

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 15, 2022
5:30 p.m.

William C. Wetzel Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of February 15, 2022 Regular BPL Board Meeting
 - B. Approve Bills List of February 2022
- IX. Approval Items
 - A. Authorize the Library Director to Enter a Contract with the Lowest Bidder for the Construction of the Library Expansion and Renovation
 - B. Approve Owner Contingency of \$400,000 to be Managed by the Library
 - C. Approve General Contractor Notice to Proceed
 - D. Approve Transformer Replacement
 - E. Approve FY22 & FY23 Budget Amendment
 - F. Approve Intergovernmental Agreement Between the Bloomington Public Library and the City of Bloomington Relating to the Funding of the Library Expansion Project
 - G. Approve Resolution Declaring the Necessity of Use and Authorizing the Transfer of Property for the Benefit of the Bloomington Public Library
- X. Discussion Items
 - A. Library Expansion and Fundraising
 - B. Reminder of Library Director's Annual Performance Review
- XI. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
- XII. Comments from Trustees
- XIII. Adjournment

Posted: 3.11.22 4:05 p.m.

BILLS LIST

Approved by BPL Board of Trustees, March 15, 2022

Signature, BPL Trustee

| Vendor | Line Item | Amount |
|--|---------------------------|------------|
| Alpha Controls & Services | Building Maintenance | 504.00 |
| Amazon, LLC.com | A/V Materials | 647.02 |
| Amazon, LLC.com | Adult Books | 458.28 |
| Amazon, LLC.com | Children's Books | 366.89 |
| Amazon, LLC.com | Computer Supplies | 613.68 |
| Amazon, LLC.com | Janitorial Supplies | 499.70 |
| Amazon, LLC.com | Library Supplies | 81.91 |
| Amazon, LLC.com | Office Supplies | 67.33 |
| Amazon, LLC.com | Other Purchased Services | 186.58 |
| Ameren IP | Electricity | 4,936.91 |
| American Pest Control | Building Maintenance | 80.00 |
| Bill's Key & Lock Shop | Building Maintenance | 57.95 |
| Blackstone Audio | Children's Books | 88.40 |
| Blue Beacon International, Inc. | Vehicle Maintenance | 43.40 |
| Brown, Reagan | Travel | 2.93 |
| CDW Government | Computer Supplies | 3,053.66 |
| CDW Government | Office/Computer Equip Mtn | 1,297.64 |
| Cherry Valley Public Library District | Miscellaneous Expenses | 20.00 |
| CIRBN | Telecommunications | 420.33 |
| City of Bloomington | Dental Insurance | 734.12 |
| City of Bloomington | FICA | 11,738.62 |
| City of Bloomington | Gas & Diesel Fuel | 413.45 |
| City of Bloomington | Health Insurance-HMO | 556.66 |
| City of Bloomington | Health Insurance-PPO | 25,376.84 |
| City of Bloomington | IMRF | 18,128.07 |
| City of Bloomington | Life Insurance | 252.00 |
| City of Bloomington | Medicare | 2,979.17 |
| City of Bloomington | Payroll | 217,192.70 |
| City of Bloomington | RSA Contribution | 517.54 |
| City of Bloomington | Vision Insurance | 233.32 |
| Coughlin Company | Public Access Software | 1,499.00 |
| Cummins, Inc. | Vehicle Maintenance | 1,363.25 |
| Cumulus Broadcasting | Advertising | 944.00 |
| Dell Marketing, L.P. | Computer Supplies | 7,784.70 |
| Ebsco Information Services | Other Purchased Services | 4,859.00 |
| Ebsco Information Services | Periodicals | 1,821.51 |
| Engberg Anderson | Architectural Fees | 158,016.41 |
| Engler, Callaway, Baasten & Sraga, LLC | Other Purchased Services | 98.00 |
| F & W Lawn Care & Landscaping | Building Maintenance | 2,332.00 |
| Findaway World, LLC | Adult Books | 1,783.74 |

| | | |
|---|---------------------------|-----------|
| Gallagher Bassett Services, Inc. | Property Damage Claims | 1,000.00 |
| Glink Law Offices | Other Purchased Services | 125.00 |
| Illinois State University | Advertising | 491.67 |
| Illinois Wesleyan University | Other Purchased Services | 244.35 |
| Innovative Interfaces, Inc. | Office/Computer Equip Mtn | 69,977.78 |
| Johnson Controls | Building Maintenance | 6,449.00 |
| KOIOS, LLC | Other Purchased Services | 4,500.00 |
| Limelight Communications, Inc. | Advertising | 324.00 |
| Metronet Holding, LLC | Telecommunications | 1,912.91 |
| Mid Illinois Mechanical | Building Maintenance | 3,750.00 |
| Midwest Tape | A/V Materials | 946.66 |
| Midwest Tape | Downloadable Materials | 4,990.00 |
| Miller Janitorial Supply | Janitorial Supplies | 305.15 |
| Neuhoff Family | Advertising | 1,000.00 |
| NICOR/Northern Illinois Gas | Natural Gas | 3,722.39 |
| OCLC, Inc. | Office/Computer Equip Mtn | 4,137.51 |
| Pantagraph | Advertising | 673.88 |
| Penworthy | Children's Books | 3,397.28 |
| Quill Corp. | Computer Supplies | 309.25 |
| Quill Corp. | Janitorial Supplies | 27.19 |
| Quill Corp. | Library Supplies | 59.64 |
| Quill Corp. | Miscellaneous Expenses | 39.51 |
| Quill Corp. | Office Supplies | 563.05 |
| Quill Corp. | Other Purchased Services | 56.28 |
| Reaching Across Illinois Library System (RAILS) | Other Purchased Services | 1,150.00 |
| Ricoh USA, Inc. | Office/Computer Equip Mtn | 91.89 |
| Ricoh USA, Inc. | Rentals | 992.03 |
| Ron Smith Printing Co | Printing | 60.00 |
| Rosedrew, Inc. | Library Supplies | 364.50 |
| Unique Management | Other Purchased Services | 876.65 |
| Weber Electric, Inc. | Building Maintenance | 1,419.50 |
| VISA - Alzheimer's Association | Advertising | 500.00 |
| VISA - Amazon Business2Business Prime | Memberships | 499.00 |
| VISA - Baker & Taylor Books | A/V Materials | 3,805.85 |
| VISA - Baker & Taylor Books | Adult Books | 6,493.58 |
| VISA - Baker & Taylor Books | Children's Books | 3,360.83 |
| VISA - Best Version Media | Advertising | 394.40 |
| VISA - DTS Digital Advertising | Advertising | 200.00 |
| VISA - Enterprise Car Rental | Other Purchased Services | 1,000.00 |
| VISA - Facebook | Advertising | 353.23 |
| VISA - Farm & Fleet | Library Supplies | 64.95 |
| VISA - Farm & Fleet | Vehicle Maintenance | 63.94 |
| VISA - Five Star Water Company | Miscellaneous Expenses | 43.40 |
| VISA - Foreign Affairs Magazine | Periodicals | 54.95 |
| VISA - Huck's Food & Fuel | Gas & Diesel Fuel | 17.12 |
| VISA - Ingram | A/V Materials | 750.28 |
| VISA - Ingram | Adult Books | 3,672.19 |
| VISA - Ingram | Children's Books | 197.79 |
| VISA - International Service Fee | Other Purchased Services | 0.84 |
| VISA - Paypal*Tulika Books | Children's Books | 103.00 |
| VISA - QR-Code-Generator.com | Other Purchased Services | 83.88 |
| VISA - Sprint | Non-Traditional Materials | 160.93 |

| | | |
|---------------------------|--------------------------|------------|
| VISA - Sprint | Telecommunications | 161.81 |
| VISA - Starcrest Cleaners | Other Purchased Services | 41.70 |
| VISA - T-Mobile | Telecommunications | 1,601.95 |
| VISA - Verizon Wireless | Telecommunications | 301.52 |
| VISA - Zoom.US | Other Purchased Services | 339.83 |
| Total | | 610,274.75 |

Bloomington Public Library

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Director's Report February 2022

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Reviewed, updated, and communicated COVID response practices

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

- Continued to make progress towards a Library expansion, by:
 - Coordinating and participating in 2 planning sessions with the architects
 - Meeting with Melissa, Carol, Tiffany, and Caprice to review the furniture layouts for the public service areas
 - Meeting with Melissa and Carol to review plans for phase 1 collection layouts
 - Attending the Pre-Bid Site Conference and Walk-Through for potential bidders
 - Reviewing and coordinating feedback on construction phasing, phasing floor plans, furniture layouts, furniture type, and bid questions
 - Meeting with the City Clerk about furniture that potentially could be transferred to the government center
 - Meeting with City staff to discuss parking during the Library construction
 - Send the bid notice to the Illinois State Library per the grant requirements
 - Presenting about the expansion project to the Bloomington Kiwanis Club and Normal Rotary Club
- Reviewed and purged irrelevant files for an upcoming records disposal application
- Spoke with a city engineer about the retention pond planned for the area south of the Library
- Met with City Manager Gleason for a touchpoint meeting
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked with an EDI subcommittee to develop guiding questions for staff to encourage the integration of diversity and inclusion practices in everyday tasks
- Attended the Illinois Library Association Conference Advocacy and Public Policy Committee Meetings, and a Legislative Meet-up
- Navigated and coordinated a response to the snowstorms
- Worked with Sara to coordinate a donation of historical library materials to the museum

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

- Led a Mini-Morning Session and recorded a session sharing information about the Library Expansion and Renovation project
- Met with Kelly to train her on the annual Interlibrary Loan Traffic Survey
- Worked to prepare performance reviews for the management team and conducted one performance review meeting

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- Attended a virtual meeting for Library Directors and HR Managers
- Continued to prepare for upcoming contract negotiations
- Watched the RAILS member update recording

Goal: Administer a cost-effective public library.

- Completed the Annual Public Library Certification for BPL and GPPLD
- Continued to work on the capital campaign efforts by:
 - Reaching out to potential donors
 - Meeting with 2 potential donors
 - Meeting with Rhonda for planning purposes twice
 - Obtaining a donation request form application from Meijer

**Adult Services Report
Carol Torrens
February 2022**

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

SERVICES

Mimi spoke to the McLean County Genealogical Society about the databases we offer.

Staff completed ten local history search requests, for obituaries, death notices, and news articles.

COLLECTIONS

Marcie weeded fiction authors MON-OZZ in fiction and paperback fiction.

Carol continues to weed DVDs based on shelf space and low usage. High-use titles are replaced with new copies when possible.

Book displays this month were on these topics: National Weddings month, tax prep, American Heart Month, and Chocolate Lover's Month. The CD display featured guitar music while the DVD display featured Black History Month.

PROGRAMS

Tiffany met with the listed number of students for book talks. Unit 5 cancelled their February visits, and the blizzard resulted in 2 cancellations from BJHS.

BJHS (2 visits): 176

Tiffany also offered a tour to 14 students and their teacher from Normal Community's High School Entrepreneur class.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 19 attended

Fiction Book Club, virtual – 1 session -- 13 attended

Books on Tap, in person– 1 session – 14 attended

History Reads Quarterly Book Club – 1 session – 21 attended

State Legislator David Joens, virtual – 1 session – 16 attended

Be Heart Smart with Carle Health, virtual – 1 session – cancelled due to blizzard

Back to Work series, in person

CareerLink services, in person – 1 session – cancelled due to blizzard

Intro to Microsoft Word, in person – 1 session – 1 attended

Bloomington Township Services – 1 session -- cancelled due to blizzard

Computer drop in – 1 session -- 1 attended

HCC Adult Education programs – 1 session -- 5 attended

Tax Planning Strategies with IFE, in person – 1 session – 1 attended

Author Jasmine Guillory via RAILS & IL Libraries Present, virtual – 1 session – 7 attended

Teen Programs

Teen Manga and Anime Club – 2 sessions – 0 attended

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

Several staff attended or viewed various webinars and/or Mini Morning sessions on such topics as the library's expansion plans, online card registration, upcoming books, and genealogical research.

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month, on ereading.

Mimi set up a free preview of the Weiss Financial Ratings database.

Ten hotspots from the Back to Work grant were moved over to public use. There's usually a holds queue for these, so 10 more is a boon!

Goal: Administer a cost-effective public library.

OTHER:

The current local artist display features works from the estate of John Cassidy.

Business Office Report

Kathy Jeakins

February 2022

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new cards, processed applications for staff new to using Library credit cards, cancelled cards for employees who had left employment, and I entered all credit card transactions in account files

In February, the Book Shoppe collected \$1,441.00

Hoopla usage was pretty good in February--\$7,637.71!

Donations for the Library expansion continue to come in—so far, we've collected \$56,151.27, plus pledges

Rhonda and I met on 2/8 to discuss Bloomerang/Stripe receipts and fees

Bills Costing in Excess of \$5,000:

- Innovative Interfaces, Inc \$69,977.78 for renewal of the ILS Service, year 1 of 5
- Johnson Controls \$6,449.00 for annual chiller maintenance

Upcoming:

I'll be going through things in anticipation of the expansion

Children's Services Report

Melissa Robinson

February 2022

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

Live Programs:

- African American History through Storytelling – 40 attended
- Preschool story time – 6 sessions – 48 attended
- Toddler story time – 6 sessions – 86 attended
- Fun Friday – 4 sessions – 44 attended
- Sensory story time – 11 attended
- Mini Explorers – 19 attended
- Tales for Tails – 4 sessions – 30 attended
- Love Rocks – 6 attended
- Lego Construction Time – 16 attended
- 24 programs/sessions offered – 310 attended

Passive Programs:

- 2's Day Craft Kits – 40 kits
- Crafts (rockets, space, Valentine's Day) – 435 crafts made
- Melvin's Olympic Seek and Find – 57 participated

Pre-Recorded on Facebook:

- Wild Card Friday – 4 posts – 102 views

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

- Melissa, Lisa, Alysha, and Clare attended a webinar about unattended children.
- Children's staff attended MMS sessions on the library expansion and KultureCity.

Goal: Work effectively through the use of technology.

We added 16 posts to our Children's Facebook group and now have 521 members.

Upcoming:

In addition to our recurring story times, the following programs will be offered in March:

- Itsy Arts – Mar 15
- Rock Painting – Mar 22 and 23
- Lego Construction and STEAM – Mar 24
- Spring Has Sprung Story Time – Mar 25

Circulation and Outreach Services Report
Colleen Shaw
February 2022

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

Outreach Library Associate, Michelle, meetings and successful connections:

- East Central Illinois Area Agency on Aging
- Spoke at the Department of Human Services Region3 Reach Out on BPL efforts to bridge the digital divide
- Reentry Council
- Co-led the Human Services Council
- Heartland Community College Adult Planning Council
- Met with NPL on joint outreach initiatives
- Behavioral Health Department meeting/invitation to serve on their new core team
- Fatherhood Coalition Leadership
- Sober Recreation planning
- BN Parents Coalition
- Recovery Oriented System of Care (ROSC) Council
- Leadership McLean County Leadership Launch
- Volunteered at a Poverty Simulation event
- Children's Home + Aid Blue Bow partnership
- Night in a Car Steering Committee event recap

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

Deposits staff prepared and delivered or renewed 674 items at 11 sites. Lucy and Reagan returned to Westminster Village to provide a follow-up session to the Libby program held last month. 10 residents attended. The Place for Children with Autism was added as a new site.

Home Delivery prepared and delivered 286 to 48 active patrons. 1 new patron was added to the service.

Circ-OTR staff now have Memory Care Kits that can be circulated among the senior living sites we provide services to. These are not available for regular checkout by patrons.

Pop Up Library visits were held at the locations listed below. 69 patrons were served, and 197 items checked out.

- Luther Oaks
- Bickford House
- Villas of Hollybrook
- Woodhill Towers
- Westminster

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

- David resigned from a part-time 19 hour/week position.

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(2/2022) Circulation and Outreach Services Statistics

| | |
|--------------------------|---------------|
| Total Circ BPL | 84,638 |
| Total Circ Main | 62,948 |
| Adults | 28,867 |
| Teens | 1,595 |
| Children | 32,486 |
| Total Circ Outreach | 5,001 |
| OTR Adults | 1,958 |
| OTR Teens | 80 |
| OTR Children | 2,963 |
| Total Digital Downloads | 16,689 |
| Hoopla | 4,193 |
| Overdrive | 11,701 |
| TumbleBooks | 65 |
| eBook Central | 2 |
| Kanopy | 728 |
| Borrowers Registered | 230 |
| Total Active Cardholders | 28,881 |
| Children | 5,902 |
| Teen | 3,406 |
| Adult | 19,573 |
| GPPLD | 1,437 |
| Total Holds Filled | 7,309 |
| Main Holds | 6,160 |
| Outreach Holds | 1,149 |
| Door Count | 11,788 |

| Top 10 Highest Circulations | |
|-----------------------------|-----|
| Wingover Apartments PM | 177 |
| Eagle Crest East | 141 |
| White Eagle | 106 |
| Rollingbrook South | 94 |
| Old Farm Lakes | 78 |
| Grove | 73 |
| Eagle Crest | 69 |
| Bohmer Drive | 53 |
| Ekstam Drive | 52 |
| North Pointe | 50 |

| 5 Stops with Lowest Circulation | |
|---------------------------------|---|
| Heartland Hills | 3 |
| Mecherle Drive | 3 |
| Franklin Park | 3 |
| Miller Park | 1 |
| Franklin Park | 0 |
| Mecherle Drive | 0 |

Bookmobile Customers: 397

Total Monthly Stops: 48 (9 inclement weather cancellations)

Circulation Questions Answered: 426

Outreach Questions Answered: 51

Total Questions Answered: 477



| | January | February | March | April | May | June | July | August | September | October | November | December |
|--------------|---------|---------------|---------|---------|---------|---------|---------|---------|-----------|---------|----------|----------|
| Total Circ | | | | | | | | | | | | |
| 2015 | 115,409 | 106,414 | 120,059 | 109,664 | 110,534 | 140,366 | 132,776 | 121,986 | 109,079 | 115,446 | 107,593 | 108,085 |
| 2016 | 115,834 | 107,977 | 114,870 | 107,576 | 111,304 | 131,572 | 128,439 | 116,681 | 104,656 | 112,022 | 105,100 | 97,912 |
| 2017 | 113,831 | 100,674 | 110,265 | 96,693 | 103,159 | 113,776 | 112,791 | 107,594 | 93,335 | 101,602 | 97,716 | 90,227 |
| 2018 | 102,019 | 91,030 | 104,298 | 95,337 | 99,405 | 115,080 | 114,304 | 101,761 | 92,687 | 96,937 | 86,122 | 86,576 |
| 2019 | 95,472 | 89,628 | 97,467 | 90,513 | 93,520 | 114,046 | 119,119 | 103,908 | 96,712 | 97,285 | 91,475 | 88,802 |
| 2020 | 97,072 | 93,370 | 100,821 | 53,982 | 27,779 | 59,235 | 92,390 | 104,306 | 101,994 | 106,447 | 92,957 | 67,078 |
| 2021 | 71,432 | 81,282 | 92,667 | 80,805 | 87,158 | 107,723 | 110,448 | 98,788 | 87,188 | 93,500 | 86,518 | 84,064 |
| 2022 | 90,516 | 84,638 | | | | | | | | | | |
| Main Circ | | | | | | | | | | | | |
| 2015 | 110,164 | 97,499 | 108,559 | 103,495 | 98,882 | 127,685 | 123,212 | 108,030 | 102,131 | 102,693 | 95,683 | 96,524 |
| 2016 | 103,448 | 96,129 | 102,051 | 94,675 | 97,826 | 117,687 | 115,404 | 106,625 | 97,633 | 97,679 | 92,573 | 87,161 |
| 2017 | 100,185 | 87,246 | 96,002 | 83,182 | 89,162 | 103,766 | 99,545 | 92,320 | 80,657 | 88,108 | 85,196 | 77,814 |
| 2018 | 87,756 | 77,949 | 89,019 | 81,429 | 84,157 | 100,149 | 99,158 | 86,406 | 78,268 | 81,385 | 71,469 | 71,850 |
| 2019 | 79,214 | 74,576 | 79,508 | 74,351 | 76,661 | 96,218 | 100,735 | 86,027 | 78,541 | 79,509 | 74,343 | 72,365 |
| 2020 | 77,650 | 74,419 | 79,618 | 32,841 | 8,404 | 44,800 | 74,394 | 82,523 | 81,176 | 84,996 | 71,500 | 49,825 |
| 2021 | 49,271 | 60,338 | 70,492 | 63,393 | 65,732 | 86,115 | 87,238 | 75,094 | 65,616 | 70,302 | 64,205 | 63,401 |
| 2022 | 65,960 | 62,948 | | | | | | | | | | |
| Active Users | | | | | | | | | | | | |
| 2015 | 35,612 | 35,316 | 34,990 | 34,709 | 34,434 | 34,209 | 33,986 | 33,696 | 33,304 | 33,031 | 32,796 | 33,342 |
| 2016 | 33,460 | 33,162 | 33,063 | 32,875 | 32,871 | 33,243 | 32,994 | 32,890 | 35,412 | 35,144 | 35,177 | 35,068 |
| 2017 | 35,357 | 35,244 | 35,363 | 35,216 | 35,308 | 34,469 | 34,287 | 34,205 | 34,017 | 34,819 | 33,910 | 33,831 |
| 2018 | 35,346 | 35,084 | 35,131 | 35,010 | 35,040 | 34,666 | 34,495 | 34,551 | 35,452 | 37,182 | 36,870 | 36,803 |
| 2019 | 36,506 | 36,471 | 37,323 | 37,619 | 38,150 | 38,290 | 38,116 | 39,401 | 38,192 | 36,443 | 36,214 | 36,204 |
| 2020 | 36,919 | 37,377 | 38,012 | 37,796 | 37,600 | 38,823 | 39,235 | 38,927 | 39,235 | 34,652 | 39,055 | 38,957 |
| 2021 | 39,431 | 40,372 | 38,831 | 30,560 | 30,405 | 31,351 | 31,051 | 29,692 | 30,454 | 30,517 | 28,770 | 28,675 |
| 2022 | 28,966 | 28,881 | | | | | | | | | | |

Human Resources Report

Gayle Tucker

February 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended a session on Library Expansion
- In February, there was one in-house job announcement and there were two outside ads
- I worked on the Job Description project
- I continued FMLA, ADA, and Pandemic Leave administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- In February, I participated in several Teams meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise.
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

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

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
February 2022

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

The Outreach staff PCs were all replaced as per our schedule.

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

We repeated a popular electronic greeting card program for Valentine's Day. The Teens learned how to create electric circuits, add led lights, and add other components to their greeting cards.

We had an introduction to Python program. This was the start of a multipart program focused on introducing teens to python programming. There will be more parts of this program in the coming months focusing on different python programming functions.

We continued on with our D&D program with Abbey running the event. The IT staff are working to develop a unique game that would feature a library as part of the adventure.

Upcoming:

We are looking into a new scanner for the Digital Preservation Studio. We have had a larger number of people in the recent months that are looking to convert their slides to digital. Our current system only converts four slides at a time, we are looking at scanners that would do more in a single scan.

We have a recent user in the DPS that drove in from Downs the day after the large snowstorm that we had to keep his 10:00am appointment. His slides were from his time serving in Vietnam during the war. He was very appreciative of the service and told the IT staff that he hadn't seen the photos on those slides in 40 years.

We are finishing the remote meeting kit that consists of the meeting owl, laptop, and hotspot to be able to loan out to the public. We finally received all the components, and we are finalizing the kit. We hope to have it available soon.

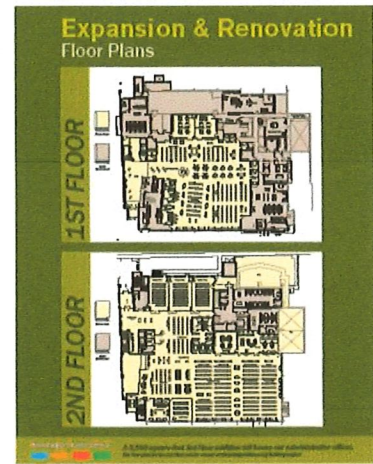
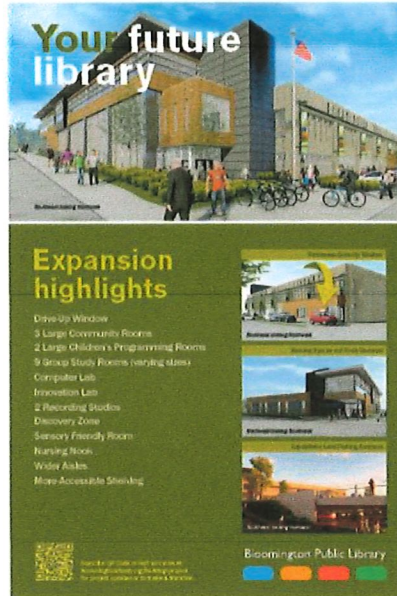
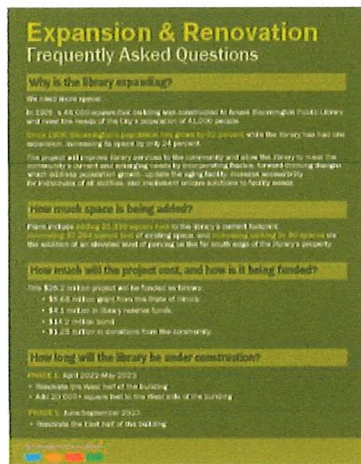
Marketing Report

Rhonda Massie – February 2022

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

The Campaign for Your Future Library

- As of 3.1.22, \$533,235.84 has been pledged and donated to the Building Fund.
- Managed Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during February 2022.
- Completed and submitted an application to request funds from State Farm's Neighborhood Assist program
- Completed and submitted a donation request to Meijer
- Created poster-size materials pertaining to the expansion project. These will not be printed and displayed until sometime after the construction bids are opened. They'll eventually be available for perusal by the public on both levels of the library.



- Marketing is working to organize the public phase of The Campaign for Your Future Library with a launch date of 3.22.22.
 - Purchased a Donation Receptacle for the Mosaic Tile fundraiser. This will be placed in the Circulation Lobby on 3.22.22.
 - Mosaic Tile Fundraiser
 - "Libraries are for Everyone" magnets will be mailed to those who donate \$100+.
 - Will announce on April 6 – Library Giving Day.
 - Will retroactively send magnets to those who've already donated \$100+.
 - Library Giving Day will take place on April 6.
 - We have 5 Library Giving Day posts planned for social media on April 6.
 - Ads will run on WGLT, WJBC, WBNQ, and B104 the week of April 4.
 - As a Day Sponsor for WGLT, Carol Carey Odekirk has donated to the Library her Day Sponsor airtime. These spots will also air on April 6.
 - LEGO project (future project)
- There is a continued need for BPL board members and Foundation Board members to serve as volunteer liaisons between the library and potential donors. This is also the perfect time for board members to make their pledges and donations. When we launch the public portion of the campaign on March 22, we plan to announce the tally raised to date. Best practices tell us that this tally should be 60-80 percent of the goal. We've currently raised 43 percent of our \$1.25 million goal.

Staffing Changes

- Hayley is no longer employed as the full-time Library Associate (LA) in the Marketing Department. The job will be posted in early March. We hope a new LA will be in place in mid-to-late April.

Summer Reading

- Summer Reading planning has begun. Timelines for the following were developed.
 - Reading logs for Summer Reading
 - Proof 1 of the CS reading log has been sent.
 - Proof 1 of the AS reading log has been sent.

- The Teen log has not yet been started.
 - Counts have been secured from U5 and D87 for reading log distribution at the grade schools.
- T-Shirts
- Voucher accrual and production
- Bookmarks
 - We're in the proofing stage for SRP bookmarks in both English and Spanish.

Website

Marketing continues to maintain the library's website.

- Monthly addition of all February programs and registration forms to the online calendar.
- Monthly update to the record sets for New Movies, New Music, and Audiobooks.
- For Marketing
 - Gave the Building Project page an overhaul which included adding architect renderings, floor plans, and FAQs. This can be viewed at bloomingtonlibrary.org/building-project.
- General
 - Removed from the website information pertaining to COVID-19 and the Mask Mandate. Scanned the website to confirm nothing was missed and that no remaining links were sending people to the COVID page which has been archived.
 - Scanned the website for mention of the word "Overdrive" and made updates to the language to feature the switch to Libby.
- For Technical Services
 - Added to the website information about 121 circulating puzzles and created a page which showcases an image of each. This can be viewed at bloomingtonlibrary.org/puzzles.
- For Outreach
 - Made adjustments to information on the Deposits Sites page.
 - Fixed a broken link on the Accessibility page
- For Circulation
 - Added information to the equipment page pertaining to the fact that the library is now circulating Roku devices. This can be viewed at bloomingtonlibrary.org/equipment
- For HR
 - Posted information about a Circulation position to the employment page
- For the Adult Services Department
 - Updated the Local Artist Exhibit page to showcase the work of John Cassidy, the artist being featured during March 2022. This can be viewed at bloomingtonlibrary.org/local-artist-exhibit
 - Updated the Genealogy request form and tested the new modifications to make sure they worked.
 - Added tax prep appointments for March and April to the online Google form.

Advertising & Sponsorships

- Radio ad ran through February on Neuhoff Radio (BOB FM and Rock 96.7), Cumulus Radio, and WGLT to promote the Back to Work programming series.
- Radio ad scheduled to run in March pertaining to a historical program about Women in McLean County
- Radio ads are scheduled to run on WBNQ, WJBC, and B104 during the week of April 3. These ads will promote National Library Week and Library Giving Day (April 6).
- Radio ads are scheduled to run on WGLT during the week of April 3. These ads will promote National Library Week and Library Giving Day (April 6). In addition, Carol Carey-Odekirk donated to us her (5) on-air "Day Sponsor" timeslots on Library Giving Day.
- A full-page print ad will run in the March edition of *Limited* magazine. This ad will promote the expansion.
- Print ad continues to run in *50 Plus News & Views* magazine. This ad promotes the Memory Care Collection.
- The theme of the online and print campaign we're running with *Eastside Neighbors* magazine and *Neighbors of Southwest Bloomington* magazine will change to the expansion with the release of their April issues.
- The library was represented in a full-page compilation ad in *The Pantagraph* which thanked the City of Bloomington Police, Utilities, and Emergency personnel for their response during the blizzard.

Press Releases, etc.

- Penned a press release pertaining to the expansion project. It's not yet been released to the media.
- Penned an article about the expansion to run in both *Eastside Neighbors* magazine and *Neighbors of Southwest Bloomington* magazine. Images were included.

March Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
 - March programs were submitted to Library Market by staff and reviewed/edited by Marketing before being published to the library's website.
 - A publicity timeline was developed.

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

Paper & Digital Design Work

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

- Bingo
- March Calendar
- Canvas Thread Art
- Craft Supply Giveaway
- Dress to Impress (Back to Work)
- Elizabeth Cady Stanton
- History of McLean County Women
- Intro to Excel Spreadsheets (Back to Work)
- Intro to Outlook (Back to Work)
- Itsy Arts
- Make Your Mini
- Free Range Rock Painting
- Drawing with Pixel Art
- Preschool Story Time
- Sensory Story Time
- Spring has Sprung Story Time
- Tales for Tails
- Tinkercad Snowflakes
- Toddler Story Time
- Two's Day
- Wikki Stix Contest
- Woven CD Dream Catchers

Signs

- Job Interview Preparation
- March Your Way into Another World
- Women's History Month
- Get Ready for the Grammys

Other

- Logo for Re-Entry Council
- Art for Roku publicity
- Artwork for eBlast about Crafts
- Shade expansion floor plans to differentiate staff areas from public areas from the roof
- Trading Card for Baldur – a Tales for Tails Dog
- Roku Post
- Instructional insert to be distributed with an activity in a 4H packet

Updates & Re-prints

- 50 Wireless Printing
- 50 Hoopla

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Rhonda viewed a webinar pertaining to Overdrive being replaced by Libby.
- Rhonda viewed Bloomerang webinars titled *Becoming a Gift-Entry Guru* and *All About Pledges*
- Rhonda attended the mini morning session about the library's Kulture City certification

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,818 followers
- Instagram - 1,962 followers
- Twitter - 2,056 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 388
- Library text subscribers - 345
- Bookmobile text subscribers - 1,163
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,179 filtered active subscribers.
- Program Guide list – 33,160 filtered active subscribers.
- General eBlast list – 33,204 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, 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:
 - Black Life in America and African American Heritage
 - "We're hiring a part-time custodian"
 - Multiple Library closures due to weather
 - Multiple Bookmobile cancellations due to weather conditions
 - Bookmobile headed to Night in a Car
 - Bookmobile at Night in a Car
 - Library cards can now be obtained 100 percent online (sent via snail mail). Renewals can also be completed online.
 - Employment post
 - True Crime Book Club starting soon
 - Photos of the letters Children's Department staff wrote to kids who had questions for the snails in the fish tank.
 - The library is now circulating Roku devices.
- 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 BPL's Black Life in America and African American History resources was created and delivered to 33,090 patrons on Feb 1.
 - An eBlast promoting "Craftsy" on Hoopla was created and delivered to 33,179 patrons on March 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

**Support Services Report
Caprice Prochnow
February 2022**

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

- Support Services staff:
 - Expansion prep – emptying out the tool room, emptying out and reorganizing the boiler room (for storing other items), taking materials to Behr's or the dump and compiling items for donation to ReStore
 - Working with departments to remove items as they clear spaces and providing them with garbage and recycle containers
 - Much snow removal with the two big snowstorms
 - Took stock of the items that are stored in both stairwells as items will be donated or discarded
 - Helped Discover Books driver load and unload bins and emptied several full book carts into bins for the taking
- Repairs/Installs:
 - Weber Electric repaired fluorescent fixtures
 - Bill's Key & Lock installed a new occupancy lock on a staff restroom door
 - Mid-Illinois Mechanical replaced the cooling valve and corrected a communication issue with the VFD and supply fan on the main air handler
- Caprice - Expansion prep:
 - Meeting with the architects and engineers
 - Working with Ameren rep on the relocation of the transformer
 - Facilitating the asbestos abatement work
 - Eliminating or paring down service contracts
 - Working with furniture vendors on delivery/pickup of sample furniture
 - Facilitating donation or give away of furniture items

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

- Caprice has been working on performance reviews

Upcoming: Alert Media desktop alerts

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

February 2022

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

- We continue to purge unused materials and furniture from our department in preparation for Phase 1 of construction, so we'll have room to house staff from other departments.
- We're cutting back our magazine retention time in half, so we'll have less to move and house during the renovation. That means there's currently a big influx of magazines for sale in the Book Shoppe.

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

- 14 Wi-fi hotspots were replaced and reprocessed.
- 6 Memory Care Kits are ready for use at deposit/pop-up sites.
- The puzzle collection moved upstairs to Adult Services.
- 3 Rokus were processed and cataloged.
- Kam worked on updating and consolidating some juvenile nonfiction that was historically labeled incorrectly. Topics included dragons, monster, opposite, anxiety, Christmas carols, and Aesop's fables.
- Eleanor finished up the current list of authors that needed call label fixes or authority work in the catalog. We also went through the list of deceased authors with continuing series to ensure they're all being processed and cataloged consistently.
- All items in the Storytime Collection have either been moved to main or discarded. The Storytime Collection has been deleted in Polaris.

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


- All TS staff attended the MMS on the Library Renovation and Expansion. – 2.5
- All TS staff attended the MMS on Kulture City. – 2.5
- Training Hours – 5

Goal: Work effectively through the use of technology.

- We discovered that the catalog is now capable of letting customers choose specific volumes on Bibliographic records. After testing, we sent out a few items that will use the new function.
- We now have a landing page on our website for the puzzles that will link to individual pictures. This replaces the puzzle binder that previously lived in Circulation.
- We used the RAILS forum to offload some library supplies that are no longer used by our library.

Bloomington Public Library

Books are just the beginning.

- 
- Allison created an Excel document for manager use to track the collections during the renovation, like what will be moved where and what will be stored.

Goal: Administer a cost-effective public library.

- The Spiel Foundation donated a bundle of board & card games that we'll use for our Children's Game Kit collection.
- Volunteer Hours – 0

Upcoming:

- OCLC holdings project.
- More Spring cleaning!

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

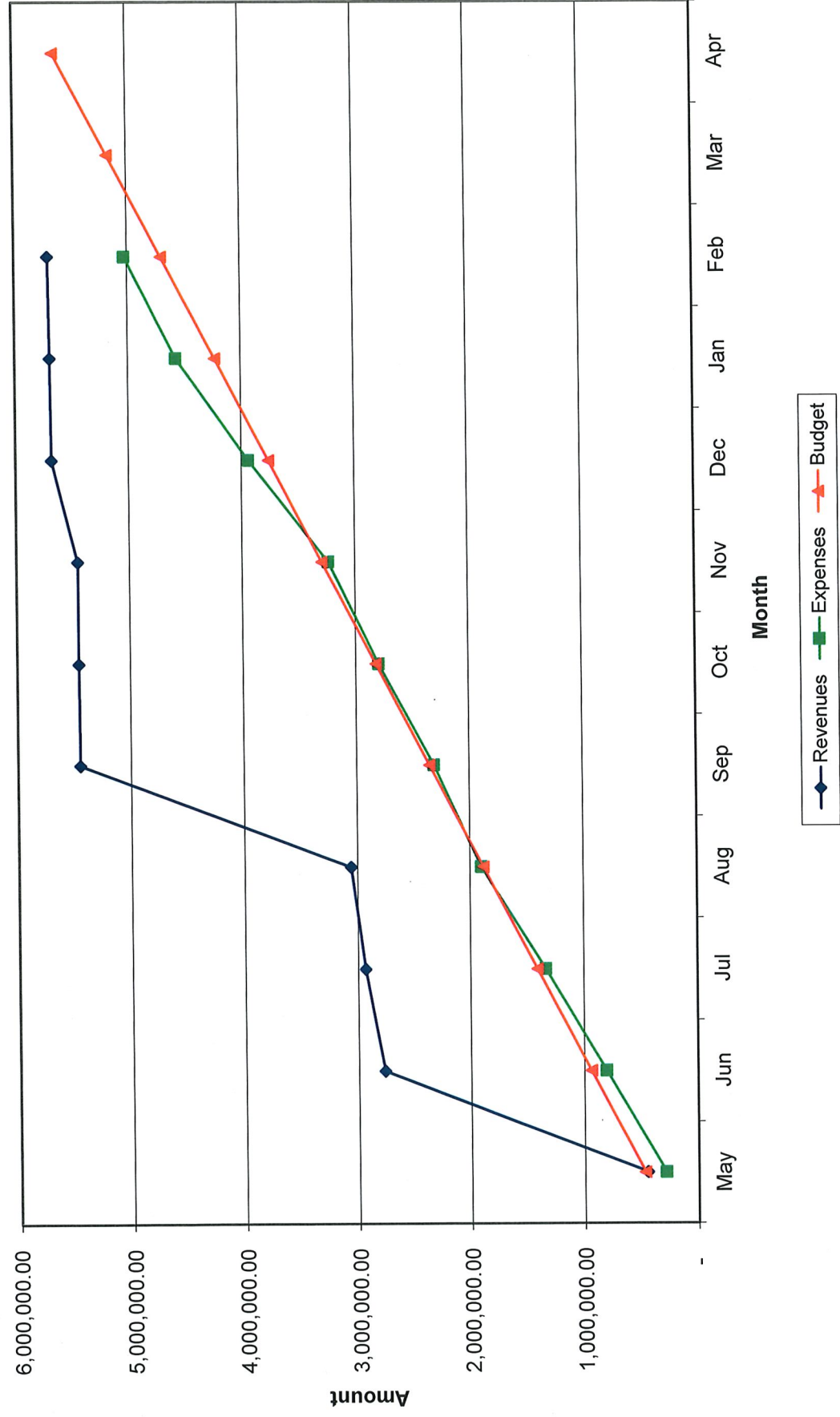
REVENUES:

| ACCT NAME | BUDGET | FEB 2022 | YR-TO-DATE | AMOUNT OVER/UNDER | % RECEIVED |
|-------------------------------|-----------|-----------|--------------|----------------------|---------------|
| Property Tax | 4,967,785 | 0.00 | 4,966,564.03 | (1,220.97) | 100.0 |
| Replacement Tax | 130,400 | 0.00 | 130,400.00 | 0.00 | 100.0 |
| State Grants | 95,700 | 0.00 | 112,999.75 | 17,299.75 | 118.1 |
| State Grants - Pandemic Grant | 0 | 109.90 | 109.90 | 109.90 | ----- |
| GPPLD | 402,000 | 0.00 | 408,270.23 | 6,270.23 | 101.6 |
| Fines & Fees | 5,000 | 826.24 | 10,347.49 | 5,347.49 | 206.9 |
| Copies | 3,000 | 197.65 | 2,030.55 | (969.45) | 67.7 |
| Interest on Investments | 5,000 | 423.74 | 1,748.63 | (3,251.37) | 35.0 |
| Interest from Taxes | 0 | 0.00 | 73.72 | 73.72 | ----- |
| Donations | 10,000 | 50.45 | 22,236.44 | 12,236.44 | 222.4 |
| Donations-Expansion | 0 | 9,648.00 | 9,748.00 | 9,748.00 | ----- |
| Other Grants | 0 | 0.00 | 500.00 | 500.00 | ----- |
| Property Damage Claims | 0 | 0.00 | 1,920.53 | 1,920.53 | ----- |
| Cash Over/Short | 0 | 0.00 | (17.96) | (17.96) | ----- |
| Other | 24,211 | 2,377.15 | 35,215.47 | 11,004.47 | 145.5 |
| Total Revenues | 5,643,096 | 13,633.13 | 5,702,146.78 | 59,050.78 | 101.0 |

| ACCT NAME | BUDGET | FEB 2022 | YR-TO-DATE | AMOUNT OVER/UNDER | % SPENT |
|--------------------------------|-----------|------------|--------------|----------------------|------------|
| Full-Time Salaries | 2,466,734 | 188,636.94 | 1,939,465.36 | (527,268.64) | 78.6 |
| Part-Time Salaries | 465,048 | 28,195.62 | 314,206.82 | (150,841.18) | 67.6 |
| Seasonal Salaries | 65,510 | 360.14 | 20,626.53 | (44,883.47) | 31.5 |
| Overtime Salaries | 1,100 | 0.00 | 0.00 | (1,100.00) | 0.0 |
| Other Salaries | 0 | 0.00 | 11,720.00 | 11,720.00 | ----- |
| Total Sals & Wages | 2,998,392 | 217,192.70 | 2,286,018.71 | (712,373.29) | 76.2 |
| Dental Insurance | 11,064 | 734.12 | 7,231.50 | (3,832.50) | 65.4 |
| Health Insurance, HMO | 33,053 | 556.66 | 7,641.92 | (25,411.08) | 23.1 |
| Life Insurance | 3,100 | 252.00 | 2,457.18 | (642.82) | 79.3 |
| Vision Insurance | 3,024 | 233.32 | 2,209.23 | (814.77) | 73.1 |
| Health Insurance, BCBC-PPO | 250,906 | 25,376.84 | 224,039.87 | (26,866.13) | 89.3 |
| Library RHS Contribution | 0 | 517.54 | 5,514.65 | 5,514.65 | ----- |
| Library HSA City Contributions | 16,000 | 0.00 | 16,100.00 | 100.00 | 100.6 |
| IMRF | 246,673 | 18,128.07 | 238,162.36 | (8,510.64) | 96.5 |
| FICA | 185,832 | 11,738.62 | 137,825.45 | (48,006.55) | 74.2 |
| Medicare | 43,461 | 2,979.17 | 32,233.80 | (11,227.20) | 74.2 |
| Worker's Compensation | 18,299 | 0.00 | 8,726.00 | (9,573.00) | 47.7 |
| Uniforms | 800 | 0.00 | 675.94 | (124.06) | 84.5 |
| Tuition Reimbursement | 26,000 | 0.00 | 0.00 | (26,000.00) | 0.0 |
| Other Benefits | 20,000 | 0.00 | 45,913.99 | 25,913.99 | 229.6 |
| Total Benefits | 858,212 | 60,516.34 | 728,731.89 | (129,480.11) | 84.9 |
| Architectural/Design Services | 0 | 0.00 | 683,768.58 | 683,768.58 | ----- |
| Total Services | 0 | 0.00 | 683,768.58 | 683,768.58 | ----- |
| Rentals | 20,000 | 1,072.15 | 13,756.42 | (6,243.58) | 68.8 |
| Total Rentals | 20,000 | 1,072.15 | 13,756.42 | (6,243.58) | 68.8 |
| Building Mtnc | 140,000 | 8,122.45 | 76,036.23 | (63,963.77) | 54.3 |
| Vehicle Mtnc | 12,000 | 873.74 | 13,396.46 | 1,396.46 | 111.6 |
| Office & Computer Mtnc | 190,000 | 75,848.17 | 163,645.31 | (26,354.69) | 86.1 |
| Total Repair/Mtnc | 342,000 | 84,844.36 | 253,078.00 | (88,922.00) | 74.0 |

| ACCT NAME | BUDGET | FEB 2022 | YR-TO-DATE | AMOUNT OVER/UNDER | % SPENT |
|--|-----------|------------|--------------|----------------------|------------|
| Advertising | 50,000 | 4,471.72 | 37,158.38 | (12,841.62) | 74.3 |
| Printing/Binding | 20,000 | 893.12 | 13,292.64 | (6,707.36) | 66.5 |
| Travel | 500 | 2.93 | 234.62 | (265.38) | 46.9 |
| Membership Dues | 5,500 | 499.00 | 4,951.99 | (548.01) | 90.0 |
| Professional Development | 10,000 | 0.00 | 3,996.00 | (6,004.00) | 40.0 |
| Other Purchased Services | 145,000 | 7,962.83 | 80,129.46 | (64,870.54) | 55.3 |
| Other Purchased Services-Expansion | 0 | 125.00 | 12,221.50 | 12,221.50 | ----- |
| Other Purchased Services-Pandemic Grnt | 0 | 788.00 | 1,066.40 | 1,066.40 | ----- |
| Other Insurance | 35,000 | 0.00 | 41,579.00 | 6,579.00 | 118.8 |
| Total Purchased Services | 266,000 | 14,742.60 | 194,629.99 | (71,370.01) | 73.2 |
| Office Supplies | 20,000 | 579.47 | 10,786.22 | (9,213.78) | 53.9 |
| Office Supplies-COVID-19 | 0 | 0.00 | 541.80 | 541.80 | ----- |
| Computer Supplies | 80,000 | 11,452.04 | 58,774.48 | (21,225.52) | 73.5 |
| Computer Supplies-Pandemic Grant | 0 | 0.00 | 6,842.92 | 6,842.92 | ----- |
| Postage | 4,500 | 0.00 | 253.59 | (4,246.41) | 5.6 |
| Library Supplies | 80,000 | 571.00 | 43,360.10 | (36,639.90) | 54.2 |
| Janitorial Supplies | 18,000 | 760.81 | 9,845.74 | (8,154.26) | 54.7 |
| Gas & Diesel Fuel | 6,000 | 430.57 | 3,517.86 | (2,482.14) | 58.6 |
| Building Mtnc & Repair Supplies | 18,000 | 0.00 | 9,038.58 | (8,961.42) | 50.2 |
| Total Supplies | 226,500 | 13,793.89 | 142,961.29 | (83,538.71) | 63.1 |
| Natural Gas | 28,000 | 3,722.39 | 23,028.52 | (4,971.48) | 82.2 |
| Electricity | 90,000 | 4,936.91 | 81,278.69 | (8,721.31) | 90.3 |
| Water | 9,000 | 0.00 | 5,405.92 | (3,594.08) | 60.1 |
| Telecommunications | 32,700 | 2,526.15 | 29,730.75 | (2,969.25) | 90.9 |
| Total Utilities | 159,700 | 11,185.45 | 139,443.88 | (20,256.12) | 87.3 |
| Professional Collection | 1,500 | 0.00 | 92.98 | (1,407.02) | 6.2 |
| Total Prof Collection | 1,500 | 0.00 | 92.98 | (1,407.02) | 6.2 |
| Non-Traditional Materials | 5,000 | 392.21 | 4,211.55 | (788.45) | 84.2 |
| Periodicals | 20,000 | 1,876.46 | 21,345.28 | 1,345.28 | 106.7 |
| Adult Books | 157,500 | 12,570.46 | 124,148.11 | (33,351.89) | 78.8 |
| Children's Books | 123,400 | 9,879.69 | 96,631.92 | (26,768.08) | 78.3 |
| A/V Materials | 111,600 | 7,247.80 | 72,213.52 | (39,386.48) | 64.7 |
| Public Access Software | 132,000 | 7,705.34 | 82,812.78 | (49,187.22) | 62.7 |
| Downloadable Materials | 179,950 | 10,041.23 | 151,862.19 | (28,087.81) | 84.4 |
| Total Materials | 724,450 | 49,320.98 | 549,013.80 | (175,436.20) | 75.8 |
| Employee Relations | 5,000 | 0.00 | 539.17 | (4,460.83) | 10.8 |
| Miscellaneous Expenses | 10,000 | 411.95 | 5,495.15 | (4,504.85) | 55.0 |
| Transfer to Capital Fund | 31,342 | 0.00 | 31,342.00 | 0.00 | 100.0 |
| Total Other Expenses | 46,342 | 411.95 | 37,376.32 | (8,965.68) | 80.7 |
| Total Expenses | 5,643,096 | 453,080.42 | 5,028,871.86 | (614,224.14) | 89.1 |

Bloomington Public Library FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2022

Property Tax (100.0%): The Library has received 8 distributions.

Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (118.1%): The Per Capita Grant arrived in August, higher than what we had projected.

GPPLD (101.6%): Golden Prairie has also received 8 distributions.

Fees (206.9%): The amount collected for lost items is higher than we projected.

Copies (67.7%): Copy revenue is a little less than projected.

Interest (35.0%): Interest rates continue to be low.

Donations (222.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (145.5%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (67.6%): This is under-spent due to staff vacancies.

Seasonal Salaries (31.5%): There are not as many Seasonal employees as we have had in the past.

Overtime Salaries (0.0%): Nothing has been paid from this line item.

Dental Insurance (65.4%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (23.1%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (73.1%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, BCBS-PPO (89.3%): this is over-spent because more staff made this choice for their health insurance option.

Library HSA City Contributions (100.6%): This was paid in January. This is the Health Savings account for employees who chose the HSA Health Insurance option.

IMRF (96.5%): This is over-spent due to the payout of sick leave buy back to a retired staff member.

FICA (74.2%): This is under-spent due to staff vacancies.

Medicare (74.2%): This is under-spent due to staff vacancies.

Worker's Compensation (47.7%): This amount was paid based on the 2021 audit adjustment. The annual premium was paid in January.

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

Other Benefits (229.6%): This is over-spent due to the payout of sick leave buy back to a retired staff member; in addition to accrued vacation pay for employees who have left employment.

Rentals (68.8%): Charges have been minimal.

Building Maintenance (54.3%): Charges have been minimal.

Vehicle Maintenance (111.6%): This is over-spent due to repairs to the bookmobile.
Advertising (74.3%): Charges have been minimal.
Printing (66.5%): Charges have been minimal.
Travel (46.9%): Charges have been minimal.
Membership dues (90.0%): Most of the annual memberships for the year have been paid.
Professional Development (40.0%): Charges have been minimal.
Other Purchased Services (55.3%): Charges have been minimal.
Other Insurance (118.8%): The annual premium was paid in January.
Office Supplies (53.9%): Charges have been minimal.
Computer Supplies (73.5%): Charges have been minimal.
Postage (5.6%): Charges have been minimal.
Library Supplies (54.2%): Charges have been minimal.
Janitorial Supplies (54.7%): Charges have been minimal.
Gas & Diesel Fuel (58.6%): Charges have been minimal.
Building Maintenance Supplies (50.2%): Charges have been minimal.
Electricity (90.3%): This is over-spent due to higher usage during the summer months.
Water (60.1%): Charges have been minimal.
Telecommunications (90.9%): This is over-spent because we needed to add an Internet line.
Professional Collection (6.2%): Charges have been minimal.
Periodicals (106.7%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (64.7%): Charges have been minimal.
Public Access Software (62.7%): Charges have been minimal.
Employee Relations (10.8%): Charges have been minimal.
Miscellaneous Expenses (55.0%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in January.

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 |
| Memorial Donations: | 500.00 |
| William Wetzel, Doantion for Children's | |
| Story Time Program: | 34.50 |
| C-U Herb Society, Miscellaneous Donation: | 50.00 |
| Lois Rubbel, Miscellaneous Donation: | 200.00 |
| Megan Michalski, Miscellaneous Donation: | 56.00 |
| Verlyn Zachow, Miscellaneous Donation: | 100.00 |
| Sybil Mervis, Miscellaneous Donation: | 14.25 |
| Betty Weller, Miscellaneous Donation: | 5.00 |
| Fountain Receipts, Jun-Oct 2021: | 8.34 |
| Robert Starckovich, Miscellaneous Donation: | 100.00 |
| Miscellaneous Donations: | 168.35 |

Total Donations: \$ 22,236.44

The Other Revenue line item breaks out as follows:

| | |
|-----------------------|-----------|
| Bookmobile T-Shirts:: | \$ 45.00 |
| Book Pick-Up: | 1,205.36 |
| Book Shoppe: | 23,283.75 |
| Ear Buds: | 216.00 |
| Flash Drives: | 117.00 |
| Genealogy Searches: | 107.40 |
| Hot Beverage Service: | 237.00 |
| Meeting Room Fees: | 120.00 |
| Mugs/Cups: | 138.00 |
| Print Station: | 7,484.45 |
| Reusable Bags: | 337.50 |
| Test Proctoring: | 100.00 |
| Tote Bags: | 1,200.00 |
| Umbrellas: | 0.00 |
| Miscellaneous: | 624.01 |

Total Other Revenue: \$35,215.47

During February, 11 batches containing 99 invoices were processed, totaling \$141,799.90 and 72 credit card charges were made totaling \$24,182.25.

As of February 28, the Library's Maintenance & Operating Fund Balance is \$3,676,616.07, which is 65.2%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 2/28/22:

| | |
|-------------------------------------|-----------------|
| Operating: | \$ 3,676,616.07 |
| Fixed Assets: | \$ 1,183,350.90 |
| Capital: | \$ 2,824,802.29 |
| Total Spent for Architectural Fees: | \$ 1,018,278.42 |
| Balance of Arch Contract: | \$ 435,305.58 |

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
February 2022

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

| Circulation | Current | Last Year | Change | FYTD | Last FYTD | Change |
|-------------------|---------|-----------|--------|---------|-----------|--------|
| Adults | 30,825 | 32,005 | -4% | 343,536 | 312,300 | 10% |
| Teens | 1,675 | 1,535 | 9% | 23,250 | 18,355 | 27% |
| Children | 35,449 | 31,384 | 13% | 399,624 | 309,869 | 29% |
| Digital Downloads | 16,689 | 16,358 | 2% | 164,131 | 166,274 | -1% |
| Total | 84,638 | 81,282 | 4% | 930,541 | 806,798 | 15% |

| Active Cardholders | Current | Last Year | Change | FYTD | Last FYTD | Change |
|--------------------|---------|-----------|--------|---------|-----------|--------|
| Adults | 19,573 | 26,073 | -25% | 199,271 | 248,464 | -20% |
| Teens | 3,406 | 5,281 | -36% | 39,931 | 50,576 | -21% |
| Children | 5,902 | 9,018 | -35% | 59,560 | 87,247 | -32% |
| Total | 28,881 | 40,372 | -28% | 298,762 | 386,287 | -23% |

| New Cardholders | Current | Last Year | Change | FYTD | Last FYTD | Change |
|-----------------|---------|-----------|--------|-------|-----------|--------|
| Total | 230 | 212 | 8% | 3,297 | 3,422 | -4% |

| Visits | Current | Last Year | Change | FYTD | Last FYTD | Change |
|------------|---------|-----------|--------|---------|-----------|--------|
| Main | 11,788 | 10,103 | 14% | 139,316 | 77,822 | 79% |
| Bookmobile | 397 | 335 | 19% | 6,657 | 4,385 | 52% |
| Total | 12,185 | 10,438 | 14% | 145,973 | 86,592 | 69% |

| Room Use | Current | Last Year | Change | FYTD | Last FYTD | Change |
|-----------------------------|---------|-----------|--------|------|-----------|--------|
| Study Room | 34 | 0 | 100% | 507 | 0 | 100% |
| Digital Preservation Studio | 23 | 0 | 100% | 163 | 0 | 100% |
| Community Room | 25 | 12 | 52% | 283 | 73 | 74% |
| Total | 82 | 12 | 85% | 953 | 73 | 92% |

| Community Outreach | Current | Last Year | Change | FYTD | Last FYTD | Change |
|---------------------------------|---------|-----------|--------|-------|-----------|--------|
| Staff Outreach Visits | 41 | 11 | 97% | 315 | 42 | 87% |
| People Reached | 415 | 417 | 0% | 3,767 | 1,698 | 55% |
| Community Visits to the Library | 3 | 0 | 100% | 70 | 0 | 100% |
| People Reached | 14 | 0 | 100% | 172 | 0 | 100% |
| Total Outreach Visits | 44 | 11 | 75% | 385 | 42 | 89% |
| Total People Reached | 429 | 417 | 3% | 3,939 | 1,698 | 57% |

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

| Programs | Current | Last Year | Change | FYTD | Last FYTD | Change |
|------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Adults | 13 | 9 | 44% | 73 | 55 | 33% |
| Attendance | 98 | 89 | 9% | 593 | 586 | 1% |
| Teens | 23 | 6 | 74% | 57 | 22 | 61% |
| Attendance | 0 | 95 | -100% | 46 | 280 | -84% |
| Childrens | 23 | 9 | 61% | 70 | 53 | 32% |
| Attendance | 301 | 77 | 74% | 764 | 957 | -20% |
| Total Programs | 59 | 24 | 59% | 200 | 130 | 54% |
| Total Attendance | 399 | 261 | 35% | 1,403 | 1,823 | -23% |

| 1-on-1 Appointments | Current | Last Year | Change | FYTD | Last FYTD | Change |
|----------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total | 1 | 1 | 0% | 19 | 15 | 27% |

| Reference Questions | Current | Last Year | Change | FYTD | Last FYTD | Change |
|----------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total | 2,267 | 2,463 | -8% | 27,231 | 24,766 | 10% |

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

| Training Hours | Current | Last Year | Change | FYTD | Last FYTD | Change |
|-----------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total | 93.75 | 91.50 | 2% | 1,763 | 1,269 | 39% |

Goal: Work effectively through the use of technology.

| Technology Use | Current | Last Year | Change | FYTD | Last FYTD | Change |
|-----------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Public Computer Use | 1,165 | 725 | 38% | 13,838 | 6,119 | 56% |
| WiFi Sessions | 1,533 | 1,343 | 14% | 16,584 | 15,204 | 9% |
| Website/Catalog Hits | 46,359 | 41,117 | 13% | 476,710 | 448,583 | 6% |
| Online Resource Use | 1,831 | 4,333 | -58% | 22,457 | 45,705 | -51% |

Goal: Administer a cost-effective public library.

| Interlibrary Loan | Current | Last Year | Change | FYTD | Last FYTD | Change |
|--------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Received | 320 | 318 | 1% | 3,535 | 2,789 | 27% |
| Sent | 187 | 163 | 15% | 2,003 | 1,674 | 20% |

| Volunteer Hours | Current | Last Year | Change | FYTD | Last FYTD | Change |
|------------------------|----------------|------------------|---------------|-------------|------------------|---------------|
| Total | 76.75 | 9.50 | 88% | 663 | 109 | 84% |

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 19, 2022
5:00 p.m.

MINUTES

I. Call to Order

President Ruth Novosad called the meeting to order at 5:00 p.m.

II. Roll Call

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

Trustees Present via Zoom: Ary Anderson

Trustees Absent: None

Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins

III. Introductions

There were no introductions.

IV. Public Comment

There was no public comment.

V. President's Report

President Novosad received the final annexation ordinance and requested that the Business Office reimburse Costigan and Wollrab, P.C. for the \$50 filing fee. Ruth shared that she receives the ILA Magazine and is willing to share it. She also shared that she will be attending the upcoming ILA Legislative Meetup. There was also some discussion about the misinformed chatter that the GPPLD tax levy will increase due to the expansion. This is not true. Director Hamilton will send a FAQ document to the Board as a tool to aid the Board members in answering questions.

VI. Approval of Minutes

A. December 15, 2021:

Hearing no objections, the minutes were approved as distributed.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton, Library Director, shared an update on the library expansion project and capital campaign. The BPL Board approved the Revised Library Policies at last night's meeting.

B. Outreach Report: Colleen Shaw, Circulation and Outreach Services Manager, shared that Barb Franklin transferred into the home delivery coordinator/bookmobile driver opening created when Olivia Buck transferred to another department. Colleen shared that online library card renewals is going well with 80 online renewals completed so far. The plan is to have full online registration soon. Colleen shared an update on their participation in the Re-Entry Council. Colleen, as well as Michelle Cope, Outreach Library Associate, have been able to participate in the early development of this program that will assist incarcerated individuals an opportunity to restore, re-invent, and renew. The group will be applying for an R3 grant to help with costs. The team is looking forward to starting to change lives as well as connecting local services to those who need it.

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. In

December the final Property Tax distribution was received. These payments will start again in May 2022. The revenues and expense are right on track.

VIII. New Business

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

Discussion was held regarding the \$9,548 in unspent funds from the last fiscal year. Additional discussion was held regarding the history of the capital reserve fund and what the capital reserve can be used for in the future.

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE RESERVING \$9,548 FOR CAPITAL PURPOSES.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Donation to the Bloomington Public Library Expansion and Renovation Project

Discussion was held about donating funds to support the Bloomington Public Library Expansion and Renovation Project. The consensus of the Board was to donate the majority of the funds set aside for capital projects but there was some discussion about retaining a small amount for other projects that may arise. At this time, the Board decided to commit the first two installments, comprised of the funds set aside from the FY21 unspent funds and the CD maturing on 5/8/22. The intent is to decide on the amount of a third installment after the second CD matures on 1/4/23.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE A DONATION TO THE BLOOMINGTON PUBLIC LIBRARY FOR THE EXPANSION PROJECT WITH THE FIRST INSTALLMENT IN THE AMOUNT OF \$9,548 IMMEDIATELY FOLLOWING THE APPROVAL OF A BUDGET AMENDMENT, A SECOND INSTALLMENT IN THE AMOUNT OF THE \$84,534.22 15-MONTH CERTIFICATE OF DEPOSIT #64189 AT FIRST STATE BANK, PLUS ITS GAINED INTEREST FOLLOWING ITS MATURITY DATE OF 5/8/22, AND A THIRD INSTALLMENT IN AN AMOUNT TO BE APPROVED FOLLOWING THE 1/4/23 MATURITY OF THE \$60,421.90 15-MONTH CERTIFICATE OF DEPOSIT #75199 AT FIRST STATE BANK.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Comments from Trustees – Ruth mentioned the recent Census and the diversity change it reflected. Discussion was held on how that affects the needs of the District we serve.

X. Reminder: Next Board Meeting is February 16, 2022.

XI. Adjournment

President Novosad adjourned the meeting at 5:58 p.m.

Incident Report Summary for February 2022

2022-02-28 23:59:00
2022-02-01 01:00:00
30 days in month

| Incident ID | Date/Time Submitted | Violation |
|-------------|---------------------|-----------------------|
| 4354 | 2022-02-01 18:26:22 | SleepingIncident |
| 4355 | 2022-02-08 18:59:25 | HealthSafety |
| 4356 | 2022-02-12 16:49:18 | InappropriateBehavior |
| 4357 | 2022-02-13 23:16:19 | StalkingIncident |
| 4358 | 2022-02-24 23:59:46 | HealthSafety |

Suspension Report Summary for February 2022

2022-02-28 06:07:55pm
2022-02-01 06:07:55pm
31 days in month

| Suspension ID | Date/Time Submitted | Violation |
|---------------|---------------------|--------------|
| 446 | 2022-02-08 00:00:00 | HealthSafety |
| 447 | 2022-02-15 00:00:00 | Other |
| 448 | 2022-02-24 00:00:00 | HealthSafety |

A RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO ENTER A CONTRACT WITH FELMLEY-DICKERSON FOR THE CONSTRUCTION OF THE LIBRARY EXPANSION AND RENOVATION, BASED ON THE COMPETITIVE BID PROCESS

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

1. That the Library Director enter into a contract with Felmley-Dickerson for the construction of the Library expansion and renovation with an amount of up to \$21,170,000 after the City of Bloomington Council has authorized the purchase of a \$14.2 million bond
2. That the Library conducted a competitive bid process from 1/31/22-3/8/22
3. That Felmley-Dickerson is the lowest bidder with a bid of \$21,170,000
4. That the bid for Carlson Brothers is \$21,799,000
5. That the bid for Williams Brothers is \$23,670,000
6. That the Library's architects, Engberg Anderson, reviewed the bids and determined that Felmley-Dickerson understood the bid specifications, met the bid requirements, and is a qualified bidder
7. That the Library's architects recommend accepting the bid submitted by Felmley-Dickerson
8. That the Library's attorneys have reviewed the proposed contract
9. That Felmley-Dickerson is located in Bloomington, Illinois
10. That the funds come from the following source:
Capital Fund: \$21,170,000

Approved this 15th day of March 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Administration

Single Source (Y/N): N

1. Vendor Name: Felmley-Dickerson

Vendor Remit Address: 803 E Lafayette St, Bloomington, Illinois 61701

Quote Amount (include Shipping, where applicable): \$21,170,000

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

2. Vendor Name: Carlson Brothers

Vendor Remit Address: 17250 New Lenox | Joliet, IL 60433

Quote Amount (include Shipping, where applicable): \$21,799,000

3. Vendor Name: Williams Brothers

Vendor Address: P.O. Box 1366, Peoria, Illinois 61654

Quote Amount (include Shipping, where applicable): \$23,670,000

Recommendation (Include Justification): Please see the recommendation letter from Engberg Anderson.

Prepared by: Jeanne Hamilton

Date: 03/10/2022



March 10, 2022

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

RE: Addition & Renovation Bids

Dear Jeanne,

RECEIPT OF BIDS

Bids for the Bloomington Public Library Addition and Renovation were received and opened on Tuesday, March 8, 2022 at the Library. These bids were solicited, received and opened in a manner consistent with the procedures established by the Library and in conformance with applicable state statutes. A total of 3 bids were received and are itemized on the attached Bid Tabulation Form and summarized below.

TABLE 1 - LOWEST APPARENT BIDS

| BID TABULATION | FELMLEY-DICKERSON | CARLSON BROTHERS | WILLIAMS BROTHERS |
|-----------------|---------------------|---------------------|---------------------|
| Base Bid | \$21,170,000 | \$21,799,000 | \$23,670,000 |

NOTICE OF BID IRREGULARITIES

No irregularities were noted in the bids.

EVALUATION OF BIDDER'S QUALIFICATIONS

Upon review of the base bid, we find that Felmley-Dickerson the apparent low bidder. Our review of contractor references as provided with the Bid and a scope review conducted on March 10, 2022 suggests that past general performance on projects of similar construction is sufficient to establish Felmley-Dickerson as a responsible bidder.

Based on this review we find no reason to disqualify the apparent low bidder.

COMPARISON OF LOW BID TO BUDGET, ELECTION OF ALTERNATE BIDS

The construction estimate for the proposed scope of work from February 2022 totaled \$22,326,000. A copy of the estimate and the bid is attached to this letter. The two lowest bids are within an acceptable range of the project budget.

The attached cost estimate also lists projects costs beyond the construction budget. The next significant part of the project will include the moving and furniture bids. Moving is intended to be bid out within the next 30 days. Furniture will be sent out to bid in late summer.

REQUEST FOR OWNER AUTHORIZATION

We are looking for direction from the Library Board on the following actions.

We propose the Library Board award Felmley-Dickerson the construction contract for the Bloomington Public Library Addition and Renovation projects for the bid price of \$21,170,000.

Additionally, we recommend the library carry an owner's contingency of \$400,000 to account for coordination procedures, unforeseen conditions, and general project modifications. This is in addition to a construction contingency that is included in the contractor's scope of work. The total recommended project contingency is \$800,000 or about 4% of the construction costs.

We propose the Library Board approve an owner contingency of \$400,000 to be managed by the library.

We recommend the Library Board authorize a Notice to Proceed document to Felmley-Dickerson to allow them to mobilize prior to the City of Bloomington Council Meeting and a signed contract. This document provides an agreed upon amount of money the Library is willing to compensate the General Contractor to get start the submittal process and order materials which are subject to the current market volatility. The Notice to Proceed does not increase the project costs. The Notice to Proceed would include 30 days of project mobilization and a limited list of products / materials that need to get ordered to avoid market volatility and escalation.

We propose the Library Board approve the attached Notice to Proceed to Felmley-Dickerson dated March 18, 2022 for the amount noted.

Please advise us of the library's decisions in these matters.

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

Sincerely,

Shaun Kelly
Principal

Copied **Joe Huberty**

EA File Name: U:\PROJECTS\2019 3005\193118 Bloomington PL\5-Bidding & Negotiation\3-Bid Tab - Evaluation Letters\3118 BPL Bids Review Letter.Docx

Construction Document - Cost Estimate Summary

| | Construction Documents | | |
|-----------------------------|------------------------|---------------------|---------------------|
| | Estimate | Pre-bid VE | Bid |
| Building | \$11,255,510 | \$11,255,510 | Inc |
| Electrical | \$4,101,267 | \$3,771,250 | Inc |
| Parking Structure | \$1,510,396 | \$1,510,396 | Inc |
| Stormwater Management | \$883,796 | \$1,043,796 | Inc |
| General Site Improvements | | | |
| Subtotal | \$17,750,969 | \$17,580,952 | - |
| General conditions | \$1,242,568 | \$1,230,667 | Inc |
| General requirements | \$710,039 | \$703,238 | Inc |
| Contractor fee | \$788,143 | \$780,594 | Inc |
| Bonds & Insurance | \$409,834 | \$405,909 | Inc |
| Contingency Construction | \$836,062 | \$828,054 | \$400,000 inc |
| Contingency Design | \$0 | \$0 | Inc |
| Phasing costs | \$0 | \$0 | Inc |
| Escalation | \$816,344 | \$796,588 | Inc |
| Building Total | \$22,553,959 | \$22,326,003 | \$21,170,000 |
| Furnishings | \$2,000,000 | \$1,900,000 | \$1,900,000 |
| Miscellaneous Moving | inc | inc | inc |
| Library Automation | \$174,500 | \$174,500 | \$114,384 |
| Library Automation-Drive Up | | | |
| FF&E | \$2,174,500 | \$2,074,500 | \$2,014,384 |
| Fees & Expenses | \$1,582,920 | \$1,582,920 | \$2,058,382 |
| A/E Fee | \$1,458,000 | \$1,458,000 | \$1,458,000 |
| Project Expenses | \$124,920 | \$124,920 | \$124,920 |
| Owner Contingency | above | above | \$400,000 |
| Builder's Risk Insurance | | | Pending |
| Construction Testing | | | \$50,000 |
| Transformer | | | \$25,462 |
| TOTAL | \$26,311,379 | \$25,983,423 | \$25,242,766 |
| Goal | \$25,270,377 | \$25,270,377 | \$25,270,377 |
| Percent deviation from goal | \$1,041,002 | \$713,046 | -\$27,611 |
| | 4.1% | 2.8% | -0.1% |
| | \$350.82 | \$346.45 | |

Bid Tabulation Sheet

Bloomington Public Library

March 8, 2022

EA Project No. 193118

Renovation & Addition

| | | | | | |
|-------------------------|---------------------|-----------------|---------|-------------|--|
| BASE BIDS | Allowances | | | | |
| | 1 | 2 | 3 | 4 | |
| | Unsatisfactory Soil | Engineered Fill | Signage | Contingency | |
| Addendum Acknowledgment | | | | | |
| Bond Included | | | | | |
| Qualification Statement | | | | | |
| EEO Form | | | | | |
| Signature | | | | | |

| | | | | | | | | | | | | | | |
|-----------|---------------|------------------|----------|----|-----------|----|----------|----|------------|--|---|---|---|---|
| Bidder 1: | | Carlson Brothers | | | | | | | | | | | | |
| \$ | 21,799,000.00 | \$ | 8,750.00 | \$ | 11,250.00 | \$ | 5,000.00 | \$ | 400,000.00 | | X | X | X | X |

| | | | | | | | | | | |
|------------------|-------------------|--------------|-------------|---------------|--|---|---|---|---|--|
| Bidder 2: | Felmley-Dickerson | | | | | | | | | |
| \$ 21,170,000.00 | \$ 10,000.00 | \$ 11,250.00 | \$ 5,000.00 | \$ 400,000.00 | | X | X | X | X | |

| | | | | | | | | | |
|------------------|-------------------|--------------|-------------|---------------|--|---|---|---|---|
| Bidder 3: | Williams Brothers | | | | | | | | |
| \$ 23,670,000.00 | \$ 17,500.00 | \$ 17,500.00 | \$ 5,000.00 | \$ 400,000.00 | | X | X | X | X |

[illegible][illegible]

Notice to Proceed

March 18, 2022

Felmley – Dickerson
803 E. Lafayette Street
Bloomington, IL 61701
c/o Jason Brewer, Vice President

Re Addition and Renovation
 Bloomington Public Library
 Engberg Anderson Project No. 193118

The Bloomington Public Library Board of Trustees hereby authorizes Felmley-Dickerson to proceed with construction of the Bloomington Public Library Addition and Renovation project on March 18, 2022. The notice to proceed is issued in good faith while the City of Bloomington approves public funding and the construction contract is being reviewed.

The notice to proceed is in accordance with the bid documents dated January 31, 2022 and all six addendums issued during bidding.

Work shall commence immediately upon execution of the Notice to Proceed.

The total construction cost of the bid provided by Felmley-Dickerson is \$21,170,000.00

The Notice to Proceed covers 30 days of construction mobilization which includes, contracts, submittals, and other activities required to start construction. Additionally, the Notice to Proceed is intended to cover itemized costs incurred by sub-contractors to order and procure products and materials which either have a long lead time or are subject to volatile escalation based on current market forecasts.

Authorized Construction Activities not to exceed:

| | |
|----------------------------------|-----------|
| Construction Mobilization | \$30,000 |
| Pre-cast Concrete | \$537,770 |
| Structural Steel | \$811,181 |
| Rebar & Wire Mesh | \$220,000 |
| PVC Piping | \$40,000 |
| Underground Stormwater Detention | \$115,500 |
| Iron Pipe | \$10,000 |
| Electrical Switchboard Panel | \$90,000 |

Total Costs authorized under the Notice to Proceed not to exceed: \$1,854,451.00

ACCEPTANCE:

Bloomington Public Library

Felmley – Dickerson

Signature

Signature

Date

Date

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND AUTHORIZE THE PAYMENT FOR THE
RELOCATION AND REPLACEMENT OF THE LIBRARY TRANSFORMER

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 the payment for Ameren with an amount of up to \$25,463
2. That Ameren is the sole source for this work
3. That the Library building will be expanded in the location of the current transformer
4. That the expanded building will require a larger transformer
5. That the funds come from the following source:
Capital Fund: \$25,463

Approved this 15th day of March 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Administration

Single Source (Y/N): Y

1. Vendor Name: Ameren

Vendor Remit Address: 502 E Lafayette St, Bloomington, Illinois 61701

Vendor Email Address: KLayerden@ameren.com

Quote Amount (include Shipping, where applicable): \$25,462.45

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

2. Vendor Name:

Vendor Remit Address:

Vendor Email Address:

Quote Amount (include Shipping, where applicable):

3. Vendor Name:

Vendor Address:

Vendor Email Address:

Quote Amount (include Shipping, where applicable):

Recommendation (Include Justification):

The expanded Library will require both a new location for the transformer and a larger transformer. Ameren is the single source for this work. Their quote includes the design work and the price of the larger transformer.

Prepared by: Jeanne Hamilton

Date: 03/10/22

LIBRARY
MAINTENANCE & OPERATING BUDGET
FISCAL YEAR 2021-2022
Budget Amendment 22-01

| Account Number | Account Title | Original Budget | Proposed Budget Changes | Amended Budget Amount | |
|-------------------|------------------------------|--------------------|-------------------------------|-----------------------------|-------------|
| 53120 | LIB State Grants | 0.00 | 5,681,759.00 | 5,681,759.00 | |
| 57310 | LIB Donations | 0.00 | 75,000.00 | 75,000.00 | |
| 57510 | LIB Bond Proceeds | 0.00 | 14,200,000.00 | 14,200,000.00 | |
| 40000 | From Use of Fund Balance | 0.00 | 1,310,079.00 | 1,310,079.00 | |
| | All Other Revenue | 5,643,096.00 | 0.00 | 5,643,096.00 | (Unchanged) |
| | Total Revenues | 5,643,096.00 | 21,266,838.00 | 26,909,934.00 | |
| 70690 | LIB Other Purchased Services | 0.00 | 96,838.00 | 96,838.00 | |
| 72520 | LIB Buildings | 0.00 | 21,170,000.00 | 21,170,000.00 | |
| | All Other Expenditures | 5,643,096.00 | 0.00 | 5,643,096.00 | (Unchanged) |
| | Total Expenditures | 5,643,096.00 | 21,266,838.00 | 26,909,934.00 | |

Total Amended Budget Amount: \$21,266,838.00

Approved on the 15th day of March 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

LIBRARY
 MAINTENANCE & OPERATING BUDGET
 FISCAL YEAR 2022-2023
 Budget Amendment 23-01

| Account Number | Account Title | Original Budget | Proposed Budget Changes | Amended Budget Amount |
|----------------|----------------------------|-----------------|-------------------------|--------------------------|
| 50190 | Property Taxes-Expansion | 1,100,000.00 | (248,954.39) | 851,045.61 |
| | All Other Revenues | 7,923,185.00 | 0.00 | 7,923,185.00 (unchanged) |
| | Total Revenues | 9,023,185.00 | (248,954.39) | 8,774,230.61 |
| 89301 | To General Bond & Interest | 1,100,000.00 | (248,954.00) | 851,046.00 |
| | All Other Expenditures | 7,923,185.00 | 0.00 | 7,923,185.00 (unchanged) |
| | Total Expenses | 9,023,185.00 | (248,954.00) | 8,774,231.00 |
| | Total Revenues | 9,023,185.00 | (248,954.39) | 8,774,230.61 |

Approved on the 15th day of March 2022

Julian Westerhout, President
 Bloomington Public Library Board of Trustees

ORDINANCE NO. 2022 - 01

**AN ORDINANCE DECLARING THE NECESSITY OF USE AND AUTHORIZING THE TRANSFER OF PROPERTY
FOR THE BENEFIT OF THE BLOOMINGTON PUBLIC LIBRARY**

WHEREAS, the City of Bloomington ("City") is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, the Bloomington Public Library ("Library") is a political subdivision of the City created under the Illinois Local Library Act, 75 ILCS 5; and

WHEREAS, the Library carries out a necessary and essential function for the citizens of the City; and

WHEREAS, the City is the owner of certain real property, legally described in Exhibit A, attached hereto and incorporated herein by reference (the "Subject Property"); and

WHEREAS, the Library operates adjacent property which could be further served by the Subject Property; and

WHEREAS, the Subject Property fits the mission of the Library; and

WHEREAS, the City and Library are municipalities or political subdivisions organized and existing under the laws of the State of Illinois as defined in Section 1(c) of the Local Government Property Transfer Act, 50 ILCS 605/1, et seq. (the "Transfer Act"); and

WHEREAS, Section 2 of the Transfer Act authorizes the conveyance from one (1) municipality of political subdivision to another, upon a two-thirds (2/3) vote of the corporate authorities of the transferor municipality or political subdivision (in this case, the City); and

WHEREAS, as a condition precedent to a conveyance under Section 2 of the Transfer act, the transferee municipality or political subdivision (in this case, the Library), must first declare, by Ordinance, "that it is necessary or convenient for it to use, occupy or improve" the real estate held by the transferor municipality of political subdivision; and

WHEREAS, in accordance with the requirements of Section 2 of the Transfer Act, the Library, the transferee, hereby declares that it is necessary and convenient for the Library to use, occupy and/or improve the Subject Property.

NOW THEREFORE, BE IT ORDAINED by the Bloomington Public Library Board of Trustees, Bloomington, McLean County, Illinois, as follows:

Section 1. The above recitals are incorporated herein by this reference as if specifically state in full.

Section 2. The Library does hereby declare that it is necessary and convenient for the Library to use, occupy and/or improve the Subject Property.

Section 3. The President of the Bloomington Public Library Board of Trustees is hereby authorized and directed to execute such documents as necessary to accomplish the transfer of title to the Subject Property, from the City to the Library.

Section 4. This Ordinance shall take effect immediately upon its passage and approval. All previous Ordinances, Resolutions, Motions and Orders of the Bloomington Public Library, in conflict herewith, are hereby repealed to the extent of said conflict.

PASSED this 15th day of March 2022.

APPROVED this ____ day of March 2022.

Julian Westerhout, President
Bloomington Public Library Board of Trustees

PROPERTY LEGAL DESCRIPTION

LEGAL DESCRIPTION OF A PART OF PROPERTY REFERRED TO AS BLOCK 82 CENTRAL BLOOMINGTON SUBDIVISION, BLOOMINGTON, ILLINOIS:

A PART OF LOT 28 AND A PART OF LOT 29 IN THE SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 23 NORTH, RANGE 2 EAST OF THE THIRD PRINCIPAL MERIDIAN; ALSO, A PART OF LOT 4 AND THE NORTH HALF OF THE 36-FOOT FACETED ALLEY LYING SOUTH OF AND ADJACENT TO SAID LOT 4 IN BLOCK 3 IN JOHN NICCOLL'S & CO'S ADDITION TO THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 1 IN 1961 URBAN RENEWAL SUBDIVISION, AS SAID SUBDIVISION IS RECORDED IN PLAT BOOK 16 AT PAGE 177 MCLEAN COUNTY, ILLINOIS. FROM SAID POINT OF BEGINNING THENCE WEST 129.8 FEET ALONG THE NORTH LINE OF SAID LOT 1 TO THE NORTHWEST CORNER OF SAID LOT 1, THENCE SOUTH 39.95 FEET ALONG THE WEST LINE OF SAID LOT 1, SAID WEST LINE FORMING AN ANGLE TO THE LEFT OF 269°-58' WITH THE LAST PREVIOUSLY DESCRIBED COURSE TO THE SOUTHWEST CORNER OF SAID LOT 1, SAID SOUTHWEST CORNER ALSO BEING ON THE NORTH LINE OF JACKSON STREET, AS DEDICATED IN SAID 1961 URBAN RENEWAL SUBDIVISION, THENCE WEST 131.8 FEET ALONG SAID NORTH LINE, SAID NORTH LINE FORMING AN ANGLE TO THE LEFT OF 91°-07' WITH THE LAST PREVIOUSLY DESCRIBED COURSE TO A POINT ON THE WEST LINE OF SAID LOT 29, SAID POINT BEING 416 FEET SOUTH OF THE SOUTHEAST CORNER OF OLIVE AND EAST STREETS IN SAID CITY OF BLOOMINGTON, THENCE NORTH 75 FEET ALONG THE WEST LINE OF SAID LOTS 29 AND 28, SAID WEST LINE FORMING AN ANGLE TO THE LEFT OF 88°-53' WITH THE LAST PREVIOUSLY DESCRIBED COURSE, THENCE EAST 261.6 FEET ALONG A LINE WHICH IS PARALLEL WITH THE NORTH LINE OF JACKSON STREET, SAID NORTH LINE FORMING AN ANGLE TO THE LEFT OF 91°-07' WITH THE LAST PREVIOUSLY DESCRIBED COURSE TO A POINT ON THE EAST LINE OF SAID LOT 4, SAID POINT BEING 37.5 FEET NORTH OF THE POINT OF BEGINNING, THENCE SOUTH 37.5 FEET ALONG THE EAST LINE OF SAID LOT 4 AND THE EAST LINE OF SAID VACATED ALLEY TO THE POINT OF BEGINNING.