to Book Shoppe receipts.
Full-Time Salaries (86.1%): This line item is just a little under-spent due to staff vacancies.
Part-Time Salaries (74.3%): This is under-spent due to staff vacancies.
Seasonal Salaries (31.7%): There are not as many Seasonal employees as we have had in the past.
Overtime Salaries (18.0%): Charges have been minimal.
Dental Insurance (71.9%): This is under-spent because the rates are not as high as had been expected.
Health Insurance, HMO (24.8%): This is under-spent because only a few staff have this option for their health insurance.
Vision Insurance (80.6%): This is under-spent because the rates are not as high as had been expected.
Health Insurance, BCBS-PPO (99.2%): This is over-spent because more staff made this choice for their health insurance option.
Library HSA City Contributions (100.6%): This was paid in January. This is the Health Savings account for employees who chose the HSA Health Insurance option.
IMRF (103.8%): This is over-spent due to the payout of sick leave buy back to a retired staff member.
FICA (81.1%): This is under-spent due to staff vacancies.
Medicare (81.1%): This is under-spent due to staff vacancies.
Worker's Compensation (49.6%): This amount was paid based on the 2021 audit adjustment. The annual premium was paid in January.
Uniforms (104.6%): This is over-spent due to purchasing new shirts for custodians whose older shirts were wearing out.
Tuition Reimbursement (0.0%): Nothing has been paid from this line item.

Other Benefits (230.3%): This is over-spent due to the payout of sick leave buy back to a retired staff member; in addition to accrued vacation pay for employees who have left employment.
Rentals (73.7%): Charges have been minimal.
Building Maintenance (53.8%): Charges have been minimal.
Vehicle Maintenance (117.0%): This is over-spent due to repairs to the bookmobile.
Office & Computer Equipment (86.2%): Charges have been minimal.
Advertising (79.8%): Charges have been minimal.
Printing (68.5%): Charges have been minimal.
Travel (46.9%): Charges have been minimal.
Membership dues (90.0%): Most of the annual memberships for the year have been paid.
Professional Development (47.3%): Charges have been minimal.
Other Purchased Services (61.7): Charges have been minimal.
Other Insurance (118.8%): The annual premium was paid in January.
Office Supplies (55.1%): Charges have been minimal.
Computer Supplies (79.6%): Charges have been minimal.
Postage (5.6%): Charges have been minimal.
Library Supplies (56.8%): Charges have been minimal.
Janitorial Supplies (57.7%): Charges have been minimal.
Gas & Diesel Fuel (66.1%): Charges have been minimal.
Building Maintenance Supplies (51.2%): Charges have been minimal.
Natural Gas (82.2%): Charges have been minimal.
Electricity (97.0%): This is over-spent due to higher usage during the summer months.
Water (69.7%): Charges have been minimal.
Telecommunications (103.9%): This is over-spent because we needed to add an Internet line.
Professional Collection (43.1%): Charges have been minimal.
Non-Traditional Materials (84.2%): Charges have been minimal.
Periodicals (104.5%): This is over-spent due to price increases for several titles.
A/V Materials (69.6%): Charges have been minimal.
Public Access Software (65.2%): Charges have been minimal.
Employee Relations (16.8%): Charges have been minimal.
Miscellaneous Expenses (57.5%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in January.

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
Memorial Donations:	500.00
William Wetzel, Doantion for Children's Story Time Program:	34.50
C-U Herb Society, Miscellaneous Donation:	50.00
Lois Rubbel, Miscellaneous Donation:	200.00
Megan Michalski, Miscellaneous Donation:	56.00

Verlyn Zachow, Miscellaneous Donation:	100.00
Sybil Mervis, Miscellaneous Donation:	14.25
Betty Weller, Miscellaneous Donation:	5.00
Fountain Receipts, Jun-Oct 2021:	8.34
Robert Starckovich, Miscellaneous Donation:	100.00
Miscellaneous Donations:	176.06
Total Donations:	$ 22,244.15

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts::	$ 45.00
Book Pick-Up:	1,205.36
Book Shoppe:	26,269.50
Ear Buds:	237.00
Flash Drives:	117.00
Genealogy Searches:	117.55
Hot Beverage Service:	287.00
Meeting Room Fees:	120.00
Mugs/Cups:	138.00
Print Station:	8,253.40
Reusable Bags:	378.00
Test Proctoring:	125.00
Tote Bags:	1,328.00
Umbrellas:	0.00
Miscellaneous:	772.25
Total Other Revenue:	$39,393.06

During March, 12 batches containing 66 invoices were processed, totaling $240,451.46 and 121 credit card charges were made totaling $30,375.81.

As of March 31, the Library's Maintenance & Operating Fund Balance is $3,516,506.69, which is 62.3%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is $1,410,774.

Library Fund Balance Information, 3/31/22:

Operating:	$ 3,516,506.69
Fixed Assets:	$ 1,183,350.90
Capital:	$ 2,641,469.34
Total Spent for Architectural Fees:	$ 1,018,278.42
Balance of Arch Contract:	$ 435,305.58

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 3/31/22

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	851,045.61	0.00	(851,045.61)	0.0
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	625,000.00	14,936.71	(610,063.29)	2.4
Bond Proceeds	14,200,000.00	0.00	(14,200,000.00)	0.0
From Illinois Funds Fund Balance	4,736,007.00	0.00	(4,736,007.00)	0.0
Total Revenues	25,242,766.00	14,936.71	(25,227,829.29)	0.1

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,018,378.42	(435,205.58)	70.1
Other Purchased Services	444,182.00	50,527.83	(393,654.17)	11.4
Office Supplies	2,175,000.00	0.00	(2,175,000.00)	0.0
Library Buildings	21,170,000.00	0.00	(21,170,000.00)	0.0
Total Expenses	25,242,766.00	1,068,906.25	(24,173,859.75)	4.2

Bloomington Public Library

Books are just the beginning.

Statistics At-A-Glance

March 2022

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	35,046	36,315	-3%	413,628	348,615	19%
Teens	2,314	2,109	10%	27,878	20,464	36%
Children	40,823	36,988	10%	481,270	346,857	39%
Digital Downloads	17,143	17,255	-1%	198,417	183,529	8%
Total	95,326	92,667	3%	1,121,193	899,465	25%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,601	24,579	-20%	238,473	268,057	-11%
Teens	3,387	5,277	-36%	46,705	50,150	-7%
Children	5,899	8,975	-34%	71,358	114,823	-38%
Total	28,887	38,831	-26%	356,536	433,030	-18%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	279	190	47%	3,855	3,612	7%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	15,336	12,801	20%	169,988	90,623	88%
Bookmobile	721	543	33%	8,099	4,928	64%
Total	16,057	13,344	20%	178,087	99,936	78%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	82	15	82%	671	15	98%
Digital Preservation Studio	34	0	100%	231	0	100%
Community Room	34	0	100%	351	73	79%
Total	150	15	90%	1,253	88	93%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	10	10	0%	365	52	86%
People Reached	637	369	42%	5,332	2,067	61%
Community Visits to the Library	1	0	100%	81	0	100%
People Reached	6	0	100%	172	0	0%
Total Outreach Visits	11	10	9%	446	52	88%
Total People Reached	643	369	74%	3,939	2,067	91%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	13	9	44%	86	64	34%
Attendance	436	145	67%	1,029	731	41%
Teens	3	8	-63%	60	30	100%
Attendance	58	101	-43%	104	381	-73%
Childrens	28	11	61%	98	64	53%
Attendance	1,630	127	92%	2,394	1,084	55%
Total Programs	44	28	57%	244	158	54%
Total Attendance	2,124	373	82%	3,527	2,196	61%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	0	100%	21	15	40%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,980	2,378	25%	33,191	27,144	22%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	134.00	100.50	33%	2,031	1,369	48%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,033	1,033	0%	15,904	7,152	55%
WiFi Sessions	1,833	1,524	20%	20,250	16,728	21%
Website/Catalog Hits	46,991	43,266	9%	570,692	491,849	16%
Online Resource Use	2,197	5,686	-61%	26,851	51,391	-48%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	370	399	-7%	4,275	3,188	34%
Sent	237	255	-7%	2,477	1,929	28%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	75.25	10.00	87%	813	119	85%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 16, 2022
5:00 p.m.

MINUTES

I. Call to Order

President Ruth Novosad called the meeting to order at 5:00 p.m.

II. Roll Call

Trustees Present:	Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad
Trustees Absent:	None
Others Present:	Amy Dunham, Jeanne Hamilton, Kathy Jeakins

III. Introductions

There were no introductions.

IV. Public Comment

There was no public comment.

V. President's Report

President Novosad attended the Legislative meet-up and will circulate the notes from the event. She also circulated the American Library Association magazine as promised.

VI. Approval of Minutes

A. January 19, 2022:
Hearing no objections, the minutes were approved as distributed.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton, Library Director, shared the Library's 2021 Accomplishments as outlined in the Board packet.

B. Outreach Report: Jeanne Hamilton, Library Director, shared the Circulation and Outreach Services report. A full online registration was rolled out on 1/31/22. This will allow for fast e-resource access without having to come into the library. Colleen thought this would be beneficial for the Golden Prairie territory. Barb passed the CDL test for the Bookmobile and has begun training. There is now a Bookmobile Instagram page, BookmobileBPL .

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. The report is through the end of January and the budget is not yet at 50%.

VIII. New Business

A. Approve Budget Amendment
Discussion was held regarding the budget amendment, to support the donation approved at the January meeting.

STEPHANIE WALDEN MOVED, PATTI SALCH SECONDED, TO AMEND THE BUDGETED AMOUNT UNDER MISCELLANEOUS TO A TOTAL OF $13,000 FOR THE FISCAL YEAR 2021-2022.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Library Expansion Update: Jeanne Hamilton finished her Director's Report with a comprehensive update on the Library Expansion. Discussion was held at the end of the update.

X. Comments from Trustees – Jim Russell added an update of his work with Bookmobile Driver, Caitlin, and the U.S. Census. The focus is on how we can increase usage of the library and its services for GPPLD patrons. Four out of five townships in the GPPLD have lost population. Overall, the GPPLD's population has increased by fifty-four individuals. The question to the Board is what information should be gathered and what to do with that information once it is gathered.

XI. Reminder: Next Board Meeting is March 16, 2022.

XII. Adjournment
President Novosad adjourned the meeting at 5:58 p.m.

Incident Report Summary for March 2022

2022-03-31 23:59:00
2022-03-01 01:00:00
29 days in month

Incident ID	Date/Time Submitted	Violation
4359	2022-03-12 22:20:44	InappropriateBehavior
4360	2022-03-17 19:43:45	Other

Suspension Report Summary for March 2022

2022-03-31 09:20:42pm
2022-03-01 09:20:42pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
450	2022-03-03 00:00:00	PoliceAmbulanceCall
451	2022-03-17 00:00:00	StolenDamagedLibraryMaterial

BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF $5,000.00 OR MORE
OPERATING BUDGET

Department: Administration

Single Source (Y/N): N

1. **Vendor Name**: Midwest Engineering and Testing Inc (MET)

   Vendor Remit Address: 1701 W. Market St., Suite B, Bloomington, Illinois 61701

   Vendor Email Address: ktappendorf@metgeotech.com

   Quote Amount (include Shipping, where applicable): $80,567.50

If not Single Source, at least two additional quotes needed:

2. **Vendor Name**: GeoCon

   Vendor Remit Address: Frankfort, IL

   Quote Amount (include Shipping, where applicable): Declined to Quote Due to Distance

3. **Vendor Name**: ECS

   Vendor Address: Chicago, IL

   Quote Amount (include Shipping, where applicable): Declined to Quote Due to Distance

Recommendation (Include Justification):

The Library construction project will require Construction Materials Engineering (CME) Services. This is independent testing of things like site concrete, asphalt paving, building concrete, precast concrete, steel, and micropiles required by code. While this is not included in the scope of the General Contractor's bid, it has been included in the overall project budget. Per state statute, professional services like these are exempt from the bid process. Our architects did reach out to three companies that provide CME Services to obtain quotes. Two of the three declined to provide a quote due to the distance from our location. Both companies that declined to provide a quote, recommended the company that provided a quote, MET.

Prepared by: Jeanne Hamilton **Date:** 04/14/2022

A RESOLUTION TO APPROVE AND AUTHORIZE THE PAYMENT FOR THE CONSTRUCTION MATERIALS ENGINEERING SERVICES FROM MIDWEST ENGINEERING AND TESTING INC FOR AN AMOUNT UP TO $81,000.00

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

1. That the quote from Midwest Engineering and Testing Inc (MET) be approved and the Library Director authorize the payment of an amount of up to $81,000.00
2. That these professional services are exempt from the competitive bid process, per state statute
3. That the Library construction project will require Construction Materials Engineering (CME) Services
4. That MET is located in Bloomington, Illinois and was recommended by several competitors
5. That the funds come from the following source:
   Capital Fund: $81,000.00

Approved this 19th day of April 2022

_____

Julian Westerhout, President
Bloomington Public Library Board of Trustees

Midwest Engineering and Testing, Inc.
geotechnical - environmental - materials engineers
1701 W. Market St., Suite B
Bloomington, Illinois 61701
309-821-0430
FAX 309-821-1242
www.metgeotech.com

MET
Ramsey Division

Project Budget Estimate					
Item No.	ITEMS	Unit	Quantity	Unit Price	Amount
1	Subgrade/Compaction/Backfill Testing – Half Day	Each	51	357.50	$18,232.50
2	Subgrade/Compaction/Backfill Testing – Full Day	Each	10	597.50	$5,975.00
3	Concrete Testing – Half Day	Each	50	367.50	$18,375.00
4	Concrete Testing – Full Day	Each	15	667.50	$10,012.50
5	Structural Steel/Precast Concrete Testing – Full Day	Each	8	2,042.50	$16,340.00
6	Micropile Testing – Full Day	Each	4	667.50	$2,670.00
7	Masonry Testing – Half Day	Each	5	427.50	$2,137.50
8	Masonry Testing – Full Day	Each	5	787.50	$3,937.50
9	Hot Mix Asphalt Paving Testing – Half Day	Each	0	357.50	$ 0.00
10	Hot Mix Asphalt Paving Testing – Full Day	Each	3	597.50	$1,792.50
11	Soil Standard Proctor Test	Each	4	150.00	$ 600.00
12	Aggregate Standard Proctor Test	Each	3	165.00	$ 495.00
				Total:	$80,567.50

Project schedule information is based upon a review of the project plans and specifications prepared by Enberg Anderson Architects.

General Site Grading

Estimate 10 half day trips for Subgrade Evaluation/Compaction Testing.
Estimate 2 Standard Proctor tests on subgrade/fill materials

Site Utilities

Estimate 10 half day and 5 full day trips for utility trench backfill Compaction Testing.

Wall and Column Footings

Estimate 15 half day and 5 full day trips for Foundation Bearing Capacity/Concrete Testing.

Foundation Wall & Floor Slab on Grade

Estimate 30 half day and 10 full day trips for Concrete Testing.

Masonry Walls

Estimate 5 half and 5 full day trips for Masonry Testing.

Structural Stee/Precast Concrete

Midwest Engineering and Testing, Inc.
geotechnical - environmental - materials engineers
1701 W. Market St., Suite B
Bloomington, Illinois 61701
309-821-0430
FAX 309-821-1242
www.metgeotech.com

Ramsey Division

Estimate 8 full day trips for Structural Steel Testing.

Micropies

Estimate 4 full day trips for Micropile Testing

Foundation Wall Backfill

Estimate 20 half day and 5 full day trips for Backfill Testing.
Estimate 4 Standard Proctor Tests on backfill materials.

Exterior Concrete Paving

Estimate 5 half day trips for Subgrade Testing.
Estimate 5 half day trips for Concrete Testing.

Parking Lot/Access Drives Hot Mix Asphalt Paving

Estimate 3 half day trips for Subgrade Testing.
Estimate 3 half day trips for Aggregate Base Compaction Testing.
Estimate 3 full day trips for Hot Mix Asphalt Density Testing.
Estimate 1 Standard Proctor Test on aggregate base.

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND

AUTHORIZE THE LIBRARY DIRECTOR TO PURCHASE

BUILDER'S RISK INSURANCE

THROUGH GALLAGHER & COMPANY

IN THE AMOUNT OF $24,667.00

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

1. That the competitive bid process be waived, and the Library Director authorize the purchase of Builder's Risk Insurance through Gallagher & Company (administrator of the LIRA pool) in the amount of $24,667.00
2. That securing Builder's Risk Insurance is a requirement of the construction project
3. That the purchase of Builder's Risk insurance premiums through a pool for Illinois Libraries falls into the exemption of a Limited Source in that "...a good or service provided by a specialized supplier meets or exceeds the Library's specifications..."
4. That LIRA has obtained four quotes for Builder's Risk Insurance
5. That this is a continuation of the current relationship with Gallagher & Company (administrator of the LIRA pool)
6. That the funds come from the following source:
   Bloomington Public Library Maintenance & Operating Budget: $24,667.00

Approved this 19th day of April 2022

_____

Julian Westerhout, President
Bloomington Public Library Board of Trustees

Gallagher

Insurance | Risk Management | Consulting

April 14, 2022

Bloomington Public Library
Attn: Kathy Jeakins
205 E. Olive Street
PO Box 3308
Bloomington, IL 61702

Re: Builders Risk
Policy Effective: 04/01/2022 to 11/01/2023

Dear Kathy:

Thank you for the opportunity to evaluate your insurance program. Understanding the current state of the market, we have reviewed your program structure and coverage, identified the appropriate insurance partners, and considered your loss history to develop our proposal.

- We are recommending that we place your insurance program with AGCS, achieving our goals of obtaining a competitively priced program that protects your risks and exposures.

We are not aware of any changes in your exposures to loss, nor are we aware of any changes in your business operations that would necessitate additional coverage options. Please notify us immediately if you are planning any new business operations.

We would like to outline the following notable points for your consideration:

- Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.

Carrier:	Premium:
AGCS Marine Insurance Company – Option1 - $10K Deductible	Premium: $24,667.00 TRIA (if elected): $740.00
AGCS Marine Insurance Company – Option 2 - $25K Deductible	Premium: $21,611.00 TRIA (if elected): $648.00
ACE American Insurance Company – Option 3	Premium: $36,825.00 TRIA (if elected): $1,108.00
Travelers Property Casualty Company of America – Option 4	Premium: $27,159.00

- You will receive an invoice from our office at time of binding.
- The premiums are subject to a minimum earned premiums. Please see attached quotes.
- The premium is based upon builders risk application submitted and may be subject to audit.
- Significant policy exclusions include but are not limited to the following:
  - Tsunami or the overflow of a body of water, all whether or not driven by wind or not. This includes spray that results from any of these whether driven by wind or not.
  - Regulating the construction, use or repair of any Covered Property; or
  - Requiring the tearing down of any Covered Property, including the cost of removing its debris that is in force at the time of the "Loss"
  - Existing Building
- It is your responsibility to notify us of all necessary changes to your schedules.

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- Immediately report all claims to:
  - Email: GGB.NRCClaimsCenter@ajg.com
  - Phone: 855-497-0578
  - Fax: 225-663-3224
- Gallagher is responsible for the placement of the following lines of coverage: Builders Risk and Workers' Compensation.

  It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

To bind this policy, please refer to the "Client Authorization to Bind Coverage" page attached.

1. Note any changes you desire to be made.
2. Date and sign.
3. Return prior to the effective date of coverage.

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely,

Ali Sulita, CISR

Ali Sulita , CISR
Client Service Manager

Enclosure

Gallagher

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Compensation Disclosure Schedule

Coverage(s)	Carrier Name(s)	Wholesaler, MGA, or Intermediary Name 1	Estimated Annual Premium 2	Comm % or Fee 3	Gallagher U.S. owned Wholesaler, MGA or Intermediary %
Builders Risk	AGCS Marine Insurance Company	N/A	$24,667.00	20%	N/A
Builders Risk	AGCS Marine Insurance Company	N/A	$21,611.00	20%	N/A
Builders Risk	ACE American Insurance Company	N/A	$36,825.00	20%	N/A
Builders Risk	Travelers Property Casualty Company of America	N/A	$27,159.00	20%	N/A

1. We were able to obtain more advantageous terms and conditions for you through an intermediary/wholesaler.
2. If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.
3. The commission rate is a percentage of annual premium excluding taxes & fees.

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