



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
CONFERENCE ROOM, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, JANUARY 16, 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 (Recommended Motion: None, presentation only)
- B. Director's Report (Recommended Motion: None, presentation only)
- C. Fiscal Report Presentation (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 December 19, 2023: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes)
- B. Bills in the Amount of \$567,785.02 (Recommended Motion: Approve the proposed bills)

7. Approval Items

- A. Review and Approve Maintaining Confidentiality of Executive Session Minutes (Recommended Motion: Review and Approve Maintaining Confidentiality of Executive Session Minutes)
- B. Approve Destruction of Executive Session recordings prior to July 2022 (Recommended Motion: Approve Destruction of Executive Session recordings prior to July 2022)
- C. Waive the Competitive Bid Process for the 2024 Property/Casualty Insurance Renewal (Recommended Motion: Approve Property/Casualty Insurance Renewal as

presented)

- D. Approve a Change Order to Convert the Existing Building Control System to the New HVAC Control System (Recommended Motion: Approve the proposed Change Order in an amount of \$10,668)
- E. Approve a Change Order to Remove and Relocate Plumbing Pipes (Recommended Motion: Approve the proposed Change Order in an amount up to \$20,138.00)

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 2023

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

- Continued to make progress towards a Library expansion, by:
 - Attending one construction meeting
 - Overseeing and coordinating periodic restroom closures for plumbing work
 - Communicating building issues with the construction team
 - Reviewing items compiled by staff for our “30-days post move-in” wish list
 - Working to transfer details of faulty book supports to Allison for her to take over vendor communication regarding the issue
 - Reviewing keys to make sure they work as expected
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Coordinated tasks required for the solar panel project
- Met with the security officers to discuss security needs in the new building
- Coordinated the purchase and design of a replacement Little Free Pantry
- Prepared for and Hosted the Governor’s Press Conference announcing the launch of the Dolly Parton Imagination Library in Illinois
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Met with the City Clerk to discuss the FOIA management software

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

- Interviewed 3 candidates for the Facility Manager position and selected internal candidate, Robert Greene
- Participated in 2 interviews for a vacant full-time LTA position in the CATS department
- Drafted a Memorandum of Understanding for part-time leave in compliance with a new city ordinance and met with union leadership to discuss
- Worked to support and direct the work of the operations staff (security officers & custodians)
- Coordinated cybersecurity training for all staff
- Met with a potential vendor to discuss a new employee recognition platform
- Reviewed and recommended updates to the Employee Handbook

Goal: Administer a cost-effective public library.

- Presented the final property tax levy to the city council
- Researched PPRT distributions from 1980-2023
- Worked with a potential donor on donor recognition room/space signage

Adult Services Report

Carol Torrens

December 2023

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

Phase 2 Construction and Collections

Customers and staff alike are enjoying the expanded and remodeled side of the Library. The Study Rooms are very popular.

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

COLLECTIONS

There were no book displays this month due to construction and back-ordered shelving. The DVD display featured winter and holiday movies.

PROGRAMS

Tiffany visited these schools to promote teen books and teen library activities. She spoke with the listed number of students:

KJHS: 72; PJHS: 69; EJHS: 48; CJHS: 50; Metcalf: 25; BJHS (4 visits): 283

The Conference Room was used for the first time for a hybrid program. All went well. Both the in-person and virtual attendees enjoyed the meditation program.

Adult/Family programs

- Hybrid
 - Meditation – 1 session – 13 attended
 - Who Killed Carol Rofstad – 1 session – 55 attended
- In Person Off Site
 - Books on Tap – 1 session – 19 attended
 - True Colors Book Club – 1 session – 9 attended
- Live Virtual
 - Book Ends roundtable book discussion – 1 session – 5 attended
 - True Crime Book Club – 1 session – 2 attended
 - IL Libraries Present: Psychotherapist Lori Gottlieb – 1 session – 5 attended
- Prerecorded Virtual
 - IL Libraries Present: The Nutcracker – 1 offering – 26 viewed

Teen Programs

- Passive
 - Take & Make rice hand warmer – 1 offering – 20 kits distributed

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

All staff completed the annual cybersecurity training. Desk staff were trained on the new cash system.

Goal: Work effectively through the use of technology.

There were three individual appointments this month: 1 on ebooks and 2 on general computer use.

Business Office Report

Kathy Jeakins

December 2023

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

Nan and I attended the press conference with Governor Pritzker and other dignitaries for the statewide launch of the Dolly Parton Imagination Library in Illinois

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

The Library received the 2nd Expansion Grant check in December; this one was for 60% completion of the project

In November, the Book Shoppe collected \$584.00

Hoopla usage in December was high again: 6,181 downloads totaling to \$13,854

Kanopy downloads for November totaled \$939.00, a little more than last month

A LIRA representative was here on December 5 for the annual Building Assessment Questionnaire and returned on December 21 to conduct the tour of the building

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

The Foundation's AG-IL990 was submitted by the deadline

The Foundation's Annual Report was submitted by the deadline

Golden Prairie's Year-End Financial Report was printed in the Pantagraph by the deadline

New cash registers were installed in December for both Circulation and Adult Services; staff is quickly learning how to use this new system; I really like the new reports

Bills Costing in Excess of \$5,000:

- Arthur J. Gallagher \$14,833.00 for 2024 Worker's Compensation Premium
- Dell Marketing, L.P. \$5,086.57 for Laptop Docking Stations and a Laptop
- Engberg Anderson \$17,574.87 for Architectural Services
- Engberg Anderson \$6,923.98 for Architectural Services
- NewsBank \$23,708.00 for Annual Renewal

Upcoming:

During January I will be completing the annual Worker's Compensation Salary Assessment and the annual OSHA 360 Report



Cataloging & Technical Services Report

Allison Schmid

December 2023

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

- Allison is working with Demco on solutions for defective magnetic book ends.
- The first order of Vernon book trucks has arrived.

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

- Allison met with the Bloomington Reads committee and is working with children's author Patricia Sutton for a Bloomington Reads program in May. We're just waiting for her contract to be signed and returned.
- Eleanor worked with Sara to create new labels for the Microfilm boxes. So far, the Daily Bulletin and all the Census have been relabeled.
- Five new children's activity kits are available for check out.
- We revisited some of the shelf locations of items that were previously Reference Desk to update their new physical locations (like Chromebooks and the Projector).

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

- Allison attended a Polaris webinar on the 7.5 updates. – 1
- Allison tested a new Kronos interface with Gayle.
- TJ H. will start as our new Children's book cataloger (full-time LTA) on February 5th.
- All CATS staff completed Cybersecurity training. - 2
- Training Hours – 3

Goal: Work effectively through the use of technology.

- Nick and Allison are testing out ways to retain patron holds on on-order items that are cancelled by the vendor.

Goal: Administer a cost-effective public library.

- We received our refund for the defective book trucks from The Library Store.

Upcoming:

- Processing and cataloging new children's kits including Game and Sensory boxes.

Children's Services Report
Melissa Robinson
December 2023

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

Programs

- Stuffed Animal Sleepover – 40 attended
- Dungeons and Dragons for Kids – 2 attended

We visited the following groups:

- Sheridan Books 'n' Bites – 32 attended
- Chanelle's Daycare – 41 attended
- Trinity Lutheran Pre-K – 16 attended
- YMCA Winter Break Visit – 30 attended

Passive Programs

- Melvin's Jokes – 40 participated
- Crafts – gingerbread, Santa, snowman, coffee filter birds, snow globe, winter activity bags, paper polar bear – 274 made

Goal: Work effectively through the use of technology.

- 14 posts were added to the Children's Facebook group, and we now have 824 members.
- 14 Tik Tok videos were added, and we now have 988 followers.

Upcoming:

- Winter break activities will end on Jan 8 which is the last day of winter break for Unit 5 (and the first day back to school for D87).
- Martin Luther King Jr Craft and Scavenger Hunt - Jan 15
- Children's staff will also be providing activities at the Martin Luther King Day of Service event at the Eastview Community Center on Jan 15.
- Lego Construction - Jan 20 and 21
- Scoops - Ice Cream Themed Activities - Jan 27
- Hot Chocolate Story Time - Jan 31



Circulation and Outreach Report

Colleen Shaw

December 2023

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
- BN Welcoming Committee
- BN Parent Coalition
- Recovery Oriented Systems of Care Council
- Fatherhood Coalition
- Chestnut Sober Recreation Committee
- Led the Human Services Council for the final month as President
- Met with Parents Care and Share
- Meeting and tour of the Center for Human Services New Horizons building

Attended the following events:

- Dreams Are Possible Graduation Ceremony
- Presented BPL services at a Mom's Morning Out group
- Hosted a table at a BN Parents event at Normal Community High School

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

- A coat/hat/glove donation box will remain in the lobby through the winter months. Donations were taken to the McLean County Jail and Brightpoint (formerly Children's Home + Aid).
- Deposits staff prepared and delivered or renewed 618 items at 11 sites.
- Home Delivery prepared and delivered or renewed 608 items to 51 active patrons.
- Pop Up Library visits were held at the locations listed below. 73 patrons were served, and 540 items checked out.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
 - Westminster Village
 - Liberty Health
- The bookmobile had 11,770 patrons visit regularly scheduled stops this year. This is an increase from last year of over 2,000 patrons. The bookmobile additionally had 2,540 patrons visit special, one-time stops this year.

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

- Hired a new staff member to fill an open, part-time Library Assistant position.



(12/2023) Circulation and Outreach Services Statistics

Total Circ BPL	76,346
Total Circ Main	49,321
Total Circ Outreach	4,681
Total Circ Drive-up	407
Total Digital Downloads	21,937
Hoopla	6,181
Overdrive	14,865
TumbleBooks	14
eBook Central	10
Kanopy	867
Borrowers Registered	239
Total Active Cardholders	31,023
Children	7,511
Teen	3,570
Adult	19,942
GPPLD	1,448
Total Holds Filled	5,221
Main Holds	4,135
Outreach Holds	879
Drive-up Holds	207
Door Count	9,671

10 Highest Circulations		Patron Count
Wingover Apartments PM	313	90
Grove	168	29
Eagle Crest East	108	18
Eagle View	86	20
North Pointe	84	21
Four Seasons	78	28
Rollingbrook South	77	10
Pepper Ridge	67	21
Eagle Creek	60	21
Anglers Manor	58	12

Lowest 5 Circulations		Patron Count
Brookridge Heights	5	3
Ellsworth	5	1
Miller Park	3	3
Deer Ridge	0	0
Holiday Park	0	3

Regularly Scheduled Stops	40
Special Stops	0
Cancelled Stops	29 (scheduled for off-road)
Total Stops	40
Total Patron Count	542
Total Bookmobile Circulation	1,866

Human Resources Report
Gayle Tucker
December 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I completed CyberSecurity training
- I worked on UKG/Kronos training and testing
- In December, there were three in-house job announcements and one outside job posting
- There were five interviews
- All staff completed the required Sexual Harassment Training
- 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
- The staff collaborated to provide gifts for a family through the Brighten A Family program (this was coordinated by the Spirit Committee)

Goal: Work effectively through the use of technology.

- In December, 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—Allison and I completed some testing
- 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
December 2023

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 and we have 7,095 of them available and another 18,000 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.

The Unit 5 student cards have been processed and we are moving on to the second set of District 87 student cards.

We installed the new TBS cash register system and training was provided to both circulation and Adult Services staff. The new system provides a central location for administration and reporting. The new system also connects directly to the Library system to allow for paying and immediate remediation of fines on library accounts.

We continue to work with MetroNet to get the new Overhead sound system installed. The new system is in place, but we are waiting to hear from MetroNet about how to connect the two systems together.

The new sorter troubleshooting system is in place. The system consists of software along with a large monitor with a diagram of the sorter on it. When there is trouble with the sorter the diagram will indicate the source of the issue. This will save time when dealing with sorter outages.

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

Seven teens participated in our 3-D printed winter decorations program. The teens learned how to use tinkercad to make their own winter design and then had them 3-D printed.

Eight teens participated in our D&D mini creation and printing session that took place on Dec 14th. The teens learned how to use Hero Forge to create their characters that were later 3-D printed.

Upcoming:

We are working to restore the door count system and add an additional counter for the new entrance.

Marketing Report

Rhonda Massie – December 2023

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

Donor Wall

- During the month of December, Marketing devoted much time to Donor Wall preparations. The installation will recognize anyone who gave at least \$500 to the building and expansion project with a personalized “book spine”. These book spines will rest on “bookshelves” which will be installed on the wall next to the elevator on the first floor. The pieces have all been ordered, and we’re hopeful that the installation can be completed in early-to-mid March.

Your Future Library – Capital Campaign

- We recently learned that State Farm has possibly, again, decided to deny matching donations to the BPL Foundation. This news comes after matching funds were received in December following a 1-year hiatus of not receiving matching funds from State Farm.
- Managed Bloomerang – our donation database
 - Entered pledges and donations.
 - 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.
 - Ran a report to view pledge payments that are due in the next 30 days. Sent reminders.

Online Store

- After sharing a late November post about the library’s online store, the library saw 8 orders placed in time for holiday gift giving.
- Rhonda met with LibComm to go over concerns and issues we’ve experienced with our online store.
 - In the coming months, Rhonda and Jorgi will be taking over much control of the online store.

Bookmobile Schedule

- We’re in the midst of updating the Bookmobile Schedule for March-August 2024. The first proof has been distributed. Postcards, text message scheduling, and updating the website with information about these stops will not begin until the final proof is approved.

Awardco

- During the month of December, Marketing and others met multiple times with Awardco. The library has chosen to implement Awardco’s services to handle the reward component of milestone anniversaries and the annual Appreciation Day gift.

Website & Other Tech

- Marketing maintains the library’s website.
 - Added January’s programs and registration forms to the online calendar
 - Updated record sets for New Movies, New Music, and New Audiobooks
 - Updated room descriptions to note the number of hours study rooms can be reserved
 - Jorgi worked with Nan to go over Library Market mechanics
 - Maintained the jigsaw puzzle offerings on the puzzle page
 - Adjusted “event filtering” on the Cookbook Club page so its information appears in chronological order when viewed from a cell phone.
 - Adjusted language on the “Get a Card” page to reflect that any Photo ID will be accepted.
 - Updated promotional images on the Plasma screen which was recently installed in the Circ Lobby.
 - Reviewed Analytics collection methods to make sure we were collecting data in the best way offered.
 - Updated the “Request Item” form to note items requested from a series may not arrive in series order.
 - Managed employment postings
 - Continued to work on issues concerning Room Reservations.
 - Building a page for the library’s leadership team which includes photos. When hovered upon, the photo of each manager will change to a #BookFace photo.
 - Started creating a webpage which will focus on this Spring’s *Bloomington Reads* programming series

Paper & Digital Design Work

Closure Messaging

- Messaging and artwork for the Christmas and New Year Closures

- Created multiple outgoing phone recordings, checked phones to make sure messages changed, 11x17 signs for each service desk, 24x36 signs for the lobby, multiple Facebook posts, Facebook cover art, multiple Instagram posts, multiple Twitter posts, updated LX Starter notifications, art added to plasma screen in the Circulation Lobby, penned and scheduled multiple text messages, created slide for the website.

Program Publicity

- D&D for Kids
- Winter Break Activities
- Teen Game Jam
- A.I. Future
- International Yumz

Signs

- *Leave the Past Behind* book display
- Rolling Book Display
- Christmas & NYE Closure – paper and digital signage in multiple sizes
- *Antiheroes* book display
- Updated Price Sheet
- *Restrooms Closed*
- *Donate or Take* sign for collection/distribution of outerwear

Misc. Marketing Tasks

- Donor Wall – many renditions
- Finalized 90 Donor Wall Book Spines
- Worked with Dean's Graphics to create a new 3' x 11' banner that will hang at the library's south entrance on days the library is closed. Eyebolt installation in the brickwork, banner design and printing, and securing hardware from which to hang the banner was completed and ready in time for the library's Christmas Eve closure.
- Penned a write-up about Caprice and submitted it to The City for inclusion in memorial recognition of City employees who passed during 2023
- After 20 BPL mugs leftover from Appreciation Day sold to patrons within hours of being shared on Facebook and Instagram, an additional 72 mugs were ordered and sold to patrons. These mugs sold out in 48 hours. The factory's supply is now depleted.
- Ordered personalized *BPL PopUp Library* bags to accompany the PopUp Library service
- Updated PDF Scanning Instructions
- Updated JPEG Scanning Instructions
- Created Home Delivery schedules to indicate to patrons on which day their next delivery will arrive
- Irvin Apartments Pop-Up Library signage
- January Calendar
- New Hoopla Plasma slide
- Locked Case ID tags
- Bookmobile Schedule draft 1
- Promotional Items
 - Processed 1 request for promo items to be taken to offsite events
 - Processed/re-stocked promo items returned from 2 offsite events
- Reprints
 - Hoopla Handout 500
 - My Library App Handout 500
 - Libby Handout 500
 - Portrait wall – multiple posters were reprinted and added to a temporary wall at the request of J.B. Pritzker's office in advance of the Governor's press conference at the library

January Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - January's programs were submitted to Library Market by staff for review and editing by Marketing before being published on 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.

Headlines

- December 5 & 6 - Too many headlines to list pertaining to J.B. Pritzker's visit to Bloomington Public Library to announce the statewide launch of Dolly Parton's Imagination Library
- December 12 – WGLT – *Bloomington Council narrowly rejects tax levy hike, instead adopts a flat levy of \$22.3M*
- December 13 – The Pantagraph – *Bloomington sets flat tax levy; library to receive new revenue*
- December 28 – The Pantagraph – *Top Checkouts from Bloomington-Normal libraries in 2023*

Advertising

- WGLT
 - On-air ads ran in early December to promote the library's program pertaining to the 1975 unsolved murder of ISU student Carol Rofstad.
 - On-air ads will run in January to promote a library program pertaining to how and when to start seeds indoors.
- 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 – *12 Angry Jurors* – runs January 5-14.
- 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
- All members of the Marketing Staff completed the mandatory Cybersecurity training
- Rhonda viewed the following webinar
 - Libby for Patrons
- Completed the annual review for the part-time Library Technical Assistant

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 10,184 followers
 - Instagram – 2,285 followers
 - Twitter – 1,988 followers
- Library text subscribers – 345
- Bookmobile text subscribers – 1,424
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,986 filtered active subscribers.
- Program Guide list – 34,988 filtered active subscribers.
- General eBlast list – 34,998 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, cancellations and closures, news, etc.

- A weekly #TBT photo is posted to Facebook and Instagram.
- A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
- Posts promoting the following were also shared:
 - *Believe in Your Shelf* – mugs are back in stock
 - *Donate or Take* – BPL accepting and offering outerwear donations
 - *Learn Libby* – Libby webinar for patrons
 - *Christian Fiction* – promoted our eNewsletters of recommended reading lists by topic
 - Photos from Stuffed Animal Sleepover
 - Recording available of program pertaining to the 1975 murder of Carol Rofstad
 - Christmas and New Year Closures – multiple posts
 - J.B. Pritzker press conference at BPL
 - All licenses for viewing of The Royal Ballet's *Nutcracker* have been claimed
 - *Shop the library's online store*
 - *Spirituality & Religion* – promoted our eNewsletters of recommended reading lists by topic
- 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 BookFlix online resource for kids was delivered December 1.
- An eBlast promoting Libby's offering of eMagazines will be delivered on January 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

December 2023

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	24,312	24,921	-2%	205,759	239,066	-14%
Teens	2,137	1,838	16%	16,203	16,861	-4%
Children	27,964	27,327	2%	240,826	279,158	-14%
Digital Downloads	21,937	18,408	19%	171,211	147,928	16%
Total	76,350	72,494	5%	633,999	683,013	-7%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,942	18,125	10%	N/A	N/A	N/A
Teens	3,570	4,071	-12%	N/A	N/A	N/A
Children	7,511	7,137	5%	N/A	N/A	N/A
Total	31,023	29,333	6%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	239	533	-55%	3,672	5,437	-32%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	9,671	9,495	2%	89,416	100,927	-11%
Bookmobile	542	375	45%	10,104	9,147	10%
Total	10,213	9,870	3%	99,520	110,074	-10%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	258	0	N/A	670	213	215%
Digital Preservation Studio	0	0	N/A	9	26	-65%
Community Room	31	0	N/A	56	11	409%
Total	289	0	N/A	735	250	194%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	20	19	5%	230	130	77%
People Reached	892	1,688	-47%	16,146	15,879	2%
Community Visits to the Library	0	0	N/A	6	0	N/A
People Reached	0	0	N/A	117	0	N/A
Total Outreach Visits	20	19	5%	236	130	82%
Total People Reached	892	1,688	-47%	16,263	15,879	2%

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%	74	68	9%
Attendance	134	86	56%	1,469	1,070	37%
Teens	3	0	N/A	29	27	7%
Attendance	35	0	N/A	632	234	170%
Childrens	9	4	125%	109	70	56%
Attendance	1,166	32	3544%	17,884	1,341	1234%
Total Programs	20	11	82%	212	165	28%
Total Attendance	1,335	118	1031%	19,985	2,645	656%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	2	50%	18	17	6%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,594	2,162	20%	20,105	21,795	-8%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	50	121.75	-59%	1,094	1,345	-19%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,079	1,129	-4%	8,014	10,580	-24%
WiFi Sessions	1,619	1,312	23%	11,618	12,647	-8%
Website/Catalog Hits	49,575	36,768	35%	365,483	347,005	5%
Online Resource Use	16,214	3,604	350%	128,813	31,352	311%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	327	307	7%	3,397	3,381	0%
Sent	31	116	-73%	627	975	-36%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	6.00	-100%	40	45	-11%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 20, 2023
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 (arrived at 5:02 pm), Stephen Peterson, Jim Russell (arrived at 5:03 pm), 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. November 15, 2023
THE MINUTES WERE APPROVED AS PRESENTED.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton shared the highlight of the Governor's press conference being held at the Library recently. The United Way of McLean County, who have been participating in the Dolly Parton Imagination Library, was asked to submit five locations in the county to be considered for the press conference, and the Library was selected from those. It was a great fit and a very exciting event.

B. Outreach Report: Jeanne Hamilton mentioned that the Bookmobile was decorated for Diwali with the help of patrons, making it a special experience.

C. Financial Report: Kathy Jeakins stated that the report was in the Board packet. Per Capita money has been spent on books and A/V materials. As of today, all necessary documents have been submitted for the levy process.
- VIII. Unfinished Business
A. Discussion of Per Capita Grant Requirements: Jeanne Hamilton reviewed the final portions of *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

B. Strategic Planning Process: Kathy Vroman led the Trustees in the next step in developing a Vision Statement for the library district.

- IX. Comments from Board Trustees
Jim Russell commented that he got an email from a group called Mom's Fed Up wanting him to sign a petition to keep books in the libraries. He also had a short conversation with an acquaintance who asked about removing books from the library, which had Jim wondering how many requests the Library gets to get rid of books. Jeanne Hamilton stated that the Library hadn't received any Requests for Reconsideration in 2023; in 2022 the Library received two; prior to that it was very sporadic. She offered to share talking points she has compiled for censorship talks.
- X. Reminder
A. Next Board Meeting is January 17, 2024
- XI. Adjournment
Ary Anderson adjourned the meeting at 6:01 pm.

DRAFT

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

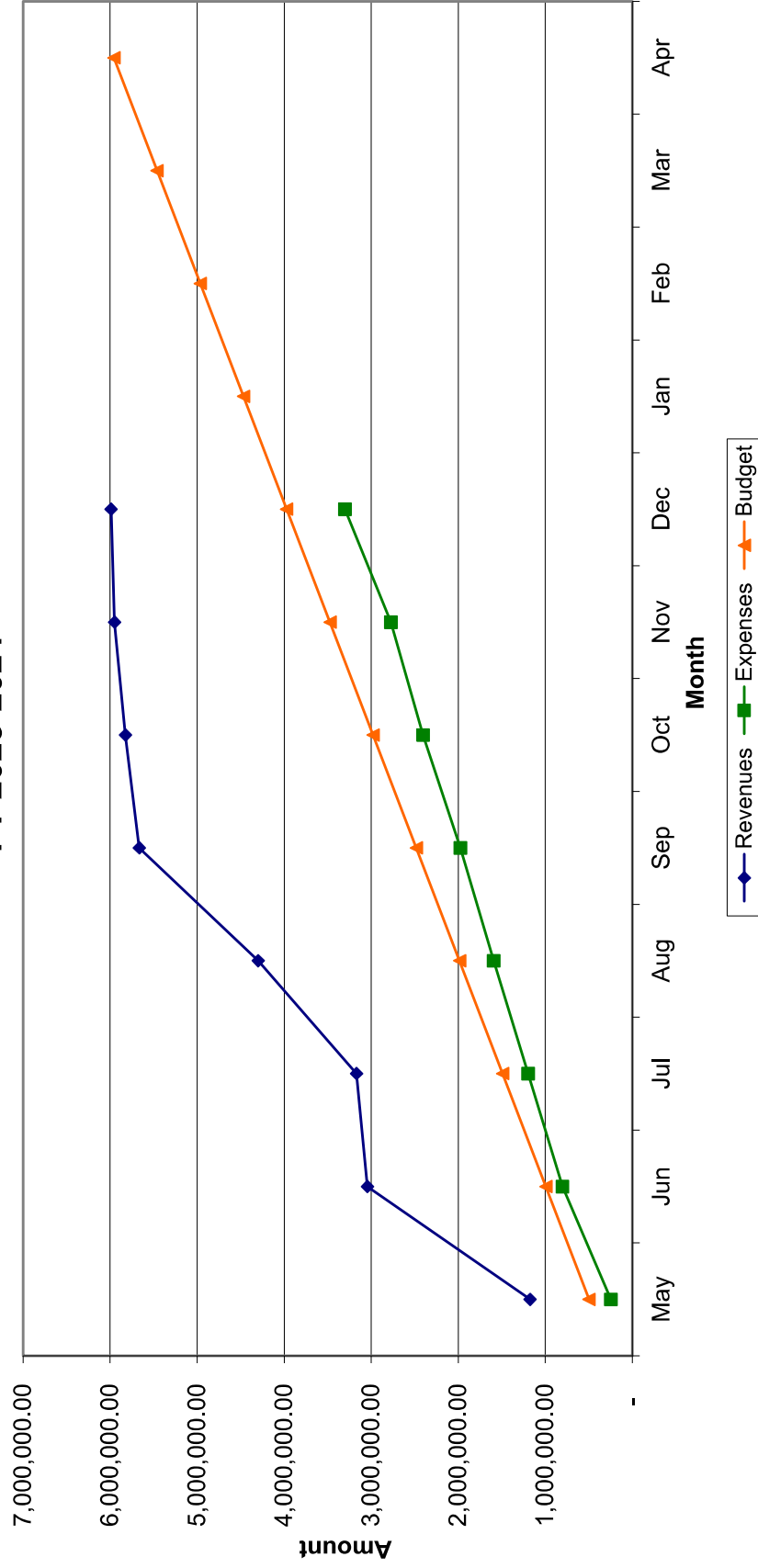
ACCT NAME	BUDGET	DEC 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	0.00	5,149,035.32	(36,564.68)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	14,487.60	436,838.22	(1,082.78)	99.8
Fines & Fees	10,000	761.63	6,064.46	(3,935.54)	60.6
Interest on Investments	10,000	22,280.95	110,306.46	100,306.46	1103.1
Interest from Taxes	0	0.00	89.53	89.53	-----
Donations	25,000	100.00	21,861.15	(3,138.85)	87.4
Cash Over/Short	0	0.00	(0.20)	(0.20)	-----
Other	40,000	2,024.59	17,540.40	(22,459.60)	43.9
Total Revenues	5,954,921	39,654.77	5,988,188.34	33,267.34	100.6

EXPENDITURES:

ACCT NAME	BUDGET	DEC 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	288,300.61	1,672,092.44	(1,004,144.56)	62.5
Part-Time Salaries	558,280	46,180.00	270,666.68	(287,613.32)	48.5
Seasonal Salaries	57,144	1,485.00	15,471.39	(41,672.61)	27.1
Overtime Salaries	100	0.00	15.41	(84.59)	15.4
Other Salaries	20,000	1,000.00	6,000.00	(14,000.00)	30.0
Total Sals & Wages	3,311,761	336,965.61	1,964,245.92	(1,347,515.08)	59.3
Dental Insurance	11,520	740.58	5,737.31	(5,782.69)	49.8
Health Insurance, HMO	6,600	534.96	3,993.09	(2,606.91)	60.5
Life Insurance	3,091	240.80	1,958.80	(1,132.20)	63.4
Vision Insurance	5,724	230.62	1,778.60	(3,945.40)	31.1
Health Insurance, PPO 600/1200	213,390	18,464.80	138,072.92	(75,317.08)	64.7
Health Insurance, PPO with HSA	79,800	5,958.54	49,703.39	(30,096.61)	62.3
Library RHS Contribution	7,500	741.34	5,942.42	(1,557.58)	-----
Library HSA City Contributions	14,800	0.00	1,246.02	(13,553.98)	8.4
IMRF	294,386	19,614.61	114,456.12	(179,929.88)	38.9
FICA	204,082	20,134.33	116,755.13	(87,326.87)	57.2
Medicare	47,729	4,708.87	27,305.92	(20,423.08)	57.2
Worker's Compensation	25,070	14,883.00	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	21,825.50	31,854.87	9,854.87	144.8
Total Benefits	939,792	108,077.95	514,385.62	(425,406.38)	54.7
Rentals	19,000	1,074.00	11,201.58	(7,798.42)	59.0
Total Rentals	19,000	1,074.00	11,201.58	(7,798.42)	59.0
Building Mtnc	130,000	1,110.58	30,565.92	(99,434.08)	23.5
Vehicle Mtnc	17,000	6.51	12,325.03	(4,674.97)	72.5
Office & Computer Mtnc	185,000	343.89	82,263.89	(102,736.11)	44.5
Total Repair/Mtnc	332,000	1,460.98	125,154.84	(206,845.16)	37.7

ACCT NAME	BUDGET	DEC 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,645.15	20,364.22	(26,635.78)	43.3
Printing/Binding	20,000	86.95	10,580.37	(9,419.63)	52.9
Travel	500	49.82	589.56	89.56	117.9
Membership Dues	5,000	0.00	3,352.56	(1,647.44)	67.1
Professional Development	7,500	250.28	4,933.84	(2,566.16)	65.8
Other Purchased Services	125,000	6,006.39	64,848.20	(60,151.80)	51.9
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	8,038.59	104,668.75	(145,331.25)	41.9
Office Supplies	14,000	518.64	6,976.67	(7,023.33)	49.8
Computer Supplies	90,000	16,105.07	59,959.01	(30,040.99)	66.6
Postage	1,500	310.00	335.33	(1,164.67)	22.4
Library Supplies	65,000	1,408.61	27,318.10	(37,681.90)	42.0
Janitorial Supplies	20,000	1,142.72	13,254.59	(6,745.41)	66.3
Gas & Diesel Fuel	6,000	319.37	3,381.26	(2,618.74)	56.4
Building Mtnc & Repair Supplies	13,500	434.48	5,913.36	(7,586.64)	43.8
Total Supplies	210,000	20,238.89	117,138.32	(92,861.68)	55.8
Natural Gas	36,000	2,276.65	5,473.12	(30,526.88)	15.2
Electricity	110,449	5,800.92	57,746.58	(52,702.42)	52.3
Water	7,000	442.06	3,989.64	(3,010.36)	57.0
Telecommunications	46,000	3,649.04	31,340.35	(14,659.65)	68.1
Total Utilities	199,449	442.06	98,549.69	(100,899.31)	49.4
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	865.18	2,298.88	(1,701.12)	57.5
Periodicals	17,000	2,363.65	21,257.65	4,257.65	125.0
Adult Books	157,000	6,680.26	89,754.98	(67,245.02)	57.2
Children's Books	121,000	3,783.39	40,771.41	(80,228.59)	33.7
A/V Materials	91,000	6,390.60	47,306.45	(43,693.55)	52.0
Public Access Software	105,675	0.00	53,297.19	(52,377.81)	50.4
Downloadable Materials	190,000	20,035.47	100,615.24	(89,384.76)	53.0
Total Materials	685,675	39,253.37	353,002.92	(332,672.08)	51.5
Employee Relations	3,000	344.10	8,718.09	5,718.09	290.6
Miscellaneous Expenses	3,444	445.47	2,310.82	(1,133.18)	67.1
Total Other Expenses	6,444	789.57	11,028.91	4,584.91	171.2
Total Expenses	5,954,921	516,341.02	3,299,442.40	(2,655,478.60)	55.4

Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2023

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 (60.6%): Receipts are a little less than expected.

Interest (1103.1%): We projected a cautious amount for the year.

Donations (87.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (43.9%): This is less than where it should be because the library is not as busy due to construction.

Part-Time Salaries (48.5): This is under-spent due to a few staff vacancies.

Seasonal Salaries (27.1%): Charges have been minimal.

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

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

Dental Insurance (49.8%): Charges have been minimal.

Health Insurance, HMO (60.5%): Fewer staff chose this option for their health insurance.

Vision Insurance (31.1%): Charges have been minimal, and the rates were less than anticipated.

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

IMRF (38.9%): Charges have been minimal.

FICA (57.2%): Charges have been minimal.

Medicare (57.2%): Charges have been minimal.

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

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

Other Benefits (144.8%): This is over-spent due to a payout of benefits.

Rentals (59.0%): Charges have been minimal.

Building Maintenance (23.5%): Charges have been minimal.

Vehicle Maintenance (72.5%): This is over-spent due to bookmobile repairs.

Office/Computer Maintenance (44.5%): Charges have been minimal.

Advertising (43.3%): Charges have been minimal.

Printing/Binding (52.9%): Charges have been minimal.

Travel (117.9%): This is over-spent due to more staff using their own vehicle for travel.

Other Purchased Services (51.9%): Charges have been minimal.

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

Office Supplies (49.8%): Charges have been minimal.
Postage (22.4%): Charges have been minimal.
Library Supplies (42.0%): Charges have been minimal.
Gas & Diesel Fuel (56.4%): Charges have been minimal.
Building Mtnc & Repair Supplies (43.8%): Charges have been minimal.
Natural Gas (15.2%): Charges have been minimal.
Electricity (52.3%): Charges have been minimal.
Water (57.0%): Charges have been minimal.
Professional Collection (8.2%): Charges have been minimal.
Non-Traditional Materials (57.5%): Charges have been minimal.
Periodicals (125.0%): This is over-spent due to the annual payment of the subscription service.
Adult Books (57.2%): Charges have been minimal.
Children's Books (33.7%): Charges have been minimal.
A/V Materials (52.0%): Charges have been minimal.
Public Access Software (50.4%): Charges have been minimal.
Downloadable Materials (53.0%): Charges have been minimal.
Employee Relations (290.6%): This is over-spent due to Development Day and Appreciation Day costs. We plan to ask the Foundation to reimburse the Library for those costs.

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:	9.15

Total Donations:	\$ 21,861.15
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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:	8,337.50
Cocoa Packs:	54.00
Ear Buds:	118.50
Flash Drives:	48.75
Genealogy Searches:	95.00
Mugs:	450.00
Print Station:	7,621.00
Reusable Bags:	165.00
Test Proctoring:	325.00
Miscellaneous:	325.65

Total Other Revenue:	\$17,540.40
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During December, 16 batches containing 90 invoices were processed, totaling \$887,682.60 and 85 credit card charges were made totaling \$21,324.69.

As of December 31, the Library's Maintenance & Operating Fund Balance is \$7,041,893.84, which is 118.3% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 12/31/23:

Operating:	\$ 7,041.893.84
Fixed Assets:	\$ 1,297,345.59
Capital:	\$ 4,205,735.99

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 12/31/2023

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	776,917.88	76,917.88	111.0
Interest	400,000.00	718,111.18	318,111.18	----
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	 19,958,692.27	 (6,374,660.96)	 75.8

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,512,408.43	58,824.43	104.0
Other Purchased Services	412,098.50	137,799.36	(274,299.14)	33.4
Office Supplies	2,157,629.30	1,071,212.83	(1,086,416.47)	49.6
Library Buildings	21,578,000.00	16,655,905.40	(4,922,094.60)	77.2
 Total Expenses	 25,601,311.80	 19,377,326.02	 (6,223,985.78)	 75.7



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, DECEMBER 19, 2023, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, December 19, 2023. 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
Alicia Henry	Trustee	Present
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Alicia Whitworth	Trustee	Absent
John Argenziano	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 reported on the City Council meeting where the Library's tax levy was approved.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton shared the highlight of the Governor's press conference being held at the Library recently. The United Way of McLean County, who has been participating in the Dolly Parton Imagination Library, was asked to submit five locations in the county to be considered for the press conference, and the Library was selected from those. It was a great fit and a very exciting event.

The part-time security officers have decided to join the Union, and the Library is working through that process.

Director Hamilton shared details of a Worker's Compensation claim that was recently filed.

The following item was presented:

Item 5.C. Fiscal Report Presentation

Kathy Jeakins indicated that the report is in the packet. The Library received the final tax distribution at the end of November. She also emailed the sign up for next quarter's bills review.

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 November 21, 2023: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$1,179,148.83

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

Motion carried (viva voce), 7-0.

Approval Items

The following item was presented:

Item 7.A. Worker's Compensation Insurance Renewal for 2024

Vice President Mohr made a motion, seconded by Trustee Parker, to approve the item as presented.

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

Motion carried, 7-0.

The following item was presented:

Item 7.B. Approve a Change Order to Relocate An Existing Electrical Pipe

Trustee Miller made a motion, seconded by Vice President Mohr, to approve the item as presented.

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

Motion carried, 7-0.

The following item was presented:

Item 7.C. Approve Extended Construction Administration Services by Engberg Anderson Architects

Director Hamilton shared that the construction project is taking longer than originally expected due to various delays so the architects are asking for additional funds to cover the additional time that will be needed for their construction administration services.

Vice President Mohr made a motion, seconded by Trustee Parker, to approve the item as presented.

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

Motion carried, 7-0.

The following item was presented:

Item 7.D. Approve Employee Handbook Changes

Director Hamilton briefly overviewed the changes in the Handbook. She shared that most of the changes were clarifications and/or changes to the law. In addition to the employee handbook changes, she requested for authorization to negotiate a memorandum of understanding with the union to ensure that each employee receives at least one day of leave per year in compliance with a new city ordinance.

Vice President Mohr made a motion, seconded by Trustee Parker, to approve the item as presented.

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7.E. Address Personal Property Replacement Tax Issue

The Board continued the discussion about the errors in the Library's allocations of Personal Property Replacement Tax. The Board consensus was to agree to waive claims to any previous errors as long as the issue is corrected going forward, in an effort to maintain a positive working relationship with the City.

Trustee Miller made a motion, seconded by Trustee Parker, to amend the motion to authorize the Director to work with the City to create an

understanding with the City of Bloomington to resolve the Personal Property Replacement Tax situation and receive the correct amount going forward.

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

Motion carried, 7-0.

Discussion Items

The following item was presented:

Item 8.A. Discussion of Per Capita Grant Requirements

Director Hamilton reviewed the final portion of Serving Our Public 4.0: Standards for Illinois Public Libraries.

Comments by Trustees

Trustee Hollister asked if it was okay for her to use the Conference Room at the Library to attend the RAILS online meetings. She also mentioned the possibility of meeting with Normal Public Library Board Trustees, and she expressed interest in attending one of their board meetings.

Adjournment

Trustee Miller made a motion, seconded by Trustee Parker, to adjourn the meeting.

Motion carried (viva voce), 7-0.

The Meeting Adjourned at 6:19 PM.

BILLS LIST

Approved by BPL Board of Trustees, January 16, 2024

Signature, BPL Trustee		
Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	320.00
Ameren IP	Electricity	5,800.92
American Pest Control	Building Maintenance	80.00
Arthur J. Gallagher	Worker's Compensation	14,883.00
Awardco, Inc.	Other Purchased Services	2,500.00
Bloomington Postmaster	Postage	310.00
CDW Government	Computer Supplies	130.85
CDW Government	Miscellaneous Expenses	37.60
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	740.58
City of Bloomington	FICA	20,134.33
City of Bloomington	Gas & Diesel Fuel	277.14
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO 600/1200	18,464.80
City of Bloomington	Health Insurance-PPO with HSA	5,958.54
City of Bloomington	IMRF	19,614.61
City of Bloomington	Life Insurance	240.80
City of Bloomington	Medicare	4,708.87
City of Bloomington	Payroll	358,791.11
City of Bloomington	RHS Contribution	741.34
City of Bloomington	Vision Insurance	230.62
City of Bloomington	Water	442.06
Custom Digital Imaging	Printing	86.95
Dean's Graphics	Other Purchased Services	375.00
Dell Marketing, L.P.	Computer Supplies	7,737.76
Demco	Library Supplies	391.82
Demco	Office Supplies -- Expansion	4,912.20
Devyn Corp	Other Purchased Services	1,850.00
Ebsco Industries	Other Purchased Services	2,986.00
Ebsco Industries	Periodicals	71.65
Engberg Anderson	Architectural Fees	17,574.87
Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	312.50
Geiger	Library Supplies	198.19
H H Office, Inc.	Computer Supplies	298.57
H H Office, Inc.	Library Supplies	281.80
H H Office, Inc.	Office Supplies	381.54
HV Management, LLC	Other Purch Serv -- Expansion	4,752.00
Illinois State Police	Other Purchased Services	10.00
Illinois Wesleyan University	Other Purchased Services	343.11
KCN Solutions, LLC	Building Mtn Supplies	1,038.00
Lee Enterprises-Central Illinois	Advertising	750.00
Lefler, Tiffany	Travel	22.44
Metronet	Telecommunications	1,992.88

Mid America Books	Adult Books	149.70
Mid America Books	Children's Books	301.50
Midwest Engineering & Testing, Inc.	Architectural Fees	545.00
Midwest Tape	A/V Materials	951.29
Midwest Tape	Children's Books	121.96
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	107.70
Newsbank, Inc.	Public Access Software	23,708.00
Nicor/Northern Illinois Gas	Natural Gas	2,276.65
OverDrive, Inc.	Downloadable Materials	4,990.00
Proquest, LLC	Downloadable Materials	127.71
Quadient Leasing USA, Inc.	Rentals	166.92
Ricoh USA, Inc.	Office/Computer Equip Mtnc	183.78
Ricoh USA, Inc.	Rentals	2,155.40
Rosedrew, Inc	Library Supplies	162.00
Today's Business Solutions, Inc.	Computer Supplies	3,793.00
VISA - AED Superstore	Employee Relations	199.78
VISA - Artful Designs	Employee Relations	5.00
VISA - Baker & Taylor Books	A/V Materials	3,665.77
VISA - Baker & Taylor Books	Adult Books	2,942.88
VISA - Baker & Taylor Books	Children's Books	3,328.30
VISA - Best Version Media	Advertising	594.40
VISA - Bloomerang	Other Purchased Services	3.33
VISA - Bloomington Spice Works	Employee Relations	5.00
VISA - Bob-Z-Bay	Employee Relations	5.00
VISA - Circle K	Gas & Diesel Fuel	22.50
VISA - Coffee Hound	Employee Relations	5.00
VISA - Donny B's Gourmet Popcorn	Employee Relations	5.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	80.65
VISA - GameStop	A/V Materials	164.96
VISA - Global Industrial	Janitorial Supplies	70.94
VISA - Grainger	Building Mtnc Supplies	434.48
VISA - GreenDisk, Inc.	Other Purchased Services	174.95
VISA - Hacienda Leon Mexican Restaurant	Employee Relations	10.00
VISA - Hero Forge	Other Purchased Services	207.91
VISA - Hobby Lobby	Library Supplies	14.97
VISA - Home Depot	Building Mtnc Supplies	(119.88)
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	19.73
VISA - Illinois State Fire Marshal	Other Purch Serv -- Expansion	(132.93)
VISA - Ingram	Adult Books	3,670.69
VISA - Ingram	Children's Books	535.00
VISA - International Service Fee	Other Purchased Services	0.64
VISA - Ivy Lane Bakery	Employee Relations	5.00
VISA - Kulture City	Professional Development	250.00
VISA - Library Store	Library Supplies	33.59
VISA - PopUp Chicken Shop	Employee Relations	10.00
VISA - Really Useful Boxes	Library Supplies	(46.51)
VISA - Rugs.com	Office Supplies	98.00
VISA - Starcrest Cleaners	Other Purchased Services	17.80
VISA - T-Mobile	Non-Traditional Materials	90.00
VISA - T-Mobile	Telecommunications	1,305.02
VISA - Traf-Sys, Inc.	Office Supplies -- Expansion	1,213.00
VISA - Verizon Wireless	Telecommunications	337.48
VISA - Wal-Mart	Employee Relations	44.74

VISA - Wal-Mart	Janitorial Supplies	109.24
VISA - Wal-Mart	Library Supplies	32.54
VISA - Webstaurant Store	Janitorial Supplies	304.98
VISA - Wix.com	Other Purchased Services	31.89
VISA - Zoom.US	Other Purchased Services	373.83
Total		567,785.02

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND
AUTHORIZE THE LIBRARY DIRECTOR TO RENEW
PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S AND OFFICER'S INSURANCE PACKAGES
THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE
JANUARY 31, 2024
IN THE AMOUNT OF \$48,191.14

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

1. That the competitive bid process be waived, and the Library Director authorize renewal of Property, Liability, Vehicle, Umbrella, and Director's and Officer's insurance packages through the Libraries of Illinois Risk Agency (LIRA) due January 31, 2024 in the amount of \$48,191.14
2. This package covers the period from December 31, 2023 through December 31, 2024
3. That the purchase of the Property, Liability, Vehicle, Umbrella, and Director's & Officer's insurance premiums through a pool for Illinois Libraries fall into the exemption of a Limited Source in that "...a good or service provided by a specialized supplier meets or exceeds the Library's specifications..."
4. That there is an increase in the price from 2023 to 2024, totaling \$6,803.04 or 16.4%
5. That this is a continuation of the current relationship with LIRA
6. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$48,191.14

Approved this 16th day of January 2024

Julian Westerhout, President
Bloomington Public Library Board of Trustees



Property/Casualty Invoice

December 31, 2023 through December 31, 2024

Libraries of Illinois Risk Agency (LIRA)

Bloomington Public Library

DUE BY January 31, 2024

Coverage Description	Company	Policy #	Effective Date	Amount Due:
Package Policy	Certain Underwriters at Lloyd's	TBD	12/31/2023	\$5,147.61
Excess Property	Federal Insurance Company	3604-63-43	12/31/2023	\$10,313.59
Boiler & Machinery	Federal Insurance Company	7643-40-40	12/31/2023	\$517.13
Excess Liability (\$5M XS \$1M; \$5M XS \$6M)	Hudson Excess Ins. Co.; Evanston Ins. Co.	TBD; TBD	12/31/2023	\$6,260.69
Volunteer Accident	Starr Indemnity and Casualty Company	TBD	12/31/2023	\$300.00
Cyber Liability	Palomar Excess and Surplus Ins. Co.	TBD	12/31/2023	\$1,052.76
Gallagher Crisis Protect (GCP)	Certain Underwriters at Lloyd's	TBD	12/31/2023	\$2,101.63
Administration/Brokerage Service Fee	Arthur J. Gallagher RMS	N/A	12/31/2023	\$3,081.32
Claims Administration Fee	Gallagher Bassett Services	N/A	12/31/2023	\$2,215.09
Loss Control Services	Gallagher Bassett Services	N/A	12/31/2023	\$1,000.00
Sponsorship Fee	ILA Sponsorship Fee	N/A	12/31/2023	\$250.00
Operation's Fee	Libraries of Illinois Risk Agency	N/A	12/31/2023	\$1,221.96
Loss Fund - Package	Libraries of Illinois Risk Agency	N/A	12/31/2023	\$14,729.36
Total Due:				\$48,191.14

PLEASE MAKE CHECK PAYABLE TO Libraries of Illinois Risk Agency AND REMIT TO:

IL-A
560 W. Washington Blvd., Suite 330
Chicago, IL 60661-2692

DUE BY January 31, 2024



REGULAR AGENDA ITEM NO. 7.D.

FOR LIBRARY BOARD OF TRUSTEES: January 16, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve a Change Order to Convert the Existing Building Control System to the New HVAC Control System

RECOMMENDED MOTION: Approve the proposed Change Order in an amount of \$10,668

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: During demolition, it was discovered that a portion of the HVAC system that was planned to stay in its existing configuration was not configured/installed as expected. Due to this unanticipated configuration, it is necessary to either upgrade the whole system to the building's new controls (i.e. integrate the old HVAC system with the new HVAC system controls) or extensive repairs will need to be made to the existing system.

Due to the age of the existing system controls, the design of the existing system controls, and the fact that both the new and existing controls would be on the same control system rather than two different control systems, upgrading to the new controls will be a better long-term solution. The engineering team has reviewed the proposed pricing and found it in line with market pricing.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: The cost will be accounted for in the owner's contingency which was included in the original budget.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton



REGULAR AGENDA ITEM NO. 7.E.

FOR LIBRARY BOARD OF TRUSTEES: January 16, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Approve a Change Order to Remove and Relocate Plumbing Pipes

RECOMMENDED MOTION: Approve the proposed Change Order in an amount up to \$20,138.00

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: During demolition, it was discovered that the plumbing pipes serving the second floor are lower than the new ceiling height design in some areas of the first floor. In a few other areas, there are some efficiencies to be gained by relocating the plumbing pipes.

The engineering team has reviewed the proposed pricing and found the installation of new work to be acceptable but the demolition of the pipes to be a little bit on the high side.

If desired, it would be possible to reduce the scope of demolition by removing the areas that would allow for construction efficiencies but don't necessarily interfere with the ceiling heights.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: The cost will be accounted for in the owner's contingency which was included in the original budget. The contingency budgets (both the owner's contingency and the construction contingency) are getting fairly low. The project budget currently has revenues that exceed expenses so we could choose to allocate additional funds to the contingency expenses if desired and necessary.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton