



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, 2ND FLOOR, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, JANUARY 21, 2025, 5:30 PM

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

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

5. Reports

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

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

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

6. Consent Agenda

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

A. Approve Minutes of 12/17/24: Regular Bloomington Public Library Board meeting. (Recommended Motion: Approve the proposed minutes.)

B. Bills in the Amount of \$1,410,060.70 (Recommended Motion: Approve the proposed bills.)

7. Approval Items

A. Approve Waiving the Three Quote Requirement and Authorize Payment for a Display Accent Table to Demco. (Recommended Motion: Approve item as presented.)

B. Review and Approve Maintaining Confidentiality of Executive Session Minutes (Recommended Motion: Review and Approve Maintaining Confidentiality of Executive Session Minutes)

C. Approve Destruction of Executive Session recordings prior to July 2023 (Recommended Motion: Approve Destruction of Executive Session recordings prior

to July 2023)

- D. Approve Appointments to the Bloomington Public Library Foundation Board
(Recommended Motion: Approve Appointments to the Bloomington Public Library
Foundation Board)

8. Discussion Items

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 December 2024

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

- Continued to make progress towards a Library expansion, by:
 - Communicating and following up on building issues with the construction team
 - Overseeing compliance with the Illinois State Library grant, including required reports
- Provided a tour of the Library to a retired teachers group and to the Butterfly Project Coalition
- Attended a virtual Digital Equity Networking Group Meeting and a Digital Inclusion Webinar
- Attended a Bloomington Revivalists Meeting to help plan for their sidewalk wayfinding project, which will lead from the Library to the History Museum
- Attended the Chamber December Business After Hours to represent the Library, as we were announced as a Chamber Business Excellence Award finalist
- Continued to investigate a patron complaint about the way an incident was handled
- Met with City American Disabilities Act (ADA) Coordinator, Michael Hurt, to discuss potential patron accommodations
- Attended the Central IL Illinois Library Association (ILA) Legislative Breakfast
- Worked with Leadership McLean County Leaders on Loan volunteers and GPPLD Board members to develop a survey and then emailed the survey to GPPLD cardholders

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

- Met with Sara and Marcie to discuss collection development duty transitions

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

- Attended a Library Directors' Book Discussion
- Met with Marcie 4 times to train her on various aspects of the Adult Services Manager position
- Attended several retirement farewell celebrations
- Participated in 4 interviews for two Library Associate positions and 2 interviews for an LTA position
- Worked to respond to an information request from the Union
- Met with a potential attorney for our upcoming union negotiations
- Worked with Gayle to prepare for the new Illinois Salary and Benefits Transparency Act
- Prepared our Assistant Director Job Description and Job Posting

Goal: Administer a cost-effective public library.

- Met with our copier contract representative to review options for our copier leasing agreements
- Started working on a request for proposals for the library phone system (contract expires 4/25)
- Met with Rivian to discuss potential partnership opportunities

Bloomington Public Library

Books are just the beginning.



- Welcomed new Foundation Board Members
- Prepared and presented the annual levy request to the City Council

Electricity Usage Report					
Time Period	Total Monthly Usage (kWh)	Solar Panel Production (kWh)	Solar Panel Production (%)	Purchased from Ameren (kWh)	Purchased from Ameren (%)
06/18/2024-07/18/2024	170,306	39,187	23.01%	131,119	76.99%
07/19/2024-08/16/2024	151,372	34,315	22.67%	117,057	77.33%
08/17/2024 - 09/17/2024	163,079	40,028	24.55%	123,051	75.45%
9/18/2024-10/17/2024	134,736	25,771	19.13%	108,965	80.87%
10/18/2024-11/16/2024	118,025	18,066	15.31%	99,959	84.69%
11/17/2024-12/18/2024	107,030	11,116	10.39%	95,914	89.61%

Bloomington Public Library

Books are just the beginning.



Director's Goals FY25

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

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

Related Accomplishments:

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

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

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

~ IN PROGRESS

Related Accomplishments:

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

Bloomington Public Library

Books are just the beginning.



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

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

Related Accomplishments:

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

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

Related Accomplishments:

- Developed a job description
- Developed a job ad which was posted on 12/20/24
 - Applications will be accepted until 1/26/25

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

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

Related Accomplishments:

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

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

Related Accomplishments:

- Regularly met with Colleen to discuss recommendations from Mickey's autobody regarding necessary vehicle specifications to fulfill our vision for the vehicle purpose/outfitting
- Worked with Jon and Colleen to develop a presentation about the outreach and techmobile vehicle to the GPPLD board
- Communicating with Rivian to see if it would be possible to receive a donated vehicle – checked in again in late July, mid-September, October, and December
- Met with Rivian in December

Bloomington Public Library

Books are just the beginning.



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

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

Related Accomplishments:

- Met with Assistant County Administrator Anthony Grant to discuss the potential for a county-wide State Digital Equity Grant application
- Attended a Regional Engagement for Adoption + Digital Equity Library Forum
- Met with libraries in McLean County to discuss the plans for a county-wide State Digital Equity Grant application
- Have attended a variety of Digital Equity webinars and virtual networking groups
- Waiting for the application to be released by the state

**Adult Services Report
Marcie Shaffer
December 2024**

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

SERVICES

Staff completed two local history requests: a city directory and Whitepages search for John King from 1970 – 1980 and a genealogy search for members of the Bury family.

COLLECTIONS

Adult collection display themes included Holiday Films and CDs, Snowed-In, Think Warm Thoughts (Reverse Christmas in July, beach-y and "warm" books), Craftivism, Illinois Collection. Teen collection display themes included Holiday/Winter weather and Cozy Fiction.

Donated titles from the Local Author Fair were reviewed and are awaiting cataloging. These titles will be shelved together as a new collection called McLean County Authors.

PROGRAMS

Tiffany visited these schools and talked about books:

KJHS: 61; EJHS: 53; CJHS: 43; PJHS:72; BJHS (4 visits): 204, including one bilingual visit conducted by Cora with 91 students!

Adult/Family programs

In Person - On Site

Intro to Self Defense – 9 attended

Cookbook Club – 16 attended

Handmade Holidays - 12 attended

Silent Book Club - 3 attended

In Person - Off Site

Books on Tap Book Club – 24 attended

True Colors Book Club - 6 attended

Live Virtual

IL Libraries Present author Raina Telgemeier – 19 attended

IL Libraries Present Little Women The Musical – 74 registrations

In Person + Virtual

Book Ends – 4 in person, 4 virtual

True Crime Book Club – 7 in person, 1 virtual

Teen Programs

In Person - On Site

FAFSA Workshop – 7 attended

Raina Telgemeier Watch Party – 19 attended

Genre Book Club – 4 attended

Writing Workshop – 6 attended

No School Day Craft – 6 attended

Passive/Make & Take Programs

Teen Zone: Winter Break Craft – 9 participants

Teen Zone: Weekly question - weeks 1 and 2 = 8 participants; weeks 3 and 4 = 12 participants

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

Izzy and Kerrie transferred to AS from other library departments and received training for their new positions. Marcie continued training in her role as the Adult Services Manager. One person attended a webinar titled Promoting Your Library's Digital Treasures.

Selectors in Adult Services collaborated to train each new selector for each of their new collection development areas...Marcie training Nazma on Fiction, Nazma training Kerrie on Nonfiction, and Nazma and Molly training Marcie on Legal, Memory Care, Test Prep, and World Language collections.

Goal: Administer a cost-effective public library.

The NADA Classic Collectable Exotic and Muscle Car Appraisal Guide & Directory, NADA Marine Guide, NADA Motorcycle Snowmobile ATV Personal Watercraft Appraisal Guide, and NADA Recreation Vehicle Appraisal Guide were not renewed at our subscription renewal, saving us over \$1100 annually. These niche guides were rarely requested, and the information can be found online.

Business Office Report

Kathy Jeakins

November 2024

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; terminate cards for staff who retired, completed applications for staff getting a P Card for the first time, and notified staff whose cards were about to expire and that their new cards were ready for pick up

In December, the Book Shop collected \$931.05, less than November

Hoopla usage in December was more than last month: 7,890 downloads totaling to \$17,733.44

Kanopy usage for December was more than last month: 574 downloads totaling to \$1,441.00

I emailed New Vendor Registration Information to one new vendor for the Library

The Annual Report for the Foundation was completed and submitted prior to the 12/31/24 deadline

Golden Prairie's Year-End Financial Report was printed in the Pantagraph prior to the 12/31/24 deadline

Bills Costing in Excess of \$5,000:

- Ameren IP \$9,010.61 for Monthly Electricity
- Arthur J. Gallagher \$15,486.00 for Annual Worker's Compensation Premium
- Felmley Dickerson \$880,160.61 for Construction
- Libraries of Illinois Risk Agency (LIRA) \$52,516.41 for Annual Property, Liability, Vehicle, Umbrella, and Director's and Officer's Insurance Premium
- Midwest Tape \$8,000.00 for Hoopla Service
- Newsbank \$23,453.00 for Annual Newsbank Service Renewal
- U S Postage Service \$8,000.00 to Replenish Funds in Postage Meter

Upcoming:

The IRS mileage reimbursement rate will increase from 67¢ to 70¢ on 1/1/25

Bloomington Public Library

Books are just the beginning.



Cataloging & Technical Services Report

Allison Schmid

December 2024

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

- We're still working with Marketing to update to endcap signs, especially in Children's.

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

- Currently, we're only receiving 1 copy of the Pantagraph instead of 2 and no digital edition. Allison is working with WTCox to reinstate the digital version and 2nd copy.

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

- Nick H. is now our AV cataloger and has been training throughout the month of December. - 12
- Ariana S. is now in the acquisitions position.
- Allison attended the ILA Pro Translate Live device Training. - 1
- Training Hours – 13

Goal: Work effectively through the use of technology.

- We updated Tiffany S.'s vendor accounts to her new last name.
- Allison is working with B&T to move around MVP carts for Adult Services selectors.

Goal: Administer a cost-effective public library.

- Allison is working with Marcie on some renewals that were previously through EBSCO like J.D. Power guides and some standing orders with Thomson Reuters.

Upcoming:

- EDI set-up with Libraria (formerly Children's Plus Inc.)
- McLean County Author Collection cataloging

Children's Services Report
Melissa Robinson
December 2024

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

Programs

- Duck Story Time – 34 attended
- Sign and Sing Story Time – 88 attended
- Stuffed Animal Sleepover – 43 attended
- D & D for Kids – 2 sessions – 10 attended
- Raina Telgemeier Watch Party – 20 attended
- 6 programs/sessions – 195 attended

Passive

- Penguin Bingo – 70 participated
- Crafts (bookmark, reindeer chain, tissue paper trees, ornaments, reindeer shapes, gingerbread houses, snowflakes) – 1315 made

Groups/Events

- Miller Park Zoo Wildlights – 4 nights – 2475 attended
- Washington Kindergarten Story Time – 71 attended
- Trinity Lutheran Preschool – 10 attended
- Sheridan School Books 'n' Bites – 37 attended
- Head Start Story Time and Tour – 20 attended
- 8 events/groups – 2613 attended

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

- Children's staff attended the de-escalation training.

Upcoming:

- Kiddie Drive In Movie – Jan 2
- New(ish) Year's Party – Jan 3
- Super Saturday Story Time – Jan 4
- D&D for Kids – Jan 9 and Jan 23
- CAST Presents Charles Dickens – Jan 13

- Chess club – Jan 16
- Lego Construction – Jan 18
- MLK Self Portraits – Jan 20
- School Age Crafts – Jan 27
- Infant Safe Sleep – Jan 28

Weekly story times/programs resume the week of Jan 13:

- Lapsit on Tuesdays
- Preschool story time on Wednesdays
- Tales for Tails on Wednesdays
- Toddler story time and Sensory story time on Thursdays
- Fun Friday story times on Fridays



**Circulation and Outreach Report
December 2024**

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

Outreach Engagement Coordinator meetings and connections

- Recurring monthly meetings
 - Hispanic Leaders Coalition
 - McLean County Human Services Council
 - Butterfly Project Coalition
 - Fatherhood Coalition
 - BN Parents Coalition
 - BN Welcoming Committee
 - Recovery Oriented Systems of Care Council and Sober Social Committee
- Special meetings and connections
 - Met with leaders of a local Hispanic Book Club (Club de Lectura)
 - Attended a Guadalupe celebration with a local Hispanic leader, Marianela Diaz

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

Deposits

Staff prepared and delivered or renewed 967 items at 10 sites.

Home Delivery

Staff prepared and delivered or renewed 745 items to 55 active patrons. 1 new patron was added this month.

Pop Up Library

Staff visited the locations listed below. 66 patrons were served, and 494 items checked out or renewed. 2 site visits were cancelled due to holidays.

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

December Outreach Events

- December 6: Bookmobile at the Downtown Bloomington tree Lighting Ceremony
- December 7: Grand Marshalling the "Storybook Holiday Parade"
- December 14: Attending "Wildlights" at Miller Park Zoo with Children's Staff

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

- Two part-time Library Assistant positions were filled.
- Staff attended a Niche Academy Webinar on Library Partnerships & Building Relationships



(12/2024) Circulation and Outreach Services Statistics

Total Circ BPL	100,128
Total Circ Main	69,687
Total Circ Outreach	4,662
Total Circ Drive-up	1,286
Total Digital Downloads	24,493
Hoopla	7,890
Overdrive	14,886
TumbleBooks	13
eBook Central	6
Kanopy	1,698
Borrowers Registered	286
Total Active Cardholders	35,514
Children	8,593
Teen	3,894
Adult	23,027
GPPLD	1,562
Total Holds Filled	5,849
Main Holds	4,278
Outreach Holds	924
Drive-up Holds	647
Door Count	20,886

10 Highest Circulations		Patron Count
Wingover Apartments PM	178	58
Harvest Pointe	72	39
Bohmer Drive	68	14
Old Farm Lakes	68	12
Freedom Oil	64	13
Eagle Ridge	61	14
Eagle Creek	60	13
Ekstam Drive	60	21
Tipton Trails	58	12
Ponds Apartments	54	14

Lowest 5 Circulations		Patron Count
Cardinal Ridge	6	5
Hilltop Mobile Home Park	6	5
Spring Ridge	3	4
Sunnyside Park	3	12
Ellsworth	1	1
Rollingbrook South	0	0

Regularly Scheduled Stops	49
Special Stops	1
Cancelled Stops	0
Total Stops	50
Total Patron Count	682
Total Bookmobile Circulation	1,682

Human Resources Report
Gayle Tucker
December 2024

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

- In December, there were five in-house job announcements and two outside ads
- I participated in fourteen interviews, conducted one exit interview, and provided orientation for one employee
- All staff completed Sexual Harassment Training for 2024
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- Amendments to the Illinois Equal Pay Act have some required disclosures for employers. I worked with Jorgi from Marketing to provide the required documents on our website.
- In December, I participated in Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I updated our Awardco files for employee recognition
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- Outside Job Announcements are typically posted to the BPL website and our social media outlets. Depending on the position, we may also advertise through RAILS, IHLS, and ILA.
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

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

Upcoming:

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

Information Technology Systems Report
Jon Whited
December 2024

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

We are continuing to scan the Pantagraph index. We have volunteers specifically working on this project and are working a consistent schedule to move this project forward. We currently have 58,042 cards available and are adding additional cards daily.

We are currently processing the Unit 5 student cards. We received the file later than normal due to a change in the staffing at Unit 5.

We are currently 3D printing sloths as a partnership with Miller Park Zoo.

We moved our PC Reservation software to the latest version, and it is now cloud based.

Gene was hired to move into the full-time Library Associate position (he was in a full-time Library Technical Assistant role), which was created by Kerrie moving to a Librarian position in Adult Services. Gene will be continuing to develop programs and will be taking over supporting the hotspot loaning program.

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

On December 2nd, from 6-8:30pm, teens designed silhouettes on the computer to create the beginnings of a greeting card. Then they used the Glowforge and Cricut to cut the designs on cardstock. Teens used layers of tissue paper to create a background along with led lights and a battery to illuminate the silhouettes. All that signed up attended.

On December 4th, the Drop a Beat for teens went over pretty well. We had a good turnout with 6 out of 10 registered and 5 in attendance. The reactions to the program were interesting. With these programs being more self-guided, some students had a hard time getting started, but when Gene gave them some goals and directions, they got right on it. Overall, the students learned quite a bit about how music producers make their music.

On December 12th, 13 teens participated in the Custom Plywood Holiday Ornament program. During the program, the teens created custom plywood holiday ornaments using Canva and proceeded to cut them out on the Glowforge Pro in the Innovation Lab.

On December 18th, the Drop a Beat for adults went over very well. We had a full house with 10 out of 10 registered and 8 in attendance. The adults really took to the self-guided learning style and were very

engaged with their projects. Many people had lots of good questions about how to use the virtual instruments and some general mixing advice. When the time for the program was up, 5 people decided to stay longer and continue working on their beats. Gene was able to reach a variety of people with differing levels of exposure to making music. A couple patrons had a lot of experience and have been making beats for years, while others had little to no experience with audio. The more freeform teaching style meant that Gene was able to really meet each patron where they were at and focus on the people who really needed help. Many people afterwards came up to Gene and asked many questions about the Recording Studios, audio as a whole, and what other audio programs are coming up.

Upcoming:

We have been testing the Sublimation printer, and we are very close to having a certification program ready for the public.

Marketing Report

December 2024

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

Bookmobile Schedule & Postcards

- The first draft of the Bookmobile Schedule -- covering March-August 2025 -- was distributed to staff for proofing.
- The first drafts of postcards being sent to the carrier routes surrounding four Bookmobile stops were distributed to staff for proofing. Postcards are being sent to the carrier routes surrounding the following stops: Meadows (new stop), Arbors Apartments, Ekstam Drive, Viking Brews.
 - The Meadows and Arbors Apartment postcards are bilingual.
 - Carrier routes and zip codes were gathered.

Partnership with Miller Park Zoo

The library is partnering with Miller Park Zoo to 3D Print 50 Articulated Sloths to be given as completion prizes to children who participate in the Miller Park Zoo Stampede's Fun Run for Kids on March 1. The library's IT Department will use this project to train library staff to use the 3D Resin Printer. The sloths will be distributed in Ziplocs bags with information about the Innovation Lab.

2025 Book Clubs

- All nine book club pages have been updated on our website. These pages are no longer built in Library Aware and pulled into our website. They are now housed within our website.
- All 2025 paper and digital artwork/publicity for the nine book clubs has been prepped and approved. This included Kourtnei creating of 105 pieces of Book Club art over the past three months.

Website & Other Tech

- Marketing maintains the library's website.
 - Updated record sets for New Movies, New Music, and New Audiobooks.
 - Created an Employee Benefits page
 - Created a McLean County Authors Webpage and Webform
 - This page is not yet live. It will go live as soon as the collection is done being catalogued.
 - Updated and published the 2025 Tax Information landing page
 - Rolled out the final three -- of nine -- new book club web pages: True Crime, True Colors, and Books on Tap
 - Made additional edits to the 3D Tour.
 - Archived the Legal Resources webpage.
 - Maintained the page pertaining to the circulating Puzzle Collection
 - Posted and removed Employment Opportunities as requested
- Other Tech
 - Managed Staff accounts and permissions in Library Aware and Library Market.

Promotional Items

Many promo items were ordered to take to offsite events. Most of these items will arrive in early-to-mid January.

- New Orders
 - *I Love Reading* Drawstring Bags
 - *READ* Stress Toy
 - Fun Foam Putty
 - Colorful Enameled Yardstick
 - Push Pop Ball (fidget toy)
 - Reading Themed Stickers (generic; not bpl branded)
 - Reading Themed Slap Bracelets (generic; not bpl branded)
- Reorders
 - Fun Guy Mood Pens
 - TEK-OS Round Lip Balm
 - Collegiate Highlighters
 - Recycle Write Notebook and Pens
 - Reading Themed Tattoos (generic; not bpl branded)
 - *I Love to Read* Stuffed Puppies (generic; not bpl branded)
 - Stretchy Bracelets (generic; not bpl branded)

Fulfilled requests for promotional giveaways for 2 events:

- Downtown Tree Lighting Ceremony
- Jaycees' Christmas Parade

Processed and restocked promo items returned from 3 events:

- Downtown Tree Lighting Ceremony
- Jaycees' Christmas Parade
- Wild Lights at Miller Park Zoo (4 nights)

Paper & Digital Design Work

Program Publicity

- Drop A Beat
- Super Saturday Story Time
- New(ish) Year's Party
- Winter Wind Down
- No-School Craft for Teens
- Chicago Pizza
- Fun & Games
- Itsy Arts
- Preschool Story Time
- D&D: Follow the Lights
- Charles Dickens
- Sensory Story Time
- Toddler Story Time
- Winter Chess Club
- Tales for Tails
- Lego Construction
- Fun Friday Story Time
- Veterans Affairs
- International Yumz
- MLK Self-Portraits
- Teen Trivia Night
- Michelle Buteau
- Lapsit Story Time
- Infant Safe Sleep
- Get Mixing!

Handouts & Signage

- Wireless Printing – new signs
- Christmas/NYE Closures
- TeenZone January Displays
- Holocaust Remembrance Display
- National Science Fiction Day Display
- New Year, New Me Display
- Science Fiction / Teen Book Club Science Fiction Display
- Bookmobile Schedule draft 1
- Bookmobile postcards (4 stops/postcard) draft 1

Misc. Design Work

- All 2025 paper and digital artwork/publicity for the nine book clubs has been prepped and approved. This included Kourtnei creating 105 pieces of Book Club art over the past three months.
- Prepped artwork for the Christmas/New Year Closures.
 - Plasma art, art to rotating bar on website, Facebook Cover Art, Facebook Event Art, Facebook and Instagram art, LX Starter notices, 24 x 36 signs, and 11x17 signs.
- As a precaution, prepped generic "Emergency Closure" artwork.
 - Created a very generic eBlast, Facebook Cover Art, Facebook/Instagram square art, art for the website's rotating bar.
- Penguin Bingo Card for Winter Break Activities for Kids
- Invitation to Abby's Retirement Party
- Updated Labels for Reservable Rooms in AS
- Updated Spirit Committee handout
- January Calendar

Misc. Marketing Tasks

- Attended the December Business After Hours of the McLean County Chamber of Commerce where the library was revealed as a finalist for a Business of Excellence Award in the Nonprofit Category. Award winners will be announced at the Chamber's annual Gala on February 8, 2025.
- Manage Printful (BPL's branded online store)
- Manage Awardco – Refilled the budget; set up retirement awards
- Manage Stripe – Set up "View Only" access for 4 employees of the City's Finance Department
- Manage Bloomerang
 - Enter donations that arrived as checks
 - Sent *thank you* letters to donors
 - Sent *pledge reminder* letters to those with pledge payments due in the coming 30 days

- Tracked outstanding pledges and logged their projected completion dates
 - Tracked down who receives email notification when a *commemorative gift* is submitted
- Managed messaging for the Christmas and New Year's closures.
 - Updated 6 LX Starter notices, multiple post to Facebook and Instagram, Facebook Event, change Facebook Cover Art, post "alert" to homepage of the website, penned and scheduled texts, designed/printed/prepped paper signage, created/posted art to the rotating bar on the website, created/posted art for the plasma screen in the Circulation Lobby, recorded phone message and requested it be scheduled to go live at the appropriate time.
- Added 2025 meetings of True Crime Book Club to Meetup.com (4 sessions)
- Added 2025 meetings of Books on Tap Book Club to Meetup.com (11 sessions)

Advertising

- WGLT
 - Ran ads in December to promote the Raina Telgemeier program and watch party
 - Will run ads in January to promote the Veterans Affairs Caregiver Support Program
- Community Players
 - BPL is a sponsor of The Community Players' 2024-2025 season. This allows the library to run an ad on their screen during each 2024-2025 show (pre-show and intermission).
- Cumulus Radio:
 - The library is sponsoring WJBC's local high school sports coverage of football and basketball from August to March. The sponsorship includes opening and closing messages at the beginning and end of each game, two :30-second spots per game both on the air and streaming, and 10 promo spots throughout each week. The spots promote the Innovation Lab and the Recording Studios.

Print & Prep (update design/information when requested)

- 60 Princh Handouts
- PDFs of the following were sent to LePrint to be printed in bulk: Hoopla, Kanopy, Libby, & My Library App

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

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

Training

- Rhonda trained Jorgi to send library texts in the case of an emergency closure while Rhonda is out of the country.
- Rhonda and Jorgi attended training for the new TranslateLive device.
- Kourtnei completed the annual sexual harassment training.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 11,589 followers
 - Instagram – 2,667 followers
 - Twitter – 1,930 followers
- Text subscribers – 2,238
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 31,912 filtered active subscribers.
- Program Guide list – 34,112 filtered active subscribers.
- General eBlast list – 32,440 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotions

- The library posts an abundance of information to Facebook and Instagram:
 - Information about every library program is posted to these outlets.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - These posts -- unrelated to program publicity -- were also shared:
 - Michelle's Retirement
 - Sidewalk Chalk Artist Competition
 - Photos from the Stuffed Animal Sleepover
 - BPL is named as the Grand Marshal of the Christmas Parade
 - Photos from the Downtown Tree Lighting Ceremony and the Jaycees' Christmas Parade
 - Christmas and New Year's Holiday Closures
 - The McLean County Chamber of Commerce announces that the library is a finalist for the 2024 Business Excellence Award in the Nonprofit Organization Category

- *We're Hiring* (full-time Maintenance/Custodial)
- The library is selling Lego Library Kits, as well as *Believe in Your Shelf* mugs and totes
- *We're Hiring* (full-time Assistant Director)
- Bloomington Public Library 2024 Wrapped Book Lists
 - Top 5 Physical Books
 - Top 5 Movies
 - Top 5 eAudiobooks (for adults) on Libby
 - Top 5 Nonfiction Books
 - Top 5 Children's Books
 - Top 5 Teen Books
 - Top 5 eBooks (for adults) on Libby
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications. This month, these eBlasts were sent.
 - An eBlast promoting the library's Consumer Reports eResource was delivered on December 1.
 - An eBlast promoting LinkedIn Learning will be delivered in mid-January.
- Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

**Operations Report
Robert Greene
December 2024**

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

Operations staff:

- We reviewed and provided suggestions for the library policies.

Repairs and installs:

- We relocated speakers throughout the library, so we can hear the intercom announcements throughout the library.
- The shades in the staff meeting room were repaired.
- We had work done on the community room dividing walls.
- DMI installed a new compressor for the HVAC system.

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

Robert:

- We purchased a series of homelessness training modules for staff and serve as the administrators of the training for all staff. While the training is optional for staff library-wide, we are requiring security staff to complete the modules.

Custodial Staff:

- After a retirement, we are looking for a full-time custodian.

Security Staff:

- We have been re-training all the security staff on the policies and protocols of the library.
- We have been working on training staff to create a more welcoming environment.

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
December 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	32,349	24,921	30%	266,044	239,066	11%
Teens	2,406	1,838	31%	22,858	16,861	36%
Children	40,886	27,327	50%	372,259	279,158	33%
Digital Downloads	24,493	18,408	33%	188,835	147,928	28%
Total	100,134	72,494	38%	849,996	683,013	24%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	23,027	18,125	27%	N/A	N/A	N/A
Teens	3,894	4,071	-4%	N/A	N/A	N/A
Children	8,593	7,137	20%	N/A	N/A	N/A
Total	35,514	29,333	21%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	286	533	-46%	4,443	5,437	-18%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	20,886	9,495	120%	158,555	100,927	57%
Bookmobile	0	375	-100%	9,816	9,147	7%
Total	20,886	9,870	112%	168,371	110,074	53%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	384	0	N/A	3,630	213	1604%
Recording Studios	77	0	N/A	389	26	1396%
Innovation Lab	38	0	N/A	135	0	N/A
Community Room	58	0	N/A	518	11	4609%
Total	557	0	N/A	4,672	250	1769%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	14	19	-26%	163	130	25%
People Reached	2,595	1,688	54%	13,646	15,879	-14%
Community Visits to the Library	1	0	N/A	22	0	N/A
People Reached	20	0	N/A	362	0	N/A
Total Outreach Visits	15	19	-21%	185	130	42%
Total People Reached	2,615	1,688	55%	14,008	15,879	-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	10	7	43%	103	68	51%
Attendance	141	86	64%	1,546	1,070	44%
Teens	19	0	N/A	83	27	207%
Attendance	546	0	N/A	2,274	234	872%
Childrens	13	4	225%	226	70	223%
Attendance	3,081	32	9528%	40,352	1,341	2909%
Total Programs	42	11	282%	412	165	150%
Total Attendance	3,768	118	3093%	44,172	2,645	1570%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	27	2	1250%	299	17	1659%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,732	2,162	26%	28,146	21,795	29%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	129	121.75	6%	1,627	1,345	21%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,916	1,129	158%	19,832	10,580	87%
WiFi Sessions	2,847	1,312	117%	23,299	12,647	84%
Website/Catalog Hits	63,577	36,768	73%	572,560	347,005	65%
Online Resource Use	13,151	3,604	265%	101,065	31,352	222%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	290	307	-6%	2,919	3,381	-14%
Sent	107	116	-8%	1,104	975	13%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	74	6.00	1133%	484	45	988%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 18, 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: Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: Ruth Novosad
- 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. November 20, 2024 Regular Meeting
Patti Salch's name was misspelled in the Comments from Trustees section. The minutes were approved as corrected.
- VII. Staff Reports
A. Director's Report: Jeanne passed around the architectural issue of Library Journal magazine which features some pictures of the Bloomington Public Library. She shared that the library is a finalist for the Chamber Business Excellence Non-Profit Award, and the winner will be announced on February 8, 2025, at the annual gala.

Jeanne mentioned that a group of library retirees contacted her wanting to celebrate former staff member Phyllis Wallace's 95th birthday. Phyllis worked at the Bloomington Public Library for 55 years. The group worked with the library to donate a plaque to display by one of the children's programming rooms and hold a celebration at the library.

Marcie Shaffer started as the Adult Services Manager. The library is hoping to post the open Assistant Director position very soon. Jeanne shared that the library has purchased a live translation mobile device to assist in staff communications with the public. Also, a virtual library tour and an exterior drone video have been added to our website.

Jeanne stated she has a meeting with Rivian Thursday to discuss a potential vehicle donation to the library.

A question came up about the survey done by the Leadership McLean County group. Jeanne indicated she sent a reminder out to the Golden Prairie cardholders right before this meeting. She does not have information on how many responses the group has gotten yet.

B. Outreach Report: There was no report.

C. Financial Report: Kathy Jeakins stated that the reports are in the packet.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Approve Budget Transfer

STEPHANIE WALDEN MOVED, AND STEPHEN PETERSON SECONDED TO APPROVE A BUDGET TRANSFER OF \$120.00 FROM THE MISCELLANEOUS LINE TO THE TRAVEL LINE TO COVER COSTS RELATED TO BOARD MEMBERS ATTENDING THE ILA LEGISLATIVE MEET-UP.

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

NAYS: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY.

B. Discuss 7-Month CD (expiring 1/29/25) and Potential Capital Project Donations: Discussion centered around moving the money into the checking account for increased flexibility. A decision will be made at the January meeting.

C. Discussion of Per Capita Grant Requirements – Part 3: Jeanne Hamilton reviewed portions of *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

X. Comments from Board Trustees

Jim Russell commented that he was happy to have the chance to go to the ILA Legislative Meet-Up. Ary Anderson mentioned that Stephen Peterson is the only candidate on the upcoming ballot, so the Board should be thinking about who they want to appoint to fill the other vacancy.

XI. Reminder

A. Next Board Meeting is January 15, 2025

XII. Adjournment

Ary Anderson adjourned the meeting at 6:06 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2024-2025 FISCAL REPORT

REVENUES:

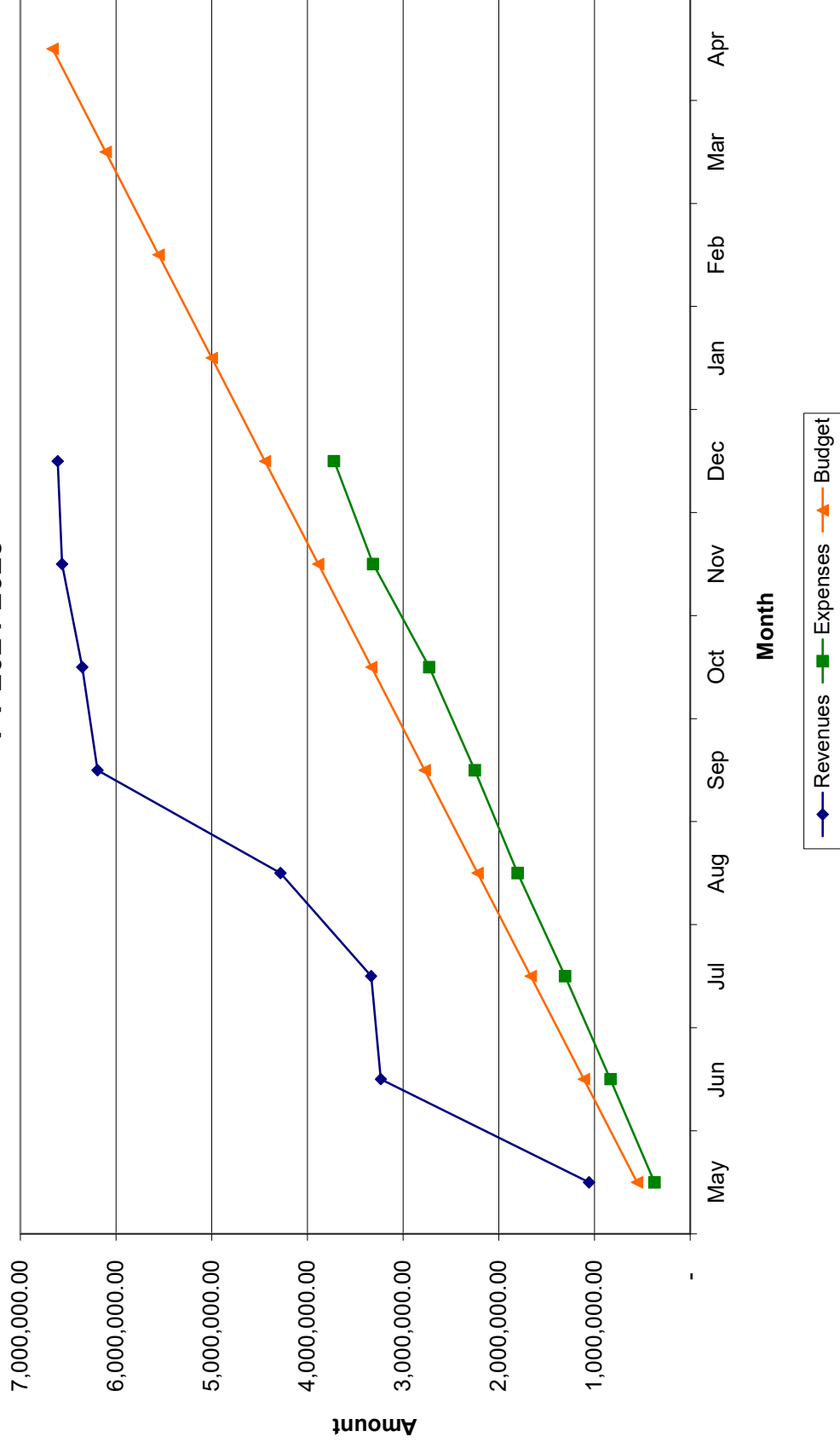
ACCT NAME	BUDGET	DEC 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	0.00	5,485,602.56	(9,397.44)	99.8
Replacement Tax	424,600	15,544.00	142,530.38	(282,069.62)	33.6
State Grants	116,053	0.00	116,839.80	786.80	100.7
GPPLD	495,000	0.00	495,903.14	903.14	100.2
Fines & Fees	7,000	696.99	6,835.33	(164.67)	97.6
Interest on Investments	55,000	25,671.34	223,059.93	168,059.93	405.6
Interest from Taxes	0	0.00	546.25	546.25	-----
Donations	25,000	1,320.05	38,446.07	13,446.07	153.8
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	41,000	4,318.53	99,423.68	58,423.68	242.5
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
Total Revenues	6,664,653	47,550.91	6,611,187.14	(53,465.86)	99.2

EXPENDITURES:

ACCT NAME	BUDGET	DEC 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	213,325.94	1,775,720.92	(1,201,904.08)	59.6
Part-Time Salaries	598,135	41,683.37	355,441.86	(242,693.14)	59.4
Seasonal Salaries	101,224	2,253.15	43,280.51	(57,943.49)	42.8
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	0.00	623.86	(19,376.14)	3.1
Total Sals & Wages	3,697,084	257,262.46	2,175,067.15	(1,522,016.85)	58.8
Dental Insurance	10,463	491.54	3,647.41	(6,815.59)	34.9
Health Insurance, HMO	6,765	556.36	4,113.09	(2,651.91)	60.8
Life Insurance	3,293	263.20	2,018.00	(1,275.00)	61.3
Vision Insurance	3,227	244.84	1,819.37	(1,407.63)	56.4
Health Insurance, PPO 600/1200	276,166	16,169.44	119,000.56	(157,165.44)	43.1
Health Insurance, PPO with HSA	88,549	10,474.40	74,914.77	(13,634.23)	84.6
Library RHS Contribution	8,200	1,019.71	6,363.95	(1,836.05)	77.6
Library HSA City Contributions	15,800	0.00	0.00	(15,800.00)	0.0
Dental Insurance, PPO	0	253.16	1,871.58	1,871.58	-----
Identity Protection	0	59.85	430.92	430.92	-----
IMRF	223,322	16,704.14	132,362.84	(90,959.16)	59.3
FICA	227,973	15,981.19	130,078.51	(97,894.49)	57.1
Medicare	53,316	3,737.61	30,422.21	(22,893.79)	57.1
Worker's Compensation	26,490	15,486.00	15,486.00	(11,004.00)	58.5
Uniforms	1,200	222.41	1,416.62	216.62	118.1
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	12,711.94	16,552.43	(20,830.57)	44.3
Total Benefits	985,147	94,375.79	540,498.26	(444,648.74)	54.9
Rentals	17,000	1,165.14	12,497.42	(4,502.58)	73.5
Total Rentals	17,000	1,165.14	12,497.42	(4,502.58)	73.5
Building Mtnc	130,000	1,253.15	61,840.29	(68,159.71)	47.6
Vehicle Mtnc	21,000	0.00	9,424.96	(11,575.04)	44.9
Office & Computer Mtnc	185,000	3,560.54	83,335.20	(101,664.80)	45.0
Total Repair/Mtnc	336,000	4,813.69	154,600.45	(181,399.55)	46.0

ACCT NAME	BUDGET	DEC 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,289.06	15,318.12	(31,681.88)	32.6
Printing/Binding	35,000	2,034.63	18,477.88	(16,522.12)	52.8
Travel	1,000	45.63	607.65	(392.35)	60.8
Membership Dues	4,000	50.00	1,824.00	(2,176.00)	45.6
Professional Development	10,000	750.00	9,233.24	(766.76)	92.3
Other Purchased Services	109,000	7,443.03	144,843.20	35,843.20	132.9
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	256,000	11,612.35	190,304.09	(65,695.91)	74.3
Office Supplies	10,000	214.91	10,467.31	467.31	104.7
Computer Supplies	74,750	563.16	55,002.14	(19,747.86)	73.6
Postage	2,000	0.00	(14.67)	(2,014.67)	-0.7
Library Supplies	55,494	1,162.92	29,926.60	(25,567.40)	53.9
Janitorial Supplies	25,000	1,191.69	13,894.46	(11,105.54)	55.6
Gas & Diesel Fuel	6,000	417.64	3,905.73	(2,094.27)	65.1
Building Mtnc & Repair Supplies	14,000	0.00	4,503.89	(9,496.11)	32.2
Total Supplies	187,244	3,550.32	117,685.46	(69,558.54)	62.9
Natural Gas	40,000	2,094.25	10,780.90	(29,219.10)	27.0
Electricity	150,000	9,010.61	75,384.26	(74,615.74)	50.3
Water	7,000	978.95	6,619.66	(380.34)	94.6
Telecommunications	50,000	2,755.98	29,367.92	(20,632.08)	58.7
Total Utilities	247,000	442.06	122,152.74	(124,847.26)	49.5
Professional Collection	500	0.00	492.62	(7.38)	98.5
Total Prof Collection	500	0.00	492.62	(7.38)	98.5
Non-Traditional Materials	5,000	16.64	3,302.31	(1,697.69)	66.0
Periodicals	18,000	35.94	16,134.37	(1,865.63)	89.6
Adult Books	165,000	8,800.07	84,411.21	(80,588.79)	51.2
Children's Books	130,000	5,303.21	64,493.93	(65,506.07)	49.6
A/V Materials	90,000	4,997.54	43,864.02	(46,135.98)	48.7
Public Access Software	128,000	0.00	56,342.44	(71,657.56)	44.0
Downloadable Materials	270,000	19,960.00	124,984.96	(145,015.04)	46.3
Total Materials	806,000	39,113.40	393,533.24	(412,466.76)	48.8
Employee Relations	3,500	883.98	10,115.84	6,615.84	289.0
Miscellaneous Expenses	8,222	168.95	5,034.25	(3,187.75)	61.2
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	1,052.93	15,150.09	3,428.09	14.3
Total Expenses	6,637,897	413,388.14	3,721,981.52	(2,821,715.48)	56.1

Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2024

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

Replacement Tax (33.6%): The distributions have started to come in.

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

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

Fines & Fees (97.6%): This is more than projected.

Interest (405.6%): The amount continues to be more than projected.

Donations (153.8%): This reflects the generous donations made from the community for this year's Summer Reading Program.

Other Revenue (242.5%): This includes a check in the amount of \$16,860, an energy rebate for the solar panels. Straight Up Solar submitted the rebate request to Ameren on the Library's behalf.

Full-time Salaries (59.6%) This is under-spent due to staff vacancies.

Part-Time Salaries (59.4%): This is under-spent due to staff vacancies.

Seasonal Salaries (42.8%) This is under-spent due to staff vacancies.

Overtime Salaries (0.0%): Nothing has been charged to this line item yet.

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

Dental Insurance (34.9%): Charges have been minimal.

Health Insurance, HMO (60.8%): Charges have been minimal.

Life Insurance (61.3%): charges have been minimal.

Vision Insurance (56.4%): Charges have been minimal.

Health Insurance, PPO 600/1200 (43.1%): Charges have been minimal.

Health Insurance, PPO with HSA (84.6%): This is over-spent due to the number of staff selecting this option.

Library RHS Contribution (77.6%): This is over-spent at this point due to staff longevity.

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

IMRF (59.3%): This is under-spent due to staff vacancies.

FICA (57.1%): This is under-spent due to staff vacancies.

Medicare (57.1%): This is under-spent due to staff vacancies.

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

Uniforms (118.1%): It was necessary to purchase uniforms for new security officers and to replace older uniforms for both custodians and security officers.

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

Other Benefits (44.3%): Charges have been minimal.

Rentals (73.5%): This is over-spent due to additional charges for color copies and the Library recently rented the salt station for the winter season.

Building Maintenance (47.6%): Charges have been minimal.

Vehicle Maintenance (44.9%): Charges have been minimal.

Office & Computer Maintenance (45.1%): Charges have been minimal.

Advertising (32.6%): Charges have been minimal.

Printing/binding (52.8%): Charges have been minimal.

Travel (60.8%): Charges have been minimal.

Membership Dues (45.6%): Charges have been minimal.

Professional Development (92.3%): This is over-spent due staff and Board member attendance at various events and conferences.

Other Purchased Services (132.9%): This is over-spent due to costs related to the expansion that are not a part of purchase orders. Later in the year we'll do a transfer or amendment (depending on how much is needed).

Other Insurance (0.0%): The annual insurance premium is paid in January.

Office Supplies (104.7%): This is over-spent due to the purchase of new appliances needed for the library.

Computer Supplies (73.6%): A number of staff computers were scheduled to be replaced this year.

Postage (-0.7%): Charges have been minimal.

Library Supplies (53.9%): Charges have been minimal.

Janitorial Supplies (55.6%): Charges have been minimal.

Building Mtnc & Repair Supplies (32.2%): Charges have been minimal.

Natural Gas (27.0%): Charges have been minimal.

Electricity (50.3%): Charges have been minimal.

Water (94.6%): This is over-spent due to the increased amount of watering the Library was doing during the summer.

Telecommunications (58.7%): Charges have been minimal.

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

Periodicals (89.6%): This is over-spent due to the annual renewal of the subscription service.

Adult Books (51.2%): Charges have been minimal.

Children's Books (49.6%): Charges have been minimal.

A/V Materials (48.7%): Charges have been minimal.

Public Access Software (44.0%): Charges have been minimal.

Downloadable Materials (46.3%): Charges have been minimal.

Employee Relations (289.0%): This is over-spent due to Development Day and Appreciation Day costs (the Foundation approved reimbursing the Library for these events—should receive the reimbursement sometime in January).

Miscellaneous Expenses (61.2%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2024 Donations:

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

Clemons & Associates:	100.00
Don Owen Tire Service:	200.00
Eaton Gallery:	100.00
Bobzbay:	105.32
Growmark:	500.00
BAPS Charities:	2,000.00
Sheridan Ernst:	30.00
Various Community Donors:	2,126.51
Memorial Donations:	163.82
Community Donations:	3,812.16
Ill Humanities Council:	3,000.00
Miscellaneous Donations:	108.26
 Total Donations:	 \$ 38,446.07

The Other Revenue line item breaks out as follows:

3D Printer Filament:	30.00
Apparel Store:	\$ 1,092.78
Book Shoppe:	9,352.25
Ear Buds:	157.50
EV Charging Stations:	60.31
Flash Drives:	125.00
Genealogy Searches:	90.45
Gift Certificates:	135.00
Lego Kits:	5,440.00
Meeting Room Fees:	1,150.00
Mugs:	340.00
Print Station:	12,462.80
Reusable Bags:	500.00
Sewing Machine Needles:	1.50
Test Proctoring:	175.00
Tote Bags:	1,350.00
Miscellaneous:	66,961.09
 Total Other Revenue:	 \$99,423.68

During December, 7 batches containing 60 invoices were processed, totaling \$43,096.22 and 90 credit card charges were made totaling \$21,717.66

As of December 31, the Library's Maintenance & Operating Fund Balance is \$6,318,397.33, which is 94.8% of the budgeted amount; the goal of twenty-five percent of the Library's FY25 budget is \$1,659,474.25.

Library Fund Balance Information, 12/31/24:

Operating:	\$ 6,318,397.33
Fixed Assets:	\$ 1,373,380.79
Capital:	\$ 3,523,562.55

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-25
As of 12/31/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	723,413.68	23,413.68	103.3
Interest	400,000.00	851,800.43	451,800.43	-----
Interest From Taxes	10.00	133.37	123.37	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
 Total Revenues	 26,333,353.23	 22,169,859.33	 (4,163,493.90)	 84.2

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,578,616.99	125,032.99	108.6
Other Purchased Services	412,098.50	179,346.91	(232,751.59)	43.5
Office Supplies	2,157,629.30	2,150,454.58	(7,174.72)	99.7
Library Buildings	21,578,000.00	21,253,896.94	(324,103.06)	98.5
 Total Expenses	 25,601,311.80	 25,162,315.42	 (438,996.38)	 98.3



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, DECEMBER 17, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:35 PM, December 17, 2024. President Catrina Parker called the meeting to order.

Roll Call

Attendee Name	Title	Status
Ashlee Sang	Trustee	Present
Sharon Zeck	Trustee	Present
Alicia Henry	Trustee	Present
Dianne Hollister	Trustee	Present
John Argenziano	Trustee	Present
Catrina Parker	President	Present
Georgene Chissell	Trustee	Absent
Craig McCormick	Trustee	Absent

Staff Present: 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 Parker introduced new Board member, Ashlee Sang, and asked anyone wanting to act as mentor to let her know.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton shared that the Bloomington Public Library was selected as a finalist for the Chamber Business Excellence Non-Profit Award. Any Trustees interested in attending the annual gala on February 8 where the winner is announced should let the Director know. The Director also circulated a copy of Library Journal magazine's architectural issue, which features pictures of Bloomington's renovation project.

Director Hamilton mentioned that a group of library retirees had reached out to her wanting to

celebrate former long-time staff member Phyllis Wallace's 95th birthday. Phyllis had worked at the Bloomington Public Library for 55 years, and the group worked with the library to donate a plaque to display by one of the Children's programming rooms and hold a celebration at the library.

Marcie Shaffer has started as the Adult Services Manager. Director Hamilton is hoping to post the open Assistant Director position this week, before the holidays. The library has purchased a live translation mobile device to assist in staff communications with the public. A virtual library tour has been added to our website, and many parts of it are interactive. The company that produced the tour also did a drone video of the exterior.

Lastly, Director Hamilton stated she has a meeting with Rivian on Thursday to discuss a potential vehicle donation to the library.

The following item was presented:

Item 5.C. Fiscal Report

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

Consent Agenda

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

Item 6.A. Approve Minutes of 11/19/24: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$595,275.18

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

Motion carried (viva voce, 6-0).

Approval Items

The following item was presented:

Item 7.A. Approve Appointments to the Bloomington Public Library Foundation Board

The Library Board reviewed the three potential Bloomington Public Library Foundation members that were submitted for consideration. Director Hamilton shared that Eliazar Mendiola, President of the Foundation Board, emailed her and asked the Library Board to withdraw the potential Bloomington Public Library Foundation member that he submitted from consideration. There was some discussion about whether the Library Board should accept a request to withdraw a candidate from consideration from someone other than the candidate, when the candidate took the time to submit a biography.

Trustee Zeck made a motion, seconded by Trustee Sang, to approve appointments of the three applicants pending confirmation to the Bloomington Public Library Board President that they accept the appointment.

Motion failed (viva voce, 2-4).

Trustee Henry made a motion, seconded by Trustee Hollister, to appoint Gil Brockway to the Bloomington Public Library Foundation Board pending acceptance of the appointment.

Motion carried (viva voce, 6-0).

Trustee Argenziano made a motion, seconded by Trustee Zeck, to appoint Julie Meulemans to the Bloomington Public Library Foundation Board pending acceptance of the appointment.

Motion carried (viva voce, 6-0).

The following item was presented:

Item 7.B. Approve Term Assignments for the Bloomington Foundation Board Members to Align with the Foundation Board Bylaws

This item was tabled.

The following item was presented:

Item 7.C. Waive the Competitive Bid Process and Approve the 2025 Property/Casualty and Workers' Compensation Insurance Renewal

It was noted that the Library Board had a presentation from LIRA earlier in 2024.

Trustee Zeck made a motion, seconded by Trustee Sang, to approve the item as presented

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

Motion carried (6-0).

The following item was presented:

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

Director Hamilton briefly reviewed the proposed revisions of the library policies, most of which are a reflection of the things that staff have learned as the community is using the new spaces.

Trustee Zeck made a motion, seconded by Trustee Sang, to approve the item as presented

Motion carried (viva voce, 6-0).

Trustee Sang left the meeting.

Discussion Items

There were no discussion items.

Comments by Trustees

Trustee Hollister wanted to give a tip of the hat to Circulation staff Meredith who was so helpful and cheerful in a recent interaction. Trustee Hollister stated she is happy the Library is having a virtual screening of the Little Women musical, and she's already made her reservation.

Adjournment

Trustee Zeck made a motion, seconded by Trustee Hollister, to adjourn the meeting.

Motion carried (viva voce, 5-0).

The Meeting Adjourned at 7:09 PM

DRAFT

BILLS LIST

Approved by BPL Board of Trustees, January 21, 2025

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,292.75
Amazon Capital Services	A/V Materials	349.45
Amazon Capital Services	Adult Books	507.85
Amazon Capital Services	Children's Books	11.42
Amazon Capital Services	Computer Supplies	19.99
Amazon Capital Services	Employee Relations	135.44
Amazon Capital Services	Janitorial Supplies	213.59
Amazon Capital Services	Library Supplies	247.94
Amazon Capital Services	Office Supplies	65.83
Amazon Capital Services	Other Purchased Services	381.75
Ameren IP	Electricity	9,010.61
American Pest Control, Inc.	Building Maintenance	130.00
Anderson Electric	Building Maintenance	2,750.00
Arthur J. Gallagher	Worker's Compensation	15,486.00
Blue Beacon, Inc.	Vehicle Maintenance	69.30
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	491.54
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	15,981.19
City of Bloomington	Gas & Diesel Fuel	332.98
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	16,169.44
City of Bloomington	Health Insurance-PPO with HSA	10,474.40
City of Bloomington	IMRF	16,704.14
City of Bloomington	Identity Protection	59.85
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	3,737.61
City of Bloomington	Payroll	269,974.39
City of Bloomington	RHS Contribution	1,019.71
City of Bloomington	Vision Insurance	244.84
City of Bloomington	Water	978.95
City of Bloomington, Petty Cash	Employee Relations	107.95
City of Bloomington, Petty Cash	Miscellaneous Expenses	100.00
City of Bloomington, Petty Cash	Other Purchased Services	107.87
Clyne, Caitlin	Travel	7.37
Column Software PBC	Printing	212.40
Cummins, Inc.	Vehicle Maintenance	3,868.86
Cumulus Broadcasting	Advertising	245.00
Demco	Library Supplies	269.35
Educational Development Corp	Other Purchased Services	519.58
Engberg Anderson	Other Purchased Services	300.00
F & W Lawn Care & Landscaping	Building Maintenance	595.00
Felmley Dickerson Co.	Construction	880,160.61

Geiger	Library Supplies	4,963.10
Goerlitz, Nan	Travel	22.98
Illinois State Police	Other Purchased Services	30.00
Illinois State University	Advertising	558.33
Illinois Wesleyan University	Other Purchased Services	398.04
Jeakins, Kathy	Miscellaneous Revenue	91.74
Libraries of Illinois Risk Agency (LIRA)	Other Insurance	52,516.41
McLean County Unit 5	Advertising	250.00
Metronet	Telecommunications	1,998.07
MidIllinois Mechanical	Building Maintenance	1,837.00
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	265.00
Midwest Tape	A/V Materials	3,021.41
Midwest Tape	Downloadable Materials	12,990.00
Newsbank, Inc.	Public Access Software	23,453.00
NICOR/Northern Illinois Gas	Natural Gas	2,094.25
OCLC, Inc.	Office/Equipment Mtnc	4,710.26
OverDrive, Inc.	Downloadable Materials	4,990.00
Peek-A-Book, LLC	Computer Supplies	1,195.00
Playaway Products	Children's Books	300.95
POS Supply Solutions, Inc.	Library Supplies	2,303.30
Postmaster-Bloomington	Postage	350.00
Proquest, LLC	Downloadable Materials	62.98
Quadient Leasing USA, Inc.	Rentals	166.92
Quill Corp	Computer Supplies	909.79
Quill Corp	Office Supplies	388.40
Reaching Across Illinois Library System	Other Purchased Services	966.00
Ricoh USA, Inc.	Office/Equipment Mtnc	183.78
Ricoh USA, Inc.	Rentals	2,170.88
Rosedrew, Inc.	Library Supplies	518.40
Seibert, Tiffany	Travel	20.90
StraightUp Legacy Fund	Other Purchased Services	874.92
Unique Management Services, Inc.	Other Purchased Services	847.10
US Postage Service	Postage	8,000.00
Wolpert, Emily	Travel	6.03
VISA - AED Superstore	Employee Relations	456.89
VISA - Anycubic	Other Purchased Services	496.04
VISA - Baker & Taylor Books	A/V Materials	321.25
VISA - Baker & Taylor Books	Adult Books	4,438.61
VISA - Baker & Taylor Books	Children's Books	3,218.42
VISA - Bloomington Bison	Employee Relations	54.92
VISA - Circle K	Gas & Diesel Fuel	34.37
VISA - Dr. McKay's Bar & Grill	Employee Relations	75.75
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	468.68
VISA - Full Source, LLC	Uniforms	222.41
VISA - Glowforge Store	Other Purchased Services	109.60
VISA - Greendisk, Inc.	Other Purchased Services	174.95
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	24.16
VISA - Illinois State Fire Marshal	Building Maintenance	143.15
VISA - Ingram	Adult Books	3,685.56
VISA - Ingram	Children's Books	1,060.84
VISA - International Service Fee	Other Purchased Services	5.64
VISA - Joann Stores	Other Purchased Services	58.84
VISA - Lowe's	Other Purchased Services	7.96
VISA - McLean County Chamber of Commerce	Professional Development	750.00

VISA - Oriental Trading Co	Library Supplies	685.57
VISA - Party City	Other Purchased Services	25.99
VISA - Printful, Inc.	Other Purchased Services	(61.95)
VISA - Sam's Club	Janitorial Supplies	126.30
VISA - Sam's Club	Memberships	50.00
VISA - Sam's Club	Other Purchased Services	33.94
VISA - Schnuck's	Employee Relations	72.46
VISA - Schnuck's	Other Purchased Services	58.38
VISA - Shannon's Five Star Restaurant	Employee Relations	10.00
VISA - Target	Employee Relations	4.99
VISA - Thornton's	Gas & Diesel Fuel	26.13
VISA - Translative Live, LLC	Other Purchased Services	2,499.00
VISA - Universal Yums	Other Purchased Services	45.00
VISA - Verizon Wireless	Telecommunications	337.58
VISA - Walgreens	Other Purchased Services	25.25
VISA - Wal-Mart	Employee Relations	126.74
VISA - Wal-Mart	Janitorial Supplies	226.42
VISA - Wal-Mart	Library Supplies	9.88
VISA - Wal-Mart	Office Supplies	8.82
VISA - Wal-Mart	Other Purchased Services	15.48
VISA - Wix.com	Other Purchased Services	33.97
VISA - Woman's Day	Periodicals	35.94
VISA - Zoom.US	Other Purchased Services	373.83
Total		1,410,060.70

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR A DISPLAY ACCENT TABLE TO
DEMCO

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

1. That the three quote requirement be waived and the Library Director authorize payment for a display accent table to Demco in the amount of \$5,933.84
2. That this will be a display unit for Teen Books, to be located outside of the TeenZone
3. That the pricing is part of cooperative purchasing TIPS--The Interlocal Purchasing System
4. That while there are other display units, this is a sole source product as it is specifically manufactured by DEMCO
5. That the Library will used donated funds to purchase the display unit
6. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$5,933.84

Approved this 21st day of January 2025

Catrina Parker, President
Bloomington Public Library Board of Trustees



P.O. Box 7488
Madison, WI 53707-7488
PH 800-462-8709 FAX 888-329-4728

NAME: City of Bloomington
CONTACT: JEANNE HAMILTON
PHONE: 309-590-6100
EMAIL: jeanneh@bloomingtonlibrary.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

1	1	P13732880	Demco Accent Display Table w/ Levels 74"Hx60"Wx31-1/2"D	Laminate colors * Select One * Des. White/Brit. Blue (WA D354-60/WA D321-60) Kens.Maple/Brit.Blue (WA 10776-60/WA D321-60) Designer White/Island (WA D354-60/WA D498-60) Kensington Maple/Island (WA 10776-60/WA D498-60) Des.White/Slv Alu Met.(WA D354-60/Nev MXT003T) Ken.Mpl/Slv Alu Met.(WA 10776-60/Nev MXT003T)	5,417.88	Net	5,417.88
---	---	-----------	---	---	----------	-----	----------

PLEASE NOTE: This item may not be returned unless damaged or defective.

*Delivery Provisions: This quote has been specifically prepared to deliver with:
Tailgate Delivery : 440.96
Call Ahead - Delivery App: 0.00
Power Lift Gate : 75.00

Additional Note:	Pricing on this quote is based on one or more of the following TIPS-USA contracts 230301 - Furniture	Order Subtotal	5,417.88
		*Shipping/Processing	515.96
		Sales Tax	Exempt
		Grand Total	5,933.84

PRICING: No additional promotions or discounts may be combined with this bid/quote. Reductions in volume may affect the quoted pricing.
ESTIMATED DELIVERY: 12-14 weeks after receipt of complete and accurate order. Lead times may vary depending on time of order and available products.
SHIPPING AND PROCESSING: Standard shipping is for tailgate delivery. Liftgate truck and inside delivery are additional services and those charges are in addition to the tailgate delivery charge. See attached freight terms for explanation of delivery services.

PAYMENT TERMS: Net/30 days subject to Accounting approval. Pre-payment may be required.
REFER TO QUOTE: Please reference quote G4358004 when ordering to receive discounted pricing and shipping charges. Quote pricing may not be applied if quote number is not referenced.
FURNITURE AND EQUIPMENT: Furniture and equipment items are non-returnable unless received damaged or defective
RESTOCKING FEES: Products are non-returnable unless received damaged or defective. If returnable, restocking fees may apply.

Reference: G4358004
Contract/Bid ID: BB0015
Today: 1/13/25
Quote Expiration Date: 2/12/25

QUOTATION



QUOTATION

P.O. Box 7488
Madison, WI 53707-7488
PH 800-462-8709 FAX 888-329-4728

Reference: G4358004
Contract/Bid ID: BB0015
Today: 1/13/25
Quote Expiration Date: 2/12/25

NAME: City of Bloomington
CONTACT: JEANNE HAMILTON
PHONE: 309-590-6100
EMAIL: jeanneh@bloomingtonlibrary.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

CANCELLATIONS: Once the order is placed and processing has started the order may not be cancelled without approval from Demco and/or manufacturer of product. Cancellation fees may apply.

Order Provisions: Please note the attached freight terms.

BILL TO:	SHIP TO:	CONTACT:	SALES REP:
City of Bloomington Accounts Payable PO Box 3157 Bloomington IL 61702-3157	Jeanne Hamilton Bloomington Public Library 205 E Olive St Bloomington IL 61701-5218	JEANNE HAMILTON BLOOMINGTON PUBLIC LIBRARY 205 E OLIVE ST BLOOMINGTON IL 61701-5218	Bianca Bergamasco Email: biancab@demco.com Phone: 800-462-8709 Fax: 888-329-4728

Date of exec session	Topic of exec session	Date minutes approved	Date destruction of the recordings approved
10/19/2004	To discuss performance of a specific employee	11/15/2016	11/15/2016
2/22/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
3/22/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
5/17/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
5/23/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
6/7/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
6/15/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
6/21/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
7/19/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
8/8/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
8/29/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
9/14/2005	To discuss the dismissal of a specific employee	11/15/2016	11/15/2016
4/25/2006	To discuss employment of a specific employee	11/15/2016	11/15/2016
5/22/2006	To discuss employment of a specific employee	11/15/2016	11/15/2016
5/30/2006	To discuss employment and compensation of a specific employee	11/15/2016	11/15/2016
	To discuss minutes of closed session dates: October 19, 2004, February 22, 2005, March 22, 2005, May 17, 2005, May 23, 2005, June 15, 2005, June 21, 2005, July 19, 2005, and August 8, 2005.	11/15/2016	11/15/2016
9/19/2006	To discuss performance of a specific employee	11/15/2016	11/15/2016
4/22/2008	To discuss performance of a specific employee	11/15/2016	11/15/2016
4/21/2009	To discuss the performance and compensation of a specific employee.	11/15/2016	11/15/2016
7/21/2009	<i>Review of executive session minutes (Referred to in the minutes of the 12/18/12 meeting but no minutes were found)</i>		
9/22/2009	To discuss collective negotiating matters with union and to discuss the performance of a specific employee	11/15/2016	11/15/2016
6/9/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
7/20/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
8/17/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
10/19/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
3/22/2011	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
5/17/2011	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
6/21/2011	To discuss the performance of a specific employee	11/15/2016	11/15/2016
7/19/2011	To discuss the performance of a specific employee	11/15/2016	11/15/2016
8/21/2012	To discuss pending litigation	2/21/2017	8/15/2017
9/18/2012	To discuss pending litigation	11/15/2016	11/15/2016
10/16/2012	<i>Tape was damaged and could not be transcribed.</i>	11/15/2016	11/15/2016
	To discuss minutes of the following meetings that were lawfully closed under the Open Meetings Act: September 22, 2009, July 21, 2009 and April 22, 2008. (Note: minutes for 4/22/08 & 9/22/09 were redone in 2016 from recordings because they could not be found)		
12/18/2012	<i>Tape was damaged and could not be transcribed.</i>	11/15/2016	11/15/2016
1/22/2013	To discuss collective bargaining pending with union	n/a	11/15/2016
7/16/2013	To discuss performance of a specific employee	2/21/2017	8/15/2017
9/17/2013	To discuss performance of a specific employee	2/21/2017	8/15/2017
3/25/2014	To discuss the performance of a specific employee	11/15/2016	11/15/2016
4/15/2014	To discuss the performance of a specific employee	2/21/2017	8/15/2017
9/18/2014	To discuss the performance of a specific employee	11/15/2016	11/15/2016
5/19/2015	To discuss the performance of a specific employee	11/15/2016	11/15/2016

Date of exec session	Topic of exec session	Date minutes approved	Date destruction of the recordings approved
6/2/2015	To discuss the performance of a specific employee	11/15/2016	11/15/2016
8/18/2015	To discuss the dismissal of a specific employee	2/21/2017	8/15/2017
12/1/2015	To discuss the employment of a specific employee	3/21/2017	8/15/2017
12/8/2015	To discuss the employment of a specific employee	3/21/2017	8/15/2017
12/15/2015	To discuss the employment of a specific employee	3/21/2017	8/15/2017
3/15/2016	Reviewed exec session minutes	3/21/2017	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #1)	11/15/2016	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #2)	10/17/2017	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #3)	10/17/2017	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #4)	10/17/2017	2/19/2019
5/4/2016	To discuss the employment of a specific employee	10/17/2017	2/19/2019
5/9/2016	To discuss the employment of a specific employee	10/17/2017	2/19/2019
8/16/2016	Reviewed exec session minutes	4/18/2017	2/19/2019
9/20/2016	To discuss minutes of closed session meetings, dates September 18, 2012, May 4, 2016 and August 21, 2012, which were lawfully closed under the Open Meetings Act.	2/21/2017 & 4/18/2017	2/19/2019
11/15/2016	To discuss minutes of closed session meeting of April 15, 2014 which was lawfully closed under the Open Meetings Act.	2/21/2017 & 4/18/2017	2/19/2019
1/17/2017	To discuss minutes of closed session meetings dates 7/19/11, 7/16/13, 9/17/13	2/21/2017	2/19/2019
2/21/2017	Collective Negotiating Matters & Reviewed exec session minutes for: 9/18/14, 8/18/15, 9/20/16, 11/15/16, 1/17/17	4/18/2017	2/19/2019
3/21/2017	Collective Negotiating Matters, Personnel, & Reviewed exec session minutes for: 3/25/14, 12/1/15, 12/8/15, 12/15/15, 3/15/16	8/15/2017	2/19/2019
4/18/2017	Collective Negotiating Matters, Personnel, & Reviewed exec session minutes for: 8/16/16, 9/20/16, 11/15/16, 2/21/17	10/17/2017	2/19/2019
6/20/2017	Collective Negotiating Matters	8/15/2017	2/19/2019
8/15/2017	Collective Negotiating Matters & Reviewed exec session minutes	10/17/2017	2/19/2019
11/24/2017	Collective Negotiating Matters	2/20/2018	10/20/2020
4/3/2018	B & P Committee -To discuss the performance of a specific employee	11/5/2019	10/20/2020
4/17/2018	To discuss the performance of a specific employee & Lease or Purchase of Property	6/19/2018	10/20/2020
9/18/2018	Collective Negotiating Matters & Compensation of a specific employee	11/20/2018	10/20/2020
2/19/2019	Collective Negotiating Matters	4/16/2019	10/20/2020
4/2/2019	B & P Committee - To discuss the performance of a specific employee	11/5/2019	10/20/2020
4/16/2019	To discuss performance & compensation of a specific employee	10/15/2019	10/20/2020
2/18/2020	Collective Negotiating Matters	6/16/2020	2/15/2022
7/21/2020	Collective Negotiating Matters & performance & Compensation of a specific employee	8/18/2020	2/15/2022
4/13/2021	B & P Committee -To discuss the performance of a specific employee	11/2/2021	7/18/2023
4/20/2021	To discuss the performance of a specific employee	5/18/2021	7/18/2023
3/15/2022	Collective Negotiating Matters	6/21/2022	7/16/2024
4/12/2022	B & P Committee - To discuss performance & compensation of a specific employee	10/11/2022	7/16/2024
4/19/2022	To discuss performance & compensation of a specific employee	6/21/2022	7/16/2024
4/11/2023	B & P Committee - To discuss performance & compensation of a specific employee	10/10/2023	
4/18/2023	To discuss performance & compensation of a specific employee	10/17/2023	
4/2/2024	B & P Committee - To discuss performance & compensation of a specific employee	10/3/2024	
4/16/2024	To discuss performance & compensation of a specific employee	10/15/2024	

In the safe- eligible for destruction on: 10/11/2024
In the safe- eligible for destruction on: 10/18/2024
In the safe- eligible for destruction on: 10/2/2025
In the safe- eligible for destruction on: 10/16/2025



REGULAR AGENDA ITEM NO. 7.D.

FOR LIBRARY BOARD OF TRUSTEES: January 21, 2025

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve Appointments to the Bloomington Public Library Foundation Board

RECOMMENDED MOTION: Approve Appointments to the Bloomington Public Library Foundation Board

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: According to the Bloomington Public Library Foundation Board Bylaws:

- The Bloomington Public Library Board is responsible for appointing the Bloomington Public Library Foundation Board Members.
- The Foundation Board should have at least eleven (11) and not more than fifteen (15) members.
 - At least three of which shall be members of the Bloomington Public Library Board.
- Foundation Board members are eligible to be appointed by the Bloomington Public Library Board of Trustees for an unlimited number of three (3) year terms in addition to any partial term a member may fill when joining the board.
- Members "need not be residents of Illinois".

Due to the Foundation Board Meeting time, Catrina Parker is submitting her resignation to the Foundation Board. While Dianne and Alicia continue to serve on the Foundation Board, one additional Bloomington Public Library Board Member will need to be appointed to fill the minimum requirement outlined in the bylaws. Catrina is nominating John Argenziano to fill the seat she is vacating.

The Foundation Board currently has 12 board members (Catrina's resignation leaves it with 11 board members).

Foundation Board Members, Patsy Bowles, also submitted one additional potential Foundation Board Members for the Library Board's consideration. Library Director, Jeanne Hamilton, will send the candidate bio to the Library Board prior to the meeting.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Bloomington Public Library Foundation Board Officers and Other Various Members of the Community.

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director