



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, FEBRUARY 20, 2024, 5:30 PM**

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

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

5. Reports

A. President's Report - Including the Appointment of the Nomination Committee
(Recommended Motion: None, presentation only)

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

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

6. Consent Agenda

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

A. Approve minutes of January 16, 2024: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes)

B. Bills in the Amount of \$573,096.88 (Recommended Motion: Approve the proposed bills)

7. Approval Items

A. Approve Annual Periodical Subscription Service (Recommended Motion: Approve Annual Periodical Subscription Service with WT.Cox Information Services in the amount of \$17,864.37)

8. Discussion Items

A. Discuss Process for the Library Director's Annual Performance Review (Recommended Motion: None, discussion only)

9. Comments by Trustees

10. Adjournment

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

Bloomington Public Library

Books are just the beginning.



Director's Report

January 2024

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

- Continued to make progress towards a Library expansion, by:
 - Attending three construction meetings
 - Leading a Mini-Morning Session, updating staff on the construction progress
 - Overseeing and coordinating the completion of furniture punch list items
 - Communicating and following up on building issues with the construction team
 - Coordinating the opening of the community rooms for library temporary uses
 - Reviewing and updating construction expenses and revenues
 - Ordering art display rail accessories, which will enable us to hang art
 - Renaming all of the new cameras in the camera software to more recognizable names for security staff
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Coordinated the installation and opening of a replacement Little Free Pantry
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Reviewed and organized library operations files
- Met with Normal Public Library Director, John Fischer

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

- Participated in 1 interview for a vacant full-time custodian position and 2 interviews for a vacant part-time adult services library technical assistant (LTA) position
- Prepared the February custodial schedule
- Worked to support and direct the work of the operations staff (security officers & custodians)
- Worked to welcome and train our new Operations Manager, Robert Greene
- Participated in a meeting with the custodial team
- Met with the union stewards twice to continue to foster positive labor-management relations
- Participated in our first two union negotiation meetings with the security officers
- Met with an employee to discuss details about their continued long-term leave without pay
- Attended the Virtual Servant Leadership Conference
- Met with AwardCo three times to implement our new employee recognition platform
- Met with Gayle to restart our job description review project

Goal: Administer a cost-effective public library.

- Completed and submitted the Per Capita Grant applications for Bloomington and GPPLD
- Met with Scott Rathbun to discuss developing a document outlining the PPRT history and plan for the future

Adult Services Report

Carol Torrens

January 2024

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

Phase 2 Construction and Collections

The Teen Collection moved into Comm Room 1, opening up the approach to the Help Desk on the public floor and making it much more visible.

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

SERVICES

There was one local history inquiry this month, for a Pantagraph article related to genealogy research.

COLLECTIONS

There were no book displays this month due to construction and back-ordered shelving. The DVD display featured movies based on true events.

Marcie weeded duplicate copies from the Fiction and Large Print collections.

Working with Eleanor from CATS, Sara has been replacing worn and difficult-to-read microfilm boxes. The result is professional and vibrant.

PROGRAMS

Carol & Jesse from CS gave a tour to 17 students and teachers from BHS's Transition Program.

Tiffany visited these schools to promote teen books and teen library activities. She spoke with 270 BJHS students (4 visits).

Adult/Family programs

- Hybrid
 - Mystery Book Club – 1 session – 4 in person and 8 virtual attended
 - Fiction Book Club – 1 session – 2 in person and 8 virtual attended
- In Person On Site
 - International Yumz – 1 session – 15 attended
 - Spring Seed Starting – 1 session – 27 attended
- In Person Off Site
 - Books on Tap – 1 session – 21 attended
- Live Virtual
 - IL Libraries Present scifi author Cory Doctorow – 1 session – 3 attended

Teen Programs

- In Person Off Site
 - MLK Craft at Eastview Community Center – *cancelled* by the partners leading the event due to predicted bad weather

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

Many staff attended Jeanne's MMS about construction progress on the east side of the building. Several selectors attended a review meeting with our B&T rep and also a training session on Collection HQ, a software package that provides collection assessment.

Goal: Work effectively through the use of technology.

There were five individual appointments this month: 2 on ebooks and 1 each on scanning/printing/emailing, resume & cover letter, and basic computer use.

Business Office Report

Kathy Jeakins

January 2024

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. I entered all credit card transactions in account files; I notified staff whose cards were about to expire and that their new cards were ready for pick up; increased limit for one staff's card; and I prepared applications for staff getting cards for the first time

The Library received a check from an Illinois Prairie Community Foundation grant for an Author Visit, which we are co-sponsoring with District 87

On January 24, Robert and I met to familiarize Robert with the Business Office operations

In January, the Book Shoppe collected \$1,007.50; almost twice as much as last month

Hoopla usage in January was high again: 7,025 downloads totaling to \$15,756.47; another all-time high!

Kanopy downloads for January totaled \$1,217.00, more than last month

I am tracking a Worker's Comp claim for a staff member

The annual OSHA 300 Log Report was completed and posted by the deadline

The annual Worker's Compensation Salary Assessment was completed by the deadline

In January, I transferred donations from the Foundation's bank accounts to BPL's Capital account

Bills Costing in Excess of \$5,000:

- Felmley Dickerson \$10,000.00 for Construction
- Innovative Interfaces \$71,389.51, Year 3 of 5 for Polaris Catalog
- LIRA \$48,191.14 for Renewal of Property/Vehicle Insurance Premium

Upcoming:

I will be working with Rhonda to make sure everything is in place on my end for the updated Branded Store



Cataloging & Technical Services Report

Allison Schmid

January 2023

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

- We are testing out rubber and cork bottom book ends to replace the defective magnetic bottom book ends from Demco.

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

- Eleanor is putting in a lot of hours on the Pantagraph indexing project.
- With the help of Marketing, we now have a new donation template.
- 3 Sensory Kits are now available for check out in the Children's Department.
- We're working on an updated Video Game label.

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

- Our B&T rep, Curt Leppert, came to visit to meet the selectors. We were able to discuss current problems with B&T and possible solutions. He also introduced us to Selection HQ. - 2
- Collection HQ Beginning Basics - 2
- All CATS staff attended or watched the Director's Q&A MMS – 2
- Dale completed Library Aware training with Nazma - .75
- Training Hours – 6.75

Goal: Work effectively through the use of technology.

- Nick and Allison are testing out ordering and receiving in LEAP.
- We are looking into better ways of searching on Polaris like Power Search or SQL.

Goal: Administer a cost-effective public library.

- We're working on getting quotes for a new magazine and newspaper subscription service.

Upcoming:

- Processing and cataloging new children's game kits.
- Relabeling the children's short chapter books. From animal stickers to red stripes.

Children's Services Report
Melissa Robinson
January 2024

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

Programs:

- Hot Chocolate Story Time – 49 attended
- Lego Construction – 2 sessions – 68 attended

Passive programs:

- Scoops (ice cream activities) – 32 participated
- Crafts (MLK, polar bear, penguin) – 593 participated

We visited the following groups:

- Head Start Reading Rocks – 15 attended
- Book 'n' Bites at Sheridan – 32 attended
- Milestones Preschool – 33 attended
- La Petite Academy – 31 attended
- Katie's Kids – 29 attended
- Washington School – 60 attended
- Little Jewels – 27 attended
- Chanelle's Day Care – 41 attended

The following groups visited us:

- BHS Transition Program– 15 attended
- Girl Scouts – 18 attended

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

- Staff attended the MMS on construction Q&A.
- Selectors attended a Collection HQ meeting.
- Lisa attended a webinar about using Libby.

Goal: Work effectively through the use of technology.

- 21 posts were added to the Children's Facebook group, and we now have 838 members.

- 21 videos were added to Tik Tok, and we now have 996 followers.

Upcoming:

- A Diversity Mural will be on display in the Children's Department during the month of February. Kids can add their self-portraits to this display.
- Croissant Story Time - Feb 1
- Fun Friday Story Times – Fridays 10 am
- *Boy Called Bat* activities (in partnership with Oakland School) – Feb 5-16
- Author's visit with Natasha Tarpley at Sheridan School – Feb 15
- Lego Construction – Feb 17 and 18



Circulation and Outreach Report

January 2024

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

Outreach Library Associate, Michelle, meetings and successful connections:

- Reentry Council Board
- HMAP Justice Impacted Committee
- Human Services Council
- BN Welcoming Committee
- BN Parent Coalition
- Recovery Oriented Systems of Care Council and Sober Recreation subcommittee
- Night in a Car Steering Committee
- Leadership McLean County Steering Committee
- Fatherhood Coalition Leadership Team and Fatherhood Fishing event planning committee
- NPL Business and Tech Associate meeting
- ISU Diversity Committee member meeting
- Chamber liaison meeting
- Blue Bow planning meeting
- ExtraOrdinary Women Award Ceremony
- Fatherhood Coalition 5-year Anniversary Luncheon

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

Deposits staff prepared and delivered or renewed 604 items at 10 sites. A “Get Help with Libby and Hoopla” program was offered at Westminster to 20 attendees.

Home Delivery prepared and delivered or renewed 604 items to 51 active patrons.

Pop Up Library visits were held at the locations listed below. 107 patrons were served, and 584 items checked out.

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

March-August Bookmobile Schedule Changes 2024

A Week

- Monday: ~~Waterford Estates~~ Tracy Drive at Oak Creek Plaza 3:30-4:30p
- Tuesday: ~~Deer Ridge~~ Laesch Acres Goldenrod Road at Laesch Avenue 7:30-8:30p
- Wednesday: ~~Sapphire Lake~~ Wine Way (same location/date/time), name change only)
- Friday: ~~Franklin Park~~ Spring Ridge 12:15-1:15

B Week

- Wednesday: ~~Spring Ridge~~ Arcadia Drive across from the Broadmoor Park Leasing Office 3:30-4:30
- Friday: ~~Miller Park~~ Waterford Estates 10:30-11:30a
- Friday: Brookridge Heights Apartments 12:15-1:15

C Week

- Friday: ~~Holiday Park~~ Somerset Court between Breckenridge Dr. and Inverness Dr. 12:15-1:15p



(1/2024) Circulation and Outreach Services Statistics

Total Circ BPL	84,551
Total Circ Main	54,142
Total Circ Outreach	4,877
Total Circ Drive-up	428
Total Digital Downloads	25,104
Hoopla	7,025
Overdrive	16,748
TumbleBooks	144
eBook Central	14
Kanopy	1,173
Borrowers Registered	910
Total Active Cardholders	32,108
Children	7,962
Teen	3,692
Adult	20,454
GPPLD	1,481
Total Holds Filled	6,365
Main Holds	5079
Outreach Holds	1025
Drive-up Holds	261
Door Count	10,706

10 Highest Circulations		Patron Count
Wingover Apts PM	315	97
Eagle Ridge	105	23
Bohmer	104	24
Eagle Creek	86	13
North Pointe	80	33
Bohmer	70	26
Broadmoor	64	12
Eagle Creek	61	14
Garling Heights	58	22
Broadmoor	58	12

Lowest 5 Circulations		Patron Count
Hilltop Mobile Home Park	1	3
Holiday Park	2	1
Angler's Manor	3	3
Tipton Trails	3	11
Sunnyside Park	4	9
Ellsworth	4	2

Regularly Scheduled Stops	46
Special Stops	0
Cancelled Stops	29
Total Stops	46
Total Patron Count	578
Total Bookmobile Circulation	1694

Human Resources Report

Gayle Tucker

January 2024

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I worked on Awardco implementation with Rhonda and Jeanne
- In January, there were three in-house job announcements and two outside job postings
- I participated in three interviews
- I provided orientation for one new employee
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In January, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—scheduled for February
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have 5 students for this semester

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
January 2024

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point. We have 9,207 of them available and another 21,000 awaiting approval and indexing. This process is going well and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

We have nearly completed the second set of Student Library cards from District 87.

The door count devices were mounted at each of the entrances. The door counter at the lower entrance mounting did not match the screw holes in the device itself. The IT department designed, and 3D printed a bracket to connect the mounting and the door counter.

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

Teens came to the library's computer lab and created their own video games using Makecode Arcade. They learned about coding (using codeblocks) and basic game design concepts. Multiple teens expressed how much they enjoyed the program.

On January 30th, from 6-8pm, Kerrie Parker led a program titled CSS Animation with CodePen. She taught teens how to create digital animation through an online platform with website code.

Marketing Report

January 2024

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

Online Store

- Rhonda and Jorgi have made great strides to take over the library's online store from a third party.
 - Received transferred ownership of a Wix account.
 - Tied the BPL Stripe account to the Wix account for the online store.
 - Figured out how to get rid of promo offers built by the third party which were not working.
 - Figured out how to tie a BPL payment method to Printful.com.
 - Worked with Printful.com Support to change the billing address on individual invoices.
 - Lowered pricing of merchandise to reflect our preferred margin of profit.
 - Added items to the store at the request of staff.
 - Removed items from the store which we'd been asking the third party to remove.
 - Rerouted any store profits to the library's Stripe account/Busey account.
 - Researched to understand the difference between Sales Shipping and Fulfillment Shipping

Bookmobile

New Schedule

- The March-August 2024 Bookmobile schedule was updated, proofed, and sent to the printer.
- 9 Bookmobile postcards were created and snail mailed to areas that are getting a new bookmobile stop as well as areas where existing bookmobile stops aren't seeing high attendance.
- Worked with the Magic Blue Box to update our texting platform to eliminate cancelled stops and add new stops.
- Scheduled text message reminders for all stops that are scheduled to take place during the next 6 months.
- Submitted a website calendar entry for each stop scheduled to take place during the next 6 months.
- Created a poster of the bookmobile schedule to hang in Circulation.
- Created Facebook images for Week A, Week B, and Week C of the new schedule.

Cancellations

- Sent daily messages via web alert, web calendar, text, Facebook Main, Facebook Bookmobile, Instagram Main, Instagram Bookmobile, and Twitter -- to convey cancelled bookmobile stops on January 6, 8, 9, 13, 15, 16, 19, 20 and 22. Some cancellations were due to maintenance. Others were due to the weather.

Program Guides

- The current plan is to revive our Program Guide with the arrival of the 2024 Summer Reading Program. Because of the pandemic and then construction, we've not produced a Program Guide since early 2020. Going forward, we will print far fewer guides in favor of pushing QR codes and bitly links that will take patrons to the Program Guide which will be posted online.
- Deadlines and timelines have been set for Program Guides covering June 2024-May 2025.
 - Summer 2024 (covers June-August): Deadline is April 12
 - Fall 2024 (covers September-November) Deadline is July 12
 - Winter (covers December-February): Deadline is October 11
 - Spring (covers March-May): Deadline is January 10

Slatwalls

- Our slatwalls, ordered in October and November, arrived in mid-January. Operations got them hung, and they're looking great.
 - Slatwalls on Floor 1 and Floor 2 are displaying all the library's programming information.
 - Two Slatwalls which are hanging behind the Circulation Desk are holding paper materials which are often given to/requested by patrons. These include handouts such as Bookmobile schedules, Hoopla handouts, Kanopy handouts, Libby handouts, etc.
 - A final slatwall is hanging in the vestibule at the south entrance. This holds community interest booklets intended for takeaway. This includes such items as the Heartland Continuing Education catalog, the Parks & Recreation catalog, the *50 Plus News and Views* magazine, etc.

Awardco

- Worked with Admin to implement the library's new partnership with Awardco. Going forward, this online employee recognition platform will handle awards for milestone anniversaries, the annual Appreciation Day gift, recognition of all work anniversaries (not just milestone anniversaries), and recognition of birthdays. Awardco will roll out to staff on 2.6.24.

Fundraising

- Managed Bloomerang – our donation database
 - Ran tax receipts for 89 people who donated funds to the library during 2023.
 - Entered new donations which arrived via snail mail and new pledge payments.
 - Sent thank you letters/tax receipts to those who donated during the previous month.
 - Mailed magnets to new donors who donated \$100+ during the previous month.
 - Ran a report to view those whose pledge payments are in arrears. No reminders sent.
 - Ran a report to view pledge payments that are due in the next 30 days. No reminders sent.
 - Updated text for the monthly tax letters/thank you letters.
 - Updated text for the 2024 tax receipts.
- Modified the “donate” link on the library’s website to remove reference to “The Building Fund”.
- Rerouted future donations to the library’s Stripe account/Busey account.

Website & Other Tech

- Marketing maintains the library’s website.
 - Added February’s programs and registration forms to the online calendar
 - Updated record sets for New Movies, New Music, and New Audiobooks
 - Added building closure dates for all 2024 holidays
 - Modified information on the *Donate* page to drop references to the *Building Fund*
 - Maintained the jigsaw puzzle collection
 - Updated the location of meetings for the BPL Board
 - Managed employment listings
 - Made many updates to the *Tax Information* page
 - Granted access to Library Aware to employees needing newsletter creation privileges
 - Added the new Bookmobile schedule PDF to the website
 - Added all Bookmobile stops to the web calendar (March-August 2024)
 - Reviewed room cancellation settings and researched the system in an effort to resolve a patron complaint
 - Made all requested edits to the images displaying on the plasma monitor in Circulation.
- Coming Soon
 - Jorgi continues to compile the images needed to launch the library’s leadership page.
 - Jorgi built a landing page for the upcoming *Bloomington Reads* programming series. This page will not go live until specific programming information becomes available.

Paper & Digital Design Work

Program Publicity

- MLK Activities
- MLK Jr. Day at BPL
- Lego Construction – January & February
- Indoor Seed Starting
- CSS Animation with Code Pen
- The Great American Eclipse
- Croissant Story Time
- Scoops
- Fun Friday Story Time
- Hot Chocolate Story Time
- Jerry Craft
- Diversity Mural
- Natasha Tarpley
- LED Heart Lamp
- Color-Stained Wooden Heart
- *A Boy Called Bat* Library Activities

Signs

- Worked with Dean’s Graphics to create artwork for the library’s new Little Free Pantry.
- Worked with Dean’s Graphics to produce adhesive *Caution* circles to be applied to the floor outlet covers in the Community Room. These will not arrive until early February.

- *Staff Only* sign for the staff entrance near the kitchenette on Floor 2
- *Entrance Closed* signage for the North Entrance which was temporarily closed for construction.
- Price tag signs in 8 colors for new order of reusable bags.
- Book Display - *Movies Based on True Stories*
- Signage marking the new location of TeenZone materials

Misc. Marketing Tasks

- Worked with CM Promotions to order 250 plastic bags for Home Delivery. These include Home Delivery artwork and contact information.
- Worked with CM Promotions to order 1,200 reusable bags with the *Believe in Your Shelf* artwork. These come in 8 colors and will sell for \$2 each at the Circulation Desk.
- Worked with CM Promotions to order 300 Marina Tote Bags with the *Believe in Your Shelf* artwork. These will arrive in early February and will sell for either \$9 or \$9.25 at the Circulation Desk. (Price will depend on the cost of shipping).
- Worked with WJBC to set up an interview about the library's MLK Jr. Day activities.
- Created multiple MLK button blanks for a teen button-making activity scheduled for MLK Jr. Day
- Created a 7-inch MLK cutout that was used by kids taking part in a MLK Jr. Lego activity.
- Updated Book Clubs on Library Aware (which feeds the library's website) to eliminate all references to 2023 meetings. Book clubs needing modification were Books on Tap, History, Fiction, and True Crime.
- Ordered business cards for the new Operations Manager
- Printed the nameplate for the new Operations Manager's office
- Executed all messaging for the library's early closure due to weather on 1.22.24: created art for social media, art for the Facebook Cover, art for an 11x17 sign for staff/delivery door, and art for an eblast; penned and scheduled posts to Facebook Main, Facebook Bookmobile, and Facebook CS group; penned and scheduled posts to Instagram Main and Instagram Bookmobile; penned and posted to Twitter; penned, created, and scheduled an eblast; texted all text subscribers; reminded IT to update the outgoing phone message; and reminded Operations to hang closure banners at both entrances.
- Created *Museum in Motion* handouts for the Children's Discovery Museum – one handout for kids; another for educators
- Created 7 bookmarks & signs – for January to July -- for the Carriage Crossing PopUp Library
- Created the February calendar
- Created a paper handout about VITA Tax Services to be given to those who inquire about Tax Prep
- Entered 2024 meeting dates of the True Crime Book Club to meetup.com
- Fulfill school carnival prize requests for Washington School and Fox Creek School. Replied to an email from Benjamin School but haven't received a response.
- Fulfilled 3 requests for giveaways to be taken to the following events:
 - MLK Jr. Day Activities
 - Night in a Car
 - Oakland Family Reading Night
- Reprints
 - District 87 Student Card Letters 300
 - MyLibrary App Handout 50
 - Wireless Printing 100
 - "Please Tell Us" paper forms 40

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.
 - A shortened 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 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.

Advertising

- WGLT

- On-air ads ran in January to promote a program pertaining to starting seeds indoors.
- On-air ads will run in February to promote two library programs -- *Our Illustrious Dead: Post-Mortem Abraham Lincoln* and *Emancipation to Inauguration: Chicago's Black Experience*
- Neighbors Magazines
 - Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*; online ads run via Google; and online ads run via Facebook. All are currently promoting that library cards and programs are free.
- Community Players
 - BPL is a sponsor of The Community Players' 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission). The next show – *The Mel Brooks' Musical: Young Frankenstein* – runs March 8-24.
- Home Sweet Home's Night in a Car Event on February 2
 - The library is sponsoring the 2024 Night in a Car Event hosted by Home Sweet Home Mission.

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.
- Rhonda attended the Q&A with the Director MMS on 1.23.24

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 10,328 followers
 - Instagram – 2,306 followers
 - Twitter – 1,987 followers
- Library text subscribers – 348
- Bookmobile text subscribers – 1,466
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,833 filtered active subscribers.
- Program Guide list – 34,838 filtered active subscribers.
- General eBlast list – 34,946 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram:
 - Information about every library program is posted to Facebook and Instagram.
 - 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:
 - Bookmobile Stops Cancelled – 1.6.24
 - Bookmobile Stops Cancelled – 1.8.24
 - Bookmobile Stops Cancelled – 1.9.24
 - Bookmobile Stops Cancelled – 1.13.24
 - Bookmobile Stops Cancelled – 1.15.24
 - Bookmobile Stops Cancelled – 1.16.24
 - *We're Hiring* PT Maintenance/Custodian position
 - Bookmobile Stops Cancelled – 1.19.24
 - Bookmobile Stops Cancelled – 1.20.24
 - Bookmobile Stops Cancelled – 1.22.24
 - Weather Closure
 - Learn Libby with the Experts (webinar offering)
 - Little Free Pantry Returns to BPL
 - The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
 - An eBlast promoting the library's offering of eMagazines was delivered on January 1.
 - An eBlast promoting the library's ScienceFlix online resource for kids was delivered February 1.

- Marketing uncovered a Facebook glitch which was suppressing our boosted posts if the boost was set at the same time that the post was scheduled. We tested this theory and proved it correct. We are now having to boost all Facebook posts separate from posting them.
- Worked with WJBC again reschedule our Book Talk interview which takes place on the second and fourth Monday of each month. Our most recent past interviewer is no longer with the station.
 - Going forward, a member of the library's staff will be interviewed at 10:35am on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

Operations Report
Robert Greene
February

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

- Operations staff:
 - Worked with AS staff to move teen shelving in Community room 2 and worked with IT to set the room up for occupancy.
 - Facilitated pickup of electronic recycle.
 - Worked on the picture hangers for the picture rails. The staff put the hangers on the rails preparing them for art in the future .
 - Worked with construction to come up with a plan for furniture delivery later this spring.
 - Replaced filters and UV emitters in main AHU.
 - Met with the Solar technician to discuss plans for installation.
 - Otis elevator was here to do a diagnostic test on the new elevator.
- Repairs/Installs:
 - Repaired trim on the staff door that leads to circulation.
 - Replaced motors on two of the telescoping desks in AS & CS.
 - Cleaned up graffiti in the patron's restroom.

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

- Robert - 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.
 - Framing, drywall, plumbing are being worked on for Phase two.
 - Installed time clock on the 3rd floor.
- Robert-
 - Jeanne, Gayle, and I interviewed candidate for part time position in custodial/maintenance.
 - Completed the transition to operation manager.
 - Undergoing training for Operations manager with Jeanne/Director.
 - Introductory meeting with the custodial/maintenance staff.
- Security Staff:
 - Introductory meeting with the security staff.
 - Security Team meeting on upcoming changes with phase 2 switchover.
 - Bowen is working with Jeanne to name all the camera areas.
 - Bowen is working to have all the fobs named to staff and access areas.

Goal: Administer a Cost-Effective Library.

- Mid-Illinois Mechanical performed a quarterly PM on HVAC.
- Kone and Johnson Controls were here to perform switchover for fire panels.



Statistics At-A-Glance

January 2024

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	27,358	28,808	-5%	233,117	267,874	-13%
Teens	2,226	1,892	18%	18,429	18,753	-2%
Children	29,867	31,346	-5%	270,693	310,504	-13%
Digital Downloads	25,104	20,128	25%	196,315	168,056	17%
Total	84,555	82,174	3%	718,554	765,187	-6%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,454	18,199	12%	N/A	N/A	N/A
Teens	3,692	4,139	-11%	N/A	N/A	N/A
Children	7,962	7,084	12%	N/A	N/A	N/A
Total	32,108	29,422	9%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	910	328	177%	4,582	5,765	-21%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,706	11,959	-10%	100,122	112,886	-11%
Bookmobile	578	1,233	-53%	10,682	10,380	3%
Total	11,284	13,192	-14%	110,804	123,266	-10%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	282	0	N/A	952	213	347%
Digital Preservation Studio	0	0	N/A	9	26	-65%
Community Room	49	0	N/A	105	11	855%
Total	331	0	N/A	1,066	250	326%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	18	17	6%	219	147	49%
People Reached	273	1,171	-77%	14,809	17,050	-13%
Community Visits to the Library	3	0	N/A	9	0	N/A
People Reached	50	0	N/A	167	0	N/A
Total Outreach Visits	21	17	24%	228	147	55%
Total People Reached	323	1,171	-72%	14,976	17,050	-12%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	8	7	14%	84	75	12%
Attendance	88	137	-36%	1,557	1,207	29%
Teens	6	0	N/A	64	27	137%
Attendance	281	0	N/A	2,523	234	978%
Childrens	13	5	160%	122	75	63%
Attendance	2,074	64	3141%	19,958	1,405	1320%
Total Programs	27	12	125%	270	177	53%
Total Attendance	2,443	201	1115%	24,038	2,846	745%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	5	3	67%	23	20	15%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,203	2,782	15%	23,308	24,577	-5%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	88	112.00	-22%	1,182	1,457	-19%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,333	1,296	3%	9,347	11,876	-21%
WiFi Sessions	1,732	1,430	21%	13,350	14,077	-5%
Website/Catalog Hits	57,678	48,410	19%	423,161	395,415	7%
Online Resource Use	18,867	10,015	88%	147,680	41,367	257%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	558	543	3%	3,955	3,924	1%
Sent	112	112	0%	739	1,087	-32%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	6	15.75	-62%	46	60	-24%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 17, 2024
5:00pm

MINUTES

I. Call to Order

President Anderson called the regular meeting to order at 5:00 pm.

II. Roll Call

Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: none

III. Introductions

There were no introductions.

IV. Public Comments

There were no public comments.

V. President's Report

There was no report.

VI. Approval of Minutes

A. December 20, 2023

Stephanie Walden indicated that she was absent for the December meeting, which was not reflected in the minutes. The minutes were approved as corrected.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton indicated a new Operations Manager was hired. Robert Greene has been a custodian at the Library for 10 years and starts in his new position January 22, 2024. The Library continues to make progress on construction. On the west side of the building, staff are working through a punch list. On the east side, construction staff is working on HVAC systems and framing out the various areas.

Jeanne shared some of the comments she received after giving censorship talks at Westminster Village and the Golden Circle Kiwanis Club. These groups were filled with library supporters, so the majority of the interactions were asking what they could do to help the library. There were a couple of questions regarding how the collection is developed. Jeanne highlighted some of the ways books are selected, especially the difference between physical copies and ebooks.

B. Outreach Report: Jeanne Hamilton stated that bookmobile statistics were gathered for the 2023 calendar year, and 11,770 people came on the bookmobile which is an increase of 2,000 people from the prior year. That does not include the 2,540 people who attended special stops last year. Jim Russell passed out data comparing the last three years for each GPPLD stop.

C. Financial Report: Kathy Jeakins stated that the report was in the Board packet. She highlighted the fact that she is writing more checks due to the switch in bank accounts. The current bank does not offer bank transfers, only wire transfers for a fee.

RUSH NOVOSAD MOVED, AND PATTI SALCH SECONDED, THAT THE BOARD DISCUSS NEW BUSINESS BEFORE UNFINISHED BUSINESS.

THE MOTION CARRIED UNANIMOUSLY.

VIII. Unfinished Business

- A. Strategic Planning Process: Kathy Vroman and Jim Russell led the Trustees in the next steps. Kathy presented the Vision Statement the Board landed on at the last meeting: Increase awareness for library access and encourage more use of library programs, services, and resources by our community members.

Trustees were happy with the current mission statement: Our mission is to provide access to quality library services to residents within the Golden Prairie Public Library District.

The Trustees will review these statements in conjunction with the current goals at the February meeting.

IX. New Business

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

RUTH NOVOSAD MOVED, AND STEPHANIE WALDEN SECONDED, TO EARMARK \$1,841.62 OF THE FY23 UNSPENT FUNDS FOR CAPITAL PURPOSES.

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

NAYS: NONE

ABSENT: NONE

X. Comments from Board Trustees

Patti Salch was happy that everyone could make tonight's meeting, despite the weather. Kathy Vroman expressed excitement about the Dolly Parton Imagination Library. Kathy also mentioned that her team at work is always looking for different volunteer opportunities, and she'd like to help the library, if needed. Ruth Novosad asked if there was a regular procedure for accepting book donations. Jeanne Hamilton commented that currently it's being handled by appointment during construction, which has worked very well, and the library will continue this method after construction is completed. Ary Anderson shared that she used the online process to reserve one of the study rooms at the library, and then ended up needing to cancel the reservation and pick another date. She said the whole process was so easy.

XI. Reminder

- A. Next Board Meeting is February 21, 2024

XII. Adjournment

Ary Anderson adjourned the meeting at 5:56 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

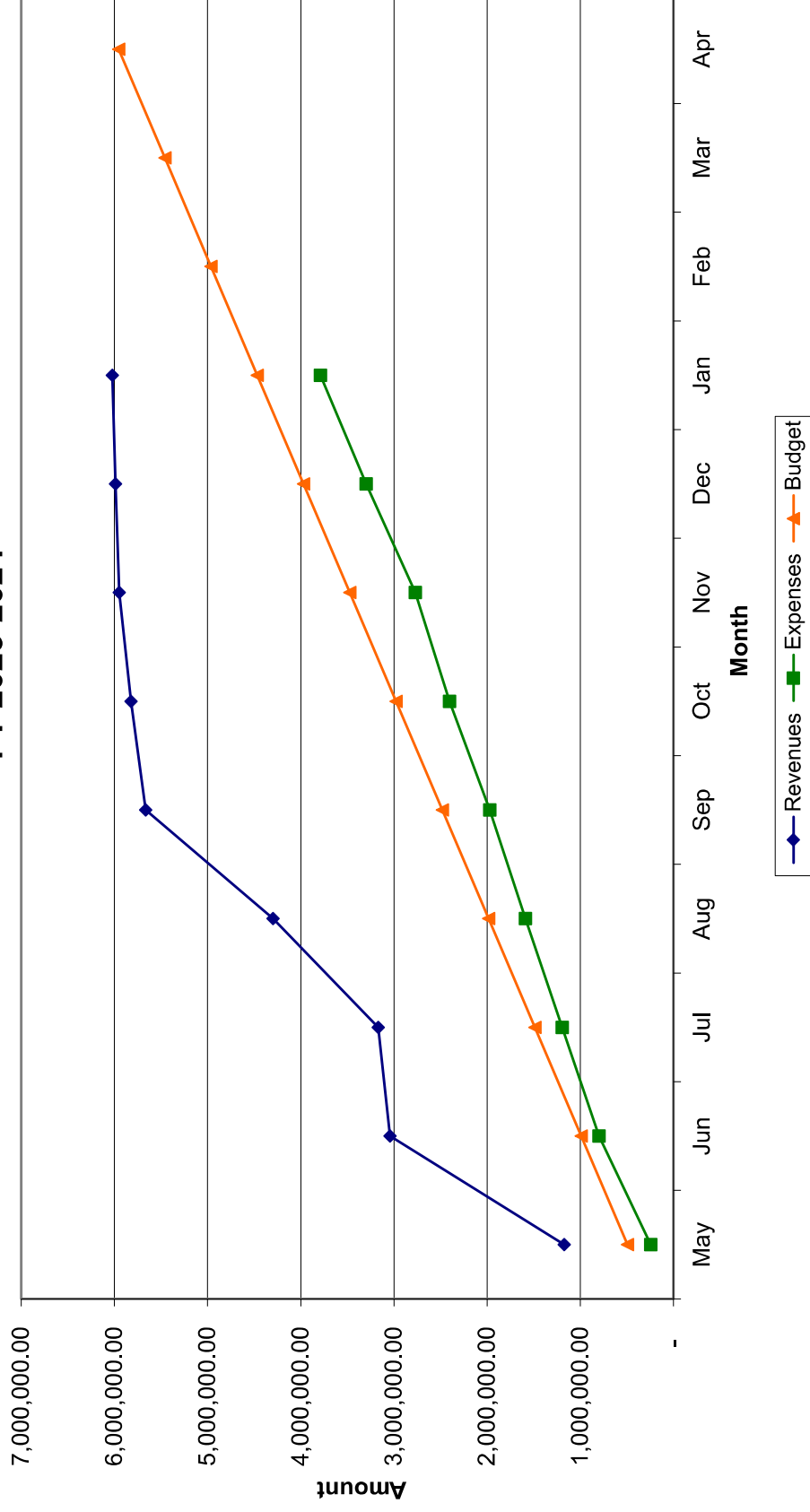
ACCT NAME	BUDGET	DEC 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	0.00	5,149,035.32	(36,564.68)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	0.00	436,838.22	(1,082.78)	99.8
Fines & Fees	10,000	864.51	6,928.97	(3,071.03)	69.3
Interest on Investments	10,000	25,859.19	136,165.64	126,165.64	1361.7
Interest from Taxes	0	0.00	89.53	89.53	-----
Donations	25,000	3.25	21,864.40	(3,135.60)	87.5
Other Private Grants	0	1,987.00	1,987.00	1,987.00	-----
Cash Over/Short	0	0.00	(0.20)	(0.20)	-----
Other	40,000	4,324.00	21,864.40	(18,135.60)	54.7
Total Revenues	5,954,921	33,037.95	6,021,226.28	66,305.28	101.1

EXPENDITURES:

ACCT NAME	BUDGET	DEC 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	192,838.62	1,864,931.06	(811,305.94)	69.7
Part-Time Salaries	558,280	33,673.29	304,339.97	(253,940.03)	54.5
Seasonal Salaries	57,144	892.50	16,363.89	(40,780.11)	28.6
Overtime Salaries	100	0.00	15.41	(84.59)	15.4
Other Salaries	20,000	0.00	6,000.00	(14,000.00)	30.0
Total Sals & Wages	3,311,761	227,404.41	2,191,650.33	(1,120,110.67)	66.2
Dental Insurance	11,520	507.22	6,244.53	(5,275.47)	54.2
Health Insurance, HMO	6,600	616.36	4,549.45	(2,050.55)	68.9
Life Insurance	3,091	240.80	2,199.60	(891.40)	71.2
Vision Insurance	5,724	233.56	2,012.16	(3,711.84)	35.2
Health Insurance, PPO 600/1200	213,390	15,039.28	153,112.20	(60,277.80)	71.8
Health Insurance, PPO with HSA	79,800	9,900.52	49,703.39	(30,096.61)	62.3
Library RHS Contribution	7,500	638.48	6,580.90	(919.10)	87.7
Library HSA City Contributions	14,800	0.00	1,246.02	(13,553.98)	8.4
Dental Insurance, PPO	0	221.44	221.44	221.44	-----
Identity Protection	0	51.87	51.87	51.87	-----
IMRF	294,386	14,250.73	128,706.85	(165,679.15)	43.7
FICA	204,082	13,502.13	130,257.26	(73,824.74)	63.8
Medicare	47,729	3,157.82	30,462.74	(17,266.26)	63.8
Worker's Compensation	25,070	0.00	14,883.00	(10,187.00)	59.4
Uniforms	1,100	0.00	698.03	(401.97)	63.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	2,400.00	34,254.87	12,254.87	155.7
Total Benefits	939,792	60,760.21	565,184.31	(374,607.69)	60.1
Rentals	19,000	1,247.92	12,449.90	(6,550.10)	65.5
Total Rentals	19,000	1,247.92	12,449.90	(6,550.10)	65.5
Building Mtnc	130,000	5,508.66	36,074.58	(93,925.42)	27.7
Vehicle Mtnc	17,000	6,252.65	18,577.68	1,577.68	109.3
Office & Computer Mtnc	185,000	71,394.64	158,658.53	(26,341.47)	85.8
Total Repair/Mtnc	332,000	83,155.95	213,310.79	(118,689.21)	64.3

ACCT NAME	BUDGET	JAN 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	675.05	21,039.27	(25,960.73)	44.8
Printing/Binding	20,000	124.95	10,705.32	(9,294.68)	53.5
Travel	500	23.69	613.25	113.25	122.7
Membership Dues	5,000	447.00	3,799.56	(1,200.44)	76.0
Professional Development	7,500	79.00	5,012.84	(2,487.16)	66.8
Other Purchased Services	125,000	16,146.56	80,994.76	(44,005.24)	64.8
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	17,496.25	122,165.00	(127,835.00)	48.9
Office Supplies	14,000	3,085.91	10,062.58	(3,937.42)	71.9
Computer Supplies	90,000	14,623.65	74,582.66	(15,417.34)	82.9
Postage	1,500	0.00	335.33	(1,164.67)	22.4
Library Supplies	65,000	5,486.81	32,804.91	(32,195.09)	50.5
Janitorial Supplies	20,000	1,823.74	15,078.33	(4,921.67)	75.4
Gas & Diesel Fuel	6,000	422.58	3,803.84	(2,196.16)	63.4
Building Mtnc & Repair Supplies	13,500	1,542.66	7,456.02	(6,043.98)	55.2
Total Supplies	210,000	26,985.35	144,123.67	(65,876.33)	68.6
Natural Gas	36,000	2,180.30	7,653.42	(28,346.58)	21.3
Electricity	110,449	8,684.12	66,430.70	(44,018.30)	60.1
Water	7,000	468.25	4,457.89	(2,542.11)	63.7
Telecommunications	46,000	5,858.05	37,198.40	(8,801.60)	80.9
Total Utilities	199,449	442.06	115,740.41	(83,708.59)	58.0
Professional Collection	800	0.00	65.85	(734.15)	8.2
Total Prof Collection	800	0.00	65.85	(734.15)	8.2
Non-Traditional Materials	4,000	199.93	2,498.81	(1,501.19)	62.5
Periodicals	17,000	0.00	21,257.65	4,257.65	125.0
Adult Books	157,000	9,193.78	98,948.76	(58,051.24)	63.0
Children's Books	121,000	5,167.95	45,939.36	(75,060.64)	38.0
A/V Materials	91,000	4,153.89	51,460.34	(39,539.66)	56.5
Public Access Software	105,675	23,708.00	77,005.19	(28,669.81)	72.9
Downloadable Materials	190,000	20,087.71	120,702.95	(69,297.05)	63.5
Total Materials	685,675	62,311.33	415,314.25	(270,360.75)	60.6
Employee Relations	3,000	(2,624.85)	6,093.24	3,093.24	203.1
Miscellaneous Expenses	3,444	480.08	2,790.90	(653.10)	81.0
Total Other Expenses	6,444	(2,144.77)	8,884.14	2,440.14	137.9
Total Expenses	5,954,921	477,658.71	3,788,888.65	(2,166,032.35)	63.6

Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2024

Property Tax (99.3%): The Library has received all of the distributions for this year.

Replacement Tax (100.0%): The annual distribution was made in October.

State Grants (Per Capita Grant) (100.0%): The Library received its Per Capita Grant in July.

Golden Prairie Public Library District (99.8%): Golden Prairie has also received all of the distributions for this year.

Fines & Fees (69.3%): Receipts are a little less than expected.

Interest (1361.7%): We projected a cautious amount for the year.

Donations (87.5%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (54.7%): This is less than where it should be because the library is not as busy due to construction.

Full-Time Salaries (69.7%): This is under-spent due to staff vacancies.

Part-Time Salaries (54.5%): This is under-spent due to a few staff vacancies.

Seasonal Salaries (28.6%): Charges have been minimal.

Overtime Salaries (15.4%): Charges have been minimal.

Other Salaries (30.0%): Charges have been minimal.

Dental Insurance (54.2%): Charges have been minimal.

Health Insurance, HMO (68.9%): Fewer staff chose this option for their health insurance.

Vision Insurance (35.2%): Charges have been minimal, and the rates were less than anticipated.

Health Insurance PPO with HAS (62.3%): Charges have been minimal.

Library RHS Contribution (87.7%): This is over-spent due to charges being a little more than projected.

Library HSA City Contributions (8.4%): Charges have been minimal.

IMRF (43.7%): Charges have been minimal.

FICA (63.8%): Charges have been minimal.

Medicare (63.8%): Charges have been minimal.

Worker's Compensation (59.4%): The annual premium was paid in December.

Uniforms (63.5%): Charges have been minimal.

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

Other Benefits (155.7%): This is over-spent due to a payout of benefits.

Rentals (65.5%): Charges have been minimal.

Building Maintenance (27.7%): Charges have been minimal.

Vehicle Maintenance (109.3%): This is over-spent due to bookmobile repairs.

Office/Computer Maintenance (85.8%): This is over-spent due to the recent payment of OCLC service.

Advertising (44.8%): Charges have been minimal.
Printing/Binding (53.5%): Charges have been minimal.
Travel (122.7%): This is over-spent due to more staff using their own vehicle for travel.
Professional Development (66.8%): Charges have been minimal.
Other Purchased Services (64.8%): Charges have been minimal.
Other Insurance (0.0%): The annual insurance premium will be paid in February.
Computer Supplies (82.9%): This is over-spent due to replacing computers for staff, as per the replacement schedule.
Postage (22.4%): Charges have been minimal.
Library Supplies (50.5%): Charges have been minimal.
Gas & Diesel Fuel (63.4%): Charges have been minimal.
Building Mtnc & Repair Supplies (55.2%): Charges have been minimal.
Natural Gas (21.3%): Charges have been minimal.
Electricity (60.1%): Charges have been minimal.
Water (63.1%): Charges have been minimal.
Telecommunications (80.9%): This is over-spent due to the purchase of a new cell phone for staff.
Professional Collection (8.2%): Charges have been minimal.
Non-Traditional Materials (62.5%): Charges have been minimal.
Periodicals (125.0%): This is over-spent due to the annual payment of the subscription service.
Adult Books (63.0%): Charges have been minimal.
Children's Books (38.0%): Charges have been minimal.
A/V Materials (56.5%): Charges have been minimal.
Downloadable Materials (63.5%): Charges have been minimal.
Employee Relations (203.1%): The Foundation reimbursed the Library for Development Day and Appreciation Day costs; however, this is still over-spent due to a recent purchase of defibrillator supplies.

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
First Financial Bank:	200.00
Memorial Donations:	200.00
Robert Starkovich, Miscellaneous Donation:	100.00
Sandra Gowen, Donation for the Pop Up Library	25.00
Lois Rubbel, Miscellaneous Donation:	100.00
Hy-Vee, Reusable Bags & Giving Tag Program:	27.00
Miscellaneous Donations:	12.40

Total Donations:	\$ 21,864.40
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	9,345.00

Cocoa Packs:	54.00
Ear Buds:	141.00
Flash Drives:	58.75
Genealogy Searches:	100.00
Mugs:	460.00
Print Station:	8,855.20
Reusable Bags:	171.00
Test Proctoring:	325.00
Miscellaneous:	325.65

Total Other Revenue:	\$19,835.60
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During January, 14 batches containing 90 invoices were processed, totaling \$188,021.52 and 84 credit card charges were made totaling \$23,897.23.

As of January 31, the Library's Maintenance & Operating Fund Balance is \$6,674,872.04, which is 112.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 1/31/24:

Operating:	\$ 6,674,872.04
Fixed Assets:	\$ 1,303,288.57
Capital:	\$ 4,225,001.99

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 1/31/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	4,261,748.30	(2,841,165.53)	60.0
Donations	700,000.00	711,627.49	11,627.49	101.7
Interest	400,000.00	737,377.18	337,377.18	----
Interest From Taxes	10.00	25.51	15.51	----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
 Total Revenues	 26,333,353.23	 19,912,667.88	 (6,420,685.35)	 75.6

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,515,612.18	62,028.18	104.3
Other Purchased Services	412,098.50	137,799.36	(274,299.14)	33.4
Office Supplies	2,157,629.30	1,076,328.15	(1,081,301.15)	49.9
Library Buildings	21,578,000.00	16,655,905.40	(4,922,094.60)	77.2
 Total Expenses	 25,601,311.80	 19,385,645.09	 (6,215,666.71)	 75.7



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, JANUARY 16, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, January 16, 2024. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present
Matthew Watchinski	Trustee	Present
Dianne Hollister	Trustee	Present
Van Miller	Trustee	Present, arrived at 5:44 PM
Alicia Henry	Trustee	Present
John Argenziano	Trustee	Present
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Alicia Whitworth	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report

President Westerhout indicated that more and more people are giving him positive feedback on the Library's renovation.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton shared that the City of Bloomington is honoring all employees who passed in 2023, and she is heading to that ceremony directly from the Board meeting, since they are including Caprice Prochnow.

The Library hired Robert Greene, an internal candidate, as the new Operations Manager. It

was a public search, and he rose to the top of the applicants. Robert has been a custodian at the Library for 10 years, and he worked well with Caprice and made an effort to learn more than was required of his job. The staff who will report to him are excited about the choice.

The Director was able to agree to a Memorandum of Understanding with the Union with regards to the Paid Leave for All Act.

Construction continues with punch list items being taken care of on the open side of the building, and demolition and above-ceiling work is happening on the closed side of the building.

In 2023, the Bookmobile had 11,770 people visit, which beats 2022's total by more than 2000 visitors. That figure does not include the 2,540 people who attended the Bookmobile at special stops throughout the year.

The following item was presented:

Item 5.C. Fiscal Report Presentation

Kathy Jeakins indicated that the report is in the packet. She highlighted that the Library received the second installment from the state grant.

Consent Agenda

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

Item 6.A. Approve Minutes of December 19, 2023: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$567,785.02

Trustee Parker made a motion, seconded by Trustee Watchinski, to approve the consent agenda as presented.

Motion carried (viva voce), 7-0.

Approval Items

The following item was presented:

Item 7.A. Review and Approve Maintaining Confidentiality of Executive Session Minutes

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

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7.B. Approve Destruction of Executive Session recordings prior to July 2022

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

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7.C. Waive the Competitive Bid Process for the 2024 Property/Casualty Insurance Renewal

Trustee Watchinski made a motion, seconded by Trustee Parker, to approve the item as presented.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried, 8-0.

The following item was presented:

Item 7.D. Approve a Change Order to Convert the Existing Building Control System to the New HVAC Control System

Trustee Watchinski made a motion, seconded by Trustee Parker, to approve the item as presented.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried, 8-0.

The following item was presented:

Item 7.E. Approve a Change Order to Remove and Relocate Plumbing Pipes

Trustee Watchinski made a motion, seconded by Trustee Argenziano, to approve the item as presented.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried, 8-0.

Discussion Items

There were no items for discussion.

Comments by Trustees

There were no comments from Trustees.

Adjournment

Vice President Mohr made a motion, seconded by Trustee Parker, to adjourn the meeting.

Motion carried (viva voce), 8-0.

The Meeting Adjourned at 5:55 PM.

DRAFT

DRAFT

BILLS LIST

Approved by BPL Board of Trustees, February 20, 2024

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,280.00
Amazon Capital Services	A/V Materials	4,061.74
Amazon Capital Services	Adult Books	284.27
Amazon Capital Services	Building Mtncl Supplies	188.64
Amazon Capital Services	Children's Books	905.45
Amazon Capital Services	Computer Supplies	814.74
Amazon Capital Services	Janitorial Supplies	406.50
Amazon Capital Services	Library Supplies	712.88
Amazon Capital Services	Non-Traditional Materials	189.08
Amazon Capital Services	Office Supplies	342.18
Amazon Capital Services	Other Purchased Services	662.59
Amazon Capital Services	Telecommunications	28.60
Ameren IP	Electricity	8,684.12
American Pest Control	Building Maintenance	80.00
Awardco, Inc.	Employee Relations	2,000.00
CDW Government	Office/Computer Equip Mtncl	3,100.80
CDW Government	Office Supplies -- Expansion	3,454.96
Chief City Mechanical, Inc.	Building Maintenance	1,999.33
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	507.22
City of Bloomington	Dental Insurance PPO	221.44
City of Bloomington	FICA	13,502.13
City of Bloomington	Gas & Diesel Fuel	384.06
City of Bloomington	Health Insurance-HMO	616.36
City of Bloomington	Health Insurance-PPO 600/1200	15,039.28
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	IMRF	14,250.73
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	270.80
City of Bloomington	Medicare	3,157.82
City of Bloomington	Payroll	229,804.41
City of Bloomington	RHS Contribution	638.48
City of Bloomington	Vision Insurance	233.56
City of Bloomington	Water	468.25
Continental Research Corp	Janitorial Supplies	586.21
Cummins, Inc.	Vehicle Maintenance	6,252.65
Custom Digital Imaging	Printing	96.95
Dean's Graphics	Other Purchased Services	105.00
Dell Marketing, L.P.	Computer Supplies	4,167.14
Demco	Library Supplies	4,372.26
Devyn Corp	Other Purchased Services	1,850.00
Ebsco Industries	Other Purchased Services	3,108.00
Ebsco Industries	Periodicals	(277.90)

Engberg Anderson	Architectural Fees	3,203.75
Engler, Callaway, Baasten & Srage, LLC	Other Purchased Services	1,650.00
Eustey, Lee	Other Purchased Services	50.00
F & W Lawn Care & Landscaping	Building Maintenance	420.00
Felmley Dickerson	Construction	10,000.00
Geiger	Library Supplies	265.64
Geiger	Miscellaneous Expenses	2,663.31
Global Water Technology, Inc.	Building Maintenance	895.44
Goerlitz, Nan	Travel	7.30
Goodman, Clarence	Other Purchased Services	300.00
H H Office, Inc.	Computer Supplies	512.03
H H Office, Inc.	Janitorial Supplies	321.26
H H Office, Inc.	Office Supplies	209.14
Henricksen and Co.	Office Supplies -- Expansion	1,660.36
Illinois State Police	Other Purchased Services	10.00
Illinois State University	Advertising	1,716.66
Illinois Wesleyan University	Other Purchased Services	255.99
Innovative Interfaces, Inc.	Office/Computer Equip Mtn	71,389.51
Kanopy, Inc.	Downloadable Materials	4,990.00
KOIOS, LLC	Other Purchased Services	4,500.00
Lefler, Tiffany	Travel	5.70
Libraries of Illinois Risk Agency	Other Insurance	48,191.14
Metronet	Telecommunications	1,992.92
Mid Illinois Mechanical	Building Maintenance	1,627.08
Midwest Tape	A/V Materials	899.57
Midwest Tape	Children's Books	261.96
Midwest Tape	Downloadable Materials	24,950.00
Miller Janitorial Supply	Janitorial Supplies	329.90
NAT INK, Inc.	Other Purchased Services	3,700.00
Nichols, Michelle	Other Purchased Services	400.00
Nicor/Northern Illinois Gas	Natural Gas	2,180.30
OCLC	Office/Computer Equip Mtn	4,886.92
Peek-A-Book	Computer Supplies	1,195.00
Playaway Products	Adult Books	193.47
POS Supply Solutions	Library Supplies	881.85
Proquest, LLC	Downloadable Materials	89.21
Proquest, LLC	Public Access Software	6,722.58
Quill Corp	Computer Supplies	712.31
Quill Corp	Janitorial Supplies	35.18
Quill Corp	Office Supplies	185.27
RAILS (Reaching Across Illinois Library System)	Other Purchased Services	966.00
Ricoh USA, Inc.	Office/Computer Equip Mtn	91.89
Ricoh USA, Inc.	Rentals	1,080.90
Ron Smith Printing Co.	Printing	670.00
Rosedrew, Inc	Library Supplies	1,057.54
Today's Business Solutions, Inc.	Office/Computer Equip Mtn	395.00
Ultican, Lucy	Fees	20.00
Ultican, Lucy	Travel	10.05
Unique Management Services, Inc.	Other Purchased Services	1,053.95
University Products Co	Library Supplies	394.82
YWCA of McLean County	Employee Relations	75.00
VISA - American Library Association	Memberships	377.00
VISA - American Library Association	Professional Development	79.00
VISA - Baker & Taylor Books	A/V Materials	651.48
VISA - Baker & Taylor Books	Adult Books	4,517.83

VISA - Baker & Taylor Books	Children's Books	4,404.01
VISA - Best Version Media	Advertising	594.40
VISA - Bloomerang	Other Purchased Services	24.40
VISA - eBay	Library Supplies	27.20
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	307.67
VISA - Grainger	Building Mtns Supplies	316.02
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	38.52
VISA - Illinois State Fire Marshal	Building Maintenance	102.25
VISA - Ingram	Adult Books	5,178.77
VISA - Ingram	Children's Books	314.47
VISA - International Service Fee	Other Purchased Services	0.65
VISA - MeetUp Organization	Other Purchased Services	98.94
VISA - National Audubon Society	Memberships	20.00
VISA - New Resident Service	Other Purchased Services	90.30
VISA - Printful, Inc.	Other Purchased Services	29.35
VISA - Really Useful Boxes	Library Supplies	59.55
VISA - Sam's Club	Memberships	50.00
VISA - Tjardes Health Center at Evenglow	Employee Relations	50.00
VISA - T-Mobile	Telecommunications	1,802.32
VISA - Uline Shipping Supplies	Janitorial Supplies	217.71
VISA - Verizon Wireless	Telecommunications	337.50
VISA - Walker Display, Inc.	Office Supplies	2,444.58
VISA - Wal-Mart	Janitorial Supplies	64.40
VISA - Wal-Mart	Library Supplies	30.19
VISA - Wal-Mart	Other Purchased Services	62.67
VISA - Wix.com	Other Purchased Services	32.52
VISA - Zoom.US	Other Purchased Services	373.83
Total		573,096.88

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$10,000.00 OR MORE
OPERATING BUDGET**

Department: CATS

Item (Including Detailed Description & Model Number, if applicable): Periodical Subscription Service

Qty: 244 subscriptions

Single Source (Y/N): N

1. **Vendor Name:** WT Cox

Vendor Remit Address: 201 Village Road, Shallotte, NC 28470

Vendor Email Address: rbarbour@wtcox.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$17,864.37

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

2. **Vendor Name:** EBSCO

Vendor Remit Address:

Vendor Email Address: aharrison@ebSCO.com

Vendor Number:

Quote Amount (include Shipping, where applicable):

\$15,666.58+ \$2,292 (Pantagraph)+\$1,541.38 (Chicago Tribune) = \$19,499.96

3. **Vendor Name:** Rivistas

Vendor Address:

Vendor Email Address: tracy@rivistas.com

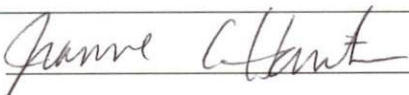
Vendor Number:

Quote Amount (include Shipping, where applicable): \$17,992.78

Recommendation (Include Justification): We've received recommendations from libraries of similar size that have used WT Cox for years and commend their web interface, customer service, and wide range of offerings. We've had enough issues with EBSCO that we're ready to try something new, and the lower cost is a positive bonus. WT Cox also offers many more magazines and newspapers than EBSCO, allowing us to cut back on the number of periodicals we must buy directly.

Prepared by: Allison Schmid

Date: 2/12/24

Department Manager Signature: 

Date: 2/12/24

Director: Approve/Deny Initials _____ **Date:** _____

Order Form

23110711FE7



201 Village Road
Shallotte, NC 28470
1-800-571-9554
Fax: 1-877-755-6274
FED ID: 56-1352557
DUNS: 084174804

Organization

1640400

Date

01/22/2024

BILL TO:

Bloomington Public Library
Accts Payable
205 E Olive St
Bloomington IL 61701
UNITED STATES

Quote ID	Customer	Account	Subscriptions	List	Discount	Amount
116876	Bloomington Public Library	2093615	213	\$ 8,410.04	\$ 693.84	\$ 7,716.20
116916	Bloomington Public Library	2093615	31	\$ 10,148.17	\$ 0.00	\$ 10,148.17

Total Quotes 2

Total List \$ 18,558.21

Total Discount \$ 693.84

Total Amount \$ 17,864.37

- ☐ I have checked my ship-to address for accuracy
- ☐ I have checked my start dates for accuracy
- ☐ I accept the proposal as is, please place my order
- ☐ Changes have been made and are attached

PO # (If Applicable) :

Print Name :

Signature :

I accept this agreement and have made the needed changes to my quote. By returning this signed sheet, I give authorization to WT Cox Information Services to process my order.

Please sign this form and return it along with any needed changes to the WT Cox Order Department

email (orders@wtcox.com) FAX (877-755-6274) mail (Attn: Order Dept)

A RESOLUTION AUTHORIZING PAYMENT FOR THE ANNUAL
PERIODICAL SUBSCRIPTION SERVICE
TO WT.COX INFORMATION SERVICES IN THE AMOUNT OF \$17,864.37

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

1. That the Library Director authorize payment for the upcoming annual periodical subscription service to WT.Cox Information Services in the amount of \$17,864.37
2. That the Library would like to change the provider for periodical subscriptions from Ebsco Subscription Services to WT.Cox Information Services
3. That WT.Cox Information Services includes all current titles, in addition to the Pantagraph and Chicago Tribune, annually reviewed and selected by Library staff, for Library customers, including magazines, newspapers, and a few items for the Professional Collection, i.e., Library Journal
4. That WT.Cox Information Services has been the chosen vendor for the periodical subscription service for comparable size libraries for years and they are commended their web interface, customer service and wide range of offerings
5. That due to various issues with Ebsco Subscription Services, staff are ready to try a different source for the subscription service
6. That WT.Cox Information Services will provide a better streamlined process that provides for staff efficiencies
7. That this change will take effect when the current subscription period expires, May 2024
8. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$17,864.37

Approved this 20th day of February 2024

Julian Westerhout, President
Bloomington Public Library Board of Trustees