

# Bloomington Public Library

*Books are just the beginning.*



## BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2022

5:30 p.m.

Community 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
  - A. Appoint FY23 Committees
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
  - A. Approve Minutes of April 19, 2022 Regular BPL Board Meeting
  - B. Approve Minutes of March 15, 2022 BPL Board Executive Session Meeting
  - C. Approve Bills List of April 2022
- IX. Approval Items
  - A. Waive the Competitive Three-Quote Requirement and Approve the Annual EBSCO Subscription Service Renewal
  - B. Reject all Moving Bids
- X. Discussion Items
  - A. 2023 Property/Casualty Insurance
  - B. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 5.13.22 10:05 a.m.

# BILLS LIST

Approved by BPL Board of Trustees, May 17, 2022

---

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,480.00
Amazon, LLC.com	A/V Materials	629.04
Amazon, LLC.com	Adult Books	88.90
Amazon, LLC.com	Children's Books	272.00
Amazon, LLC.com	Computer Sups	509.55
Amazon, LLC.com	Janitorial Supplies	28.30
Amazon, LLC.com	Office Supplies	134.10
Amazon, LLC.com	Telecommunications	25.32
Ameren IP	Electricity	7,273.97
American Pest Control	Building Maintenance	80.00
Ancel Glink, P. C.	Other Purch Srv-Expansion	62.50
Arranging Time	Professional Development	100.00
Arthur J. Gallagher Risk Management Services, Inc.	Other Purch Srv-Expansion	24,667.00
ASE Environmental Services	Other Purchased Services	1,616.75
Brodart Co.	Library Supplies	587.00
Brown, Reagan	Travel	12.29
CDW Government	Computer Supplies	3,153.44
CDW Government	Office/Computer Equip Mtnc	4,153.65
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	703.48
City of Bloomington	FICA	12,898.45
City of Bloomington	Gas & Diesel Fuel	425.18
City of Bloomington	Health Insurance-HMO	556.66
City of Bloomington	Health Insurance-PPO	24,230.66
City of Bloomington	IMRF	17,878.25
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,016.54
City of Bloomington	Payroll	219,351.59
City of Bloomington	RSA Contribution	528.47
City of Bloomington	Vision Insurance	227.68
Confidential On-Site Paper Shredding	Other Purchased Services	381.23
Cummins, Inc.	Vehicle Maintenance	2,175.92
Custom Digital Imaging	Printing	4,887.67
Devyn Corp	Other Purchased Services	1,400.00
Ebsco Information Services	Periodicals	21.80
Engler, Callaway, Baasten & Srage, LLC	Other Purchased Services	710.50
Envisionware, Inc.	Office/Computer Equip Mtnc	360.00
F & W Lawn Care & Landscaping	Building Maintenance	170.00
Ficek, Bonny	Other Purch Srv-Pandemic Grant	100.00
Findaway World, LLC	Adult Books	1,551.27

Illinois Wesleyan University  
     Kone  
     Lake Run Club  
 Limelight Communications, Inc.  
     Metronet Holding, LLC  
 Mid Central Community Action  
     Mid Illinois Mechanical  
     Midwest Tape  
     Midwest Tape  
     Miller Janitorial Supply  
     Multicultural Books & Videos  
 Northern Illinois Gas/NIRCOR  
     Overdrive  
     Pantagraph  
 POS Supply Solutions, Inc.  
     Proquest, LLC  
     Quill Corp.  
     Quill Corp.  
     Quill Corp.  
     Quill Corp.  
     Ricoh USA, Inc.  
     Ricoh USA, Inc.  
     S & P Enterprises  
     T-Mobile USA, Inc.  
     T-Mobile USA, Inc.  
     T-Mobile USA, Inc.  
     Tone-Loercher, Ursula  
     Uline, Inc.  
     Unique Management  
     Verizon Wireless  
     Weber Electric, Inc.  
 VISA - American Library Association  
 VISA - Baker & Taylor Books  
 VISA - Baker & Taylor Books  
 VISA - Baker & Taylor Books  
 VISA - Best Version Media  
 VISA - Cozy Cottage Bakery  
 VISA - DTS Digital Advertising  
 VISA - Enterprise Car Rental  
     VISA - Facebook  
 VISA - Five Star Water Company  
     VISA - Flinger's Pizza  
     VISA - Green Disk, Inc.  
 VISA - Harvard Business Review  
     VISA - Hobby Lobby  
     VISA - Huck's Food & Fuel  
     VISA - Ingram  
     VISA - Ingram  
     VISA - Ingram  
     VISA - Jewel-Osco  
 VISA - Management Association of Illinois  
 VISA - Paypal\*Champagne British Car Festival

Other Purchased Services	253.29
Building Maintenance	1,617.85
Advertising	250.00
Advertising	324.00
Telecommunications	1,907.83
Other Purch Srv-Pandemic Grant	100.00
Building Maintenance	3,468.76
A/V Materials	206.10
Downloadable Materials	4,990.00
Janitorial Supplies	391.54
Adult Books	1,450.00
Natural Gas	7,188.94
Downloadable Materials	9,980.00
Other Purch Srv-Expansion	271.76
Library Supplies	3,255.68
Downloadable Materials	55.98
Employee Relations	42.54
Janitorial Supplies	231.53
Office Supplies	409.09
Other Purchased Services	303.90
Rentals	2,084.80
Office/Computer Equip Mtnc	183.78
Other Purchased Services	807.96
Non-Traditional Materials	695.40
Other Pur Srv-Pandemic Grant	588.00
Telecommunications	140.13
Other Purch Srv-Pandemic Grant	100.00
Janitorial Supplies	92.93
Other Purchased Services	187.15
Telecommunications	301.57
Building Maintenance	1,588.00
Memberships	228.00
A/V Materials	3,157.14
Adult Books	7,970.79
Children's Books	7,295.93
Advertising	394.40
Employee Relations	81.80
Advertising	200.00
Other Purchased Services	1,000.00
Advertising	256.02
Miscellaneous Expenses	92.45
Employee Relations	423.46
Other Purchased Services	174.95
Periodicals	120.00
Other Purchased Services	30.82
Gas & Diesel Fuel	49.37
A/V Materials	740.87
Adult Books	3,469.70
Children's Books	399.58
Employee Relations	143.04
Professional Development	100.00
Advertising	300.00

VISA - Premium Pet Supply	Library Supplies	14.99
VISA - Red Raccoon Games	Other Purchased Services	17.09
VISA - Starcrest Cleaners	Other Purchased Services	24.95
VISA - T-Mobile	Telecommunications	1,416.67
VISA - Verizon Wireless	Telecommunications	301.54
VISA - Wal-Mart	Library Supplies	60.88
VISA - Wal-Mart	Office Supplies	35.46
VISA - WPY Training Resource	Professional Development	47.00
VISA - Zoom.US	Other Purchased Services	339.83
Total		409,891.46



# Bloomington Public Library

*Books are just the beginning.*



## Director's Report April 2022

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

- Continued to make progress towards a Library expansion, by:
  - Preparing various documents for Board approval
  - Overseeing compliance with the Illinois State Library (ISL) grant and preparing information for the ISL about the status of the expansion and renovation project
  - Overseeing the move of workroom cubicles to City government center staff
  - Cleaning up files to prepare for moving
  - Working with staff to coordinate the sale of card catalog drawers
  - Meeting with the architects twice to review project plans
  - Attending a preconstruction meeting with the architects, engineers, and general contractors
  - Attending a meeting with the architects, engineers, general contractors, electrical subcontractor, and city code enforcers to discuss electrical connections during construction
  - Meeting with the general contractors to meet the project manager
  - Attending the moving pre-bid meeting and moving bid opening
  - Meeting with Eric from Parks and Rec to discuss potential spaces for programs during construction
  - Meeting with the Pantagraph and WMBD to discuss the expansion project
  - Presenting about the expansion project to Westminster Village and Golden K Kiwanis Club
- Continued to work on the art inventory project
- Met with City staff about the future East Street Basin project
- Gathered information to respond to a FOIA request about staff positions and salaries
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association (ILA) Executive Director Search, Advocacy, and Public Policy Committee Meetings, and the Reaching Forward South Conference

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

- Met with our attorney once to prepare for negotiations
- Prepared information for negotiations
- Met with Tim for a negotiation update
- Met with Gayle to review job descriptions
- Met with Amy and Kathy to develop Amy's goals for the upcoming year
- Calculated and sent merit increases for classified staff to Gayle

# Bloomington Public Library

*Books are just the beginning.*



- Watched 3 webinars: Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity; Statement of Economic Interests; KultureCity Sensory Training
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Worked to update staff committee assignments for FY23
- Finalized the update of annual performance review forms

## **Goal: Work effectively through the use of technology.**

- Met with Jon and Sara to discuss plans for the digitization of the Pantagraph index

## **Goal: Administer a cost-effective public library.**

- Met with Kathy to review and discuss the other purchased services detailed budget draft
- Continued to work on the capital campaign efforts by:
  - Meeting with State Farm and Rivian
  - Reaching out to potential donors
  - Meeting with Rhonda for planning purposes once

**Adult Services Report  
Carol Torrens  
April 2022**

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

In preparation for Phase 1 of expansion construction, the cubicles were removed from the AS and the CS workrooms.

Drawers from the former Pantagraph Index catalog are being sold for \$5 each.

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

SERVICES

Katie attended the Heartland Community College Transition Fair with Michelle, speaking with approximately 50 teens with disabilities and their parents about library resources for homework help and career assistance, how to get a library card, programs, and the library expansion.

COLLECTIONS

Marcie weeded the last portion of fiction plus Westerns and Inspirational 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 Poetry Month, National Humor Month, Earth Day, travel planning, and items from bottom shelves. The DVD display featured Academy Award winners and nominees. The teen display area featured superheroes.

PROGRAMS

Tiffany met with the listed number of students for book talks at these schools:

Parkside: 36; Evans: 37; Chiddix: 26; BJHS: 249 (4 visits); Kingsley: 35

Adult/Family programs

Mystery Book Club, virtual – 1 session – 19 attended

Fiction Book Club, virtual – 1 session -- 10 attended

Books on Tap, in person – 1 session – 13 attended

Planning your Will and Estate, in person – 1 session – 13 attended

Medicare Basics, in person – 1 session – 4 attended

Politics of Tea, virtual – 1 session – 17 attended

David Davis Mansion, hybrid – 1 session – 55 attended

Back to Work series, in person

CareerLink Services, virtual – 1 session – 0 attended

Interview Secrets, in person – 1 session – 2 attended

Upload a Resume, in person – 1 session -- 3 attended

Bloomington Township Services, virtual – 1 session -- 0 attended

Mock Interview, in person – 1 session – cancelled by program partner

Job Fair, in person – 1 session – 15 employers and 25 applicants

Author Nick Offerman via RAILS & IL Libraries Present, virtual – 1 session – ~143 attended

Teen Programs

Black-Out Poetry take and make – 1 session – 8 kits distributed

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

Mimi prepared and presented a Mini Morning Session about Readers Advisory.

Several staff attended or viewed various webinars and/or Mini Morning sessions on such topics as the reader's advisory, tornado procedures, and info on various databases such as Libby, WorldCat, and Heritage Hub.

**Goal: Work effectively through the use of technology.**

There was 1 individual appointment this month, about ebooks. This was a 45-minute phone session.

## **Business Office Report**

**Kathy Jeakins**

**April 2022**

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

Expansion donations continued coming in during April. Funds were deposited in the Library's Capital Fund or the Foundation's Investment or Checking accounts. We collected the funds from the Fundraising Tower for the Mosaic project weekly

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

On April 11, Jeanne, Amy, and I met for a goal setting session for FY 23 for Amy

On April 15, I viewed a webinar on Goal-Setting for Employees

**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 March, the Book Shoppe collected \$2,393.25, a little less than in March

Hoopla usage was great again in April--\$8,554.23

Donations for the Library expansion continue to come in—so far, we've collected \$198,283.41, plus pledges

At the end of April, some spending went on hiatus, just to make sure items that were ordered arrived in FY 22; therefore, expenditures were down a little from normal

In April, I completed the 3<sup>rd</sup> quarter financial report for the Pandemic Grant

In April, Jeanne and I developed the FY 23 programming budgets for various departments

I updated the Line Item Definitions and passed along to Amy for development of the Board binder information

As part of the FY 22 Year-End process, the actual petty cash counts were done by Amy and me on May 1

Bills Costing in Excess of \$5,000:

- Arthur Gallagher \$24,667.00 for Builder's Risk Insurance

### **Upcoming:**

During May, I'll begin pulling items together for the City audit, including items for the Foundation audit

## **Children's Services Report**

**Melissa Robinson**

**April 2022**

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

### **Groups**

- Visited Trinity Lutheran Preschool – 20 attended
- Children's Home and Aid – 12 attended
- Oakland School Summer Reading Visit – 76 attended

### **Passive Programs**

- Crafts – 425 made
- McGraw Park Story Walk

### **Pre-Recorded on Facebook**

- Wild Card Friday – 5 posted – 159 views

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

- Alysha helped with the Work Study/Graduation Party and helped organize Spirit lunches.
- Alysha attended the CICE meeting where she was able to promote our upcoming programs.
- Alex attended the webinar "Shake Up Your Shelves: Examining AAPI Representation in Library Collections and Classrooms".

**Goal: Work effectively through the use of technology.**

- Children's staff viewed the MMS on Readers' Advisory.
- Alex recorded a summer reading promotion video for the schools.
- 17 posts were added to our Facebook Children's group and we now have 551 members.

### **Upcoming:**

- Alex and Alysha will be visiting most of the schools in District 87, Unit 5 schools with a Bloomington population, and some private schools to promote summer reading.
- Wild Card Fridays on Facebook
- National Dance Like a Chicken Day – May 14

- Tipton Park Family Day – May 14
- Kindness Rocks! Craft – May 15
- Summer reading begins May 31!

# Bloomington Public Library

*Books are just the beginning.*



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

Outreach Library Associate, Michelle Cope, meetings and successful connections:

- McLean County Reentry Council Board
- East Central IL Agency on Aging Adults Social Isolation meeting
- Presented on a panel at Heartland Community College's Transition Fair
- RISE McLean County core team
- Met with staff from Chestnut, Children's Home + Aid, Prairie State Legal, and the Bloomington Housing Authority
- Fatherhood Leadership Team
- Recovery Oriented Systems of Care Sober Recreation
- Co-led Human Services Council
- BN Parents Coalition
- Quarterly Nonprofit meeting
- RISE Training Committee
- Met with Epic Host Homes to discuss partnering at a bookmobile stop

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

- Deposits staff prepared and delivered or renewed 619 items at 11 sites. Staff presented a Poetry Share program at Luther Oaks. 25 residents attended.
- Home Delivery prepared and delivered 392 items to 48 active patrons. 2 patrons were added.
- Pop Up Library visits were held at the locations below. 71 patrons were served; 204 items checked out.
  - Luther Oaks
  - Bickford House
  - Villas of Hollybrook
  - Woodhill Towers
  - Westminster
- In April, 48 patrons took advantage of our online renewal option and 16 patrons completed online library card registration.
- The bookmobile is partnering with McLean County 4-H to host a Mystery Plant game during the month of May. Details are posted on the bookmobile Facebook page. Prizes for completion are provided by 4-H.
- Bookmobile staff have planned a lineup of special stops this summer. May stops scheduled:
  - May 5: School visit to Cedar Ridge
  - May 17: School visit to Sheridan
  - May 31: School visit to Bent
- The bookmobile had its dashboard module replaced on April 13.
- Staff attended an Easter Egg Hunt event hosted by 2<sup>nd</sup> Pres at the McLean County History Museum.
- The McLean County Reentry Council's Second Chance event scheduled for April 30 was rescheduled for May 14 due to weather. Community members can enjoy a free lunch, hear testimonials from individuals that are justice impacted, and receive resources and information from the Library and other community organizations.

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

- Part-time Library Assistant, Courtney, accepted a position outside the library. She worked at BPL for 4 years.



# Bloomington Public Library

*Books are just the beginning.*



## (4/2022) Circulation and Outreach Services Statistics

Total Circ BPL	<b>90,538</b>
Total Circ Main	<b>66,754</b>
Adults	30,730
Teens	2,037
Children	33,987
Total Circ Outreach	<b>6,275</b>
OTR Adults	2,577
OTR Teens	122
OTR Children	3,576
Total Digital Downloads	<b>17,509</b>
Hoopla	4,321
Overdrive	12,131
TumbleBooks	23
eBook Central	10
Kanopy	1,024
Borrowers Registered	<b>277</b>
Total Active Cardholders	<b>28,960</b>
Children	5,872
Teen	3,373
Adult	19,715
GPPLD	<b>1,435</b>
Total Holds Filled	<b>7,095</b>
Main Holds	5,720
Outreach Holds	1,375
Door Count	<b>13,633</b>

Top 10 Highest Circulations	
Wingover Apartments PM	240
Wingover Apartments PM	185
Grove	114
Eagle Crest East	98
Grove	85
White Eagle	83
Royal Pointe Road	82
Eagle Ridge	72
Golden Eagle	70
White Eagle	69

5 Stops with Lowest Circulation	
Sunnyside Park	2
Eagle View	1
Franklin Park	0
Eagle View	0
Heartland Hills	0

**Bookmobile Customers:** 720

**Total Monthly Stops:** 63 (6 cancelations due to repairs)

**Circulation Questions Answered:** 480

**Outreach Questions Answered:** 123

**Total Questions Answered:** 603



# Bloomington Public Library

Books are just the beginning.



	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	95,326	<b>90,538</b>								
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	71,516	<b>66,754</b>								
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	28,887	<b>28,960</b>								

## **Human Resources Report**

**Gayle Tucker**

**April 2022**

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I attended "The Tricky Trifecta: ADA, FMLA, and Worker's Comp" training sponsored by HR Source
- In April, there was one in-house job announcement. There were 41 in-house job announcements this past fiscal year.
- I conducted one employee orientation session
- Union negotiations and planning continued
- I completed a survey on Holidays for HR Source
- I completed a Library survey on salaries and benefits for HR Source
- I verified employment for several staff members completing Public Student Loan Forgiveness applications
- 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 as part of new employee orientation

**Goal: Work effectively through the use of technology.**

- In April, I participated in several Teams/Zoom 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
  - The program has ended for the school year

**Upcoming:**

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

**Information Technology Systems Report**  
**Jon Whited**  
**April 2022**

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

We are getting pricing on replacing the two Domain controllers. The current domain controllers are reaching their end of life and need to be replaced.

We are developing software to digitize the Pantagraph index cards. This new software will let us upload the data into a database that can be search by Library customers.

We are researching resin 3d printers to purchase at some point in the near future to be able to do programs in the public.

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

We had 5 teen programs during the month. We had two classes to teach teens to use the Gimp software. The first Gimp program was an introduction to using the software and the second was a visual poetry program where the teens learned how to use Gimp to create artwork combined with poetry that was later printed on canvas. We also had a program on green screen photography, where teens were taught different techniques for creating green screen camera effects and a program on generative art, where teens used computer programming to generate digital art. We also had our regular D&D program for the month.

**Upcoming:**

We will be replacing a section of the laptops available to the public and replacing the Adult and Children's staff workstations in the coming months.

The film scanner from the DPS will be replaced in the coming months.



## Marketing Report

Rhonda Massie – April 2022

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

### The Campaign for Your Future Library

Approximately \$665,000 has been pledged and donated to the Building Fund.

- Approximately \$13,500 of that amount can be attributed to the Public Phase of the campaign.
  - Mosaic Fundraiser - \$6,189 (ongoing)
  - Green Top's Round Up at the Register initiative - \$1,929
  - Library Giving Day - \$3,750
  - Create-Your-Own-Adventure-Fundraiser – Appx \$150 (continues into early May)
  - Other: About \$1,500
- Jeanne and Rich met with representatives from State Farm on April 12.
- Rhonda and Jeanne met with representatives from Rivian on April 21.
- Managed Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during April 2022.
- Updated campaign materials (naming rights document is fluid) and assembled packets upon request.
- Press
  - Set up an interview between Jeanne and WGLT which aired during National Library Week.
  - *The Vidette* ran a story about our Mosaic Fundraiser.
  - WMBD/WEEK interviewed Zeke Jarvis and ran a clip about the Choose-Your-Own-Adventure Fundraiser.
  - *The Pantagraph* ran an online story about the Mosaic Fundraiser.

### Staffing Changes

- On April 25, Kourtnei H. began working as the full-time Library Associate in the Marketing Dept.

### Bookmobile

- Bookmobile stops from May-October were added to the library's online calendar.
- Bookmobile text reminders for stops from May-October were scheduled.

### Summer Reading

- The Summer Reading T-Shirt order has been placed.
- Summer Reading Bookmarks for school visits have arrived from the printer.
- Reading logs await the addition of the Sponsor List (available May 5) before they can be sent to the printer.
- Decorations continue to be designed and printed.
- Voucher sheets will be designed and printed in mid-May.
- Artwork and verbiage were created for the 2022 Summer Reading webpage. The page is now live at [bloomingtonlibrary.org/events/summer-reading](http://bloomingtonlibrary.org/events/summer-reading)
- Summer Reading Advertising has been arranged with the following entities:
  - Lamar Billboards
    - Seven billboards throughout Bloomington will promote the Summer Reading Program. Six billboards are static vinyl billboards; the seventh is a digital billboard.
  - The Pantagraph
    - (3) ½-page paper ads
    - (3) ¼-page paper ads
    - (1) front page paper strip ad
    - Online ad with 35,000 impressions
    - eBlast
    - Facebook campaign
  - WGLT
    - Mobile ads
    - Desktop ads
    - On-air ads
  - Neighbors Magazines
    - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*
    - Online ads on Google
    - Online ads on Facebook

## 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.
- Updated information about the new Featured Local Artist
- Added the Owl Pro Kit to the equipment page
- Updated information on the Book Club Kit page after removing several kits from the collection
- Archived the page about tax assistance
- Updated the Kids and Tween list on the Recommendations page to now reflect the combined recommendations list
- Updated and relaunched the Summer Reading page; added Summer Reading image to rotating bar on home page
- ILL Project
  - Tested different layouts for the new Patron Initiated WorldCat request system
  - Worked on language for patrons to explain request procedures
  - Updated the Request Material form to direct Patrons to the new system
  - Researched potential fixes for IP address errors with the new system
  - It was decided not to move forward with the new system due to bugs in the process
  - Went through the website and changed everything back to the former wording and setup
- Working with OCLC to figure out how to reinstate outside of the library access to the old WorldCat link

## Advertising

- See the Summer Reading section of this report for ad information pertaining to Summer Reading.
- Created an ad to run on the screen prior to all Community Players performances of *Clue*
- Print ad continues to run in *50 Plus News & Views* magazine. This ad promotes the Memory Care Collection.
- An article was penned for the May issue of *50 Plus News & Views* magazine to promote the Memory Care Collection.
- Prepped a script for WGLT which focused on an upcoming LinkedIn Learning program.
- Prepped a script for WGLT which focused on Land of Lincoln Author Presentation.
- Ad promoting BPL's Auto Repair Source will appear in a calendar to be handed out at the British Car Festival.
- BPL will be a sponsor of the Lake Run Club's Summer Fun Run

## May Programs

- The library continues to schedule and promote programs on a month-to-month basis.
  - May programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.
  - A publicity timeline was developed.
  - A bitly link was created for each program requiring registration.
    - Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
  - A Facebook Event was or will be created for each online and at-home program being offered.
  - An Instagram post was or will be created for each online and at-home program being offered.

## Paper & Digital Design Work

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

- Job Fair Update
- Morse Code Bracelets
- Teen Game Night
- Dungeons & Dragons: Session 0
- The Power of Meditation
- All About LinkedIn Learning
- Summer Reading artwork for the Summer Reading webpage
- Summer Reading artwork for the BPL homepage rotating bar
- Create 2 pieces of art – promoting Summer Reading – for our WGLT mobile and desktop ads
- Houseplant Swap & Kids Craft
- Circuit R2D2
- Author Presentation with Michelle Zauner

## Signs

- New signs for Curbside to remove Mask Mandate
- Easter Closure

#### Other

- Create, print, and mount 2 oversized CS SRP logs for school visits
- Create, print, and mount 1 oversized Teen SRP log for school visits
- Create art and order promotional lip balms
- Create billboard artwork in 2 sizes
- Create ad for British Car Show calendar

#### Updates & Re-prints

- 200 Texting Handouts – print and cut
- 300 Hoopla – print and cut
- 300 My Library – print and cut
- 300 Kanopy – print and cut
- 340 Libby – print, cut, and fold
- Print and Laminate shaded floor plans to be taken to outreach events
- Blank BPL Note Cards

#### **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.

#### **Goal: Work effectively through the use of technology.**

##### Social media presence:

- BPL Facebook – 8,964 followers
- Instagram – 2,001 followers
- Twitter - 2,059 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 313
- Library text subscribers - 347
- Bookmobile text subscribers - 1,201
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,256 filtered active subscribers.
- Program Guide list – 33,072 filtered active subscribers.
- General eBlast list – 33,242 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:
    - BPL's Job Fair is underway
    - Marcfirst clients enjoying BPL's StoryWalk
    - Choose-Your-Own Adventure Fundraiser; Parts I, II & III
    - Card Catalog Drawers for Sale
    - Kanopy's curated collection focusing on Ukraine and Russia
    - Green Top Grocery's Round-Up at the register benefitting BPL this month (2 posts)
    - Mosaic Fundraiser Updates (3 posts)
    - BPL Closed for Easter
    - Bookmobile Stops Cancelled Due to Mechanical Issues (multiple posts)
    - National Library Week
    - Library Giving Day (5 posts)
    - Library Giving Day Thank You
    - BPL @ HCC's Transition Fair
    - Kanopy / Kanopy Kids

- 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 Kanopy was created and delivered to 33,091 patrons on April 1.
  - An eBlast promoting Brainfuse HelpNow's live tutoring and writing lab was created and delivered to 33,333 patrons on May 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  
April 2022**

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

- Support Services staff:
  - Expansion prep – taking materials to Behr's or the dump and compiling items for donation to ReStore or another entity
  - Set up WCW and Story Room with tables for staff during the time that the City was disassembling and removing cubicles. When cubicles were removed, the areas were vacuumed, and tables set up for staff until move to a temporary space
  - Moved everything out of the tool room and set up temp space in boiler room
  - Washed, vacuumed, and wiped down the van
  - Replaced pleated and bag filters in main air handler
  - Relocated the tractor from the garage to the east patio for storage
  - Placed a water detection system (provided by insurance company) in the boiler room
  - Resecured banner that was coming off the support by the entrance
  - Moved boxes full of docs to the exterior dock area for the on-site shredding visit
  - Removed plexiglass dividers from the Circ workroom
- Repairs/Installs:
  - Mid-Illinois Mechanical replaced motor and motor starters on HW loop pump #1, repaired boiler 2, replaced 3-way cooling valve on AHU
  - Alpha Controls had to redo some programming on the main controller as the controls were inaccessible
  - McLean County Glass & Door adjusted the closer on the CS hallway door
  - Weber Electric restored power to two building exhaust fans, repaired fluorescent fixtures, re-lamped decorative post lights, and disconnected power from AS cubicles
  - KCN removed the salt station for the season

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

- Caprice - Expansion prep:
  - Attended moving scope review and bid opening
  - Worked with Jeanne and EA on scope of moving to be done by others
  - Still working with other entities to take furniture items as areas are cleared
  - Facilitated the rental of 35 parking spaces at old Clay Dooley lot during construction phasing
- Security Team viewed Workplace Security & Safety webinar
- Security Team met to discuss the attack on staff at Museum of Modern Art in New York and how they would deal with a similar attack at the library
- Bowen presented an MMS on tornado procedures (on behalf of the Safety & Accessibility Committee)
- The Safety & Accessibility Committee meeting met on April 21 and discussed accessibility challenges that we will face during construction

**Goal: Administer a Cost-Effective Library.**

- Johnson Controls performed the Spring PM on the chiller
- Kone Elevator performed quarterly PM on elevator

Upcoming: Demo of ceiling under the overhang  
Replacement of 3-way heating valve on AHU  
Annual elevator inspection  
Removal of cabinets in the Boardroom  
JACE upgrade on HVAC controls

# Bloomington Public Library

*Books are just the beginning.*



## Technical Services Report

Allison Schmid

April 2022

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

- All Monarch, Bluestem, and Lincoln 2023 nominees are now labeled. The teen nominee display has already been changed from the 2022 titles to 2023. Childrens has not switched over yet.

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

- Staff enjoyed a pizza lunch from Flingers during National Library Week, as well as some fun games hosted on Teams (including Tools of the Trade, a quiz game on library tools and what they're used for).
- All TS staff attended an MMS on Reader's Advisory hosted by Mimi - 2
- Dale is being trained on Children's processing materials. - 2
- Allison completed the Kulture City Sensory Inclusive Venue training and quiz. - 1
- All TS staff watched the Tornado Evacuation Procedure video. - .5
- TS cleaned out the back corners of the department to make room for incoming ILL staff and the Pantagraph digitization project.
- Training Hours - 5.5

**Goal: Work effectively through the use of technology.**

- Nick digitized 12 years of Technical Services monthly reports. 2001-2012

**Goal: Administer a cost-effective public library.**

- TS has been saving and providing boxes for staff during the renovation moves.
- Volunteer Hours - 0

**Upcoming:**

- Memory Care grant
- Fixing labels on PBKMYS and PBKFIC
- FY23 switchover
- Moving the puzzles

BLOOMINGTON PUBLIC LIBRARY  
FY 2021-2022 FISCAL REPORT

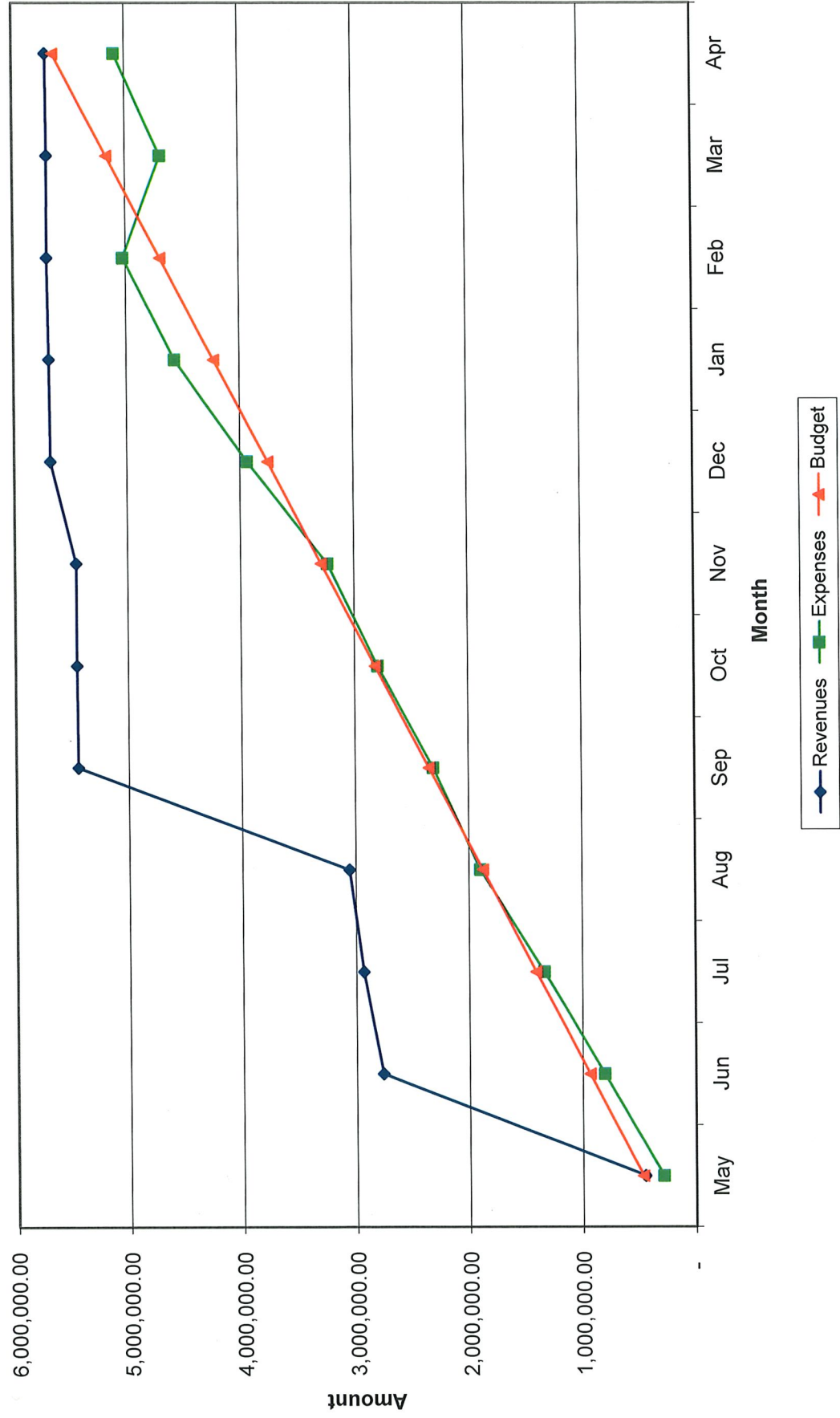
REVENUES:

ACCT NAME	BUDGET	APR 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	0.00	109.90	109.90	-----
GPPLD	402,000	0.00	408,270.23	6,270.23	101.6
Fines & Fees	5,000	898.70	12,553.73	7,553.73	251.1
Copies	3,000	376.60	2,695.90	(304.10)	89.9
Interest on Investments	5,000	1,489.14	4,170.08	(829.92)	83.4
Interest from Taxes	0	0.00	73.72	73.72	-----
Donations	10,000	13.11	22,257.26	12,257.26	222.6
Other Grants	0	0.00	500.00	500.00	-----
Property Damage Claims	0	1,000.00	1,920.53	1,920.53	-----
Cash Over/Short	0	0.00	(17.96)	(17.96)	-----
Other	24,211	4,164.07	43,557.13	19,346.13	179.9
Total Revenues	5,643,096	7,941.62	5,706,054.30	62,958.30	101.1

ACCT NAME	BUDGET	APR 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	184,211.64	2,309,217.13	(157,516.87)	93.6
Part-Time Salaries	465,048	33,264.61	378,979.29	(86,068.71)	81.5
Seasonal Salaries	65,510	49.11	20,790.23	(44,719.77)	31.7
Overtime Salaries	1,100	0.00	197.71	(902.29)	18.0
Other Salaries	0	0.00	12,720.00	12,720.00	-----
Total Sals & Wages	2,998,392	217,525.36	2,721,904.36	(276,487.64)	90.8
Dental Insurance	11,064	703.48	8,653.86	(2,410.14)	78.2
Health Insurance, HMO	33,053	556.66	8,755.24	(24,297.76)	26.5
Life Insurance	3,100	246.40	2,949.98	(150.02)	95.2
Vision Insurance	3,024	227.68	2,664.59	(359.41)	88.1
Health Insurance, BCBC-PPO	250,906	24,230.66	273,135.95	22,229.95	108.9
Library RHS Contribution	0	528.47	6,534.30	6,534.30	-----
Library HSA City Contributions	16,000	0.00	16,100.00	100.00	100.6
IMRF	246,673	17,878.25	274,000.10	27,327.10	111.1
FICA	185,832	12,898.45	163,555.79	(22,276.21)	88.0
Medicare	43,461	3,016.54	38,251.33	(5,209.67)	88.0
Worker's Compensation	18,299	0.00	9,068.00	(9,231.00)	49.6
Uniforms	800	0.00	836.64	36.64	104.6
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	1,826.23	47,884.81	27,884.81	239.4
Total Benefits	858,212	62,112.82	852,390.59	(5,821.41)	99.3
Rentals	20,000	53.69	14,802.14	(5,197.86)	74.0
Total Rentals	20,000	53.69	14,802.14	(5,197.86)	74.0
Building Mtnc	140,000	6,249.31	81,600.04	(58,399.96)	58.3
Vehicle Mtnc	12,000	2,805.16	16,840.47	4,840.47	140.3
Office & Computer Mtnc	190,000	4,548.65	168,285.85	(21,714.15)	88.6
Total Repair/Mtnc	342,000	13,603.12	266,726.36	(75,273.64)	78.0

ACCT NAME	BUDGET	APR 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,386.90	43,308.58	(6,691.42)	86.6
Printing/Binding	20,000	4,887.67	18,585.31	(1,414.69)	92.9
Travel	500	4.68	239.30	(260.70)	47.9
Membership Dues	5,500	228.00	5,179.99	(320.01)	94.2
Professional Development	10,000	247.00	7,980.00	(2,020.00)	79.8
Other Purchased Services	145,000	14,615.83	104,092.99	(40,907.01)	71.8
Other Purchased Services-Pandemic Grnt	0	1,576.00	2,642.40	2,642.40	-----
Other Insurance	35,000	0.00	41,579.00	6,579.00	118.8
Total Purchased Services	266,000	24,946.08	223,607.57	(42,392.43)	84.1
Office Supplies	20,000	453.33	11,471.38	(8,528.62)	57.4
Office Supplies-COVID-19	0	0.00	541.80	541.80	-----
Computer Supplies	80,000	6,452.67	70,140.82	(9,859.18)	87.7
Computer Supplies-Pandemic Grant	0	0.00	6,920.00	6,920.00	-----
Postage	4,500	(38.03)	215.56	(4,284.44)	4.8
Library Supplies	80,000	4,147.23	49,598.67	(30,401.33)	62.0
Janitorial Supplies	18,000	1,161.13	11,539.14	(6,460.86)	64.1
Gas & Diesel Fuel	6,000	502.63	4,466.74	(1,533.26)	74.4
Building Mtnc & Repair Supplies	18,000	0.00	9,217.55	(8,782.45)	51.2
Total Supplies	226,500	12,678.96	164,111.66	(62,388.34)	72.5
Natural Gas	28,000	7,188.94	30,217.46	2,217.46	107.9
Electricity	90,000	7,273.97	94,597.78	4,597.78	105.1
Water	9,000	458.08	6,730.24	(2,269.76)	74.8
Telecommunications	32,700	3,799.10	37,766.54	5,066.54	115.5
Total Utilities	159,700	18,720.09	169,312.02	9,612.02	106.0
Professional Collection	1,500	0.00	645.95	(854.05)	43.1
Total Prof Collection	1,500	0.00	645.95	(854.05)	43.1
Non-Traditional Materials	5,000	1,726.36	5,937.91	937.91	118.8
Periodicals	20,000	141.80	21,045.65	1,045.65	105.2
Adult Books	157,500	14,799.62	154,500.17	(2,999.83)	98.1
Children's Books	123,400	8,806.09	116,915.84	(6,484.16)	94.7
A/V Materials	111,600	5,296.84	82,952.88	(28,647.12)	74.3
Public Access Software	132,000	0.00	86,082.78	(45,917.22)	65.2
Downloadable Materials	179,950	20,138.96	181,981.15	2,031.15	101.1
Total Materials	724,450	49,183.31	643,478.47	(80,971.53)	88.8
Employee Relations	5,000	690.84	1,529.71	(3,470.29)	30.6
Miscellaneous Expenses	10,000	343.55	6,096.12	(3,903.88)	61.0
Transfer to Capital Fund	31,342	0.00	31,342.00	0.00	100.0
Total Other Expenses	46,342	1,034.39	38,967.83	(7,374.17)	84.1
Total Expenses	5,643,096	399,857.82	5,095,946.95	(547,149.05)	90.3

# Bloomington Public Library FY 2021-2022



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 95.0% to 105.0% is acceptable)  
April 2022

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

Fees (251.1%): The amount collected for lost items is higher than we projected.

Copies (89.9%): Copy revenue is a little less than projected.

Interest (83.4%): Interest rates continue to be low.

Donations (222.6%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (179.9%): This is higher than projected due to Book Shoppe receipts.

Full-Time Salaries (93.6%): This line item is just a little under-spent due to staff vacancies.

Part-Time Salaries (81.5%): This is under-spent due to staff vacancies.

Seasonal Salaries (31.7%): There are not as many Seasonal employees as we have had in the past.

Overtime Salaries (18.0%): Charges have been minimal.

Dental Insurance (78.2%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (26.5%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (88.1%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, BCBS-PPO (108.9%): This is over-spent because more staff made this choice for their health insurance option.

IMRF (111.1%): This is over-spent due to the payout of sick leave buy back to a retired staff member.

FICA (88.0%): This is under-spent due to staff vacancies.

Medicare (88.0%): This is under-spent due to staff vacancies.

Worker's Compensation (49.6%): 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 (239.4%): 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 (74.0%): Charges have been minimal.

Building Maintenance (58.3%): Charges have been minimal.

Vehicle Maintenance (140.3%): This is over-spent due to repairs to the bookmobile.

Office & Computer Equipment (88.6%): Charges have been minimal.

Advertising (86.6%): Charges have been minimal.

Printing (92.9%): Charges have been minimal.

Travel (47.9%): Charges have been minimal.

Membership dues (94.2%): Charges have been minimal.

Professional Development (79.8%): Charges have been minimal.  
Other Purchased Services (71.8%): Charges have been minimal.  
Other Insurance (118.8%): The annual premium was paid in January.  
Office Supplies (57.4%): Charges have been minimal.  
Computer Supplies (87.7%): Charges have been minimal.  
Postage (4.8%): Charges have been minimal.  
Library Supplies (62.0%): Charges have been minimal.  
Janitorial Supplies (64.1%): Charges have been minimal.  
Gas & Diesel Fuel (74.4%): Charges have been minimal.  
Building Maintenance Supplies (51.2%): Charges have been minimal.  
Natural Gas (107.9%): This line item ended up being over-spent due to the last three months being a little higher than normal.  
Electricity (105.1%): This is over-spent due to higher usage during the summer months.  
Water (74.8%): Charges have been minimal.  
Telecommunications (115.5%): This is over-spent because we needed to add an Internet line.  
Professional Collection (43.1%): Charges have been minimal.  
Non-Traditional Materials (118.8%): This line item was higher than what we had projected—it is a new line item, and we weren't sure how it be.  
Periodicals (105.2%): This is over-spent due to price increases for several titles.  
Children's Books (94.7%): This line item was just under-spent.  
A/V Materials (74.3%): Charges have been minimal.  
Public Access Software (65.2%): Charges have been minimal.  
Employee Relations (30.6%): Charges have been minimal.  
Miscellaneous Expenses (61.0%): 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 Wetzal, Donation 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:	189.17

Total Donations: \$ 22,257.26



The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts::	\$ 45.00
Book Pick-Up:	1,205.36
Book Shoppe:	28,732.75
Card Catalog Drawers:	455.00
Ear Buds:	256.50
Flash Drives:	136.50
Genealogy Searches:	148.00
Hot Beverage Service:	328.00
Meeting Room Fees:	120.00
Mugs/Cups:	138.00
Print Station:	9,133.15
Reusable Bags:	411.00
Test Proctoring:	150.00
Tote Bags:	1,400.00
Umbrellas:	0.00
Miscellaneous:	897.87

Total Other Revenue: \$43,557.13

During April 30, 6 batches containing 53 invoices were processed, totaling \$53,606.46 and 911 credit card charges were made totaling \$28,886.73.

As of April 30, the Library's Maintenance & Operating Fund Balance is \$2,914,122.28, which is 51.6%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,410,774.

Library Fund Balance Information, 4/30/22:

Operating:	\$ 2,914,122.28
Fixed Assets:	\$ 1,184,092.26
Capital:	\$ 2,661,185.03
Total Spent for Architectural Fees:	\$ 1,018,278.42

Balance of Arch Contract: \$ 435,305.58

BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-24  
As of 4/30/22

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	851,045.61	0.00	(851,045.61)	0.0
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	198,283.40	(1,051,716.60)	15.9
Bond Proceeds	14,200,000.00	0.00	(14,200,000.00)	0.0
From Illinois Funds Fund Balance	4,111,007.00	0.00	(4,111,007.00)	0.0
 Total Revenues	 25,242,766.00	 198,283.40	 (25,044,482.60)	 0.8

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,018,378.42	(435,205.58)	70.1
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	0.00	(2,175,000.00)	0.0
Library Buildings	21,170,000.00	0.00	(21,170,000.00)	0.0
 Total Expenses	 25,242,766.00	 1,109,707.51	 (24,133,058.49)	 4.4

BLOOMINGTON PUBLIC LIBRARY  
DONATIONS RECEIVED  
FY 22

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00	0.00	0.00	3,000.00
Total Summer Reading Program Community Donations	3,000.00	0.00	0.00	0.00	3,000.00
Memorial Donations:					
Bernadette Manual, Judy Markowitz Memorial	250.00	0.00	0.00	0.00	250.00
Jan Crowley, Lois Wood Memorial	25.00	0.00	0.00	0.00	25.00
Karen Moen, Lois Wood Memorial	25.00	0.00	0.00	0.00	25.00
Marilyn Myers, Verlyn Zachow Memorial	0.00	100.00	0.00	0.00	100.00
Sharon Lohrey, Verlyn Zachow Memorial	0.00	50.00	0.00	0.00	50.00
Hilda Davis, Cam Isaac Memorial	0.00	0.00	0.00	50.00	50.00
Total Memorial Donations	300.00	150.00	0.00	0.00	500.00
Other Donations:					
Fountain Receipts, June-Oct 2021	0.00	8.34	0.00	0.00	8.34
Lois Rubbel	100.00	100.00	0.00	0.00	200.00
William Wetzel, Donation for Smarty Pants Story Time	34.50	0.00	0.00	0.00	34.50
C-U Herb Guild, Donation for Materials	50.00	0.00	0.00	0.00	50.00
Megan Michalski, Miscellaneous Donation	0.00	56.00	0.00	0.00	56.00
Verlyn Zachow, Donation for Deposit Service	0.00	100.00	0.00	0.00	100.00
Sybil Mervis, Miscellaneous Donation	0.00	14.25	0.00	0.00	14.25
Betty Weller, Miscellaneous Donation	0.00	5.00	0.00	0.00	5.00
Robert Starckovich, Miscellaneous Donation	0.00	100.00	0.00	0.00	100.00
Miscellaneous Donations Collected at Circulation/AS	53.27	42.27	72.36	21.27	189.17
Total Other Donations	237.77	425.86	72.36	21.27	757.26
Foundation:					
Local History Materials (Paid with Mischler Funds)	794.19	70.64	520.00	400.00	1,784.83
Fold 3 Service (Paid with Mischler Funds)	2,600.00	0.00	0.00	0.00	2,600.00
Summer Reading Program	18,000.00	0.00	0.00	0.00	18,000.00
Tuition for Staff	1,320.00	0.00	0.00	5,304.00	6,624.00
Development Day (9/28/21) Costs	0.00	669.30	0.00	0.00	669.30
Appreciation Day (11/9/21) Costs	0.00	0.00	2,893.87	0.00	2,893.87
Customized Mosaic Lego Project Board	0.00	0.00	0.00	244.00	244.00
Sponsorship of Lego Bricks for Mosaic Project	0.00	0.00	0.00	66.00	66.00
Fundraising Tower	0.00	0.00	0.00	556.83	556.83
Total Foundation	22,714.19	739.94	520.00	5,704.00	33,438.83
Total Donations	26,251.96	1,315.80	592.36	5,725.27	37,696.09

Bloomington Public Library  
Books are just the beginning.



Statistics At-A-Glance  
April 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	33,307	33,093	1%	480,242	381,708	26%
Teens	2,159	2,139	1%	32,196	22,603	42%
Children	37,563	33,070	14%	556,396	379,927	46%
Digital Downloads	17,509	11,465	53%	233,435	194,994	20%
Total	90,538	79,767	14%	1,302,269	979,232	33%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,715	19,951	-24%	350,802	54,926	539%
Teens	3,373	4,432	-24%	53,451	54,926	-3%
Children	5,872	6,177	-5%	83,102	123,431	-33%
Total	28,960	10,609	63%	414,456	470,826	-12%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	277	195	42%	4,409	3,807	16%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	13,633	11,181	22%	197,254	101,804	94%
Bookmobile	720	555	30%	9,539	5,483	74%
Total	14,353	11,736	22%	206,793	111,672	85%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	71	7	90%	813	22	97%
Digital Preservation Studio	5	0	100%	241	0	100%
Community Room	22	0	100%	395	73	82%
Total	98	7	93%	1,449	95	93%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	15	4	73%	399	56	86%
People Reached	826	86	90%	6,528	2,153	67%
Community Visits to the Library	0	0	0%	96	0	100%
People Reached	0	0	0%	172	0	0%
Total Outreach Visits	15	4	73%	495	56	89%
Total People Reached	826	86	90%	3,939	2,153	83%

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

<b>Programs</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Adults	14	9	36%	100	73	37%
Attendance	347	216	38%	1,376	947	45%
Teens	7	6	14%	67	36	86%
Attendance	28	59	-53%	132	440	-70%
Childrens	7	11	-36%	105	75	40%
Attendance	584	170	71%	2,978	1,254	137%
Total Programs	28	26	7%	272	184	48%
Total Attendance	959	445	54%	4,486	2,641	70%

<b>1-on-1 Appointments</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	1	1	0%	23	16	44%

<b>Reference Questions</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	2,629	2,418	8%	38,449	29,562	30%

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

<b>Training Hours</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	202.00	87.00	57%	2,435	1,456	67%

**Goal: Work effectively through the use of technology.**

<b>Technology Use</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Public Computer Use	1,487	862	42%	18,878	8,014	136%
WiFi Sessions	1,758	1,448	18%	23,766	18,176	31%
Website/Catalog Hits	42,843	38,913	9%	656,378	530,762	24%
Online Resource Use	3,073	4,653	-34%	47,827	56,044	-15%

**Goal: Administer a cost-effective public library.**

<b>Interlibrary Loan</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Received	318	327	-3%	4,911	3,515	40%
Sent	166	210	-27%	2,809	2,139	31%

<b>Volunteer Hours</b>	<b>Current</b>	<b>Last Year</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	0.00	8.00	-100%	813	127	543%

Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, March 16, 2022  
5:00 p.m.

**MINUTES**

I. Call to Order

Vice President Ary Anderson called the meeting to order at 5:00 p.m.

II. Roll Call

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

Trustees Absent: Ruth Novosad

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

Vice President Ary Anderson presided over the meeting and didn't have a report to share.

VI. Approval of Minutes

A. February 16, 2022:

Jim Russell requested an update to the Comments from Trustees on the February minutes regarding the GPPLD District population increases. The minutes were approved as corrected.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton, Library Director, shared the BPL Board authorized her to enter into an agreement with the lowest bidder, Felmley-Dickerson Co. The intergovernmental agreement with the City of Bloomington is slated for the March 28 City Council Meeting; construction can begin after that approval. Jeanne also shared information about the capital campaign and its progress.

B. Outreach Report: Jeanne Hamilton, Library Director, shared the Circulation and Outreach Services report.

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. She pointed out that the \$9,548 donation was paid. This amount represents the first installment of the GPPLD donation toward the library expansion and was done via a bank transfer of funds.

VIII. New Business

A. Approve 2022 Summer Reading Donation

Discussion was held on the current amount in the Miscellaneous line in the budget as being \$ 3,444.94. Ary Anderson noted that in the past four years we have given \$3,000 to the Summer Reading Program.

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE A DONATION TO THE 2022 SUMMER READING PROGRAM IN THE AMOUNT OF \$3,000.00.

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

NAYS: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY

B. Discuss Summer Reading Marketing to GPPLD

Discussion was held on the history of sending Summer Reading Program Guides to Tri-Valley schools to help promote summer reading. Discussion was held on providing reading logs to the Tri-Valley elementary and middle school students.

STEPHANIE WALDEN MOVED, STEVEN PETERSON SECONDED, TO APPROVE SPENDING UP TO \$400 TO PRINT AND DISTRIBUTE SUMMER READING LOGS AT THE TRI-VALLEY ELEMENTARY AND MIDDLE SCHOOLS.

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

NAYS: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY

IX. Comments from Trustees

Discussion was held on the Statement of Economic Interest that is due on or before May 2<sup>nd</sup> this year (as May 1<sup>st</sup> is on a Sunday).

Discussion was held about the meeting location of future meetings during the library construction. All meeting locations will be clearly stated in the packet emails.

X. Reminder: Next Board Meeting is April 20, 2022.

XI. Adjournment

Vice President Anderson adjourned the meeting at 5:42 p.m.



## Incident Report Summary for April 2022

2022-04-30 23:59:00

2022-04-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4361	2022-04-19 23:44:23	CustomerRelatedIllnessAccident
4362	2022-04-21 21:13:09	TobaccoUse
4363	2022-04-28 17:52:06	PoliceAmbulanceCall



## Suspension Report Summary for April 2022

2022-04-30 08:48:26pm

2022-04-01 08:48:26pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
452	2022-04-06 00:00:00	InappropriateBehavior
453	2022-04-06 00:00:00	InappropriateBehavior
456	2022-04-21 00:00:00	TobaccoUse
457	2022-04-25 00:00:00	SleepingIncident
455	2022-04-14 00:00:00	StolenDamagedLibraryMaterial

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND  
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE  
TO EBSCO SUBSCRIPTION SERVICES

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

1. That the three-quote requirement be waived, and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$14,968.65
2. That the Ebsco Subscription Service includes 250 titles, annually reviewed and selected by Library staff, for Library customers, including magazines, newspapers, and a few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 25 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That Ebsco Subscription Service provides a streamlined process that provides for staff efficiencies
6. That the funds come from the following source:  
Bloomington Public Library Maintenance and Operating Budget: \$14,968.65

Approved this 17<sup>th</sup> day of May 2022

---

Julian Westerhout, President  
Bloomington Public Library Board of Trustees

## Kathy Jeakins

---

**From:** Kelly Sellers <KSellers@ebSCO.com>  
**Sent:** Thursday, April 21, 2022 3:37 PM  
**To:** Kathy Jeakins  
**Subject:** EBSCO Prepayment Offer for Calendar Year 2023 Subscriptions

Hello from EBSCO! I hope you are doing well.

I am reaching out today to invite you to participate in a special prepayment offer from EBSCO for your calendar year 2023 subscription renewals.

If you choose to take advantage of this offer, EBSCO will post a credit to your account in the month of November as follows:

Payment Received by	Receive a Credit of
April 30, 2022	1.38%
May 31, 2022	1.15%
June 30, 2022	0.92%
July 31, 2022	0.69%
August 31, 2022	0.46%
September 30, 2022	0.23%

For example, if EBSCO receives a \$100,000.00 prepayment by May 31, 2022, your library will receive a credit in the amount of \$1,150.00. You may use this credit toward products or services purchased through EBSCO.

**A few important points:**

- Prepayments of \$10,000.00 or more are eligible for this incentive.
- This offer cannot be combined with other offers from EBSCO.
- Prepayment credit must be used toward EBSCO purchases and cannot be refunded.
- Prepayment invoices are based on estimated pricing.
- We recommend you not allocate prepayment toward specific titles in your ILS. This can cause manual work for you later in the process.

If you would like to participate in this program, please contact me and I will provide you with a prepayment invoice.

Thank you for choosing EBSCO!

Kelly Sellers  
Prepayment Coordinator  
EBSCO Information Services  
[ksellers@ebSCO.com](mailto:ksellers@ebSCO.com)  
(205) 991-1436



# INVOICE



Payment Processing Center  
PO Box 204661  
Dallas, TX 75320-4661  
Phone (800)633-4604  
Fax (205)995-1613

**BILL TO:**

Bloomington Public Library  
PO Box 3308  
205 East Olive Street  
Bloomington, IL 61702

**SEND TO:**

Bloomington Public Library  
205 E Olive Street  
Bloomington, IL 61701

YOUR PURCHASE ORDER NO.		ACCOUNT NO.		DATE	INVOICE NO.	PAGE NO.
		CG-F-16084-00		4/26/2022	0003149	1
TITLE NUMBER	QTY		FREQ		TERM/START	PRICE
		FY2023 EBSCO Subscriptions				\$ 14,421.70
		Estimated Publisher Price Increase				\$ 721.09
		Less Discount				- 174.14
						14,968.65
					<b>NET AMOUNT DUE: \$ 15,142.79</b>	

ARPC1005

**PAY THIS INVOICE IN FULL**  
THERE SHOULD BE NO PARTIAL  
PAYMENTS. THIS INVOICE IS SUBMITTED  
TO YOU BY EBSCO IN ITS CAPACITY  
AS YOUR AGENT.  
EBSCO'S FEDERAL ID. NO. 63-6014186

WHEN MAKING REMITTANCE, AND  
WHEN INQUIRING ABOUT THIS INVOICE  
PLEASE REFER TO BOTH THE INVOICE  
NUMBER AND ACCOUNT NUMBER.

**TERMS:** PAYMENT DUE ON RECEIPT OF INVOICE.  
EBSCO GUARANTEES PAYMENT  
TO ALL PUBLISHERS.

US\$ WIRE TRANSFERS:  
Wells Fargo Bank  
San Francisco, California  
ACCT#: 2000027339684  
ABA FOR ACHS: 121000248  
ABA FOR WIRES: 121000248

# Bloomington Public Library

*Books are just the beginning.*



To: Bloomington Public Library Board  
From: Jeanne Hamilton, Library Director  
Re: Moving Bids

As you will see in Engberg Anderson's attached letter, we received two moving bids (a third company attended the pre-bid meeting and ultimately declined to bid). These bids were from companies that specialized in library moving as the scope including the packing of the collection. We were disappointed that the bids far exceeded our budget, despite the budget being based on information from a reputable library moving company and despite the fact we planned to have staff perform all the office moving functions.

Since receiving these bids, the managers and I have worked together to develop a very detailed moving plan for phase 1. We believe we can safely have staff perform the packing and some moving/dismantling functions over a couple of months, have a general moving company (i.e. not specialized in libraries) perform the moving of boxes, and the general contractor complete larger demolishing and disposal.

We are still working on the details for phase 2 (moving from the east side to the west side of the building) and phase 3 (moving to the final locations) but believe that we can heavily involve staff to reduce the scope and cost of the movers.



May 4, 2022

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

RE: Moving Bids

Dear Jeanne,

## RECEIPT OF BIDS

Bids for the Bloomington Public Library Moving Services were received and opened on Friday, April 22, 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 2 bids were received and are itemized on the attached Bid Tabulation Form and summarized below.

**TABLE 1 - LOWEST APPARENT BIDS**

BID TABULATION	ARMSTRONG	HALLETT
Base Bid	<b>\$258,382.00</b>	<b>\$392,700.00</b>
Bond	<b>\$7,500</b>	<b>\$6,000</b>

## NOTICE OF BID IRREGULARITIES

No irregularities were noted in the bids.

## COMPARISON OF LOW BID TO BUDGET

The budget for the proposed scope of moving services is \$180,000. During estimating, Engberg Anderson reached out to a reputable library moving contractor for the opinion of probable cost for the expected scope of work. The two bids received are above an acceptable range of the project budget.

Library Moving Services are highly specialized with limited number of qualified contractors. We believe travel, overtime, and over labor costs are driving up the costs for this work. Engberg Anderson has been working with library staff to determine more cost effective solutions to accomplish the moving tasks necessary to accommodate the construction project.

## REQUEST FOR OWNER AUTHORIZATION

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

We propose the Library Board reject both bids on the basis of exceeding the project budget.

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