



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, 2ND FLOOR, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, MARCH 18, 2025, 5:30 PM

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

Public Comment Guidelines are available at: <https://www.bloomingtonlibrary.org/policies/public-comment>

5. Reports

A. President's Report (Recommended Motion: none, presentation only.)

B. Director's Report (Recommended Motion: none, presentation only.)

C. Fiscal Report (Recommended Motion: none, presentation only.)

6. Consent Agenda

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

A. Approve Minutes of 2/18/25: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve minutes as presented.)

B. Bills in the Amount of \$590,103.82 (Recommended Motion: Approve the proposed bills.)

7. Approval Items

A. Approve Transfer of Funds from the M & O Fund to the Capital Reserve Fund (Recommended Motion: Approve transfer as presented)

B. Approve a Two-hour Delay in the Library's Opening on May 15, 2025 for Phone Installation and Staff Development (Recommended Motion: Approve Opening the Library at 11am on May 15, 2025)

C. Review and Approve Salary Ranges for Non-Union Employees (Recommended Motion: Approve salary ranges as presented)

- D. Authorize the Library Director to Enter into a Contract for “BPL ON THE GO” Services Van (Recommended Motion: Authorize the Library Director to Enter into a Contract Submitted through the Suburban Cooperative Purchasing Contract for a Cargo Van as presented)

8. Discussion Items

- A. Reminder to complete the Library Director's Annual Performance Review (Recommended Motion: none, discussion only.)

9. Comments by Trustees

10. Adjournment

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

Director's Report February 2025

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

- Continued to make progress towards a Library expansion, by:
 - Communicating and following up on building issues with the construction team
 - Attending a meeting to discuss potential solutions for issues with our HVAC system
 - Overseeing compliance with the Illinois State Library grant, including required reports
- Attended a Bloomington Revivalists Meeting to help plan for their sidewalk wayfinding project, which will lead from the Library to the History Museum
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Prepared and gave a presentation on the history of the Bloomington Public Library to the Leadership McLean County Class of 2025
- Provided a tour to the Illinois Library Association Public Policy Committee
- Met with Urbana Free Library staff to share moving tips as they plan for their library renovation
- Attended the McLean County Chamber of Commerce Annual Gala to represent the Library as a Chamber Business Excellence Nonprofit Award finalist
- Attended a library networking meeting at Milner Library

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

- Visited Gail Borden Public Library District in Elgin, IL with Jon, Colleen, and Emily to see their TechKnow Mobile
- Met with Rob from City of Bloomington's Fleet Department to discuss vehicle purchases

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

- Attended or viewed several webinars in the Illinois Digital Equity Capacity (IDEC) Grant Webinar Series: Leveraging Data for Storytelling; Project Types: Device Distribution, Tech Support, and Digital Literacy; Project Types: Computer Technology Centers and Community Broadband Planning; and Project Types: Digital Navigator Programs
- Watched a webinar called What Your Library Needs to Know About Immigration Enforcement
- Participated in 2 interviews for the Assistant Director position
- Met with the city legal department to prepare for our upcoming union negotiations
- Gathered and sent information to respond to a union information request

Goal: Administer a cost-effective public library.

- Opened and reviewed the proposals submitted for the library phone system with Kathy and Joni interviewing 4 of the 6 vendors
- Notified our current phone system vendor that we would not be renewing our contract

- Met with Verizon, the selected library phone system vendor, to discuss the implementation process
- Requested letters of support from the 13 other McLean County Libraries to include in the grant submission
- Completed the IDEC grant application draft and sent it to the 13 other McLean County Libraries for their review and submitting it in time for the early review deadline on March 3rd
- Worked to obtain vehicle pricing for our new BPL On the Go services (formerly known as Outreach and Techmobile)

Electricity Usage Report					
Time Period	Total Monthly Usage (kWh)	Solar Panel Production (kWh)	Solar Panel Production (%)	Purchased from Ameren (kWh)	Purchased from Ameren (%)
06/18/2024-07/18/2024	170,306	39,187	23.01%	131,119	76.99%
07/19/2024-08/16/2024	151,372	34,315	22.67%	117,057	77.33%
08/17/2024 - 09/17/2024	163,079	40,028	24.55%	123,051	75.45%
9/18/2024-10/17/2024	134,736	25,771	19.13%	108,965	80.87%
10/18/2024-11/16/2024	118,025	18,066	15.31%	99,959	84.69%
11/17/2024-12/18/2024	107,030	11,116	10.39%	95,914	89.61%
12/19/2024-1/21/2025	115,569	10,550	9.13%	105,019	90.87%
1/22/2025-2/19/2025	96,377	14,385	14.93%	81,992	85.07%

Director's Goals FY25

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

Director's Goal: Facilitate the completion of the library expansion and renovation construction project by April 30, 2025. ~ IN PROGRESS

Related Accomplishments:

- Worked closely with the construction team to ensure that items were on track
- Coordinated various furniture vendors
- Worked alongside the entire staff team to unbox approximately 3,500 boxes, containing 107,000 items that were in storage for the past two years of our project as well as move every item that was in a temporary location in the Library for the last phase of our project, for a total of 282,000 items moved
- Opened the full building to the public on May 24th, 2024
- Opened the full parking lot in June 2024
- Held a Ribbon Cutting on August 1st, 2024 and a Grand Reopening Celebration on August 3rd, 2024
- Coordinated the installation of a wall covering in the Children's Department
- Coordinated the installation of the final furniture pieces
- Provided details for peepholes in doors leading from staff areas to public areas
- Provided details for window films that still needed to be installed
- Attended a meeting to discuss potential solutions for issues with our HVAC system
- Currently working to oversee progress on the construction punch lists
 - The construction team is still working to complete a few minor things.

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

Director's Goal: Review and appropriately adapt to the new library spaces – expanding services, maximizing spaces, encouraging staff to develop new programs - by April 30, 2025.

~ IN PROGRESS

Related Accomplishments:

- Worked with staff to develop certification programs for the innovation lab
- Worked with staff to implement user-friendly meeting/study room procedures
- Provided guidance to staff developing new workflows
- Provided a small budget to outfit the calming room
- Ordered additional picture display rails and display rail accessories
- Worked with staff to develop recording studio procedures
- Worked with staff to explore free menstrual product machines in the public restrooms
- Worked with staff to create and install wayfinding signage
- Worked with staff to purchase a new display unit for the teen area and move the display in that area to another area

- Working with staff to create user guides for audio visual systems
- Encouraging staff to develop new programs

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

Director's Goal: Review and update all staff job descriptions by March 15, 2025. ~ IN PROGRESS

Related Accomplishments:

- Worked with Gayle to guide managers through a review of job descriptions and overall staff expectations
- All union staff job descriptions are complete and have been sent to staff

Director's Goal: Recruit and hire an assistant director to help lead the Bloomington Public Library by April 30, 2025. ~ COMPLETED

Related Accomplishments:

- Developed a job description
- Developed a job ad which was posted on 12/20/24
- Applications were accepted until 1/26/25
- Interviews occurred in early February
- Colleen Shaw (current Circulation & Outreach Manager) was offered and accepted the position, she will start after we hire her replacement (anticipated start date in April 2025)

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

Director's Goal: Oversee the addition of a collection map to the online catalog by November 30, 2024. ~ COMPLETED

Related Accomplishments:

- Signed a contract with a vendor
- Sent the vendor building maps
- Connected Allison with the vendor in order to pass collection location details to the vendor
- Worked with Melissa, Carol, and Allison to make decisions about how collections should be entered and displayed
- Launched on September 20, 2024

Director's Goal: Oversee the implementation of an outreach and techmobile vehicle by April 30, 2025. ~ IN PROGRESS

Related Accomplishments:

- Regularly met with Colleen to discuss recommendations from Mickey's autobody regarding necessary vehicle specifications to fulfill our vision for the vehicle purpose/outfitting
- Worked with Jon and Colleen to develop a presentation about the outreach and techmobile vehicle to the GPPLD board

- Communicated with Rivian to see if it would be possible to receive a donated vehicle – checked in again in late July, mid-September, October, and December
- Met with Rivian in December
- Visited Gail Borden Public Library District in Elgin, IL to see their TechKnow Mobile
- Contacted 3 different companies that offer vehicles through a joint purchasing contract or the state of Illinois bid for pricing
- Met with Managers and decided to call the new service “BPL On the Go”

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

Director’s Goal: Collaborate with the libraries of McLean County and the McLean County government to apply for a State Digital Equity Grant by December 31, 2024. ~ IN PROGRESS

Related Accomplishments:

- Met with Assistant County Administrator Anthony Grant to discuss the potential for a county-wide State Digital Equity Grant application
- Attended a Regional Engagement for Adoption + Digital Equity Library Forum
- Met with libraries in McLean County to discuss the plans for a county-wide State Digital Equity Grant application
- Have attended a variety of Digital Equity webinars and virtual networking groups
- Requested letters of support from the 13 other McLean County Libraries to include in the grant submission
- Completed the draft application - sending it to the 13 other McLean County Libraries for their review and submitting it in time for the early review deadline on March 3rd
- Final application will be submitted by the March 20th deadline

**Adult Services Report
Marcie Shaffer
February 2025**

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

Tiffany hosted a booth at the Bloomington Area Career Center 8th Grade Career Expo, which had over 800 students in attendance.

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

SERVICES

Local history requests included 2 obituaries, a photo that appeared in the Pantagraph, a specific article that appeared in the Pantagraph, and listing of IL authors that we have in our collection.

There was 1 request for a 1-on-1 appointment with a staff member: help with converting photos to JPEG format. This was referred to IT staff due to the nature and depth of the help needed.

COLLECTIONS

Adult collection display themes included Celebrate Black History Month (films, books, and teen), Heart Health, Deep Freeze (thriller/scary/disaster books about the cold), Romance, and Love Songs (music CDs). Additional teen displays included Read Romance! and an interactive "I Have a Dream" display.

PROGRAMS

Tiffany visited BJHS once with 64 students in attendance.*

**Due to illness and cancellations by the schools, the number of school visits is considerably less this month and is not the norm.*

Adult/Family programs

AS and Teen staff collaborated with Children's staff to offer a Diversity Mural on the 2nd floor outside the Community Rooms. (*Children's collected the stats for this passive activity.*)

In Person - On Site

Let's Dish! A Cookbook Club – 20 attended

Silent Book Club – 4 attended

In Person - Off Site

Books on Tap Book Club – 26 attended

English Language Conversation – 6 attended

Live Virtual

IL Libraries Present James McBride – 16 attended

Meditation as a Healing Practice – 15 attended

IL Libraries Present Amy Tan – 20 attended

A Night at the Oscars with Annette Bochenek – 18 attended

In Person + Virtual

History Book Club – 7 in person, 2 virtual

Mystery Book Club – 8 in person, 6 virtual

Fiction Book Club – 12 in person, 5 virtual
True Crime Book Club – 8 in person, 1 virtual

Teen Programs

In Person - On Site

Genre Book Club – 0 attended*

**This day was also an e-learning/weather day for local schools.*

UnValentine Party – 1 attended

No School Day Craft (faux crystal light) – 7 attended

Writing Workshop – 5 attended

Passive/Make & Take Programs

Book Valentines (passive) – 19 participants

“I Have a Dream” interactive display – 3 participants

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

We welcomed Aianna from Circ and Tom from Security, each filling a vacated part time Library Technical Assistant (LTA) position.

Training sessions attended included these topics: Desk training, Shelving, Empowering Teens, Immigration Law (from ILA), 2024 Books in Review.

Goal: Work effectively through the use of technology.

Marcie and Rhonda collaborated with Marketing to update patron access to the New York Times Bestseller lists in the library through use of QR codes.

Goal: Administer a cost-effective public library.

U of I Practicum student Rachel assisted with AS desk staffing and displays. Students from Hammitt School volunteered on Tuesday mornings, shelving DVDs.

Business Office Report

Kathy Jeakins

February 2025

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; and completed an application for staff getting a P Card for the first time

In February, the Book Shop collected \$773.50

Hoopla usage in February was less than last month: 7,823 downloads totaling to \$17,681.39

Kanopy usage for February was a little less than last month: 511 downloads totaling to \$1,342.00

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

Nan is working with Jeanne on the Records Retention project

Nan completed OMA and FOIA training sessions

The Library received \$3,000.00 for a grant from the Illinois Prairie Community Foundation to purchase and install native prairie plants

Kathy, along with Jeanne and Jon, worked to select Verizon as the new phone provider. Now they are working on the implementation process.

Postage Meter lease: Midwest Mailing & Shipping Systems, our copier lessor, offered us a discounted amount for the next year and we accepted it; we will continue using the current postage meter for another year

Bills Costing in Excess of \$5,000:

- Ameren IP \$9,618.05 for Monthly Electricity
- Carahsoft Technology Corp \$13,125.00 for Annual LinkedIn Service
- Innovative Interfaces, Inc. \$72,460.35 for Year 4 of Polaris Catalog
- Johnson Controls Building Efficiency \$8,140.30 for Annual Chiller Maintenance
- KCN Solutions, LLC \$6,435.00 for De-Icing Applications through 2027
- Midwest Tape \$24,000.00 for Hoopla Service
- OverDrive \$8,000.00 for Libby Service
- Value Line Publishing, LLC \$12,300.00 for Annual Service

Upcoming:

Will be working on copier quotes

Will assist in finalizing arrangements for the new phones with Verizon

Bloomington Public Library

Books are just the beginning.



Cataloging & Technical Services Report

Allison Schmid

February 2025

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

- Allison and Nick cleaned bookshelves to prep them for new book end testing. 100 new book ends were placed in new books, picture books, and cookbooks (both 5 in. and 9 in.)

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

- TJ collected and relabeled the American Girl series in both the JCHAP and JFIC sections. Anything not on the shelves have holds and blocks placed.
- All holiday Hallmark movies have been consolidated in the adult movie collection.
- Rebecca Caudill 2026 nominees are labeled and remain on the regular shelves until the display is ready to be swapped. (The other nominee lists just became available this week and we'll work on labeling them soon.)

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

- Met with Gene to review hot spot procedures.
- Allison attended Hoopla's "Expanding Access to Diverse Content for Your Community" - 1
- Met with Cora to discuss ideas for tracking items on her wrapped book display.
- Ariana attended the WebJunction training "Burnout to Balance" – 1
- Ariana attended the WebJunction training "Intro to MARC Cataloging" - .75
- Training Hours – 2.75

Goal: Work effectively through the use of technology.

- New and updated On-the-Fly record instructions, complete with a training video, were sent out to service desks.
- We set up EDI ordering with Libraria (formerly Children's Plus Inc.) and completed 2 test orders. Once we receive the items, we'll be able to purchase from them normally, complete with on-order records.
- Since all of our serials will eventually becoming direct orders, we set up a new e-mail address specifically for use with magazine and newspaper vendors,
- We cleaned up old Playaway accounts and created a new one for Acquisition purposes.
- Helped Caitlin complete a patron bulk change via Simply Reports.

Upcoming:

- Kristen S. from IT will be job shadowing CATS in March.
- Labeling 2026 Illinois nominees (Monarch, Bluestem, Lincoln)

Children's Services Report

Melissa Robinson

February 2025

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

Collections

- With help from CATS, the American Girl books were recataloged and relabeled so that they are all now shelved together.

Programs

- Love Your Library – 64 attended
- Super Saturday Story Time – 33 attended
- Lapsit – 8 sessions – 101 attended
- Preschool Story Time – 4 sessions – 83 attended
- Toddler Story Time – 4 sessions – 146 attended
- Sensory Story Time – 4 sessions – 73 attended
- Fun Friday Story Time – 4 sessions – 155 attended
- Tales for Tails – 3 sessions – 73 attended
- D&D for Kids – 2 sessions – 10 attended
- Family Games Day – 57 attended
- Itsy Arts – 24 attended
- Chess Club – 28 attended
- Lego Construction – 37 attended
- Snowman Poppers – 106 attended
- School Age Crafts – 22 attended
- 37 programs/sessions total – 1012 attended total

Passive

- Oakland School One School One Book Scavenger Hunt – 201 participated
- Love Your Library Scavenger Hunt – 160 participated
- Diversity Mural – 221 participated

Groups

- Little Jewels – 2 locations – 114 attended
- Washington K – 60 attended
- Katie's Kids – 36 attended

- Childcare Connection– 15 attended
- 5 groups – 225 attended

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

- Alysha, Anna Elizabeth, and Clare attended the Illinois Youth Services Institute.
- Children’s staff viewed/read the on-the-fly records tutorial.
- A new shelver, Monica, joined the Children’s Department.

Upcoming:

In addition to our weekly programs, the following programs will be offered in March:

- Super Saturday Story Time – March 1
- RC Cars – March 1
- D&D for Kids – March 6, 10, and 20
- Ramadan Story Tim – March 8
- Family Games Day – March 9
- Itsy Arts – March 10
- Doll Housewarming Party – March 12
- Lego Construction – March 15
- HER Story Histories – March 15 and 16
- Singing Swinging Story Time – March 17
- Rock Painting – March 26 and 27
- Build a Pantagraph – March 28

We have the following visits from schools scheduled:

- Trinity Lutheran – March 6
- Colene Hoose – March 14
- Pepper Ridge – March 21

Children’s staff will be at the following events:

- Books Alive – March 13
- YMCA Mermaid Day – March 29



**Circulation and Outreach Report
February 2025**

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

Outreach Engagement Coordinator meetings and connections:

- Recurring monthly meetings
 - McLean County Human Services Council
 - Fatherhood Coalition
 - BN Parents Coalition
 - BN Welcoming Committee
 - Recovery Oriented Systems of Care Council
 - McLean County Reentry Council
- Special meetings and connections
 - Special guest of honor at Dr. Abdul Kalam Tamil Palli School Winter Reading Ceremony
 - Represented BPL & BN Welcoming at a Not In Our Town immigrant outreach meeting
 - Met with IWU students/professor to discuss partnering to create a free little Spanish library at Western Avenue Community Center and promote library services
 - Met with Chang Su-Russell from ISU Center for Inclusive Intergenerational Environments
 - Participated in McLean County System of Care prioritization activity
 - Met with Leslie Blockman, D87 Coordinator of SEL & Engagement
 - Visited Carle Mobile Health Clinic 40-foot vehicle

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

Deposits

Staff prepared and delivered or renewed 952 items at 9 sites.

Home Delivery

Staff prepared and delivered or renewed 616 items to 55 active patrons.

Pop Up Library

Staff visited the locations listed below. 99 patrons were served, and 620 items checked out or renewed.

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

February Outreach Events

- February 7: Bookmobile at the Home Sweet Home Ministries' Night in a Car event.
- February 26: Bookmobile special stop at the Playsynthesis activity center.

Other News

- The Community Spotlight display in the Lobby will feature materials on down syndrome awareness and information about the [Central Illinois Down Syndrome Organization](#) in March.
- "TranslateLive" has been used successfully in patron interactions several times.

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

- A part-time Library Assistant accepted a PT LTA position in Adult Services.



(2/2025) Circulation and Outreach Services Statistics

Total Circ BPL	98,299
Total Circ Main	68,956
Total Circ Outreach	4,853
Total Circ Drive-up	1,186
Total Digital Downloads	23,304
Hoopla	7,823
Overdrive	14,051
TumbleBooks	67
eBook Central	8
Kanopy	1,355
Borrowers Registered	403
Total Active Cardholders	35,964
Children	8,490
Teen	3,940
Adult	23,534
GPPLD	1,586
Total Holds Filled	6,201
Main Holds	4,469
Outreach Holds	938
Drive-up Holds	794
Door Count	24,696

10 Highest Circulations		Patron Count
Wingover PM	188	50
Grove	72	23
Eagle Creek	68	22
Ponds Apartments	62	11
Eagle Ridge	56	20
Ekstam Drive	55	10
Eagle Crest East	52	16
Old Farm Lakes	50	13
Viking Brews	50	13
Phillip Place	47	13

Lowest 5 Circulations		Patron Count
Hilltop	5	2
Rainbow Ave	4	5
Bohmer Drive	3	1
Hilltop	2	1
Eagle View	1	3

Regularly Scheduled Stops	60
Special Stops	2
Cancelled Stops	6
Total Stops	62
Total Patron Count	709
Total Bookmobile Circulation	1788

Human Resources Report
Gayle Tucker
February 2025

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

- In February, there were no in-house job announcements, and four outside ads
- I participated in three interviews and provided orientation for one employee
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation
- I gathered information for a union request and attended a meeting regarding our upcoming negotiations

Goal: Work effectively through the use of technology.

- In February, I participated in Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I updated our Awardco files for employee recognition
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- Outside Job Announcements are typically posted to the BPL website and our social media outlets. Depending on the position, we may also advertise through RAILS, IHLS, and ILA. I also notify all staff of outside job announcements via email.
- I process the library's background checks
- 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
 - We currently have six students

Upcoming:

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

Information Technology Systems Report
Jon Whited
February 2025

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

We are continuing to scan the Pantagraph index. We have volunteers specifically working on this project and are working a consistent schedule to move this project forward. We currently have 62,374 cards available and are adding additional cards daily.

We are currently removing expired patrons from our system as per our schedule and due to the clearing of fines and fees from previously unremovable accounts.

We have a new volunteer Thomas K. working on the Pantagraph project two days out of the week.

We spent several months working with Sentinel Technologies and Cisco to fix an issue with our firewall that is preventing us from making adjustments to the networking configuration. We have solved this issue and were able to provide remote access to the operations manager to key HVAC and Security systems.

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

On February 8th, Teens participated in a Super Smash Bros bracket-style tournament. They played 1 v 1 battles until they reached the finale. First prize was a 3D printed Kirby statue as well as a Super Smash Bros token trophy. Second place won a Super Smash Bros token trophy. 14 out of 16 registrants came. The prizes were printed on the library's new Anycubic Kobra 3 Combo (multicolor) printer.

On February 10th, from 6-8pm, adults and one teen participated in the Creating Quilted Hearts program, which was inspired by the nationwide Found a Quilted Heart Project. Six patrons casually enjoyed using the offered variety of material, thread and embellishments to create unique designs and sew multiple hearts. They were able to utilize the Innovation Lab's sewing machines to complete their projects. It was a very successful program.

Upcoming:

We are looking at making book scanners available for the public. This would allow patrons to be able to scan larger documents and for staff to digital items in our special collection.

Marketing Report

February 2025

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

Summer Reading

- Summer Reading Log Distribution Prep
 - Requested/received school enrollment tallies for District 87 and Unit 5
 - Determined themes for each log based on age: Kids = Minecraft; Teens = Dungeons & Dragons; Adults = Oregon Trail
- Summer Reading Bookmark - Confirmed text for 2025 with AS, CS, and Teen
- Summer Reading T-Shirts – Determine shirt colors based on themes and available inventory; start working with CM Promotions to offer two online T-shirt stores (“free” store and “paid” store)
- Sponsor/Voucher Committee
 - Prepped the Sponsor/Voucher Excel sheet for 2025
 - Created the Sponsor/Voucher meeting agenda
 - Penned a sample solicitation letter for the Sponsor/Voucher Committee
 - Marketing reached out to the following potential voucher donors: Monical’s Pizza, City of Bloomington Parks & Recreation Department, Red Raccoon Games, The Decorators’ Grocery, Von Champs Boutique.
 - Marketing reached out to the following potential monetary donors: BPL Foundation, GPPLD, The Copy Shop, Don Owen Tire, Clemens & Associates Insurance, Eaton Gallery, Specs Around Town, GROWMARK Foundation, Rivian, Ferrero, Illinois State Credit Union, and Kurt’s Auto Body.

March-May Programs / Program Guide

- Completed design work and the proofing process for the 2025 Spring Program Guide; sent to the printer
- Promoted via these avenues:
 - Stocked slatwalls and Bookmobile with paper copies
 - Sent an emailable image to all staff
 - Printed flyers for Outreach and slatwalls
 - Printed QR Code handouts for Outreach and slatwalls
 - Sent an eBlast to all cardholders
 - Updated LX Starter notices

Bookmobile

- Postcards were sent to the carrier routes surrounding the following stops: Meadows (new stop) (bilingual), Arbors Apartments (bilingual), Ekstam Drive, Viking Brews.
- Created/proofed individual ½ paper handouts listing stop meeting dates/times for these 9 stops:
 - Arbors Apts, Cardinal Ridge (bilingual), Evergreen Park, Hilltop (bilingual), Holton Homes, Meadows (bilingual), Sunnyside Park, Tracy Drive, Traditions
- Created/proofed individual full-page paper handouts listing stop meeting dates/times for these 8 stops:
 - Angler’s Manor, Arrowsmith, Brookridge Heights [digital only], Cardinal Ridge (bilingual), Ellsworth
 - Hilltop (bilingual), Meadows, Shirley
- Work with local artist Sarah Simpson to produce a sticker to celebrate the current Bookmobile’s 10th birthday
- Cancelled Bookmobile stops on February 5, 18, & 19
 - Penned and posted web alerts
 - Updated the web calendar
 - Texted subscribers of related stops
 - Social Media
 - Posted to main Facebook page
 - Posted to main Instagram page
 - Posted to Bookmobile Facebook page
 - Posted to Bookmobile Instagram page

Website & Other Tech

- Marketing maintains the library’s website.
 - Innovation Lab
 - Added the Sublimation Printer, Sublimation Oven, and Heat Gun to the Innovation Lab page, to available reservations, and to the certification class webform
 - Updated the Innovation Lab reservations so patrons-made reservations require 24-hour notice.
 - Updated Recording Studio reservations to end at 7:45pm (M-Th), now that they close at 8pm on those days.
 - Discontinued the eNewsletters for “New Films” and “New Audiobooks”; removed both from the website and Library Aware.
 - Removed expired eResources which the library opted not to renew.
 - Hispanic Life in America
 - African American Heritage
 - Updated the Room Duration field on the Reservation page one uses when reserving a room “by day”. The change makes making the reservation process more user-friendly to patrons.
 - Updated the webform and PDF pertaining to the Local Authors Collection to add a specific drop off location.

- Added a 30-minute teardown feature to the Community Rooms.
- Alphabetized the filterable room list which can be found (by logged in staff) on the web calendar.
- Add Marcie's Bookface photos to the Leadership page bloomingtonlibrary.org/leadership-team.
- Updated record sets for New BluRays & DVDs, New Music, and New Audiobooks.
- Updated language issues on the tile for Study Room A.
- Fixed a calendar issue on the History Book Club Page.
- Added the Spring Program Guide; removed Winter Program Guide.
- Unraveled an issue with Recording Studio room reservations.
- Managed employment posts – PT IT, PT Operations, Full Time Circulation Manager
- While out of service, removed the Glowforge Laser Engraver from both reservations and certification classes; then reinstated in both places when fixed.
- Updated the Teen Genre Book Club tile to reflect new meeting time.
- Manage the jigsaw puzzle collection's web presence.

In the Works:

- The "Genealogy Help" page is being updated. One of the changes incorporates renaming the link to "Local History Help".
- Under "New & Coming Soon"
 - Update the "New Movies" button to say "New BluRays & DVDs".
 - Jorgi will separate "New Audiobooks" and "New Music" into two separate tiles
 - Jorgi will separate the kids' "New BluRays & DVDs" from the adult and teen "New BluRays & DVDs"
 - Jorgi will apply new filters to the "New BluRays & DVDs" button that will help filter new items based on release date vs items that are simply new to BPL.

Paper & Digital Design Work

Program Publicity

- | | |
|--|--|
| <ul style="list-style-type: none"> • Kristin Hannah: The Inside Edition • Recording Studio Basics • Teen Craftivism • Fun Friday Story Time • Toddler Story Time • Why Plant Trees? • Teen Art Night • Ramadan Story Time • Fun & Games • Doll Housewarming Party • Social Security & Tax Planning • Her Story Histories • RC Cars for Kids • Singing, Swinging Story Time | <ul style="list-style-type: none"> • Lego Construction • Tales for Tails • D&D for Kids • Sensory Story Time • 9to5: The Story of a Movement • Spring Break Space Adventure • VR Fruit Ninja Tournament • Teen Writing Workshop • Itsy Arts • Lucy's Girls • No-School Day Crafts • D&D: Shadow Over Graymoor • Sourdough Breadmaking Essentials • School-Age Crafts |
|--|--|

Handouts & Signage

- Kinds of Love – display sign
- Feminine product dispenser wrap
- Women's History Month
- Try Your Luck
- Intergenerational Relationships
- Down Syndrome Awareness
- Trans Day of Visibility
- Ramadan
- Dean's Graphics delivered the new "Aisle" signs for AS
- Created a 24x36 sandwich board sign to mark the Drive-Thru and Book Drop as temporarily closed
- AS Sign – *New York Times* Bestseller Lists
- A design is in the works for the new feminine product machines in 7 of the library's bathrooms
- 1000 Books Before Kindergarten posters for CS

Misc Design Tasks

- Updated the Spirit Handout
- "Love Your Library" scavenger hunt sheets
- Spring Program Guide
- Bookmobile flyers and handouts for 18 individual stops
- March calendar of events
- Updated the parking Map

Advertising

- WGLT

- Ads ran during February to promote the Valentine's Day activities taking place in the Children's Department on February 14 (a day when D87 had no school).
 - An ad will run in March to promote the Her Stories Histories program.
- Community Players
 - BPL is a sponsor of The Community Players' 2024-2025 season. This allows the library to run an ad on the Community Players screen during each 2024-2025 show (pre-show and intermission).
- Cumulus Radio:
 - The library is sponsoring WJBC's local high school sports coverage of football and basketball from August to March. The spots promote the Innovation Lab and the Recording Studios.
 - As part of the package, the library aired (30) 30-second commercials on WJBC in early February. These spots promoted the Innovation Lab and the Recording Studio.
- Illinois Eagle
 - The library purchased advertising with Illinois Eagle, a Central Illinois LGBTQ+ production. Illinois Eagle has a website, weekly eNewsletter, and monthly paper Newsletter. We will use these ads to promote the True Colors Book Club and LGBTQ+ programs that may be planned in the future.
 - Quarterly eNewsletter ads.
 - Quarterly calendar sponsorship in the paper newsletter.
- Unit 5K
 - The library is a sponsor of the Unit 5K which will take place on Sunday, May 4.

Misc. Marketing Tasks

- Managed Bloomerang (donor software)
- Managed LX Starter ("ads" that appear on library notices)
- Managed Printful (the library's online store for BPL apparel and merchandise), including removing merchandise which has been discontinued
- Added 2025 True Colors Book Club meetings to the *Illinois Eagle* online calendar
- Recorded outgoing phone messages for all the 2025 holidays
- Purchased door hanger bags for Home Delivery
- Purchased an adhesive whiteboard (fits our sandwich boards) for TeenZone
- Ordered staff business cards
- Organized and created publicity for the upcoming Gamma Phi Circus / Little Free Pantry promotion
 - Created prize slips, signage for prize boxes, 8.5x11 signs for the service desks, social media images, post text, web alert text
- Penned script for WGLT ad to promote the Her Story Histories program
- Created publicity for Library Giving Day (April 1)
 - Created social media art and eBlast art
 - Built eBlast
 - Penned text for post, web alert, and eBlast
 - Scheduled web alert and eBlast
 - Need to schedule social media posts later (it's too soon)
- Organized and created publicity for Bobzday Profit-Sharing Day (April 22)
 - Created social media art
 - Penned text for social media post and web alert
 - Scheduled web alert
 - Need to schedule social media posts later (it's too soon)
- Prize requests fulfilled
 - Fox Creek School Carnival
 - Washington School Carnival
 - Child Protection Network's DUEL Fundraiser (was not picked up)
- Requests for promotional items to take to offsite events
 - Night in a Car
 - Bookmobile to Playsynthesis
 - 8th Grade Expo
 - Olympia North Family Reading Night
 - Bookmobile Scavenger Hunt Prizes
- Promotional items returned/restocked
 - Night in a Car
 - 8th Grade Expo
 - Bookmobile to Playsynthesis
- Reprints
 - 25 Educator Services handouts
 - 50 Foldable Bookmobile handouts
 - 75 Brainfuse handouts
 - 100 QR Code Handouts for Spring Program Guide
 - 100 Bilingual Student Resources handouts
 - 125 Innovation Lab handouts
 - 150 Recording Studio handouts

- 150 TeenZone handouts

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the Spirit Committee.
- Kourtnei serves on the Green Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 11,752 followers
 - Instagram – 2,748 followers
 - Twitter – 1,924 followers
- Text subscribers – 2,269
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- The True Colors Book Club appears on the website for illinoiseagle.com
- Cardholder Perks list – 32,561 filtered active subscribers.
- Program Guide list – 34,357 filtered active subscribers.
- General eBlast list – 32,432 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotions

- The library posts an abundance of information to Facebook and Instagram:
 - Information about **every** library program is posted to these outlets.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - These posts -- unrelated to program publicity -- were also shared:
 - Kits for Kids
 - Bookmobile stops cancelled – 2.5.25
 - *We're Hiring* – part-time IT
 - *We're Hiring* – part-time Operations
 - Local Author Collection
 - *We're Hiring* – Circulation Manager
 - Spring Program Guide is available
 - Bookmobile stops cancelled – 2.18.25
 - Bookmobile stops cancelled – 2.19.25
 - The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications. This month, these eBlasts were sent.
 - An eBlast promoting Newspaper Source Plus was delivered on February 1.
 - An eBlast promoting LearningExpress Library was delivered on March 1.
 - An eBlast promoting Mango Languages will be delivered on April 15.
 - Library staff are interviewed on WJBC once per month by WJBC. The interview is pre-recorded and runs whenever WJBC needs to fill time. Interview materials are prepped by the Marketing Department.

Operations Report
Robert Greene
February 2025

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

- Repaired the drive-up window, it was not closing properly.
- Repaired a loose shelf in the circulation desk area.
- Hung New signs in AS area.
- Repaired the plow blade on the John Deere tractor.
- J&J films installed the last of our window films.
- Anderson Electric repaired our south exterior lights.
- K-com installed cameras in the two recording studios.
- Working to get things ready for Spring.
- Looking at landscaping plans.

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

- Hired a new full-time Custodian, Megan S.
- Hired a new part-time security officer, Nick S.
- We have an external job opening for a part-time security officer and are interviewing candidates.
- We have an external job opening for a temporary custodian.
- Working to train Megan S. on our practices and procedures.
- Working on evacuation tutorials and training videos for staff, including how they should help the patrons in these situations.
- Developing standard operating procedures for custodians.
- Developing standard operating procedures for security.

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance

February 2025

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	31,741	26,170	21%	332,578	294,044	13%
Teens	2,291	1,692	35%	27,747	20,445	36%
Children	40,883	28,045	46%	457,591	338,549	35%
Digital Downloads	23,304	18,279	27%	238,294	186,335	28%
Total	98,219	74,186	32%	1,056,210	839,373	26%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	23,534	18,165	30%	N/A	N/A	N/A
Teens	3,940	3,826	3%	N/A	N/A	N/A
Children	8,490	7,148	19%	N/A	N/A	N/A
Total	35,964	29,139	23%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	403	398	1%	5,286	6,163	-14%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	24,696	10,906	126%	208,157	123,792	68%
Bookmobile	709	773	-8%	11,945	11,153	7%
Total	25,405	11,679	118%	220,102	134,945	63%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	492	0	N/A	4,625	213	2071%
Recording Studios	59	0	N/A	529	26	1935%
Innovation Lab	34	0	N/A	196	0	N/A
Community Room	71	0	N/A	674	11	6027%
Total	656	0	N/A	6,024	250	2310%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	10	19	-47%	183	166	10%
People Reached	352	992	-65%	14,237	18,042	-21%
Community Visits to the Library	0	0	N/A	25	0	N/A
People Reached	0	0	N/A	447	0	N/A
Total Outreach Visits	10	19	-47%	208	166	25%
Total People Reached	352	992	-65%	14,684	18,042	-19%

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	16	10	60%	129	85	52%
Attendance	174	149	17%	1,836	1,356	35%
Teens	9	2	350%	105	29	262%
Attendance	119	18	561%	2,701	252	972%
Childrens	46	6	667%	312	81	285%
Attendance	2,519	133	1794%	46,465	1,538	2921%
Total Programs	71	18	294%	546	195	180%
Total Attendance	2,812	300	837%	51,002	3,146	1521%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	30	2	1400%	368	22	1573%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,389	2,477	37%	35,585	27,054	32%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	290	84.75	242%	2,105	1,542	37%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,536	1,150	121%	25,192	13,026	93%
WiFi Sessions	3,225	1,355	138%	29,697	15,432	92%
Website/Catalog Hits	71,872	37,862	90%	724,459	433,277	67%
Online Resource Use	14,539	7,442	95%	128,384	48,809	163%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	380	406	-6%	3,718	4,330	-14%
Sent	172	99	74%	1,489	1,186	26%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	125	18.00	594%	706	78	802%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 19, 2025
5:00pm

MINUTES

- I. Call to Order
President Anderson called the regular meeting to order at 5:00 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Colleen Shaw, Karen Combs, Faith Frankeberger, Erin Jensen, Coleen Moore, Matthew Newell, Tierra Shickel, Renee Stolte

Absent: Stephen Peterson
- III. Introductions
The group from Leadership McLean Group introduced themselves.
- IV. Public Comments
There were no public comments.
- V. Special Marketing Plan Work Session with Leadership McLean County
The group led a discussion of their draft proposal. They will adjust based on the feedback from the trustees.
- VI. President's Report
Ary Anderson stated that the CD is closed, and the money deposited in the money market account.
- VII. Approval of Minutes
A. January 15, 2025 Regular Meeting
The minutes were approved as presented.
- VIII. Staff Reports
A. Director's Report: Jeanne stated that the Digital Equity Grant is open, and she will turn it in by the March 3 deadline for early review. The library is planning to purchase a new vehicle but has decided not to call it the techmobile. Jeanne and other key staff visited Gail Borden Public Library in Elgin, IL, to research their TechKnow Mobile. After seeing the size and use of that vehicle, staff believe the best use in Bloomington would be a vehicle that brings outreach and services (including technology) to other spaces (rather than on the providing services on the vehicle itself), often in partnership with community organizations. Jeanne shared that the library's first ever Assistant Director is in the room, Colleen Shaw. Her current position of Circulation & Outreach Manager is posted, and Colleen will remain in that role until her replacement is hired.

B. Outreach Report: Colleen Shaw distributed new Bookmobile schedules covering March through August.

C. Financial Report: Jeanne stated highlighted a few points on the report.

- IX. Unfinished Business
A. Discuss Potential Capital Project Donations – Discussion was tabled.
- X. New Business
There was no new business.
- XI. Comments from Board Trustees
Jim Russell worked with library staff to compile data for 2024, and he would like to discuss it at the next meeting. Ruth Novosad updated the board on the proposed rezoning and annexing of a Beecher Trails parcel.
- XII. Reminder
A. Next Board Meeting is March 19, 2025
- XIII. Adjournment
Ary Anderson adjourned the meeting at 6:47 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2024-2025 FISCAL REPORT

REVENUES:

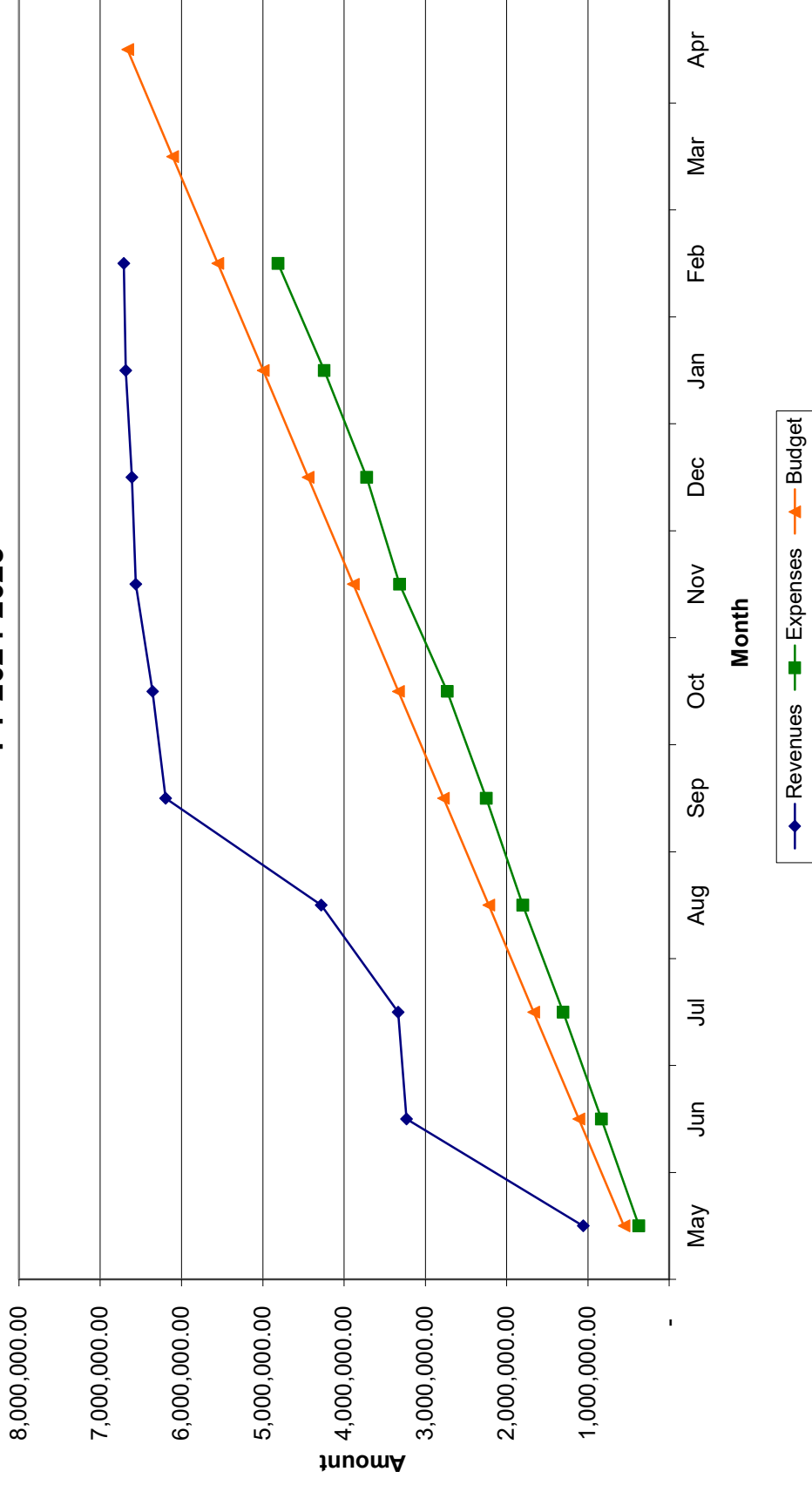
ACCT NAME	BUDGET	FEB 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	0.00	5,485,602.56	(9,397.44)	99.8
Replacement Tax	424,600	0.00	183,788.05	(240,811.95)	43.3
State Grants	116,053	0.00	116,839.80	786.80	100.7
GPPLD	495,000	0.00	495,903.14	903.14	100.2
Fines & Fees	7,000	1,376.09	9,529.32	2,529.32	136.1
Interest on Investments	55,000	14,630.58	256,202.13	201,202.13	465.8
Interest from Taxes	0	0.00	546.25	546.25	-----
Donations	25,000	79.99	49,687.74	24,687.74	198.8
Other Private Grants	0	3,000.00	5,000.00	5,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	41,000	2,964.95	106,219.06	65,219.06	259.1
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
Total Revenues	6,664,653	22,051.61	6,709,318.05	44,665.05	100.7

EXPENDITURES:

ACCT NAME	BUDGET	FEB 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	206,179.34	2,186,547.76	(791,077.24)	73.4
Part-Time Salaries	598,135	45,280.89	442,246.24	(155,888.76)	73.9
Seasonal Salaries	101,224	1,777.50	46,004.45	(55,219.55)	45.4
Overtime Salaries	100	28.77	28.77	(71.23)	28.8
Other Salaries	20,000	0.00	623.86	(19,376.14)	3.1
Total Sals & Wages	3,697,084	253,266.50	2,675,451.08	(1,021,632.92)	72.4
Dental Insurance	10,463	577.62	4,802.85	(5,660.15)	45.9
Health Insurance, HMO	6,765	579.72	5,272.53	(1,492.47)	77.9
Life Insurance	3,293	257.60	2,527.60	(765.40)	76.8
Vision Insurance	3,227	270.34	2,354.41	(872.59)	73.0
Health Insurance, PPO 600/1200	276,166	18,759.46	156,225.08	(119,940.92)	56.6
Health Insurance, PPO with HSA	88,549	10,848.88	96,318.13	7,769.13	108.8
Library RHS Contribution	8,200	878.72	8,203.70	3.70	100.0
Library HSA City Contributions	15,800	0.00	0.00	(15,800.00)	0.0
Dental Insurance, PPO	0	296.64	2,464.86	2,464.86	-----
Identity Protection	0	55.86	542.64	542.64	-----
IMRF	223,322	15,347.61	162,980.32	(60,341.68)	73.0
FICA	227,973	14,872.29	160,615.88	(67,357.12)	70.5
Medicare	53,316	3,478.30	37,564.18	(15,751.82)	70.5
Worker's Compensation	26,490	0.00	15,486.00	(11,004.00)	58.5
Uniforms	1,200	748.96	2,165.58	965.58	180.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	41,259.07	73,421.22	36,038.22	196.4
Total Benefits	985,147	108,231.07	730,944.98	(254,202.02)	74.2
Rentals	17,000	1,042.18	14,712.26	(2,287.74)	86.5
Total Rentals	17,000	1,042.18	14,712.26	(2,287.74)	86.5
Building Mtnc	130,000	17,816.46	86,383.49	(43,616.51)	66.4
Vehicle Mtnc	21,000	444.02	13,807.14	(7,192.86)	65.7
Office & Computer Mtnc	185,000	81,384.53	169,916.88	(15,083.12)	91.8
Total Repair/Mtnc	336,000	99,645.01	270,107.51	(65,892.49)	80.4

ACCT NAME	BUDGET	FEB 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	2,174.59	19,635.72	(27,364.28)	41.8
Printing/Binding	35,000	4,726.86	23,417.14	(11,582.86)	66.9
Travel	1,000	18.71	683.64	(316.36)	68.4
Membership Dues	4,000	0.00	1,949.00	(2,051.00)	48.7
Professional Development	10,000	200.00	10,303.24	303.24	103.0
Other Purchased Services	109,000	10,729.38	164,761.05	55,761.05	151.2
Other Insurance	50,000	0.00	52,516.41	2,516.41	105.0
Total Purchased Services	256,000	17,849.54	273,266.20	17,266.20	106.7
Office Supplies	10,000	1,832.25	13,112.77	3,112.77	131.1
Computer Supplies	74,750	3,746.88	63,057.66	(11,692.34)	84.4
Postage	2,000	0.00	8,335.33	6,335.33	416.8
Library Supplies	55,494	1,318.74	43,806.05	(11,687.95)	78.9
Janitorial Supplies	25,000	859.18	15,256.61	(9,743.39)	61.0
Gas & Diesel Fuel	6,000	365.19	4,774.07	(1,225.93)	79.6
Building Mtnc & Repair Supplies	14,000	39.50	4,546.91	(9,453.09)	32.5
Total Supplies	187,244	8,161.74	152,889.40	(34,354.60)	81.7
Natural Gas	40,000	3,330.99	17,258.23	(22,741.77)	43.1
Electricity	150,000	9,618.05	96,676.78	(53,323.22)	64.5
Water	7,000	546.67	7,772.06	772.06	111.0
Telecommunications	50,000	4,063.57	37,489.99	(12,510.01)	75.0
Total Utilities	247,000	442.06	159,197.06	(87,802.94)	64.5
Professional Collection	500	0.00	492.62	(7.38)	98.5
Total Prof Collection	500	0.00	492.62	(7.38)	98.5
Non-Traditional Materials	5,000	37.71	3,340.02	(1,659.98)	66.8
Periodicals	18,000	775.76	17,062.17	(937.83)	94.8
Adult Books	165,000	10,359.78	104,934.78	(60,065.22)	63.6
Children's Books	130,000	8,279.28	79,072.36	(50,927.64)	60.8
A/V Materials	90,000	4,490.66	50,898.09	(39,101.91)	56.6
Public Access Software	128,000	16,624.91	96,420.35	(31,579.65)	75.3
Downloadable Materials	270,000	24,186.95	173,234.89	(96,765.11)	64.2
Total Materials	806,000	64,755.05	524,962.66	(281,037.34)	65.1
Employee Relations	3,500	49.50	5,585.76	2,085.76	159.6
Miscellaneous Expenses	8,222	133.07	5,400.90	(2,821.10)	65.7
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	182.57	10,986.66	(735.34)	10.4
Total Expenses	6,637,897	553,575.72	4,813,010.43	(1,730,686.57)	72.5

Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2025

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

Replacement Tax (43.3%): The distributions have started to come in.

State Grants (Per Capita Grant) (100.7%): The Library received its Per Capita Grant check at the end of June.

Golden Prairie Public Library District (100.2%): Golden Prairie has also received all of its Property Tax distributions.

Fines & Fees (136.1%): This is more than projected.

Interest (465.8%): The amount continues to be more than projected.

Donations (198.8%): This reflects the generous donations made from the community for this year's Summer Reading Program and for the Library in general.

Other Revenue (259.1%): This includes a check in the amount of \$16,860, an energy rebate for the solar panels. Straight Up Solar submitted the rebate request to Ameren on the Library's behalf.

Full-time Salaries (73.4%) This is under-spent due to staff vacancies.

Part-Time Salaries (73.9%): This is under-spent due to staff vacancies.

Seasonal Salaries (45.4%) This is under-spent due to staff vacancies.

Overtime Salaries (%): Charges have been minimal.

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

Dental Insurance (45.9%): Charges have been minimal.

Health Insurance, HMO (77.9%): Charges have been minimal.

Life Insurance (76.8%): Charges have been minimal.

Vision Insurance (73.0%): Charges have been minimal.

Health Insurance, PPO 600/1200 (56.6%): Charges have been minimal.

Health Insurance, PPO with HSA (108.8%): This is over-spent due to the number of staff selecting this option.

Library RHS Contribution (100.0%): This is over-spent at this point due to staff longevity.

Library HSA City Contributions (0.0%): Due to a correction made by City, the amount spent here is zero.

IMRF (73.0%): This is under-spent due to staff vacancies.

FICA (70.5%): This is under-spent due to staff vacancies.

Medicare (70.5%): This is under-spent due to staff vacancies.

Worker's Compensation (58.5%): The annual premium was paid in December.

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

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

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

Building Maintenance (66.4%): Charges have been minimal.

Vehicle Maintenance (65.7%): Charges have been minimal.

Office & Computer Maintenance (91.8%): The annual catalog fee was paid in February.

Advertising (41.8%): Charges have been minimal.

Printing/binding (66.9%): Charges have been minimal.

Travel (68.4%): Charges have been minimal.

Membership Dues (48.7%): Charges have been minimal.

Professional Development (103.0%): This is over-spent due staff and Board member attendance at various events and conferences.

Other Purchased Services (151.2%): This is over-spent due to costs related to the expansion that are not a part of purchase orders. Later in the year we'll do a transfer or amendment (depending on how much is needed).

Other Insurance (105.0%): The annual insurance premium was paid in January.

Office Supplies (131.1%): This is over-spent due to the purchase of new appliances needed for the library.

Postage (416.8%): This is over-spent because we needed to add funds to the deposit account for the postage meter.

Janitorial Supplies (61.0%): Charges have been minimal.

Building Mtnc & Repair Supplies (32.5%): Charges have been minimal.

Natural Gas (43.1%): Charges have been minimal.

Electricity (64.5%): Charges have been minimal.

Water (111.0%): This is over-spent due to the increased amount of watering the Library was doing during the summer.

Telecommunications (75.0%): Charges have been minimal.

Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.

Non-Traditional Materials (66.8%): Charges have been minimal.

Periodicals (94.8%): This is over-spent due to the annual renewal of the subscription service.

Adult Books (63.6%): Charges have been minimal.

Children's Books (60.8%): Charges have been minimal.

A/V Materials (56.6%): Charges have been minimal.

Public Access Software (75.3%): Charges have been minimal.

Downloadable Materials (64.2%): Charges have been minimal.

Employee Relations (159.6%): the Foundation did reimburse the Library for costs associated with Development Day and Appreciation Day; however, line item is still over-spent due to the purchase of Fist Aid supplies.

Miscellaneous Expenses (65.7%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2024 Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	23,000.00
The Copy Shop:	200.00
Clemons & Associates:	100.00

Don Owen Tire Service:	200.00
Eaton Gallery:	100.00
Bobzbay:	105.32
Growmark:	500.00
BAPS Charities:	2,000.00
Sheridan Ernst:	30.00
Various Community Donors:	2,126.51
Memorial Donations:	163.82
Community Donations:	5,021.36
Phillip/Tammar Feil Joint Trust:	10,000.00
Ill Humanities Council:	3,000.00
Miscellaneous Donations:	140.73
 Total Donations:	 \$ 49,687.74

The Other Revenue line item breaks out as follows:

3D Printer Filament:	45.00
Apparel Store:	\$ 1,176.55
Book Shoppe:	10,821.00
Ear Buds:	201.00
EV Charging Stations:	65.17
Flash Drives:	165.00
Genealogy Searches:	95.45
Gift Certificates:	135.00
Lego Kits:	5,940.00
Meeting Room Fees:	2,100.00
Mugs:	360.00
Print Station:	15,875.55
Reusable Bags:	570.00
Sewing Machine Needles:	2.25
Test Proctoring:	175.00
Tote Bags:	1,521.00
Miscellaneous:	66,971.09
 Total Other Revenue:	 \$106,219.06

During February, 9 batches containing 75 invoices were processed, totaling \$170,112.27 and 82 credit card charges were made totaling \$25,615.72

As of February 28, the Library's Maintenance & Operating Fund Balance is \$4,602,696.86, which is 69.3% of the budgeted amount; the goal of twenty-five percent of the Library's FY25 budget is \$1,659,474.25.

Library Fund Balance Information, 2/28/25:

Operating:	\$ 4,602,696.86
Fixed Assets:	\$ 1,383,456.56
Capital:	\$ 2,461,233.45

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-25
As of 2/28/2025

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	726,763.76	26,763.76	103.8
Interest	400,000.00	872,552.59	472,552.59	-----
Interest From Taxes	10.00	133.37	123.37	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
 Total Revenues	 26,333,353.23	 22,193,961.57	 (4,139,391.66)	 84.3

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,565,902.71	112,318.71	107.7
Other Purchased Services	412,098.50	277,841.77	(134,256.73)	67.4
Office Supplies	2,157,629.30	2,138,919.58	(18,709.72)	99.1
Library Buildings	21,578,000.00	22,064,671.78	486,671.78	102.3
 Total Expenses	 25,601,311.80	 26,047,335.84	 446,024.04	 101.7

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 25
Donations Received Thorough 1/31/25

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00	0.00		3,000.00
Clemons & Associates	100.00	0.00	0.00		100.00
Don Owen Tire Service	200.00	0.00	0.00		200.00
Copy Shop	200.00	0.00	0.00		200.00
Eaton Gallery	100.00	0.00	0.00		100.00
Bobzbay	105.32	0.00	0.00		105.32
Growmark	500.00	0.00	0.00		500.00
BAPS Charities	0.00	2,000.00	0.00		2,000.00
Individual Community Support	2,156.51	0.00	0.00		2,156.51
Total Summer Reading Program Community Donations	6,361.83	2,000.00	0.00	0.00	8,361.83
Memorial Donations:					
Total Memorial Donations	125.00	38.82	0.00		163.82
Other Donations:					
Miscellaneous Donations Collected at Circulation/AS	23.68	52.12	22.67		98.47
Community Support	494.16	1,350.00	2,944.17		4,788.33
Ill Humanities Council, for using the library's mtg room/equipment	0.00	3,000.00	0.00		3,000.00
Matching Community Support	195.30	0.00	0.00		195.30
Phillip and Tammar Geil Joint Trust	0.00	0.00	10,000.00		10,000.00
Total Other Donations	713.14	4,402.12	12,966.84	0.00	18,082.10
Expansion Donations					
Expansion Donations	4,313.20	330.05	3,080.30		7,723.55
Total Expansion Donations	4,313.20	330.05	3,080.30	0.00	7,723.55
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00	0.00	0.00		2,000.00
Summer Reading Program	23,000.00	0.00	0.00		23,000.00
Tuition for Staff (Paid with Stubblefield Funds)	5,400.00	5,440.00	1,320.00		12,160.00
Weiss Financial Ratings Service (Paid with Mischler Funds)	2,695.00	0.00	0.00		2,695.00
Fold3 Service (Paid with Mischler Funds)	0.00	2,868.74	0.00		2,868.74
Appreciation Day Costs	0.00	0.00	3,711.44		3,711.44
Development Day Costs	0.00	0.00	1,161.13		1,161.13
Total Foundation	33,095.00	8,308.74	6,192.57	0.00	47,596.31
Total Donations	44,608.17	15,079.73	22,239.71	0.00	81,927.61

**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, FEBRUARY 18, 2025, 5:30 PM**

The Library Board of Trustees convened in regular session at 5:33 PM, February 18, 2025. President Catrina Parker called the meeting to order.

Roll Call

Attendee Name	Title	Status
Ashlee Sang	Board Member	Present
Craig McCormick	Trustee	Present
Alicia Henry	Trustee	Present
Dianne Hollister	Trustee	Present
John Argenziano	Trustee	Present via Zoom at 5:37 PM
Catrina Parker	President	Present
Sharon Zeck	Trustee	Absent
Georgene Chissell	Trustee	Absent

Staff present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report - Including the Appointment of the Nominating Committee

President Parker shared that some staff received emails that looked like they came from her, but they did not. She reminded everyone to watch out for scams like this.

President Parker appointed Trustee Argenziano and Trustee Hollister to the Nominating Committee.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton mentioned that she attended the Chamber Gala, along with a few trustees. Although the library did not win the Chamber Business Excellence Non-Profit Award, it was still a good night as many deserving organizations were recognized.

She updated the Board on the Digital Equity Grant. The early review deadline is March 3, so she will turn it in by that date to gain feedback from the grant reviewers.

Director Hamilton heard from Rivian that they are not able to donate a vehicle at this time. The library has moved on to planning the best way to purchase a vehicle, either through cooperative purchasing agreement or using state bids. Director Hamilton, along with key staff, visited Gail Borden Public Library in Elgin, IL, to research their TechKnow Mobile. A new vehicle purchase should be ready for approval either next month or in April. This new vehicle would meet many needs and replace the van that's currently being leased.

Director Hamilton stated that the library has hired a new Assistant Director. The search was conducted to include both external and internal candidates, and one internal candidate rose to the top: the current Circulation & Outreach Manager, Colleen Shaw. Her current position is now posted, and once that position is filled, Colleen will officially start as Assistant Director.

The following item was presented:

Item 5.C. Fiscal Report

Kathy Jeakins indicated that the report is in the packet and entertained questions.

Consent Agenda

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

Item 6.A. Approve Minutes of 1/21/25: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$426,914.54

Trustee Hollister made a motion, seconded by Trustee McCormick, to approve the consent agenda as presented.

Motion carried (viva voce, 6-0).

Approval Items

The following item was presented:

Item 7.A. Review and Approve Revision of Library Policies

Director Hamilton explained that the proposed revisions to the Collection Development Policy were a result of the discussions that a staff committee had due to a recent request for reconsideration. The proposed revisions to the Meeting Spaces Policy are an attempt to address some recent questions that have come up with the new spaces.

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

Motion carried (viva voce, 6-0).

The following item was presented:

Item 7.B. Approve a Resolution Authorizing the Library Director to Enter into a Contract for VOIP Services - Hardware and Software

Director Hamilton shared that staff reviewed six proposals that were submitted by VOIP providers and recommend that the Board authorize the Library Director to negotiate a contract for up to 5 years with Cellco Partnership dba Verizon Wireless for VOIP services for up to \$18,500 per year.

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

AYES: Trustee Parker; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee McCormick; Trustee Sang

Motion carried, 6-0.

Discussion Items

The following item was presented:

Item 8.A. Discuss Process for the Library Director's Annual Performance Review

Trustee Argenziano indicated he will email the review forms out soon and responses are due by March 25, 2025. The Budget and Personnel Committee meets on April 1 to review and compile the results, and discussion by the full board takes place at the April regular board meeting.

Comments by Trustees

Trustee Henry noticed that the security desk in the library is in a new location. Trustee Henry asked about finding alternatives to purchasing from Amazon. Trustee Hollister inquired about reviewing the Foundation bylaws. Trustee Hollister mentioned that she was in the library recently for a program and was happy to see how busy the library was. Trustee Hollister relayed an incident from another library over an objection to a book, and she wondered if the Bloomington Public Library has a plan for handling book bans.

Adjournment

Trustee Hollister made a motion, seconded by Board Member Sang, to adjourn the meeting.

Motion carried (viva voce, 6-0).

The Meeting Adjourned at 6:38 PM.

BILLS LIST

Approved by BPL Board of Trustees, March 18, 2025

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	3,628.03
Amazon Capital Services	Adult Books	326.80
Amazon Capital Services	Building Mtn Supplies	15.76
Amazon Capital Services	Children's Books	463.93
Amazon Capital Services	Janitorial Supplies	968.57
Amazon Capital Services	Library Supplies	154.46
Amazon Capital Services	Miscellaneous Expenses	7.99
Amazon Capital Services	Non-Traditional Materials	6.88
Amazon Capital Services	Office Supplies	154.83
Amazon Capital Services	Other Purchased Services	532.97
Amazon Capital Services	Vehicle Maintenance	27.94
Ameren IP	Electricity	9,618.05
American Pest Control, Inc.	Building Maintenance	130.00
Bill's Key & Lock Shop, Inc.	Janitorial Supplies	41.40
Bloomington Public Schools	Adult Books	90.00
Carahsoft Technology Corp	Public Access Software	13,125.00
CDW Government	Office/Equipment Mtn	2,569.10
Central Catholic High School	Adult Books	170.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	577.62
City of Bloomington	Dental Insurance PPO	296.64
City of Bloomington	FICA	14,872.29
City of Bloomington	Gas & Diesel Fuel	331.38
City of Bloomington	Health Insurance-HMO	579.72
City of Bloomington	Health Insurance-PPO 600/1200	18,759.46
City of Bloomington	Health Insurance-PPO with HSA	10,848.88
City of Bloomington	IMRF	15,347.61
City of Bloomington	Identity Protection	55.86
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	3,478.30
City of Bloomington	Payroll	294,525.57
City of Bloomington	RHS Contribution	878.72
City of Bloomington	Vision Insurance	270.34
City of Bloomington	Water	546.67
Cummins, Inc.	Vehicle Maintenance	372.04
Cumulus Broadcasting	Advertising	245.00
Custom Digital Imaging	Printing	4,726.86
Dean's Graphics, Inc.	Library Supplies	147.00
Dell Marketing L.P.	Computer Supplies	776.88
Demco	Library Supplies	151.32
Educate Station	Public Access Software	600.00
Engberg Anderson	Other Purchased Services	100.00
F & W Lawn Care & Landscaping	Building Maintenance	875.00

Goerlitz, Nan	Travel	23.59
Illinois State Police	Other Purchased Services	40.00
Illinois State University	Advertising	558.33
Illinois Wesleyan University	Other Purchased Services	747.60
Innovative Interfaces, Inc.	Office/Equipment Mtn	72,460.35
Johnson Controls Building Efficiency	Building Maintenance	8,140.30
Johnson Controls Fire Protection, LP	Building Maintenance	1,648.66
KCN Solutions, LLC	Building Maintenance	7,022.50
Knoll, Bernard	Other Purchased Services	49.60
Koener Electric	Office Supplies	660.00
Koener Electric	Other Purchased Services	4,800.00
Koios, LLC	Other Purchased Services	4,500.00
Metronet	Telecommunications	2,022.05
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	214.00
Midwest Tape	A/V Materials	2,225.30
Midwest Tape	Downloadable Materials	24,000.00
NICOR/Northern Illinois Gas	Natural Gas	3,330.99
OCLC, Inc.	Office/Equipment Mtn	3,909.81
OverDrive, Inc.	Downloadable Materials	8,000.00
Playaway Products	Library Supplies	47.29
Proquest, LLC	Downloadable Materials	167.95
Quill Corp	Computer Supplies	1,784.56
Quill Corp	Janitorial Supplies	35.12
Quill Corp	Office Supplies	303.40
Ricoh USA, Inc.	Office/Equipment Mtn	91.89
Ricoh USA, Inc.	Rentals	1,019.62
Ron Smith Printing Co.	Printing	28.00
Rosedrew, Inc.	Library Supplies	459.00
Sayyed, Amreen	Other Purchased Services	70.00
StraightUp Legacy Fund	Other Purchased Services	499.99
Unique Management Services, Inc.	Other Purchased Services	1,211.55
Value Line Publishing, LLC	Public Access Software	12,300.00
Wolpert, Emily	Travel	7.00
VISA - Baker & Taylor Books	A/V Materials	12.73
VISA - Baker & Taylor Books	Adult Books	6,886.48
VISA - Baker & Taylor Books	Children's Books	3,674.85
VISA - By Sarah Simpson	Other Purchased Services	725.00
VISA - Circle K	Gas & Diesel Fuel	16.01
VISA - Culver's	Travel	11.71
VISA - Domain Name Services	Office/Equipment Mtn	265.00
VISA - Ebay	Library Supplies	16.29
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	859.85
VISA - Farm & Fleet	Vehicle Maintenance	15.98
VISA - Full Source, LLC	Uniforms	534.05
VISA - Hobby Lobby	Other Purchased Services	20.54
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	38.64
VISA - Illinois Eagle	Advertising	640.00
VISA - Illinois Library Association	Professional Development	200.00
VISA - Ingram	Adult Books	2,970.53
VISA - Ingram	Children's Books	3,793.09
VISA - International Service Fee	Other Purchased Services	0.66
VISA - Lands End Business Outfitters	Uniforms	214.91
VISA - Menards	Office Supplies	15.96
VISA - Michael's	Other Purchased Services	71.90

VISA - Ogden Publications, Inc.	Periodicals	77.95
VISA - Pontiac Flower Farm	Employee Relations	60.00
VISA - Printful, Inc.	Other Purchased Services	15.13
VISA - RainStorm	Vehicle Maintenance	8.00
VISA - Sam's Club	Janitorial Supplies	353.34
VISA - Sports Illustrated Kids	Periodicals	63.90
VISA - T-Mobile	Telecommunications	1,283.65
VISA - Verizon Wireless	Telecommunications	337.54
VISA - Wall Street Journal	Periodicals	779.88
VISA - Wal-Mart	Janitorial Supplies	71.83
VISA - Wal-Mart	Library Supplies	15.41
VISA - Wal-Mart	Other Purchased Services	60.85
VISA - Wix.com	Other Purchased Services	33.05
VISA - Zoom.US	Other Purchased Services	307.86
Total		590,103.82

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$263,768.78 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per the Library Board's June 2010 Capital Reserve Fund Resolution, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$2,725,001.78.

Approved the 18th day of March 2025

Catrina Parker, President
Bloomington Public Library Board of Trustees

CURRENT SALARY RANGES

Effective May 1, 2024

<u>Position</u>	<u>Bottom of Range Rate of Pay</u>	<u>Top of Range Rate of Pay</u>
Administrative Assistant	\$19.00/ hour	\$29.00/ hour
Department Supervisor/Assistant Manager	\$45,000	\$68,000
Network Administrator	\$50,000	\$74,000
Unit Manager	\$56,500	\$105,000
Librarian II - Manager	\$66,000	\$105,000
Information Technology Services Manager	\$79,000	\$118,500
Assistant/Deputy Director	\$79,000	\$118,500
Director	\$103,000	\$190,000

PROPOSED SALARY RANGES

Effective May 1, 2025

<u>Position</u>	<u>Bottom of Range Rate of Pay</u>	<u>Top of Range Rate of Pay</u>
Administrative Assistant	\$20.00/ hour	\$30.00/ hour
Department Supervisor/Assistant Manager	\$48,000	\$72,000
Network Administrator	\$53,000	\$75,000
Unit Manager	\$59,000	\$109,000
Librarian II - Manager	\$69,000	\$109,000
Information Technology Services Manager	\$79,000	\$120,000
Assistant/Deputy Director	\$79,000	\$120,000
Director	\$107,000	\$195,000

A RESOLUTION
AUTHORIZING PAYMENT FOR A "BPL ON THE GO" SERVICES VAN
TO CURRIE COMMERCIAL CENTER

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

1. That the Library Director authorize payment for the "BPL On the Go" Van to Currie Commercial Center (Suburban Purchasing Cooperative Contract) in an amount up to \$50,000
2. That this is a Ford Transit-350 Cargo, High Roof, Heavy Duty Van
3. That this vehicle will be used to transport technological equipment to off-site events and locations for training and programs
4. That this vehicle will also be used to transport materials for Outreach Services
5. That this vehicle will be driven to locations primarily in McLean County
6. That this vehicle will be further upfitted by an outside company to meet the requirements of its intended purposes
7. That the Library will receive a discount for purchasing through the Suburban Purchasing Cooperative Contract
8. That the funds come from the following source:
Fixed Asset Budget: Up to \$50,000.00

Approved on this 18th day of March 2025

Catrina Parker, President
Bloomington Public Library Board of Trustees

BPL ON THE GO

Specs, outfitting, budget, and uses for Circulation-Outreach



Specs

Ford Transit Cargo Van

- High Roof: 109.6" overall; 81.5" cargo
- Long: 235.5" overall; 143.7" cargo
- Extended wheelbase: 148"
- 3.5L EcoBoost V6
- **T-350** GVWR: 9,500lbs; Max payload: 3,681lbs

Outfitting

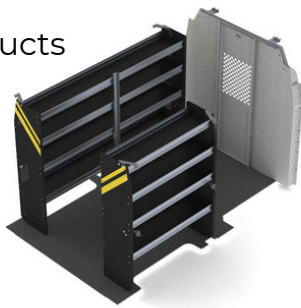
Hydraulic liftgate

- Tommygate
 - 1,300lbs lift capacity



Shelving, storage, hooks, and straps

- Ranger design products



Budget

- Vehicle price:
 - T-350: \$52,435
- Hydraulic lift
 - Tommygate: ~\$9,000 (installed)
- Shelving, storage, hooks, and straps
 - Ranger Design products: \$2,000
- BPL graphic wrap: ~\$1,000

Total: ~\$64,435

Circulation-Outreach Uses

Home Delivery

- Using once/week
- Weekly deliveries to an average of 15-20 patrons, serving ~50 patrons
- Average of 600 items delivered per month

Deposits

- Using once/week
- Weekly deliveries to 2-3 locations, serving 11 sites total
- Average of 600+ items delivered per month
- Opportunity for dual programming with IT staff

Pop Up Library

- Using multiple times per week
- Weekly deliveries to 1-3 sites
- 500-800 items checked out per month
- Serving over 100 patrons
- Opportunity for dual-programming with IT staff



BPL ON THE GO

Program Ideas, Schedules
Equipment Utilization & Costs



Program Ideas & Schedules

Equipment Utilization

- ♦ Using existing equipment from IT area.
- ♦ Checking out equipment from Innovation Lab to take out in the Techmobile.
- ♦ Purchasing new equipment specifically for the Techmobile.

Equipment & Costs

3D printer Creality K1C 3D printer	\$563.06
(5)3D Pens	\$299.95
(10) laptops & Cart	\$6750.00
(2)Wifi Hotspots	\$35.99/mth
Arduino Classroom Kit	\$209.99
Makey Makey	\$499.99
Speaker System	\$499.99
Printer	\$289.99
Green Screen Kit	\$98.89
Total	\$9,247.81

- ♦ Maintain a schedule much like a lesser version of the bookmobile schedule.
- ♦ Attend annual events throughout the area. Perform special programming events throughout the year.
- ♦ We would respond to special requests from organizations to promote steam type of learning in the area.



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

Department: Admin

Item (Including Detailed Description & Model Number, if applicable): Ford Transit-350 Cargo High Roof Van

Qty: 1

Single Source (Y/N): N

RECOMMENDED-	Quote 1.	Vendor Name: Currie Motors (Suburban Purchasing Cooperative Contract) Vendor Remit Address: 10125 W. Laraway, Frankfort, Illinois Vendor Email Address: ncortellini@curriemotors.com Vendor Number: N/A Quote Amount (incl delivery): \$48,995.00 (New 2023, in stock)
	Quote 2.	Vendor Name: Landmark (State of Illinois Contract) Vendor Remit Address: 2401 Prairie Crossing Drive, Springfield, IL, 62711 Quote Amount (incl delivery): \$52,892 (New 2025, to be built)
	Quote 3.	Vendor Name: National Auto Fleet Group (Sourcewell Vehicle Contract) Vendor Address: 490 Auto Center Dr, Watsonville, CA 95076 Quote Amount (incl delivery): \$62,546.25 (New 2024, in stock, > payload)

Recommendation (Include Justification): The library's expansion and renovation has allowed us to offer new and exciting services, particularly new technologies. We are ready to take the momentum from our new expansion and expand it outside of the library walls with our "BPL On the Go" services.

The "BPL On the Go" services would include existing services like home delivery to homebound patrons, deposits (i.e. mini library collections dropped off at community gathering places like retirement villages), and pop-up libraries (i.e. mini library stops at places that are difficult for people to come onto the bookmobile like retirement villages). As well as offering technology-based outreach programs to the community. These programs would include access to 3D printers, laptops, hotspots, Arduino classroom kits, Makey Makey, printers, and green screens.

The "BPL On the Go" services will be a game changer particularly for the 14.1% of the county's population lacks home computers or broadband subscriptions and residents that lack reliable transportation – including children and people with mobility issues.

This Ford Transit-350 Cargo High Roof Van will be outfitted to transport materials and equipment safely and efficiently to offsite locations, making the "BPL On the Go" services possible. The new vehicle will also replace the smaller cargo van that we have been renting since our passenger van was destroyed in the 2021 flood.

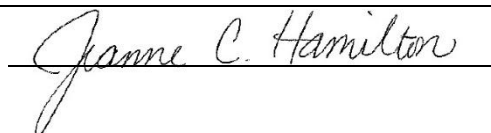
In addition to the cost of the vehicle, that we are recommending for approval today, we anticipate spending approximately \$12,000 to upfit the vehicle with shelving, storage, hooks, straps, and a hydraulic lift; \$1,000 to add a "BPL On the Go" vinyl wrap to the vehicle; and \$9,500 on technology equipment. All of which have been included in the FY25 budget.

It is our recommendation that the Library Board Approve the purchase of a Ford Transit-350 Cargo High Roof Van from Currie Motors in an amount up to \$50,000.

Prepared by: Jeanne Hamilton

Date: 3/13/25

Director Signature:



Date: 3/13/25

Prepared for: , St# M4512

2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365



Client Proposal

Prepared by:
THOMAS SULLIVAN
Office: 815-464-9200
Date: 02/14/2025



Prepared for:

St# M4512

Prepared by: THOMAS SULLIVAN

02/14/2025



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365

Major Equipment(Based on selected options, shown at right)
10-speed automatic

- * 16 x 6.5-inch front and rear argent steel wheels
- * Front tires LT load rating: C
- * Lock-up transmission
- * Alternator Amps: 250A
- * All-speed ABS and driveline traction control
- * Battery run down protection
- * Steering wheel mounted audio controls
- * 4 inch primary display
- * AM/FM
- * Auxiliary input jack
- * Vehicle body length: 263.9"
- * Interior cargo length: 172.2 "
- * Power door mirrors
- * Manual folding door mirrors
- * Variable intermittent front windshield wipers
- * Driver front impact airbag
- * Cancellable front passenger air bag
- * Airbag occupancy sensor

Exterior: Oxford White

Interior: Dark Palazzo Gray w/Vinyl Front
Bucket Seats

- * LT235/65RS16 AS BSW front and rear tires
- * Overdrive transmission
- * Transmission electronic control
- * Stainless steel single exhaust
- * Lead acid battery
- * Fuel tank capacity: 25.10 gal.
- * Wireless audio streaming
- * AM/FM stereo radio
- * Seek scan
- * External memory control
- * Wheelbase: 148.0"
- * Standard ride suspension
- * Heated driver and passenger side door mirrors
- * Light tinted windows
- * Manual climate control
- * Seat mounted side impact driver airbag
- * Seat mounted side impact front passenger
airbag
- * 6 airbags

As Configured Vehicle

STANDARD VEHICLE PRICE	\$51,625.00	MSRP
Order Code 101A		N/C
Engine: 3.5L PFDi V6 Flex-Fuel		Included
Transmission: 10-Spd Automatic w/OD & SelectShift		Included
4.10 Limited-Slip Axle Ratio		Included
GVR: 9,500 lbs		Included
Tires: 235/65R16C 121/119 R AS BSW		Included
Wheels: 16" Silver Steel w/Black Hubcap		Included
Vinyl Front Bucket Seats		Included
Dark Palazzo Gray Vinyl Bucket Seats		Included
Monotone Paint Application		STD
148" Wheelbase		STD
Auto Start-Stop Delete		-\$50.00
Wi-Fi 4G LTE Hotspot Delete		-\$20.00
Fleet Customer Powertrain Limited Warranty		N/C
50-State Emissions System		STD
Radio: AM/FM Stereo w/SYNC 3		\$280.00
Oxford White		N/C
Dark Palazzo Gray w/Vinyl Front Bucket Seats		N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

St# M4512

Prepared by: THOMAS SULLIVAN

02/14/2025



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365

Major Equipment

- * Ford Co-Pilot360 w/Side Wind Stabilization electronic stability control system with anti-rollover
- * Bucket front seats
- * Front passenger seat with 4-way directional controls
- * Manual front seat head restraint control
- * Manual reclining driver seat
- * Manual reclining passenger seat
- * Vinyl front seat upholstery
- * 4-wheel disc brakes
- * Electronic parking brake
- * Hill start assist
- * SecuriLock immobilizer
- * Driver seat with 4-way directional controls
- * Height adjustable front seat head restraints
- * Driver seat armrest
- * Manual driver seat fore/aft control
- * Manual passenger seat fore/aft control
- * Vinyl front seatback upholstery
- * 4-wheel antilock (ABS) brakes
- * Brake assist system

As Configured Vehicle

	MSRP
Full Rear Compartment Lighting	\$75.00
6 Cargo Tie-Down Hooks	\$25.00
50/50 Hinged Rear Door w/253-Degree Opening	\$75.00
Long-Arm Manual-Folding Heated Pwr Adjusting Mirrors	\$220.00
Cruise Control w/Adjustable Spd Limiting Device (ASLD)	\$325.00
Vehicle Maintenance Monitor	\$45.00
Front Overhead Shelf	\$75.00
2 Additional Keys (4 Total)	\$75.00
12V Powerpoint	\$15.00
Load Area Protection Package	\$575.00
Front & Rear Vinyl Floor Covering	Included

Fuel Economy**City**
N/A**Hwy**
N/A

SUBTOTAL	\$53,340.00
Destination Charge	\$1,895.00
TOTAL	\$55,235.00

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Prepared for:

St# M4512

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02/14/2025



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
W3X	Base Vehicle Price (W3X)	\$51,625.00
Packages		
101A	Order Code 101A <i>Includes:</i> - Engine: 3.5L PFDi V6 Flex-Fuel Includes port injection and auto start-stop technology. - Transmission: 10-Spd Automatic w/OD & SelectShift Includes auxiliary transmission oil cooler. - 4.10 Limited-Slip Axle Ratio - GVWR: 9,500 lbs - Tires: 235/65R16C 121/119 R AS BSW - Wheels: 16" Silver Steel w/Black Hubcap - Dark Palazzo Gray Vinyl Bucket Seats Includes 2-way manual driver seat, 2-way manual passenger seat and driver armrest only. - Vinyl Front Bucket Seats	N/C
Powertrain		
998	Engine: 3.5L PFDi V6 Flex-Fuel <i>Includes port injection and auto start-stop technology.</i>	Included
44U	Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>	Included
X4L	4.10 Limited-Slip Axle Ratio	Included
STDGV	GVWR: 9,500 lbs	Included
Wheels & Tires		
STDTR	Tires: 235/65R16C 121/119 R AS BSW	Included
STDWL	Wheels: 16" Silver Steel w/Black Hubcap	Included
Seats & Seat Trim		
V	Vinyl Front Bucket Seats	Included
21G	Dark Palazzo Gray Vinyl Bucket Seats <i>Includes 2-way manual driver seat, 2-way manual passenger seat and driver armrest only.</i>	Included

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Prepared for:

St# M4512

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02/14/2025

Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

**2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)**

Price Level: 365

As Configured Vehicle (cont'd)

Code	Description	MSRP
Other Options		
PAINT	Monotone Paint Application	STD
148WB	148" Wheelbase	STD
19X	Auto Start-Stop Delete	-\$50.00
18P	50/50 Hinged Rear Door w/253-Degree Opening	\$75.00
544	Long-Arm Manual-Folding Heated Pwr Adjusting Mirrors <i>Includes turn signals.</i>	\$220.00
60C	Cruise Control w/Adjustable Spd Limiting Device (ASLD) <i>The ASLD feature is great for city driving; it allows the driver to set an upper speed limit for the vehicle. If the vehicle begins to approach the upper speed limit then audible and visual warning are given.</i>	\$325.00
15F	Full Rear Compartment Lighting <i>Includes cargo area LED lights at C-pillar, D-pillar and mid-ship and rear compartment LED switch.</i>	\$75.00
17P	6 Cargo Tie-Down Hooks	\$25.00
66D	Front Overhead Shelf	\$75.00
16E	Front & Rear Vinyl Floor Covering <i>Includes wheel well liners.</i>	Included
58V	Radio: AM/FM Stereo w/SYNC 3 <i>Includes 4.0" multi-function display, Bluetooth, dual USB ports and 4 speakers (front).</i>	\$280.00
19Z	Wi-Fi 4G LTE Hotspot Delete	-\$20.00
61C	Vehicle Maintenance Monitor <i>Includes engine hour meter. Depending on the engine, this feature will display engine hour meter, oil life, oil level and tire pressure status.</i>	\$45.00
87A	12V Powerpoint <i>Located in the rear of the vehicle.</i>	\$15.00
86F	2 Additional Keys (4 Total) <i>Includes key fobs.</i>	\$75.00
96D	Load Area Protection Package <i>Includes full-height polypropylene cargo area panels.</i> <i>Includes:</i> <i>- Front & Rear Vinyl Floor Covering</i>	\$575.00

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Prepared for:

St# M4512

Prepared by: THOMAS SULLIVAN

02/14/2025



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Includes wheel well liners.</i>	
Fleet Options		
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C
Emissions		
425	50-State Emissions System	STD
Exterior Color		
YZ_02	Oxford White	N/C
Interior Color		
VK_01	Dark Palazzo Gray w/Vinyl Front Bucket Seats	N/C
SUBTOTAL		\$53,340.00
Destination Charge		\$1,895.00
TOTAL		\$55,235.00

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Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365

Warranty

Standard Warranty

Basic Warranty

Basic warranty 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty 60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty 60 months/60,000 miles

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2023 Transit-350 Cargo RWD High Roof Ext. Van 148" WB Base (W3X)

Price Level: 365

Pricing Summary - Single Vehicle

MSRP*Vehicle Pricing*

Base Vehicle Price	\$51,625.00
Options	\$1,715.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,895.00
Subtotal	\$55,235.00

Discount Adjustments

Discount Adjustments	-\$6,240.00
Total	\$48,995.00

Customer Signature

Acceptance Date

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