

Bloomington Public Library

Books are just the beginning.



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

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 21, 2023 Regular BPL Board Meeting
 - B. Approve Bills List of March 2023
- 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 FY24
 - B. Review and Approve Salary Ranges for Non-Union Employees
 - C. Approve FY24 Slate of Officers
- XI. Comments from Trustees
- XII. Adjournment

Posted: 4/14/23 at 12:30 pm

BILLS LIST

Approved by BPL Board of Trustees, April 18, 2023

Signature, BPL Trustee		
Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,066.25
Amazon Capital Services	A/V Materials	2,680.67
Amazon Capital Services	Adult Books	102.99
Amazon Capital Services	Building Mtnc Supplies	17.77
Amazon Capital Services	Children's Books	845.09
Amazon Capital Services	Computer Supplies	69.29
Amazon Capital Services	Employee Relations	119.77
Amazon Capital Services	Janitorial Supplies	407.90
Amazon Capital Services	Office Supplies	53.37
Amazon Capital Services	Other Purchased Services	316.16
Amazon Capital Services	Professional Collection	24.75
Ameren IP	Electricity	5,896.19
American Pest Control, Inc.	Building Maintenance	80.00
Blue Beacon, Inc.	Vehicle Maintenance	48.30
CDW Government	Computer Supplies	3,725.91
CDW Government	Office/Computer Equip Mtnc	368.77
City of Bloomington	Dental Insurance	708.50
City of Bloomington	FICA	13,534.56
City of Bloomington	Gas & Diesel Fuel	414.99
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO	22,786.82
City of Bloomington	IMRF	13,189.34
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,165.35
City of Bloomington	Payroll	229,400.94
City of Bloomington	RHS Contribution	691.81
City of Bloomington	Vision Insurance	224.98
City of Bloomington	Water	440.80
Cope, Michelle	Travel	17.38
Devyn Corp.	Other Purchased Services	1,480.00
Ebsco Industries	Periodicals	12.67
Engberg Anderson	Architectural Fees	16,202.50
Engberg Anderson	Other Purchased Services	2,278.05
Felmley Dickerson	Buildings	1,629,545.58
Felmley Dickerson	Other Purchased Services	32,358.99
Goddard, Leslie	Other Purchased Services	350.00
H H Office, Inc.	Computer Supplies	488.45
H H Office, Inc.	Janitorial Supplies	283.32
H H Office, Inc.	Office Supplies	410.43
Hamilton, Jeanne	Professional Development	159.64
Illinois State University	Advertising	491.67
Johnson Controls Building Efficiency	Building Maintenance	7,720.00
Libcomm, Inc.	Other Purchased Services	1,300.00

Metronet	Telecommunications	1,943.98
Midwest Tape	A/V Materials	2,016.78
Midwest Tape	Children's Books	432.91
Midwest Tape	Downloadable Materials	19,960.00
Miller Janitorial Supply	Janitorial Supplies	398.90
NICOR/Northern Illinois Gas	Natural Gas	4,087.68
OverDrive	Downloadable Materials	4,990.00
Playaway Products, LLC	Adult Books	625.41
POS Supply Solutions, Inc.	Library Supplies	1,869.54
Rockford Map Publishers	Adult Books	463.20
Unique Management	Other Purchased Services	394.00
Weber Electric, Inc.	Building Maintenance	464.00
Widmer, Inc.	Office Sups-Expansion	101,587.46
Wolpert, Emily	Travel	9.88
VISA - American Airlines	Professional Development	134.90
VISA - American Library Association	Professional Development	484.00
VISA - Baker & Taylor Books	A/V Materials	4,512.49
VISA - Baker & Taylor Books	Adult Books	5,983.93
VISA - Baker & Taylor Books	Children's Books	9,508.02
VISA - Best Version Media	Advertising	394.40
VISA - Bloomerang, LLC	Other Purchased Services	693.36
VISA - Casey's General Store	Gas & Diesel Fuel	22.68
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	2,200.00
VISA - Facebook	Advertising	433.32
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	20.00
VISA - Hy-Vee	Other Purchased Services	15.99
VISA - Ingram	Adult Books	5,981.21
VISA - Ingram	Children's Books	750.35
VISA - Ingram	Other Purchased Services	418.90
VISA - JJ Keller & Associates	Office Supplies	17.15
VISA - Management Association of Illinois	Professional Development	225.00
VISA - McLean County Chamber of Commerce	Professional Development	20.00
VISA - Michael's	Other Purchased Services	29.97
VISA - Motion Picture Licensing Corp	Other Purchased Services	328.68
VISA - New Resident Service	Other Purchased Services	48.00
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - Pioneer Woman Magazine	Periodicals	40.00
VISA - Starcrest Cleaners	Other Purchased Services	39.80
VISA - T-Mobile	Telecommunications	1,369.92
VISA - Traffic Sign Store	Building Mtnc Supplies	728.85
VISA - Travelocity	Professional Development	2.64
VISA - United Airlines	Professional Development	178.90
VISA - Verizon Wireless	Telecommunications	337.38
VISA - Wal-Mart	Building Mtnc Supplies	3.84
VISA - Wal-Mart	Employee Relations	27.90
VISA - Wal-Mart	Janitorial Supplies	73.40
VISA - Wal-Mart	Library Supplies	32.40
VISA - Wal-Mart	Office Supplies	21.06
VISA - Wal-Mart	Other Purchased Services	64.54
VISA - Zoom.US	Other Purchased Services	339.83
Total		2,169,262.76

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Director's Report

March 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
 - Offering five construction tours to BPL and GPPLD Board Members
 - Reviewing shelving plans to plan for collection locations
 - Reviewing the key schedule and meeting twice with the construction team to discuss
 - Meeting with City Finance Manager, Scott, to discuss construction funding
 - Working with Kathy to update the construction project budget
 - 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
 - Reviewing shared administrative files to clean-up items before the phase 2 move
 - Obtained permission from Eastview to park in their lot at the corner of East and Oakland
 - Providing documents to Kathy needed to create purchase orders for furniture and moving services
- Presented about the expansion at a Bloomington-Normal Sunrise Rotary Club Meeting
- Presented to the Leadership McLean County Class about the Library Expansion and How to Be a Good Board Member
- Attended a McLean County Board meeting to accept a National Reading Month Proclamation
- Worked on a local records disposal application
- Worked with an art appraisal to secure appraisals for several items we plan to long-term loan to the museum
- Prepared information for the attorney brief for the case regarding the properties annexed out of GPPLD service area
- Attended an Illinois Library Association (ILA) DEI Subcommittee Meeting, a Public Policy Committee Meeting, and a Board Meeting

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

- Prepared the GPPLD board packet due to our current administrative assistant vacancy
- Spoke about Censorship at Westminster Village (a different group than January)

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

- Participated in 2 interviews for an Administrative Assistant
- Attended a virtual networking group for city library directors

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- Viewed a webinar about IMRF and a webinar about Hiring Library Staff: Best Practices for the Interviewer
- Attended a Conducting Effective Workplace Investigations training
- Investigated an incident in which a staff member was harassed by a patron
- Prepared annual performance reviews for my direct reports

Goal: Work effectively through the use of technology.

- Met with a vendor to see a demo on a collection mapping tool

**Adult Services Report
Carol Torrens
March 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 were 2 local history searches: articles from a 1966 murder case and for the Normal Police, information about 6 people in 1970s city directories and phone books

COLLECTIONS

Marcie updated quantities and/or formats for our fiction standing order authors with last names beginning with N-S. Marcie also addressed large print needs for Outreach services by adding additional quantities for specific authors and by sending some firm orders for large print directly to Outreach.

Book displays this month were on these topics: Women's History Month, quilting, and green books (those with green on the cover or with that work in the title or as the author's name). The DVD display featured Academy Award winners and nominees.

PROGRAMS

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

KJHS: 46; PJHS: 44; EJHS: 38; CJHS: cancelled; Metcalf: 15; BJHS: 384 (5 visits)

Adult/Family programs

Mystery Book Club, virtual – 1 session – 16 attended

Fiction Book Club, virtual – 1 session – 6 attended

Books on Tap, in person – 1 session – 28 attended

True Colors book club, hybrid – 1 session – 8 attended

True Crime book club, virtual – 1 session – 4 attended

VetNow database, virtual – 1 session – 4 attended

IL Libraries Present author Mary Roach, virtual – 1 session – 38 attended

First Ladies Forum, Mary Todd Lincoln, virtual – 1 session – 53 attended

Ramadan and Fasting 101, virtual – 1 session – 12 attended

Fundamentals of Life Insurance – 1 session – will be rescheduled due to access problems at off-site location

Fiber Arts Fest, partnering with and held at NPL – 1 session – 231 attended

History of James Taylor and Carly Simon, virtual – 1 session – 35 attended

IL State Fair Heritage Recipes, partnering with and held at Museum, hybrid – 1 session – 55 attended

Teen Programs

Take and Make DIY stress ball – 45 kits were handed out

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

Training on topics including these was taken by several AS staff: mini-morning session about IMRF, diversity, escalating customer interactions, Pantagraph index card scanning.

Goal: Work effectively through the use of technology.

There were 5 individual appointments this month: 2 on ebooks and 3 on general computer/tablet/cell phone use.

Sara is now providing all training for the project of scanning Pantagraph index cards.

Business Office Report

Kathy Jeakins

March 2023

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

In March, I prepared Purchase Orders for the furniture and moving contracts.

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

In March, we interviewed 2 candidates for the Administrative Assistant position. We selected Nan G., who started on April 3.

Goal: Work effectively through the use of technology.

Worked with Jon Whited on replacing the Public Printer in Adult Services and removing the leased printer from Ricoh.

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 March, the Book Shoppe collected \$2,514.25; \$1,167.00 more than last month!

Hoopla usage was high again in March; \$11,950.92; \$1,129.60 more than last month.

Kanopy downloads for March were \$978; \$111.00 more than last month.

I requested Certificates of Insurance for vendors that requested it.

The Library received drafts of the FY 24 Budget Books from City and we put them on public review, where they will remain until the FY 24 budget is adopted at the Council meeting on April 10.

I updated the Administrative Assistant Guide in preparation for Nan starting early April.

I continued to place supply orders for staff as needed.

I continued to take Library deposits to The Hub, as needed.

I continued to take expansion donation checks to Heartland Bank for deposit, as needed.

I continued mailing accounts payable checks every other week.

Bills Costing in Excess of \$5,000:

- Engberg-Anderson \$16,202.50 for Architectural Fees
- Felmley Dickerson \$1,629,545.58 for Construction
- Felmley Dickerson \$32,358.99 for Construction Reimbursables
- Johnson Controls \$6,901.00 for Annual Chiller Maintenance
- Widmer Interiors \$101,587.46 for Furniture Contract Deposits

Upcoming:

In April, I'll be training Nan, our new Administrative Assistant.

I'll be entering FY 24 budget numbers in my spreadsheets.

I'll be gearing up for FY 23 year-end tasks.

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Cataloging & Technical Services Report

Allison Schmid

March 2023

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

- Duplicate returned items are still coming through CATS to be marked unavailable/not holdable and packed.

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

- We're almost finished with the CD inventory, only 3 genres left to go, but here are the results so far.
 - 66 Missing!, 40+ mis-shelved, 4 found (1 was still checked out to the patron), 6 not in the catalog, 3 snags, and 2 mis-labeled

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

- CATS continues to staff the TeenZone 10+ hours every week.
- Allison attended the StackMap Demo - 1
- Practicum Student, Kathy G. trained in the Teen Zone and also in inventory practices. – 2
- All CATS staff attended or viewed the MMS on IMRF– 2
- All CATS staff attended or viewed the MMS on the Student Card Database. – 2
- Allison helped with the Spirit program for March Madness.
- The National Library Committee met to discuss plans for staff and patrons at the end of April.
- Training Hours – 7

Goal: Work effectively through the use of technology.

- We're working with selectors to try to avoid Amazon's algorithm that keeps suggesting French/Canadian DVDs. So far, we've found suggestions for monitoring what we're purchasing.
- We noticed an issue with graphic novel titles ending up on eBook records. We're working with Hoopla to pinpoint the problem (we think it's their catalog records and ISBNs).
- Lucy noticed an issue when searching for the new Tamil titles. We determined the problem, and it was an easy fix.
- We noticed that Ingram was dropping orders without letting us know about cancellations. We can't seem to isolate the issue to one problem, so we're keeping an eye on it for the future.

Goal: Administer a cost-effective public library.

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- Rather than repurchase an entire Aquapaints set for a damaged Memory Care Kit, we reduced the number of prints available in the kit and fixed the catalog record/contents list.
- We sent 4 Tamil language books to the Cataloging Maintenance Center for cataloging.

Upcoming:

- More inventory
- National Library Week – April 23-29

Children's Services Report
Melissa Robinson
March 2023

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

Services

- The District 87 5th Grade Art Fair was set up on March 24 and is now on display.

Programs

- 2 Hours Outside – 57 attended
- Story Time at the Junction – 4 sessions – 63 attended
- Dungeons and Dragons for Kids – 2 sessions – 4 attended
- My Museum – 15 attended
- 8 programs/sessions – 139 attended

Groups/Events

- Onsite visit from Bloomington High School special education class – 9 attended
- Story Time at Illinois Art Station – 32 attended
- Oakland School Wellness Fair – 93 attended
- Books 'n' Bites at Sheridan School – 34 attended
- Books Alive! – 115 attended
- Sheridan SIP Day presentation on student accounts and educator services – 36 attended
- Washington School visit – 2 visits – 51 attended
- La Petite Academy – 29 attended
- Milestones Preschool – 35 attended
- Katie's Kids – 49 attended
- Trinity Lutheran Pre-K – 16 attended
- Little Jewels – 61 attended
- 13 groups/events – 560 attended

Passive

- Crafts – Lorax lunch bags, bunny handprint, robots, jellyfish, pigeon – 419 made
- Drop-In Lego Challenge – 85 participated

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

- Ava, a Career Link student, joined the Children's Department to help with shelving, the pick list, and other projects.
- Lisa attended the webinar, "Keys to Reaching Every Reader."
- Children's staff attended the MMS's on IMRF and the student card database.
- Alysha and Clare attended the Illinois Youth Services Institute.

Goal: Work effectively through the use of technology.

- 18 posts were added to the Children's Facebook group, and we now have 694 members.
- 25 TikTok videos were posted, and we now have 722 followers.

Upcoming:

- Tales for Tails at Miller Park – Wednesdays 5pm
- Story Time at the Junction – Thursdays 10 am
- Eggs on the Square event – April 8
- Virtual Sensory Story Time – April 8
- Bent School Literacy Night – April 12
- Prairieland Science Fair – April 13
- Glenn School Reading Night – April 18
- Drop-In Lego Challenge – April 22



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
- Led the Human Services Council
- Leadership McLean County Steering Committee; presented at Economic Impact Day
- Children's Home + Aid Blue Bow Luncheon
- BPL tour with facilitators of a local Hispanic book club

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

Deposits staff prepared and delivered or renewed 615 items at 11 sites. Staff presented a program, "Tales and Travels – St Louis", at Carriage Crossing for 15 attendees.

Home Delivery prepared and delivered 335 items to 52 active patrons. 1 new patron was added to the service. 73 e-items were accessed by Home Delivery patrons and 24 items received through interlibrary loan. Staff met with one patron for an in-person tech support session.

Pop Up Library visits were held at the locations listed below. 91 patrons were served, and 475 items checked out. 15 e-items were accessed by Pop Up patrons.

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

(3/2023) Circulation and Outreach Services Statistics

Total Circ BPL	81,997
Total Circ Main	53,906
Adults	25,514
Teens	1,902
Children	26,490
Total Circ Outreach	7,553
OTR Adults	2,233
OTR Teens	185
OTR Children	5,135
Total Circ Drive-up	523
Drive-up Adults	284
Drive-up Teens	18
Drive-up Children	221
Total Digital Downloads	20,015
Hoopla	5,524
Overdrive	13,583
TumbleBooks	12
eBook Central	9
Kanopy	887
Borrowers Registered	731
Total Active Cardholders	29,286
Children	7,279
Teen	3,754
Adult	18,253
GPPLD	1,392
Total Holds Filled	6,033
Main Holds	4,955
Outreach Holds	1,078
Door Count	11,477

Top 10 Highest Circulations	
Wingover Apartments PM	266
Wingover Apartments AM	132
Grove	113
Rollingbrook South	110
Tipton Trails	109
North Pointe	107
Bohmer Drive	98
Ekstam Drive	89
Eagle Ridge	87
Grove	79

5 Stops with Lowest Circulation	
Brookridge Heights	3
Evergreen Park	3
Evergreen Park	3
Franklin Park	3
Heartland Hills	2
Holiday Park	0

Bookmobile Customers: 959

Total Monthly Stops: 72

Circulation Questions Answered: 411

Outreach Questions Answered: 173

Total Questions Answered: 584

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	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									
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									
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									

Human Resources Report

Gayle Tucker

March 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended an IMRF MMS
- I attended the following webinars:
 - Benchmarking Fundamentals, HR Source
 - Hiring Library Staff, CARLI
 - How to Make Employee Onboarding a Top Priority, Bamboo HR
- In March, there was one in-house job announcement and one outside ad, which garnered 14 applications
- There were three interviews in March
- I provided orientations for two new staff
- I completed a detailed Library Salary Survey for HR Source
- 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 Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In March, I participated in several Teams/Zoom meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I posted an employment ad to Indeed.com
- I worked with Brittany Adams on upgrading the HR SharePoint page from classic to modern
- I updated the Part-Time Hours Worked Report
- I will be the Subject Matter Expert for testing and training of the new Kronos UKG Dimensions upgrade and move to the Cloud
- 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, Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Due to construction, this partnership has been on hiatus for the 2022-2023 school year

Upcoming:

- 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 are making good progress in getting the cards digitized.

Kathy and Jon continue to work with the City of Bloomington Finance department to work out the details for the credit card processing for the new cash register systems.

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

We had a green screen program, where teens learned about photography using tablets, DSLR (Digital Cameras), greens screens and other props. The Teens learned how to insert backgrounds and other digital photography techniques to enhance their photographs.

We had our Teen Game Jam program where teens used Makecode Arcade's codeblocks to create simple games. This is the second of these programs because the one in February was so popular and had an extensive waiting list of teens that didn't get an opportunity to participate.

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.

We will be replacing the public printer that we currently lease from Ricoh with a new HP printer that the IT staff will support. We hope to provide legal size printing in addition to our current choices.

Marketing Report
Rhonda Massie – March 2023

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

Library Giving Day

Library Giving Day took place on Tuesday, April 4, and brought in \$3,345.

- In preparation for Library Giving Day, the library's website was updated to include information about Naming Opportunities and Donor Wall giving levels.
- For the day of the event, promotional artwork has been prepped and messaging penned for the following:
 - eBlast, Facebook cover art, website rotating slide, the plasma monitor, 5 different Facebook/Instagram posts, desktop ads and mobile ads on WGLT, and on-air spots on WGLT. The Facebook/Instagram posts will highlight the following:
 - It's Library Giving Day!
 - BPL Cooler giveaway
 - Mosaic canvas update
 - Donor Wall giving levels
 - Naming Opportunities
- The day after the event, artwork and posts thanking the community for donations will be shared via:
 - eBlast, Facebook post, Instagram post, Facebook cover art, the plasma monitor, and the website's rotating slider.

Art

Auctions

- The auction of a final piece of art from the library's collection took place in Cincinnati on March 30 (conducted by Hindman Auctions of Chicago). A William Trego painting of General Custer at battle sold for \$11,500.
- Proceeds from February's Online Art Auction, February's 2nd Chance Online Art Auction, the February auctions of three paintings sold by Hindman Auctions, and the March auction of the Trego painting netted \$18,346.79 for the library. (We paid 15 percent in fees to Hindman Auctions for their services. Because we're a public library, they discounted this fee from 26 percent to 15 percent without being asked. The buyer had to pay a 26 percent fee – on top of the \$11,500 bid -- for the privilege of purchasing the painting.)

New Art

- The library was contacted by the estate of Artist Robert Auth which sought to donate a piece of Robert's work to the library. "*Nostalgic Bloomington Airport*" aka "*Robin*" by Robert Auth was delivered to the library on 3.4.23.

Branded Store

- Marketing is working with Library Commerce Inc. to launch a BPL-Branded Store which will include items such as T-shirts, water bottles, tote bags, mugs, stickers, sweatshirts, etc. The store will be offered from the library's website and will be accessible to both staff and the public. It will remain 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.
Library Commerce Inc. is excited to get this store off the ground as we are the first library they're working with, and they want to use us as an example. They are hoping to have the store open no later than May 1.

Summer Reading

- The Sponsor Committee met on March 9 to discuss who would reach out to which businesses to request monetary and voucher support for the 2023 program. Marketing is in contact with 12 businesses/potential donors. Additional businesses are being contacted by other committee members.
- Work has begun to solidify contracts and produce art for Summer Reading advertising.
 - Print and digital ads were submitted to *Neighbors Magazine*.
 - Art is in the works for Community Players, WGLT, social media, and Lamar billboards.
 - We still need to reach out to Grossinger Arena about using their marquees.
 - We will talk to The Pantagraph about advertising the via social media and online ads as opposed to print ads.
 - Macaroni Kid is on a hiatus (publisher resigned) and will not advertise Summer Reading for 2023.
- Tackled prep work on Summer Reading T-Shirt designs and "store" set up.
- Summer Reading bookmarks – in English and Spanish -- serve as save-the-date reminders for the program and are given to students at the grade schools when our librarians visit to hype the program.
 - Proofs & final bookmarks in English & Spanish
 - Sent English & Spanish bookmark files to printer
- First proofs of each reading log – kids, teens, adults – are circulating.

Your Future Library – Capital Campaign

- Rhonda and Jeanne attended the March 7 meeting of Bloomington-Normal Sunrise Rotary and were presented with a \$5,000 check for the Building Project.
- 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.
 - Prepped letters for those whose pledge payments are in arrears.
 - Sent letters to those whose pledge payments are due in the next 30 days.
- Updated the Naming Opportunities document.
- In preparation for Library Giving Day (4.4.23), updates were made to the website to add information about Naming Opportunities and Donor Wall giving levels.
- Necessary paperwork, required for consideration of a donation by CEFCU, was completed and submitted.
- First Financial Bank was approached about the possibility of a donation.
- By vote of the owners of Green Top Grocery, the library was chosen as a recipient of the store's Round-Up-at-the-Register Program for the 2023-2024 session. The library will be the featured recipient of these funds during the month of March 2024. (The library was also chosen as a recipient during the 2022-2023 session. During that session, the library netted \$1,928.67 in donated funds for the Your Future Library Building Project.)

Website

- Marketing continues to maintain the library's website.
 - Monthly addition of all March programs and registration forms to the online calendar
 - Monthly update to record sets for New Movies, New Music, and New Audiobooks
 - Added and removed *Employment Opportunities* as requested
 - Updated the *Donate* page to include information about Naming Opportunities and Donor Wall giving levels
 - Maintained the puzzle page – adding and removing puzzles
 - Added new construction photos
 - Reviewed Google Analytics training materials
 - Reviewed calendar settings within Library Market
 - Updated language pertaining to Non-Resident Library Cards on the *Get a Card* page
 - Removed information about the printing portal as the printer was down and we had to wait for parts. Re-added the printing portal to the website when the fix was complete.
 - Met with Library Commerce (the branded store)
 - Began researching if/how to create/utilize an existing subdomain
 - Reviewed materials and login information
 - Added information about the library's Book Club Kits to the general Book Club page
 - Replaced the photo on the Book Club page
 - Added information about the upcoming Easter Closure to the plasma monitor and the website
 - Worked on Menu Mapping for the Office 365 Committee in an effort to provide an "at a glance" document which will help staff more easily locate that which they seek on Sharepoint

Advertising

- WGLT
 - On-air ads ran during the month of March to promote a program titled *Needles & Pins: A Fiber Arts Celebration*.
 - On-air ads, desktop ads, and mobile ads will run in early April and will showcase Library Giving Day.
 - On-air ads will run during the month of April to promote the Medical Cannabis 101 program.
- Neighbors Magazines
 - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook continue to promote the fact that library cards and library programs are free.
- Ongoing
 - Renewed annual sponsorship of productions by The Community Players which allows us to run an ad on their screen during each 2022-2023 show (pre-show and intermission).
- Upcoming
 - BPL will sponsor The Community Players 2023 show *Puffs*. This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).

Misc. Marketing Tasks

- Provided carnival and trivia night prizes to the following schools: Washington, Benjamin, Corpus Christi.
- Compiled reporting information about a program that was grant funded.

April Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - April'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. 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)

- Ramadan and Fasting 101
- James Taylor & Carly Simon
- Green Screen & Photo Booth Photography
- D&D for Kids
- My Museum
- Spring Break Activities
- Danny Trejo
- Two Hours Outside Party
- Virtual Reality Experience
- The Saving of the Titanic
- National Play Outside Day
- Virtual Sensory Story Time
- Intro to Micro:bit
- Tales for Tails at Miller Park
- Story Time at The Junction
- Medical Cannabis 101
- Poetree for Kids
- English Language Conversation Group
- Blackout Poetry for Teens
- Drop-In Lego Challenge
- Conversation with Will Shortz
- Into to Fresco

Signage

- Green Days display
- Online Newspapers poster for Bookmobile
- Brookridge Heights Bookmobile poster
- Ramadan display
- Women's History Month display
- Easter Closure
- DVD Endcaps
- Neurodiversity display
- Arab American Heritage Month display
- National Siblings Day display
- National Humor Month display
- White Receipts recycling sign
- National Library Week – staff activities

Misc. Design Work

- April Calendars
- Revamped and reprinted a handout encouraging patrons to use the Drive-Up Lane and the Bookmobile while parking is at a minimum.

- BPL address label template
- Reprinting handouts/publicity as requested

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.
- Kourtnei serves on the library's Spirit Committee.
- Marketing training:
 - StackMap Demo
 - Fast Forward Libraries: Learning and Evaluating Culture
 - IMRF Mini Morning Session
 - Student Card Mini Morning Session
 - Consistent Content Marketing – Sessions 1 & 2

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,887 followers
 - Instagram – 2,127 followers
 - Twitter - 2,002 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 216
- Library text subscribers – 336
- Bookmobile text subscribers – 1,372
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,235 filtered active subscribers.
- Program Guide list – 34,233 filtered active subscribers.
- General eBlast list – 34,255 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:
 - Kanopy – Women's History Month
 - We're Hiring – Part-Time Security Guard
 - Broadband Survey promotion for the McLean County Regional Planning Commission
 - Urge people to use the Drive-Up Lane and the Bookmobile while parking is scarce
 - Next Reads Recommendations – Biographies & Memoirs
 - Rhonda and Jeanne receiving a \$5,000 check from Bloomington-Normal Sunrise Rotary
 - Hoopla – All Things Irish
 - Next Reads Recommendations – Home & Garden
 - Hoopla – Spring Break
 - (2) posts about the auction for the Trego painting
 - PebbleGo – Women's History Month
 - District 87's 5th Grade Art Show is on display in the library's Children's Department
- 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 library's VetNow resource and webinar was delivered on March 1.
 - An eBlast promoting the Brainfuse HelpNow database (tutoring) was delivered on April 1.
 - An eBlast promoting Library Giving Day will be delivered on April 4.
 - An eBlast thanking the community for its donations made on Library Giving Day will be delivered on April 5.
- 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
March 2023**

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

- Operations staff:
 - Moved boxes of books to storage
 - Completed salting and snow removal
 - Repaired a table in Children's
 - Shampooed chairs in break room
 - Cleaned out and reorganized mechanical room (again)
 - Purchased new traffic cones
 - Provided a cart and ladder for D87 teachers to display student artwork
- Repairs/Installs:
 - Mid-Illinois Mechanical checked supply fan operation and ordered replacement bearings
 - Weber Electric repaired fluorescent fixtures
 - Johnson Controls checked on communication trouble on FA panel
 - New one-serving coffee makers and electric glass kettle for breakroom

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
 - Viewed "Manage the Irate Visitor" webinar
 - Worked with Jeanne on keying schedule
- Security Staff:
 - Viewed training on "Drug Usage and Intoxicated Patrons in the Library"
 - Facilitated CPR/First Aid training with BFD for staff

Goal: Administer a Cost-Effective Library.

- Renewed Alert Media annual contract
- Renewed Johnson Controls annual contract for the chiller
- Renewed Alpha Controls contract for HVAC controls

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

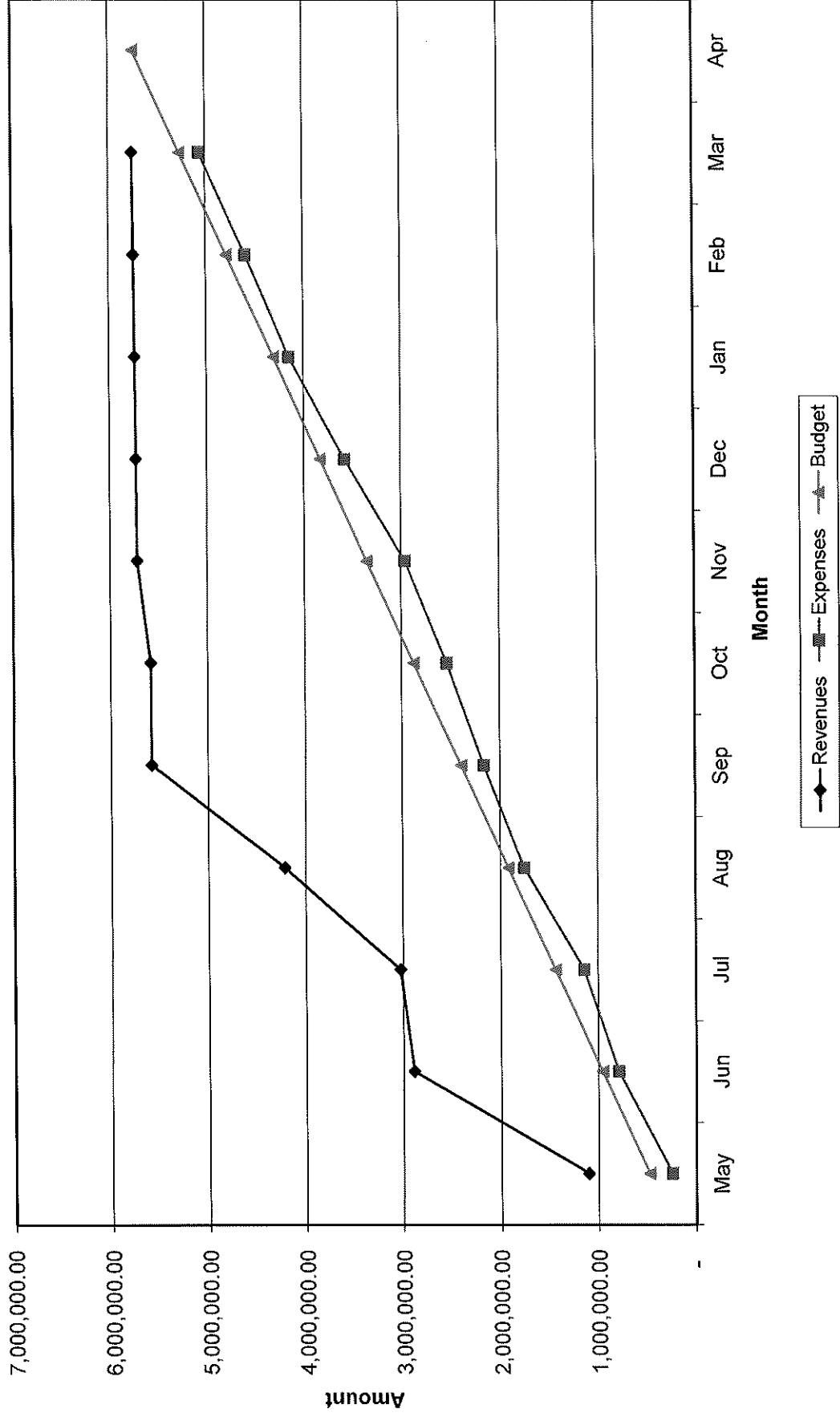
ACCT NAME	BUDGET	MAR 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	4,984,167.20	(33,617.80)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,138.10	11,138.10	-----
GPPLD	429,600	0.00	416,798.38	(12,801.62)	97.0
Fines & Fees	8,000	1,375.76	8,858.25	858.25	110.7
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	5,035.13	32,721.13	30,721.13	1636.1
Interest from Taxes	0	0.00	39.97	39.97	-----
Donations	20,000	10.00	21,391.05	1,391.05	107.0
Cash Over/Short	0	0.00	16.55	16.55	-----
Other	25,000	3,569.20	35,815.37	10,815.37	143.3
Total Revenues	5,748,185	9,990.09	5,757,399.00	9,214.00	100.2

EXPENDITURES:

ACCT NAME	BUDGET	MAR 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	192,033.69	2,227,861.90	(299,071.10)	88.2
Part-Time Salaries	503,788	34,867.25	377,958.60	(125,829.40)	75.0
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	2,500.00	27,830.00	27,830.00	-----
Total Sals & Wages	3,101,712	229,400.94	2,642,816.96	(458,895.04)	85.2
Dental Insurance	11,000	708.50	7,432.13	(3,567.87)	67.6
Health Insurance, HMO	8,060	534.96	7,013.19	(1,046.81)	87.0
Life Insurance	3,100	246.40	2,754.89	(345.11)	88.9
Vision Insurance	3,000	224.98	2,384.84	(615.16)	79.5
Health Insurance, BCBC-PPO	275,812	22,786.82	241,932.67	(33,879.33)	87.7
Library RHS Contribution	0	691.81	6,632.69	6,632.69	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	13,189.34	200,581.51	(77,425.49)	72.1
FICA	192,387	13,534.56	156,959.23	(35,427.77)	81.6
Medicare	44,994	3,165.35	36,708.55	(8,285.45)	81.6
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	20,000	0.00	0.00	(20,000.00)	0.0
Other Benefits	22,000	0.00	6,614.87	(15,385.13)	30.1
Total Benefits	889,560	55,082.72	679,190.57	(210,369.43)	76.4
Rentals	20,000	938.27	14,448.71	(5,551.29)	72.2
Total Rentals	20,000	938.27	14,448.71	(5,551.29)	72.2
Building Mtnc	140,000	8,206.54	115,117.64	(24,882.36)	82.2
Vehicle Mtnc	12,000	51.00	10,383.62	(1,616.38)	86.5
Office & Computer Mtnc	190,000	5,370.17	153,160.46	(36,839.54)	80.6
Total Repair/Mtnc	342,000	13,627.71	278,661.72	(63,338.28)	81.5

ACCT NAME	BUDGET	MAR 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	1,657.45	42,856.46	(7,143.54)	85.7
Printing/Binding	12,000	0.00	13,553.19	1,553.19	112.9
Travel	500	10.94	773.40	273.40	154.7
Membership Dues	5,000	45.00	3,807.99	(1,192.01)	76.2
Professional Development	10,000	1,205.08	8,517.12	(1,482.88)	85.2
Other Purchased Services	130,000	56,080.71	370,921.10	240,921.10	285.3
Other Purchased Services-Pandemic Grnt	0	0.00	1,097.60	1,097.60	-----
Other Insurance	45,000	0.00	41,388.10	(3,611.90)	92.0
Total Purchased Services	252,500	58,999.18	482,914.96	230,414.96	191.3
Office Supplies	15,000	391.51	8,384.34	(6,615.66)	55.9
Computer Supplies	85,000	4,285.75	71,908.84	(13,091.16)	84.6
Postage	5,000	4,000.00	4,426.06	(573.94)	88.5
Library Supplies	80,000	7,717.67	37,327.06	(42,672.94)	46.7
Janitorial Supplies	20,000	1,191.36	12,761.93	(7,238.07)	63.8
Gas & Diesel Fuel	6,000	457.67	4,863.36	(1,136.64)	81.1
Building Mtnc & Repair Supplies	15,000	732.69	10,056.89	(4,943.11)	67.0
Total Supplies	226,000	18,776.65	149,728.48	(76,271.52)	66.3
Natural Gas	21,000	4,087.68	28,302.35	7,302.35	134.8
Electricity	92,000	5,896.19	127,936.02	35,936.02	139.1
Water	6,000	440.80	4,956.72	(1,043.28)	82.6
Telecommunications	42,000	5,309.06	42,023.20	23.20	100.1
Total Utilities	161,000	15,733.73	203,218.29	42,218.29	126.2
Professional Collection	1,500	0.00	60.53	(1,439.47)	4.0
Total Prof Collection	1,500	0.00	60.53	(1,439.47)	4.0
Non-Traditional Materials	5,000	262.65	667.22	(4,332.78)	13.3
Periodicals	20,000	42.70	15,320.37	(4,679.63)	76.6
Adult Books	160,000	15,990.64	112,977.75	(47,022.25)	70.6
Children's Books	125,000	11,062.30	76,162.68	(48,837.32)	60.9
A/V Materials	111,600	7,245.18	61,745.70	(49,854.30)	55.3
Public Access Software	105,000	5,065.00	110,869.22	5,869.22	105.6
Downloadable Materials	180,000	39,995.00	201,001.17	21,001.17	111.7
Total Materials	706,600	79,400.82	578,076.89	(128,523.11)	81.8
Employee Relations	7,000	27.89	2,468.27	(4,531.73)	35.3
Miscellaneous Expenses	10,313	198.31	3,268.47	(7,044.53)	31.7
To Library Equip Replacement	30,000	0.00	30,000.00	0.00	100.0
Total Other Expenses	47,313	226.20	35,736.74	(11,576.26)	75.5
Total Expenses	5,748,185	472,186.22	5,064,853.85	(683,331.15)	88.1

Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% to 96.7% is acceptable)
March 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 (110.7%): Fee revenue is higher than projected.

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

Interest (1636.1%): 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 (143.3%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (75.0%): 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 (67.6%): This is under-spent because the rates are not as high as had been expected.

Vision Insurance (79.5%): This is under-spent due to a change in the rates.

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

IMRF (72.1%): This is under-spent due to staff vacancies and the rate decreased.

FICA (81.6%): This is under-spent due to staff vacancies.

Medicare (81.6%): 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 (82.2%): Charges have been minimal.

Vehicle Maintenance (86.5%): Charges have been minimal.

Office & Computer Equipment (80.6%): Charges have been minimal.

Advertising (85.7%): Charges have been minimal.

Printing/Binding (112.9%): This is over-spent due to printing both new bookmobile schedules and bookmobile route post-cards in February.

Travel (154.7%): This is over-spent due to more staff traveling to in-person meetings/conferences.

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

Professional Development (85.2%): Charges have been minimal.

Other Purchased Services (285.3%): This is over-spent because some expansion costs were charged to this line item.

Office Supplies (55.9%): Charges have been minimal.

Computer Supplies (84.6%): Charges have been minimal.

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

Janitorial Supplies (63.8%): Charges have been minimal.

Gas & Diesel Fuel (81.1%): Charges have been minimal.

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

Natural Gas (134.8%): This is over-spent due to increased usage during the colder months.

Electricity (139.1%): This is over-spent due to high usage during the summer months and due to higher rates.

Water (82.6%): Charges have been minimal.

Telecommunications (100.1%): This is over-spent due to the increased demand for hot spot services.

Professional Collection (4.0%): Charges have been minimal.

Non-Traditional Materials (13.3%): Charges have been minimal.

Periodicals (76.6%): Charges have been minimal.

Adult Books (70.6%): Charges have been minimal.

Children's Books (60.9%): Charges have been minimal.

A/V Materials (55.3%): 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 (111.7%): This is over-spent due to customer demand for Hoopla, Over-Drive, and Kanopy.

Employee Relations (35.3%): Charges have been minimal.

Miscellaneous Expenses (31.7%): 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

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 15.00
Book Pick-Up:	781.74
Book Shoppe:	20,103.75
Card Catalog Drawers:	245.00
Ear Buds:	166.50
Flash Drives:	68.25
Genealogy Searches:	55.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	10,615.00
Reusable Bags:	300.00
Test Proctoring:	150.00
Tote Bags:	168.00
Miscellaneous:	3,095.13

Total Other Revenue:	\$35,815.37
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During March, 18 batches containing 106 invoices were processed, totaling \$1,950,993.65 and 98 credit card charges were made totaling \$35,857.71.

As of March 31, the Library's Maintenance & Operating Fund Balance is \$2,066,095.71, which is 35.9%% of the budgeted amount; the goal of twenty-five percent of the Library's FY23 budget is \$1,369,546.

Library Fund Balance Information, 3/31/23:

Operating:	\$ 2,066,095.71
Fixed Assets:	\$ 1,246,420.81
Capital:	\$ 11,059,382.45

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 3/31/23

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	654,517.02	(45,482.98)	93.5
Interest	400,000.00	396,115.48	(3,884.52)	-----
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	 15,252,528.68	 (11,080,824.55)	 57.9

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,360,978.94	(92,605.06)	93.6
Other Purchased Services	412,098.50	91,329.09	(320,769.41)	22.2
Office Supplies	2,157,629.30	179,845.14	(1,977,784.16)	8.3
Library Buildings	21,578,000.00	8,601,144.86	(12,976,855.14)	39.9
 Total Expenses	 25,601,311.80	 10,233,298.03	 (15,368,013.77)	 40.0

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 15, 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 5:34 p.m.
- II. Roll Call
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad

Others Present: Jeanne Hamilton, Kathy Jeakins

Absent: None
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad updated the Board on the annexations, sharing that Attorney Robert Porter filed a brief on March 9th. Responses from the other parties are due on April 17th. McLean County is the only party that has filed a notice of appearance. They have indicated that they are neutral at this time. The next hearing is scheduled for April 24th.
- VI. Approval of Minutes
A. February 15, 2023:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared an update on the Library Expansion and Renovation project. The Bloomington Public Library Board approved furniture bids at their February meeting. Many of the GPPLD Board members have taken the opportunity to receive tours of the construction progress. Jeanne also shared that we have hired an administrative assistant and she will start on April 3rd.

B. Circulation and Outreach Report: Jeanne shared Colleen Shaw, Circulation and Outreach Manager's report. The first Deer Ridge (in GPPLD) stop is off to a great start; we had 19 visitors. Board members also pointed out Freedom Oil made the Top 10 stops in terms of Circulation.

C. Financial Report: Kathy Jeakins, Business Manager, shared the Financial Report. Expenditures and revenues through the end of February should be at 67%.
- VIII. Unfinished Business
A. Update on Annexations:
President Novosad shared the update during her President's report.
- IX. New Business

A. Approve Annual Amount to Set Aside for Capital Projects

There was some discussion explaining why and how capital funds are earmarked. Kathy Jeakins reported that there was \$3,823 in unspent funds at the end of FY22. The Board came to the consensus that they would like to earmark this full amount for capital projects.

STEPHANIE WALDEN MOVED, ARY ANDERSON SECONDED, TO SET ASIDE \$3,823 FOR CAPITAL PROJECTS.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve 2023 Summer Reading Donation

It was shared that GPPLD donated \$3,000 to the Summer Reading Program in 2022. If a donation is made to the 2023 program, it will be from the miscellaneous budget line item.

STEPHANIE WALDEN MOVED, ARY ANDERSON SECONDED THE MOTION, TO DONATE \$3,000 TO THE 2023 LIBRARY SUMMER READING PROGRAM.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Report on Bloomington Public Library Board 3P's Meeting

Jim Russell shared that he attended the Bloomington Public Library Board 3P's meeting. He shared the proposed changes to the BPL Strategic Plan. He shared that the committee plans to further discuss goals for the upcoming year at the April Board meeting. He also shared that the committee plans to work on a full strategic plan process in a few years. Jim shared that he hopes that GPPLD will consider their own Mission and Vision Statement, and possibly some goals, that reflect work on the diversity of the GPPLD district, all of which should complement BPL. There was some discussion about the opportunities to better serve Dale and Arrowsmith Townships.

X. Comments from Board Trustees

Ary Anderson shared the Bloomington Public Library and Normal Public Library are hosting a Pins and Needles Fiber Arts Festival on March 18th. Ary has some items that will be in the exhibit.

XI. Reminder

A. File Your Economic Statement of Interest

Ruth shared that the notice to file is behind, but the actual form is available online. Those who filed Economic Statement of Interests for their candidacy still have to complete this form again.

B. Next Board Meeting is April 19, 2023

XII. Adjournment

President Novosad adjourned the meeting at 6:09 p.m.

Bloomington Public Library

Books are just the beginning.

Statistics At-A-Glance

March 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	28,031	35,046	-20%	322,075	378,582	-15%
Teens	2,105	2,314	-9%	22,550	25,564	-12%
Children	31,846	40,823	-22%	370,395	440,447	-16%
Digital Downloads	20,015	17,143	17%	206,350	181,274	14%
Total	81,997	95,326	-14%	921,370	1,025,867	-10%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,253	19,601	-7%	N/A	N/A	N/A
Teens	3,754	3,387	11%	N/A	N/A	N/A
Children	7,279	5,899	23%	N/A	N/A	N/A
Total	29,286	28,887	1%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	731	279	162%	6,894	3,576	93%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,477	15,336	-25%	135,269	154,652	-13%
BooLmobile	959	721	33%	12,112	7,378	64%
Total	12,436	16,057	-23%	147,381	162,030	-9%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	82	-100%	213	589	-64%
Digital Preservation Studio	0	34	-100%	26	197	-87%
Community Room	0	34	-100%	11	317	-97%
Total	0	150	-100%	250	1,103	-77%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	21	10	110%	187	80	134%
People Reached	1,093	640	71%	19,135	6,956	175%
Community Visits to the Library	2	1	100%	2	8	-75%
People Reached	12	6	100%	12	178	-93%
Total Outreach Visits	23	11	109%	189	88	115%
Total People Reached	1,105	646	71%	19,147	7,134	168%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	13	13	0%	98	103	-5%
Attendance	490	436	12%	1,846	1,542	20%
Teens	2	2	0%	31	39	-21%
Attendance	12	38	-68%	264	190	39%
Childrens	8	25	-68%	89	213	-58%
Attendance	139	454	-69%	1,677	2,963	-43%
Total Programs	23	40	-43%	218	355	-39%
Total Attendance	641	928	-31%	3,787	4,695	-19%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	6	1	500%	28	20	40%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,818	2,980	-5%	29,872	30,211	-1%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	110	134.25	-18%	1,652	1,897	-13%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,160	1,033	12%	14,186	14,871	-5%
WiFi Sessions	1,318	1,833	-28%	16,750	18,417	-9%
Website/Catalog Hits	41,109	46,991	-13%	474,386	523,701	-9%
Online Resource Use	8,857	3,612	145%	57,666	38,069	51%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	528	370	43%	4,858	3,905	24%
Sent	138	237	-42%	1,324	2,240	-41%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	21.00	75.25	-72%	99	738	-87%

Incident Report Summary for March 2023

2023-03-31 23:59:00

2023-03-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
4411	2023-03-02 20:16:34	HealthSafety
4412	2023-03-04 20:54:39	SleepingIncident
4413	2023-03-06 14:57:42	StolenDamagedLibraryMaterial
4414	2023-03-11 22:16:33	CustomerRelatedIllnessAccident
4415	2023-03-19 19:23:54	StolenDamagedLibraryMaterial
4416	2023-03-19 19:41:48	InappropriateBehavior
4417	2023-03-22 15:50:44	InappropriateBehavior
4418	2023-03-29 15:50:00	InappropriateBehavior

Suspension Report Summary for March 2023

2023-03-31 09:54:02pm

2023-03-01 09:54:02pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
499	2023-03-13 00:00:00	Other
497	2023-03-04 00:00:00	SleepingIncident
500	2023-03-13 00:00:00	Other
501	2023-03-19 00:00:00	StolenDamagedLibraryMaterial
502	2023-03-19 00:00:00	StolenDamagedLibraryMaterial
503	2023-03-19 00:00:00	
504	2023-03-22 00:00:00	InappropriateBehavior
507	2023-03-31 00:00:00	InappropriateBehavior
506	2023-03-29 00:00:00	InappropriateBehavior

SALARY RANGES

Effective May 1, 2021

Position	<u>Bottom of Range</u>		<u>Top of Range</u>	
	<u>Bi-Weekly</u>	<u>Annual</u>	<u>Bi-Weekly</u>	<u>Annual</u>
Part Time Security Officer	\$13.68/ hour		\$19.64/ hour	
Security Site Supervisor	\$1,360	\$35,360	\$2,097	\$54,522
Administrative Assistant	\$17.80/ hour		\$25.75/ hour	
Department Supervisor	\$22.00/hour		\$37.00/hour	
Network Administrator	\$1,600	\$41,600	\$2,084	\$54,184
Unit Manager	\$1,974	\$51,324	\$3,295	\$85,670
Librarian II - Manager	\$2,539	\$66,014	\$3,762	\$97,812
Information Technology Services Manager	\$3,034	\$78,884	\$3,762	\$97,812
Director	\$3,636	\$94,536	\$5,811	\$151,086

PROPOSED SALARY RANGES

Effective May 1, 2023

<u>Position</u>	<u>Bottom of Range Rate of Pay</u>	<u>Top of Range Rate of Pay</u>
Part Time Security Officer	\$16.00/ hour	\$25.00/ hour
Security Site Supervisor (merge with Dept Supervisor)	-	-
Administrative Assistant	\$18.00/ hour	\$27.00/ hour
Department Supervisor/Assistant Manager	\$43,500	\$65,000
Network Administrator	\$48,000	\$72,000
Unit Manager	\$53,000	\$99,000
Librarian II - Manager	\$66,000	\$103,000
Information Technology Services Manager	\$79,000	\$118,500
Director	\$95,000	\$176,000