



Library Board of Trustees - Regular Session Agenda
Community Room 2, 2nd Floor, Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701
Tuesday, September 16, 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, as requested by the Library Department.** (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 are listed and voted on separately.

- A. Consideration and Action to Approve the Minutes of the August 19, 2025, Regular Bloomington Library Board of Trustees Meeting.
- B. **Bills in the Amount of \$488,886.97, as requested by the Library Department.** (Recommended Motion: Approve the item as presented.)

7. Approval Items

- A. **Approve the Declaration of Gil Brockway's Bloomington Public Library Foundation Board Seat Vacant, as requested by the Library Department.** (Recommended Motion: Approve the Item As Presented.)

8. Discussion Items

- A. **Discussion of Per Capita Grant Requirement, as requested by the Library Department.** (Recommended Motion: none, discussion only.)
- B. **Discussion of Strategic Planning Consultant Request for Proposals, as requested by the Library Department.** (Recommended Motion: none, discussion)

only.)

- C. **Discussion of Process to Review Library Foundation Bylaws, as requested by the Library Department.** (Recommended Motion: none, discussion only.)

9. Comments by Trustees

10. Adjournment

Immediately following the meeting, there will be a tour of the new BPL On-The-Go vehicle.

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 mhurt@cityblm.org.

Bloomington Public Library

Books are just the beginning.



Bloomington Public Library

August 2025 Report

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

- Marketing Manager, Rhonda Massie worked with Connect Transit and NPL to renew our Library Card Signup Month promotion of "Ride Free During September with your Library Card."
- Children's Services (CS) shifted picture books, Cataloging and Technical Services (CATS) updated the shelf locations in StackMap, and Marketing created new end cap signs.
- Allison from CATS, Gene from IT, and Reagan from Circulation and Outreach (Circ-OTR) have been working to improve our loanable hotspot workflow. They were able to recommission 8 hotspots and put them back into circulation in August.
- Jeanne attended a Local Library Directors' meeting, which included a tour of Normal Public Library's recent renovation.
- Jeanne met with City Department Heads to discuss upcoming parking needs in the City Campus area near the library.
- Jeanne and Administrative Assistant, Nan, reviewed files and completed the Illinois Local Records Act Disposal Certificate to submit to the state.
- Custodial staff were able to patch two book carts that were rusting.
- Anderson Electric installed a stepdown transformer.
- K-com repaired some security cameras.
- Operations staff repaired issues with Study Room doors.
- We hosted the following community groups at the Library:
 - Community Care Systems – 15 people
- Outreach Events:
 - District 87 Teacher Breakfast at BHS – 300 connections
 - Traditions Apartments Back to School Fair – 38 connections
 - Bloomington Farmer's Market with Normal Public Library – 85 connections
 - Mt. Pisgah Baptist Church Block Party Health Fair – 124 connections
 - Cedar Ridge Elementary Resource Fair – 275 connections
 - Cultural Fest at Miller Park – 168 connections
 - D87 iMPACT Bilingual Family Picnic – 30 connections
 - Brigham Early Learning Open House – 167 connections
 - Inside Out: Accessible Art Fair - 79 connections
 - Cedar Ridge Summer School – 148 connections
 - Brightpoint – 56 connections
 - Child Care Connections – 15 connections
 - Oakland Elementary Back to School Bash – 350 connections
- The Outreach Engagement Coordinator:
 - Attended the following meetings:
 - McLean County Fatherhood Coalition
 - McLean County Human Service Council
 - McLean County Reentry Council
 - McLean County Recovery Oriented Systems of Care
 - Attended a Hispanic Services Lunch.
 - Met with Ramone Pippins, Coordinator of the Fatherhood Coalition.

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- Hosted Celebration of India Planning Committee meeting.
- Met with Assistant Director, Colleen Parker, staff from NPL, and the McLean County Jail reentry coordinator to discuss ideas for how to support the jail's RESET reentry program.
- Colleen attended a meeting with Illinois State University and District 87 regarding a potential Country Financial "Community Resilience" grant opportunity aimed at creating supports for bilingual student with disabilities.
- Marketing designed publicity for 34 upcoming programs.
- Marketing submitted a press release to local media pertaining to the Prairie on the Patio Grand Opening and received promotion from WGLT, The Pantagraph, and News 25.
- Advertising:
 - WGLT:
 - Special Ad Package: Highlighting the Grand Opening of the Prairie on the Patio Garden
 - Special Ad Package: Highlighting the Library's CASA 101 program
 - Featured Advertiser in WGLT's weekly eNewsletter: Library Fall Program Guide
 - WJBC:
 - During local high school sports from August to March: Highlighting the Recording Studios and the Innovation Lab
- eBlasts:
 - World Book Online
 - Fall Program Guide

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

- Our summer reading participation was astronomical! 6,433 people finished the program in 2025 which exceeded last year's record-breaking number by 20.7%!
 - Adult Finishers: 1,737
 - Teen Finishers: 833
 - Child Finishers: 3,863
- We finalized and sealed our Time Capsule which will be opened in 2050!
- Operations staff, Marketing staff, and the Green Committee members planned, prepared, and attended the Prairie on the Patio Grand Opening in partnership with the Illinois Prairie Community Foundation that awarded a grant for the project, and the Wild Ones Illinois Prairie Chapter that lent their expertise to design and plant the garden.
- Staff and volunteers continued working on the Pantagraph card digitization project, so far, we have scanned 71,000 Pantagraph cards.
- We added a mobile whiteboard to the list of equipment patrons and staff can request for use in the Community Rooms.
- Teen Librarian, Tiffany and Teen Library Associate, Cora removed and replaced Teen Fiction items in poor condition.
- Adult Services (AS) Librarian, Nazma weeded Inspirational Fiction, SciFi, and Fantasy items.

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- CareerLink participant, Tyler, has been doing all the discard markings for CATS on Fridays.
- CATS created a read-only login for Ingram so that AS staff can look up books and orders even if they aren't selectors.
- At staff request, t-shirt art was designed with a "Literacy & Justice for All" theme and added to the BPL online store.
- CATS added 85 new puzzles (all donations) to the collection in August, including many that are 299 pieces or less.
- Staff worked to find the best way to display kits and other non-traditional items available for checkout. This will set us up for success as we start to expand our "Library of Things" collection.
- CATS is working to process and add Tonies and Yotos to our collection.
- Staff and volunteers continue to work to swap defective bookends with replacements.
- Nazma answered questions from 2 other libraries interested in starting their own cookbook club.
- Bookmobile drivers spoke with another Illinois library interested in starting a Bookmobile service.
- The Bloomington Reads working group has started to plan for Bloomington Reads 2026.
- IT staff certified 19 people in the Innovation Lab.
- Programs offered:
 - Children's:
 - Story Time for a Summer Night – 24 attended
 - Time Capsule Program – 19 attended
 - Prairie on the Patio – 50 attended
 - Bookworms – 23 attended
 - Instrument Playground - 148 attended
 - Paws and Pages – 19 attended
 - Summer Chess Club – 11 attended
 - Super Saturday Story Time – 24 attended
 - Family Games Day - 33 attended
 - Teens:
 - Teen End of Summer Party: Comic Con – 34 attended
 - Craftivism: Back to School buttons – 8 attended
 - Teen Writing Workshop - 2 sessions – 8 attended
 - Teen Artists in Action (presented by the Illinois Art Station) - 3 attended
 - Teen Genre Book Club: Romance – 1 attended
 - Leveling Up Your D&D Terrain – 7 attended
 - Adults:
 - Books on Tap Book Club: Random Acts of Medicine by Anupam B. Jena – 13 attended

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- A Night with Steve Vogel (a History Reads Book Club event) – 405 attended (261 in person and 144 via YouTube Live)
- Midweek Movie Club: Goonies – 8 attended
- Photography Series – 2 sessions – 17 attended
- Crafternoon - 10 attended
- English Conversation Group - 11 attended
- Mystery Book Club: Raven Black by Ann Cleeves – 11 attended
- Let's Dish! A Cookbook Club – 21 attended
- Silent Book Club - 8 attended
- Fiction Book Club: The Kamogawa Food Detectives by Hisashi Kashiwai - 15 attended
- Bookfast Club: Widows of Malabar Hill by Sujata Massey – 9 attended
- Deposits:
 - Retro Tunes: Music Bingo – 71 attended
- Bookmobile:
 - Trivia Scavenger Hunt – 226 participated
- Children's Passive Activities offered:
 - Bookworms Activity Sheets – 292 participated
 - Scavenger Hunt – 293 participated
 - Crafts (Jack & Jill Rhyme, flower vase, and train craft) – 327 participated
- Display Themes:
 - Children's:
 - Back to School
 - As Seen on TV
 - In the News
 - Instrument Playground
 - Teens:
 - FALL in love with reading
 - Latinx Literature
 - Reimagined Fairytales
 - Adults:
 - Dog Days of Summer
 - Books About Books
 - Read a Romance Month
 - Illinois Collection
 - DVD – Romance Awareness Month
 - CD – Hip Hop
 - Let's Get Digital! (informational display about e-resources): Ancestry Library Edition, HeritageQuest, & HeritageHub

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- Community Spotlight:
 - Mclean County ROSC (Recovery Oriented Systems of Care) - National Recovery Month

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

- We posted four in-house job announcements and interviewed one job applicant.
- We hired the following staff members:
 - Lindsay, Shelver (moving from CS summer temp)
 - Lucy, Library Assistant (moving from Circ-OTR summer temp)
 - Bucket, IWU Work Study
 - Lindsay, IWU Work Study
 - Yohance, IWU Work Study
- Assistant Director, Colleen Parker, and HR Manager, Gayle Tucker continue to work on a project to connect job descriptions, interview questions, and candidate evaluation forms for every job classification.
- Gayle worked with City HR to enter the new rates of pay and retroactive pay for all bargaining unit staff pursuant to the new union contract.
- Jeanne worked to develop an application process for our pilot bilingual compensation program.
- Staff received training on the following topics:
 - Project Oz
 - Polaris Simply Reports
 - Building checks
 - Identifying situations before they become problematic
- Staff members attended webinars on the following topics:
 - Libby for Every Reader
 - Kanopy
 - Amazon for Businesses
 - De-escalation skills are worthless, unless you have the right attitude.
 - Social Media Round Up for Librarians
 - Family Service Partnerships and Outreach: The Heart of Collaboration
 - Retirement 101: A Comprehensive Overview (Mission Square Retirement)
 - Social Security: Understanding Your Options and Social Security Fairness Act (Mission Square Retirement)
 - Hiring Better: Building Smarter Recruitment Practices in Your Library
- Staff attended:
 - Illinois Prairie Community Foundation Nonprofits Workshop
 - Global Leadership Summit (virtual)
 - City Department Head Continuous Improvement Training

Goal: Work effectively through the use of technology.

- We completed the testing phase of our new text notification service, Shoutbomb. The service is ready for implementation. It will allow patrons to cancel available holds, check the status of their items, view fees, etc., via text commands.
- Social media presence:
 - BPL Facebook – 12,304 followers
 - Instagram – 3,041 followers

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- BPL Bookmobile Facebook – 967 followers
- BPL Bookmobile Instagram – 753 followers
- BPL Children's Services Facebook Group – 1,076 members
- Text subscribers – 2,955 subscribers
- Cardholder Perks list – 33,283 subscribers
- Program Guide list – 35,514 subscribers
- General eBlast list – 33,070 subscribers

Goal: Administer a cost-effective public library.

- This year, we continue to partner with Unit 5 students and their job coaches.
- We received \$576.14 in memory of Janet Wilson.
- Our bookshop raised \$946.
- We received \$1,533,687.45 in BPL Property Tax Distributions, \$110,949.44 in GPPLD Property Tax Distributions, and \$7,642.88 in Personal Property Replacement Taxes.
- We received \$116,053 for BPL's annual per capita grant and \$12,171.70 for GPPLD's annual per capita grant.
- Bills Costing in Excess of \$5,000:
 - Ameren IP - \$19,290.15 for Monthly Electricity Charge
 - CDWG - \$6,884.54 for Adobe Software renewal
 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn - \$7,174 for Legal Services
- Business Manager, Kathy Jeakins worked with the new copier company to plan for the installation of our new copiers.
- Nan completed and submitted the GPPLD Illinois Public Library Annual Report (IPLAR).
- Kathy ensured that GPPLD's annual budget ordinance appeared in the Pantagraph.
- Kathy gathered signatures for the Foundation's 990 and submitted it to the appropriate agencies by its deadline.



Statistics At-A-Glance

August 2025

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	34,211	34,975	-2%	145,734	130,420	12%
Teens	3,314	3,017	10%	15,260	12,425	23%
Children	43,034	48,756	-12%	211,048	195,632	8%
Digital Downloads	29,308	23,887	23%	116,184	95,075	22%
Total	109,867	110,635	-1%	488,226	433,552	13%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,503	22,618	8%	N/A	N/A	N/A
Teens	3,954	3,797	4%	N/A	N/A	N/A
Children	8,379	8,288	1%	N/A	N/A	N/A
Total	36,836	34,703	6%	N/A	N/A	N/A
GPPLD Adults	1,300	N/A	N/A	N/A	N/A	N/A
GPPLD Teens	112	N/A	N/A	N/A	N/A	N/A
GPPLD Children	238	N/A	N/A	N/A	N/A	N/A
GPPLD Total	1,650	1,567	5%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	479	550	-13%	2,248	2,212	2%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	25,215	20,690	22%	117,804	81,601	44%
Bookmobile	1,247	1,300	-4%	6,713	6,468	4%
Total	26,462	21,990	20%	124,517	88,069	41%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	547	499	10%	2,289	1,773	29%
Recording Studios	95	41	132%	255	114	124%
Innovation Lab	55	19	189%	145	20	625%
Community Room	90	51	76%	347	231	50%
Total	787	610	29%	3,036	2,138	42%

Outreach Services	Current	Last Year	Change	FYTD	Last FYTD	Change
Deposits Sites Visited:	9	9	0%	36	37	-3%
Items Delivered/Renewed:	946	681	39%	4,264	3,340	28%
Home Delivery Patrons Served:	54	52	4%	205	203	1%
Items Delivered/Renewed:	573	643	-11%	2,246	2,241	0%
PopUp Library Sites Visited:	8	6	33%	29	24	21%
PopUp Library Patrons Served:	109	97	12%	446	416	7%
Items Delivered/Renewed:	335	589	-43%	2,329	2,283	2%
Regular Bookmobile Stops Visited:	71	74	-4%	287	284	1%

Special Bookmobile Stops Visited:	0	0	N/A	9	9	0%
Bookmobile Checkouts:	2,763	3,123	-12%	12,553	12,456	1%
Drive-Up Checkouts:	1,222	1,223	0%	5,204	3,465	50%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	15	18	-17%	64	74	-14%
People Reached	1,866	1,443	29%	4,995	5,358	-7%
Community Visits to the Library	0	8	-100%	8	14	-43%
People Reached	0	81	-100%	188	243	-23%
Total Outreach Visits	15	26	-42%	72	88	-18%
Total People Reached	1,866	1,524	22%	5,183	5,601	-7%

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	17	11	55%	67	55	22%
Attendance	2,382	1,402	70%	2,794	1,970	42%
Teens	8	5	60%	50	27	85%
Attendance	894	739	21%	2,987	1,287	132%
Childrens	19	13	46%	109	90	21%
Attendance	6,338	6,580	-4%	23,124	30,034	-23%
Total Programs	44	29	52%	226	172	31%
Total Attendance	9,614	8,721	10%	28,905	33,291	-13%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	20	55	-64%	117	109	7%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,327	3,457	-4%	15,936	15,024	6%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	107	225	-52%	544	757	-28%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,884	2,457	17%	12,246	9,242	33%
WiFi Sessions	4,053	3,154	29%	16,905	11,248	50%
Website/Catalog Hits	83,398	75,104	11%	363,193	285,186	27%
Online Resource Use	11,426	13,957	-18%	44,299	51,751	-14%

Translate Live Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	20	N/A	N/A	40	N/A	N/A

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	454	362	25%	1,585	1,549	2%

Sent	174	168	4%	624	519	20%
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Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	123	65	89%	396	115	245%

Hoopla & Kanopy Usage	Current	Last Year	Change	FYTD	Last FYTD	Change
Hoopla Downloads	8,703	7,556	15%	34,875	29,771	17%
Hoopla Cost	20,309	16,837	21%	81,386	65,370	25%
Kanopy Downloads	1,535	983	56%	5,526	4,352	27%
Kanopy Cost	1,700	941	81%	5,982	4,029	48%

Electricity Usage	Current	Last Year	Change	FYTD	Last FYTD	Change
Total Use (kWh)	151,551	151,372	0%	557,783	321,678	73%
Solar Panel Production (kWh)	38,142	34,315	11%	148,233	73,502	102%
Solar Panel Production (%)	25%	23%	N/A	27%	23%	16%
Purchased from Ameren (kWh)	113,409	117,057	-3%	409,550	248,176	65%
Purchased from Ameren (%)	75%	77%	N/A	73%	77%	-5%

BLOOMINGTON PUBLIC LIBRARY
FY 2025-2026 FISCAL REPORT

REVENUES:

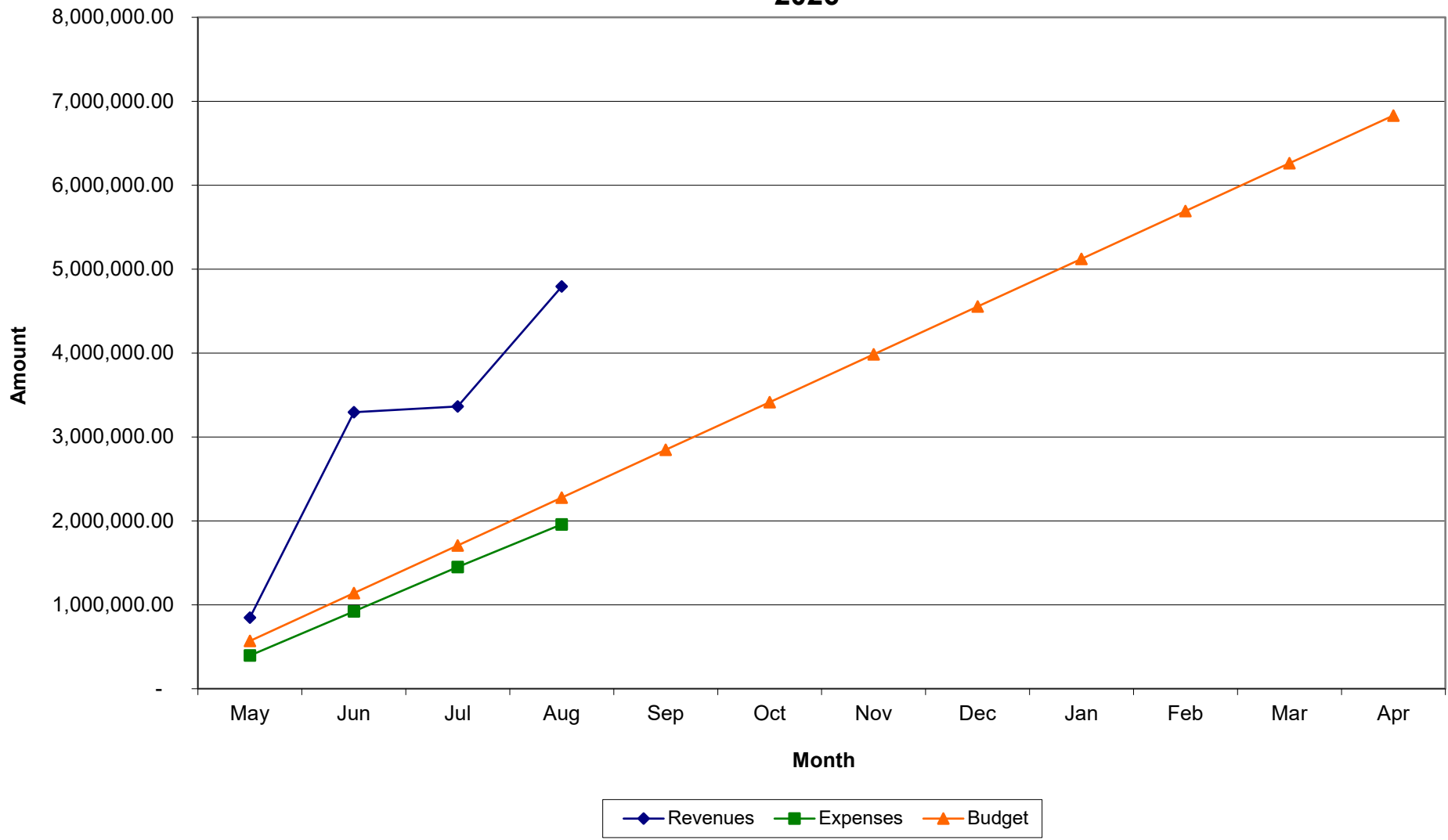
ACCT NAME	BUDGET	AUG 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,742,275	1,279,915.74	4,214,415.74	(1,527,859.26)	73.4
Replacement Tax	325,628	7,642.88	52,124.61	(273,503.39)	16.0
State Grants	116,053	116,053.00	116,053.00	-	100.0
GPPLD	500,000	0.00	270,028.35	(229,971.65)	54.0
Fines & Fees	6,000	1,164.77	4,448.52	(1,551.48)	74.1
Interest on Investments	75,000	19,325.78	69,546.42	(5,453.58)	92.7
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	335.80	48,126.07	23,126.07	192.5
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	3,678.22	15,107.05	(24,892.95)	37.8
Total Revenues	6,829,956	1,428,116.19	4,791,849.76	(2,038,106.24)	70.2

EXPENDITURES:

ACCT NAME	BUDGET	AUG 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	3,013,425	234,317.55	855,870.25	(2,157,554.75)	28.4
Part-Time Salaries	662,376	49,548.25	172,280.12	(490,095.88)	26.0
Seasonal Salaries	95,120	10,140.73	34,773.66	(60,346.34)	36.6
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	25,000	8,500.00	8,500.00	(16,500.00)	34.0
Total Sals & Wages	3,796,021	302,506.53	1,071,424.03	(2,724,596.97)	28.2
Dental Insurance	7,000	610.72	2,006.97	(4,993.03)	28.7
Health Insurance, HMO	7,000	579.72	1,946.20	(5,053.80)	27.8
Life Insurance	3,400	268.80	994.40	(2,405.60)	29.2
Vision Insurance	3,500	284.32	941.42	(2,558.58)	26.9
Health Insurance, PPO 600/1200	228,000	18,098.28	60,636.19	(167,363.81)	26.6
Health Insurance, PPO with HSA	119,000	13,110.16	42,410.14	(76,589.86)	35.6
Library RHS Contribution	8,600	1,032.27	4,513.81	(4,086.19)	52.5
Library HSA City Contributions	22,000	0.00	0.00	(22,000.00)	0.0
Dental Insurance, PPO	3,600	313.06	1,044.01	(2,555.99)	29.0
Identity Protection	750	59.85	235.41	(514.59)	31.4
IMRF	221,000	17,878.69	63,749.36	(157,250.64)	28.8
FICA	235,000	17,866.84	63,423.43	(171,576.57)	27.0
Medicare	55,000	4,178.46	14,833.07	(40,166.93)	27.0
Worker's Compensation	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	1,500	(77.19)	420.83	(1,079.17)	28.1
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	973,350	74,203.98	257,155.24	(716,194.76)	26.4
Rentals	17,000	1,104.15	6,330.15	(10,669.85)	37.2
Total Rentals	17,000	1,104.15	6,330.15	(10,669.85)	37.2
Building Mtnc	135,000	4,875.63	48,455.11	(86,544.89)	35.9
Vehicle Mtnc	23,000	0.00	2,311.89	(20,688.11)	10.1
Office & Computer Mtnc	195,000	9,924.37	77,029.36	(117,970.64)	39.5
Total Repair/Mtnc	353,000	14,800.00	127,796.36	(225,203.64)	36.2

ACCT NAME	BUDGET	AUG 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,431.07	10,000.94	(39,999.06)	20.0
Printing/Binding	25,000	0.00	4,237.13	(20,762.87)	16.9
Travel	1,500	113.19	308.77	(1,191.23)	20.6
Membership Dues	4,000	0.00	495.00	(3,505.00)	12.4
Professional Development	11,000	980.00	2,992.01	(8,007.99)	27.2
Other Purchased Services	175,000	14,617.96	118,117.39	(56,882.61)	67.5
Other Insurance	54,000	0.00	0.00	(54,000.00)	0.0
Total Purchased Services	320,500	18,142.22	136,151.24	(184,348.76)	42.5
Office Supplies	11,000	1,296.49	3,051.27	(7,948.73)	27.7
Computer Supplies	88,000	2,106.27	13,543.32	(74,456.68)	15.4
Postage	2,500	40.28	40.28	(2,459.72)	1.6
Library Supplies	81,000	10,762.65	43,529.13	(37,470.87)	53.7
Janitorial Supplies	51,000	1,369.79	3,546.12	(47,453.88)	7.0
Gas & Diesel Fuel	6,000	589.92	2,324.69	(3,675.31)	38.7
Building Mtnc & Repair Supplies	15,500	299.70	2,246.24	(13,253.76)	14.5
Total Supplies	255,000	16,465.10	68,281.05	(186,718.95)	26.8
Natural Gas	40,000	924.10	4,042.02	(35,957.98)	10.1
Electricity	150,000	20,815.28	57,996.41	(92,003.59)	38.7
Water	8,000	1,347.08	4,387.00	(3,613.00)	54.8
Telecommunications	52,000	4,401.57	17,225.39	(34,774.61)	33.1
Total Utilities	250,000	27,488.03	83,650.82	(166,349.18)	33.5
Professional Collection	500	0.00	0.00	(500.00)	0.0
Total Prof Collection	500	0.00	0.00	(500.00)	0.0
Non-Traditional Materials	5,200	798.00	1,047.53	(4,152.47)	20.1
Periodicals	20,000	2,408.83	11,159.35	(8,840.65)	55.8
Adult Books	170,000	13,917.64	49,301.06	(120,698.94)	29.0
Children's Books	135,000	7,197.87	28,468.15	(106,531.85)	21.1
A/V Materials	87,000	2,409.24	15,135.26	(71,864.74)	17.4
Public Access Software	131,000	2,969.15	29,330.06	(101,669.94)	22.4
Downloadable Materials	300,000	19.99	72,181.95	(227,818.05)	24.1
Total Materials	848,200	29,720.72	206,623.36	(641,576.64)	24.4
Employee Relations	5,100	0.00	590.30	(4,509.70)	11.6
Miscellaneous Expenses	11,285	218.04	796.62	(10,488.38)	7.1
Total Other Expenses	16,385	218.04	1,386.92	(14,998.08)	8.5
Total Expenses	6,829,956	484,648.77	1,958,799.17	(4,871,156.83)	28.7

**Bloomington Public Library
FY 2025
-2026**



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2025

Property Tax (73.4%): The Library has received four distributions so far.

Replacement Tax (16.0%): The Library received a second distribution in August.

State Grants (0.0%): The Library its Per Capita grant in August.

Golden Prairie Public Library District (54.0%): Golden Prairie has received three distributions so far.

Fines & Fees (74.1%): The amount received continues to be more than projected.

Interest (92.7%): The amount continues to be more than projected.

Donations (192.5%): This includes a generous donation from Golden Prairie for miscellaneous items, including additional public hot spots; and donations for the Summer Reading Program from the Foundation and from Golden Prairie.

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

Health Insurance (HMO) (27.8%): Charges have been minimal.

Vision Insurance (26.9%): Charges have been minimal.

Health Insurance, PPO 600/1200 (26.6%): Charges have been minimal.

Library RHS Contribution (52.5%): Charges are more than projected due to staff longevity.

Library HSA City Contributions (0.0%): Nothing has been charged to this line item.

FICA (27.0%): Charges have been minimal.

Medicare (27.0%): Charges have been minimal.

Worker's Compensation (0.0%): Nothing has been charged to this line item.

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

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

Vehicle Maintenance (10.1%): Charges have been minimal.

Office & Computer Maintenance (39.5%): This is over-spent due to the annual OCLC payment that was paid in July.

Advertising (20.0%): Charges have been minimal.

Membership Dues (16.9%): Charges have been minimal.

Travel (20.6%): Charges have been minimal.

Membership Dues (12.4%): Charges have been minimal.

Professional Development (27.2%): Charges have been minimal.

Other Purchased Services (67.5%): This is over-spent because of some annual payments for the emergency notification system, Summer Reading Program Prizes, plants purchased for the Native Plant Project, and upfitting the BPL On The Go van.

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

Office Supplies (27.7%): Charges have been minimal.
Computer Supplies (15.4%): Charges have been minimal.
Postage (1.6%): Nothing has been charged to this line item.
Library Supplies (53.7%): This is over-spent due to the purchase of book ends.
Janitorial Supplies (7.0%): Charges have been minimal.
Building Mtnc & Repair Supplies (12.6%): Charges have been minimal.
Gas & Diesel Fuel (38.7%): This is over-spent due to adding a second vehicle (the BPL On the Go van).
Building Mtnc & Repair Supplies (14.5%): Charges have been minimal.
Natural Gas (10.1%): Charges have been minimal.
Electricity (38.7%): This is over-spent due to the warm summer and adjusting to a larger building.
Water (54.8%): This is over-spent due to the increased amount of watering the Library is doing.
Professional Collection (0.0%): Nothing has been charged to this line item.
Non-Traditional Materials (20.1%): Charges have been minimal.
Periodicals (55.8%): This is over-spent due to renewing several high-cost subscriptions, i.e., Chicago Tribune and the Pantagraph.
Children's Books (21.1%): charges have been minimal.
A/V Materials (17.4%): Charges have been minimal.
Public Access Software (22.4%): Charges have been minimal.
Downloadable Materials (24.1%): Charges have been minimal.
Employee Relations (11.6%): Charges have been minimal.
Miscellaneous Expenses (7.1%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2025 Donations:

Golden Prairie Public Library District:	\$ 3,500.00
Bloomington Public Library Foundation:	23,000.00
Various Community Donors:	5,155.44
Golden Prairie: Misc Don for items:	15,249.00
Memorial Donations:	273.86
Community Donations:	869.58
Miscellaneous Donations:	78.19

Total Donations:	\$ 48,126.07
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The Other Revenue line item breaks out as follows:

3D Printer Filament:	75.00
Apparel Store:	87.87
Book Shoppe:	3,873.50
Ear Buds:	102.00
Embroidery Machine Bobbins:	1.75
EV Charging Station:	5.58
Flash Drives:	55.00
Meeting Room Fees:	1,325.00
Print Station:	8,383.00

Reusable Bags:	248.00
Sewing Machine Needles:	.75
Test Proctoring:	350.00
Tote Bags:	252.00
Miscellaneous:	347.60

Total Other Revenue:	\$ 15,107.05
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During August, 8 batches containing 66 invoices were processed, totaling \$56,942.09 and 116 credit card charges were made totaling \$31,480.80.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$7,149,695.94, which is 104.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY26 budget is \$1,707,489.

Library Fund Balance Information, 8/31/25:

Operating:	\$ 7,149,695.94
Fixed Assets:	\$ 1,929,412.41
Capital:	\$ 1,136,803.56

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-26
As of 8/31/2025

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	727,283.73	27,283.73	103.9
Interest	400,000.00	920,240.78	520,240.78	-----
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	 22,242,169.73	 (4,091,183.50)	 84.5

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	277,841.77	(134,256.73)	67.4
Office Supplies	2,157,629.30	2,150,454.58	(7,174.72)	99.7
Library Buildings	21,578,000.00	21,552,680.68	(25,319.32)	99.9
 Total Expenses	 25,601,311.80	 25,559,594.02	 (41,717.78)	 99.8

Bloomington Public Library
Books are just the beginning.



Minutes
Library Board of Trustees - Regular Session
Tuesday, August 19, 2025 - 5:30 PM

The Library Board of Trustees convened in regular session in Community Room 2 at the Bloomington Public Library at 5:32 PM.

1. Call to Order

2. Roll Call

Present: Board Member Alok Hoonka
President Catrina Parker
Secretary Dianne Hollister
Board Member Sharon Zeck
Board Member Craig McCormick

Absent: Board Member Ashlee Sang
Treasurer John Argenziano
Board Member Georgene Chissell

Staff: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

3. Introduction of Public

Bloomington Mayor Dan Brady and Jim Russell, President of Golden Prairie Public Library District Board, introduced themselves.

4. Public Comment

There were no other public comments.

5. Reports

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

Director Hamilton shared that the BPL On the Go vehicle is on the road, mostly doing home deliveries, pop up library stops, and deposits. Connect Transit is partnering with the library again for Library Card Sign Up Month in September, offering free bus rides to people who show their library card. The Time Capsule event was fun and exciting, and the Time Capsule is now in the locked cabinet in the Quiet Reading Room. Summer Reading Program numbers are being finalized and are expected to be record-breaking. On September 1st, the library is reducing the monthly Hoopla checkout limit from 10 to 7 to help control costs. Seven was the limit prior to the pandemic.

Director Hamilton discussed the best process for hiring a strategic planning consultant.

- B. **Fiscal Report, as requested by the Library Department.** (Recommended Motion: none, presentation only.)

Kathy Jeakins stated that the reports are in the packet and entertained questions.

6. Consent Agenda

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

- A. Consideration and Action to Approve the Minutes of the July 15, 2025, Regular Bloomington Library Board of Trustees Meeting.
- B. Bills in the Amount of \$561,113.62
(Recommended Motion: Approve the proposed bills.)

Trustee Zeck made a motion, seconded by Trustee Hollister, to approve the Consent agenda as presented

Ayes: 5

Motion carried.

7. Approval Items

- A. **Approve Library Board Meeting Dates for the Next Calendar Year**
(Recommended Motion: Approve dates as presented.)

Trustee Zeck made a motion, seconded by Trustee McCormick, to approve the meeting dates for 2026 as presented.

Ayes: 5

Motion carried.

8. Discussion Items

There were no discussion items.

9. Comments by Trustees

President Parker remarked that she brags about the Hoopla service a lot. She finds it to be useful. She appreciates efforts to reduce its cost so we can continue to offer it.

10. Adjournment

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

Ayes: 5

Motion carried.

The Meeting Adjourned at 6:06 PM.

BILLS LIST

Approved by BPL Board of Trustees, September 16, 2025

Signature, BPL Trustee

Vendor	Line Item	Amount
Abraham, Rosie	Travel	41.30
Amazon Capital Services	A/V Materials	2,172.24
Amazon Capital Services	Adult Books	132.70
Amazon Capital Services	Building Mtnc Supplies	154.72
Amazon Capital Services	Children's Books	894.73
Amazon Capital Services	Computer Supplies	7.59
Amazon Capital Services	Employee Relations	109.03
Amazon Capital Services	Janitorial Supplies	941.07
Amazon Capital Services	Library Supplies	191.78
Amazon Capital Services	Miscellaneous Expenses	34.17
Amazon Capital Services	Non-Traditional Materials	58.37
Amazon Capital Services	Office Supplies	404.99
Amazon Capital Services	Other Purchased Services	342.51
Ameren IP	Electricity	20,815.28
American Pest Control, Inc.	Building Maintenance	130.00
Bibliotheca, LLC	Library Supplies	4,908.16
Bill's Key & Lock Shop, Inc.	Building Mtnc Supplies	42.65
CDW Government	Office/Equipment Mtnc	6,884.54
Children's Plus	Children's Books	162.32
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	610.72
City of Bloomington	Dental Insurance PPO	313.06
City of Bloomington	FICA	17,866.84
City of Bloomington	Gas & Diesel Fuel	589.92
City of Bloomington	Health Insurance-HMO	579.72
City of Bloomington	Health Insurance-PPO 600/1200	18,098.28
City of Bloomington	Health Insurance-PPO with HSA	13,110.16
City of Bloomington	IMRF	17,878.69
City of Bloomington	Identity Protection	59.85
City of Bloomington	Life Insurance	268.80
City of Bloomington	Medicare	4,178.46
City of Bloomington	Payroll	302,506.53
City of Bloomington	RHS Contribution	1,032.27
City of Bloomington	Vision Insurance	284.32
City of Bloomington	Water	1,347.08
Community Players Theatre	Advertising	375.00
Dean's Graphics	Other Purchased Services	115.00
Demco	Library Supplies	356.41
Eisenhower Public Library District	Miscellaneous Expenses	35.00
Elevator Safety Associates, LLC	Building Maintenance	320.00
Envisionware, Inc.	Office/Equipment Mtnc	2,947.94
F & W Care & Landscaping	Building Maintenance	1,195.00
Hodges, Loizzi, Eisenhammer, Rodick & Kohn	Other Purchased Services	7,174.00

Illinois State University-WGLT	Advertising	591.67
Library Market	Other Purchased Services	4,200.00
Library Store	Library Supplies	4,224.96
Masters Telecom	Telecommunications	118.18
Metronet	Telecommunications	654.36
Midwest Tape	A/V Materials	2,459.19
Mitchell, Anna Elizabeth	Travel	22.54
Nicor/Northern Illinois Gas	Natural Gas	924.10
OSF Medical Group	Other Purchased Services	45.00
Otis Elevator Co.	Building Maintenance	3,230.63
Pantagraph	Advertising	506.12
Project Oz	Other Purchased Services	60.00
Proquest, LLC	Downloadable Materials	19.99
Proquest, LLC	Public Access Software	2,969.15
Quandt, Stephen	Other Purchased Services	175.00
Quill Corp	Computer Supplies	2,023.72
Quill Corp	Janitorial Supplies	41.97
Quill Corp	Library Supplies	693.05
Quill Corp	Office Supplies	850.78
Ricoh USA, Inc.	Office/Equipment Mtn	91.89
Ricoh USA, Inc.	Rentals	1,103.55
Rosedrew, Inc.	Library Supplies	80.14
Seibert, Tiffany	Travel	35.70
StraightUp Legacy Fund	Electricity	1,525.13
Unique Management Services, Inc.	Other Purchased Services	413.70
Wolper, Emily	Travel	13.65
Woodford Co Historical & Genealogical Society	Adult Books	240.47
VISA - AB Hatchery	Other Purchased Services	123.18
VISA - All Recipes	Periodicals	38.00
VISA - Altitude	Other Purchased Services	25.00
VISA - Assoc of Bookmobile Services	Professional Development	1,075.00
VISA - Baker & Taylor Books	Adult Books	436.04
VISA - Baker & Taylor Books	Children's Books	434.72
VISA - Birds and Bloom	Periodicals	25.96
VISA - Bitly.com	Other Purchased Services	348.00
VISA - Chicago Tribune	Periodicals	520.00
VISA - Dominos	Other Purchased Services	38.27
VISA - Economist	Periodicals	249.00
VISA - Facebook	Advertising	1,002.14
VISA - Fine Gardening	Periodicals	59.95
VISA - Full Source, LLC	Uniforms	(77.19)
VISA - Garden Gate	Periodicals	45.00
VISA - Gingerbread House	Non-Traditional Materials	734.63
VISA - Gingerbread House	Other Purchased Services	28.50
VISA - Hobby Lobby	Other Purchased Services	31.46
VISA - Home Life/Practical HS	Periodicals	55.00
VISA - Illinois Library Association	Professional Development	425.00
VISA - Illinois Prairie Community Foundation	Professional Development	30.00
VISA - Ingram	Adult Books	13,637.12
VISA - Ingram	Children's Books	5,261.24
VISA - International Service Fee	Other Purchased Services	1.41
VISA - International Service Fee	Periodicals	12.00
VISA - Ivy Lane Bakery	Other Purchased Services	85.25
VISA - Level Up Coffee	Other Purchased Services	25.00
VISA - Little Caesars	Other Purchased Services	140.00

VISA - Meijer	Other Purchased Services	485.30
VISA - Menards	Building Mtn Supplies	74.74
VISA - Menards	Janitorial Supplies	139.99
VISA - Michael's	Other Purchased Services	129.32
VISA - National Society DAR	Periodicals	48.00
VISA - Possibility Place	Other Purchased Services	64.20
VISA - Printful, Inc.	Other Purchased Services	60.01
VISA - RAZ Dehlo Press	Periodicals	1,200.00
VISA - Really Useful Boxes, Inc.	Library Supplies	144.00
VISA - RealVNC	Other Purchased Services	55.31
VISA - Sam's Club	Janitorial Supplies	413.44
VISA - Sam's Club	Other Purchased Services	99.55
VISA - Stampington & Company	Periodicals	53.97
VISA - Stardock	Other Purchased Services	34.99
VISA - Sun Magazine	Periodicals	52.00
VISA - Target	Non-Traditional Materials	19.99
VISA - T-Mobile	Telecommunications	1,415.33
VISA - UPS Store	Postage	40.28
VISA - Verizon Wireless	Telecommunications	1,455.83
VISA - Vuescan Software	Computer Supplies	74.96
VISA - Wal-Mart	Building Mtn Supplies	27.59
VISA - Wal-Mart	Janitorial Supplies	65.10
VISA - Wal-Mart	Office Supplies	4.72
VISA - Wal-Mart	Other Purchased Services	34.26
VISA - Webstaurant, Inc.	Library Supplies	149.57
VISA - Wix.com	Other Purchased Services	42.80
VISA - Zoom.US	Other Purchased Services	285.87
Total		488,886.97



Approval Items Item No. 7.A.

For Library Board of Trustees: September 16, 2025

Ward Impacted: City Wide

Subject: Approve the Declaration of Gil Brockway's Bloomington Public Library Foundation Board Seat Vacant, as requested by the Library Department.

Recommended Motion: Approve the Item As Presented.

Strategic Plan:

N/A

Background: At the September 10, 2025, Foundation Board Meeting, Foundation Board President, Patsy Bowles requested that the Bloomington Board remove Gil Brockway from the Foundation Board. He was appointed in December 2024. He attended the January 2025 meeting via phone because he had the flu and hasn't attended since (3 meetings).

The Foundation bylaws say the following: *The Foundation Board President may ask the Bloomington Public Library Board President to remove a Foundation Board Member for reasonable cause. Such requests shall be reviewed and approved by the Bloomington Public Library Board. Each director shall hold office until their successor shall have been duly appointed and shall have qualified or until they shall resign. The Foundation President may ask the Library Board President to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.*

Community Groups/Interested Persons Contacted: N/A

Financial Impact: N/A

Attachments:

None

The Illinois Annual Per Capita Grant Application requires public libraries to review the entire Illinois Public Library Standards. We will do this over the course of several board meetings.

Illinois Public Library Standards

Illinois Public Library Standards is a newly revised, online edition of benchmarks replacing Serving Our Public 4.0: Standards for Illinois Public Libraries. It is important to note that there will not be a print version of the Standards, allowing free access and ongoing updates. This version provides core, intermediate, and advanced levels for libraries to develop the services they provide to their community members. Twelve essential subjects are covered and each section includes an action plan and appendix for staff and trustees. The Illinois Public Library Standards is a resource for measuring success.

Illinois Public Library Standards and Illinois Library Law

The new online version of the *Illinois Public Library Standards* was developed to replace the *Serving Our Public: Standards for Illinois Public Libraries 4.0* edition and is based on the premise that all Illinois residents deserve a basic level of public library service. The Illinois State Library (ISL) charged the Illinois Library Association (ILA) to annually review Illinois public library standards. This charge is referenced in the Illinois statutes, 75 ILCS 10/8.1, which states that in order for a public library to be eligible for state grants, including the Public Library Per Capita Grant, it must: “*Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association.*” In order to meet the requirements of the charge, ILA appoints a standing committee to annually review the public library standards.

What is Serving Our Public?

Illinois Public Library Standards provides a basic level of standards for public library service that Illinois public libraries should provide to their communities. It is meant to be a guiding tool to measure a public library’s success in fulfilling its mission and role in its community. Public libraries of all sizes should use the document as a basis for discussion, evaluation, planning, and action.

The online version is made up of 12 standard topics. Each topic includes recommended standards with core intermediate and advanced levels. In addition, an action plan is provided as a tool for staff and board members to discuss and determine how

their library addresses each standard. Finally, appendices for each standard topic are included to give examples and templates for libraries to use as needed. It is important to recognize that each published edition of the Illinois public library standards has evolved due to new trends, changing society norms, and cultural influences.

Illinois Public Library Standards Committee

The *Illinois Public Library Standards* was completed by an ILA-appointed committee of highly-qualified public librarians who used not only their own expertise, but also included public library experts to review specific aspects of each section. The committee was charged with creating the new edition to be presented in an online format. The committee was also charged with including an action plan that could serve as a tool for libraries to measure progress. Finally, the committee was charged with incorporating diversity, equity, and inclusion (DEI) principles throughout the document.

It is important to note that the committee struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the committee is that a “one-size-fits-all” document is not plausible. Public libraries are locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core standard or higher level standards might cite that deficiency in making a case for increased funding, staffing or library space. Coming up to a particular standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet core standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the committee outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

- Be in compliance with Illinois library law.*
- Have an organized collection of information.
- Have written library policies approved by the library’s governing body.
- Have a fixed location(s) with posted regular hours of services.
- Have a trained, paid staff to manage the collection and provide access to it.

- Be supported in part or in whole by public funds.
- Have an identifiable library materials budget.

*Illinois library law also recognizes contractual libraries.

Illinois Public Library Standards – Action Plan

Library Name Bloomington Public Library

Date 9/12/25

Completed by Jeanne Hamilton

Job Title Director

ACCESS: The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
2	<input checked="" type="checkbox"/> The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	<input checked="" type="checkbox"/> The library is open to the public with daytime, evening and weekend hours.	<input checked="" type="checkbox"/> The library is open 7 days a week, for most of the year.	
3	<input checked="" type="checkbox"/> The library regularly reviews long term space needs.	<input checked="" type="checkbox"/> The library addresses long term space needs in its strategic plan.	<input type="checkbox"/> The library conducts a community needs survey and includes library spaces in the questionnaire.	We did incorporate community input in our recent expansion/reno plans. We can consider include spaces in any surveys we do in our upcoming strategic planning process.

4	<input checked="" type="checkbox"/> The library provides an exterior book return that is open 24/7.	<input checked="" type="checkbox"/> The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	<input checked="" type="checkbox"/> The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	<input checked="" type="checkbox"/> The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	<input checked="" type="checkbox"/> The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	<input checked="" type="checkbox"/> The library's interior spaces are adequately illuminated.	<input checked="" type="checkbox"/> Natural light is utilized as much as possible.	<input checked="" type="checkbox"/> The library has energy efficient lighting throughout its buildings.	

8	<input checked="" type="checkbox"/> The library provides signage to identify collections, services, and amenities.	<input type="checkbox"/> In multilingual communities, signage is provided in relevant languages throughout the building.		While we do not have multilingual signage, we have multilingual marketing and translation tablets.
9	<input checked="" type="checkbox"/> The library provides designated spaces for youth and adults.	<input checked="" type="checkbox"/> The library provides dedicated space for teens.	<input checked="" type="checkbox"/> The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	<input checked="" type="checkbox"/> The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
11	<input checked="" type="checkbox"/> The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	<input checked="" type="checkbox"/> The library provides accessible spaces for library programs, meetings, and individual and group study.	<input checked="" type="checkbox"/> The library has rooms designated for programs, meetings, and individual and group study.		
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Notes/Comments:

Advocacy & Community Engagement: Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library’s value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The director and board are knowledgeable of state-wide advocacy training tools.	<input checked="" type="checkbox"/> Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	<input checked="" type="checkbox"/> Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	Our recent expansion/renovation is an example of successful local advocacy on behalf of the library. Additionally, staff and trustees attend the ILA Legislative Breakfast each year. I added the ILA Advocacy Toolkit to the New Trustee Orientation.

2	<input checked="" type="checkbox"/> The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	<input checked="" type="checkbox"/> The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	<input checked="" type="checkbox"/> The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	<input checked="" type="checkbox"/> The director and staff collect and analyze data to measure how community members use the library.	<input checked="" type="checkbox"/> Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	<input checked="" type="checkbox"/> The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	Each year, we submit annual highlights for a City year-end report. Currently, we do not publish our own year-end report.
4	<input checked="" type="checkbox"/> The director and board know their local, state and federal elected officials.	<input checked="" type="checkbox"/> The library includes local, state and federal elected officials on mailing lists and invites them to events.	<input type="checkbox"/> The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	We don't invite local officials to a lot of events but we have invited them to milestone events like our ribbon cutting.

5	<input checked="" type="checkbox"/> The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	<input checked="" type="checkbox"/> The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	<input checked="" type="checkbox"/> The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	<input checked="" type="checkbox"/> The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	<input checked="" type="checkbox"/> The director, staff and board use their community engagement to inform the library's strategic plan.	<input checked="" type="checkbox"/> The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

Buildings & Grounds: Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	<input checked="" type="checkbox"/> The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	<input checked="" type="checkbox"/> The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	<input checked="" type="checkbox"/> The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	<input checked="" type="checkbox"/> The library regularly reviews the capital improvement plan.	<input type="checkbox"/> The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	We call ours a fixed asset replacement plan.

3	<input checked="" type="checkbox"/> The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	<input checked="" type="checkbox"/> The library keeps a current inventory of all furniture, fixtures, and equipment.	<input type="checkbox"/> The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	<input checked="" type="checkbox"/> The library has liability insurance that will cover replacement costs of the facility and its contents.	<input checked="" type="checkbox"/> The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	<input checked="" type="checkbox"/> Staff and trustees receive a tour of the library's buildings and grounds.	<input type="checkbox"/> Key staff receive training on building systems appropriate to their roles.		We include a virtual tour in our Trustee Orientation packet. I'm happy to do an in-person tour upon request.
6	<input checked="" type="checkbox"/> The library has a building and grounds maintenance checklist that is annually reviewed and updated.	<input checked="" type="checkbox"/> The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	<input checked="" type="checkbox"/> The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	<input checked="" type="checkbox"/> The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	<input checked="" type="checkbox"/> The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	<input checked="" type="checkbox"/> The library has a master key box and a password list for access to the building and its systems.	<input checked="" type="checkbox"/> The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	<input checked="" type="checkbox"/> The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	<input type="checkbox"/> The library has a plan to improve environmental efficiency and sustainability.	<input type="checkbox"/> The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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Notes/Comments:

Collection Management: Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has a Board-approved collection management policy that affirms of the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			
2	<input checked="" type="checkbox"/> The library's budget has a designated budget line item for collection management.	<input checked="" type="checkbox"/> Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		For FY26, our materials budget is 12.43% of the general operating budget.

3	<input checked="" type="checkbox"/> The library has a process in place for collection management.	<input checked="" type="checkbox"/> The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	<input checked="" type="checkbox"/> Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	<input checked="" type="checkbox"/> The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	<input checked="" type="checkbox"/> The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	<input checked="" type="checkbox"/> The library publicizes and promotes interlibrary loan to its patrons.	<input type="checkbox"/> The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	<input checked="" type="checkbox"/> The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	<input checked="" type="checkbox"/> The library regularly reviews the collection to ensure its inclusivity.	<input checked="" type="checkbox"/> The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	<input checked="" type="checkbox"/> The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	<input checked="" type="checkbox"/> The library circulates physical objects and digital tools (a.k.a. “Library of Things”).		
8	<input checked="" type="checkbox"/> Materials are cataloged according to standard library practices.	<input checked="" type="checkbox"/> Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	<input checked="" type="checkbox"/> The library has a reconsideration of materials policy and process.			

10	<input checked="" type="checkbox"/> The library serves as a repository for local history.	<input checked="" type="checkbox"/> The library provides access to genealogy resources.	<input checked="" type="checkbox"/> The library's special collections are digitized to preserve and provide broad access to these resources.	Some of our special collections are digitized as copyright and budget allows.
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Notes/Comments:

1. NOTICE: Request for Proposal (RFP) – Bloomington Public Library

Proposals will be accepted electronically by emailing librarydirector@bloomingtonlibrary.org, until Wednesday, October 15, 2025 at 5:00 pm Central time, for the following:

RFP #2026-01: Strategic Planning Services

Proposal documents are to be obtained from the Library's website at <https://www.bloomingtonlibrary.org/bids-proposals>.

The Bloomington Public Library reserves the right to reject any and all proposals and to waive technicalities. The award will not be based solely on the "low proposal." The award will be based on the criteria for selection contained within this document.

The Bloomington Public Library requires all proposers doing business with the Library not to discriminate on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation.

Jeanne Hamilton, Library Director

Published Wednesday, September 17, 2025, Bloomington, Illinois

2. INTRODUCTION

2.1. Summary

The Bloomington Public Library, Illinois ("Library") is seeking the services of a qualified consulting firm to assist in facilitating a strategic planning process. The goal is to produce a strategic plan that will guide the library's development and operations over the next 3-5 years.

Proposals for RFP #2026-01: Strategic Planning Services should be submitted via email to librarydirector@bloomingtonlibrary.org, by Wednesday, October 15, 2025 at 5:00 pm CDT.

2.2. Background

The Bloomington Public Library is a municipal library, located in Bloomington, Illinois, a vibrant, high growth and diverse community of approximately 78,680 people in central Illinois, approximately 2 hours south of Chicago. The Library also currently contracts with the Golden Prairie Public Library District to provide Library services to the approximately 8,000 residents of Old Town, Dale, Dawson, Bloomington, and Arrowsmith Townships. The Library Director reports to the Bloomington Public Library Board of Trustees and oversees a budget of \$6.8 million. There are 10 Department Managers, approximately 48 full-time staff, and 40 part-time staff. The Library circulates over 1.2 million items per year and sees over 300,000 visitors annually. The Library completed a \$25 million expansion and renovation project in May 2024, which added more than 21,000 square feet to the library's current footprint and renovated more than 57,000 square feet of existing space. The community has been truly impressed with the facility which includes an Innovation Lab, two Recording Studios, nine Study Rooms (including a 12-person Conference Room), three Community Rooms, a Discovery Zone play area for kids, a permanent Drive-Up Window, 592 solar panels, and more. In addition to the services offered in our library building, we provide a wide range of outreach services to our community, including a Bookmobile that visits 48 stops every three weeks.

The last time the Bloomington Public Library Board completed a comprehensive strategic planning process was in 2015. In the time since then, there have been several plan updates/refreshes, with the last update in March 2023.

2.3. Timeline

RFP Released	September 17, 2025
Questions Due to Library	October 8, 2025, 11:00am
Answers to Questions Due from Library	October 10, 2025, 11:00am
Proposals Due	October 15, 2025, 5:00pm
Virtual Interviews with Short Listed Proposers	November 18, 2025, first interview at 5:30pm
Anticipated Award Date	November 18, 2025

3. Scope of Work

The chosen consultant will facilitate a participatory process in order to draft a new Strategic Plan for the Library. Trends that affect the Library at regional, state, and national level must be considered.

It is anticipated the consultant will generally perform the following tasks:

- Recommend a structure and timeline for the strategic planning process.
- Reach library stakeholders using communication and feedback tools.
- Facilitate forecasting and visioning sessions with the Library Board and Staff to develop the plan.
- Facilitate the creation of a guiding document including a feedback period and revisions suggested by the Library Board and Staff.

DRAFT

4. INSTRUCTION TO PROPOSERS

4.1. Proposal Submission

Proposers are required to submit proposals via email to Jeanne Hamilton, Library Director at librarydirector@bloomingtonlibrary.org, until Wednesday, October 15, 2025 at 5:00 pm CDT. No late submissions will be accepted.

4.2. Proposal Format and Contents

All proposals must contain the following information:

1. The proposer's understanding of the project and approach to the work as outlined above in section 3 – Scope of Work.
2. A detailed list of the items of work to be performed (and if any of the components would be “a la carte” or optional).
3. A draft schedule showing the various tasks and total timeframe proposed to complete the project.
4. Complete costs, clearly denoting/itemizing any costs that would be “a la carte” or optional.
5. Evidence of experience with similar projects, including a list of at least 3 references.
6. Any other relevant information.

4.3. Questions

All questions related to this RFP shall be submitted in writing via email to Jeanne Hamilton, Library Director at librarydirector@bloomingtonlibrary.org, on or before, Wednesday, October 8, 2025 at 11:00 am CDT. All questions submitted and answers provided shall be electronically distributed to proposers who have completed the form available at <https://www.bloomingtonlibrary.org/bids-proposals>.

4.4. Addenda

Any addenda shall be posted with the full request for proposals on the Library's website. Addenda notifications will be emailed to all persons who have completed the form available at <https://www.bloomingtonlibrary.org/bids-proposals>. Failure of any proposer to receive any such addenda or interpretation shall not relieve such proposer from any obligation under their proposal as submitted. All addenda so issued may become part of the contract documents.

4.5. Interviews

After initial screening of proposals, the Library may develop a short list of proposers deemed most qualified for this project. The Library may invite proposers on the short list to a brief virtual interview on November 18th, 2025, with the first interview beginning at 5:30 pm.

5. TERMS AND CONDITIONS

5.1. Proposal Evaluation

Proposals may be evaluated based upon, but not limited to, criteria listed in the scope of work. These criteria shall be used by the Library to determine the proposer most qualified and best suited to perform the work. The Library may, in its sole discretion and in the course of its evaluation, request from any proposer additional information which the Library deems necessary to determine the proposer's ability to perform the required services and/or arrange an interview with one or more selected proposers.

The Library retains sole discretion to evaluate proposals and may make an award to the proposer the Library deems to have the most responsive proposal and is also in the best interest of the Library. Receipt of proposals in response to its RFP does not obligate the Library in any way to engage any proposer. Additionally, the Library reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. Any such decision shall be considered final.

The Library shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a proposer, and the Library shall bear no financial or other responsibility in the event of such abandonment.

The Library reserves the right to select the proposal which, in its sole judgement, best meets the needs of the Library and reserves the right to negotiate any and all final specifications, terms and conditions including length, scope of services, and compensation of any agreements entered into. The Library may require the RFP and the proposer's proposal be incorporated in full or in part as Contract Documents. This implies that the RFP and all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations may be held by the Library as contractually binding.

All proposers responding to this RFP will be notified of their selection or non-selection after the Library has completed the selection process.

5.2. Criteria for Making Selection

When evaluating proposals, the Library will consider:

1. Responsiveness of the written proposal to the purpose and scope of the project.
2. Demonstrated knowledge, skills, and positive experience in conducting strategic planning projects within deadlines, particularly in libraries.
3. Methodology and timeline for carrying out tasks in the scope of work.
4. Cost to complete the process.