

Bloomington Public Library
Books are just the beginning.



**BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

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

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of February 15, 2022 Regular BPL Board Meeting
 - B. Approve Bills List of February 2022
- IX. Approval Items
 - A. Authorize the Library Director to Enter a Contract with the Lowest Bidder for the Construction of the Library Expansion and Renovation
 - B. Approve Owner Contingency of \$400,000 to be Managed by the Library
 - C. Approve General Contractor Notice to Proceed
 - D. Approve Transformer Replacement
 - E. Approve FY22 & FY23 Budget Amendment
 - F. Approve Intergovernmental Agreement Between the Bloomington Public Library and the City of Bloomington Relating to the Funding of the Library Expansion Project
 - G. Approve Resolution Declaring the Necessity of Use and Authorizing the Transfer of Property for the Benefit of the Bloomington Public Library
- X. Discussion Items
 - A. Library Expansion and Fundraising
 - B. Reminder of Library Director's Annual Performance Review
- XI. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
- XII. Comments from Trustees
- XIII. Adjournment

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

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

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM, as well as in the Community Room at the Bloomington Public Library.

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

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:30 p.m.
- II. Roll Call
Trustees Present Via Zoom: John Argenziano, Alicia Henry, Van Miller, Catrina Parker, Alicia Whitworth, Julian Westerhout

Trustees Physically Present: Susan Mohr (arrived at 5:31 p.m.), Matt Watchinski

Trustees Absent: Dianne Hollister

Others Present Via Zoom: Kathy Jeakins

Others Physically Present: Jeanne Hamilton, Caprice Prochnow
- III. Introduction of Public
There were no public present.
- IV. Public Comment
There were no public comments.
- V. President's Report
A. Appoint Nominating Committee
President Westerhout appointed Matt Watchinski, John Argenziano and Alicia Henry to the Nominating Committee. He encouraged the Trustees to reach out to the committee if they are interested in a position or would like to nominate someone.
- VI. Director's Report
Jeanne Hamilton stated that the OSHA ETS (emergency temporary standard) has been struck down and the State did not implement anything either.
Jeanne shared the list of accomplishments for 2021 that are listed in her Director's report and are also located on page 5 of the City's Annual Report.
She entertained questions on what was reported.
- VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that the revenues and expenditures should be at 75% through the end of January. She shared that Hoopla usage continues to grow and last month was the highest. The quarterly donations report was included this month.
She entertained questions.

Van Miller departed at 5:50 p.m.

VIII. Consent Agenda

A. Approve Minutes of January 18, 2022 Regular BPL Board Meeting

B. Approve Bills List of January 2022

JOHN ARGENZIANO MOVED, CATRINA PARKER SECONDED, TO APPROVE THE CONSENT AGENDA.

Ayes: John Argenziano, Alicia Henry, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Dianne Hollister, Van Miller

The motion carried unanimously.

IX. Approval Items

A. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes

Jeanne Hamilton stated that she continues to recommend the confidentiality of these sessions. She shared her screen that showed a spreadsheet with the dates and topics that have been discussed. She pointed out the two session recordings prior to September 2020 that are relevant to agenda item IX.B.

SUSAN MOHR MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE MAINTAINING CONFIDENTIALITY OF EXECUTIVE SESSIONS MINUTES.

Ayes: John Argenziano, Alicia Henry, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Dianne Hollister, Van Miller

The motion carried unanimously.

B. Approve Destruction of BPL Executive Session recordings prior to September 2020

MATT WATCHINSKI MOVED, SUSAN MOHR SECONDED, TO APPROVE DESTRUCTION OF BPL EXECUTIVE SESSION RECORDINGS PRIOR TO SEPTEMBER 2020.

Ayes: John Argenziano, Alicia Henry, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Dianne Hollister, Van Miller

The motion carried unanimously.

X. Discussion Items

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

President Westerhout shared that he thought the recent way of gathering info for the review has worked well, and the Trustees agreed with this. Catrina Parker stated that she will be sending out an email to both Trustees and the Management Team on the timeline for submittals. There was some discussion, and it was decided that the Budget & Personnel Committee will meet on April 5 at 5:30 p.m. to discuss the results.

B. Library Expansion and Fundraising

Jeanne Hamilton shared her screen that showed renderings of the proposed expanded building, along with a timeline of key events in the construction project.

Jeanne went through the items that have been completed and then shared the upcoming items. The bids are due in March and in the meantime, there will be addendums that will be going out. Hopefully, at the March Board Meeting, there will be a bid to accept. The launch of the public phase of fund raising will start in mid-March. She went on to say that authorizing the bond will probably start in mid-March as well. Along with this, there will be an intergovernmental agreement with the City that is required by the Bond Council. The City will actually be the bond holder, but the library will have the funds to do the project. Jeanne stated that in mid-April, moving and construction will begin. She went on to say that in late Spring, furniture selections will be finalized, and requests for furniture bids will go out late Summer. This is separate from the construction project. Hopefully, in September 2023, the expansion project will be complete.

Jeanne shared that the Foundation Board has pledged \$300,000 at this time. She went on to say that Golden Prairie has pledged \$94,000 and they have committed to doing more than that. Jeanne stated that 100% of Managers have donated and pledged as well.

Jeanne shared plans for the public phasing of the project that include the Lego mosaic with a total of 12,000 bricks, that will be sold for \$1 each. Along with this, there will be a big blast for Library Giving Day on April 6.

There was some discussion on what was shared as well as gift recognition levels and the donor wall.

Susan Mohr departed at 6:30 p.m.

XI. Comments from Trustees

Alicia Whitworth asked if we currently have or have considered an equity statement and/or labor acknowledgement to post on the website. Jeanne stated that she can have the EDI Committee work on this, and the Board can discuss this at a future Board meeting.

XII. Adjournment

MATT WATCHINSKI MOVED, JOHN ARGENZIANO SECONDED, TO ADJOURN THE MEETING.

Ayes: John Argenziano, Alicia Henry, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: Dianne Hollister, Van Miller, Susan Mohr

The motion carried unanimously.

President Westerhout adjourned the meeting at 6:35 p.m.

BILLS LIST

Approved by BPL Board of Trustees, March 15, 2022

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	504.00
Amazon, LLC.com	A/V Materials	647.02
Amazon, LLC.com	Adult Books	458.28
Amazon, LLC.com	Children's Books	366.89
Amazon, LLC.com	Computer Supplies	613.68
Amazon, LLC.com	Janitorial Supplies	499.70
Amazon, LLC.com	Library Supplies	81.91
Amazon, LLC.com	Office Supplies	67.33
Amazon, LLC.com	Other Purchased Services	186.58
Ameren IP	Electricity	4,936.91
American Pest Control	Building Maintenance	80.00
Bill's Key & Lock Shop	Building Maintenance	57.95
Blackstone Audio	Children's Books	88.40
Blue Beacon International, Inc.	Vehicle Maintenance	43.40
Brown, Reagan	Travel	2.93
CDW Government	Computer Supplies	3,053.66
CDW Government	Office/Computer Equip Mtn	1,297.64
Cherry Valley Public Library District	Miscellaneous Expenses	20.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	734.12
City of Bloomington	FICA	11,738.62
City of Bloomington	Gas & Diesel Fuel	413.45
City of Bloomington	Health Insurance-HMO	556.66
City of Bloomington	Health Insurance-PPO	25,376.84
City of Bloomington	IMRF	18,128.07
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	2,979.17
City of Bloomington	Payroll	217,192.70
City of Bloomington	RSA Contribution	517.54
City of Bloomington	Vision Insurance	233.32
Coughlin Company	Public Access Software	1,499.00
Cummins, Inc.	Vehicle Maintenance	1,363.25
Cumulus Broadcasting	Advertising	944.00
Dell Marketing, L.P.	Computer Supplies	7,784.70
Ebsco Information Services	Other Purchased Services	4,859.00
Ebsco Information Services	Periodicals	1,821.51
Engberg Anderson	Architectural Fees	158,016.41
Engler, Callaway, Baasten & Srage, LLC	Other Purchased Services	98.00
F & W Lawn Care & Landscaping	Building Maintenance	2,332.00
Findaway World, LLC	Adult Books	1,783.74

Gallagher Bassett Services, Inc.	Property Damage Claims	1,000.00
Glink Law Offices	Other Purchased Services	125.00
Illinois State University	Advertising	491.67
Illinois Wesleyan University	Other Purchased Services	244.35
Innovative Interfaces, Inc.	Office/Computer Equip Mtn	69,977.78
Johnson Controls	Building Maintenance	6,449.00
KOIOS, LLC	Other Purchased Services	4,500.00
Limelight Communications, Inc.	Advertising	324.00
Metronet Holding, LLC	Telecommunications	1,912.91
Mid Illinois Mechanical	Building Maintenance	3,750.00
Midwest Tape	A/V Materials	946.66
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	305.15
Neuhoff Family	Advertising	1,000.00
NICOR/Northern Illinois Gas	Natural Gas	3,722.39
OCLC, Inc.	Office/Computer Equip Mtn	4,137.51
Pantagraph	Advertising	673.88
Penworthy	Children's Books	3,397.28
Quill Corp.	Computer Supplies	309.25
Quill Corp.	Janitorial Supplies	27.19
Quill Corp.	Library Supplies	59.64
Quill Corp.	Miscellaneous Expenses	39.51
Quill Corp.	Office Supplies	563.05
Quill Corp.	Other Purchased Services	56.28
Reaching Across Illinois Library System (RAILS)	Other Purchased Services	1,150.00
Ricoh USA, Inc.	Office/Computer Equip Mtn	91.89
Ricoh USA, Inc.	Rentals	992.03
Ron Smith Printing Co	Printing	60.00
Rosedrew, Inc.	Library Supplies	364.50
Unique Management	Other Purchased Services	876.65
Weber Electric, Inc.	Building Maintenance	1,419.50
VISA - Alzheimer's Association	Advertising	500.00
VISA - Amazon Business2Business Prime	Memberships	499.00
VISA - Baker & Taylor Books	A/V Materials	3,805.85
VISA - Baker & Taylor Books	Adult Books	6,493.58
VISA - Baker & Taylor Books	Children's Books	3,360.83
VISA - Best Version Media	Advertising	394.40
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Car Rental	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	353.23
VISA - Farm & Fleet	Library Supplies	64.95
VISA - Farm & Fleet	Vehicle Maintenance	63.94
VISA - Five Star Water Company	Miscellaneous Expenses	43.40
VISA - Foreign Affairs Magazine	Periodicals	54.95
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	17.12
VISA - Ingram	A/V Materials	750.28
VISA - Ingram	Adult Books	3,672.19
VISA - Ingram	Children's Books	197.79
VISA - International Service Fee	Other Purchased Services	0.84
VISA - Paypal*Tulika Books	Children's Books	103.00
VISA - QR-Code-Generator.com	Other Purchased Services	83.88
VISA - Sprint	Non-Traditional Materials	160.93

VISA - Sprint	Telecommunications	161.81
VISA - Starcrest Cleaners	Other Purchased Services	41.70
VISA - T-Mobile	Telecommunications	1,601.95
VISA - Verizon Wireless	Telecommunications	301.52
VISA - Zoom.US	Other Purchased Services	339.83
Total		610,274.75

Bloomington Public Library

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Director's Report February 2022

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Reviewed, updated, and communicated COVID response practices

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

- Continued to make progress towards a Library expansion, by:
 - Coordinating and participating in 2 planning sessions with the architects
 - Meeting with Melissa, Carol, Tiffany, and Caprice to review the furniture layouts for the public service areas
 - Meeting with Melissa and Carol to review plans for phase 1 collection layouts
 - Attending the Pre-Bid Site Conference and Walk-Through for potential bidders
 - Reviewing and coordinating feedback on construction phasing, phasing floor plans, furniture layouts, furniture type, and bid questions
 - Meeting with the City Clerk about furniture that potentially could be transferred to the government center
 - Meeting with City staff to discuss parking during the Library construction
 - Send the bid notice to the Illinois State Library per the grant requirements
 - Presenting about the expansion project to the Bloomington Kiwanis Club and Normal Rotary Club
- Reviewed and purged irrelevant files for an upcoming records disposal application
- Spoke with a city engineer about the retention pond planned for the area south of the Library
- Met with City Manager Gleason for a touchpoint meeting
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked with an EDI subcommittee to develop guiding questions for staff to encourage the integration of diversity and inclusion practices in everyday tasks
- Attended the Illinois Library Association Conference Advocacy and Public Policy Committee Meetings, and a Legislative Meet-up
- Navigated and coordinated a response to the snowstorms
- Worked with Sara to coordinate a donation of historical library materials to the museum

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

- Led a Mini-Morning Session and recorded a session sharing information about the Library Expansion and Renovation project
- Met with Kelly to train her on the annual Interlibrary Loan Traffic Survey
- Worked to prepare performance reviews for the management team and conducted one performance review meeting

Bloomington Public Library

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- Attended a virtual meeting for Library Directors and HR Managers
- Continued to prepare for upcoming contract negotiations
- Watched the RAILS member update recording

Goal: Administer a cost-effective public library.

- Completed the Annual Public Library Certification for BPL and GPPLD
- Continued to work on the capital campaign efforts by:
 - Reaching out to potential donors
 - Meeting with 2 potential donors
 - Meeting with Rhonda for planning purposes twice
 - Obtaining a donation request form application from Meijer

**Adult Services Report
Carol Torrens
February 2022**

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

SERVICES

Mimi spoke to the McLean County Genealogical Society about the databases we offer.

Staff completed ten local history search requests, for obituaries, death notices, and news articles.

COLLECTIONS

Marcie weeded fiction authors MON-OZZ in fiction and paperback fiction.

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

Book displays this month were on these topics: National Weddings month, tax prep, American Heart Month, and Chocolate Lover's Month. The CD display featured guitar music while the DVD display featured Black History Month.

PROGRAMS

Tiffany met with the listed number of students for book talks. Unit 5 cancelled their February visits, and the blizzard resulted in 2 cancellations from BJHS.

BJHS (2 visits): 176

Tiffany also offered a tour to 14 students and their teacher from Normal Community's High School Entrepreneur class.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 19 attended

Fiction Book Club, virtual – 1 session -- 13 attended

Books on Tap, in person– 1 session – 14 attended

History Reads Quarterly Book Club – 1 session – 21 attended

State Legislator David Joens, virtual – 1 session – 16 attended

Be Heart Smart with Carle Health, virtual – 1 session – cancelled due to blizzard

Back to Work series, in person

CareerLink services, in person – 1 session – cancelled due to blizzard

Intro to Microsoft Word, in person – 1 session – 1 attended

Bloomington Township Services – 1 session -- cancelled due to blizzard

Computer drop in – 1 session -- 1 attended

HCC Adult Education programs – 1 session -- 5 attended

Tax Planning Strategies with IFE, in person – 1 session – 1 attended

Author Jasmine Guillory via RAILS & IL Libraries Present, virtual – 1 session – 7 attended

Teen Programs

Teen Manga and Anime Club – 2 sessions – 0 attended

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

Several staff attended or viewed various webinars and/or Mini Morning sessions on such topics as the library's expansion plans, online card registration, upcoming books, and genealogical research.

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month, on ereading.

Mimi set up a free preview of the Weiss Financial Ratings database.

Ten hotspots from the Back to Work grant were moved over to public use. There's usually a holds queue for these, so 10 more is a boon!

Goal: Administer a cost-effective public library.

OTHER:

The current local artist display features works from the estate of John Cassidy.

Business Office Report

Kathy Jeakins

February 2022

Goal: Administer a cost-effective public library.

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

In February, the Book Shoppe collected \$1,441.00

Hoopla usage was pretty good in February--\$7,637.71!

Donations for the Library expansion continue to come in—so far, we've collected \$56,151.27, plus pledges

Rhonda and I met on 2/8 to discuss Bloomerang/Stripe receipts and fees

Bills Costing in Excess of \$5,000:

- Innovative Interfaces, Inc \$69,977.78 for renewal of the ILS Service, year 1 of 5
- Johnson Controls \$6,449.00 for annual chiller maintenance

Upcoming:

I'll be going through things in anticipation of the expansion

Children's Services Report

Melissa Robinson

February 2022

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

Live Programs:

- African American History through Storytelling – 40 attended
- Preschool story time – 6 sessions – 48 attended
- Toddler story time – 6 sessions – 86 attended
- Fun Friday – 4 sessions – 44 attended
- Sensory story time – 11 attended
- Mini Explorers – 19 attended
- Tales for Tails – 4 sessions – 30 attended
- Love Rocks – 6 attended
- Lego Construction Time – 16 attended
- 24 programs/sessions offered – 310 attended

Passive Programs:

- 2's Day Craft Kits – 40 kits
- Crafts (rockets, space, Valentine's Day) – 435 crafts made
- Melvin's Olympic Seek and Find – 57 participated

Pre-Recorded on Facebook:

- Wild Card Friday – 4 posts – 102 views

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

- Melissa, Lisa, Alysha, and Clare attended a webinar about unattended children.
- Children's staff attended MMS sessions on the library expansion and KultureCity.

Goal: Work effectively through the use of technology.

We added 16 posts to our Children's Facebook group and now have 521 members.

Upcoming:

In addition to our recurring story times, the following programs will be offered in March:

- Itsy Arts – Mar 15
- Rock Painting – Mar 22 and 23
- Lego Construction and STEAM – Mar 24
- Spring Has Sprung Story Time – Mar 25

Circulation and Outreach Services Report
Colleen Shaw
February 2022

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

Outreach Library Associate, Michelle, meetings and successful connections:

- East Central Illinois Area Agency on Aging
- Spoke at the Department of Human Services Region3 Reach Out on BPL efforts to bridge the digital divide
- Reentry Council
- Co-led the Human Services Council
- Heartland Community College Adult Planning Council
- Met with NPL on joint outreach initiatives
- Behavioral Health Department meeting/invitation to serve on their new core team
- Fatherhood Coalition Leadership
- Sober Recreation planning
- BN Parents Coalition
- Recovery Oriented System of Care (ROSC) Council
- Leadership McLean County Leadership Launch
- Volunteered at a Poverty Simulation event
- Children's Home + Aid Blue Bow partnership
- Night in a Car Steering Committee event recap

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

Deposits staff prepared and delivered or renewed 674 items at 11 sites. Lucy and Reagan returned to Westminster Village to provide a follow-up session to the Libby program held last month. 10 residents attended. The Place for Children with Autism was added as a new site.

Home Delivery prepared and delivered 286 to 48 active patrons. 1 new patron was added to the service.

Circ-OTR staff now have Memory Care Kits that can be circulated among the senior living sites we provide services to. These are not available for regular checkout by patrons.

Pop Up Library visits were held at the locations listed below. 69 patrons were served, and 197 items checked out.

- Luther Oaks
- Bickford House
- Villas of Hollybrook
- Woodhill Towers
- Westminster

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

- David resigned from a part-time 19 hour/week position.

Bloomington Public Library

Books are just the beginning.



(2/2022) Circulation and Outreach Services Statistics

Total Circ BPL	84,638
Total Circ Main	62,948
Adults	28,867
Teens	1,595
Children	32,486
Total Circ Outreach	5,001
OTR Adults	1,958
OTR Teens	80
OTR Children	2,963
Total Digital Downloads	16,689
Hoopla	4,193
Overdrive	11,701
TumbleBooks	65
eBook Central	2
Kanopy	728
Borrowers Registered	230
Total Active Cardholders	28,881
Children	5,902
Teen	3,406
Adult	19,573
GPPLD	1,437
Total Holds Filled	7,309
Main Holds	6,160
Outreach Holds	1,149
Door Count	11,788

Top 10 Highest Circulations	
Wingover Apartments PM	177
Eagle Crest East	141
White Eagle	106
Rollingbrook South	94
Old Farm Lakes	78
Grove	73
Eagle Crest	69
Bohmer Drive	53
Ekstam Drive	52
North Pointe	50

5 Stops with Lowest Circulation	
Heartland Hills	3
Mecherle Drive	3
Franklin Park	3
Miller Park	1
Franklin Park	0
Mecherle Drive	0

Bookmobile Customers: 397

Total Monthly Stops: 48 (9 inclement weather cancellations)

Circulation Questions Answered: 426

Outreach Questions Answered: 51

Total Questions Answered: 477



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

Human Resources Report

Gayle Tucker

February 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a session on Library Expansion
- In February, there was one in-house job announcement and there were two outside ads
- I worked on the Job Description project
- I continued FMLA, ADA, and Pandemic Leave administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

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

Goal: Administer a cost-effective public library.

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

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
February 2022

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

The Outreach staff PCs were all replaced as per our schedule.

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

We repeated a popular electronic greeting card program for Valentine's Day. The Teens learned how to create electric circuits, add led lights, and add other components to their greeting cards.

We had an introduction to Python program. This was the start of a multipart program focused on introducing teens to python programming. There will be more parts of this program in the coming months focusing on different python programming functions.

We continued on with our D&D program with Abbey running the event. The IT staff are working to develop a unique game that would feature a library as part of the adventure.

Upcoming:

We are looking into a new scanner for the Digital Preservation Studio. We have had a larger number of people in the recent months that are looking to convert their slides to digital. Our current system only converts four slides at a time, we are looking at scanners that would do more in a single scan.

We have a recent user in the DPS that drove in from Downs the day after the large snowstorm that we had to keep his 10:00am appointment. His slides were from his time serving in Vietnam during the war. He was very appreciative of the service and told the IT staff that he hadn't seen the photos on those slides in 40 years.

We are finishing the remote meeting kit that consists of the meeting owl, laptop, and hotspot to be able to loan out to the public. We finally received all the components, and we are finalizing the kit. We hope to have it available soon.

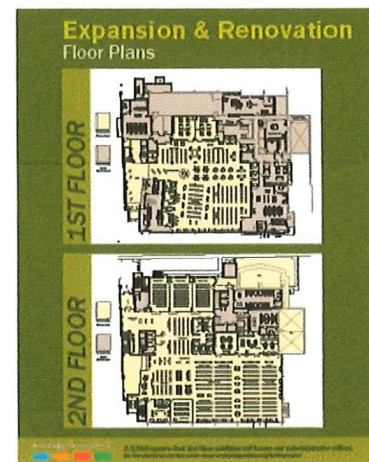
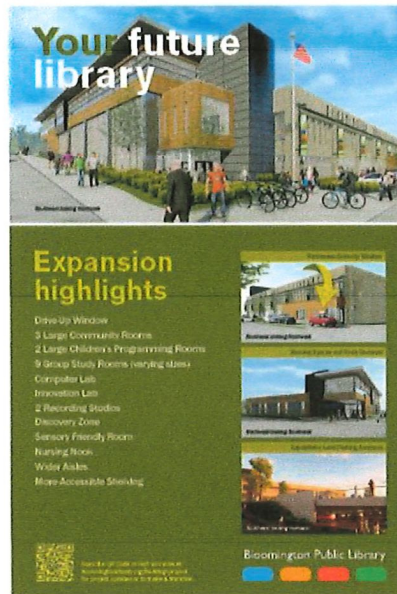
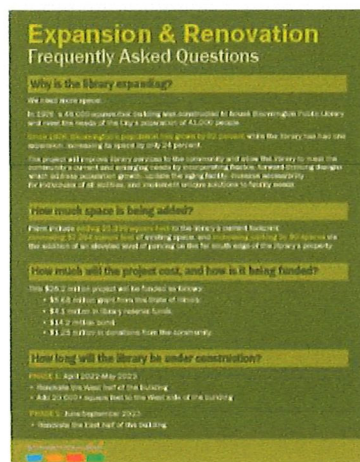
Marketing Report

Rhonda Massie – February 2022

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

The Campaign for Your Future Library

- As of 3.1.22, \$533,235.84 has been pledged and donated to the Building Fund.
- Managed Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during February 2022.
- Completed and submitted an application to request funds from State Farm's Neighborhood Assist program
- Completed and submitted a donation request to Meijer
- Created poster-size materials pertaining to the expansion project. These will not be printed and displayed until sometime after the construction bids are opened. They'll eventually be available for perusal by the public on both levels of the library.



- Marketing is working to organize the public phase of The Campaign for Your Future Library with a launch date of 3.22.22.
 - Purchased a Donation Receptacle for the Mosaic Tile fundraiser. This will be placed in the Circulation Lobby on 3.22.22.
 - Mosaic Tile Fundraiser
 - "Libraries are for Everyone" magnets will be mailed to those who donate \$100+.
 - Will announce on April 6 – Library Giving Day.
 - Will retroactively send magnets to those who've already donated \$100+.
 - Library Giving Day will take place on April 6.
 - We have 5 Library Giving Day posts planned for social media on April 6.
 - Ads will run on WGLT, WJBC, WBNQ, and B104 the week of April 4.
 - As a Day Sponsor for WGLT, Carol Carey Odekirk has donated to the Library her Day Sponsor airtime. These spots will also air on April 6.
 - LEGO project (future project)
- There is a continued need for BPL board members and Foundation Board members to serve as volunteer liaisons between the library and potential donors. This is also the perfect time for board members to make their pledges and donations. When we launch the public portion of the campaign on March 22, we plan to announce the tally raised to date. Best practices tell us that this tally should be 60-80 percent of the goal. We've currently raised 43 percent of our \$1.25 million goal.

Staffing Changes

- Hayley is no longer employed as the full-time Library Associate (LA) in the Marketing Department. The job will be posted in early March. We hope a new LA will be in place in mid-to-late April.

Summer Reading

- Summer Reading planning has begun. Timelines for the following were developed.
 - Reading logs for Summer Reading
 - Proof 1 of the CS reading log has been sent.
 - Proof 1 of the AS reading log has been sent.

- The Teen log has not yet been started.
- Counts have been secured from U5 and D87 for reading log distribution at the grade schools.
- T-Shirts
- Voucher accrual and production
- Bookmarks
 - We're in the proofing stage for SRP bookmarks in both English and Spanish.

Website

Marketing continues to maintain the library's website.

- Monthly addition of all February programs and registration forms to the online calendar.
- Monthly update to the record sets for New Movies, New Music, and Audiobooks.
- For Marketing
 - Gave the Building Project page an overhaul which included adding architect renderings, floor plans, and FAQs. This can be viewed at bloomingtonlibrary.org/building-project.
- General
 - Removed from the website information pertaining to COVID-19 and the Mask Mandate. Scanned the website to confirm nothing was missed and that no remaining links were sending people to the COVID page which has been archived.
 - Scanned the website for mention of the word "Overdrive" and made updates to the language to feature the switch to Libby.
- For Technical Services
 - Added to the website information about 121 circulating puzzles and created a page which showcases an image of each. This can be viewed at bloomingtonlibrary.org/puzzles.
- For Outreach
 - Made adjustments to information on the Deposits Sites page.
 - Fixed a broken link on the Accessibility page
- For Circulation
 - Added information to the equipment page pertaining to the fact that the library is now circulating Roku devices. This can be viewed at bloomingtonlibrary.org/equipment
- For HR
 - Posted information about a Circulation position to the employment page
- For the Adult Services Department
 - Updated the Local Artist Exhibit page to showcase the work of John Cassidy, the artist being featured during March 2022. This can be viewed at bloomingtonlibrary.org/local-artist-exhibit
 - Updated the Genealogy request form and tested the new modifications to make sure they worked.
 - Added tax prep appointments for March and April to the online Google form.

Advertising & Sponsorships

- Radio ad ran through February on Neuhoft Radio (BOB FM and Rock 96.7), Cumulus Radio, and WGLT to promote the Back to Work programming series.
- Radio ad scheduled to run in March pertaining to a historical program about Women in McLean County
- Radio ads are scheduled to run on WBNQ, WJBC, and B104 during the week of April 3. These ads will promote National Library Week and Library Giving Day (April 6).
- Radio ads are scheduled to run on WGLT during the week of April 3. These ads will promote National Library Week and Library Giving Day (April 6). In addition, Carol Carey-Odekirk donated to us her (5) on-air "Day Sponsor" timeslots on Library Giving Day.
- A full-page print ad will run in the March edition of *Limited* magazine. This ad will promote the expansion.
- Print ad continues to run in *50 Plus News & Views* magazine. This ad promotes the Memory Care Collection.
- The theme of the online and print campaign we're running with *Eastside Neighbors* magazine and *Neighbors of Southwest Bloomington* magazine will change to the expansion with the release of their April issues.
- The library was represented in a full-page compilation ad in *The Pantagraph* which thanked the City of Bloomington Police, Utilities, and Emergency personnel for their response during the blizzard.

Press Releases, etc.

- Penned a press release pertaining to the expansion project. It's not yet been released to the media.
- Penned an article about the expansion to run in both *Eastside Neighbors* magazine and *Neighbors of Southwest Bloomington* magazine. Images were included.

March Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
 - March programs were submitted to Library Market by staff and reviewed/edited by Marketing before being published to the library's website.
 - A publicity timeline was developed.

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

Paper & Digital Design Work

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

- Bingo
- March Calendar
- Canvas Thread Art
- Craft Supply Giveaway
- Dress to Impress (Back to Work)
- Elizabeth Cady Stanton
- History of McLean County Women
- Intro to Excel Spreadsheets (Back to Work)
- Intro to Outlook (Back to Work)
- Itsy Arts
- Make Your Mini
- Free Range Rock Painting
- Drawing with Pixel Art
- Preschool Story Time
- Sensory Story Time
- Spring has Sprung Story Time
- Tales for Tails
- Tinkercad Snowflakes
- Toddler Story Time
- Two's Day
- Wikki Stix Contest
- Woven CD Dream Catchers

Signs

- Job Interview Preparation
- March Your Way into Another World
- Women's History Month
- Get Ready for the Grammys

Other

- Logo for Re-Entry Council
- Art for Roku publicity
- Artwork for eBlast about Craftsy
- Shade expansion floor plans to differentiate staff areas from public areas from the roof
- Trading Card for Baldur – a Tales for Tails Dog
- Roku Post
- Instructional insert to be distributed with an activity in a 4H packet

Updates & Re-prints

- 50 Wireless Printing
- 50 Hoopla

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Rhonda viewed a webinar pertaining to Overdrive being replaced by Libby.
- Rhonda viewed Bloomerang webinars titled *Becoming a Gift-Entry Guru* and *All About Pledges*
- Rhonda attended the mini morning session about the library's Kulture City certification

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,818 followers
- Instagram - 1,962 followers
- Twitter - 2,056 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 388
- Library text subscribers - 345
- Bookmobile text subscribers - 1,163
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,179 filtered active subscribers.
- Program Guide list – 33,160 filtered active subscribers.
- General eBlast list – 33,204 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following were also shared:
 - Black Life in America and African American Heritage
 - "We're hiring a part-time custodian"
 - Multiple Library closures due to weather
 - Multiple Bookmobile cancellations due to weather conditions
 - Bookmobile headed to Night in a Car
 - Bookmobile at Night in a Car
 - Library cards can now be obtained 100 percent online (sent via snail mail). Renewals can also be completed online.
 - Employment post
 - True Crime Book Club starting soon
 - Photos of the letters Children's Department staff wrote to kids who had questions for the snails in the fish tank.
 - The library is now circulating Roku devices.
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
 - An eBlast promoting BPL's Black Life in America and African American History resources was created and delivered to 33,090 patrons on Feb 1.
 - An eBlast promoting "Craftsy" on Hoopla was created and delivered to 33,179 patrons on March 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
February 2022**

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

- Support Services staff:
 - Expansion prep – emptying out the tool room, emptying out and reorganizing the boiler room (for storing other items), taking materials to Behr's or the dump and compiling items for donation to ReStore
 - Working with departments to remove items as they clear spaces and providing them with garbage and recycle containers
 - Much snow removal with the two big snowstorms
 - Took stock of the items that are stored in both stairwells as items will be donated or discarded
 - Helped Discover Books driver load and unload bins and emptied several full book carts into bins for the taking
- Repairs/Installs:
 - Weber Electric repaired fluorescent fixtures
 - Bill's Key & Lock installed a new occupancy lock on a staff restroom door
 - Mid-Illinois Mechanical replaced the cooling valve and corrected a communication issue with the VFD and supply fan on the main air handler
- Caprice - Expansion prep:
 - Meeting with the architects and engineers
 - Working with Ameren rep on the relocation of the transformer
 - Facilitating the asbestos abatement work
 - Eliminating or paring down service contracts
 - Working with furniture vendors on delivery/pickup of sample furniture
 - Facilitating donation or give away of furniture items

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

- Caprice has been working on performance reviews

Upcoming: Alert Media desktop alerts

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

February 2022

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

- We continue to purge unused materials and furniture from our department in preparation for Phase 1 of construction, so we'll have room to house staff from other departments.
- We're cutting back our magazine retention time in half, so we'll have less to move and house during the renovation. That means there's currently a big influx of magazines for sale in the Book Shoppe.

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

- 14 Wi-fi hotspots were replaced and reprocessed.
- 6 Memory Care Kits are ready for use at deposit/pop-up sites.
- The puzzle collection moved upstairs to Adult Services.
- 3 Rokus were processed and cataloged.
- Kam worked on updating and consolidating some juvenile nonfiction that was historically labeled incorrectly. Topics included dragons, monster, opposite, anxiety, Christmas carols, and Aesop's fables.
- Eleanor finished up the current list of authors that needed call label fixes or authority work in the catalog. We also went through the list of deceased authors with continuing series to ensure they're all being processed and cataloged consistently.
- All items in the Storytime Collection have either been moved to main or discarded. The Storytime Collection has been deleted in Polaris.

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

- All TS staff attended the MMS on the Library Renovation and Expansion. – 2.5
- All TS staff attended the MMS on Kulture City. – 2.5
- Training Hours – 5

Goal: Work effectively through the use of technology.

- We discovered that the catalog is now capable of letting customers choose specific volumes on Bibliographic records. After testing, we sent out a few items that will use the new function.
- We now have a landing page on our website for the puzzles that will link to individual pictures. This replaces the puzzle binder that previously lived in Circulation.
- We used the RAILS forum to offload some library supplies that are no longer used by our library.

Bloomington Public Library

Books are just the beginning.



- Allison created an Excel document for manager use to track the collections during the renovation, like what will be moved where and what will be stored.

Goal: Administer a cost-effective public library.

- The Spiel Foundation donated a bundle of board & card games that we'll use for our Children's Game Kit collection.
- Volunteer Hours – 0

Upcoming:

- OCLC holdings project.
- More Spring cleaning!

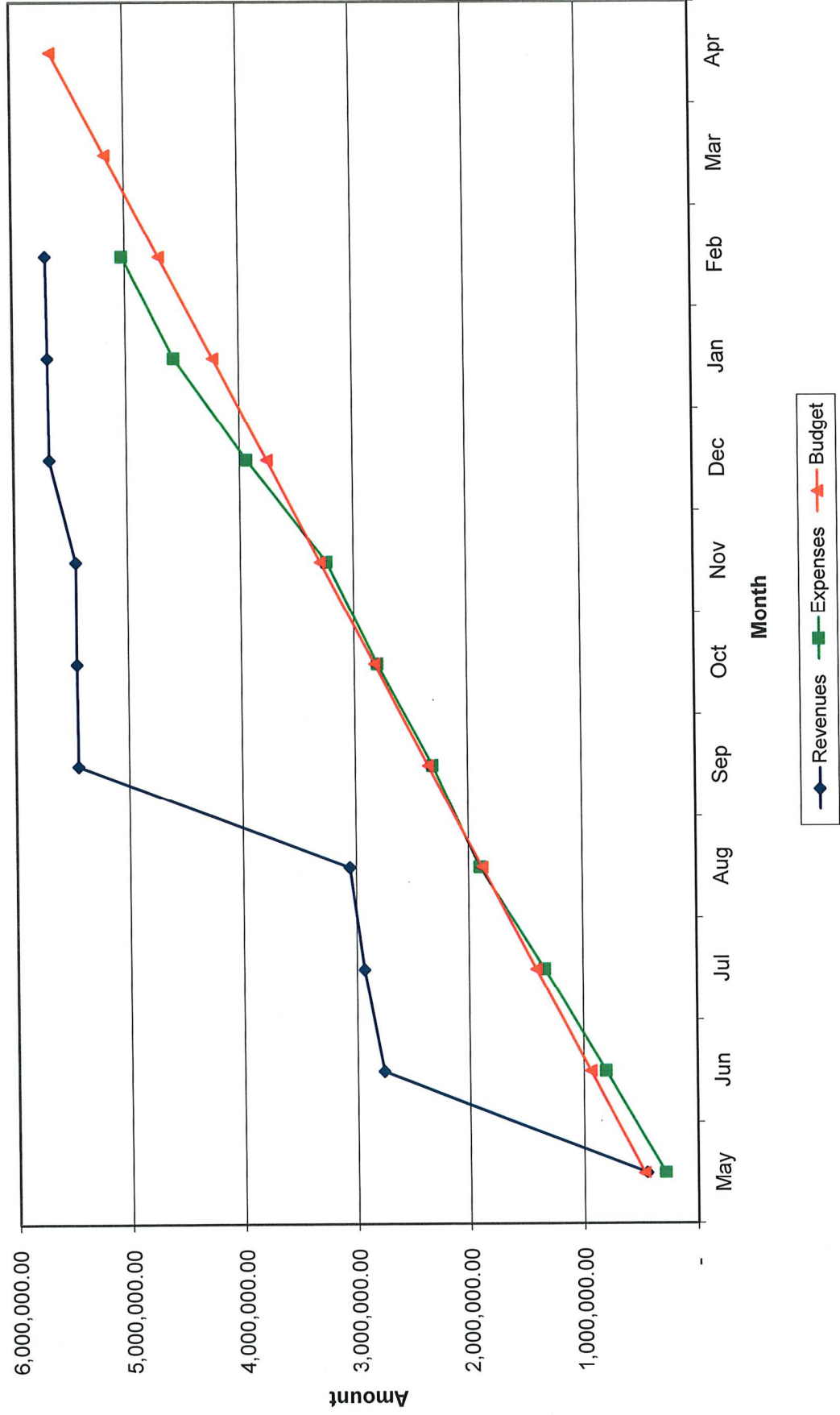
BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	FEB 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	0.00	4,966,564.03	(1,220.97)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	112,999.75	17,299.75	118.1
State Grants - Pandemic Grant	0	109.90	109.90	109.90	-----
GPPLD	402,000	0.00	408,270.23	6,270.23	101.6
Fines & Fees	5,000	826.24	10,347.49	5,347.49	206.9
Copies	3,000	197.65	2,030.55	(969.45)	67.7
Interest on Investments	5,000	423.74	1,748.63	(3,251.37)	35.0
Interest from Taxes	0	0.00	73.72	73.72	-----
Donations	10,000	50.45	22,236.44	12,236.44	222.4
Donations-Expansion	0	9,648.00	9,748.00	9,748.00	-----
Other Grants	0	0.00	500.00	500.00	-----
Property Damage Claims	0	0.00	1,920.53	1,920.53	-----
Cash Over/Short	0	0.00	(17.96)	(17.96)	-----
Other	24,211	2,377.15	35,215.47	11,004.47	145.5
Total Revenues	5,643,096	13,633.13	5,702,146.78	59,050.78	101.0

ACCT NAME	BUDGET	FEB 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	188,636.94	1,939,465.36	(527,268.64)	78.6
Part-Time Salaries	465,048	28,195.62	314,206.82	(150,841.18)	67.6
Seasonal Salaries	65,510	360.14	20,626.53	(44,883.47)	31.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	11,720.00	11,720.00	-----
Total Sals & Wages	2,998,392	217,192.70	2,286,018.71	(712,373.29)	76.2
Dental Insurance	11,064	734.12	7,231.50	(3,832.50)	65.4
Health Insurance, HMO	33,053	556.66	7,641.92	(25,411.08)	23.1
Life Insurance	3,100	252.00	2,457.18	(642.82)	79.3
Vision Insurance	3,024	233.32	2,209.23	(814.77)	73.1
Health Insurance, BCBC-PPO	250,906	25,376.84	224,039.87	(26,866.13)	89.3
Library RHS Contribution	0	517.54	5,514.65	5,514.65	-----
Library HSA City Contributions	16,000	0.00	16,100.00	100.00	100.6
IMRF	246,673	18,128.07	238,162.36	(8,510.64)	96.5
FICA	185,832	11,738.62	137,825.45	(48,006.55)	74.2
Medicare	43,461	2,979.17	32,233.80	(11,227.20)	74.2
Worker's Compensation	18,299	0.00	8,726.00	(9,573.00)	47.7
Uniforms	800	0.00	675.94	(124.06)	84.5
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	0.00	45,913.99	25,913.99	229.6
Total Benefits	858,212	60,516.34	728,731.89	(129,480.11)	84.9
Architectural/Design Services	0	0.00	683,768.58	683,768.58	-----
Total Services	0	0.00	683,768.58	683,768.58	-----
Rentals	20,000	1,072.15	13,756.42	(6,243.58)	68.8
Total Rentals	20,000	1,072.15	13,756.42	(6,243.58)	68.8
Building Mtnc	140,000	8,122.45	76,036.23	(63,963.77)	54.3
Vehicle Mtnc	12,000	873.74	13,396.46	1,396.46	111.6
Office & Computer Mtnc	190,000	75,848.17	163,645.31	(26,354.69)	86.1
Total Repair/Mtnc	342,000	84,844.36	253,078.00	(88,922.00)	74.0

Bloomington Public Library FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2022

Property Tax (100.0%): The Library has received 8 distributions.
Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (118.1%): The Per Capita Grant arrived in August, higher than what we had projected.

GPPLD (101.6%): Golden Prairie has also received 8 distributions.

Fees (206.9%): The amount collected for lost items is higher than we projected.

Copies (67.7%): Copy revenue is a little less than projected.

Interest (35.0%): Interest rates continue to be low.

Donations (222.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (145.5%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (67.6%): This is under-spent due to staff vacancies.

Seasonal Salaries (31.5%): There are not as many Seasonal employees as we have had in the past.

Overtime Salaries (0.0%): Nothing has been paid from this line item.

Dental Insurance (65.4%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (23.1%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (73.1%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, BCBS-PPO (89.3%): this is over-spent because more staff made this choice for their health insurance option.

Library HSA City Contributions (100.6%): This was paid in January. This is the Health Savings account for employees who chose the HSA Health Insurance option.

IMRF (96.5%): This is over-spent due to the payout of sick leave buy back to a retired staff member.

FICA (74.2%): This is under-spent due to staff vacancies.

Medicare (74.2%): This is under-spent due to staff vacancies.

Worker's Compensation (47.7%): This amount was paid based on the 2021 audit adjustment. The annual premium was paid in January.

Tuition Reimbursement (0.0%): Nothing has been paid from this line item.

Other Benefits (229.6%): This is over-spent due to the payout of sick leave buy back to a retired staff member; in addition to accrued vacation pay for employees who have left employment.

Rentals (68.8%): Charges have been minimal.

Building Maintenance (54.3%): Charges have been minimal.

Vehicle Maintenance (111.6%): This is over-spent due to repairs to the bookmobile.
Advertising (74.3%): Charges have been minimal.
Printing (66.5%): Charges have been minimal.
Travel (46.9%): Charges have been minimal.
Membership dues (90.0%): Most of the annual memberships for the year have been paid.
Professional Development (40.0%): Charges have been minimal.
Other Purchased Services (55.3%): Charges have been minimal.
Other Insurance (118.8%): The annual premium was paid in January.
Office Supplies (53.9%): Charges have been minimal.
Computer Supplies (73.5%): Charges have been minimal.
Postage (5.6%): Charges have been minimal.
Library Supplies (54.2%): Charges have been minimal.
Janitorial Supplies (54.7%): Charges have been minimal.
Gas & Diesel Fuel (58.6%): Charges have been minimal.
Building Maintenance Supplies (50.2%): Charges have been minimal.
Electricity (90.3%): This is over-spent due to higher usage during the summer months.
Water (60.1%): Charges have been minimal.
Telecommunications (90.9%): This is over-spent because we needed to add an Internet line.
Professional Collection (6.2%): Charges have been minimal.
Periodicals (106.7%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (64.7%): Charges have been minimal.
Public Access Software (62.7%): Charges have been minimal.
Employee Relations (10.8%): Charges have been minimal.
Miscellaneous Expenses (55.0%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in January.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
Memorial Donations:	500.00
William Wetzel, Doantion for Children's Story Time Program:	34.50
C-U Herb Society, Miscellaneous Donation:	50.00
Lois Rubbel, Miscellaneous Donation:	200.00
Megan Michalski, Miscellaneous Donation:	56.00
Verlyn Zachow, Miscellaneous Donation:	100.00
Sybil Mervis, Miscellaneous Donation:	14.25
Betty Weller, Miscellaneous Donation:	5.00
Fountain Receipts, Jun-Oct 2021:	8.34
Robert Starckovich, Miscellaneous Donation:	100.00
Miscellaneous Donations:	168.35

Total Donations: \$ 22,236.44

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts::	\$ 45.00
Book Pick-Up:	1,205.36
Book Shoppe:	23,283.75
Ear Buds:	216.00
Flash Drives:	117.00
Genealogy Searches:	107.40
Hot Beverage Service:	237.00
Meeting Room Fees:	120.00
Mugs/Cups:	138.00
Print Station:	7,484.45
Reusable Bags:	337.50
Test Proctoring:	100.00
Tote Bags:	1,200.00
Umbrellas:	0.00
Miscellaneous:	624.01

Total Other Revenue: \$35,215.47

During February, 11 batches containing 99 invoices were processed, totaling \$141,799.90 and 72 credit card charges were made totaling \$24,182.25.

As of February 28, the Library's Maintenance & Operating Fund Balance is \$3,676,616.07, which is 65.2%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 2/28/22:

Operating:	\$ 3,676,616.07
Fixed Assets:	\$ 1,183,350.90
Capital:	\$ 2,824,802.29
Total Spent for Architectural Fees:	\$ 1,018,278.42

Balance of Arch Contract: \$ 435,305.58

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance

February 2022

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	30,825	32,005	-4%	343,536	312,300	10%
Teens	1,675	1,535	9%	23,250	18,355	27%
Children	35,449	31,384	13%	399,624	309,869	29%
Digital Downloads	16,689	16,358	2%	164,131	166,274	-1%
Total	84,638	81,282	4%	930,541	806,798	15%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,573	26,073	-25%	199,271	248,464	-20%
Teens	3,406	5,281	-36%	39,931	50,576	-21%
Children	5,902	9,018	-35%	59,560	87,247	-32%
Total	28,881	40,372	-28%	298,762	386,287	-23%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	230	212	8%	3,297	3,422	-4%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,788	10,103	14%	139,316	77,822	79%
Bookmobile	397	335	19%	6,657	4,385	52%
Total	12,185	10,438	14%	145,973	86,592	69%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	34	0	100%	507	0	100%
Digital Preservation Studio	23	0	100%	163	0	100%
Community Room	25	12	52%	283	73	74%
Total	82	12	85%	953	73	92%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	41	11	97%	315	42	87%
People Reached	415	417	0%	3,767	1,698	55%
Community Visits to the Library	3	0	100%	70	0	100%
People Reached	14	0	100%	172	0	100%
Total Outreach Visits	44	11	75%	385	42	89%
Total People Reached	429	417	3%	3,939	1,698	57%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	13	9	44%	73	55	33%
Attendance	98	89	9%	593	586	1%
Teens	23	6	74%	57	22	61%
Attendance	0	95	-100%	46	280	-84%
Childrens	23	9	61%	70	53	32%
Attendance	301	77	74%	764	957	-20%
Total Programs	59	24	59%	200	130	54%
Total Attendance	399	261	35%	1,403	1,823	-23%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	1	0%	19	15	27%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,267	2,463	-8%	27,231	24,766	10%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	93.75	91.50	2%	1,763	1,269	39%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,165	725	38%	13,838	6,119	56%
WiFi Sessions	1,533	1,343	14%	16,584	15,204	9%
Website/Catalog Hits	46,359	41,117	13%	476,710	448,583	6%
Online Resource Use	1,831	4,333	-58%	22,457	45,705	-51%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	320	318	1%	3,535	2,789	27%
Sent	187	163	15%	2,003	1,674	20%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	76.75	9.50	88%	663	109	84%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 19, 2022
5:00 p.m.

MINUTES

- I. Call to Order
President Ruth Novosad called the meeting to order at 5:00 p.m.
- II. Roll Call
Trustees Physically Present: Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad

Trustees Present via Zoom: Ary Anderson

Trustees Absent: None

Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Novosad received the final annexation ordinance and requested that the Business Office reimburse Costigan and Wollrab, P.C. for the \$50 filing fee. Ruth shared that she receives the ILA Magazine and is willing to share it. She also shared that she will be attending the upcoming ILA Legislative Meetup. There was also some discussion about the misinformed chatter that the GPPLD tax levy will increase due to the expansion. This is not true. Director Hamilton will send a FAQ document to the Board as a tool to aid the Board members in answering questions.
- VI. Approval of Minutes
A. December 15, 2021:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared an update on the library expansion project and capital campaign. The BPL Board approved the Revised Library Policies at last night's meeting.

B. Outreach Report: Colleen Shaw, Circulation and Outreach Services Manager, shared that Barb Franklin transferred into the home delivery coordinator/bookmobile driver opening created when Olivia Buck transferred to another department. Colleen shared that online library card renewals is going well with 80 online renewals completed so far. The plan is to have full online registration soon. Colleen shared an update on their participation in the Re-Entry Council. Colleen, as well as Michelle Cope, Outreach Library Associate, have been able to participate in the early development of this program that will assist incarcerated individuals an opportunity to restore, re-invent, and renew. The group will be applying for an R3 grant to help with costs. The team is looking forward to starting to change lives as well as connecting local services to those who need it.

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. In

December the final Property Tax distribution was received. These payments will start again in May 2022. The revenues and expense are right on track.

VIII. New Business

A. Approve Annual Amount to be Set Aside for Capital Projects

Discussion was held regarding the \$9,548 in unspent funds from the last fiscal year. Additional discussion was held regarding the history of the capital reserve fund and what the capital reserve can be used for in the future.

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE RESERVING \$9,548 FOR CAPITAL PURPOSES.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Donation to the Bloomington Public Library Expansion and Renovation Project

Discussion was held about donating funds to support the Bloomington Public Library Expansion and Renovation Project. The consensus of the Board was to donate the majority of the funds set aside for capital projects but there was some discussion about retaining a small amount for other projects that may arise. At this time, the Board decided to commit the first two installments, comprised of the funds set aside from the FY21 unspent funds and the CD maturing on 5/8/22. The intent is to decide on the amount of a third installment after the second CD matures on 1/4/23.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE A DONATION TO THE BLOOMINGTON PUBLIC LIBRARY FOR THE EXPANSION PROJECT WITH THE FIRST INSTALLMENT IN THE AMOUNT OF \$9,548 IMMEDIATELY FOLLOWING THE APPROVAL OF A BUDGET AMENDMENT, A SECOND INSTALLMENT IN THE AMOUNT OF THE \$84,534.22 15-MONTH CERTIFICATE OF DEPOSIT #64189 AT FIRST STATE BANK, PLUS ITS GAINED INTEREST FOLLOWING ITS MATURITY DATE OF 5/8/22, AND A THIRD INSTALLMENT IN AN AMOUNT TO BE APPROVED FOLLOWING THE 1/4/23 MATURITY OF THE \$60,421.90 15-MONTH CERTIFICATE OF DEPOSIT #75199 AT FIRST STATE BANK.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Comments from Trustees – Ruth mentioned the recent Census and the diversity change it reflected. Discussion was held on how that affects the needs of the District we serve.

X. Reminder: Next Board Meeting is February 16, 2022.

XI. Adjournment

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

Incident Report Summary for February 2022

2022-02-28 23:59:00
2022-02-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
4354	2022-02-01 18:26:22	SleepingIncident
4355	2022-02-08 18:59:25	HealthSafety
4356	2022-02-12 16:49:18	InappropriateBehavior
4357	2022-02-13 23:16:19	StalkingIncident
4358	2022-02-24 23:59:46	HealthSafety

Suspension Report Summary for February 2022

2022-02-28 06:07:55pm
2022-02-01 06:07:55pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
446	2022-02-08 00:00:00	HealthSafety
447	2022-02-15 00:00:00	Other
448	2022-02-24 00:00:00	HealthSafety



March 10, 2022

Jeanne Hamilton, Library Director
Bloomington Public Library
205 E. Olive Street
Bloomington, IL 61701

RE: Addition & Renovation Bids

Dear Jeanne,

RECEIPT OF BIDS

Bids for the Bloomington Public Library Addition and Renovation were received and opened on Tuesday, March 8, 2022 at the Library. These bids were solicited, received and opened in a manner consistent with the procedures established by the Library and in conformance with applicable state statutes. A total of 3 bids were received and are itemized on the attached Bid Tabulation Form and summarized below.

TABLE 1 - LOWEST APPARENT BIDS

BID TABULATION	FELMLEY-DICKERSON	CARLSON BROTHERS	WILLIAMS BROTHERS
Base Bid	\$21,170,000	\$21,799,000	\$23,670,000

NOTICE OF BID IRREGULARITIES

No irregularities were noted in the bids.

EVALUATION OF BIDDER'S QUALIFICATIONS

Upon review of the base bid, we find that Felmley-Dickerson the apparent low bidder. Our review of contractor references as provided with the Bid and a scope review conducted on March 10, 2022 suggests that past general performance on projects of similar construction is sufficient to establish Felmley-Dickerson as a responsible bidder.

Based on this review we find no reason to disqualify the apparent low bidder.

COMPARISON OF LOW BID TO BUDGET, ELECTION OF ALTERNATE BIDS

The construction estimate for the proposed scope of work from February 2022 totaled \$22,326,000. A copy of the estimate and the bid is attached to this letter. The two lowest bids are within an acceptable range of the project budget.

The attached cost estimate also lists projects costs beyond the construction budget. The next significant part of the project will include the moving and furniture bids. Moving is intended to be bid out within the next 30 days. Furniture will be sent out to bid in late summer.

REQUEST FOR OWNER AUTHORIZATION

We are looking for direction from the Library Board on the following actions.

We propose the Library Board award Felmley-Dickerson the construction contract for the Bloomington Public Library Addition and Renovation projects for the bid price of \$21,170,000.

Additionally, we recommend the library carry an owner's contingency of \$400,000 to account for coordination procedures, unforeseen conditions, and general project modifications. This is in addition to a construction contingency that is included in the contractor's scope of work. The total recommended project contingency is \$800,000 or about 4% of the construction costs.

We propose the Library Board approve an owner contingency of \$400,000 to be managed by the library.

We recommend the Library Board authorize a Notice to Proceed document to Felmley-Dickerson to allow them to mobilize prior to the City of Bloomington Council Meeting and a signed contract. This document provides an agreed upon amount of money the Library is willing to compensate the General Contractor to get start the submittal process and order materials which are subject to the current market volatility. The Notice to Proceed does not increase the project costs. The Notice to Proceed would include 30 days of project mobilization and a limited list of products / materials that need to get ordered to avoid market volatility and escalation.

We propose the Library Board approve the attached Notice to Proceed to Felmley-Dickerson dated March 18, 2022 for the amount noted.

Please advise us of the library's decisions in these matters.

If you have any questions or comments, please contact me.

Sincerely,

Shaun Kelly
Principal

Copied **Joe Huberty**

EA File Name: U:\PROJECTS\2019 3005\193118 Bloomington PL\5-Bidding & Negotiation\3-Bid Tab - Evaluation Letters\3118 BPL Bids Review Letter.Docx

Construction Document - Cost Estimate Summary

	Construction Documents		
	Estimate	Pre-bid VE	Bid
Building	\$11,255,510	\$11,255,510	Inc
Electrical	\$4,101,267	\$3,771,250	Inc
Parking Structure	\$1,510,396	\$1,510,396	Inc
Stormwater Management	\$883,796	\$1,043,796	Inc
General Site Improvements			
Subtotal	\$17,750,969	\$17,580,952	-
General conditions	\$1,242,568	\$1,230,667	Inc
General requirements	\$710,039	\$703,238	Inc
Contractor fee	\$788,143	\$780,594	Inc
Bonds & Insurance	\$409,834	\$405,909	Inc
Contingency Construction	\$836,062	\$828,054	\$400,000 inc
Contingency Design	\$0	\$0	Inc
Phasing costs	\$0	\$0	Inc
Escalation	\$816,344	\$796,588	Inc
Building Total	\$22,553,959	\$22,326,003	\$21,170,000
Furnishings	\$2,000,000	\$1,900,000	\$1,900,000
Miscellaneous Moving	inc	inc	inc
Library Automation	\$174,500	\$174,500	\$114,384
Library Automation-Drive Up			
FF&E	\$2,174,500	\$2,074,500	\$2,014,384
Fees & Expenses	\$1,582,920	\$1,582,920	\$2,058,382
A/E Fee	\$1,458,000	\$1,458,000	\$1,458,000
Project Expenses	\$124,920	\$124,920	\$124,920
Owner Contingency	above	above	\$400,000
Builder's Risk Insurance			Pending
Construction Testing			\$50,000
Transformer			\$25,462
TOTAL	\$26,311,379	\$25,983,423	\$25,242,766
Goal	\$25,270,377	\$25,270,377	\$25,270,377
Percent deviation from goal	\$1,041,002	\$713,046	-\$27,611
	4.1%	2.8%	-0.1%
	\$350.82	\$346.45	

Bloomington Public Library
March 8, 2022
EA Project No. 193118

March 8, 2022

Renovation & Addition

BASE BIDS		Allowances					Addendum Acknowledged	Bond Included	Qualification Statement	EEO Form	Signature	
		1	2	3	4							
		Unsatisfactory Soil	Engineered Fill	Signage	Contingency							

Bidder 1:

Carlson Brothers

\$	21,799,000.00	\$	8,750.00	\$	11,250.00	\$	5,000.00	\$	400,000.00	X	X	X	X	X	X
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Bidder 2:

Felmley-Dickerson

\$	21,170,000.00	\$	10,000.00	\$	11,250.00	\$	5,000.00	\$	400,000.00	X	X	X	X	X	X
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Bidder 3:

Williams Brothers

\$	23,670,000.00	\$	17,500.00	\$	17,500.00	\$	5,000.00	\$	400,000.00	X	X	X	X	X	X
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Bidder 4:

Bidder 5:

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

Department: Administration

Single Source (Y/N): N

1. Vendor Name: Felmley-Dickerson

Vendor Remit Address: 803 E Lafayette St, Bloomington, Illinois 61701

Quote Amount (include Shipping, where applicable): \$21,170,000

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

2. Vendor Name: Carlson Brothers

Vendor Remit Address: 17250 New Lenox | Joliet, IL 60433

Quote Amount (include Shipping, where applicable): \$21,799,000

3. Vendor Name: Williams Brothers

Vendor Address: P.O. Box 1366, Peoria, Illinois 61654

Quote Amount (include Shipping, where applicable): \$23,670,000

Recommendation (Include Justification): Please see the recommendation letter from Engberg Anderson.

Prepared by: Jeanne Hamilton

Date: 03/10/2022

A RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO ENTER A CONTRACT WITH FELMLEY-DICKERSON FOR THE CONSTRUCTION OF THE LIBRARY EXPANSION AND RENOVATION, BASED ON THE COMPETITIVE BID PROCESS

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

1. That the Library Director enter into a contract with Felmley-Dickerson for the construction of the Library expansion and renovation with an amount of up to \$21,170,000 after the City of Bloomington Council has authorized the purchase of a \$14.2 million bond
2. That the Library conducted a competitive bid process from 1/31/22-3/8/22
3. That Felmley-Dickerson is the lowest bidder with a bid of \$21,170,000
4. That the bid for Carlson Brothers is \$21,799,000
5. That the bid for Williams Brothers is \$23,670,000
6. That the Library's architects, Engberg Anderson, reviewed the bids and determined that Felmley-Dickerson understood the bid specifications, met the bid requirements, and is a qualified bidder
7. That the Library's architects recommend accepting the bid submitted by Felmley-Dickerson
8. That the Library's attorneys have reviewed the proposed contract
9. That Felmley-Dickerson is located in Bloomington, Illinois
10. That the funds come from the following source:
Capital Fund: \$21,170,000

Approved this 15th day of March 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

Notice to Proceed

March 18, 2022

Felmley – Dickerson
803 E. Lafayette Street
Bloomington, IL 61701
c/o Jason Brewer, Vice President

Re Addition and Renovation
Bloomington Public Library
Engberg Anderson Project No. 193118

The Bloomington Public Library Board of Trustees hereby authorizes Felmley-Dickerson to proceed with construction of the Bloomington Public Library Addition and Renovation project on March 18, 2022. The notice to proceed is issued in good faith while the City of Bloomington approves public funding and the construction contract is being reviewed.

The notice to proceed is in accordance with the bid documents dated January 31, 2022 and all six addendums issued during bidding.

Work shall commence immediately upon execution of the Notice to Proceed.

The total construction cost of the bid provided by Felmley-Dickerson is \$21,170,000.00

The Notice to Proceed covers 30 days of construction mobilization which includes, contracts, submittals, and other activities required to start construction. Additionally, the Notice to Proceed is intended to cover itemized costs incurred by sub-contractors to order and procure products and materials which either have a long lead time or are subject to volatile escalation based on current market forecasts.

Authorized Construction Activities not to exceed:

Construction Mobilization	\$30,000
Pre-cast Concrete	\$537,770
Structural Steel	\$811,181
Rebar & Wire Mesh	\$220,000
PVC Piping	\$40,000
Underground Stormwater Detention	\$115,500
Iron Pipe	\$10,000
Electrical Switchboard Panel	\$90,000

Total Costs authorized under the Notice to Proceed not to exceed: \$1,854,451.00

ACCEPTANCE:

Bloomington Public Library

Felmley – Dickerson

Signature

Signature

Date

Date

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

Department: Administration

Single Source (Y/N): Y

1. Vendor Name: Ameren

Vendor Remit Address: 502 E Lafayette St, Bloomington, Illinois 61701

Vendor Email Address: KLayerden@ameren.com

Quote Amount (include Shipping, where applicable): \$25,462.45

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

2. Vendor Name:

Vendor Remit Address:

Vendor Email Address:

Quote Amount (include Shipping, where applicable):

3. Vendor Name:

Vendor Address:

Vendor Email Address:

Quote Amount (include Shipping, where applicable):

Recommendation (Include Justification):

The expanded Library will require both a new location for the transformer and a larger transformer. Ameren is the single source for this work. Their quote includes the design work and the price of the larger transformer.

Prepared by: Jeanne Hamilton

Date: 03/10/22

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND AUTHORIZE THE PAYMENT FOR THE
RELOCATION AND REPLACEMENT OF THE LIBRARY TRANSFORMER

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

1. That the competitive bid process be waived, and the Library Director authorize the payment for Ameren with an amount of up to \$25,463
2. That Ameren is the sole source for this work
3. That the Library building will be expanded in the location of the current transformer
4. That the expanded building will require a larger transformer
5. That the funds come from the following source:
Capital Fund: \$25,463

Approved this 15th day of March 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

LIBRARY
MAINTENANCE & OPERATING BUDGET
FISCAL YEAR 2021-2022
Budget Amendment 22-01

Account Number	Account Title	Original Budget	Proposed Budget Changes	Amended Budget Amount	
53120	LIB State Grants	0.00	5,681,759.00	5,681,759.00	
57310	LIB Donations	0.00	75,000.00	75,000.00	
57510	LIB Bond Proceeds	0.00	14,200,000.00	14,200,000.00	
40000	From Use of Fund Balance	0.00	1,310,079.00	1,310,079.00	
	All Other Revenue	5,643,096.00	0.00	5,643,096.00	(Unchanged)
	Total Revenues	5,643,096.00	21,266,838.00	26,909,934.00	
70690	LIB Other Purchased Services	0.00	96,838.00	96,838.00	
72520	LIB Buildings	0.00	21,170,000.00	21,170,000.00	
	All Other Expenditures	5,643,096.00	0.00	5,643,096.00	(Unchanged)
	Total Expenditures	5,643,096.00	21,266,838.00	26,909,934.00	

Total Amended Budget Amount: \$21,266,838.00

Approved on the 15th day of March 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

LIBRARY
 MAINTENANCE & OPERATING BUDGET
 FISCAL YEAR 2022-2023
 Budget Amendment 23-01

Account Number	Account Title	Original Budget	Proposed Budget Changes	Amended Budget Amount
50190	Property Taxes-Expansion	1,100,000.00	(248,954.39)	851,045.61
	All Other Revenues	7,923,185.00	0.00	7,923,185.00 (unchanged)
	Total Revenues	9,023,185.00	(248,954.39)	8,774,230.61
89301	To General Bond & Interest	1,100,000.00	(248,954.00)	851,046.00
	All Other Expenditures	7,923,185.00	0.00	7,923,185.00 (unchanged)
	Total Expenses	9,023,185.00	(248,954.00)	8,774,231.00
	Total Revenues	9,023,185.00	(248,954.39)	8,774,230.61

Approved on the 15th day of March 2022

Julian Westerhout, President
 Bloomington Public Library Board of Trustees

ORDINANCE NO. 2022 - 01

**AN ORDINANCE DECLARING THE NECESSITY OF USE AND AUTHORIZING THE TRANSFER OF PROPERTY
FOR THE BENEFIT OF THE BLOOMINGTON PUBLIC LIBRARY**

WHEREAS, the City of Bloomington ("City") is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, the Bloomington Public Library ("Library") is a political subdivision of the City created under the Illinois Local Library Act, 75 ILCS 5; and

WHEREAS, the Library carries out a necessary and essential function for the citizens of the City; and

WHEREAS, the City is the owner of certain real property, legally described in Exhibit A, attached hereto and incorporated herein by reference (the "Subject Property"); and

WHEREAS, the Library operates adjacent property which could be further served by the Subject Property; and

WHEREAS, the Subject Property fits the mission of the Library; and

WHEREAS, the City and Library are municipalities or political subdivisions organized and existing under the laws of the State of Illinois as defined in Section 1(c) of the Local Government Property Transfer Act, 50 ILCS 605/1, et seq. (the "Transfer Act"); and

WHEREAS, Section 2 of the Transfer Act authorizes the conveyance from one (1) municipality of political subdivision to another, upon a two-thirds (2/3) vote of the corporate authorities of the transferor municipality or political subdivision (in this case, the City); and

WHEREAS, as a condition precedent to a conveyance under Section 2 of the Transfer act, the transferee municipality or political subdivision (in this case, the Library), must first declare, by Ordinance, "that it is necessary or convenient for it to use, occupy or improve" the real estate held by the transferor municipality of political subdivision; and

WHEREAS, in accordance with the requirements of Section 2 of the Transfer Act, the Library, the transferee, hereby declares that it is necessary and convenient for the Library to use, occupy and/or improve the Subject Property.

NOW THEREFORE, BE IT ORDAINED by the Bloomington Public Library Board of Trustees, Bloomington, McLean County, Illinois, as follows:

Section 1. The above recitals are incorporated herein by this reference as if specifically state in full.

Section 2. The Library does hereby declare that it is necessary and convenient for the Library to use, occupy and/or improve the Subject Property.

Section 3. The President of the Bloomington Public Library Board of Trustees is hereby authorized and directed to execute such documents as necessary to accomplish the transfer of title to the Subject Property, from the City to the Library.

Section 4. This Ordinance shall take effect immediately upon its passage and approval. All previous Ordinances, Resolutions, Motions and Orders of the Bloomington Public Library, in conflict herewith, are hereby repealed to the extent of said conflict.

PASSED this 15th day of March 2022.

APPROVED this ____ day of March 2022.

Julian Westerhout, President
Bloomington Public Library Board of Trustees

PROPERTY LEGAL DESCRIPTION

LEGAL DESCRIPTION OF A PART OF PROPERTY REFERRED TO AS BLOCK 82 CENTRAL BLOOMINGTON SUBDIVISION, BLOOMINGTON, ILLINOIS:

A PART OF LOT 28 AND A PART OF LOT 29 IN THE SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 23 NORTH, RANGE 2 EAST OF THE THIRD PRINCIPAL MERIDIAN; ALSO, A PART OF LOT 4 AND THE NORTH HALF OF THE 36-FOOT FACETED ALLEY LYING SOUTH OF AND ADJACENT TO SAID LOT 4 IN BLOCK 3 IN JOHN NICCOLL'S & CO'S ADDITION TO THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 1 IN 1961 URBAN RENEWAL SUBDIVISION, AS SAID SUBDIVISION IS RECORDED IN PLAT BOOK 16 AT PAGE 177 MCLEAN COUNTY, ILLINOIS. FROM SAID POINT OF BEGINNING THENCE WEST 129.8 FEET ALONG THE NORTH LINE OF SAID LOT 1 TO THE NORTHWEST CORNER OF SAID LOT 1, THENCE SOUTH 39.95 FEET ALONG THE WEST LINE OF SAID LOT 1, SAID WEST LINE FORMING AN ANGLE TO THE LEFT OF 269°-58' WITH THE LAST PREVIOUSLY DESCRIBED COURSE TO THE SOUTHWEST CORNER OF SAID LOT 1, SAID SOUTHWEST CORNER ALSO BEING ON THE NORTH LINE OF JACKSON STREET, AS DEDICATED IN SAID 1961 URBAN RENEWAL SUBDIVISION, THENCE WEST 131.8 FEET ALONG SAID NORTH LINE, SAID NORTH LINE FORMING AN ANGLE TO THE LEFT OF 91°-07' WITH THE LAST PREVIOUSLY DESCRIBED COURSE TO A POINT ON THE WEST LINE OF SAID LOT 29, SAID POINT BEING 416 FEET SOUTH OF THE SOUTHEAST CORNER OF OLIVE AND EAST STREETS IN SAID CITY OF BLOOMINGTON, THENCE NORTH 75 FEET ALONG THE WEST LINE OF SAID LOTS 29 AND 28, SAID WEST LINE FORMING AN ANGLE TO THE LEFT OF 88°-53' WITH THE LAST PREVIOUSLY DESCRIBED COURSE, THENCE EAST 261.6 FEET ALONG A LINE WHICH IS PARALLEL WITH THE NORTH LINE OF JACKSON STREET, SAID NORTH LINE FORMING AN ANGLE TO THE LEFT OF 91°-07' WITH THE LAST PREVIOUSLY DESCRIBED COURSE TO A POINT ON THE EAST LINE OF SAID LOT 4, SAID POINT BEING 37.5 FEET NORTH OF THE POINT OF BEGINNING, THENCE SOUTH 37.5 FEET ALONG THE EAST LINE OF SAID LOT 4 AND THE EAST LINE OF SAID VACATED ALLEY TO THE POINT OF BEGINNING.