

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 16, 2022

5:30 p.m.

Government Center Chambers
115 E. Washington Street, Fourth Floor, Room 400
Bloomington, Illinois 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Special Presentation: Bloomington Public Library History Internship by Noah Tang
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of July 19, 2022 Regular BPL Board Meeting
 - B. Approve Bills List of July 2022
- X. Approval Items
 - A. Review and Approve Maintaining Confidentiality of Executive Session Minutes
 - B. Waive Three-Quote Requirement for Annual Maintenance of RFID Pads, Credit Card System, Public Printing and PC Reservation System, Upper Security Gates, and Sorter from Envisionware, Inc.
- XI. Discussion Items
 - A. Library Expansion and Fundraising
- XII. Comments from Trustees
- XIII. Adjournment

BILLS LIST

Approved by BPL Board of Trustees, August 16, 2022

Signature, BPL Trustee

Vendor	Line Item	Amount
Absopure Water Company	Library Supplies	34.00
Alpha Controls & Services	Building Maintenance	1,875.00
Amazon.com, LLC	A/V Materials	318.93
Amazon.com, LLC	Adult Books	33.64
Amazon.com, LLC	Building Mtnc Supplies	37.61
Amazon.com, LLC	Children's Books	72.60
Amazon.com, LLC	Computer Supplies	609.28
Amazon.com, LLC	Janitorial Supplies	183.58
Amazon.com, LLC	Library Supplies	85.85
Amazon.com, LLC	Miscellaneous Expenses	11.38
Amazon.com, LLC	Non-Traditional Materials	50.23
Amazon.com, LLC	Office Supplies	29.48
Amazon.com, LLC	Other Purchased Services	420.09
Amazon.com, LLC	Periodicals	13.50
Ameren IP	Electricity	34,414.87
American Pest Control	Building Maintenance	80.00
Brown, Reagan	Travel	11.25
Burgess, Matt	Employee Relations	100.00
CDW Government	Computer Supplies	600.52
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	703.48
City of Bloomington	FICA	19,654.23
City of Bloomington	Gas & Diesel Fuel	418.84
City of Bloomington	Health Insurance-HMO	519.99
City of Bloomington	Health Insurance-PPO	22,631.48
City of Bloomington	IMRF	27,405.20
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	4,596.52
City of Bloomington	Payroll	123,672.55
City of Bloomington	RSA Contribution	678.96
City of Bloomington	Vision Insurance	227.68
City of Bloomington	Water	467.49
Community Players Theatre	Advertising	800.00
Craven, Kathleen	Employee Relations	50.00
Cummins, Inc.	Vehicle Maintenance	1,718.58
Dell Marketing, L. P.	Computer Supplies	4,368.36
Demco	Library Supplies	479.76
Devyn Corp	Other Purchased Services	1,400.00
Dunham, Amy	Travel	10.88
Ebsco Industries	Periodicals	21.67
Engberg Anderson	Architectural Services	23,667.39

Engler, Callaway, Baasten & Srage, LLC
 F & W Lawn Care & Landscaping
 Findaway World, LLC
 Findaway World, LLC
 Geiger
 Hobson, Sierra
 HV Management, LLC
 Illinois Dept of Employment Security
 Illinois Heartland Library System
 Illinois State University
 Indian Trails Public Library District
 Lockett, Michael
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Nellis, Dan
 NICOR/Northern Illinois Gas
 NICOR/Northern Illinois Gas
 Overdrive
 Pantagraph
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Ron Smith Printing Co.
 Tee Jay Central, Inc.
 Tharpe Company
 Uline, Inc.
 Unique Management
 Weber Electric, Inc.
 West Publishing
 Wolpert, Emily
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Bill's Key & Lock Shop
 VISA - Casey's Garden Shop & Florist
 VISA - Circle K
 VISA - CTS Mobility
 VISA - CVS
 VISA - Denny's Doughnuts & Bakery
 VISA - Dollar Tree
 VISA - DTS Digital Advertising
 VISA - Enterprise Car Rental
 VISA - Facebook
 VISA - Five Star Water Company

Other Purchased Services	6,059.78
Building Maintenance	430.00
Adult Books	913.37
Children's Books	512.91
Other Purchased Services	1,071.16
Employee Relations	50.00
Office Supplies-Expansion	4,400.00
Unemployment Insurance	210.00
Office/Computer Equip Mtnc	25,828.39
Advertising	491.67
Miscellaneous Expenses	22.49
Other Purchased Services	300.00
Building Maintenance	563.08
A/V Materials	843.26
Children's Books	435.92
Downloadable Materials	9,980.00
Janitorial Supplies	354.13
Employee Relations	50.00
Natural Gas	1,616.64
Other Purchased Services	26,609.75
Downloadable Materials	4,990.00
Advertising	573.00
Computer Supplies	656.78
Employee Relations	29.88
Janitorial Supplies	94.54
Library Supplies	138.75
Office Supplies	348.69
Office Supplies-Expansion	589.40
Rentals	1,022.66
Office/Computer Equip Mtnc	91.89
Printing	58.00
Building Maintenance	671.00
Employee Relations	11.50
Janitorial Supplies	183.47
Other Purchased Services	236.40
Building Maintenance	149.25
Adult Books	108.00
Travel	9.69
A/V Materials	3,033.23
Adult Books	5,187.32
Children's Books	5,963.25
Advertising	394.40
Building Mtnc Supplies	9.00
Employee Relations	50.00
Gas & Diesel Fuel	21.56
Computer Supplies	1,276.90
Other Purchased Services	25.00
Employee Relations	71.40
Other Purchased Services	37.50
Advertising	200.00
Other Purchased Services	1,000.00
Advertising	556.08
Miscellaneous Expenses	51.95

VISA - GreenDisc, Inc.	Other Purchased Services	174.95
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	21.05
VISA - Illinois Library Association	Memberships	250.00
VISA - Ingram	A/V Materials	52.54
VISA - Ingram	Adult Books	4,994.35
VISA - Ingram	Children's Books	389.94
VISA - Lowe's	Building Mtnc Supplies	14.98
VISA - Lowe's	Janitorial Supplies	178.96
VISA - Lowe's	Office Supplies-Expansion	302.62
VISA - Mason-Re	Other Purchased Services	128.52
VISA - MassVR	Other Purchased Services	518.40
VISA - Meetup Organization Subscription	Other Purchased Services	98.94
VISA - Meltdown Creative Works	Other Purchased Services	165.00
VISA - Menards	Building Mtnc Supplies	58.93
VISA - Mystic Kitchen	Other Purchased Services	50.00
VISA - New York Times	Periodicals	2,090.40
VISA - Oriental Trading Co.	Other Purchased Services	59.98
VISA - Paypal*Library Marketing Conference Group	Professional Development	475.00
VISA - Red Raccoon Games	Other Purchased Services	100.00
VISA - Starcrest Cleaners	Other Purchased Services	24.95
VISA - Thrasher Magazine	Periodicals	35.90
VISA - T-Mobile	Other Purch Srv-Pandemic Grant	609.60
VISA - T-Mobile	Telecommunications	2,237.61
VISA - University of Alabama	Tuition Reimbursement	2,715.24
VISA - USPS	Postage	16.85
VISA - Verizon Wireless	Telecommunications	301.51
VISA - Wal-Mart	Janitorial Supplies	42.95
VISA - Wal-Mart	Other Purchased Services	131.29
VISA - Webstaurant Store	Janitorial Supplies	81.74
VISA - Zoom.US	Other Purchased Services	339.83
Total		398,515.74

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Director's Report July 2022

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

- Continued to make progress towards a Library expansion, by:
 - Attending two construction meetings with the architects, general contractors, and subcontractors
 - Reviewing the access control plans for the expansion and renovation
 - Planning, coordinating, and helping move/pack the collection, library art, plaques, workrooms, and staff meeting room
 - Dismantling and disposing of shelves
 - Providing interviews about the expansion project to WEEK and the Normalite
 - Overseeing compliance with the Illinois State Library (ISL) grant
- Met with City staff about the future East Street Basin project
- Met with Colleen, Jon, Carol, and Melissa to plan for future TeenZone staffing
- Met with GPPLD President Ruth Novosad and Attorney Robert Porter to discuss a potential of loss of library services in an area of Old Town Township
- Researched average library cardholder saturation for GPPLD
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association (ILA) Board and Committee Orientation Meetings

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

- Worked at the Adult Services Desk for 23.5 hours to help cover for illnesses and other time off

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

- Participated in 4 interviews for a Children's Services LTA position
- Presented the union contract tentative agreement to the City Council
- Worked to implement the changes in the union contract, including developing a list of recommended coursework for various positions, leave time changes, and pay rate changes
- Reviewed the Employee Handbook and prepared proposed changes for the board
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing

**Adult Services Report
Carol Torrens
July 2022**

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

Phase I Construction and Collections

The adult collections are relocated and/or packed for storage. Staff are set up at the new, temporary AS Desk upstairs and in the new, temporary workroom downstairs.

The Study Room and Digital Preservation Studio are no longer available. The equipment from the DPS was moved down to TeenZone, so customers can still convert old media to new formats, but the expectation is that usage will be lower for these coming months.

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

COLLECTIONS

Book displays this month were on these topics: time travel and Paperback Book Month. The DVD display celebrated summer movies.

PROGRAMS

Adult/Family programs

Mystery Book Club, virtual – 1 session – 11 attended

Fiction Book Club, virtual – 1 session – 8 attended

Take & Make Green Tea Sugar Scrub – 1 session – 50 attended

Weiss Financial Ratings, virtual – 1 session – 3 attended*

Travels across America book talk, virtual – 1 session – cancelled due to low registration

History of the band Fleetwood Mac, virtual – 1 session – 16 attended

Calling All Writers, virtual – 1 session – 12 attended*

Intro to Cosplay, virtual – 1 session – 6 attended

Smart Phone Photograph, virtual – 1 session – 12 attended

*The programs with *s were recorded and loaded to the Library's YouTube channel, continuing their availability to customers.*

Teen Programs

YART! Yeeted art – 2 sessions -- 9 attended

Murder Mystery Party at NPL – 1 session – 38 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 emergency exits & fire evacuations, TeenZone training, and using Libby with customers.

Nazma, from the Circulation & Outreach Dept., has accepted the part-time Library Assistant position with the interlibrary loan service. Her start date is Aug. 22.

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month, on using the e-resource Heritage Hub.

UPCOMING:

Mimi is collaborating with the Normal and Carlock libraries, preparing a presentation for the Illinois library conference in October about virtual programming to customers.

Business Office Report

Kathy Jeakins

July 2022

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

Expansion donations continued coming in during July

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 card, and I entered all credit card transactions in account files

In July, the Library received the Replacement Tax distribution of \$130,400.00

In July, the Book Shoppe collected \$1,405.75

Hoopla usage was great again in July - \$9,836.74; one of the highest months!

Kanopy downloads were at an all-time high of \$1,017 in July!

Donations for the Library expansion continue to come in—so far, we've collected \$334,775.61, plus pledges

Jeanne and I worked on an application for a donation through Schwab Charities

Began working on documents related to the Library receiving a bequest from someone

Provided financial data for the 4th Quarter Pandemic Grant Report

Met with Mary Ann Webb regarding Foundation audit documents

Tracked 2 Worker's Comp claims

Bills Costing in Excess of \$5,000:

- Engberg Anderson \$23,667.39 for Architectural Services
- Engler, Callaway, Baasten & Sraga, LLC \$6,059.78 for Legal Services
- Illinois Heartland Library System \$25,828.39 for Annual OCLC Service
- NICOR/Northern Illinois Gas \$26,609.75 for Re-Location of Natural Gas Utility Line

Upcoming:

I will begin pulling items together for the Golden Prairie audit

I will provide financial data to Amy for the Golden Prairie Annual Report

Children's Services Report

Melissa Robinson

July 2022

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

- Children's staff relocated our work room to the conference room

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

Programs

- SRP Finale at Miller Park – 144 attended
- STEAM Lego Construction – 3 sessions – 76 attended
- On the Go Story Time – 2 sessions – 12 attended
- Farmer's Market Story Time – 51 attended
- 7 programs/sessions total – 283 attended

Groups/Events

- La Petite Academy – 31 attended
- Milestones Preschool – 27 attended
- Glorious Gardens Festival Story Walk – 2 days – 250 attended
- Wingover Bookmobile Stop Information Table – 112 attended
- 4 groups/events – 420 attended

Passive

- Crafts – tortoise and hare, fish, and ice cream – 416 crafts made
- July interactive bulletin – 250 participated
- Melivn's Nature Bingo – 200 participated

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

- Children's staff viewed the fire safety video

Goal: Work effectively through the use of technology.

- 20 posts were added to the Children's Facebook group, and we now have 590 members

Upcoming:

- Aug 1 – Last day of summer reading
- Aug 2- Construction Story Time
- Aug 9 – Bad Guys Party
- Aug 11 – On-the-Go Story Time
- Aug 13 – Drop-In Construction Activity
- Passive programs include:
 - Melvin's Exercise Bingo – Aug 1-31
 - Pete the Cat's Library Fun – Aug 1-31
 - International Dot Day Activities – Aug 15-Sept 15

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

Outreach Library Associate, Michelle, meetings and successful connections:

- Delivered donated books to the McLean County Jail
- East Central IL Association for Aging Adults
- McLean County Reentry Council board meeting
- RISE board meeting, Training Committee meeting
- Sober Recreation meeting
- Recovery Oriented Systems of Care Council
- Human Services Council board meeting
- Leadership McLean County Steering Committee and Leadership Skills Committee
- Met with Children's Home + Aid Intake Services
- Met with Prairie State Legal Services

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

Deposits staff prepared and delivered or renewed 660 items at 10 sites. Staff delivered prizes to residents that completed the Summer Reading Program at their sites.

Home Delivery prepared and delivered 378 items to 50 active patrons. 2 new patrons were added to the service this month. Interlibrary loan requests from clients doubled this month.

Pop Up Library visits were held at the locations listed below. 94 patrons were served, and 172 items checked out.

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

Staff hosted a new Pop Up Library visit at Liberty Healthcare, a treatment center for individuals whose criminal history prevents them from physically being able to utilize the library.

Upcoming bookmobile special stops and programs:

- Storytime at the Wingover stop on Aug 11 from 5:30-6:30p
- Trinity Lutheran's Youth Camp on Aug 1 from 10-11a

Staff attended the following Outreach events in July:

- July 16: Mid Central Community Action's Carnival of Care in support of Mayor's Manor
- July 25: Participated in the Marcfirst Disability Parade in Downtown Bloomington
- July 23: West Fest Block Party hosted by the West Bloomington Revitalization Project
- July 30: Cultural Fest at Miller Park

3 patrons took advantage of the Explore More Illinois program last month and redeemed passes at the Discovery Center Museum in Rockford and the Peoria Riverfront Museum.

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

One new staff member was hired into an open 19-hour/week position. A part-time staff member is transferring to a position in Adult Services in August.

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(7/2022) Circulation and Outreach Services Statistics

Total Circ BPL	97,293
Total Circ Main	71,450
Adults	31,005
Teens	2,663
Children	37,776
Total Circ Outreach	7,573
OTR Adults	2,745
OTR Teens	84
OTR Children	4,744
Total Circ Drive-up	393
Drive-up Adults	216
Drive-up Teens	11
Drive-up Children	166
Total Digital Downloads	17,883
Hoopla	4,873
Overdrive	12,154
TumbleBooks	6
eBook Central	5
Kanopy	845
Borrowers Registered	413
Total Active Cardholders	27,674
Children	5,601
Teen	3,186
Adult	18,887
GPPLD	1,370
Total Holds Filled	7,612
Main Holds	6,371
Outreach Holds	1,241
Door Count	16,041

Top 10 Highest Circulations

Wingover Apartments PM	298
Eagle Crest East	107
Eagle Ridge	106
Eagle Creek	105
Bohmer Drive	102
Ballybunion	100
Old Farm Lakes	94
Eagle Crest	83
Ekstam Drive	81
Rainbow Avenue	79

5 Stops with Lowest Circulation

Arrowsmith	5
Franklin Park	5
Ellsworth	4
Stevenson School	4
Miller Park	2

Bookmobile Customers: 920

Total Monthly Stops: 67*

*3 stops were cancelled due to inclement weather

Circulation Questions Answered: 513

Outreach Questions Answered: 124

Total Questions Answered: 637

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	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	90,538	90,648	100,674	97,293					
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	66,754	64,832	74,543	71,450					
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	28,960	28,047	27,909	27,674					

Human Resources Report
Gayle Tucker
July 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In July, there were three in-house job announcements
- I participated in five interviews
- I provided orientation to three new employees
- The union contract was approved by all parties and new items are being put into place
- The Spirit Committee provided Word Search Wednesdays and two lunch opportunities for all interested staff
- 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 July, 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
 - Most of the leave time discrepancies have been resolved
- 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
 - Due to construction, this partnership will be on hiatus for the 2022-2023 school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
July 2022

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

We moved both the AS and CS staff workrooms to the lower floor and set up the network, PCs and telephones in their temporary spaces.

We removed several of the upstairs cameras that will only show the area under construction. We also removed the security gates going out to where the patio used to be. We removed the Time Clock and moved it downstairs to allow staff an additional area to clock in. We moved the WiFi access points for the second floor to accommodate the new temporary layout of the second floor.

We have added the gaming laptops and teen laptops back into the laptop cart in the TeenZone. Now that the TeenZone is staff all the hours that we are open we can make the laptops available again for the teens to use.

We removed all the upstairs public PCs and made all the laptops available. We will be making more laptops available in the near future.

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

We had a two-part program for teens to design their own t-shirt using the Canva Software. Once they had a design in mind, they went on a tour of Meltdown Creative works to see how they produce t-shirts and got a chance to help make their t-shirt design. This was a very popular program and one of the Teens that was part of the program got the opportunity to continue to work with Meltdown on their own projects on a regular basis.

Upcoming:

We are working on a date to upgrade the Polaris system to the latest version.

Marketing Report

Rhonda Massie – July 2022

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

Your Future Library

- Approximately \$705,000 has been pledged and donated to the Building Fund.
 - Managed Stripe and Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during July 2022.
 - Managed donations and matching donations using cybergrants.com.
 - Secured documentation stating that the BPL Foundation is a 501c3 / 509a3 / Type 1 organization. This was necessary for CAT to process matching funds from the CAT Foundation for a \$1,000 donation from an employee.
 - The mosaic project is now 65% complete with 8,022 tiles having been sponsored.

Summer Reading

Summer Reading ended on August 1.

Late finishers continue to trickle in, but the program is technically over. At this writing our completion numbers are as follows:

- Children – 2252 (2330 in 2021)
- Teens – 411 (523 in 2021)
- Adults – 750 (415 in 2021)

Website

Marketing continues to maintain the library's website.

- Monthly addition of all August programs and registration forms to the online calendar
- Monthly update to the record sets for New Movies, New Music, and Audiobooks
- Updated the puzzle collection
- Added the new Drive-Up Lane as a pickup location for Browser packs
- Updated information on the plasma TVs
- Set Web Alerts for the following:
 - Bookmobile Stop Cancellations
 - Parking Lot Instructions
 - August 2 closure
- Added a link to the children's Service's TikTok account to the website's footer
- Removed Flickr link from the website's footer as it hadn't seen an update since Feb 2020
- Updated information about the City Directory per the request of the History Librarian.

Projects:

- Continue to work on and troubleshoot issues with the new *New York Times* database

Advertising

- On-air ads on WGLT ran in late July and very early August to promote the teen Choose an Adventure programs.
- We used a social media blast we'd purchased previously from *The Pantagraph* to promote the Choose an Adventure programs for teens. This blast was included with BPL's sponsorship of *The Pantagraph's* Saturdays on the Square concert series.
- Neighbors Magazines
 - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook are promoting the fact that library cards and library programs are free.
- Upcoming
 - 2-page spread about the expansion in the booklet at the History Museum's Cemetery Walk
 - Renewed annual sponsorship of productions by The Community Players which allows us to run an ad on their screen (pre-show and intermission) during each 2022-2023 show. In July, we'll advertise the expansion project and the fact that we'll be open during construction!
 - BPL will sponsor The Community Players 2023 show *Puffs*. This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).

- BPL purchased an ad in the September issue of *50 Plus News & Views*. The ad will highlight our large print materials, home delivery service, bookmobile service, and deposit collections.

Headlines

- Phase one of renovations at Bloomington Public Library begin – WJBC; July 29
- 1st of 3 phase renovation begins at Bloomington Public Library – HOIABC; July 28
- \$25.2 Million Bloomington Library Expansion Under Construction – Cities 92.9; July 25

Writing

- Radio script promoting BPL's Choose an Adventure programs.
- Penned messaging pertaining to the August 2 closure – website, text, phone, Instagram, eBlast, Facebook, Plasma, Twitter

Video

Added the following program recordings to BPL's YouTube channel

- *Calling All Writers*
- *Protect Your Piggybank*

August Programs

- The library continues to schedule and promote programs on a month-to-month basis.
 - August 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)

- Melvin's Nature Bingo
- Intro to Cosplay
- Murder at the Library
- Buzz About Bees
- Banned Books
- Construction Story Time
- Smart Phone Photography
- D&D for Kids
- Meditation for Everyday Living
- Choose an Adventure
- The Bad Guys Party
- True Crime
- On-The-Go Story Time
- World Photography Day
- Advanced Social Security Planning
- Drop-In Construction Activity
- Melvin's Exercise Bingo
- Herb Gardening

Construction Signage

- Mystery Endcaps
- Hot Beverage Station
- Study Rooms
- AS Endcaps x2
- Card Catalog sale

- August 2 Closure
- Digital Preservation

Other Signs

- Murder Mystery banner
- Murder Mystery backdrop
- Staff Development Day

Other

- Started the process of revamping the *My Library Card* handout for its next printing
- August Calendar
- Handouts – Easy to Get a Library Card
- Handouts – Book Clubs
- Swag for Alex
- Carriage Crossing bookmarks/signs
- Swag for Michelle x2
- Swag for Alex

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.
- Marketing is working with CM Promotions to secure a staff gift for Appreciation Day in 2023
- Marketing produced multiple schedule layouts – bookmarks, table tents, posters, online image -- for Staff Development Day at the request of the Staff Development Committee.
- Rhonda took part in a live demo to learn more about [auctira.com](https://www.auctira.com), an online auction platform that we'll use to sell some artwork – all appraised at less than \$1,000. We'll explore other avenues to sell the more expensive art that we'll be selling.
- Rhonda took part in a live demo pertaining to the LX Starter Package.
- Rhonda registered for the 2022 Library Marketing and Communications Conference which will be offered in-person only in Indianapolis in early November.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,201 followers
 - Instagram – 2,046 followers
 - Twitter - 2,053 followers
 - Monthly catalog referrals from Google & EBSCO's Linked Library – 266
 - Library text subscribers - 337
 - Bookmobile text subscribers – 1,185
 - Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
 - Renewed BPL's annual subscription to Meetup.com.
 - Cardholder Perks list – 33,413 filtered active subscribers.
 - Program Guide list – 33,401 filtered active subscribers.
 - General eBlast list – 33,438 filtered active subscribers.

Goal: Administer a cost-effective public library.

Marketing spent 16 hours helping to pack a portion of the collection for its move to an offsite location.

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:
 - Photos from BPL attending the Cultural Festival
 - *Our phone are out*; followed by *Our phones are back*
 - August 2 Closure

- Photos from BPL Summer Reading Party
- SRP – One Week to Go
- What is an ILL?
- Photos from BPL attending West Fest
- Calling all Writes – video will be available to registrants
- Geocaching Contest – Free Entry
- Card Catalog Drawers for sale through July 31
- Photos from Yart! program
- Mosaic update
- On-the-Go Story Time Cancelled due to rain
- Bookmobile stops cancelled due to weather
- Closed for Independence Day
- 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 HeritageHub was created and delivered to 33,317 patrons on July 1.
 - An eBlast about the 8.2.22 closure was delivered to 33,560 patrons on 7.27.22.
 - An eBlast promoting Novelist was created and delivered to 33,488 patrons on August 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

Operations Report
Caprice Prochnow
July 2022

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

- Operations staff:
 - Metal shelving taken to Behr's for recycling
 - Continual collection of items to be donated to Restore or another entity
 - Prepared the cardboard boxes to be filled with items from the collection
 - Worked with IT staff in relocating CS and AS staff to temp workrooms
 - Disassembled gads of shelving for metal recycle or to be given to other libraries
 - Tossed metal shelving out of temp window doors into dumpster in staging area
 - Installed various wayfinding signs were installed in the parking lot
 - Custodial Team met to discuss upcoming projects and few procedural changes
 - Moving of furniture pieces as we tighten up for the west side to be blocked off
 - Replaced pleated filters in main AHU
- Repairs/Installs:
 - Mid-Illinois Mechanical checked operation of boiler 2 and checked split unit in Server room
 - Kone Elevator performed quarterly PM and greased the hydraulics
 - Johnson Controls cleaned the coils on the chiller after the covered parking demo
 - Alpha Controls upgraded the JACE on the HVAC controls
 - Weber Electric replaced ballasts in TS fixtures

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

- Caprice - Expansion project:
 - Communicating daily with Matt Kerner from FD on progress of project and upcoming work
 - Attended construction meetings
 - Still working with other entities to take furniture items as areas are cleared
 - Gathered moving quotes for the collection moving to storage
 - Met with selected moving company to go over logistics for the moving
- Security Team:
 - Viewed course on "Occupational Safety and Health: Blood-Borne Pathogens."
 - Met to discuss Development Day training drills
 - Produced Fire Drill video with exit points on east and south
 - Working with Marketing on a new floor plan to reflect phase 1 footprint
 - Rolled out new "Visitor" and "Construction Visitor" badges with new log sheet

Goal: Administer a Cost-Effective Library.

- TeeJay Doors conducted a quarterly PM on the entrance doors

Upcoming: New bike rack on east side of building

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

July 2022

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

- Assisted with Nonfiction, Fiction, and Illinois Room packing.
- Continued to change items/collections to unavailable/not holdable as we continue the packing/moving process.
- Consolidated partial boxes so they were ready for pick-up on August 2nd.

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

- Memory Care grant books have all been cataloged and are now shelved. The grant was received from the Illinois Prairie Community Foundation. All books have book plates and a note in the catalog record to reflect the grant information.
- The EBSCO magazine/newspaper renewal is now complete.

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

- Allison met with Jennifer Williams (NPL) and Caitlin Stewart (Milner) to collaborate on an ILA presentation for October.
- Allison met with Carol and other managers to discuss Teen Zone staffing during the renovation. TS will generally take the 9-11 slot every Monday through Friday.
- Allison attended a webinar: Reskilling and Upskilling Employees for a Competitive Edge. - 1
- Eleanor was trained on how to order (from B&T, Midwest, Amazon, and Ingram), on how to receive shipments, and on many other various acquisitions related tasks. - 3
- Training Hours – 4

Goal: Work effectively through the use of technology.

- Our plan is to keep a running record set of any Missing items that could potentially be packed. Once we're 100% unpacked we can check the list for the items. For collections that are not packed at all, we will continue the missing list procedure as normal.

Goal: Administer a cost-effective public library.

- Bibliotheca let us know that our current RFID stingray tag was out of stock (with no date of when they might be returning), but we were able to purchase another type of tag at a lower cost.
- Volunteer Hours – 0

Bloomington Public Library

Books are just the beginning.



Upcoming:

- Playing catch up with all the cataloging/processing that was put to the wayside in lieu of packing!

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	JULY 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	2,617,704.05	(2,400,080.95)	52.2
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	0.00	(112,700.00)	0.0
State Grants - Pandemic Grant	0	0.00	8,464.50	8,464.50	-----
GPPLD	429,600	0.00	228,513.89	(201,086.11)	53.2
Fines & Fees	8,000	774.44	3,125.33	(4,874.67)	39.1
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	1,541.92	3,320.46	1,320.46	166.0
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	20,000	50.00	21,280.10	1,280.10	106.4
Cash Over/Short	0	(4.45)	(4.45)	(4.45)	-----
Other	25,000	4,753.85	12,406.81	(12,593.19)	49.6
Total Revenues	5,748,185	137,515.76	3,025,210.69	(2,722,974.31)	52.6

EXPENDITURES:

ACCT NAME	BUDGET	JULY 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	95,262.32	476,311.79	(2,050,621.21)	18.8
Part-Time Salaries	503,788	26,855.85	72,588.45	(431,199.55)	14.4
Seasonal Salaries	69,891	1,539.93	2,334.57	(67,556.43)	3.3
Overtime Salaries	1,100	14.45	14.45	(1,085.55)	1.3
Other Salaries	0	0.00	13,030.00	13,030.00	-----
Total Sals & Wages	3,101,712	123,672.55	564,279.26	(2,537,432.74)	18.2
Dental Insurance	11,000	703.48	1,758.70	(9,241.30)	16.0
Health Insurance, HMO	8,060	519.99	1,354.89	(6,705.11)	16.8
Life Insurance	3,100	252.00	756.00	(2,344.00)	24.4
Vision Insurance	3,000	227.68	469.20	(2,530.80)	15.6
Health Insurance, BCBC-PPO	275,812	22,631.48	58,977.47	(216,834.53)	21.4
Library RHS Contribution	0	678.96	1,809.16	1,809.16	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	27,405.20	56,120.69	(221,886.31)	20.2
FICA	192,387	19,654.23	40,019.54	(152,367.46)	20.8
Medicare	44,994	4,596.52	9,359.38	(35,634.62)	20.8
Unemployment Insurance	0	210.00	210.00	210.00	-----
Worker's Compensation	12,000	0.00	0.00	(12,000.00)	0.0
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	20,000	2,715.24	2,715.24	(17,284.76)	13.6
Other Benefits	22,000	0.00	106.41	(21,893.59)	0.5
Total Benefits	889,560	79,594.78	173,656.68	(715,903.32)	19.5
Rentals	20,000	1,443.96	5,060.35	(14,939.65)	25.3
Total Rentals	20,000	1,443.96	5,060.35	(14,939.65)	25.3
Building Mtn	140,000	6,956.93	60,403.61	(79,596.39)	43.1
Vehicle Mtn	12,000	0.00	516.06	(11,483.94)	4.3
Office & Computer Mtn	190,000	25,920.28	31,921.25	(158,078.75)	16.8
Total Repair/Mtn	342,000	32,877.21	92,840.92	(249,159.08)	27.1

ACCT NAME	BUDGET	JULY 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	4,344.66	16,176.28	(33,823.72)	32.4
Printing/Binding	12,000	30.00	6,123.06	(5,876.94)	51.0
Travel	500	36.97	98.43	(401.57)	19.7
Membership Dues	5,000	250.00	2,065.00	(2,935.00)	41.3
Professional Development	10,000	475.00	1,387.00	(8,613.00)	13.9
Other Purchased Services	130,000	17,011.07	38,526.63	(91,473.37)	29.6
Other Purchased Services-Pandemic Grnt	0	21.60	509.60	509.60	-----
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	252,500	22,169.30	64,886.00	(187,614.00)	25.7
Office Supplies	15,000	201.03	2,926.87	(12,073.13)	19.5
Computer Supplies	85,000	7,126.76	18,227.32	(66,772.68)	21.4
Computer Supplies-Pandemic Grant	0	0.00	0.00	0.00	-----
Postage	5,000	14.66	14.66	(4,985.34)	0.3
Library Supplies	80,000	569.82	2,108.68	(77,891.32)	2.6
Janitorial Supplies	20,000	828.28	3,884.82	(16,115.18)	19.4
Gas & Diesel Fuel	6,000	460.65	1,443.45	(4,556.55)	24.1
Building Mtnc & Repair Supplies	15,000	159.96	1,074.36	(13,925.64)	7.2
Total Supplies	226,000	9,361.16	29,680.16	(196,319.84)	13.1
Natural Gas	21,000	1,616.64	3,650.34	(17,349.66)	17.4
Electricity	92,000	34,414.87	45,638.30	(46,361.70)	49.6
Water	6,000	467.49	1,376.60	(4,623.40)	22.9
Telecommunications	42,000	4,990.75	9,718.59	(32,281.41)	23.1
Total Utilities	161,000	41,489.75	60,383.83	(100,616.17)	37.5
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Non-Traditional Materials	5,000	50.23	72.99	(4,927.01)	1.5
Periodicals	20,000	(3,929.41)	10,476.45	(9,523.55)	52.4
Adult Books	160,000	11,425.54	27,604.72	(132,395.28)	17.3
Children's Books	125,000	9,431.23	23,383.63	(101,616.37)	18.7
A/V Materials	111,600	3,054.12	15,528.27	(96,071.73)	13.9
Public Access Software	105,000	2,090.40	24,499.07	(80,500.93)	23.3
Downloadable Materials	180,000	19,960.00	49,900.00	(130,100.00)	27.7
Total Materials	706,600	42,031.88	151,392.14	(555,207.86)	21.4
Employee Relations	7,000	893.42	235.28	(6,764.72)	3.4
Miscellaneous Expenses	10,313	389.72	674.57	(9,638.43)	6.5
To Library Equip Replacement	30,000	0.00	0.00	(30,000.00)	0.0
Total Other Expenses	47,313	1,283.14	909.85	(46,403.15)	1.9
Total Expenses	5,748,185	353,923.73	1,143,089.19	(4,605,095.81)	19.9

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2022

Property Tax (52.2%): The Library received two more Property Tax distributions in June.

Replacement Tax (100.0%): The annual distribution was received in July.

State Grants (0.0%): The Library won't receive this until later in the year.

Golden Prairie Public Library District (53.2%): Golden Prairie also received two more Property Tax distributions in June; this is the amount that GPPLD transferred to BPL as per the contract.

Fees (39.1%): Fee revenue is higher than projected.

Copies (0.0%): Copy revenue has been combined with Print Station revenue.

Interest (166.0%): We projected a lower amount for the year.

Donations (106.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (49.6%): This is higher than projected due to Book Shoppe receipts.

Full-Time Salaries (18.8%): This is under-spent due to some staff turnover.

Part-Time Salaries (14.4%): This is under-spent due to staff vacancies.

Seasonal Salaries (3.3%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

Overtime Salaries (1.3%): It was necessary to pay overtime to a staff member toward the end of their work week.

Dental Insurance (16.0%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (16.8%): This is under-spent due to a decrease in the rates.

Vision Insurance (15.6%): This is under-spent due to a change in the rates.

Library HSA City Contributions (0.0%): This will be paid later in the year.

Worker's Compensation (0.0%): The annual premium will be paid in January.

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

Tuition Reimbursement (13.6%): Charges have been minimal.

Other Benefits (0.5%): Charges have been minimal.

Building Maintenance (43.1%): This line item is over-spent at this point due paying for a few expansion invoices from here.

Vehicle Maintenance (4.3%): Charges have been minimal.

Office & Computer Equipment (16.8%): Charges have been minimal.

Advertising (32.4%): This is over-spent due to a few large invoices that were paid for Summer Reading Program advertising.
Printing (51.0%): This is over-spent due to paying for the Summer Reading logs.
Travel (19.7%): Charges have been minimal.
Membership Dues (41.3%): This is over-spent because we reduced the total amount budgeted.
Professional Development (13.9%): Charges have been minimal.
Other Insurance (0.0%): The annual premium will be paid in January.
Office Supplies (19.5%): Charges have been minimal.
Postage (0.3%): Charges have been minimal.
Library Supplies (2.6%): Charges have been minimal.
Janitorial Supplies (19.4%): Charges have been minimal.
Building Maintenance Supplies (7.2%): Charges have been minimal.
Natural Gas (17.4%): Charges have been minimal.
Electricity (49.6%): This is over-spent due to high usage during the summer months.
Professional Collection (0.0%): Nothing has been paid from this line item.
Non-Traditional Materials (1.5%): Charges have been minimal.
Periodicals (52.4%): This is over-spent because the annual subscription service was paid in May.
Adult Books (17.3%): Charges have been minimal.
Children's Books (18.7%): Charges have been minimal.
A/V Materials (13.9%): Charges have been minimal.
Employee Relations (3.4%): Charges have been minimal.
Miscellaneous Expenses (6.5%): Charges have been minimal.
Transfer to Equipment Replacement (0.0%): The transfer will take place later in the year.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
C-U Herb Guild:	50.00
Miscellaneous Donations:	30.10

Total Donations:	\$ 21,280.10
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts::	\$ 0.00
Book Pick-Up:	525.83
Book Shoppe:	5,970.25
Card Catalog Drawers:	245.00
Ear Buds:	67.50
Flash Drives:	29.25

Genealogy Searches:	10.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	2,913.30
Reusable Bags:	100.50
Test Proctoring:	0.00
Tote Bags:	120.00
Miscellaneous:	2,373.18

Total Other Revenue:	\$12,406.81
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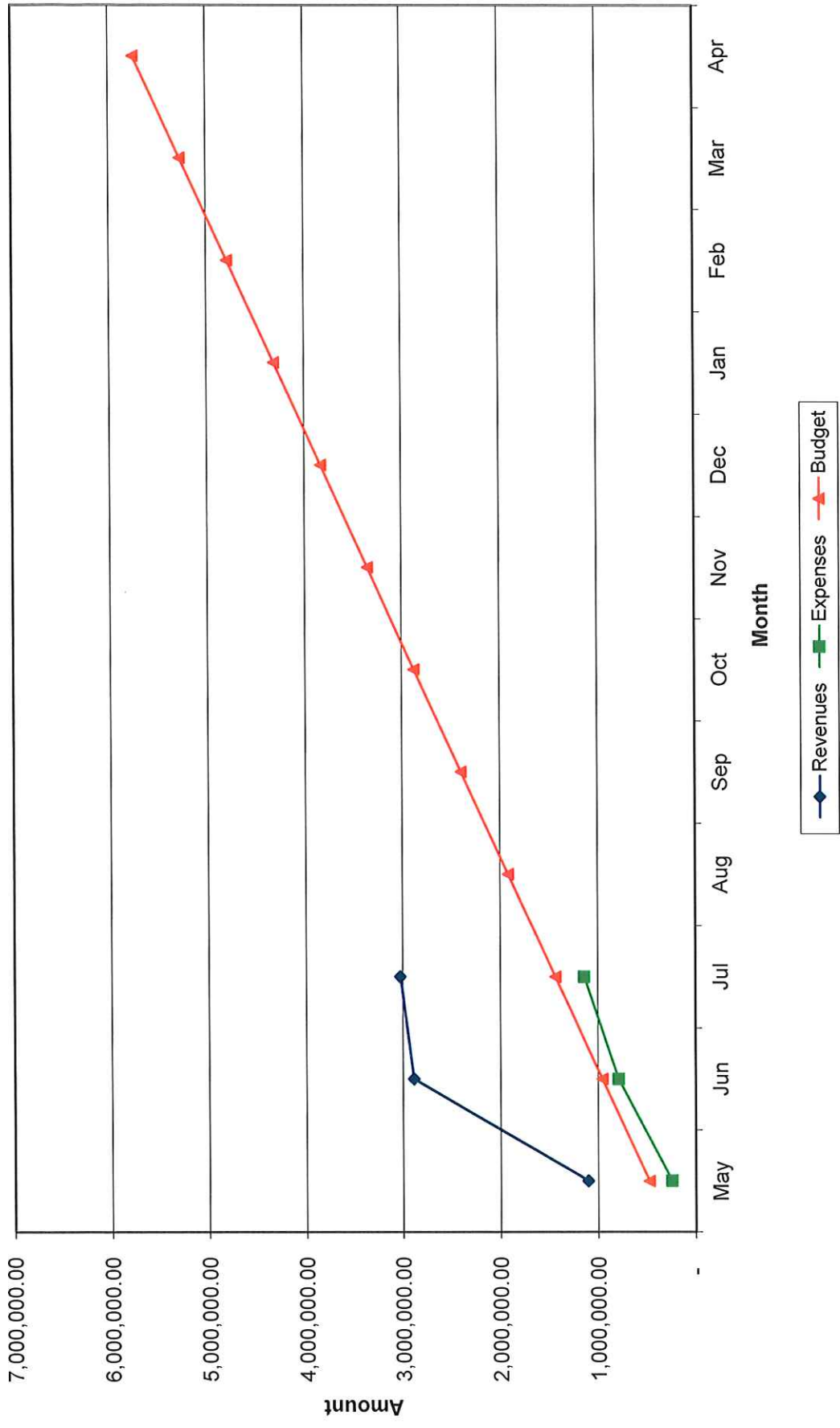
During July, 19 batches containing 102 invoices were processed, totaling \$1,290,751.51 and 96 credit card charges were made totaling \$34,539.62.

As of July 30, the Library's Maintenance & Operating Fund Balance is \$4,903,811.96, which is 85.3%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,369,546.

Library Fund Balance Information, 7/31/22:

Operating:	\$ 4,903,811.96
Fixed Assets:	\$ 1,187,602.34
Capital:	\$ 16,145,138.00
Total Spent for Architectural Fees:	\$ 1,165,869.95
Balance of Arch Contract:	\$ 287,714.05

Bloomington Public Library
FY 2022-2023



BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 23

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00				3,000.00
The Copy Shop	200.00				200.00
Total Summer Reading Program Community Donations	3,200.00	0.00	0.00	0.00	3,200.00
Memorial Donations:					
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
C-U Herb Guild, Donation for Materials	50.00				50.00
Miscellaneous Donations Collected at Circulation/AS	30.10				30.10
Total Other Donations	80.10	0.00	0.00	0.00	80.10
Expansion Donations					
Expansion Donations	134,957.86				134,957.86
Total Expansion Donations	134,957.86	0.00	0.00	0.00	134,957.86
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00				2,000.00
Summer Reading Program	18,000.00				18,000.00
Tuition for Staff	2,652.00				2,652.00
Total Foundation	22,652.00	0.00	0.00	0.00	22,652.00
Total Donations	160,889.96	0.00	0.00	0.00	160,889.96

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 7/31/22

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	851,045.61	443,938.11	(407,107.50)	52.2
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	334,775.61	(915,224.39)	26.8
Interest	-	41,574.30	41,574.30	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	3,259,961.39	0.00	(3,259,961.39)	0.0
Total Revenues	25,242,766.00	15,022,177.42	(10,220,588.58)	59.5

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,165,869.95	(287,714.05)	80.2
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	9,460.78	(2,165,539.22)	0.4
Library Buildings	21,170,000.00	1,180,697.19	(19,989,302.81)	5.6
Total Expenses	25,242,766.00	2,447,357.01	(22,795,408.99)	9.7

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

July 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	33,966	39,848	-17%	103,283	110,288	-7%
Teens	2,758	3,242	-18%	7,001	9,086	-30%
Children	42,686	51,221	-20%	123,875	137,059	-11%
Digital Downloads	17,883	16,137	10%	54,456	48,896	10%
Total	97,293	110,448	-14%	288,615	305,329	-6%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,887	20,529	-9%	56,968	61,147	-7%
Teens	3,186	4,429	-28%	9,704	13,258	-37%
Children	5,601	6,093	-9%	16,958	18,402	-9%
Total	27,674	31,051	-12%	83,630	92,807	-11%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	413	345	16%	1,195	1,004	16%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	16,041	18,138	-13%	45,369	35,361	22%
Bookmobile	920	1,042	-13%	4,102	2,410	41%
Total	16,961	19,180	-13%	49,471	49,402	0%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	55	35	36%	213	80	62%
Digital Preservation Studio	7	13	-46%	23	17	26%
Community Room	0	33	-100%	11	70	-84%
Total	62	81	-31%	247	167	32%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	8	4	50%	44	16	64%
People Reached	770	608	21%	7,416	1,141	85%
Community Visits to the Library	0	2	-100%	0	3	-100%
People Reached	0	27	-100%	0	92	-100%
Total Outreach Visits	8	6	25%	44	19	57%
Total People Reached	770	635	18%	7,416	1,233	83%

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	11	11	0%	23	30	-23%
Attendance	118	265	-55%	541	672	-19%
Teens	5	3	40%	67	15	78%
Attendance	73	11	85%	223	90	60%
Childrens	11	28	-61%	35	79	-56%
Attendance	1,588	2,731	-72%	4,704	6,749	-30%
Total Programs	27	42	-36%	125	124	1%
Total Attendance	1,779	3,007	-69%	5,468	7,511	-27%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	608	-100%	6	977	-99%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,907	2,919	0%	8,841	8,512	4%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	110.75	147.75	-25%	293	268	9%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,613	1,679	-4%	4,751	2,395	98%
WiFi Sessions	1,865	1,923	-3%	5,515	3,272	69%
Website/Catalog Hits	46,821	52,018	-10%	147,961	102,545	44%
Online Resource Use	4,201	3,834	10%	11,754	7,157	64%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	460	359	28%	1,149	1,048	10%
Sent	108	168	-36%	479	578	-17%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0.00	10.00	-100%	0	35	-100%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 15, 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: Ary Anderson, Jim Russell, Stephen Peterson, Patti Salch,
Kathy Vroman, Stephanie Walden

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

There was no President's Report.

VI. Approval of Minutes

A. May 18, 2022

Hearing no objections, the minutes were approved as distributed.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton, Library Director, shared an update of the library expansion project.

B. Outreach Report: Jeanne Hamilton, Library Director, shared the Outreach report. . The power will be off in the building due to construction on Monday, June 20. The library will be closed but the Bookmobile's schedule will remain the same on June 20th.

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. A Property Tax distribution was received at the end of May. The transfer of the 95% will show on next month's report. Kathy offered to answer any questions.

VIII. New Business

A. Budget Discussion

Discussion was held on the budget for FY23. The Board instructed Kathy to prepare the FY23 budget with the same expenses as FY22. Kathy shared that the Budget Hearing Notice will be published in the Pantagraph on Monday, June 20. The Hearing will take place immediately preceding the July 20 GPPLD meeting and the budget approval will be a regular agenda item. At the August 17 meeting, the tax levy ordinance approval will be a regular agenda item.

B. Annual Sexual Harassment Training for Trustees

Jeanne led the training with the Trustees. The Trustees were provided with a paper copy of all topics discussed.

IX. Old Business

A. Census Data Summary – Jim Russell

Jim shared updated reports regarding the census data from the GPPLD's boundaries. Jim asked the GPPLD what Census Data stood out to them (changes, ranges, gaps, similarities, differences, etc.). He followed with another question on what effects might this information have on the services the GPPLD residents use and how they use them. GPPLD members discussed the data and suggestions on reaching the GPPLD residents in a more intentional way. Jim requested that this agenda item be added to the July GPPLD meeting.

X. Comments from Trustees

A. Stephanie commented on the lovely ground-breaking ceremony for the library expansion project. Patti agreed with Stephanie. Jim shared that it was amazing to see the turnout and how many people have a vested interest in this project. Ary shared that she was impressed with the ceremony as well. Patti also promoted the Summer Reading Program that is currently in progress.

XI. Reminder:

A. Next Board Meeting is July 20, 2022.

XII. Adjournment

Vice President Ary Anderson adjourned the meeting at 6:04 p.m.

Incident Report Summary for July 2022

2022-07-31 23:59:00

2022-07-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4373	2022-07-02 16:57:39	CustomerRelatedIllnessAccident
4374	2022-07-09 21:33:52	InappropriateBehavior
4375	2022-07-12 01:25:33	Vandalism
4376	2022-07-18 18:06:51	HealthSafety
4377	2022-07-29 20:50:01	Other
4378	2022-07-29 21:45:49	CustomerRelatedIllnessAccident

Suspension Report Summary for July 2022

2022-07-31 02:08:08pm

2022-07-01 02:08:08pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
467	2022-07-21 00:00:00	InappropriateBehavior
468	2022-07-21 00:00:00	InappropriateBehavior
469	2022-07-21 00:00:00	InappropriateBehavior
470	2022-07-21 00:00:00	InappropriateBehavior

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
RFID PADS, CREDIT CARD SYSTEM, PUBLIC PRINTING, UPPER SECURITY GATES, AND SORTER
TO ENVISIONWARE, INC.

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 renewal of annual maintenance of the RFID Pads, Credit Card System, Public Printing and PC Reservation System, Upper Security Gates and Sorter to Envisionware, Inc. in the amount of \$12,422.25;
2. That this is a Sole Source in that Envisionware, Inc. is the only vendor that can service the Library's current equipment;
3. That the current equipment is functioning well;
4. That this must renewed in order to guarantee continued service from the vendor;
5. That the funds come from the following source:
Maintenance and Operating Budget: \$12,422.25

Approved on this 16th day of August 2022

Julian Westerhout, President
Bloomington Public Library Board of Trustees

8/10/2022

Bill To
 Kathy Jenkins
 Bloomington Public Library
 205 E Olive St
 Bloomington IL 61701
 United States

End User
 Bloomington Public Library
 205 East Olive Street
 Bloomington IL 61701
 United States

TOTAL
\$12,422.25
 Due no later than: 8/31/2022

Currency
 US Dollar

PO #
 EnvisionWare Renewal Invoice

Created From
 Quotation #US-72566

Sales Rep
 Dexter, John

EnvisionWare Renewal
 ANNUAL MAINTENANCE/SUBSCRIPTION INVOICE
 Invoice is for renewal of annual maintenance/subscription coverage for (12) months to end one year from the expiration date.
 - Prices shown include a discount for coverage of your complete system.
 - Any exceptions will be indicated at the bottom.
 - Please confirm your receipt of this invoice.
 - Once maintenance is renewed your applications will automatically detect the presence of an updated license and provide the option to download the latest license file.
 - Questions? Contact EnvisionWare Operations at operations-us@envisionware.com.
 We value your business and appreciate your continued use of EnvisionWare.

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	WM-SOI-AMH-2K 14085-3 1 YR MAINTENANCE: AMH Gen2000 RFID Sorting System: 10-Bin with 1 Internal Patron Induction and 1 Staff Induction	12		Main 205 East Olive Street	\$8,058.15	\$8,058.15	9/1/2022 8/31/2023	Maint.
2	WM-RFID-READER DiscReader 1 YR MAINTENANCE: EnvisionWare RFID DiscReader - Compact desktop RFID Reader/Antenna	12		Main 205 East Olive Street	\$35.40	\$70.80	9/1/2022 8/31/2023	Maint.



INV-US-60918

8/10/2022

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
11	WM-RFID-READER-KIT PL DeskPad BL-U (B) 1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Version B	12		Main 205 East Olive Street	\$57.00	\$627.00	9/1/2022 8/31/2023	Maint.
1	WM-SIP2SSL SLE 1 YR MAINTENANCE: ENVISIONWARE SIP2 SSL ENCRYPTION SERVICE - Small Library Edition Provides encryption of SIP2 between the ILS and remote applications. This license is for a 1-building library.	12		Main 205 East Olive Street	\$84.15	\$84.15	9/1/2022 8/31/2023	Maint.
50	WM-ES-ENT Client License 1 YR MAINTENANCE: EnvisionWare Suite Client Package	12		Main 205 East Olive Street	\$16.83	\$841.50	9/1/2022 8/31/2023	Maint.
1	WM-ES-ENT Building Bundle [1st] 1 YR MAINTENANCE: EnvisionWare Suite First Building. Provides software coverage for first building licenses for PC Reservation and LPT:One Print Management	12		Main 205 East Olive Street	\$543.15	\$543.15	9/1/2022 8/31/2023	Maint.
1	WM-EBM-SLE SW 1 YR MAINTENANCE: EnvisionWare Branch Manager (EBM) - Small Library Edition	12		Main 205 East Olive Street	\$169.15	\$169.15	9/1/2022 8/31/2023	Maint.
1	WM-RFID-GATE 3D-R-U (1-Aisle) 1 YR MAINTENANCE: EnvisionWare MASTERSERIES ULTRA TRANSPARENT RFID Gates (1-Aisle)	12		Main 205 East Olive Street	\$540.00	\$540.00	9/1/2022 8/31/2023	Maint.
1	WM-ECS-Client License 1 YR MAINTENANCE: EnvisionWare eCommerce Services Windows Client License	12		Main 205 East Olive Street	\$101.15	\$101.15	9/1/2022 8/31/2023	Maint.



INV-US-60918

8/10/2022

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	WM-ECS-Web Module License (SLE) 1 YR MAINTENANCE: EnvisionWare eCommerce Services Small Library Edition Web Module	12		Main 205 East Olive Street	\$339.15	\$339.15	9/1/2022 8/31/2023	Maint.
1	WM-ECS-Base Server Bundle (SLE) 1 YR MAINTENANCE: EnvisionWare eCommerce Services Small Library Edition Server Bundle	12		Main 205 East Olive Street	\$373.15	\$373.15	9/1/2022 8/31/2023	Maint.
1	WM-RFID Software PL Pak (SLE) 1 YR MAINTENANCE: EnvisionWare ProLine RFID Software Pak - Small Library Edition	12		Main 205 East Olive Street	\$674.90	\$674.90	9/1/2022 8/31/2023	Maint.

Subtotal	\$12,422.25
Tax	\$0.00
PST-CA	
Amt Paid	\$0.00
Total	\$12,422.25



INV-US-60918

8/10/2022

Legend

- **Maintenance (Maint.):** The annual amount for parts, labor and support for a purchased item
- **Subscription (Subs.):** The annual amount of a subscription that includes all costs associated with the use of a product or service
- **Prorated Item (Pro.):** An adjustment to the line above that can provide one of the following:
 - Compensation for the value of the first year warranty. Customers that make new purchases in the middle of a warranty or maintenance period are entitled to the full value of the 12-month warranty. A prorated item is added below a transaction to compensate a customer for the value of the months of warranty that would go past the next renewal date. This lowers the overall cost of the maintenance renewal for the current year.
 - An adjustment made when a customer requests a change to the annual renewal date. This occurs when a customer makes a request to adjust the annual payment date and certain items are currently set to expire later. By applying a prorated item, the value is given to the customer for the months occurring after the new renewal date. This applies only during the year that the adjustment is being made.
 - An adjustment is made where certain items were expiring on a different date and the system merged separate transactions into a common renewal date for all items. In the past, some subscriptions could not be co-terminated (adjusted for a common renewal date.) These prorations can now be used so that every item will renew at the same time.
- **One-Time Discount (One Time Disc.):** A special discount has been applied for one time

All sales subject to the standard EULA and Product Warranty provided with your products. This document is considered accepted if written communication to the contrary is not received within 7 days.



INV-US-60918

EnvisionWare, Inc.

Pay by credit card at the Customer Center: <http://support.envisionware.com>

Make checks payable to our ****New PAYMENT Address:****

EnvisionWare, Inc.
PO Box 931628
Atlanta, GA 31193-1628
United States

Remittance Slip

Customer 1080 Bloomington Public Library
Invoice # INV-US-60918
Amount Due \$12,422.25

Amount Paid _____

PLEASE NOTE OUR NEW PAYMENT INFORMATION FOR ACH and EFT:

ACH / EFT Info: Bank name = Wells Fargo Bank | Account Type: Checking | Routing # 121000248 (9 digits) | Account # 4793214123 (10 digits) | SWIFT = WFBUS6S | Account name = EnvisionWare, Inc.
* FEIN: 58-2424595 * CRA/BN: 84765 5586 RT0001 * BC PST: 1055-8459 * SK PST: 2664266



INV-US-60918