

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 21, 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 February 21, 2023 Regular BPL Board Meeting
 - B. Approve Bills List of February 2023
- IX. Approval Items
 - A. Approve Amended Expansion Project Budget
 - B. Approve Electric Vehicle Charger Installation Project
 - C. Approve Revisions to the Strategic Plan
- X. Discussion Items
 - A. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 3.17.23 9:00 a.m.

BILLS LIST

Approved by BPL Board of Trustees, March 21, 2023

Signature, BPL Trustee		
Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	914.46
Amazon Capital Services	Adult Books	81.22
Amazon Capital Services	Computer Supplies	71.39
Amazon Capital Services	Non-Traditional Materials	167.02
Amazon Capital Services	Other Purchased Services	3,676.20
Ameren IP	Electricity	5,637.91
American Pest Control, Inc.	Building Maintenance	80.00
Aurora Public Library District	Other Purchased Services	69.45
Bibliotheca, LLC	Library Supplies	4,952.79
Blackstone Publishing	Adult Books	7.95
Blue Beacon, Inc.	Vehicle Maintenance	46.00
Carahsoft Technology Corp.	Public Access Software	13,125.00
CDW Government	Office/Computer Equip Mtn	1,268.32
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	708.50
City of Bloomington	FICA	13,615.41
City of Bloomington	Gas & Diesel Fuel	425.01
City of Bloomington	Health Insurance-HMO	1,988.88
City of Bloomington	Health Insurance-PPO	22,786.82
City of Bloomington	IMRF	13,209.72
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,184.26
City of Bloomington	Payroll	231,163.85
City of Bloomington	RHS Contribution	684.12
City of Bloomington	Vision Insurance	224.98
City of Bloomington	Water	474.84
Continental Research Corp	Janitorial Supplies	183.80
Cope, Michelle	Travel	10.94
Cummins, Inc.	Vehicle Maintenance	509.21
Custom Digital Imaging	Printing	4,578.08
Devyn Corp.	Other Purchased Services	1,400.00
Ebsco Industries	Other Purchased Services	5,005.00
Ebsco Industries	Public Access Software	5,065.00
Engberg Anderson	Architectural Fees	18,637.50
Engberg Anderson	Other Purchased Services	3,980.00
Envisionware, Inc.	Library Sups-Expansion	61,837.50
F & W Lawn Care & Landscaping	Building Maintenance	305.00
Geiger Brothers	Library Supplies	862.94
Geiger Brothers	Other Purchased Services	320.72
Glink, Ancel, P.C.	Other Purchased Services	62.50
H H Office, Inc.	Janitorial Supplies	193.14

H H Office, Inc.	
Hazelgrove, William	
Houck Motorcoach Advertising	
HV Management, LLC	
Illinois State University	
Innovative Interfaces, Inc.	
Keyes, Laura	
Metronet	
Mickey Truck Bodies	
Mid Illinois Mechanical	
Midwest Engineering & Testing, Inc.	
Midwest Tape	
Midwest Tape	
Midwest Tape	
Miller Janitorial Supply	
NICOR/Northern Illinois Gas	
OCLC, Inc.	
OverDrive	
Pantagraph	
Playaway Products, LLC	
Playaway Products, LLC	
Proquest CSA, LLC	
Ricoh USA, Inc.	
Ricoh USA, Inc.	
Rosedrew, Inc.	
U S Postage Service	
Unique Management	
Wenstrup, Gary	
West Publishing	
VISA - American Library Association	
VISA - Baker & Taylor Books	
VISA - Baker & Taylor Books	
VISA - Baker & Taylor Books	
VISA - Benjamin Elementary School	
VISA - Best Version Media	
VISA - Bill's Key & Lock Shop	
VISA - Casey's General Store	
VISA - DTS Digital Advertising	
VISA - Facebook	
VISA - Huck's Food & Fuel Stop	
VISA - Illinois State University Parking	
VISA - Ingram	
VISA - Ingram	
VISA - International Service Fee	
VISA - Kroger	
VISA - MassVRBloomington	
VISA - Menards	
VISA - Menards	
VISA - PayPal*Gulf Mobile & Ohio Historical Society	
VISA - PayPal*StevenHarding	
VISA - QR-Code-Generator	
VISA - Starcrest Cleaners	
VISA - T-Mobile	

Office Supplies	109.15
Other Purchased Services	100.00
Advertising	1,850.00
Other Purchased Services	2,200.00
Advertising	491.67
Office/Computer Equip Mtnc	69,651.78
Other Purchased Services	350.00
Telecommunications	1,943.98
Vehicle Maintenance	3,566.40
Building Maintenance	376.54
Other Purchased Services	4,245.00
A/V Materials	1,512.32
Children's Books	69.98
Downloadable Materials	19,960.00
Janitorial Supplies	153.45
Natural Gas	3,328.78
Office/Computer Equip Mtnc	3,641.19
Downloadable Materials	9,980.00
Advertising	47.96
Adult Books	443.94
Children's Books	679.39
Downloadable Materials	75.00
Office/Computer Equip Mtnc	91.89
Rentals	938.27
Library Supplies	513.00
Postage	4,000.00
Other Purchased Services	433.40
Other Purchased Services	250.00
Adult Books	2,916.00
Memberships	168.00
A/V Materials	1,842.54
Adult Books	4,524.23
Children's Books	2,528.75
Advertising	100.00
Advertising	394.40
Janitorial Supplies	2.76
Gas & Diesel Fuel	15.78
Advertising	200.00
Advertising	523.42
Gas & Diesel Fuel	20.51
Travel	4.00
Adult Books	5,501.05
Children's Books	533.79
Other Purchased Services	0.84
Other Purchased Services	16.36
Other Purchased Services	299.52
Janitorial Supplies	3.26
Vehicle Maintenance	1.99
Memberships	45.00
Professional Development	499.00
Other Purchased Services	83.88
Other Purchased Services	29.95
Telecommunications	1,333.08

VISA - Verizon Wireless	Telecommunications	337.38
VISA - Zoom.US	Other Purchased Services	339.83
Total		575,574.04

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Director's Report February 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
 - Meeting with the construction team to discuss window roller shades
 - Attending a demo of our new camera and access control software
 - Attending the moving and furniture bid openings
 - Offering three construction tours to staff
 - Meeting with City staff twice to discuss plans for parking
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
 - Encouraging staff to start preparing for the transition to phase 2, particularly those in areas that did not have to move for phase 1
 - Reviewing shared administrative files to clean-up items before the phase 2 move
 - Meeting with Caprice to select an external book drop for phase 2
 - Reviewing and updating the construction expenses and revenues (actual and anticipated)
 - Working with Caprice to plan ways to address reduced parking
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended 2 Illinois Library Association Legislative Events
- Attended a meeting with staff to discuss ways to improve the D87 and U5 student card projects
- Attended a meeting with Susan Mohr to discuss ways to improve the D87 student card project
- Attended a GPPLD hearing about the properties annexed out of GPPLD service area
- Met with Library Directors from Normal Public Library, Carlock Public Library District, and Hudson Area Public Library
- Attended the Illinois Library Association (ILA) Executive, Finance, and Public Policy Committee Meetings

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
- Prepared the March Diverse Reads E-newsletter

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

- Participated in a Library Director Leadership Book Discussion
- Attended a session about a carpool program organized by Connect Transit
- Attended an Equity, Diversity, and Inclusion staff book club

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- Participated in 1 interview for an Administrative Assistant
- Met with City HR to discuss the staff service award program
- Attended a virtual networking group for city library directors
- Met with union stewards to keep open lines of communication
- Started working on annual performance reviews for the managers
- Watched a Hiring Library Staff: Best Practices for the Interviewer webinar

**Adult Services Report
Carol Torrens
February 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.

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

COLLECTIONS

Book displays this month were on these topics: actor biographies, Black History Month, and romance. The DVD display featured date night movies.

PROGRAMS

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

KJHS: 58; PJHS: 25; EJHS: 31; CJHS: 44; BJHS: 356 (7 visits)

Adult/Family programs

Mystery Book Club, virtual – 1 session – 13 attended

Fiction Book Club, virtual – 1 session – 5 attended

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

History Reads book club, hybrid – 1 session – 11 attended

Buffalo Soldiers, virtual – 1 session – 18 attended

Black Life in America database, virtual – 1 session – 3 attended

IL Libraries Present author Alexander Kwame, virtual – 1 session – 16 attended

First Ladies Forum, Louisa Adams, virtual – 1 session – 47 attended

ESL Conversation Group, in person at Star Literacy Office – 1 session – 15 attended

Estate, Legacy, and Tax Planning Strategies – 1 session – 6 attended

Teen Programs

Take and Make heartbreaker valentine craft – 43 kits were handed out

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

Training on topics including these was taken by several AS staff: new Black Life in America database; various upcoming book releases, programming for solar eclipses, Pantagraph index scanning, and ebooks.

Mimi created and presented "Health Care is Self-Care" for staff as a mini morning session.

Goal: Work effectively through the use of technology.

There was 1 individual appointment about ebooks this month.

The Pantagraph index card scanning project has begun. A handful of staff are in the testing phase for scanning the cards from the card catalog. The end goal is a searchable database for this information, which is the primary access for decades of Pantagraph issues and articles from the 1800s into the 20th century.

Business Office Report

Kathy Jeakins

February 2023

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

In February, I prepared a Purchase Order for the replacement of the sorter and related equipment.

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

I reviewed applications and resumes for the Administrative Assistant position and called 3 individuals for interviews.

I participated in one interview in February.

Goal: Work effectively through the use of technology.

Worked with Jon Whited on updating the Library's cash registers to include point of sale credit card equipment.

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, canceled credit cards for staff who had left the Library, processed application for staff getting a Library credit card, and I entered all credit card transactions in account files.

In February, the Book Shoppe collected \$1,347.25, less than last month.

Hoopla usage was high again in February; \$10,821.32; a slight decrease from last month.

Kanopy downloads for February were \$867; less than last month.

I've been placing orders for supplies as needed.

I've been taking Library deposits to The Hub, as needed.

I've been taking expansion donation checks to Heartland Bank for deposit, as needed.

I've been mailing accounts payable checks every other week.

Bills Costing in Excess of \$5,000:

- Carahsoft Technology Group \$13,125.00 for Renewal of LinkedIn Learning Library
- Ebsco \$5,005.00 for Renewal of Novelist K-8 Plus & Novelist Plus
- Engberg-Anderson \$18,867.50 for Architectural Fees
- Envisionware \$61,837.50 for Deposit of Sorter and Related Equipment
- Innovative Interfaces \$69,651.78 for Polaris Service (the Catalog) Year 2 of 5

Upcoming:

In March, more interviews for the Administrative Assistant position will take place.

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Cataloging & Technical Services Report

Allison Schmid

February 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.

- This month we replaced 9 Hotspots that were considered LOST. They were deactivated by IT and moved to a new Bibliographic record called "LOST Mobile hotspot."
- Moving forward, we will now be using a color-coded label that says "DISCS" instead of "DVDs" to indicate when there is more than one disc in a DVD, Blu-ray, or 4K. Even though they are all technically Digital Video Discs (DVDs), we understand that the word DVDs could be confusing with the 3 different formats.
 - Eleanor has now gone back and corrected all the movies on the shelf.
- Alex handed off a donation of adult Tamil books to CATS. We were able to sort them by ones with catalog records vs. no catalog records and passed them to Caitlin and Molly to decide what they'd like to add to the collection.

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

- CATS continues to staff the TeenZone 10+ hours every week.
- Practicum Student, Kathy got an in-depth CATS tour with workflow and shadowed picklist. – 2
- Allison watched the Libby video on "Deep Search and Notify Me Features." - .25
- All CATS staff attended or viewed the MMS on Health Care is Self-Care. – 2
- Ariana from Circulation shadowed and assisted with the February depop process. – 1
- Allison attended the RTSF (Resources and Technical Services Forum) meeting.
- Allison came up with a solution for making reciprocal barcode labels for Circulation in-house on a as needed basis.
- Training Hours – 5.25

Goal: Work effectively through the use of technology.

- We added 14 new Amazon users this month, and we're now able to use permissions to our advantage for users who aren't selecting for the collection.

Goal: Administer a cost-effective public library.

- Persisted in receiving refunds from ceased and overlapping magazine subscriptions via EBSCO.

Upcoming:

- More inventory

Children's Services Report

Melissa Robinson

February 2023

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

Collections

- Alex worked with the assistant principal of the local Tamil school to add more Tamil books to the library.

Programs

- Virtual Author Visit from Shannon Hale and LeUyen Pham – 32 attended
- Story Time at the Junction – 4 sessions – 57 attended
- Lego Challenge – 44 attended
- 6 programs/sessions – 133 attended

Groups/Events

- Stevenson School Family Reading Night – 200 attended
- La Petite Academy – 32 attended
- Milestones Preschool – 37 attended
- Bent School 2nd Grade – 24 attended
- Sheridan School Books 'n' Bites – 24 attended
- Trinity Preschool – 16 attended
- Washington School to discuss the Diversity Mural – 100 attended
- 7 groups/events – 433 attended

Passive

- Take Your Child to the Library Day – 103 participated
- Mr Lemoncello's Library Activities (partnership with Oakland School) – 287 participated
- Diversity Mural – 257 self-portraits added to the mural
- Crafts – Valentine's Day and Paper Tigers – 209 made

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

- Jesse viewed a webinar about the upcoming solar eclipses.
- Alysha attended the CICE and AOK meetings.
- Children's staff attended the MMS "Health Care Is Self-Care."

Goal: Work effectively through the use of technology.

- 15 posts were added to the Children's Facebook group, and we have 662 members.
- 8 Tik Tok videos were posted, and we now have 675 followers.

Upcoming:

- The District 87 5th grade art show will be set up on March 24.
- Story Time at the Junction – Thursday mornings
- Oakland Health Fair – March 2
- ABC Literacy Event – March 22
- Presentation at Sheridan School Improvement Day – March 24
- Art Station Story Time – March 25
- Dungeons and Dragons for Kids – March 27 and 29
- My Museum – March 28
- 2 Hours Outside at Miller Park – March 30

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

Outreach Library Associate, Michelle, meetings and successful connections:

Board/Council Meetings:

- RISE core team meeting and training development 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
- Human Services Council Board
- Leadership McLean County Steering Committee and Leadership Launch
- Children's Home + Aid Blue Bow Committee

Additional Activities:

- Toured Rivian plant
- Co-presented with NPL at 2 Heartland Community College Adult Education classes
- Attended the Economic Development Committee Bloomington-Normal rebranding presentation
- Attended One Hope Project open house
- Delivered books to the McLean County Jail

The bookmobile is excited to begin offering two 'recommendation cards' on the bus that can be used to highlight items.

- *Check it out!* – will be completed by staff to highlight important items in the collection based on seasonal interest.
- *Kid Picks* – kids can fill out to recommend an item they love.

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

Deposits staff prepared and delivered or renewed 629 items at 11 sites. Staff offered on-site help at Miller Park Adult Center for 6 attendees.

Home Delivery prepared and delivered 355 items to 55 active patrons. 1 new patron was added to the service. 49 e-items were accessed by Home Delivery patrons and 27 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. 102 patrons were served and 502 items checked out. 14 e-items were accessed by Pop Up patrons.

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

The [NEW bookmobile schedule](#) started March 1! 5 new stops are being introduced: Deer Ridge, Rowe Drive, Tipton Trails, Brookridge Heights Apartments, and Holiday Park.

The bookmobile attended Home Sweet Home Ministries' Night in a Car event on 2/3. 45 participants visited the bus on the night of the event. Participants were invited to watch a book talk featuring two BPL books: *Evicted* by Matthew Desmond and *Home* by Dr. Tonya Lippert. The bookmobile page raised \$2,050 for the shelter.

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(2/2023) Circulation and Outreach Services Statistics

Total Circ BPL	74,186
Total Circ Main	49,161
Adults	23,841
Teens	1,572
Children	23,748
Total Circ Outreach	6,433
OTR Adults	2,131
OTR Teens	115
OTR Children	4,187
Total Circ Drive-up	313
Drive-up Adults	198
Drive-up Teens	5
Drive-up Children	110
Total Digital Downloads	18,279
Hoopla	5,375
Overdrive	12,062
TumbleBooks	13
eBook Central	4
Kanopy	825
Borrowers Registered	398
Total Active Cardholders	29,139
Children	7,148
Teen	3,826
Adult	18,165
GPPLD	1,385
Total Holds Filled	5,461
Main Holds	4,410
Outreach Holds	1,051
Door Count	10,906

Top 10 Highest Circulations	
Wingover Apartments PM	209
Eagle Ridge	101
Eagle Crest East	97
Golden Eagle	92
Eagle Crest East	88
North Pointe	85
Rollingbrook South	83
Grove	81
Bohmer Drive	74
Freedom Oil	73

5 Stops with Lowest Circulation	
Franklin Park	4
Cardinal Ridge	3
Miller Park	1
Irvin Apartments	1
Miller Park	1

Bookmobile Customers: 773

Total Monthly Stops: 66

Circulation Questions Answered: 294

Outreach Questions Answered: 192

Total Questions Answered: 486

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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										
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										
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										

Human Resources Report
Gayle Tucker
February 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a Health Care is Self-Care MMS
- In February, there were no in-house job announcements and one outside ad, which garnered 52 applications
- There was one interview in February
- I completed a total compensation report for City HR
- 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 February, 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 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 payroll, Kronos timeclocks, and new issues as they arise
- 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 will be on hiatus for the 2022-2023 school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
February 2023

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

We are continuing to work on scanning the Pantagraph Index. We are making good progress scanning the cards into converting them to digital text. We are working with OCLC to get ContentDM setup, which will house the final index and provide the search capabilities that the Library patrons will use.

Kathy and Jon are working with a new vendor to provide credit card authorization for the new cash register system.

We installed and adjusted several of the Surveillance cameras to focus on the areas open to the public in the Children's department.

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

We had a program where the Teens learned to make their own video games using codeblocks. Codeblocks is a simple to use tool that helps teens create games and artwork, which in turn teaches them about computer programming.

We had a 3D printed stained glass program where Teens designed artwork that was printed on the Library 3D printer, which when painted with a translucent paint resembles stained glass.

Upcoming:

Moving the majority of the Library PCs to Windows 11.

Marketing Report

Rhonda Massie – February 2023

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

Your Future Library

- On March 7, Rhonda and Jeanne will give a presentation about the expansion/renovation project to Bloomington-Normal Sunrise Rotary.
- 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 those who made donations of at least \$100 during the previous month.
 - Managed State Farm employee donations.
 - Managed State Farm matching donations using cybergrants.com. (Donations in question were made during 2022 but were not processed by State Farm until February 2023.)
 - Monitored those whose pledge payments are in arrears.
 - Sent letters to those whose pledge payments are due in the next 30 days.

Online Art Auctions

- Last month's Online Art Auction, combined with the 2nd-Chance Online Art Auction, and the auction of three paintings by Hindman Auctions out of Chicago netted \$8,571.79 for the library.
- Hindman will auction a final piece of BPL art on March 30. At this writing, that auction is not yet populated. Stay tuned at bit.ly/bplhindman1130.

Online Art Auction

- Managed patron requests and questions throughout both the Online Art Auction and the 2nd-Chance Art Auction.
 - Hung art in public areas so potential bidders could view it, emailed art appraisals to potential buyers, answered questions about provenance, fielded questions about pieces we opted not to sell via auction.
- Was interviewed by WGLT.
- Created art/penned text/posted information to Facebook, Instagram, Twitter, eBlast, plasma screen, website rotating bar, and the web page devoted to the Art Auctions.
- Moved the 21 pieces of art that sold in the first auction to the Check Out desk.
- Sent individual emails to the initial 16 successful bidders.

2nd-Chance Art Auction

- Revamped the initial auction to remove the 21 items that sold; re-ordered the remaining items; lowered starting bids on three items; removed starting bids on eight items; updated text on the Art Auction page of the library's website; created new signage, created new social media images, created new digital images, and penned new posts.
- Moved to Circulation the nine pieces of art that sold in the 2nd-Chance Auction.
- Sent individual emails to the seven 2nd-Chance buyers.
- Updated the Art Auction page on the library's website at the conclusion of the 2nd-Chance Auction which coincided with the conclusion of the first two Hindman auctions.

Summer Reading

- Summer Reading T-shirts are being designed.
- The Sponsor Committee will meet on March 9 to discuss which businesses will be contacted about providing prizes for the 2023 program.
- A Summer Reading document was created which shows logs distributed vs program finishers from 2009-2022.

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
- Removed requests for bids and an expired employment posting.
- Updated Bookmobile reminder text words on paper handouts, on the website, and on the plasma screen.
- Added a digital slide to the rotating bar pertaining to the year-long 1,000 Hours Outside program.
- Updated the *Parent Page* to include information about Student Cards.
- Updated Record Sets so the *Kits for Kids* page would again filter the correct results.
- Jorgi worked with Jon to learn how to create the Card Verification wall for Databases which is needed when new databases are added to the collection.
- Resolved webform issue so the replies are sent to the author of the form.
- Updated language for *The Pantagraph* landing page and the *USA Today* database.
- Non-Website

- Added locked ranges to the Excel spreadsheet of statistics.
- Met with the Office 365 Committee.
- Worked on Menu Mapping for the Office 365 Committee to have an “at a glance” document that will better help people locate what they’re looking for in SharePoint.
- Learned more about the new Google Analytics

Headlines

- *Bloomington Library to auction art, proceeds to fund expansion*; CIProud.com; 2.1.23
- *Long-forgotten art now up for auction through Bloomington Public Library*; WGLT; 2.10.23
- *Twin City libraries celebrate Black History Month with activities for kids and kids at heart*; WGLT; 2.11.23
- *The Twin Cities are growing – and so is a demand for English language services at STAR Literacy*; WGLT; 2.15.23
- *Bloomington Public Library adds veterans resource to services*; *The Pantagraph*; 2.15.23

Advertising

- WGLT
 - On-air ads run during February urged people to ditch the Overdrive App and download the Libby App.
 - On-air ads will run in March to promote a program titled *Needles & Pins: A Fiber Arts Celebration*.
- 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.
- Connect Transit
 - BPL will continue to display ads on 5 Connect Transit buses through March 10. These ads promote that library cards are free and display a QR code which takes people to the *Get a Card* page on our website.
- 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

- Worked with a family that is donating a painting to the library from Robert Auth’s estate. Auth is the artist.
- Reached out to the McLean County Arts Center in search of a local art appraiser in relation to paintings being loaned to the History Museum.
- Tackled specs and ordered Magnifying Bookmarks to be used as a SRP Prize for Outreach.
- Tackled specs and ordered plastic bags for PopUp Libraries.
- Packed up raffle prizes for Washington School, Benjamin School, and Corpus Christi School. (It’s school-fundraiser season.)
- Contacted Jonell Kehias at *The Pantagraph* to secure 3 missing issues of *Limited Magazine* for the collection.

March Programs

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

- Explore the Black Life in America Database
- Estate, Legacy, & Tax Planning Strategies
- Family Heirloom Recipes
- An Evening with Author Mary Roach
- Story Time at The Junction
- Drop-In Lego Challenge
- Teen Game Jam
- All About: The VetNow Database

- Pins & Needles
- Fundamentals of Life Insurance & Annuities
- DIY Stress Balls

Signage

- Continue to work on the design for the Donor Wall
- Online Newspapers
- Oscars Display
- Bookmobile 'Check It Out' shelf markers
- Bookmobile 'Kid Picks' shelf markers

Re-Prints

- Hoopla 400
- MY Library 400
- Kanopy 400
- Libby 400
- eResources 400
- Text Alerts 500

Misc. Design Work

- March Calendars
- Little Nature Journal – Handout
- 1,000 Hours Outside – slide for rotating bar on website

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.
- Jorgi's annual performance review was completed.
- Marketing training:
 - Polaris' Library Experience Webinar
 - *Healthcare is Self-Care* – MMS
 - *New Google Analytics Training*
 - *Microsoft/Outlook Training*
 - *Consistent Content Marketing* - Webinar

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,803 followers
 - Instagram – 2,118 followers
 - Twitter - 2,007 followers
 - Monthly catalog referrals from Google & EBSCO's Linked Library – 275
 - Library text subscribers - 334
 - Bookmobile text subscribers – 1,325
 - Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
 - Cardholder Perks list – 34,0150 filtered active subscribers.
 - Program Guide list – 34,144 filtered active subscribers.
 - General eBlast list – 34,169 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:
 - Celebrate Black History Month with Hoopla
 - Valentines for Veterans
 - Bookmobile to HSHM's Night in a Car Event
 - Admin Assistant – Hiring
 - Art Auction bidding is open

- Valentines for Veterans Reminder
- Norah Whitworth's Flying Horse submission
- BPL's New Films to your Inbox via Next Reads
- BPL now offers online access to *USA Today*
- Black History Month – Kanopy
- Art Auction – bidding closes at 8pm on February 11
- eComics on Hoopla
- Romance Recommendations via Next Reads
- Hindman Auctions
- 2nd-Chance Art Auction now open!
- 2nd-Chance Art Auction Reminder
- 2nd-Chance Art Auction Ends Tonight
- Diversity Mural
- Bookmobile Valentines
- Bookmobile Schedule and Opt-In Words to Receive Texts
- 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 two databases – Black Life in America and African American Heritage – was delivered on February 1.
 - An eBlast promoting the library's online art auction was delivered on February 4.
 - An eBlast promoting the library's VetNow resource and the upcoming webinar pertaining to that resource will be delivered on March 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
February 2023**

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

- Operations staff:
 - Provided signage materials to Adult Services for patron wayfinding
 - Periodically checked on books in storage
 - Reorganized the Mechanical Room again to accommodate construction
 - Viewed incident tracking demos from two different companies
 - Viewed demo of new software for cameras and access control for new building
 - Took cans and other metal for metal recycling
 - Thoroughly wiped down and vacuumed the cubicles in Admin and removed all of the plexiglass barriers
 - Moved some art prints to public area for viewing during the Art Auction
 - Relocated the Security desk and removed the AED cabinet to make room for the construction of the MDF room on the 2nd floor
 - Installed safety mirrors on 2nd floor for safe traversing around the new electrical and MDF rooms
- Repairs/Installs:
 - Global Water Treatment added chemical to HW loop system for boilers

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

- Caprice – Worked with Jeanne to figure out the logistics of parking for staff and patrons as the parking garage is being constructed
Conducted performance reviews for custodial staff and Security Site Supervisor
- 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
 - Worked with Alex to get a bookface photo with a construction big rig
- Safety & Accessibility Committee – met to discuss parking during parking garage construction, new cameras in CS area, phase 2 and timeline

Goal: Administer a Cost-Effective Library.

- TeeJay Doors performed the quarterly inspection of the entrance doors
- City staff inspected the library for ADA compliance – everything looked great

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

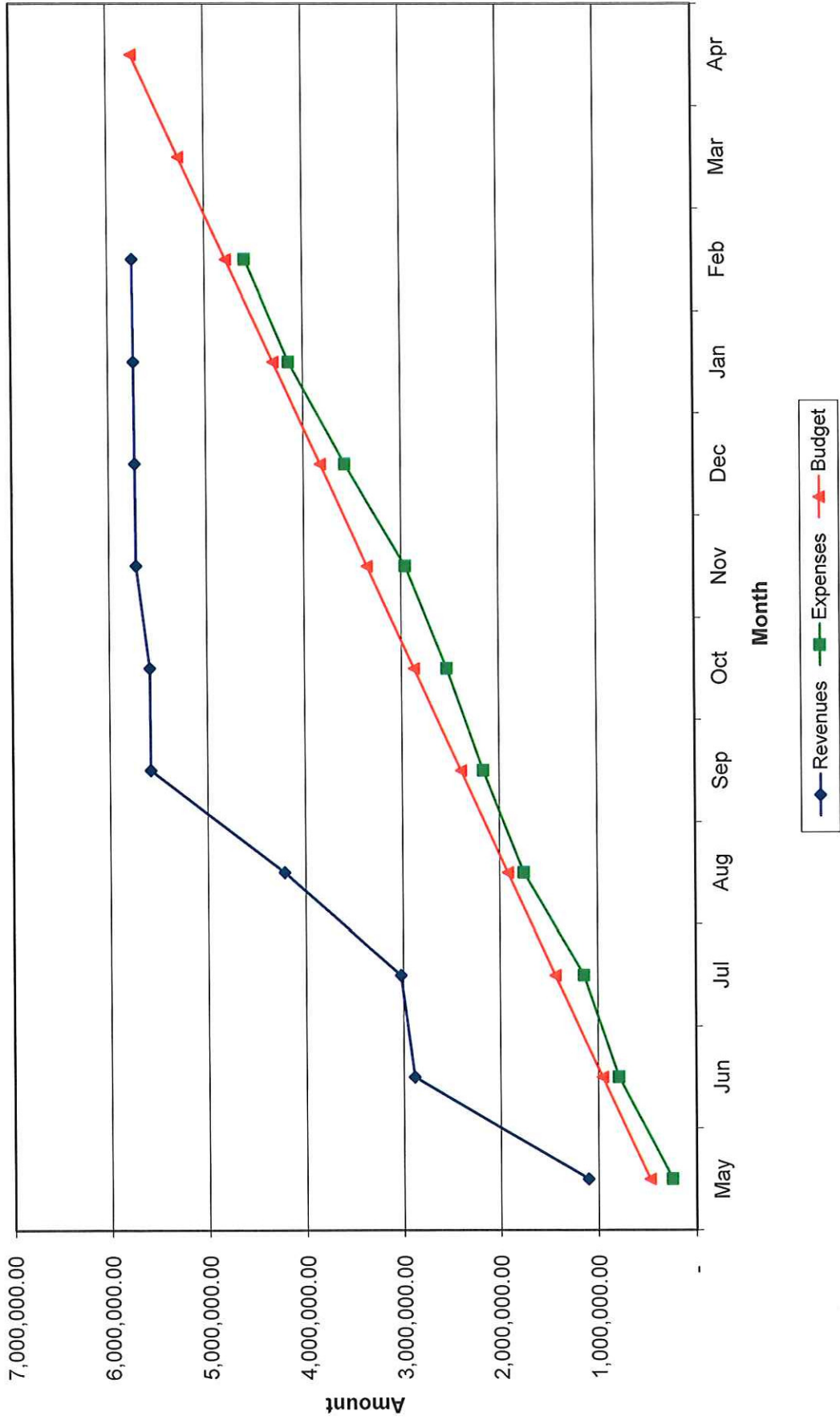
ACCT NAME	BUDGET	FEB 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	4,984,167.20	(33,617.80)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,138.10	11,138.10	-----
GPPLD	429,600	0.00	416,798.38	(12,801.62)	97.0
Fines & Fees	8,000	627.64	7,482.49	(517.51)	93.5
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	4,473.55	27,686.00	25,686.00	1384.3
Interest from Taxes	0	0.00	39.97	39.97	-----
Donations	20,000	0.50	21,381.05	1,381.05	106.9
Cash Over/Short	0	17.00	16.55	16.55	-----
Other	25,000	2,229.50	32,246.17	7,246.17	129.0
Total Revenues	5,748,185	7,348.19	5,747,408.91	(776.09)	100.0

EXPENDITURES:

ACCT NAME	BUDGET	FEB 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	192,479.42	2,035,828.21	(491,104.79)	80.6
Part-Time Salaries	503,788	36,329.77	343,118.35	(160,669.65)	68.1
Seasonal Salaries	69,891	0.00	9,152.01	(60,738.99)	13.1
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	0.00	25,330.00	25,330.00	-----
Total Sals & Wages	3,101,712	228,809.19	2,413,443.02	(688,268.98)	77.8
Dental Insurance	11,000	708.50	6,723.63	(4,276.37)	61.1
Health Insurance, HMO	8,060	1,988.88	6,478.23	(1,581.77)	80.4
Life Insurance	3,100	246.40	2,508.49	(591.51)	80.9
Vision Insurance	3,000	224.98	2,159.86	(840.14)	72.0
Health Insurance, BCBC-PPO	275,812	22,786.82	219,145.85	(56,666.15)	79.5
Library RHS Contribution	0	684.12	5,940.88	5,940.88	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	13,209.72	187,392.17	(90,614.83)	67.4
FICA	192,387	13,615.41	143,424.67	(48,962.33)	74.6
Medicare	44,994	3,184.26	33,543.20	(11,450.80)	74.6
Unemployment Insurance	0	0.00	210.00	210.00	-----
Worker's Compensation	12,000	1,175.00	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	2,354.66	6,614.87	(15,385.13)	30.1
Total Benefits	889,560	60,178.75	624,107.85	(265,452.15)	70.2
Rentals	20,000	938.27	13,510.44	(6,489.56)	67.6
Total Rentals	20,000	938.27	13,510.44	(6,489.56)	67.6
Building Mtnc	140,000	12,645.66	106,911.10	(33,088.90)	76.4
Vehicle Mtnc	12,000	4,272.76	10,332.32	(1,667.68)	86.1
Office & Computer Mtnc	190,000	70,097.32	147,790.29	(42,209.71)	77.8
Total Repair/Mtnc	342,000	87,015.74	265,033.71	(76,966.29)	77.5

ACCT NAME	BUDGET	FEB 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,393.56	41,199.01	(8,800.99)	82.4
Printing/Binding	12,000	4,956.04	13,553.19	1,553.19	112.9
Travel	500	35.38	762.46	262.46	152.5
Membership Dues	5,000	168.00	3,762.99	(1,237.01)	75.3
Professional Development	10,000	499.00	7,312.04	(2,687.96)	73.1
Other Purchased Services	130,000	11,187.90	314,840.39	184,840.39	242.2
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	20,239.88	423,915.78	171,415.78	167.9
Office Supplies	15,000	109.15	7,992.93	(7,007.07)	53.3
Computer Supplies	85,000	3,371.03	67,623.09	(17,376.91)	79.6
Postage	5,000	0.00	426.07	(4,573.93)	8.5
Library Supplies	80,000	2,447.73	29,609.39	(50,390.61)	37.0
Janitorial Supplies	20,000	1,227.51	11,570.57	(8,429.43)	57.9
Gas & Diesel Fuel	6,000	461.30	4,405.69	(1,594.31)	73.4
Building Mtnc & Repair Supplies	15,000	0.00	9,324.20	(5,675.80)	62.2
Total Supplies	226,000	7,616.72	130,951.94	(95,048.06)	57.9
Natural Gas	21,000	3,328.78	24,214.67	3,214.67	115.3
Electricity	92,000	5,637.91	122,039.83	30,039.83	132.7
Water	6,000	474.84	4,515.92	(1,484.08)	75.3
Telecommunications	42,000	2,454.75	36,714.14	(5,285.86)	87.4
Total Utilities	161,000	11,896.28	187,484.56	26,484.56	116.5
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	0.00	404.57	(4,595.43)	8.1
Periodicals	20,000	(9.84)	15,277.67	(4,722.33)	76.4
Adult Books	160,000	9,752.86	96,987.11	(63,012.89)	60.6
Children's Books	125,000	3,452.04	65,100.38	(59,899.62)	52.1
A/V Materials	111,600	7,045.79	54,500.52	(57,099.48)	48.8
Public Access Software	105,000	13,125.00	105,804.22	804.22	100.8
Downloadable Materials	180,000	4,989.40	161,006.17	(18,993.83)	89.4
Total Materials	706,600	38,355.25	498,676.07	(207,923.93)	70.6
Employee Relations	7,000	0.00	2,440.37	(4,559.63)	34.9
Miscellaneous Expenses	10,313	213.23	3,070.16	(7,242.84)	29.8
To Library Equip Replacement	30,000	0.00	30,000.00	0.00	100.0
Total Other Expenses	47,313	213.23	35,510.53	(11,802.47)	75.1
Total Expenses	5,748,185	455,263.31	4,592,694.43	(1,155,490.57)	79.9

Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 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 (93.5%): Fee revenue is higher than projected.

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

Interest (1384.3%): We projected a lower amount for the year.

Donations (106.9%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (129.0%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (68.1%): 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 (61.1%): This is under-spent because the rates are not as high as had been expected.

Vision Insurance (72.0%): This is under-spent due to a change in the rates.

Library HSA City Contributions (0.0%): This will be paid later in the year.

IMRF (67.4%): This is under-spent due to staff vacancies and the rate decreased.

FICA (74.6%): This is under-spent due to staff vacancies.

Medicare (74.6%): This is under-spent due to staff vacancies.

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 (67.6%): Charges have been minimal.

Building Maintenance (76.4%): Charges have been minimal.

Office & Computer Equipment (77.8%): 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 (152.5%): This is over-spent due to more staff traveling to in-person meetings/conferences.
Membership Dues (75.3%): Charges have been minimal.
Professional Development (73.1%): Charges have been minimal.
Other Purchased Services (242.2%): This is over-spent because some expansion costs were charged to this line item.
Other Insurance (92.0%): The annual premium was paid in January.
Office Supplies (53.3%): Charges have been minimal.
Postage (8.5%): Charges have been minimal.
Library Supplies (37.0%): Charges have been minimal.
Janitorial Supplies (57.9%): Charges have been minimal.
Gas & Diesel Fuel (73.4%): Charges have been minimal.
Building Mtnc & Repair Supplies (62.2%): Charges have been minimal.
Natural Gas (115.3%): This is over-spent at the moment due to increase usage during the colder months.
Electricity (132.7%): This is over-spent due to high usage during the summer months and due to higher rates.
Water (75.3%): Charges have been minimal.
Professional Collection (4.0%): Charges have been minimal.
Non-Traditional Materials (8.1%): Charges have been minimal.
Periodicals (76.4%): Charges have been minimal.
Adult Books (60.6%): Charges have been minimal.
Children's Books (52.1%): Charges have been minimal.
A/V Materials (48.8%): Charges have been minimal.
Public Access Software (100.8%): This is over-spent because the payment for NewsBank of \$23,011 was made in December.
Downloadable Materials (89.4%): This is over-spent due to customer demand for Hoopla, Over-Drive, and Kanopy.
Employee Relations (34.9%): Charges have been minimal.
Miscellaneous Expenses (29.8%): Charges have been minimal.
Transfer to Equipment Replacement (100.0%): The transfer will take place later in the year.

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
Miscellaneous Donations:	31.05
 Total Donations:	 \$ 21,381.05

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 15.00
Book Pick-Up:	781.74

Book Shoppe:	17,589.50
Card Catalog Drawers:	245.00
Ear Buds:	151.50
Flash Drives:	58.50
Genealogy Searches:	55.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	9,605.80
Reusable Bags:	279.00
Test Proctoring:	150.00
Tote Bags:	168.00
Miscellaneous:	3,095.13

Total Other Revenue:	\$32,246.17
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During February, 12 batches containing 87 invoices were processed, totaling \$172,214.64 and 76 credit card charges were made totaling \$19,349.22.

As of February 28, the Library's Maintenance & Operating Fund Balance is \$2,110,641.43, which is 36.7%% of the budgeted amount; the goal of twenty-five percent of the Library's FY23 budget is \$1,369,546.

Library Fund Balance Information, 2/28/23:

Operating:	\$ 2,110,641.43
Fixed Assets:	\$ 1,241,469.87
Capital:	\$ 12,977,265.97

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 2/28/23

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	348,386.52	(901,613.48)	27.9
Interest	0.00	350,706.59	350,706.59	-----
Interest From Taxes	0.00	6.78	6.78	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	4,111,007.00	0.00	(4,111,007.00)	0.0
Total Revenues	25,242,766.00	14,900,989.29	(10,341,776.71)	59.0

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,342,341.44	(111,242.56)	92.3
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	16,420.18	(2,158,579.82)	0.8
Library Buildings	21,170,000.00	6,971,599.28	(14,198,400.72)	32.9
Total Expenses	25,242,766.00	8,421,689.99	(16,821,076.01)	33.4

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 18, 2023
5:00 p.m.

MINUTES

- I. Call to Order
President called the meeting to order at 5:01 p.m.
- II. Roll Call
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Kathy Vroman
Stephanie Walden, Ruth Novosad

Others Present: Amy Dunham, Jeanne Hamilton

Absent: Patti Salch
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad contacted the First State Bank and informed them of the non-renewal of the CD. Ruth picked up the check and delivered it to Morton Community Bank to deposit in the GPPLD account. Then she dropped off the deposit ticket to Kathy Jeakins, Business Office Manager.
- VI. Approval of Minutes
A. December 14, 2022:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared a presentation of the furniture planned for the new library.

B. Circulation and Outreach Report: Jeanne shared a report from Colleen Shaw, Circulation and Outreach Services Manager. Colleen and staff member Michelle will be participating in "Night In A Car" on February 4, 2023 to bring awareness to the issues of the homeless population.

C. Financial Report: Jeanne shared a report from Kathy Jeakins, Business Manager. Expenditures and Revenues through the end of December should be at 50%. Expenses are just under 50%, so that is good. The final Property Tax distribution for 2022 is reflected in the report. The next distribution should occur in May. The Annual Financial Report did appear in the Pantagraph on December 30, 2022, as required. Kathy also sent the Certification of Publication to the County as required.
- VIII. Unfinished Business
A. Update on Annexations:
Ruth shared that the second initial hearing is tomorrow, January 19, 2023. Ruth sent the link for the Zoom Hearing. Discussion was held on the process, ongoing concerns, and the effect on GPPLD.
- IX. New Business

A. Decennial Committee on Local Government Efficiency Act:

Jeanne shared that every ten years, the Board must form a committee to review the government units, statutes, ordinances, etc. The Committee must include all Trustees and two residents who reside in the GPPLD. Ruth asked the Trustees to think of recommendations for the two residents and send them to her. A future agenda will include the Appointment of Committee Members.

B. 2022 Use Data Summary:

Jim Russell reported on the 2022 Bookmobile Visitor Counts. Discussion was held on ways to use this data to improve services to all of GPPLD. This topic will be included on the February meeting agenda for continued discussion.

X. Comments from Board Trustees

The GPPLD Trustees asked about the BPL Board's Strategic Plan and how GPPLD can collaborate with them on achieving goals for the upcoming year. Jeanne suggested that the March 2023 meeting may be a good time to start talking about the Strategic Plan and how to work with the BPL Board.

XI. Reminder

Next Board Meeting is February 15, 2023

XII. Adjournment

President Novosad adjourned the meeting at 6:15 p.m.

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

February 2023

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	26,170	30,825	-15%	265,236	309,057	-14%
Teens	1,692	1,675	1%	18,553	21,271	-13%
Children	28,045	35,449	-21%	307,203	363,429	-15%
Digital Downloads	18,279	16,689	10%	166,207	146,268	14%
Total	74,186	84,638	-12%	757,199	840,025	-10%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,165	19,573	-7%	N/A	N/A	N/A
Teens	3,826	3,406	12%	N/A	N/A	N/A
Children	7,148	5,902	21%	N/A	N/A	N/A
Total	29,139	28,881	1%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	398	230	73%	5,835	3,029	93%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,906	11,788	-7%	111,833	114,841	-3%
Bookmobile	773	397	95%	9,920	6,170	61%
Total	11,679	12,185	-4%	121,753	132,642	-8%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	34	-100%	213	494	-57%
Digital Preservation Studio	0	23	-100%	26	140	-81%
Community Room	0	25	-100%	11	247	-96%
Total	0	82	-100%	250	881	-72%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	19	3	533%	149	59	153%
People Reached	992	218	355%	16,871	5,710	195%
Community Visits to the Library	0	1	-100%	0	7	-100%
People Reached	0	14	-100%	0	172	-100%
Total Outreach Visits	19	4	375%	149	60	148%
Total People Reached	992	232	328%	16,871	5,882	187%

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	10	13	-23%	66	88	-25%
Attendance	149	98	52%	1,402	1,582	-11%
Teens	2	5	-60%	23	31	-26%
Attendance	18	16	13%	147	148	-1%
Childrens	6	23	-74%	190	246	-23%
Attendance	133	301	-56%	13,145	16,182	-19%
Total Programs	18	41	-56%	279	365	-24%
Total Attendance	300	415	-28%	14,694	17,912	-18%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2	1	100%	19	16	19%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,477	2,267	9%	24,272	24,604	-1%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	85	93.75	-10%	1,430	1,460	-2%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,150	1,165	-1%	11,730	10,784	9%
WiFi Sessions	1,355	1,533	-12%	14,002	13,210	6%
Website/Catalog Hits	37,862	46,359	-18%	384,867	364,191	6%
Online Resource Use	7,442	3,013	147%	19,112	26,889	-29%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	406	320	27%	3,787	3,159	20%
Sent	99	187	-47%	1,074	1,801	-40%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	18.00	76.75	-77%	49	537	-91%

Incident Report Summary for February 2023

2023-02-28 23:59:00

2023-02-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4404	2023-02-07 16:18:03	PoliceAmbulanceCall
4405	2023-02-17 20:16:35	StolenDamagedLibraryMaterial
4406	2023-02-17 21:26:40	StolenDamagedLibraryMaterial
4407	2023-02-23 16:48:31	HealthSafety
4409	2023-02-23 21:31:52	AlcoholDrugs
4410	2023-02-26 23:08:07	AlcoholDrugs

Suspension Report Summary for February 2023

2023-02-28 07:49:18pm

2023-02-01 07:49:18pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
495	2023-02-23 00:00:00	AlcoholDrugs

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT AMENDED BUDGET
FY 22-24
TO BE CONSIDERED FOR APPROVAL ON 3/21/23

REVENUES:

ACCT NAME	ORIGINAL BUDGET	AMENDED BUDGET	DIFFERENCE
State Grants	5,681,759.00	7,102,913.83	1,421,154.83
Donations	1,250,000.00	700,000.00	(550,000.00)
Interest	0.00	400,000.00	400,000.00
Interest From Taxes	0.00	10.00	10.00
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40
From Illinois Funds Fund Balance	4,111,007.00	3,928,540.00	(182,467.00)
			-
Total Revenues	25,242,766.00	26,333,353.23	1,090,587.23

EXPENDITURES:

	BUDGET		
Architectural/Design Services	1,453,584.00	1,453,584.00	-
Other Purchased Services	444,182.00	412,098.50	(32,083.50)
Office Supplies	2,175,000.00	2,157,629.30	(17,370.70)
Library Buildings	21,170,000.00	21,578,000.00	408,000.00
Total Expenses	25,242,766.00	25,601,311.80	358,545.80
Rev Over Exp (i.e. Surplus)	-	732,041.43	732,041.43

Detailed Expansion Project Report - as of 2/28/23			
	Anticipated Amount		Associated Account Name
Funding:			
Reserves	\$3,928,540.00	based on sum of capital fund balance and project expenses as of 3/31/22 + capital transfer in 2/23	From Illinois Funds Fund Balance
Grant	\$7,102,913.83	actual	State Grants
Donations Received	\$344,408.73	actual to date	Donations
Foundation Donation	\$300,000.00	received, deposited 3/15	Donations
Pledges	\$46,928.62	pledged	Donations
Art Auction	\$8,571.79	actual (does not incl. 1 item awaiting auction)	Donations
Anticipated New Donations/Auction Sales	\$90.86		Donations
Bond	\$14,201,889.40	actual	Bond Proceeds
Interest on Capital Fund	\$350,706.59	actual to date	Interest
Anticipated New Interest	\$49,303.41		Interest
Total Funding:	\$26,333,353.23		
Expenses:			
A/E Fee (incl commissioning)	\$1,453,584.00	accepted proposal	Architectural/Design Services
Construction Contract	\$21,170,000.00	accepted bid	Library Buildings
Owner Contingency	\$400,000.00	approved/estimate	Library Buildings
Library Automation	\$123,675.00	accepted proposal	Office Supplies
Furniture Package 1	\$394,690.45	accepted bid	Office Supplies
Furniture Package 2	\$140,706.65	accepted bid	Office Supplies
Furniture Package 3	\$124,309.12	accepted bid	Office Supplies
Furniture Package 4	\$265,723.90	accepted proposal	Office Supplies
Furniture Package 5	\$206,458.00	accepted bid	Office Supplies
Furniture Package 6	\$113,280.00	accepted bid	Office Supplies
Furniture Package 7	\$35,734.00	accepted bid	Office Supplies
Furniture Package 8	\$517,532.00	accepted proposal	Office Supplies
Furniture Contingency	\$40,000.00	estimate	Office Supplies
Moving Boxes, etc.	\$9,620.18	actual	Office Supplies
Moving Phase 1	\$20,244.50	actual	Other Purchased Services
Moving Storage	\$37,400.00	estimate (based on actual monthly amount for an estimated # of months)	Office Supplies
Moving Phase 2	\$26,905.00	accepted bid	Other Purchased Services
Moving Phase 3	\$24,000.00	estimate	Other Purchased Services
Moving Contingency	\$10,000.00	estimate	Other Purchased Services
Geotechnical and Environmental Testing/Services	\$37,054.40	actual	Other Purchased Services
Construction Testing	\$80,567.00	estimate	Other Purchased Services
Project Expenses (A/E expenses, bidding, printing)	\$37,865.60	estimate	Other Purchased Services
Builder's Risk Insurance	\$24,667.00	actual	Other Purchased Services
Utility Relocation/Replacement	\$61,201.60	actual	Other Purchased Services
Legal Notices	\$753.14	actual	Other Purchased Services
Miscellaneous (additional legal notices, unanticipated needs due to construction, etc)	\$88,840.26	estimate	Other Purchased Services
EV charger stations (4)	\$8,500.00	estimate	Office Supplies
EV chargers wiring	\$8,000.00	estimate	Library Buildings
Additional Computers	\$50,000.00	estimate	Office Supplies
Replacement Book Carts, Bookends, Other Supplies	\$90,000.00	estimate	Office Supplies
Total Expenses:	\$25,601,311.80		
Rev Over Exp (i.e. Surplus)	\$732,041.43		

Bloomington Public Library

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To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Electric Vehicle Charging

An electrical pull box and copper conduit to support electric vehicle (EV) charging in the Library parking lot is included in the original Felmley-Dickerson contract. Since each electric vehicle charging company has slightly different specifications, the “last mile” connection items were not included in the initial bid request.

It is my recommendation that we move forward with the installation of 4 electric vehicle chargers now. As you will see in your board packet, we still have a healthy fund balance for the construction project and installing the electric vehicle chargers will be much more cost effective before the parking lot work is complete.

The project will require the addition of electrical wire runs, data wire runs (if required), data conduit (if required), the EV chargers, and installation of the EV chargers (including the pad pour).

While we don’t have an exact price for the wire runs and installation of the EV chargers, on our architect’s last project these items were approximately \$8,000.

I spoke with three EV charger companies and received the following quotes:

Company Name	Cost of 4 chargers	Annual Subscription	Total Cost for 5 years
ChargePoint	\$22,000	None – included in initial cost for 5 yrs	\$22,000
Rivian	\$16,879	Did not respond but documents reference an annual subscription	Over \$16,879
EVMatch	\$7,674	\$800	\$11,294

Approx. total project cost (wire runs, installation, EVMatch chargers, and 1st year subscription): \$16,474

While each individual vendor/component of the project is within my purchasing authority (up to \$9,999), it is my recommendation that the board approve the total cost of moving forward with the EV charger installation project in an amount up to \$20,000.

Bloomington Public Library

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EXISTING

Mission

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

Vision

- The Library is a vital community resource.
- The Library is passionate about what it is and what it does.
- The Library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.
- The Library offers relevant services and inspiring programs to meet diverse individual needs.
- Through the friendly and knowledgeable staff, the Library provides exceptional service to all of our citizens.
- The Library and staff take an involved role in the community by partnering with organizations to enrich the quality of life.
- The Library uses technology to build upon traditional library and civic values to create an enduring sense of place.
- To meet our community's expectations, the Library embraces its responsibility to thrive and grow.
- Mirroring the robust development of the community, the Library will expand its services, collections, and programs.
- The main Library, located downtown, provides a full range of services and will be enhanced by outreach services and other access points, both physical and virtual.
- The Library values its positive impact on its surrounding neighborhood and community.
- Recognizing the community-building potential of the Bookmobile, it will continue to provide convenient access to Library materials and services for customers of all ages.
- The Library provides a quiet space in a hectic world for interaction, communication, study, and reflection.
- The Library is a destination that cannot be visited often enough.

Goals

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

We will seek ways to be more accessible to people of all backgrounds and abilities by providing a safe and inclusive environment for everyone in our diverse community.

We will address physical access issues through expansion of outreach services, coordination with all forms of public and private transit, and sensitivity to any other barriers that impede access to our facility and services.

We will offer a variety of e-resources to individuals who otherwise would be economically or technologically unable to access them.

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

We will provide services, collections, and programs that engage community members and inspire them to explore new things and ideas.

We will seek ways to incorporate timely issues and local interests into our services, collections, and programs.

We will expand our virtual services and technology tools.

- **Recruit, train and develop a knowledgeable, collaborative staff.**

We will strengthen our staff with ongoing training and external support as required.

We will maintain a strong presence in the professional librarian community and enhance our reputation as a good place to work.

- **Work effectively through the use of technology.**

We will seek the cutting edge of technology, maintaining a state-of-the-art website, growing our user hardware inventory, and identifying how users can increase collaboration and creativity by applying our hardware and software.

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

We will maintain our tradition of efficient and cost-effective service delivery by continuing to blend high quality personal service with modern technology.

Bloomington Public Library

Books are just the beginning.



PROPOSED

Mission

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

Vision

To enrich and inspire our diverse and evolving community.

Strategic Priorities

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

Goals

High Level - For the board/managers to develop (discussion beginning at the April 18th board meeting) – for the first year of the new building

Initiatives

For the managers/staff to develop – ways to accomplish the goals