

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 21, 2023

5:30 p.m.

Osborn Room

Bloomington Police Department

305 S. East Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
 - A. Appoint Nominating Committee
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of January 17, 2023 Regular BPL Board Meeting
 - B. Approve Bills List of January 2023
- IX. Approval Items
 - A. Approve Transfer of Funds from the M & O Fund to the Capital Reserve Fund
 - B. Approve Change Order for Dedicated Outdoor Air System (DOAS) Design Changes
 - C. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Moving Services
 - D. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 1 – General Furnishings
 - E. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 2 – Library Furnishings 1

- F. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 3 – Library Furnishings 2
- G. Authorize the Library Director to Enter into a Contract Submitted through the OMNIA Municipal and Education Contracts for Furniture Package 4 – Systems Furniture
- H. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 5 – Library Casegoods
- I. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 6 – Library Custom Furniture 1
- J. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 7 – Library Custom Furniture 2
- K. Authorize the Library Director to Enter into a Contract Submitted through the TIPS Interlocal Purchasing System for Furniture Package 8 – Shelving
- L. Approve the purchase of the replacement of self-check machines and the expansion and relocation of the automated materials handler and from a sole source vendor
- X. Discussion Items
 - A. Discuss Process for the Library Director's Annual Performance Review
 - B. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 2.17.23 11:05 a.m.

BILLS LIST

Approved by BPL Board of Trustees, February 21, 2023

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,066.25
Amazon Capital Services	A/V Materials	4,030.82
Amazon Capital Services	Adult Books	276.95
Amazon Capital Services	Children's Books	198.21
Amazon Capital Services	Computer Supplies	278.96
Amazon Capital Services	Janitorial Supplies	281.64
Amazon Capital Services	Library Supplies	487.43
Amazon Capital Services	Non-Traditional Materials	26.59
Amazon Capital Services	Other Purchased Services	239.83
Amazon.com, LLC	A/V Materials	305.19
Ameren IP	Electricity	7,355.86
American Pest Control, Inc.	Building Maintenance	80.00
Arthur J. Gallagher	Worker's Compensation	1,175.00
Carriage Crossing	Fees	30.00
CDW Government	Computer Supplies	356.92
CDW Government	Office/Computer Equip Mtnc	3,013.20
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	708.50
City of Bloomington	FICA	13,815.00
City of Bloomington	Gas & Diesel Fuel	443.44
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO	22,786.82
City of Bloomington	IMRF	13,217.38
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,230.99
City of Bloomington	Payroll	233,898.23
City of Bloomington	RHS Contribution	574.98
City of Bloomington	Vision Insurance	224.98
City of Bloomington	Water	432.29
Cope, Michelle	Travel	8.69
Cummins, Inc.	Vehicle Maintenance	158.46
Dell Marketing, L.P.	Computer Supplies	3,105.06
Demco	Library Supplies	238.14
Downing, Dona	Miscellaneous Revenues	6.00
Dunham, Amy	Travel	17.50
Ebsco Industries	Periodicals	53.74
Elm, USA, Inc.	Library Supplies	1,015.79
Engberg Anderson	Architectural Services	23,770.00
F & W Lawn Care & Landscaping	Building Maintenance	190.00
Felmley Dickerson Co	Buildings	2,096,819.91
Felmley Dickerson Co	Other Purchased Services	111,445.00

Future Publishing, Ltd	Periodicals	89.90
Global Water Technology, Inc.	Building Maintenance	550.99
H H Office, Inc.	Janitorial Supplies	278.33
Houck Motorcoach Advertising	Advertising	1,850.00
HV Management, LLC	Other Purchased Services	2,200.00
Illinois State Police	Other Purchased Services	30.00
Illinois State University	Advertising	491.67
KCN Solutions, LLC	Building Maintenance	2,880.00
KOIOS	Other Purchased Services	4,500.00
Kone	Building Maintenance	5,058.87
Libraries of Illinois Risk Agency (LIRA)	Other Insurance	41,388.10
Metronet	Telecommunications	1,943.98
Mickey Truck Bodies	Vehicle Maintenance	260.00
Mid Illinois Mechanical	Building Maintenance	591.24
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	185.00
Midwest Tape	A/V Materials	1,790.84
Midwest Tape	Downloadable Materials	14,970.00
Miller Janitorial Supply	Janitorial Supplies	563.25
NICOR/Northern Illinois Gas	Natural Gas	5,185.35
Nub Games, Inc.	Other Purchased Services	600.00
OCLC, Inc.	Office/Computer Equip Mtnc	4,687.69
OverDrive	Downloadable Materials	4,990.00
Palwala, Imam Sa'ad	Other Purchased Services	75.00
Pantagraph	Other Purchased Services	543.52
Pantagraph	Printing	47.96
Peek-A-Book, LLC	Computer Supplies	1,195.00
Penworthy Company, LLC	Children's Books	192.78
Proquest CSA, LLC	Public Access Software	6,495.24
Quill Corp.	Computer Supplies	595.65
Quill Corp.	Employee Relations	10.95
Quill Corp.	Janitorial Supplies	226.80
Quill Corp.	Library Supplies	130.38
Quill Corp.	Office Supplies	470.40
RAILS	Other Purchased Services	920.00
RAILS	Public Access Software	700.00
Ricoh USA, Inc.	Office/Computer Equip Mtnc	91.89
Ricoh USA, Inc.	Rentals	938.27
Rocklyn, Laura	Other Purchased Services	350.00
Ron Smith Printing Co.	Printing	330.00
Rosedrew, Inc.	Library Supplies	191.16
Shoemaker, Joel	Other Purchased Services	100.00
Today's Business Solutions, Inc.	Office/Computer Equip Mtnc	395.00
Uline, Inc.	Janitorial Supplies	393.18
Uline, Inc.	Library Supplies	184.85
Unique Management	Other Purchased Services	443.25
Vernon Library Supplies	Library Supplies	299.68
Weber Electric, Inc.	Building Maintenance	1,450.00
Wolpert, Emily	Travel	5.19
VISA - American Library Association	Memberships	155.00
VISA - Baker & Taylor Books	A/V Materials	2,038.00
VISA - Baker & Taylor Books	Adult Books	5,007.28
VISA - Baker & Taylor Books	Children's Books	(68.45)
VISA - Best Version Media	Advertising	394.40

VISA - Circle K	Gas & Diesel Fuel	23.01
VISA - CookieCad	Other Purchased Services	10.88
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	357.49
VISA - GameStop	A/V Materials	179.95
VISA - GameStop	Memberships	19.99
VISA - Global Industrial	Janitorial Supplies	98.96
VISA - Green Top Grocery	Other Purchased Services	23.97
VISA - GreenDisc, Inc.	Other Purchased Services	174.95
VISA - Heartland Community College	Professional Development	129.00
VISA - Illinois Audubon Society	Memberships	25.00
VISA - Illinois Library Association	Professional Development	450.00
VISA - Ingram	Adult Books	3,672.48
VISA - Ingram	Children's Books	369.96
VISA - International Service Fee	Periodicals	0.90
VISA - MeetUp Organization Subscription	Other Purchased Services	98.94
VISA - National Audubon Society	Memberships	20.00
VISA - Primo Water	Library Supplies	48.51
VISA - Public Library Safety Summit	Professional Development	300.24
VISA - Sunset Publishing	Periodicals	24.95
VISA - T-Mobile	Telecommunications	2,543.77
VISA - Verizon Wireless	Telecommunications	337.34
VISA - Wal-Mart	Other Purchased Services	104.21
VISA - Zoom.US	Other Purchased Services	339.83
Total		2,676,636.43

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Director's Report January 2023

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

- Continued to make progress towards a Library expansion, by:
 - Attending 2 construction meetings
 - Working with the architects to finalize furniture selections
 - Reviewing the moving and furniture request for bids documents
 - Attending the moving and furniture pre-bid meetings
 - Offering 4 furniture preview presentations and 4 construction tours to staff
 - Meeting with Envisionware to finalize expansion plans for self-checks and the sorter
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Met with Straight Up Solar to discuss an initial technical site assessment
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association (ILA) DEI and Public Policy Committee Meetings and Executive Board Meeting
- Coordinated the meeting room requests for the 2023 Board Meetings
- Presented a Year in Review in Libraries for the Central Illinois Community Educators Group

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

- Coordinated a meeting with staff doing outreach events to find ways to improve the planning processes for outreach events
- Spoke about Censorship at Westminster Village
- Sent notes about a techmobile to Jon and Colleen to help with their continued research

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

- Participated in a Diversity, Equity, and Inclusion training focused on biases
- Attended a virtual networking group for city library directors
- Attended an employment law update for 2023 webinar
- Attended the 2023 Strategic Government Resources Servant Leadership Virtual Conference
- Met with union stewards to discuss staff concerns
- Prepared a detailed schedule for our practicum student
- Prepared a list of interim responsibilities as our Administrative Assistant accepted a new job

Goal: Administer a cost-effective public library.

- Worked with Rhonda to finalize details for the art auction, including the required legal notices
- Completed and submitted Per Capita Grant applications for BPL and GPPLD

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Director's Goals FY23

UPDATE

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

Director's Goal: Plan and oversee the move of all items and services away from the west side of the building by August 8, 2022. ~ **GOAL ACHIEVED**

Related Accomplishments:

- Adult Services and Children's Services staff workrooms were moved by July 18th
- Adult Services Collection was moved or packed by July 27th
- Adult Services Shelves were dismantled and donated or disposed by July 29th
- Adult Services Furniture was moved, disposed of, or donated by July 29
- Packed Collections were moved offsite by a moving company on August 2nd and 3rd

Director's Goal: Facilitate the completion of the first 12 months of the library expansion and renovation construction project. ~ **IN PROGRESS**

Related Accomplishments:

- Chiller has been relocated
- New transformer and its enclosure have been installed
- West side ground has been excavated
- West emergency stair tower has been demolished
- Temporary walls separating the construction zone has been completed
- Interior wall frames have been erected and dry wall installation is in progress
- Wiring, piping, etc. is in progress
- Northwest and West exterior walls have been removed
- Roof has been removed and replaced

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

Director's Goal: Safely and creatively provide services during construction, with half the space. ~ **GOAL ACHIEVED/WILL CONTINUE**

Related Accomplishments:

- A temporary adult services desk has been put into place
- Collections have strategically been moved or stored
- Partnerships have been established to facilitate a variety of offsite programs

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Director's Goal: Guide the Equity, Diversity, and Inclusion (EDI) committee to complete at least two EDI projects to improve service to our diverse community by March 2023. ~ **GOAL ACHIEVED**

Related Accomplishments:

- Developed a transition procedures document for staff undergoing a gender transition
- Created a calendar highlighting various cultural events for staff
- Added pronouns to staff name badges
- Created an Equity, Diversity, and Inclusion Statement
- Created Own Voices Reads Bookmarks to highlight diverse books

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

Director's Goal: Negotiate a new collective bargaining agreement by June 30, 2022. ~ **GOAL ACHIEVED**

Related Accomplishments:

- Came to a tentative agreement on June 16th
- Ratified by the union on June 30th
- Approved by the Library Board on July 19th
- Approved by the City Council on July 25th

Goal: Work effectively through the use of technology.

Director's Goal: Plan and launch a pilot outreach and techmobile program using our existing vehicle by April 30, 2023. ~ **IN PROGRESS**

Related Accomplishments:

- IT staff are planning programs for a launch in Spring 2023
- Jon and Colleen are exploring the possibility of a new vehicle

Library Goal: Administer a cost-effective public library.

Director's Goal: Secure at least \$1 million in grants, donations, and pledges for the capital campaign by April 30, 2023. ~ **IN PROGRESS**

Related Accomplishments:

- Raised \$728,626 in donations and pledges

Adult Services Report
Carol Torrens
January 2023

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

The AS Dept. continues to operate well from its temporary spaces for this portion of the construction project.

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

SERVICES

There was one local history request: looking for info from 1915 about the BHS debate team.

COLLECTIONS

Tiffany finished weeding the Teen Fiction collection.

The adult movie collection was interfiled by title within each section, regardless of format. Within each genre such as Comedy and Foreign, the films are now in title order. This puts the 4K, blu-ray, and DVD copies of each movie together. This matches the way the children's movies are shelved and allows for full utilization of the shelf space in the adult collection.

Book displays this month were on these topics: award winners, the 1st in a series, and science fiction. The DVD display featured movies supporting civil rights for the national Civil Rights Day.

PROGRAMS

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

KJHS: 47; PJHS: 51; EJHS: 42; CJHS: 52; BJHS: 274 (4 visits)

Adult/Family programs

Mystery Book Club, virtual – 1 session – 18 attended

Fiction Book Club, virtual – 1 session – 9 attended

Books on Tap, in person – 1 session – 17 attended

Alternative to Cable, virtual – 1 session – 23 attended

Meditation, virtual – 1 session – 10 attended

IL Libraries Present author Ross Gay, virtual – 1 session – 9 attended

First Ladies Forum, Dolley Madison, virtual – 1 session – 51 attended

Teen Programs

Take and Make snowman tealight craft – 45 kits were handed out

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

Mimi presented a mini-morning session on the transition from the Overdrive to the Libby app. The Overdrive app will sunset this Spring.

Training on topics including these was taken by several AS staff: the transition to the Libby app, the new Black Life in America database, trauma-informed approaches in libraries, and improving book displays.

Goal: Work effectively through the use of technology.

There were 3 individual appointment this month: all on ebooks.

Business Office Report

Kathy Jeakins

January 2023

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

Expansion donations continued coming in during January, but at a slower pace.

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

Amy, the Administrative Assistant, has resigned. Her last day was 2/3/23. We have advertised the position and resumes and applications are already coming in. I will be going through them and scheduling interviews soon.

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, and I entered all credit card transactions in account files.

In January, the Book Shoppe collected \$2,385.25; \$452.75 more than last month!

Hoopla usage was high again in January; \$11,566; the highest month ever!

Kanopy downloads for January were \$1,022; higher than last month!

On 2/1/23, Kathy participated in the annual worker's compensation audit by phone.

Bills Costing in Excess of \$5,000:

- Engberg Anderson \$23,770.00 for Architectural Services
- Felmley Dickerson \$2,208,264.91 for Construction
- Libraries of Illinois Risk Agency (LIRA) \$41,388.10 for Renewal of Property, Liability, Vehicle, Umbrella, and Director's and Officer's insurance packages
- News Bank \$23,011.00 for Annual Service

Upcoming:

In February, I will begin scheduling interviews for the Administrative Assistant position.

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Cataloging & Technical Services Report

Allison Schmid

January 2023

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

- Duplicate returned items are still coming through CATS to be marked unavailable/not holdable and packed.
- All CATS staff attended (or viewed) the Furniture Preview with Jeanne, as well as the construction tour.

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

- We completed another cart of Illinois Room locked case materials, updating labels and bibliographic records. This batch included a tricky Dewey number sequence that required some deeper investigation. In the end, we'll need to adjust a full range of numbers that will eventually affect the Illinois Room Nonfiction as well.
- The Memory Kits are now circulating. A few changes were made to the item records, and they now have a contents list for staff use.
- Purged Lost items from 2019 in Polaris (over 3 years old). Charges will remain on patron accounts, but they will no longer be actively linked to the item.
- Patrons can now check out a total of 4 "kits" at a time. 2 Children and 2 Adult. To make this happen, we've changed the material types and their naming system. From now on, Children's Learning Kits will be listed as Children's Library of Things. Book Discussion Bags, Learning Kits (Great Courses), Memory Care Kits, and Puzzles will be considered Library of Things.

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

- CATS continues to staff the TeenZone 10+ hours every week.
- A practicum student, Kathy G., started last Friday. Eleanor was able to give her a full library tour, trained her on the 1st floor picklist, and started her in the basics of processing book materials. She will be spending her hours throughout the library and in a variety of departments. - 2
- All CATS staff attended the MMS on the Overdrive to Libby transition. - 2
- Training Hours - 4

Goal: Work effectively through the use of technology.

- The old Amazon account will be officially deactivated on February 9th when the subscription runs out.

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- We're currently testing 2 new Amazon users. We hope after a successful order each, we can add anyone who needs an account in February.
- Nick completed an overhaul of the CATS SharePoint page. Not only does it look refreshed, but it's also more functional and has elements other staff can enjoy.
- We're working with Kerrie and other managers to come up with a solution for hotspots that are overdue and then Lost. Also, we began the process of adding labels to each hotspot with the price.

Goal: Administer a cost-effective public library.

- We saved .09 cents an RFID tag by pushing back on the initial quote from Bibliotheca, recouping a total of \$1,620 and receiving 9 rolls of custom square tags instead of 6.

Upcoming:

- More inventory

Children's Services Report

Melissa Robinson

January 2023

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

Programs

- 1000 Hours Outside Kickoff – 20 attended
- Story Time at the Junction – 2 sessions – 34 attended
- My Museum – 8 attended
- Lego Construction – 2 attended
- 5 programs/session total – 64 attended

Groups/Events

- Head Start Reading Rocks – 29 attended
- Milestones – 34 attended
- La Petite Academy – 33 attended
- Katie's Kids – 52 attended
- Little Jewels – 53 attended
- Books 'n' Bites at Sheridan – 35 attended
- Presentation to D87 attendees about BPL – 19 attended
- 7 groups/events total – 255 attended

Passive

- National Rubber Ducky Day – 60 participated
- Winter break scavenger hunts – 103 participated
- Winter break activities – 250 participated
- Crafts – suncatchers, bookmarks, snowman, handprint paper plate, snails, watermelon fan, rockets, Lunar New Year lantern, frogs – 600 made

Collection

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

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

- Staff attended the MMS sessions on the Overdrive to Libby transition and the furniture preview.

- Lisa attended a webinar, "Simplify Reading for All Students."
- Alysha attended the CICE, AOK, and Library Collaborative at ROE meetings.
- Alex worked with Colleen to record and edit a video about the Night in a Car event.
- Alex continues as co-chair of the ASLSC Research committee and participated in the final Scott O'Dell Historical Fiction Award Committee meetings.

Goal: Work effectively through the use of technology.

- 16 posts were added to the Children's Facebook group, and we now have 658 members.
- 6 Tik Tok videos were posted, and we now have 643 followers.

Upcoming:

- Story time at the Junction – Thursday mornings
- World Read Aloud Day – Feb 1
- Mr. Lemoncello's Library Activities (partnership with Oakland School) – Feb 1-12
- Diversity Mural - Feb 1-28
- Take Your Child(ren) to the Library Day – Feb 4
- Virtual Author Day – Shannon Hale and LeUyen Pham – Feb 11
- Drop-In Lego Construction – Feb 25

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

Outreach Library Associate, Michelle, meetings and successful connections:

- Book donations to the McLean County Jail
- McLean County Reentry Council Board meeting
- Sober Recreation
- Fatherhood Coalition core team meeting
- Led the Human Services Council
- Leadership McLean County Steering Committee
- Heartland Community College Adult Education
- The Healing Collective
- Labyrinth House & YWCA
- Children's Home + Aid Blue Bow Committee

Complete online card registration has been offered for those in the BPL and GPPLD service areas for 1 year. 209 patrons have taken advantage of this service.

Staff can now cancel available holds in LEAP, and patrons are also allowed to do this via their online account.

Memory Care Kits are now being circulated to the public. Patrons can view the contents of each kit and place holds on them on our website.

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

Deposits staff prepared and delivered or renewed 621 items at 11 sites. Staff hosted a drop-in eResource program at Westminster Village for 12 attendees and a program about Libby at Luther Oaks for 23 attendees.

Home Delivery prepared and delivered 377 items to 56 active patrons. 26 interlibrary loan items were delivered.

Pop Up Library visits took place at the locations listed below. 113 patrons were served, and 346 items checked out.

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

The bookmobile visited Oakland School on January 23 and 24. Students visited in groups to hear a brief talk about the bookmobile's services and to tour the bus. Each student was given a flyer which listed stops specific to their area.

Bookmobile March-August Schedule:

- **A Week**
Tuesday: ~~Park Place~~ **Deer Ridge** 7:30-8:30p
Friday: ~~Meekerle~~ **Rowe Drive** 10:30-11:30
- **B Week**
Tuesday: ~~Stevenson School~~ **Tipton Trails** 7:30-8:30
Friday: ~~John Kane Homes~~ **Brookridge Heights Apartments** 12-1
- **C Week**
Friday: ~~Fleetwood~~ **Holiday Park** 12-1

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(1/2023) Circulation and Outreach Services Statistics

Total Circ BPL	82,174
Total Circ Main	53,789
Adults	25,892
Teens	1,734
Children	26,163
Total Circ Outreach	7,841
OTR Adults	2,676
OTR Teens	143
OTR Children	5,022
Total Circ Drive-up	416
Drive-up Adults	240
Drive-up Teens	15
Drive-up Children	161
Total Digital Downloads	20,128
Hoopla	5,536
Libby	13,788
TumbleBooks	20
eBook Central	0
Kanopy	784
Borrowers Registered	328
Total Active Cardholders	29,422
Children	7,084
Teen	4,139
Adult	18,199
GPPLD	1,385
Total Holds Filled	6,435
Main Holds	5,142
Outreach Holds	1,293
Door Count	11,959

Top 10 Highest Circulations

Wingover Apartments PM	203
Wingover Apartments PM	192
Eagle Ridge	133
Grove	133
Ekstam Drive	112
Eagle Crest East	103
Grove	95
Ekstam Drive	94
Rollingbrook South	92
North Pointe	91

5 Stops with Lowest Circulation

Arbors Apartments	5
Mecherle Drive	5
Mecherle Drive	5
Spring Ridge	5
Franklin Park	4
Evergreen Park	3
Franklin Park	1
John Kane Homes	1

Bookmobile Customers: 1,233

Total Monthly Stops: 70

Circulation Questions Answered: 433

Outreach Questions Answered: 162

Total Questions Answered: 595

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	95,326	90,538	90,648	100,674	97,293	89,157	78,273	80,656	73,818	72,494
2023	82,174											
Main Circ												
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	71,516	66,754	64,832	74,543	71,450	61,524	52,629	52,951	48,499	48,633
2023	53,789											
Active Users												
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	28,887	28,960	28,047	27,909	27,674	27,388	27,979	28,587	29,396	29,333
2023	29,422											

Human Resources Report

Gayle Tucker

January 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a virtual session on Furniture Previews for the expansion
 - I attended a construction tour led by Jeanne
- In January, there were no in-house job announcements
- There was one interview in January
- I provided orientation to a practicum student
- I participated in a National Executive Compensation Survey
- I continued FMLA, ADA, and COVID administration and tracking
- I verify employment, including Public Service Loan Forgiveness (PSLF) paperwork, as needed
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation
- The Spirit Committee coordinated a supply drive for the School Street Pantry

Goal: Work effectively through the use of technology.

- In January, I participated in several Teams/Zoom 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 payroll, Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

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

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
January 2023

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

We have started to work on scanning the Pantagraph index. We are currently working with small bundles of cards that are assigned to each volunteer. Once the volunteer has their bundle scanned, we will work through the process of verifying the cards vs what the computer interpreted on the cards. We have a student intern from Unit 5 that is going to help with this project as part of an internship with the school and then will present the project at her school.

We are working on removing and consolidating networking equipment in the closets and the server room. We have been purchasing networking equipment to be able to run parallel server rooms during the renovation project.

Upcoming:

We are looking into the cost of getting a replacement vehicle for doing both technology programming and delivering items to the deposit collections.

We are looking at replacing our public printing services with a different service provided by TBS.

Marketing Report

Rhonda Massie – January 2023

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

Your Future Library

- Managed Stripe and Bloomerang entries of pledges and donations.
 - Sent thank you letters/tax receipts to those who donated during the past month.
 - Mailed a *Libraries are for Everyone* magnet to those who made donations of at least \$100 during the past month.
 - Managed State Farm employee donations and State Farm matching donations using cybergrants.com.
 - Mailed reminders to those whose pledges are in arrears and to those whose payments are due in the next 30 days.
- Approximately \$732,000 has been pledged and donated to the Building Fund.

Online Art Auction

- Penned text for the webpage pertaining to the library's art auctions. bit.ly/bplauction2023
 - The online auction Marketing organized runs from 6pm on February 4 to 8pm on February 11.
 - Hindman Auction House auctions will take place online and in person on three dates: Feb 15, Feb 16, Mar 30.
- Measured and photographed 35 pieces of art before penning descriptions. All items were then added to the auction website. (3 items were later removed.)
- Images were created and text was penned to promote the auction via the following avenues: Facebook, Instagram, Twitter, eBlast to cardholders, Facebook cover photo, 11x17 paper posters, 24 x 36 paper posters, the plasma screen inside the library, and the rotation bar on the website.
 - Posts will appear on Facebook, Instagram, and Twitter three times each -- the week before the auction, the night bidding opens, and the day before bidding closes.
 - The eBlast will be delivered to coincide with the opening of the auction.
 - A press release was written and submitted to the local media and the McLean County Arts Center.
- In preparation for the auction's end:
 - An email template was penned to be sent to high bidders when the auction closes.
 - Instructions for Circulation Staff were penned to outline distribution of artwork once payment has been received.
 - An informational sheet was created to accompany paid-for pieces as they move to Circulation for pickup.

Bookmobile

- The Bookmobile schedule was updated to reflect changes for the March-August rotation. It's been sent to LePrint.
- Artwork for 10 Bookmobile postcards was sent to LePrint. LePrint will print, address, and deliver the cards to the post office.
- All Bookmobile stops for March-August were added to the calendar on the library's website.
- A poster which displays the Bookmobile map and stops was updated and printed to be hung in Circulation.
- Several area-specific posters were created for the individual GPPLD post offices.
- Social media images highlighting the stops in Weeks A, B, and C were created for Facebook.
- Materials providing the text opt-in word for each stop were created for social media, as a paper handout, and for display on the plasma screen in the library.
- A Bookmobile "info card" was created to be sent to those who apply for a library card online.

Summer Reading

- Set all Summer Reading deadlines pertaining to reading log production, bookmark production, staff T-shirt production, securing voucher sponsors, and voucher production.
- Emailed District 87 and Unit 5 to find out how many kids are in each of their grade schools.
- After receiving counts from District 87 and Unit 5, worked determined how many reading logs and how many bookmarks need to be printed for this year's program. (Need information from Children's Services to determine bookmark quantity.)

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 record sets for New Movies, New Music, and New Audiobooks
- Created a centralized *Pantagraph* resources page.
 - Removed four tiles related to four *Pantagraph* databases— each supplying different information. Replaced them with a single tile that directs patrons to a landing page which outlines all the *Pantagraph* databases in a single location.
- A page was created to house the Memory Care Kits. This included photographing all the kits and adding the new material type to the Special Collections tab.
- Created a page about the Art Auctions and added the page to a menu link under the "Information" heading.

- Updated the way Libby, Overdrive, and the Digital Library of Illinois databases are displayed to accommodate the sunset of the Overdrive App. After much discussion, this entailed removing the Overdrive and Digital Library of Illinois tiles and updating the description on the Libby tile to include the Digital Library of Illinois link.
- Added three new databases:
 - Brainfuse VetNow
 - *USA Today*
 - *Peoria Journal Star*
- Photographed construction progress and used these photos to update the Building Project page.
- Updated the page pertaining to tax information as new information became available.
- Added 2 Requests for Bids to the Bids & Proposals page.
- Bookmobile
 - Added a PDF of the upcoming schedule.
 - Added text opt-in information to the plasma screen in the library.
- Reviewed a summary of changes pertaining to Library Market's latest upgrade.
- Continue to work on solutions to Excel Spreadsheet data collection issues.

Google Analytics

Everyone has until July 1 to switch from Google Analytics Universal 3 to the new Google Analytics Universal 4.

Bloomington Library has already made the switch. At this time, we still have access to GA3. After July 1, everyone will lose that access. Using GA4, we believe that the Online Resource (Database) number Marketing reports for the Monthly Stats Report will see a drastic increase.

In GA3, if someone went to our online resources and clicked on three different resources, it was counted as one visit to the online resource page. In GA4, if someone goes to our online resource page and clicks on three different resources, it is counted as three visits. This holds true for our "download" number and our "research" number. Both those numbers make up the Online Resource (Database) number.

- This month's number for Online Resource (Database) Use – using GA4 -- is **10,015**.
- Last month, this number – using GA3 – was **3,604**.

Advertising

- On-air ads ran on WGLT in January to promote the 4-part First Ladies Forum. WGLT is also contributing free PSAs to this promotional effort. The PSAs should include a voice note from program organizer, Sara Engels.
- On-air ads will run on WGLT in February to urge people to ditch the Overdrive App and download the Libby App.
- Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads placed on Facebook continue to promote the fact that library cards and library programs are free.
- BPL continues to display ads on 5 Connect Transit buses through March 10. These ads promote that library cards are free and display a QR code which takes people to the *Get a Card* page on our website.
- The library runs an ad on The Community Players screen during each 2022-2023 show (pre-show and intermission).
- The library will sponsor The Community Players 2023 show *Puffs*. This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).

Writing

- Penned press releases for the following:
 - First Ladies Forum (submitted Jan. 10)
 - Art Auction (submitted Jan 31)
 - VetNow (plan to submit on Feb. 13)
- Penned 23 social media posts and created 20 bitly links pertaining to Next Reads reading recommendations. These will be posted throughout 2023. Artwork for each was created during the month of December.
- Penned all social media posts.
- Penned an introduction for Jeanne and Rhonda who will speak at the March 7 meeting of B-N Sunrise Rotary.
- Penned text for the Art Auction webpage, penned descriptions for 35 pieces of art, created an email template to be sent to high bidders at the close of the auction, created instructions for Circulation Staff pertaining to buyers picking up art, created a template of an informational sheet to accompany art as it's paid for and delivered to Circulation.

February Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - February's programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.
 - A publicity timeline was developed and Bitly links were created for each program that requires registration.
 - A Facebook Event was, or will be, created for each online and at-home program being offered.

- An Instagram post was, or will be, created for each online and at-home program being offered.

Paper & Digital Design Work

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

- First Ladies Forum (January – April)
- Teen Game Jam
- Buffalo Soldier: Slave to Soldier
- Story Time at The Junction
- World Read Aloud Day
- Saying Yes to Your Story
- Take Your Child(ren) to the Library Day
- Mr. Lemoncello's Library Activities
- Virtual Author Visit with Shannon Hale & LeUyen Pham
- Diversity Mural
- Heartbreaker Valentine: Teen Take & Make Craft
- ESL Conversations

Signage

- Interfiling of DVDs, BluRays, and 4K discs
- Black History Month – book display
- Actor Biographies – book display
- Love Is on the Page – book display
- Movie Night – book display

Re-Prints

- Large Print Fiction and NonFiction signs for Circulation to allow staff to easily shift the collection when all the New Biographies and New Nonfiction items are checked out.
- 20 True Colors Book Club handouts
- 20 True Crime Book Club handouts
- 30 Expansion Highlights flyers

Misc. Design Work

- Bookmobile
 - March-August 2023 Schedule, finalize 10 Postcards, create a new eHandout, finalize posters for GPPLD Post Offices
- Donor Wall
 - Drafts 3 & 4
 - Create book sample sizes and typeface options for Donor Wall
- Bilingual Handout
 - Compiled, translated (using Google), designed, proofed (Olivia in IT who is bilingual), printed, and prepped a bilingual handout for a class at BJHS. Tiffany was planning to speak to the class on January 31. Well in advance the teacher requested the handout. It highlights Bookmobile services, tutoring via Brainfuse HelpNow, Hoopla, Libby, and Kanopy.
- Graphics for *New York Times* Educator Resources
- Website slide pertaining to OverDrive/Libby
- Updated the My Library Card handout and the My Library Card eHandout
- February calendar
- Museum in Motion handouts for children; separate handout for educators
- Graphics/materials pertaining to the addition of VetNow
- Modified the timeline on the following expansion materials: FAQs poster, case statement, case statement for Home Delivery patrons, full-page handout, and information on website.

Misc. Marketing Tasks

- Recorded all phone messages for the 2023 holiday closures.
- Researched LanguageLine Solutions (for translating text)
- Contacted CM Promotions
 - Ordered personalized plastic bags for the PopUp Libraries.
 - Weighing options for a personalized magnifying bookmark to be used as a prize for targeted Outreach patrons, most of whom are elderly.

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Managers and Committee chairpersons.

- Orders from December's apparel store were delivered and distributed.
- Marketing training:
 - Auctria Demo with Live Q & A
 - Webinar: *Getting Started with Libby*
 - Webinar: *Training Your Community on Libby*
 - Webinar: *The First Amendment and Illinois Libraries*
 - Mini Morning Session about the Libby app
 - Mini Morning Session about furnishings in the expanded building

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,756 followers
 - Instagram – 2,111 followers
 - Twitter – 2,008 followers
 - Monthly catalog referrals from Google & EBSCO's Linked Library – 330
 - Library text subscribers - 330
 - Bookmobile text subscribers – 1,220
 - Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
 - Cardholder Perks list – 34,020 filtered active subscribers
 - Program Guide list – 34,015 filtered active subscribers
 - General eBlast list – 34,039 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, program cancellations, library closures, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following non-programs were also shared:
 - National Science Fiction Day – reading recommendation
 - Download Libby; the Overdrive App is being discontinued
 - Beware of Phishing Scam (ended up only affecting people with IWU email addresses)
 - Healthy, Wealthy, and Wise – reading recommendation
 - The *New York Times* offers free educational resources
 - Patrons can now checkout Memory Care Kits
 - First Ladies Forum – composite post covering all 4 programs in a series
 - What is an ILL?
 - Brainfuse VetNow offers assistance to veterans and their families
 - Online Art Auction
- The library sends at least one monthly eBlast to cardholders. These usually highlight online resources.
 - An eBlast letting patrons know that the Overdrive App will soon expire and instructing patrons that now is the time to download the Libby App was received by 34,040 cardholders on January 1 and prompted many phone calls.
 - An eBlast promoting two databases – Black Life in America & African American Heritage – was delivered on February 1.
 - An eBlast promoting the library's online art auction was delivered on February 4.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
January 2023**

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

- Operations staff:
 - Removed Snow
 - Relocated kick stools and wooden stools in the public areas
 - Periodically checked on books in storage
 - Rearranged dock area in garage in order to free up space in other areas
- Repairs/Installs:
 - Mid-Illinois Mechanical restored power to the RTU after power glitch
 - Alpha Controls relocated outside air temp sensor again, restored connection to JACE and performed troubleshooting as to why the connection keeps getting lost
 - Weber Electric installed replacement can lights at entrance and staff entrance and repaired fluorescent fixtures
 - KCN sprayed the lot with deicer prior to snowfall

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

- Caprice -
 - Met with LIRA Insurance Rep for walk around to review safety compliance in the building
 - Conducted an interview with Gayle for a temporary custodian
 - Viewed webinars:
 - "Extreme Focus for Effective Performance"
 - "Using Mobile Tech to Streamline Facility Operations"
- Caprice - Expansion project:
 - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
 - Attended construction meetings
 - Continued coordinating construction progress pics to floor plan
 - Coordinated with vendors for drop off or pick up of sample furniture

Goal: Administer a Cost-Effective Library.

- Alpha Controls performed the quarterly inspection of the HVAC controls
- Global Water Treatment performed the quarterly PM

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

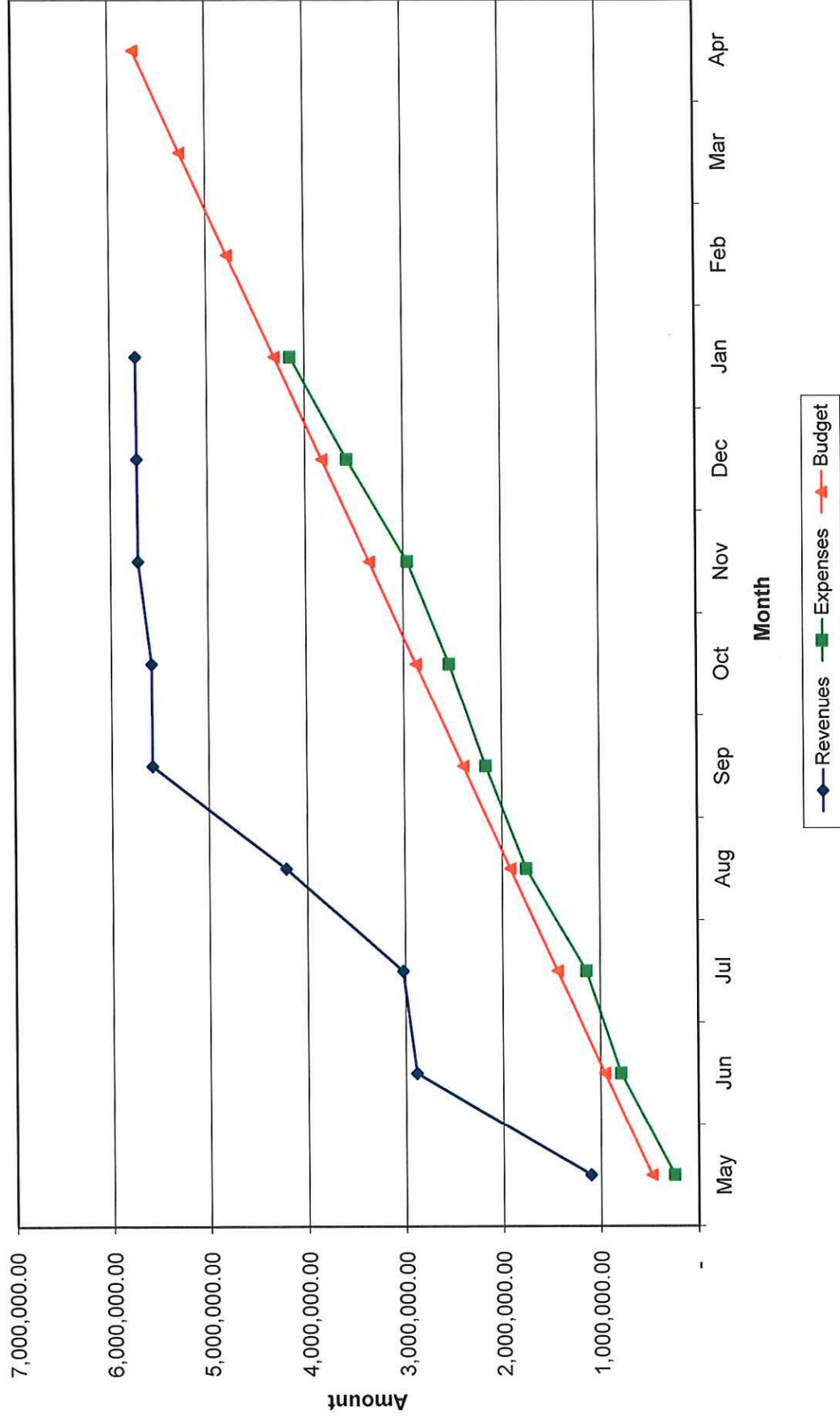
ACCT NAME	BUDGET	JAN 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	4,984,167.20	(33,617.80)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,138.10	11,138.10	-----
GPPLD	429,600	0.00	416,798.38	(12,801.62)	97.0
Fines & Fees	8,000	530.93	6,854.85	(1,145.15)	85.7
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	4,346.28	23,212.45	21,212.45	1160.6
Interest from Taxes	0	0.00	39.97	39.97	-----
Donations	20,000	0.00	21,380.55	1,380.55	106.9
Cash Over/Short	0	4.00	(0.45)	(0.45)	-----
Other	25,000	3,344.80	30,016.67	5,016.67	120.1
Total Revenues	5,748,185	8,226.01	5,740,060.72	(8,124.28)	99.9

EXPENDITURES:

ACCT NAME	BUDGET	JAN 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	194,947.09	1,843,348.79	(683,584.21)	72.9
Part-Time Salaries	503,788	35,725.14	306,788.58	(196,999.42)	60.9
Seasonal Salaries	69,891	826.00	9,152.01	(60,738.99)	13.1
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	0.00	25,330.00	25,330.00	-----
Total Sals & Wages	3,101,712	231,498.23	2,184,633.83	(917,078.17)	70.4
Dental Insurance	11,000	708.50	6,015.13	(4,984.87)	54.7
Health Insurance, HMO	8,060	534.96	4,489.35	(3,570.65)	55.7
Life Insurance	3,100	252.00	2,262.09	(837.91)	73.0
Vision Insurance	3,000	224.98	1,934.88	(1,065.12)	64.5
Health Insurance, BCBC-PPO	275,812	22,786.82	196,359.03	(79,452.97)	71.2
Library RHS Contribution	0	574.98	5,256.76	5,256.76	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	13,217.38	174,182.45	(103,824.55)	62.7
FICA	192,387	13,815.00	129,809.26	(62,577.74)	67.5
Medicare	44,994	3,230.99	30,358.94	(14,635.06)	67.5
Unemployment Insurance	0	0.00	210.00	210.00	-----
Worker's Compensation	12,000	8,791.00	8,791.00	(3,209.00)	73.3
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	20,000	0.00	0.00	(20,000.00)	0.0
Other Benefits	22,000	2,400.00	4,260.21	(17,739.79)	19.4
Total Benefits	889,560	66,536.61	563,929.10	(325,630.90)	63.4
Rentals	20,000	1,105.19	12,572.17	(7,427.83)	62.9
Total Rentals	20,000	1,105.19	12,572.17	(7,427.83)	62.9
Building Mtnc	140,000	12,645.66	106,911.10	(33,088.90)	76.4
Vehicle Mtnc	12,000	260.00	6,059.56	(5,940.44)	50.5
Office & Computer Mtnc	190,000	7,834.13	77,692.97	(112,307.03)	40.9
Total Repair/Mtnc	342,000	20,739.79	190,663.63	(151,336.37)	55.7

ACCT NAME	BUDGET	JAN 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,268.62	37,805.45	(12,194.55)	75.6
Printing/Binding	12,000	0.00	8,597.15	(3,402.85)	71.6
Travel	500	31.44	727.08	227.08	145.4
Membership Dues	5,000	249.99	3,594.99	(1,405.01)	71.9
Professional Development	10,000	979.24	6,813.04	(3,186.96)	68.1
Other Purchased Services	130,000	122,199.05	303,652.49	173,652.49	233.6
Other Purchased Services-Pandemic Grnt	0	0.00	1,097.60	1,097.60	-----
Other Insurance	45,000	41,388.10	41,388.10	(3,611.90)	92.0
Total Purchased Services	252,500	168,116.44	403,675.90	151,175.90	159.9
Office Supplies	15,000	883.45	7,883.78	(7,116.22)	52.6
Computer Supplies	85,000	2,252.95	64,252.06	(20,747.94)	75.6
Postage	5,000	(13.18)	426.07	(4,573.93)	8.5
Library Supplies	80,000	606.13	27,161.66	(52,838.34)	34.0
Janitorial Supplies	20,000	798.23	10,343.06	(9,656.94)	51.7
Gas & Diesel Fuel	6,000	466.45	3,944.39	(2,055.61)	65.7
Building Mtnc & Repair Supplies	15,000	0.00	9,393.18	(5,606.82)	62.6
Total Supplies	226,000	4,994.03	123,404.20	(102,595.80)	54.6
Natural Gas	21,000	5,185.35	20,885.89	(114.11)	99.5
Electricity	92,000	7,355.86	116,401.92	24,401.92	126.5
Water	6,000	432.29	4,041.08	(1,958.92)	67.4
Telecommunications	42,000	5,354.09	34,259.39	(7,740.61)	81.6
Total Utilities	161,000	18,327.59	175,588.28	14,588.28	109.1
Professional Collection	1,500	0.00	60.53	(1,439.47)	4.0
Total Prof Collection	1,500	0.00	60.53	(1,439.47)	4.0
Non-Traditional Materials	5,000	26.59	404.57	(4,595.43)	8.1
Periodicals	20,000	220.99	15,287.51	(4,712.49)	76.4
Adult Books	160,000	9,527.52	87,234.25	(72,765.75)	54.5
Children's Books	125,000	5,108.56	61,648.34	(63,351.66)	49.3
A/V Materials	111,600	5,420.39	47,454.73	(64,145.27)	42.5
Public Access Software	105,000	4,517.24	92,679.22	(12,320.78)	88.3
Downloadable Materials	180,000	20,260.90	156,016.77	(23,983.23)	86.7
Total Materials	706,600	45,055.60	460,320.82	(246,279.18)	65.1
Employee Relations	7,000	10.95	2,440.37	(4,559.63)	34.9
Miscellaneous Expenses	10,313	215.10	2,856.93	(7,456.07)	27.7
To Library Equip Replacement	30,000	30,000.00	30,000.00	0.00	100.0
Total Other Expenses	47,313	30,226.05	35,297.30	(12,015.70)	74.6
Total Expenses	5,748,185	586,599.53	4,150,145.76	(1,598,039.24)	72.2

Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2023

Property Tax (99.3%): The Library has received all of its Property Tax for FY 23.

Replacement Tax (100.0%): The annual distribution was received in July.

State Grants (103.0%): The Library received its Per Capita Grant—it was a little more than anticipated--\$116,053.00

Golden Prairie Public Library District (97.0%): Golden Prairie has also received all 7 distributions.

Fees (85.7%): Fee revenue is higher than projected.

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

Interest (1160.6%): We projected a lower amount for the year.

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

Other Revenue (120.1%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (60.9%): This is under-spent due to staff vacancies.

Seasonal Salaries (13.1%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

Overtime Salaries (1.3%): It was necessary to pay overtime to a staff member toward the end of their work week.

Dental Insurance (54.5%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (55.7%): This is under-spent due to a decrease in the rates.

Vision Insurance (64.5%): This is under-spent due to a change in the rates.

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

IMRF (62.7%): This is under-spent due to staff vacancies.

FICA (67.5%): This is under-spent due to staff vacancies.

Medicare (67.5%): This is under-spent due to staff vacancies.

Uniforms (0.0%): Nothing has been charged to this line item.

Tuition Reimbursement (0.0%): The Foundation reimbursed the Library for tuition payments.

Other Benefits (19.4%): Charges have been minimal.

Rentals (62.9%): Charges have been minimal.

Vehicle Maintenance (50.5%): Charges have been minimal.

Office & Computer Equipment (40.9%): Charges have been minimal.

Travel (145.4%): This is over-spent due to more staff traveling to in-person meetings/conferences.

Professional Development (68.1%): Charges have been minimal.
Other Purchased Services (233.6%): This is over-spent because some expansion costs were charged to this line item.
Other Insurance (92.0%): The annual premium was paid in January.
Office Supplies (52.6%): Charges have been minimal.
Postage (8.5%): Charges have been minimal.
Library Supplies (34.0%): Charges have been minimal.
Janitorial Supplies (51.7%): Charges have been minimal.
Gas & Diesel Fuel (65.7%): Charges have been minimal.
Building Mtnc & Repair Supplies 62.6%): Charges have been minimal.
Natural Gas (99.5%): This is over-spent at the moment due to increase usage during the colder months.
Electricity (126.5%): This is over-spent due to high usage during the summer months and due to higher rates.
Water (67.4%): Charges have been minimal.
Telecommunications (81.6%): This is over-spent due to the T-Mobile bills being a little higher than expected.
Professional Collection (4.0%): Charges have been minimal.
Non-Traditional Materials (8.1%): Charges have been minimal.
Adult Books (54.5%): Charges have been minimal.
Children's Books (49.3%): Charges have been minimal.
A/V Materials (42.5%): Charges have been minimal.
Public Access Software (88.3%): This is over-spent because the payment for NewsBank of \$23,011 was made in December.
Downloadable Materials (86.7%): This is over-spent due to customer demand for Hoopla, Over-Drive, and Kanopy.
Employee Relations (34.9%): Charges have been minimal.
Miscellaneous Expenses (27.7%): Charges have been minimal.
Transfer to Equipment Replacement (100.0%): The transfer will take place later in the year.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
C-U Herb Guild:	50.00
Robert Starckovich:	100.00
Miscellaneous Donations:	30.55

Total Donations:	\$ 21,380.55
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 15.00
Book Pick-Up:	754.74
Book Shoppe:	16,241.75
Card Catalog Drawers:	245.00

Ear Buds:	133.50
Flash Drives:	58.50
Genealogy Searches:	55.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	8,789.55
Reusable Bags:	262.50
Test Proctoring:	150.00
Tote Bags:	168.00
Miscellaneous:	3,091.13

Total Other Revenue:	\$31,016.67
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During January, 16 batches containing 78 invoices were processed, totaling \$2,340,779.96 and 86 credit card charges were made totaling \$18,170.46.

As of January 31, the Library's Maintenance & Operating Fund Balance is \$1,727,145.15, which is 73.9%% of the budgeted amount; the goal of twenty-five percent of the Library's FY23 budget is \$1,369,546.

Library Fund Balance Information, 1/31/23:

Operating:	\$ 1,727,145.15
Fixed Assets:	\$ 1,237,149.79
Capital:	\$ 15,971,530.44

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 1/31/23

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	341,819.98	(908,180.02)	27.3
Interest	0.00	303,323.69	303,323.69	-----
Interest From Taxes	0.00	6.78	6.78	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	4,111,007.00	0.00	(4,111,007.00)	0.0
 Total Revenues	 25,242,766.00	 14,847,039.85	 (10,395,726.15)	 58.8

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

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 23

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
The Copy Shop	200.00	0.00	0.00		200.00
Total Summer Reading Program Community Donations	3,200.00	0.00	0.00	0.00	3,200.00
Memorial Donations:					
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
C-U Herb Guild, Donation for Materials	50.00	0.00	0.00		50.00
Miscellaneous Donations Collected at Circulation/AS	30.10	0.20	0.25		30.55
Robert Starckovich, Miscellaneous Donation	0.00	100.00	0.00		100.00
Total Other Donations	80.10	100.20	0.25	0.00	180.55
Expansion Donations					
Expansion Donations	139,783.40	165,019.93	37,016.65		341,819.98
Total Expansion Donations	139,783.40	165,019.93	37,016.65	0.00	341,819.98
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00	0.00	0.00		2,000.00
Summer Reading Program	18,000.00	0.00	0.00		18,000.00
Tuition for Staff (Paid with Stubblefield Funds)	2,652.00	9,716.84	8,088.00		20,456.84
Weiss Financial Ratings Service, 6/18/22-6/17/23	0.00	2,695.00	0.00		2,695.00
Development Day Costs	0.00	1,131.83	0.00		1,131.83
Appreciation Day Costs	0.00	0.00	2,526.23		2,526.23
Annual Fold3 Service (Paid with Mischler Funds)	0.00	0.00	2,678.00		2,678.00
Total Foundation	22,652.00	13,543.67	13,292.23	0.00	49,487.90
Total Donations	165,715.50	178,663.80	13,292.48	0.00	357,671.78

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
January 2023

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	28,808	34,479	-16%	267,874	312,711	-14%
Teens	1,892	1,979	-4%	18,753	21,575	-13%
Children	31,346	36,195	-13%	310,504	364,175	-15%
Digital Downloads	20,128	17,863	13%	168,056	147,442	14%
Total	82,174	90,516	-9%	765,187	845,903	-10%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,199	19,700	-8%	167,236	219,251	-24%
Teens	4,139	3,396	22%	32,222	40,647	-21%
Children	7,084	5,870	21%	56,277	97,743	-42%
Total	29,422	28,966	2%	255,735	357,641	-28%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	328	268	22%	5,765	3,067	88%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,959	35	100%	112,886	103,088	10%
Bookmobile	1,233	23	5261%	10,380	5,796	79%
Total	13,192	50	100%	123,266	120,507	2%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	3,961	N/A	213	4,421	-1976%
Digital Preservation Studio	0	54,397	N/A	26	54,514	-209569%
Community Room	0	1,578	N/A	11	1,800	-16264%
Total	0	61,590	N/A	250	62,389	-24856%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	17	11	93%	147	67	54%
People Reached	1,171	606	93%	17,050	6,098	64%
Community Visits to the Library	0	0	0%	0	6	N/A
People Reached	0	0	0%	0	158	N/A
Total Outreach Visits	17	11	35%	147	67	54%
Total People Reached	1,171	606	48%	17,050	6,256	63%

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	7	13	-46%	78	88	-11%
Attendance	137	0	100%	1,623	1,484	9%
Teens	0	2	N/A	27	28	-4%
Attendance	0	0	0%	178	132	35%
Childrens	5	21	-320%	212	244	-13%
Attendance	64	0	100%	16,623	15,881	5%
Total Programs	12	36	-200%	317	360	-12%
Total Attendance	201	0	100%	18,424	17,497	5%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	606	-100%	20	1,592	-99%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,782	2,627	6%	24,577	24,964	-2%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	112	35.00	220%	1,457	1,401	4%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,296	1,654	-28%	11,876	11,273	5%
WiFi Sessions	1,430	1,578	-9%	14,077	13,255	6%
Website/Catalog Hits	48,410	54,397	-11%	395,415	372,229	6%
Online Resource Use	10,015	3,961	153%	21,685	27,837	-22%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	543	376	44%	3,924	3,215	22%
Sent	112	202	-45%	1,087	1,816	-40%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	15.75	16.50	-5%	60	476	-690%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 14, 2022
5:00 p.m.

MINUTES

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

Trustee Present Via Zoom: Jim Russell (pursuant to 5 ILCS 120/7(a)(i))

Others Present Physically: Amy Dunham, Jeanne Hamilton, Kathy Jeakins,

Absent: Kathy Vroman
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad shared information that as of 1/1/23, State Farm will no longer make matching donations to retirees' charitable donations. Discussion was held regarding the impact to the community as well as the Library, including the expansion project.
- VI. Approval of Minutes
A. November 16, 2022:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared an update of the progress of the Building Project and Construction and the Capital Campaign. Jeanne shared that the 1977 cornerstone capsule was opened and she read a letter from the Library Director in 1977 that was found in the cornerstone. Discussion was held on the plans for a new cornerstone/time capsule.

B. Circulation and Outreach Report: Jeanne shared a report from Colleen Shaw, Circulation and Outreach Services Manager. The BPL just celebrated the one-year anniversary of the online renewal process for library cards. Over 500 users have taken advantage of the new service. This process has been great for GPPLD patrons that live further away from the Library.

C. Financial Report: Kathy Jeakins, Business Office Manager, shared that the Financial Report is in the Board packet. Another Property Tax payment was received, however, it was received at the bank after December 1, 2022, so that deposit will appear in next month's financial report. Kathy offered to answer any questions or concerns.
- VIII. Unfinished Business
A. Discussion of Per Capita Grant Requirements

Jeanne led the discussion on the Per Capita Grant Requirements. Chapters reviewed at this meeting were:

- Programming
- Youth/Young Adult Services
- Technology
- Marketing, Promotion, and Collaboration

B. Update on Annexations:

Ruth shared the update on the Petition for Declaratory Relief. Discussion was held on the process, communication strategy, ongoing concerns, and the effect on GPPLD.

IX. New Business

A. Acceptance of FY22 Annual Financial Report

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE AND ACCEPT THE FY22 ANNUAL FINANCIAL REPORT AS PRESENTED

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

NAYS: NONE

ABSENT: KATHY VROMAN

THE MOTION CARRIED UNANIMOUSLY.

B. Discuss CD Maturing on January 4, 2023

Discussion was held regarding the CD (First State Bank) that is maturing on January 4, 2023.

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE AND AUTHORIZE PRESIDENT RUTH NOVOSAD TO CONTACT FIRST STATE BANK AND INFORM THEM THAT THE GPPLD IS NOT RENEWING THE CD. RUTH WILL PICK UP A CHECK FOR APPROXIMATELY \$60,724.39 AND DELIVER IT TO KATHY JEAKINS, BUSINESS OFFICE MANAGER. THE MONEY WILL BE DEPOSITED IN THE GPPLD CHECKING ACCOUNT UNTIL AFTER THE BOARD DECIDES HOW THEY WOULD LIKE TO DISTRIBUTE THE FUNDS.

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

NAYS: NONE

ABSENT: KATHY VROMAN

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

The GPPLD Trustees asked how they could support the BPL Construction Project.

Jim Russell provided an update on data, census, and user research and his request for a year-end report from Caitlin Clyne. He requested an agenda item be added to the January 18, 2023 meeting to discuss how we might want to move forward with current and long-term goals as a Board.

The GPPLD Trustees asked about the BPL Board's Strategic Plan and how the GPPLD can collaborate with them on achieving goals for the upcoming year.

- XI. Reminder
Next Board Meeting is January 18, 2023.

- XII. Adjournment
President Novosad adjourned the meeting at 5:48 p.m.

Incident Report Summary for January 2023

2023-01-31 23:59:00

2023-01-01 01:00:00

27 days in month

Incident ID	Date/Time Submitted	Violation
4399	2023-01-16 18:20:18	InappropriateBehavior
4400	2023-01-18 21:51:12	StolenDamagedLibraryMaterial
4401	2023-01-21 16:42:14	InappropriateBehavior
4402	2023-01-21 22:23:28	AlcoholDrugs
4403	2023-01-31 19:38:45	Loitering

Suspension Report Summary for January 2023

2023-01-31 02:18:41pm

2023-01-01 02:18:41pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
489	2023-01-18 00:00:00	StolenDamagedLibraryMaterial
490	2023-01-21 00:00:00	AlcoholDrugs
491	2023-01-31 00:00:00	Loitering

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 \$218,164 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 policy, 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 \$16,189,694

Approved the 21st day of February 2023

Julian Westerhout, President
Bloomington Public Library Board of Trustees



803 E. Lafayette Street
Bloomington, IL 61701
Ph : 309-828-4317

Change Request

To: Engberg Anderson
8618 W. Catalpa Avenue
Suite 1116
Chicago, IL 60656

Number: PR 035
Date: 2/10/23
Job: 22-015 Bloomington Public Library
Phone:

Description: DOAS Mounting to Steel Revisions

We are pleased to offer the following specifications and pricing to make the following changes:

Labor, material and equipment for changes to the mounting of the DOAS system on the roof top steel. Per previous discussions there will be an insulated enclosure around the roof top steel, an opening in the existing steel deck is to be cut to provide access for the duct connection to the unit. Additional steel beams will be added and aligned to each end to provide support for the DOAS manufacturers curb to bear upon. Field verify all existing steel location.

On sheet V204; Revise DOAS-1 installation notes to clarify mounting of unit to manufacturers roof curb and roof curb to structural framing.

Description	Quantity	Unit	Unit Price	Price	
Wall Framing/Sheathing/Insulation - Material	1.00	ls	\$591.46	\$591.46	
Wall Framing/Sheathing/Insulation - Labor	19.00	hr	\$80.00	\$1,520.00	
Building Insulation - SUB	1.00	ls	\$1,448.00	\$1,448.00	
Structural Steel - Material	1.00	ls	\$1,200.00	\$1,200.00	
Structural Steel - SUB	1.00	ls	\$3,783.84	\$3,783.84	
Roofing - SUB	1.00	ls	\$6,200.00	\$6,200.00	
			Subtotal:	\$14,743.30	
		OH&P - FDCO	\$3,311.46	15.00%	\$496.72
		OH&P - Subcontractors	\$11,431.84	5.00%	\$571.69
		Subcontractor Coordination			\$0.00
		Bond & Insurance	\$15,811.71	2.50%	\$395.29
			Total:		\$16,207.00

If you have any questions, please contact me at (309)828-4317.

Submitted by: Jason Brewer
FELMLEY-DICKERSON CO.

Approved by: _____
Date: _____



February 16, 2023

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

RE: Phase 2 Moving Rebid

Dear Jeanne

RECEIPT OF BIDS

Bids for the moving of the Bloomington Public Library were received and opened on Tuesday, February 2, 2023 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 2 bids were received and are itemized on the attached Bid Tabulation Form. The lowest of these are summarized here:

TABLE 1 - LOWEST APPARENT BIDS – PHASE 2

BID TABULATION	HALLETT & SONS EXPERT MOVERS	HILLIER STORAGE AND MOVING
Base Bid + Bond	\$26,905.00	\$37,719.63

NOTICE OF BID IRREGULARITIES

No irregularities were witnessed.

EVALUATION OF BIDDER'S QUALIFICATIONS

Upon review of the base bid we find that Hallett & Sons Expert Movers to be the apparent low bidder. Our review of contractor references and scope review for the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Hallett & Sons Expert Movers as a responsible bidder.

COMPARISON OF LOW BID TO BUDGET

The estimate for the work of this contract was estimated at \$185,000. The bid provided by Hallett & Sons Expert Movers is for phase 2 of the move only. The costs for phase 2 only are within the budgeted amount.

Phase	Name	Bid/Cost	Budget	Deviation
1	Moving Phase 1	\$20,244.50		
1	Moving Equipment and Supplies	\$9,620.18		
1, 2, 3	Moving Storage (estimated)	\$37,400.00		
2	Moving Phase 2 (Bid)	\$26,905.00		
3	Moving Phase 3 (estimated)	\$24,000.00		
Total:		\$118,169.68	\$185,000.00	\$66,830.32
Recommend Contingency		\$10,000		

REQUEST FOR OWNER AUTHORIZATION

Based on the provisions of the agreement we ask that you review these bids and approve acceptance of the apparent low bid. This will constitute authorization for Engberg Anderson to prepare the Agreement between the Owner and the Contractor. Please advise us of the Library's decision in these matters.

We request that the Library authorize the Moving Contract to Hallett & Sons Expert Movers for the Base Bid for an amount of **\$26,905.00**.

We additionally recommend the Library Board authorize a contingency. We request the Bloomington Public Library Board hold **\$10,000.00** in a moving contingency for the project.

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

Sincerely,

Shaun Kelly
Principal

Copied **Isela Catania**

EA File Name: U:\PROJECTS\2019 3005\193118 Bloomington PL\5-Bidding & Negotiation\3-Bid Tab - Evaluation Letters\Moving 2\BPL Moving Bid Review Letter.Docx



February 16, 2023

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

RE: Furniture Bids & Proposals

Dear Jeanne

RECEIPT LIBRARY FURNISHINGS BIDS & PROPOSALS

The Bloomington Public Library requested furniture bids in conformance with Illinois public bidding requirements and furniture proposals through the State of Illinois governmental contracts for the renovation project. We received bids & proposals on furnishings for the Library from several furniture dealers on various Contracts listed below. State contracts include products and materials that have pre-negotiated pricing through the State. Below is a summary of the proposal through State approved contracts:

BID PACKAGE 1 – GENERAL FURNISHINGS – MULTIPLE TYPES

TABULATION	LINCOLN OFFICE, LLC	CONTRACT
Bid + Bond	\$394,690.45	BID AIA A151

BID PACKAGE 2 – LIBRARY FURNISHINGS 1 - ALLSTEEL

TABULATION	HENRICKSEN	CONTRACT
Bid + Bond	\$140,706.65	BID AIA A151

BID PACKAGE 3 – LIBRARY FURNISHINGS 3 – HERMAN MILLER

TABULATION	WIDMER INTERIORS	CONTRACT
Bid + Bond	\$124,309.12	BID AIA A151

PROPOSAL PACKAGE 4 – SYSTEMS FURNISHINGS – HERMAN MILLER

TABULATION	WIDMER INTERIORS	CONTRACT
Proposal + Bond	\$265,723.90	OMNIA

BID PACKAGE 5 – LIBRARY CASEGOODS – END PANELS

TABULATION	LFI	CONTRACT
Bid + Bond	\$206,458.00	BID AIA A151

BID PACKAGE 6 – LIBRARY CUSTOM FURNITURE 1– MODULAR DESKS

TABULATION	LFI	CONTRACT
Bid + Bond	\$113,280.00	BID AIA A151

5600 River Rd, Suite 819 | Rosemont, IL 60018 | (847) 704-1300 | www.engberganderson.com

MILWAUKEE

MADISON

TUCSON

CHICAGO

BID PACKAGE 7 – LIBRARY CUSTOM FURNITURE 2 – INTERACTIVES

TABULATION	LFI	CONTRACT
Bid + Bond	\$35,734.00	BID AIA A151

PROPOSAL PACKAGE 8 – BOOKSTACKS – CANTILEVER SHELVING

TABULATION	LFI	CONTRACT
Proposal + Bond	\$517,532.00	T.I.P.S.

EVALUATION OF PROJECT BUDGET

The table below lists the current costs and the estimated costs of the furniture packages for the Bloomington Public Library. To date, we have received costs on all six furniture packages. We are currently tracking over budget for the combined total of all furniture packages due to multiple furniture and shipping price increases after the furniture budget was established. The furniture bids and proposals are approximately 5% more than estimated.

Packages	Name	Bid/Proposal	Budget	Deviation
1 (Bid)	General Furnishings – Multiple Types	\$394,690.45	\$637,130	\$22,576.22
2 (Bid)	Library Furnishings 1 - Allsteel	\$140,706.65		
3 (Bid)	Library Furnishings 2 – Herman Miller	\$124,309.12		
5 (Bid)	Library Caseloads - End Panels	\$206,458.00	\$204,710	\$1,748.00
6 (Bid)	Library Custom Furniture 1 – Modular Desk	\$113,280.00	\$103,000	\$10,280.00
7 (Bid)	Library Custom Furniture 2 – Interactives	\$35,734.00	\$30,000	\$5,734.00
4	Systems Furnishings – Herman Miller	\$265,723.90	\$256,905	\$8,818.90
8	Bookstacks – Cantilever Shelving	\$517,532.00	\$483,255	\$34,277.00
Total:		\$1,798,434.12	\$1,715,000.00	\$83,434.12
Recommend Contingency		\$40,000		

NOTICE OF BIDS OR PROPOSALS IRREGULARITIES

Several minor irregularities were noted concerning missing qualification statements and EEO forms. The vendors were contacted and they promptly provided the missing documents. As these documents do not effect the actual bid price we see no reason to disqualify any vendors.

- Lincoln Office: Missing EEO Form. Form provided upon request.
- Henricksen: Missing Qualifications and EEO form. Qualifications and EEO form provided upon request.
- Widmer Interiors: Missing EEO Form. Form provided upon request.

EVALUATION OF BIDDER'S QUALIFICATIONS PACKAGE 1

Upon review of the bids we find that Lincoln Office to be the apparent low bidder. Our review of contractor references and scope review as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Lincoln Office as a responsible bidder.

EVALUATION OF BIDDER'S QUALIFICATIONS PACKAGE 2

Upon review of the bid we find that Henricksen to be the apparent low bidder. Our review of contractor references and scope review as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Henricksen as a responsible bidder.

EVALUATION OF BIDDER'S QUALIFICATIONS PACKAGE 3

Upon review of the bid we find that Widmer to be the apparent low bidder. Our review of contractor references and scope review as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Widmer as a responsible bidder.

EVALUATION OF DEALER'S QUALIFICATIONS FOR PROPOSAL PACKAGE 4

Our review of contractor references and scope review as provided with the proposals suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Widmer responsible dealers.

EVALUATION OF BIDDER'S QUALIFICATIONS PACKAGE 5, 6 & 7

Upon review of the bid we find that LFI to be the apparent low bidder. Our review of contractor references and scope review as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish LFI as a responsible bidder.

EVALUATION OF DEALER'S QUALIFICATIONS FOR PROPOSAL PACKAGE 8

Our review of contractor references and scope review as provided with the proposals suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish LFI responsible dealers.

RECOMMENDATION

Based on the provisions of the agreement we ask that you review these proposals and approve acceptance of the contracts. In addition, we request that you authorize and sign the proposal contracts to execute the work. Please advise us of the Library's decision in these matters.

We request that the Library Board authorize Bid Package 1 – General Furnishings – to Lincoln Office for the Proposal for an amount of **\$394,690.45**

We request that the Library Board authorize Bid Package 2 – Library Furnishings 1- to Henricksen for the Proposal for an amount of **\$140,706.65**

We request that the Library Board authorize Bid Package 3 – Library Furnishings 2 -to Widmer for the Proposal for an amount of **\$124,309.12**

We request that the Library Board authorize Proposal Package 4 – Systems Furnishings – to Widmer for the Proposal for an amount of **\$265,723.90.**

We request that the Library Board authorize Bid Package 5 – Library Caseloads - to LFI for the Proposal for an amount of **\$206,458.00**

We request that the Library Board authorize Bid Package 6 – Library Custom Furniture 1 - to LFI for the Proposal for an amount of **\$113,280.00**

We request that the Library Board authorize Bid Package 7 – Library Custom Furniture 2 - to LFI for the Proposal for an amount of **\$35,734.00**

We request that the Library Board authorize Proposal Package 8 – Bookstacks – to LFI for the Proposal for an amount of **\$517,532.00**.

We additionally recommend the Library Board authorize a contingency of 3%. We request the Bloomington Public Library Board hold **\$40,000.00** in a furniture contingency for the project.

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

Sincerely,

Shaun Kelly
Principal

Copied Isela Catania

EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2019-3005\193118-Bloomington-PL\5-Bidding & Negotiation\3-Bid Tab - Evaluation Letters\Furniture\BPL Furniture Bids & Proposals Review Letter.Docx



Enriching Public Library Service Inside and Out
EnvisionWare, Inc.

1960 Satellite Blvd. Suite 4100, Duluth, GA 30097-4127
Toll Free 800.216.8370 International+1 678.382.6500

Quotation

US-76781

1/25/2023

Bill To

Kathy Jenkins
Bloomington Public Library
205 E Olive St
Bloomington IL 61701
United States

TOTAL

\$123,675.00

Quote Expires: 4/25/2023

Partner 71007 SirsiDynix

Federal EIN

58-2424595

Currency

US Dollar

Terms

* 50 % Dep | Bal - 30 |
Services-Accept

Sales Rep

Nielsen, Peton

Quotation Title

AMH - Drive Up Sorter and RFID/Self Checkout -
Expansion Project - Bloomington Public Library

Memo

Qty	Item / Description	Ship To	Unit Price	Amount
3	SSC-X11-K-BK-BK v4 X11 Kiosk 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord	Main	\$4,550.00	\$13,650.00
4	SSC-X11-CP-BK-BK X11 Countertop - Portrait Display 21.5" Touch Screen Display Windows 10 Pro Integrated Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord	Main	\$3,500.00	\$14,000.00
2	RFID-GATE 3D-WA-U 1-Wide Aisle TRANSPARENT RFID GATE WITH RADAR PEOPLE COUNTER - EXTRA WIDE AISLE WIDTH Two pedestals support a single aisle width of 63 inches/1600mm. High accuracy, multi-dimension detection; Transparent Acrylic blends with every decor; auto-tuning; Visual and Audible alarms plus Ethernet integration to Branch Manager software. Internal radar technology people counter for directional accuracy. Lead time: 6 weeks	Main	\$8,100.00	\$16,200.00





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1/25/2023

Qty	Item / Description	Ship To	Unit Price	Amount
1	SOI-AMH-2K 16270 <i>Sortation System – Interior System (9-bin)</i> <i>Lyngsoe Dwg: B25875-001-1-1</i> <i>Decommission and move existing system</i> • Decommission existing system • Move system to new location • Re-setup and configure for new equipment <i>*all occurs on same installation trip</i> <i>Expand Existing System (Additional Patron Inlet)</i> <i>New equipment</i> • Qty (1) Library Mate™ LM1200 Interior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer • Qty (1) Conveyance • Qty (1) Sort Mate™ SM2000 merge sorter <i>Extend Sorter System (9-Bin to 11-bin)</i> • Qty (1) Sort Mate™ SM2000 High-Speed Sorter with 2-destinations • (2) Ergo Trolley™ destinations with chute full capability • Qty (1) Ergo Trolley™ (small) • System Delivery and Set up	Main	\$69,000.00	\$69,000.00
	Subtotal			\$112,850.00
	Discount: *EnvisionWare Products or Services <i>DISCOUNT for EnvisionWare Products or Services</i>		-0.8861%	\$-1,000.00
	SUBTOTAL Hardware <i>SUBTOTAL for Hardware</i>			\$111,850.00
1	AMH-2K PS <i>AMH Gen2000 Project Management</i>		\$250.00	\$250.00
1	PS-IC-TRAVEL <i>ENVISIONWARE IMPLEMENTATION TRAVEL TIME – PER TRIP</i> <i>* Flat fee for travel time, per round trip, related to onsite professional services.</i> <i>++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.</i>		\$600.00	\$600.00





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1/25/2023

Qty	Item / Description	Ship To	Unit Price	Amount
24	PS-HR-UM <i>ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance. - Quotations provide an estimate - actual time is billed. - The minimum charge is 1 hour. - The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.</i>		\$195.00	\$4,680.00
1	PS-EXPFF-U 1st Day <i>ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.</i>		\$1,250.00	\$1,250.00
2	PS-EXPFF-U Additional Day <i>ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.</i>		\$400.00	\$800.00

Subtotal \$119,430.00

Discount

Freight \$4,245.00

Total Tax \$0.00

PST-CA

Total \$123,675.00

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:

EMAIL: orders@envisionware.com | FAX: +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>

