



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION  
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY  
205 E. OLIVE ST., BLOOMINGTON, IL 61701  
TUESDAY, AUGUST 20, 2024, 5:30 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Introduction of Public**
- 4. Public Comment**  
*Public Comment Guidelines are available at: <https://www.bloomingtonlibrary.org/policies/public-comment>*
- 5. Special Presentation from the Libraries of Illinois Risk Agency (LIRA)**
- 6. Reports**
  - A. President's Report (Recommended Motion: none, presentation only)
  - B. Director's Report (Recommended Motion: none, presentation only)
  - C. Fiscal Report (Recommended Motion: none, presentation only)
- 7. Consent Agenda**  
*Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.*
  - A. Approve Minutes of 7/16/24: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)
  - B. Bills in the Amount of \$510,598.13. (Recommended Motion: Approve the proposed bills.)
- 8. Approval Items**
  - A. Approve Library Board Meetings Dates for the Next Calendar Year (Recommended Motion: Approve dates as presented.)
  - B. Approve the Purchase of Two (2) ScanPro 3500 Microfilm Scanners (Recommended Motion: Waive the Three Quote Requirement and Approve the Purchase of Two (2) ScanPro 3500 Microfilm Scanners)
  - C. Approve the Annual Envisionware Service Contract Renewal (Recommended

Motion: Waive the Competitive Bid Process and Approve the Annual Envisionware Service Contract Renewal)

**9. Discussion Items**

- A. Discuss Insurance Renewal for 2025 (Recommended Motion: Discuss Insurance Renewal for 2025)
- B. Discuss Upcoming Foundation Board Bylaw Review (Recommended Motion: Discuss Upcoming Foundation Board Bylaw Review)

**10. Comments by Trustees**

**11. Adjournment**

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 or [mhurt@cityblm.org](mailto:mhurt@cityblm.org).

# Bloomington Public Library

*Books are just the beginning.*



## Director's Report

July 2024

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

- Continued to make progress towards a Library expansion, by:
  - Communicating and following up on building issues with the construction team
  - Communicating and following up on the furniture issues with the furniture vendors
  - Coordinating parking lot use studies for several days over the summer
  - Ordering additional access cards
  - Overseeing compliance with the Illinois State Library grant, including required reports
  - Submitting information to the US Census about our construction project
  - Coordinating with the architect to have professional photos taken of the library project
  - Providing direction to staff to develop a user guide for our audio-visual systems
  - Working with Managers to finalize plans for the Ribbon Cutting and Grand Reopening Celebration, including sending email invitations to key stakeholders and preparing remarks
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked with the EDI committee and with Operations to explore free menstrual product machines in the public restrooms
- Met with the Bloomington Election Commission Executive Director
- Met with the Bloomington Revivalists to discuss a potential crosswalk/sidewalk pathfinding project from the library to downtown and wrote the group a letter of support
- Was interviewed (in our Recording Studio!) by City Communications Manager, Katherine Murphy, for the City Podcast

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

- Participated in 1 interview for a full time Librarian position
- Met with City HR to learn specifics about military leave for a staff member in the National Guard
- Met with Gayle twice to review the Library Associate Job Description
- Met with the Urbana Free Library Director to provide tips for a smooth transition as she leaves their organization

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

- Met with Assistant County Administrator Anthony Grant to discuss the potential for a county-wide State Digital Equity Grant application
- Met with Kathy to develop the GPPLD FY25 draft budget
- Met with GPPLD President, Ary Anderson, to develop a Leadership McLean County Leaders On Loan Application draft and then submitted the draft after receiving GPPLD Board input

# Bloomington Public Library

*Books are just the beginning.*



## Director's Goals FY25

**Library Strategic Priority: Explore and implement strategies to improve access to the library and its resources.**

**Director's Goal: Facilitate the completion of the library expansion and renovation construction project by April 30, 2025. ~ IN PROGRESS**

### Related Accomplishments:

- Worked closely with the construction team to ensure that items were on track
- Coordinated various furniture vendors
- Worked alongside the entire staff team to unbox approximately 3,500 boxes, containing 107,000 items that were in storage for the past two years of our project as well as move every item that was in a temporary location in the Library for the last phase of our project, for a total of 282,000 items moved
- Opened the full building to the public on May 24<sup>th</sup>, 2024
- Opened the full parking lot in June 2024
- Held a Ribbon Cutting on August 1<sup>st</sup>, 2024 and a Grand Reopening Celebration on August 3<sup>rd</sup>, 2024
- Currently working to oversee progress on the construction and furniture punch lists

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

**Director's Goal: Review and appropriately adapt to the new library spaces – expanding services, maximizing spaces, encouraging staff to develop new programs - by April 30, 2025. ~ IN PROGRESS**

### Related Accomplishments:

- Worked with staff to develop certification programs for the innovation lab
- Worked with staff to implement user-friendly meeting/study room procedures
- Provided guidance to staff developing new workflows
- Provided a small budget to outfit the calming room
- Working with staff to create user guides for audio visual systems
- Working with staff to create wayfinding signage
- Working with staff to develop recording studio procedures
- Working with staff to explore free menstrual product machines in the public restrooms
- Encouraging staff to develop new programs

# Bloomington Public Library

*Books are just the beginning.*



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

**Director's Goal: Review and update all staff job descriptions by March 15, 2025. ~ IN PROGRESS**

**Related Accomplishments:**

- Working with Gayle to guide managers through a review of job descriptions and overall staff expectations

**Director's Goal: Recruit and hire an assistant director to help lead the Bloomington Public Library by April 30, 2025. ~ WAITING UNTIL THIS FALL**

**Related Accomplishments:**

- N/A

**Library Strategic Priority: Work effectively through the use of technology.**

**Director's Goal: Oversee the addition of a collection map to the online catalog by November 30, 2024. ~ IN PROGRESS**

**Related Accomplishments:**

- Signed a contract with a vendor
- Sent the vendor building maps
- Connected Allison with the vendor in order to pass collection location details to the vendor

**Director's Goal: Oversee the implementation of an outreach and techmobile vehicle by April 30, 2025. ~ IN PROGRESS**

**Related Accomplishments:**

- Regularly met with Colleen to discuss recommendations from Mickey's autobody regarding necessary vehicle specifications to fulfill our vision for the vehicle purpose/outfitting
- Worked with Jon and Colleen to develop a presentation about the outreach and techmobile vehicle to the GPPLD board
- Communicating with Rivian to see if it would be possible to receive a donated vehicle – checked in again in late July

**Library Strategic Priority: Administer a cost-effective public library.**

**Director's Goal: Collaborate with the libraries of McLean County and the McLean County government to apply for a State Digital Equity Grant by December 31, 2024. ~ IN PROGRESS**

**Related Accomplishments:**

- Met with Assistant County Administrator Anthony Grant to discuss the potential for a county-wide State Digital Equity Grant application

**Adult Services Report  
Carol Torrens  
July 2024**

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

SERVICES

There were no local history inquiries this month.

COLLECTIONS

Adult book displays were on the themes of historical fiction, Disability Pride Month, and beach reads. The DVD display featured summer movies. Teen display was on Disability Pride Month.

Sara weeded two carts-worth of duplicates and books not recently used from the 900s. This is an area where shelving is tight.

PROGRAMS

Carol gave a tour to 12 former library staff, who were appropriately impressed with the expanded and renovated space.

Adult/Family programs

- In Person On Site
  - ESL conversation group – 1 session – 23 attended
  - Mobile DMV Driver’s Services – 1 session – 9 attended
- In Person Off Site
  - Books on Tap – 1 session – 28 attended
- Live Virtual
  - Meditation – 1 session – 14 attended
- Hybrid
  - Mystery Book Club – 1 session – 9 in person, 6 virtual
  - Fiction Book Club – 1 session – 5 in person, 4 virtual
  - Hunting I-74 Serial Killer – 1 session – 32 in person, 10 virtual

Teen Programs

- In Person On Site
  - Flower Pot Painting – 1 session – 30 attended

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

Staff completed training in two areas: Ian at the Help Desk and Linda on shelving.

Along with Gayle, I interviewed four candidates for Shelver positions and hired Olivia H. and Maddi L. Maddi was previously a staffer here in the Circulation Dept. Both start in early August.

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

There was one appointment on basic computer use and Word.

## Business Office Report

Kathy Jeakins

July 2024

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

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; completed applications for staff getting a P Card for the first time, and notified staff whose cards were about to expire and that their new cards were ready for pick up.

In June, the Book Shop collected \$1,249.75, a little more than last month.

Hoopla usage in June was more than last month: 7,731 downloads totaling to \$17,155.36; another new high!

Kanopy downloads for June totaled \$1,085.00, more than last month.

Both BPL and Golden Prairie received their Per Capita Grant funds.

James Pitzer, from LIRA, visited the Library to look at the parking lot.

Golden Prairie's Budget Hearing notice appeared in the Pantagraph on July 12.

Kathy provided Renee at MCK CPAs and Advisors with information to complete the Foundation's 990.

On July 30, Renee dropped off the completed 990 for the Foundation.

I emailed New Vendor Registration Information to one new vendor for the Library.

I've been tracking revenues and expenditures for this year's Summer Reading Program.

Bills Costing in Excess of \$5,000:

- CDW Government \$9,018.33 for Annual Maintenance for Wireless Network
- Engberg Anderson, Inc. \$7,994.68 for Architectural Services
- Illinois Heartland Library System \$27,201.82 for Annual OCLC Services
- Johnson Controls \$8,128.26 for HVAC Repairs
- RAILS \$5,065.00 for Annual Brainfuse Service

### **Upcoming:**

The Golden Prairie audit will take place in August.



## **Cataloging & Technical Services Report**

**Allison Schmid**

**July 2024**

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

- We made tent signs for the daily newspapers if they arrive late or not at all.

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

- We added a second zoo pass.

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

- Allison attended StackMap training. – 1
- Allison watched the Library Market training video. - 1
- CATS staff put together many of the library LEGO kits.
- Eleanor helped shelve in AS.
- Training Hours – 2

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

- We added 5 new Amazon users.
- Allison tested out the Mango ASL course trial.
- Updated all documents on the CATS SharePoint page including training and procedures and removed anything that was no longer used or outdated.

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

- We saved materials for the Boxes and Bubble Wrap program.
- We saved weeded newspapers for the pot painting program.

**Upcoming:**

- Inventory the JDVD collection
- Illinois Room yearbooks – inventory?, label change



**Children's Services Report**  
**Melissa Robinson**  
**July 2024**

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

Services

- We have continued to be a site for the D87 free kids' lunches.

Programs

- 3,215 children completed the summer reading program!
- Boxes and Bubble Wrap Bash – 75 attended
- Summer Story Time – 4 sessions – 425 attended
- Sign and Sing Story Time – 22 attended
- Chess Club – 88 attended
- Lego Construction – 2 sessions – 141 attended
- Tales for Tails – 5 sessions – 100 attended
- Life of an Aluminum Can – 24 attended
- D&D for Kids – 3 attended
- Recycled Crafts – 31 attended
- 17 programs/sessions – 906 attended

Passive

- Endangered Animals Scavenger Hunt – 359 participated
- Crafts (surfing, ice cream, birds, 4<sup>th</sup> of July glasses, S'mores, stain glass CD, watermelon, bracelets) – 1,133 made

Groups/Events

- David Davis Mansion Glorious Gardens Story Walk – 2 days – 240 attended
- Little Jewels field trip (at the library) – 25 attended
- Little Jewels (we visited them) – 58 attended
- La Petite Academy – 30 attended
- Milestones – 33 attended
- Katie's Kids – 52 attended
- Scribbles field trip (at the library) – 23 attended
- 7 groups/events – 461 attended

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

- Alysha was promoted to librarian.
- Lisa attended a webinar, “What’s New with VOX Books and Baker and Taylor.”

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

- 11 posts were added to the Children’s Department Facebook group, and we now have 984 members.
- 9 TikTok videos were made, and we have 993 followers.

**Upcoming:**

- End of Summer Celebration – Aug 3
- Chess Club – Aug 6
- Chestnut Wellness Fair – Aug 7
- Miller Park Zoo Ice Cream Social and Safety Day – Aug 10
- It Looked Like Spilt Milk activities – Aug 12
- Oakland Back to School Night – Aug 29



Circulation and Outreach Report

Colleen Shaw

July 2024

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

**Outreach Library Associate July meetings and successful connections**

- McLean County Reentry Council
- Fatherhood Coalition
- Human Services Council
- BN Welcoming Committee
- Recovery Oriented Systems of Care
- Sober Recreation Planning Team
- Received a Certificate of Appreciation from Western Ave Community Center on behalf of BPL in recognition of our partnership and support of their programs and 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 1008 items at 9 sites.
- **Home Delivery** Staff prepared and delivered or renewed 441 items to 53 active patrons. 3 new patrons were added this month. Staff helped a patron celebrate her 100<sup>th</sup> birthday this month!



- **Pop Up Library** Staff visited the locations listed below. 102 patrons were served, and 590 items checked out or renewed.
  - Luther Oaks
  - Bickford House
  - Villas of Hollybrook
  - Woodhill Towers
  - Westminster Village
  - Liberty Health

**July Outreach Events**

- 7/20: Table at Kite Fest
- 7/22 and 7/24: Bookmobile visits two NPL storytimes
- 7/27: Table at the Farmer's Market, STEAM Day at the McLean County Fairgrounds, and Western Ave Block Party
- 7/29 and 7/31: Bookmobile to U5 and D87 Backpack events
- 7/31: Table at Eastview Community Night



**Other News**

- Our bookmobile driver-in-training passed the CDL written exam to obtain her permit and is now in driver training behind the wheel.
- The Back 2 School Alliance thanked the BPL for hosting a supply box and reported that it was one of the most successful locations for donations.
- We obtained an additional circulating Miller Park Zoo pass. A pass is good for 2 adults from the same household and their children under 18.

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

- Two part-time Library Assistant staff resigned from their positions to pursue other opportunities. Hiring for those positions in progress.



(7/2024) Circulation and Outreach Services Statistics

<b>Total Circ BPL</b>	<b>123,488</b>
<b>Total Circ Main</b>	<b>90,599</b>
<b>Total Circ Outreach</b>	<b>7,175</b>
<b>Total Circ Drive-up</b>	<b>955</b>
<b>Total Digital Downloads</b>	<b>24,759</b>
Hoopla	7,731
Overdrive	15,792
TumbleBooks	17
eBook Central	3
Kanopy	1,216
<b>Borrowers Registered</b>	<b>570</b>
<b>Total Active Cardholders</b>	<b>34,497</b>
Children	8,337
Teen	3,809
Adult	22,351
GPPLD	<b>1,577</b>
<b>Total Holds Filled</b>	<b>6,943</b>
Main Holds	5,358
Outreach Holds	1,036
Drive-up Holds	549
<b>Door Count</b>	<b>21,442</b>

<b>10 Highest Circulations</b>		<b>Patron Count</b>
Wingover Apartments PM	323	116
Wingover Apartments AM	203	55
Grove	177	57
Bohmer Drive	165	50
Grove	132	37
Ballybunion	106	25
Eagle Ridge	94	38
Garling Heights	81	21
North Pointe	80	44
Wine Way	77	13
<b>Lowest 5 Circulations</b>		<b>Patron Count</b>
Rollingbrook South	10	10
Somerset Court	10	14
Tracy Drive	9	8
Tracy Drive	7	8
Ellsworth	2	1

Regularly Scheduled Stops	69
Special Stops	6
Cancelled Stops	5
<b>Total Stops</b>	<b>75</b>
<b>Total Patron Count</b>	1,518 (151 from special stops)
<b>Total Bookmobile Circulation</b>	<b>3,421</b>

## Human Resources Report

Gayle Tucker

July 2024

### **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 five in-house job announcements and two outside ads (LTA received 14 applications; Shelver 43)
- I participated in nine interviews and provided orientation for one employee, and Nan and I are updating the orientation folders
- I distributed new nametags/lanyards to all staff. This was a great opportunity for me to check in with everyone and make sure their personal and emergency contact information was correct.
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- 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 Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- Kronos Dimensions troubleshooting continues
- I updated our Awardco files for employee recognition
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

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

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - The program will resume in August

### **Upcoming:**

- Job Description updates have begun

**Information Technology Systems Report**  
**Jon Whited**  
**July 2024**

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

We are continuing to scan the Pantagraph index. We are looking at utilizing more volunteers to move this project forward more rapidly. The indexing of the individual cards is taking longer than expected.

We added two laptops to the Innovation lab with Fusion 360, the Adobe suite, Glowforge software, Cricut suite, and several slicers for the different 3D printers. We added a green screen, the Cassette to Digital device, and VHS to digital device to the Innovation Lab.

The certification program is very popular, we currently have a two-week backlog of appointments. We had 31 one-on-one appointments to train and demonstrate best use practices on the different equipment inside the innovation lab.

We replaced all of the Bibliotheca pads in the Library with Envisionware pads. We upgraded the tagging software in CATS with the latest Envisionware software and pads. This will save us money in maintenance.

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

#### Intro to Fresco

On Monday, July 1st, from 6-8pm, Kerrie led a program Intro to Fresco for teens. She did a brief introduction on Fresco and guided them through one drawing and animation. From there, they created their own designs and did an amazing job.

#### Suntracking FlowerBot

On Thursday, July 17<sup>th</sup>, from 5:30 – 7:30, Olivia taught a program where the teens created a robotic flower that follows the Sun. They assembled components such as micro servos, breadboards, light dependent resistors, jumper cables, etc., and added code to the Arduino board to achieve this.

#### D&D: The Tomb of the Veil Walkers

On July 12th, from 12:45-4:45 DJ led a Dungeons and Dragons program for 8 teens. Each month there is a new adventure created by DJ and are designed so that new teens can join at any point.

On July 20<sup>th</sup>, from 12:45-4:45 DJ repeated this program for Adults. 2 people attended this program.

**Upcoming:**

We will be replacing Public laptops with newer machines.

We are working to get the outside call boxes for deliveries set up through MetroNet.



# Marketing Report

## Rhonda Massie

### July 2024

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

#### Summer Reading

- With 5,140 patrons having finished the 2024 Summer Reading Program by its official end date of July 29, the 2024 program was record-breaking for Bloomington Library. The previous record was set in 2016 when 4,559 patrons completed the program. The 2024 number reflects a 12.75 percent increase over the previous record. These numbers will increase slightly as prizes will continue to be distributed to late finishers until the prizes run out or through August 18, whichever comes first.
- Through July 29:
  - 3,215 kids finished the program.
  - 637 teens finished the program.
  - 1,288 adults finished the program.
- Marketing printed and printed and printed Summer Reading materials throughout the month of July. The patrons just kept coming.

#### Lego Library Kits

- Marketing ordered 17,500 Lego bricks from 12 online stores using the BrickLink website.
- Marketing then served as a Lego Assemble Line during the month of July.
  - 17,500 genuine Lego bricks were received, counted, and organized.
  - 150 boxes were assembled.
  - 150 stickers showing the completed product were printed and stuck to each box.
  - 150 stickers were printed which point users to the online instructions. These were stuck to the inside of each box lid.
  - Staff from multiple departments packed 150 117-piece Lego kits (118 pieces with the Marketing-produced *Bloomington Public Library* sticker).
- Promotion:
  - 24x36 signs promoting the Lego Kits were posted on Floors 1 & 2.
  - An 11x14 sign was posted at the Check Out Desk.
  - Images were shared on Facebook and Instagram.
- The 150 Lego Library kits went on sale for \$20 each at 9am on Thursday, August 1. All were sold by 12:30pm on Friday, August 2. We are planning to offer another order before Christmas.

#### Fall Program Guide

- 150 Library programs for the months of September, October, and November were submitted for review on July 12.
- Marketing edited these programs, created shortened bitly links for many of them, and sent questions to the program organizers before publishing each program to the library's website.
- Each of these programs will be promoted via a paper flyer on the library's slatwall(s) and via posts to both Facebook and Instagram.
  - A publicity needs list was developed. Artwork is being created in multiple sizes for each program.
  - A social media schedule was developed.
  - A categorized list of programs was created and sent to the graphic designer so production of the Fall Program Guide could begin. The first proof of the Fall Guide was sent to all involved on August 1.

#### Staff Nametags

Marketing oversaw the design and production of the staff's new nametags, the design and ordering of new lanyards, and the ordering of magnet backs and clip backs.

- Marketing coordinated a staff webform which allowed each staff member to submit their preferred name and choose whether they wanted their nametag to arrive on a magnet or on a clip with a lanyard.
- Marketing designed the nametag artwork, added each person's name to each tag, and then turned the file over to IT for production of the wooden portion of the nametag. IT staff then printed the design onto wood and cut out each nametag using the Glowforge Engraver/Cutter which is located the new Innovation Lab.
- Nametags were then returned to Marketing where a coat of polyurethane was applied to each side before each nametag was assembled to the specs requested by each staff member – magnet or clip/lanyard.
- Human Resources then distributed the nametags while collecting the old nametags.

#### Ribbon Cutting

- A very successful ribbon cutting, with the McLean County Chamber of Commerce, was held at 11:30am on Thursday, August 1. More than 250 people were in attendance, including a number of dignitaries. All were offered tours of the recently expanded and renovated space.
- The Ribbon Cutting was promoted via the following avenues: 24 x 36 paper posters on Floors 1 & 2, slatwall flyers, rotating slide on the homepage, eBlast to cardholders, an "ad" on all LX Starter notices (notices for overdue, coming due, holds, etc.), image on plasma screen, images and posts on Facebook and Instagram, press release to local media, ad package with WGLT which included digital art, on-air spots, and streaming spots.
- Bookmarks and stickers highlighting the new building were made available to those in attendance.

- The morning of the ribbon cutting, a popular balloon arch and giraffe balloon column was installed by Funbelievable Balloons.

### **Building Unveiling / End of Summer Reading Celebration**

- A very successful party celebrating the end of Summer Reading and the official unveiling of the expanded building took place from 10am-noon on Saturday, August 3. 420 people attended the children’s animal programs that were held during the party. Overall attendance likely topped 850 people during this 2-hour period.
- The party was promoted via the following avenues: 24 x 36 paper posters on Floors 1 & 2, slatwall flyers, rotating slide on the homepage, eBlast to cardholders, an “ad” on all LX Starter notices (notices for overdue, coming due, holds, etc.), image on plasma screen, images and posts on Facebook and Instagram, press release to local media.
- Bookmarks and stickers highlighting the new building were made available to those in attendance.
- The balloon arch and giraffe balloon column that was set up the morning of the ribbon cutting remained on display during the August 3 celebration. Large clown scissors and a spool of ribbon were available in this area during the party for those who wanted to snap their own photos of their family members and friends “cutting” the ribbon.
- Marketing printed coloring sheets of the new building for those attending the party.
- Marketing created a huge version of the coloring sheet for group-coloring during the party.
- Marketing worked to secure a \$650 bounce house sponsorship from StraightUp Solar. We also allowed StraightUp Solar – the installers of the library’s 592 solar panels – to set up a vendor table during our celebration. Marketing designed and printed a 24x36 sign for their space.

### **Innovation Lab**

- Many updates were made to the Innovation Lab webpage.
- Marketing started promoting the Innovation Lab toward the end of the month via the following avenues: 24 x 36 paper posters on Floors 1 & 2, paper handouts, slatwall flyers, rotating slide on the homepage, eBlast to cardholders, “ad” on all LX Starter notices (notices for overdue, coming due, holds, etc.), WEEK onsite interview, image on plasma screen, images and posts on Facebook and Instagram, press release to local media.
- WEEK will also interview Marketing in its East Peoria offices on Monday, August 5, for its segment titled *In the Know*.
- Ads with Cumulus Radio will promote the Innovation Lab and Recording Studio September 16-22, as we lead up to our first *Recording Studio Basics* program.

### **Bookmobile Schedule**

- The September 2024-February 2025 Bookmobile schedule was updated and sent to the printer. It should arrive back at the library by August 6.
- The following items related to the printing of a new Bookmobile schedule were tackled: 6 carrier-route specific postcards were mailed, a poster was created for the Check Out Lobby, week-specific social media images were produced, and many flyers highlighting individual stops and their dates were produced.
- Marketing still needs to schedule text reminders for each stop present on the 6-month schedule and add each stop to the library’s web calendar.

### **Website & Other Tech**

- Marketing maintains the library’s website.
  - Updated record sets for New Movies, New Music, and New Audiobooks.
  - Added the new printing portal – Princh – to the website and updated all links.
  - Added to the website a link to the PDF of the Lego Library Kit instructions; updated multiple times.
  - Added and removed three job postings.
  - Assisted staff with room reservation questions.
  - Updated Summer Reading page to show teen hours read to reflect progress toward earning the Teen Party.
  - Finalized edits to the Memory Care page.
  - Added clarifying language to the Recording Studio page and room tiles.
  - Added clarifying language to the Innovation Lab page and room tiles.
  - Built a Teen Recommendation Reading page in Library Aware and sent all 41 Newsletter stable links via email, which will allow us to update these recommendation lists in one place without having to constantly update the website page. A QR Code pointing to these recommendation lists will be added to a wrap that will be installed on the stacks of teen books.
  - Worked with Library Market (website host) to remove confusing language on the pending room reservation email received by patrons.
  - Created a webform to accept author applications for the local author fair. Also added promotional materials about the *Call for Authors* to the rotating bar on the website and the plasma.
  - Removed and disabled local author form application when capacity was reached.
  - Added information about the Innovation Lab to the *How Do I* page.
  - Added and removed puzzles as needed.
- Upcoming
  - Began updating the Art Exhibition webform
  - Started to review information about the state purchasing EBSCO eResources for libraries and how that might affect our subscriptions.
  - Will soon replace the *Building Project* tile and the *New Materials* tile on the homepage with an *Innovation Lab* tile and a *Recording Studio* tile.

## **Paper & Digital Design Work**

### **Program Publicity**

- Suntracking FlowerBots
- D&D: Tomb of the VeilWalkers (Adults)
- Tales for Tails
- Silent Book Club
- Soda Bottle Flying Airplane
- It Looked Like Spilt Milk
- D&D: The Fortress of Fangclaw (teens)
- Local Author Fair – Call for Authors
- Bits & Bites
- Jigsaw Puzzle Swap
- D&D: The Fortress of Fangclaw (adults)
- Recording Studio Basics

### **Signage & Handouts**

- New Princh Handout – wireless printing
- Laminated Trash & Recycle signs for Staff Room on Floor 1
- *Temporarily out of order* signs to replace outdated signs
- 4 signs to be used sporadically to indicate days when certain newspapers fail to arrive
- Teen Award Shelf Labels
- Constitution Week Trivia display signage
- August TeenZone display signs
- Dog Days of Summer display
- Updated AS Endcaps

### **Bookmobile:**

- Updated Schedule – Drafts 1, 2, Final
- Postcards – Drafts 1, 2, Final
- Bilingual handouts
- ½ Sheet handouts

### **Promotional Items & Prizes**

- Promo item received:
  - Dry Erase Markers (these specifically promote Brainfuse Tutoring and were purchased with teachers in mind)
- Fulfilled requests for promotional giveaways for 8 events:
  - Eastview Summer Bash
  - District 87 Staff Breakfast
  - Farmers' Market
  - Miller Park Zoo's Ice Cream Social and Safety Night
  - STEAM Day at the County Fair
  - Sunnyside Back-to-School Event
  - Cultural Festival
  - Western Avenue Community Center's 98<sup>th</sup> Anniversary
- Processed and restocked promo item returns from 3 events
  - StoryWalk at the Glorious Garden Festival
  - Pride in the Park
  - STEAM Day at the County Fair
- Packed 10 prize bags for the Teen Summer Reading Party

### **Misc. Marketing Tasks**

- Press Releases for the following were penned and submitted to the local media:
  - Ribbon Cutting & Building Unveiling / End of Summer Reading Celebration
  - Innovation Lab & Recording Studios
- Marketing worked with Dean's Graphics to replace two of the banners which hang on the building's exterior (these banners were ruined during construction). Operations then organized their installation with Weber Electric.
- Call for Local Authors
  - Created a webform application for local authors so they could apply to take part in the November 9 *Local Author Fair* which will take place at the library.
  - Created artwork in the following formats to let authors know that the library was accepting these applications: Facebook/Instagram art, art for the plasma screen, art for the rotating bar on the library's homepage which clicked through to the online application, paper flyers for the library slatwalls.
  - This *Call for Local Authors* went live on July 19. Two weeks later, on Friday, August 2, 50 authors had registered with 8 more being added to a waitlist. At that time, we modified the *Call for Local Authors* where necessary, removed the *Call for Local Authors* where appropriate, and shut down the webform application.
- Designed art and then used the Circuit machine in the new Innovation Lab to print an adhesive vinyl "sticker" for the third exterior drop box on the library's south side.

- Marketing is working with Dean’s Graphics to rewrap the Mobile Drop Box. The box wrap was damaged when it tipped over during high winds. The Operations Department now keeps weights in the bottom of the box to prevent this from happening again. When the box is returned, we will place it at Crafted. This will be Bloomington Library’s first offsite book drop.
- Managed the “ads” that appear on our notices pertaining to holds, overdue items, almost overdue items, etc.
  - Removed information about Summer Reading
  - Removed information about District 87’s free lunches
  - Added information about the Ribbon Cutting
  - Added information about the Summer Reading/Building Unveiling celebration.
  - Added information about the Innovation Lab.
  - Removed information about the Ribbon Cutting
  - Removed information about the celebration.
- Designed artwork for the new lanyards
- Updated the Princh handout (wireless printing)
- August calendar
- Succulent Care Instructions (for teen program)
- Innovation Lab Publicity
- Updated map for staff
- Updated Notary Handout
- Fall Program Guide

### July headlines

- Therapy dogs help McLean County youth improve reading literacy – WGLT
- Central Illinois libraries offer fun, promoting reading – *The Pantagraph*
- Bloomington Public Library’s Innovation Lab opens – *WEEK*
- Bloomington Public Library plans grand reopening in August – *The Pantagraph*
- Bloomington Library celebrating renovation, expansion project at ribbon cutting in August - WJBC
- Bloomington Library celebrating renovation, expansion project at ribbon cutting in August – WMBD (same headline as WJBC)

### Advertising

- WGLT
  - Ads ran during the month of July to promote the August 1 Ribbon Cutting and the August 3 celebration held to celebrate the end of the 2024 Summer Reading Program and the official unveiling of the newly expanded and renovated building.
- Neighbors Magazines
  - Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*; online ads run via Google; and online ads run via Facebook. All promote Summer Reading. July was the last month we will run ads with Best Version Media.
- Community Players
  - BPL is a sponsor of The Community Players’ 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission). These ads currently focus on Summer Reading.
- Cumulus Radio offered a *Christmas in July Sale*. The following spots were purchased:
  - Cumulus had an opening for someone to sponsor their local high school sports coverage of football and basketball. This coverage will run from August to March. It includes opening and closing messages at the beginning and end of each game, two :30-second spots per game both on the air and streaming, and 10 promo spots throughout each week. The initial script submitted promotes the Innovation Lab and the Recording Studios.
  - Ads will run Sept 16-22 on WBNQ, B104, and WJBC. These ads will promote the library’s Innovation Lab and Recording Studios as we lead up to our first *Recording Studio Basics* program.
  - Ads promoting the library’s November 9 Local Author Fair will run on WJBC from October 28-November 3.
- Pantagraph
  - We again purchased a Pridefest sponsorship from *The Pantagraph*. In exchange, we will receive an advertising package which includes 10,000 “reveal” ads on *The Pantagraph* home page and 16,500 box banner ads on *The Pantagraph* website. We will use these ads in mid-October to promote our Local Author Fair.
- West Bloomington Revitalization’s Harvest Fest
  - The library is a sponsor of the WBRP Harvest Fest. We will be named on social media posts and signage pertaining to the event. The library’s Outreach Library Associate plans to attend the event and create library accounts/cards for attendees. A librarian from the Adult Service Department plans to host a Plant Exchange during the event.

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.
- Rhonda serves on the Summer Reading Committee.

- Kourtnei serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.

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

- Rhonda and Jorgi took part in StackMap training.
- Rhonda met with Awardco to consider their new add-on which would put BPL-branded items to the inventory staff could choose to purchase when they receive “points” for celebrating an anniversary. The add-on was deemed too expensive for what was being offered. The offered inventory was also deemed too expensive.
- Social media presence:
  - BPL Facebook – 11,152 followers
  - Instagram – 2,550 followers
  - Twitter – 1,979 followers
- Library text subscribers – 327
- Bookmobile text subscribers – 1,402
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 31,740 filtered active subscribers.
- Program Guide list – 32,778 filtered active subscribers.
- General eBlast list – 31,639 filtered active subscribers.

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

Free & Cheap Promotions

- The library posts an abundance of information to Facebook and Instagram:
  - Information about every library program is posted to these outlets.
  - A weekly #TBT photo is posted to Facebook and Instagram.
  - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
  - These posts -- unrelated to programming publicity -- were also shared:
    - Ezra enjoys his free Summer Reading doughnut from Denny’s Doughnuts
    - *We’re Hiring* - a part-time shelver
    - July 4 Closure
    - Photos from July Chess Club
    - School Supply Drive for the Back 2 School Alliance
    - Norah and Ezra claiming their Summer Reading cookie cutters at the Decorators’ Grocery
    - StraightUp Solar installs 592 solar panels on the library’s roof
    - July 9 Bookmobile stops cancelled
    - Photos from the StoryWalk at the Glorious Garden Festival
    - Ms. Mohr shows up at the Sunnyside Bookmobile stop to visit with Sheridan students
    - July 15 Bookmobile stops cancelled
    - *Call for Local Authors*
    - Photos from Kite Fest
    - Summer Reading Ends Soon
    - Bloomington Police Department attends a Bookmobile Stop to fulfill a boy’s dreams
    - *We’re Hiring* - part-time Maintenance/Custodian
    - Photos from the Teen Succulent Pot Painting Program
    - Photos from the July 27 Farmers’ Market
    - Photos from STEAM Day at the County Fair
    - The Innovation Lab is Open!
    - *We’re Hiring* - full-time Children’s Department
    - The Proving Grounds Boulderling Gym extends the expiration date on its Summer Reading Voucher
    - WGLT’s coverage of our Tales for Tails program
    - Home Delivery patron – Connie – turns 100
    - Lego Library Kits for sale!
  - The library sends at least one monthly eBlast promoting its online resources to cardholders who’ve not opted out of receiving such notifications. This month, these eBlasts were sent.
    - An eBlast promoting the library’s Mango Languages online resource was delivered on July 1. This email highlighted Mango Vocabulary and Mango Reader.
    - An eBlast promoting the library’s upcoming Ribbon Cutting and Building Unveiling Party was delivered on July 22.
    - An eBlast promoting the library’s World Book online resource was delivered on August 4.
  - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

## Operations Report

Robert Greene

July 2024

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

### Operations Staff

- Added signage to the lobby floor to direct patrons.
- Added more seating on the tile floor areas/benches.
- Working on the last details of our expansion.
- Purchased a second wheelchair for the patrons use.
- The ribbon cutting was a total success.

### Repairs and installs:

- Repaired the bookmobile's generator door.
- Installed mirrors for blind spots and corners.
- Installed entrance signs to direct patrons.
- Had CK brush come out and fix a sewer back up that we discovered.
- Custodial staff cleaned up the sewage overflow and sanitized the area.
- Repaired Calming room door in CS, to make it more accessible for staff and patrons.

### Recruit, train and develop Knowledge, collaborative staff:

- Trained custodial staff on how to use a rivet gun.
- Trained custodial staff on the new lighting system.
- Working on the punch list.
- Working on a new evacuation procedure with the Safety committee.
- Partnered with IMEG for our review and commission report.

### Security staff

- Training staff on new procedures.

### Goal: Administer a cost-effective Library:

- Gathered quotes for monitoring our new fire safety system.
- Set up schedules with Alpha controls for our HVAC system. Occupied and unoccupied heating and cooling.

# Bloomington Public Library

Books are just the beginning.



## Statistics At-A-Glance

July 2024

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	36,968	33,966	9%	95,445	103,283	-8%
Teens	3,720	2,758	35%	9,408	7,001	34%
Children	58,054	42,686	36%	146,876	123,875	19%
Digital Downloads	24,759	17,883	38%	71,188	54,456	31%
Total	123,501	97,293	27%	322,917	288,615	12%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,351	18,887	18%	N/A	N/A	N/A
Teens	3,809	3,186	20%	N/A	N/A	N/A
Children	8,337	5,601	49%	N/A	N/A	N/A
Total	34,497	27,674	25%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	570	413	38%	1,662	1,195	39%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	21,442	16,041	34%	55,806	45,369	23%
Bookmobile	1,518	920	65%	5,168	4,102	26%
Total	22,960	16,961	35%	60,974	49,471	23%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	517	55	840%	1,274	213	498%
Digital Preservation Studio	24	7	243%	73	23	217%
Community Room	76	0	N/A	180	11	1536%
Total	617	62	895%	1,527	247	518%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	16	8	100%	56	44	27%
People Reached	737	770	-4%	3,915	7,416	-47%
Community Visits to the Library	3	0	N/A	6	0	N/A
People Reached	60	0	N/A	162	0	N/A
Total Outreach Visits	19	8	138%	62	44	41%
Total People Reached	797	770	4%	4,077	7,416	-45%

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

<b>Programs</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	10	8	25%	44	30	47%
Attendance	140	68	106%	568	491	16%
Teens	4	4	0%	22	12	83%
Attendance	30	68	-56%	548	133	312%
Childrens	27	7	286%	77	21	267%
Attendance	10,167	283	3493%	23,454	802	2824%
Total Programs	41	19	116%	143	63	127%
Total Attendance	10,337	419	2367%	24,570	1,426	1623%

<b>1-on-1 Appointments</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	32	1	3100%	54	6	800%

<b>Reference Questions</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,958	2,907	36%	11,567	8,841	31%

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

<b>Training Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	98	110.75	-12%	409	293	40%

**Strategic Priority: Work effectively through the use of technology.**

<b>Technology Use</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,771	1,613	72%	6,785	4,751	43%
WiFi Sessions	3,250	1,865	74%	8,094	5,515	47%
Website/Catalog Hits	74,350	46,821	59%	210,082	147,961	42%
Online Resource Use	13,215	4,201	215%	37,794	11,754	222%

**Strategic Priority: Administer a cost-effective public library.**

<b>Interlibrary Loan</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	390	460	-15%	1,187	1,149	3%
Sent	168	108	56%	351	479	-27%

<b>Volunteer Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	26	0.00	N/A	50	0	N/A



Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, July 17, 2024  
5:00pm

**MINUTES**

- I. Call to Order  
President Anderson called the regular meeting to order at 5:00 pm.
- II. Roll Call  
Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson  
  
Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins  
  
Absent: none
- III. Introductions  
There were no introductions.
- IV. Public Comments  
There were no public comments.
- V. President's Report  
Ary Anderson reported that on June 29, following approval at the June Board Meeting, she had the bank move the funds from the existing CD to a new CD for seven months. Also, she visited her two new neighbors to explain the Library benefits. One lived in Bloomington previously and already had a library card. The other moved from Tennessee, so Ary encouraged her to visit the library and get a card.
- VI. Approval of Minutes  
A. June 19, 2024 Regular Meeting  
The minutes were approved as presented.
- VII. Staff Reports  
A. Director's Report: Jeanne shared that the Library has been very busy, with the busiest day in June being Juneteenth. The Library had a Juneteenth program with over 300 people in attendance, and about 1,400 people came through the doors that day. She shared a fun quote that was overheard from a child at the Library, "you can check out book, you can sit in wiggly chairs, you can have snacks. I love this library!"  
  
Jeanne met with the McLean County Assistant Administrator recently to discuss the county's digital equity projects. There is a digital equity grant coming this fall from the State of Illinois, and the county is collaborating with the area libraries to apply for the grant. The grant could fund computer classes and related technology, as well as the techmobile project. The Administrator was very excited about the techmobile and its potential impact on Golden Prairie constituents.

Jeanne reminded the Board members that the ribbon cutting ceremony is August 1<sup>st</sup>, and the grand opening celebration is August 3<sup>rd</sup>. She passed around a Lego Library Kit that will be available for the public to purchase starting August 1.

- B. Outreach Report: There was no report outside of what was in the packet. Colleen plans to attend the August meeting with the new Bookmobile schedule.
- C. Financial Report: Kathy Jeakins stated that the reports are in the packet. The notice was placed in the paper for the budget hearing on August 21.

VIII. Unfinished Business

A. Approve Strategic Plan:

RUTH NOVOSAD MOVED, AND STEPHEN PETERSON SECONDED TO APPROVE THE STRATEGIC PLAN AS PRESENTED TO BE RE-EVALUATED EVERY 3 YEARS.

THE MOTION CARRIED UNANIMOUSLY.

IX. New Business

- A. Authorize the Director to Submit Leadership McLean County Leadership Project Application: The Board reviewed the draft of the application developed by Ary and Jeanne. Discussion followed, and revisions were made.

RUTH NOVOSAD MOVED, AND STEPHANIE WALDEN SECONDED TO AUTHORIZE THE DIRECTOR TO SUBMIT LEADERSHIP MCLEAN COUNTY LEADERSHIP PROJECT APPLICATION.

THE MOTION CARRIED UNANIMOUSLY.

- B. Appoint Committee for Secretary's Audit of Minutes from Previous Fiscal Year: Patti Salch and Stephanie Walden volunteered to audit the minutes from the previous fiscal year.

X. Comments from Board Trustees

Stephen asked how soon the Normal Public Library would reopen. Jeanne stated that NPL has run into challenges and will be longer than the nine months originally expected. Stephanie commented that she recently realized how fortunate she is to be able to share with her students and other staff members the library services available to them. Patti shared some things she found about techmobiles after the last Board meeting, because she is so excited about it. Jim thanked everyone for the work that went into the Strategic Plan.

XI. Reminder

- A. Board Member Election in April 2025
- B. Next Board Meeting is August 21, 2024

XII. Adjournment

Ary Anderson adjourned the meeting at 6:01 pm.

BLOOMINGTON PUBLIC LIBRARY  
FY 2024-2025 FISCAL REPORT

REVENUES:

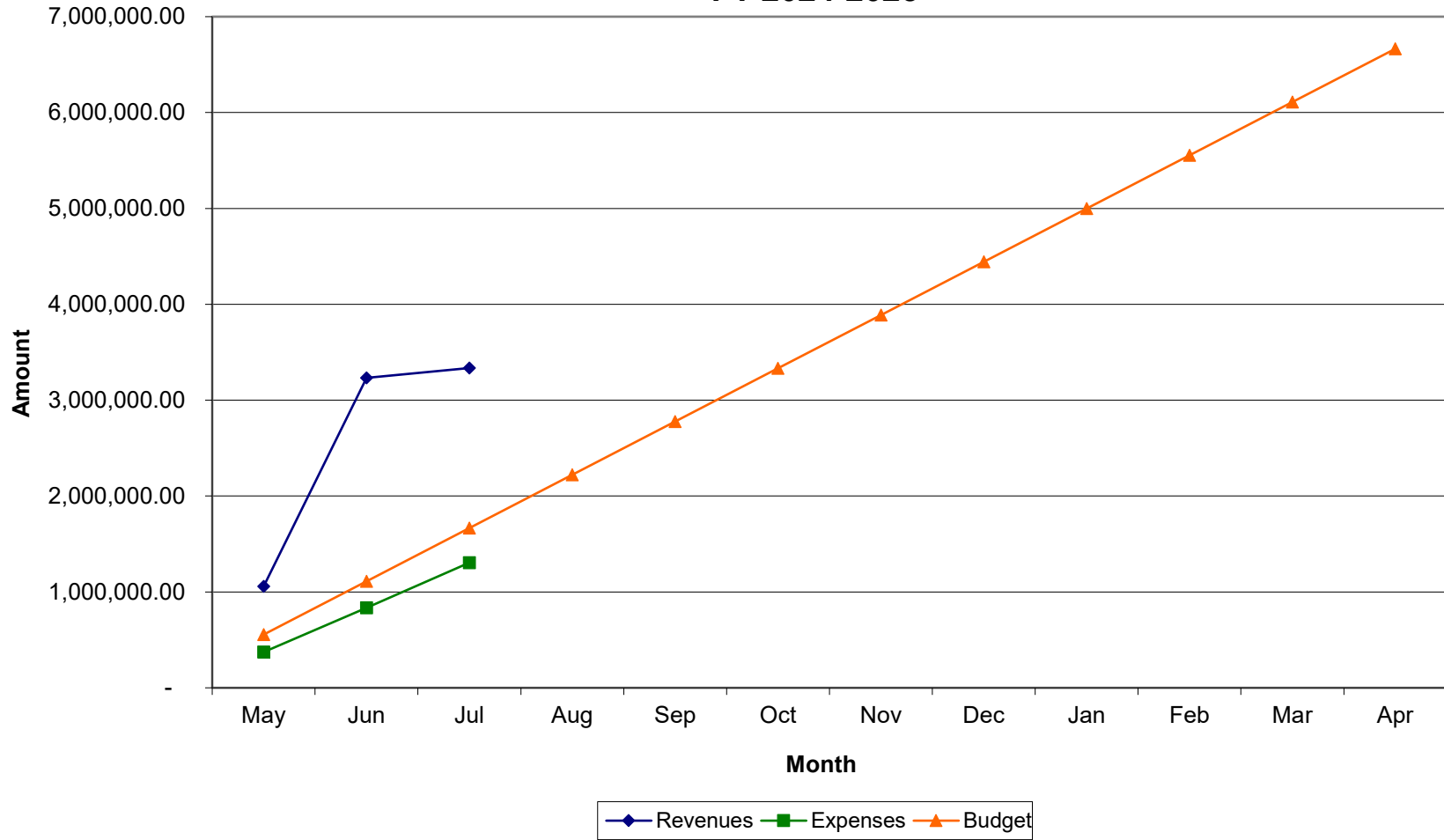
ACCT NAME	BUDGET	JULY 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	0.00	2,788,067.13	(2,706,932.87)	50.7
Replacement Tax	424,600	65,150.31	65,130.31	(359,469.69)	15.3
State Grants	116,053	0.00	116,839.80	786.80	100.7
GPPLD	495,000	0.00	253,220.60	(241,779.40)	51.2
Fines & Fees	7,000	1,115.63	2,590.16	(4,409.84)	37.0
Interest on Investments	55,000	31,164.95	67,164.74	12,164.74	122.1
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	454.70	30,199.97	5,199.97	120.8
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	41,000	4,414.05	10,236.92	(30,763.08)	25.0
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
<b>Total Revenues</b>	<b>6,664,653</b>	<b>102,299.64</b>	<b>3,335,449.63</b>	<b>(3,329,203.37)</b>	<b>50.0</b>

EXPENDITURES:

ACCT NAME	BUDGET	JULY 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	211,201.22	602,905.57	(2,374,719.43)	20.2
Part-Time Salaries	598,135	41,755.69	119,758.77	(478,376.23)	20.0
Seasonal Salaries	101,224	10,371.26	24,908.11	(76,315.89)	24.6
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	0.00	2,140.18	(17,859.82)	10.7
<b>Total Sals &amp; Wages</b>	<b>3,697,084</b>	<b>263,328.17</b>	<b>749,712.63</b>	<b>(2,947,371.37)</b>	<b>20.3</b>
Dental Insurance	10,463	491.24	1,159.67	(9,303.33)	11.1
Health Insurance, HMO	6,765	556.36	1,331.29	(5,433.71)	19.7
Life Insurance	3,293	257.60	713.20	(2,579.80)	21.7
Vision Insurance	3,227	244.84	578.01	(2,648.99)	17.9
Health Insurance, PPO 600/1200	276,166	15,604.36	37,023.20	(239,142.80)	13.4
Health Insurance, PPO with HSA	88,549	9,900.52	23,690.53	(64,858.47)	26.8
Library RHS Contribution	8,200	838.16	2,268.57	(5,931.43)	27.7
Library HSA City Contributions	15,800	0.00	21,600.00	5,800.00	136.7
Dental Insurance, PPO	0	253.16	605.78	605.78	-----
Identity Protection	0	51.87	159.60	159.60	-----
IMRF	223,322	15,720.56	44,825.60	(178,496.40)	20.1
FICA	227,973	15,666.64	44,690.96	(183,282.04)	19.6
Medicare	53,316	3,664.11	10,452.24	(42,863.76)	19.6
Worker's Compensation	26,490	0.00	0.00	(26,490.00)	0.0
Uniforms	1,200	0.00	0.00	(1,200.00)	0.0
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	1,527.20	1,527.20	(35,855.80)	4.1
<b>Total Benefits</b>	<b>985,147</b>	<b>64,776.62</b>	<b>190,625.85</b>	<b>(794,521.15)</b>	<b>19.3</b>
Rentals	17,000	2,824.80	5,611.16	(11,388.84)	33.0
<b>Total Rentals</b>	<b>17,000</b>	<b>2,824.80</b>	<b>5,611.16</b>	<b>(11,388.84)</b>	<b>33.0</b>
Building Mtnc	130,000	16,150.14	24,846.35	(105,153.65)	19.1
Vehicle Mtnc	21,000	2,548.98	3,232.38	(17,767.62)	15.4
Office & Computer Mtnc	185,000	36,912.92	43,147.30	(141,852.70)	23.3
<b>Total Repair/Mtnc</b>	<b>336,000</b>	<b>55,612.04</b>	<b>71,226.03</b>	<b>(264,773.97)</b>	<b>21.2</b>

ACCT NAME	BUDGET	JULY 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,443.91	4,666.66	(42,333.34)	9.9
Printing/Binding	35,000	141.90	8,303.11	(26,696.89)	23.7
Travel	1,000	18.22	237.31	(762.69)	23.7
Membership Dues	4,000	0.00	99.00	(3,901.00)	2.5
Professional Development	10,000	1,589.00	3,552.95	(6,447.05)	35.5
Other Purchased Services	109,000	23,236.83	68,599.99	(40,400.01)	62.9
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	256,000	26,429.86	85,459.02	(170,540.98)	33.4
Office Supplies	10,000	1,028.46	6,957.81	(3,042.19)	69.6
Computer Supplies	74,750	14,709.90	16,875.31	(57,874.69)	22.6
Postage	2,000	0.00	(14.67)	(2,014.67)	-0.7
Library Supplies	55,494	2,265.22	10,922.28	(44,571.72)	19.7
Janitorial Supplies	25,000	1,529.14	4,876.74	(20,123.26)	19.5
Gas & Diesel Fuel	6,000	554.33	1,488.19	(4,511.81)	24.8
Building Mtnc & Repair Supplies	14,000	92.55	490.96	(13,509.04)	3.5
Total Supplies	187,244	20,179.60	41,596.62	(145,647.38)	22.2
Natural Gas	40,000	1,266.01	2,825.05	(37,174.95)	7.1
Electricity	150,000	12,780.70	24,049.05	(125,950.95)	16.0
Water	7,000	517.67	1,501.91	(5,498.09)	21.5
Telecommunications	50,000	2,744.14	8,796.68	(41,203.32)	17.6
Total Utilities	247,000	442.06	37,172.69	(209,827.31)	15.0
Professional Collection	500	0.00	492.62	(7.38)	98.5
Total Prof Collection	500	0.00	492.62	(7.38)	98.5
Non-Traditional Materials	5,000	459.29	1,041.30	(3,958.70)	20.8
Periodicals	18,000	116.85	15,572.17	(2,427.83)	86.5
Adult Books	165,000	8,117.78	32,002.10	(132,997.90)	19.4
Children's Books	130,000	7,321.84	24,071.32	(105,928.68)	18.5
A/V Materials	90,000	2,679.54	9,880.76	(80,119.24)	11.0
Public Access Software	128,000	0.00	23,727.18	(104,272.82)	18.5
Downloadable Materials	270,000	0.00	14,970.00	(255,030.00)	5.5
Total Materials	806,000	18,236.01	120,223.53	(685,776.47)	14.9
Employee Relations	3,500	438.85	1,122.36	(2,377.64)	32.1
Miscellaneous Expenses	8,222	1,756.35	2,264.86	(5,957.14)	27.5
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	2,195.20	3,387.22	(8,334.78)	3.2
Total Expenses	6,637,897	454,024.36	1,305,507.37	(5,238,189.63)	19.7

### Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 20.3% to 30.0% is acceptable)  
July 2024

Property Tax (50.7%): The Library has received a total of three distributions so far.

Replacement Tax (15.3%): The distributions have started to come in.

State Grants (Per Capita Grant) (100.7%): The Library received its Per Capita Grant check at the end of June.

Golden Prairie Public Library District (51.2%): Golden Prairie has also received three distributions so far.

Fines & Fees (37.0%): This is a little more than projected.

Interest (122.1%): The amount continues to be more than projected.

Donations (120.8%): This reflects the generous donations made from the community for this year's Summer Reading Program.

Other Private Grants: Nothing was budgeted for this line item; the Library did receive a grant from the Illinois Prairie Community Foundation for a program to be held on 6/19/24, "Celebrating Juneteenth at BPL,"

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

Other Salaries (10.7%): Charges have been minimal.

Dental Insurance (11.1%): Charges have been minimal.

Health Insurance, HMO (19.7%): Charges have been minimal.

Vision Insurance (17.9%): Charges have been minimal.

Health Insurance, PPO 600/1200 (13.4%): Charges have been minimal.

Library HSA City Contributions (136.7%): This is the total amount for the year.

FICA (19.6%): This is a little under-spent due to salaries being a little under-spent.

Medicare (19.6%): This is a little under-spent due to salaries being a little under-spent.

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

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

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

Other Benefits (4.1%): Charges have been minimal.

Rentals (33.0%): This is over-spent due to additional copies being made to gear up for Summer Reading.

Building Maintenance (19.1%): Charges have been minimal.

Vehicle Maintenance (15.4%): Charges have been minimal.

Advertising (9.9%): Charges have been minimal.

Membership Dues (2.5%): Charges have been minimal.

Professional Development (35.5%): This is over-spent because a number of staff have registered for the upcoming Illinois Library Association Conference.

Other Purchased Services (62.9%): This is over-spent due to costs related to Bloomington Reads, Summer Reading, and Juneteenth Programs so early after the start of the fiscal year.

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

Office Supplies (69.6%): This is over-spent due to the purchase of new appliances needed for the library.

Postage (-0.7%): Charges have been minimal.

Library Supplies (19.7%): Charges have been minimal.

Janitorial Supplies (19.5%): Charges have been minimal.

Building Mtnc & Repair Supplies (3.8%): Charges have been minimal.

Natural Gas (7.1%): Charges have been minimal.

Electricity (16.0%): Charges have been minimal.

Telecommunications (17.6%): Charges have been minimal.

Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.

Periodicals (86.5%): This is over-spent due to the annual renewal of the subscription service.

Adult Books (19.4%): Charges have been minimal.

Children's Books (18.5%): Charges have been minimal.

A/V Materials (11.0%): Charges have been minimal.

Public Access Software (18.5%): Charges have been minimal.

Downloadable Materials (5.5%): charges have been minimal.

Employee Relations (32.1%): This is over-spent due to stocking up on personal hygiene supplies.

The Donations line item breaks out as follows:

Summer Reading Program 2024 Donations:	
Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	23,000.00
The Copy Shop:	200.00
Clemons & Associates:	100.00
Don Owen Tire Service:	200.00
Eaton Gallery:	100.00
Bobzbay:	105.32
Growmark:	500.00
Sheridan Ernst:	30.00
Various Community Donors:	2,126.51
Memorial Donations:	125.00
Community Donations:	689.46
Miscellaneous Donations:	23.68
 Total Donations:	 \$ 30,199.97

The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 200.07
Book Shoppe:	3,230.00
Ear Buds:	69.00
Flash Drives:	25.00
Genealogy Searches:	20.45
Print Station:	4,126.85
Reusable Bags:	218.00
Test Proctoring:	175.00
Tote Bags:	459.00
Library Lego Kits	720.00
Miscellaneous:	993.55

Total Other Revenue: \$10,236.92

During July, 9 batches containing 59 invoices were processed, totaling \$101,174.45 and 101 credit card charges were made totaling \$28,702.71.

As of July 31, the Library's Maintenance & Operating Fund Balance is \$7,753,260.76, which is 116.8% of the budgeted amount; the goal of twenty-five percent of the Library's FY25 budget is \$1,659,474.25.

Library Fund Balance Information, 7/31/24:

Operating:	\$ 7,753,260.76
Fixed Assets:	\$ 1,344,909.84
Capital:	\$ 1,136,803.56



BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-25  
As of 7/31/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	720,363.43	20,363.43	102.9
Interest	400,000.00	823,762.46	423,762.46	-----
Interest From Taxes	10.00	25.51	15.51	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
<b>Total Revenues</b>	<b>26,333,353.23</b>	<b>22,138,663.25</b>	<b>(4,194,689.98)</b>	<b>84.1</b>

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,578,616.99	125,032.99	108.6
Other Purchased Services	412,098.50	179,346.91	(232,751.59)	43.5
Office Supplies	2,157,629.30	1,793,263.23	(364,366.07)	83.1
Library Buildings	21,578,000.00	21,253,896.94	(324,103.06)	98.5
<b>Total Expenses</b>	<b>25,601,311.80</b>	<b>24,805,124.07</b>	<b>(796,187.73)</b>	<b>96.9</b>

BLOOMINGTON PUBLIC LIBRARY  
DONATIONS RECEIVED  
FY 25

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
Clemons & Associates	100.00				100.00
Don Owen Tire Service	200.00				200.00
Copy Shop	200.00				200.00
Eaton Gallery	100.00				100.00
Bobzbay	105.32				105.32
Growmark	500.00				500.00
Individual Community Support	2,156.51				2,156.51
Total Summer Reading Program Community Donations	6,361.83	0.00	0.00	0.00	6,361.83
Memorial Donations:					
Total Memorial Donations	125.00	0.00	0.00	0.00	125.00
Other Donations:					
Miscellaneous Donations Collected at Circulation/AS	23.68				23.68
Community Support	494.16				494.16
Matching Community Support	195.30				195.30
Total Other Donations	713.14	0.00	0.00	0.00	713.14
Expansion Donations					
Expansion Donations	4,313.20				4,313.20
Total Expansion Donations	4,313.20	0.00	0.00	0.00	4,313.20
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00				2,000.00
Summer Reading Program	23,000.00				23,000.00
Tuition for Staff (Paid with Stubblefield Funds)	5,400.00				5,400.00
Weiss Financial Ratings Service (Paid with Mischler Funds)	2,695.00				2,695.00
Total Foundation	33,095.00	0.00	0.00	0.00	33,095.00
Total Donations	44,608.17	0.00	0.00	0.00	44,608.17



**MINUTES**  
**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION**  
**TUESDAY, JULY 16, 2024, 5:30 PM**

The Library Board of Trustees convened in regular session at 5:30 PM, July 16, 2024. President Catrina Parker called the meeting to order.

**Roll Call**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Catrina Parker	President	Present
Matthew Watchinski	Vice President	Present
Dianne Hollister	Secretary	Present
Alicia Henry	Trustee	Present
Craig McCormick	Trustee	Present
Shari Zeck	Trustee	Present
John Argenziano	Treasurer	Absent
Georgene Chissell	Trustee	Absent
Alicia Whitworth	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

**Introduction of Public**

There were no members of the public present.

**Public Comment**

There were no public comments.

**Reports**

*The following item was presented:*

Item 5.A. President's Report

President Parker welcomed the newest Board member, Craig McCormick.

*The following item was presented:*

Item 5.B. Director's Report

Director Hamilton passed around a model of the Lego Library Kit that will be available for the public to purchase starting August 1, which is the day of the ribbon cutting ceremony. She shared a comment from a young patron "you can check out books, sit in wiggly chairs, and have snacks. I love this library!"

Director Hamilton met with the McLean County Assistant Administrator recently to discuss the county's digital equity projects. There is a digital equity grant coming this fall from the State of

Illinois, and the county is collaborating with the area libraries to apply for the grant. The grant could fund computer classes and related technology, as well as some equipment for the techmobile project.

*The following item was presented:*

Item 5.C. Fiscal Report

Kathy Jeakins indicated that the report is in the packet. She stated that the revenue is usually higher at the beginning of the year because of property tax distributions.

**Consent Agenda**

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

Item 6.A. Approve Minutes of June 18, 2024: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$479,570.57

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

**Motion carried (viva voce, 6-0).**

**Approval Items**

*The following item was presented:*

Item 7.A. Review and Approve Maintaining Confidentiality of Executive Session Minutes

**Trustee Watchinski made a motion, seconded by Trustee Zeck, to approve the item as presented.**

**Motion carried (viva voce, 6-0).**

*The following item was presented:*

Item 7.B. Approve Destruction of Executive Session recordings prior to January 2023

**Trustee Watchinski made a motion, seconded by Trustee Zeck, to approve the item as presented.**

**Motion carried (viva voce, 6-0).**

**Discussion Items**

*The following item was presented:*

Item 8.A. Discuss Insurance Renewal for 2025

Director Hamilton explained that the Library participates in a pool for insurance with Libraries in Illinois Risk Agency (LIRA). The Library is looking for direction from the Board to either stay with the pool or investigate other options. Discussion followed about the service level and other participants in the pool. The Board decided to ask a representative from the broker to give a presentation at the August Board meeting.

### **Comments by Trustees**

Several Board members remarked on the "Just One More Chapter" sticker on Director Hamilton's laptop. She mentioned that the stickers would be handed out during the grand opening celebration, and there are items in the store on the website featuring the design, including t-shirts, onesies, and cups.

Trustee Henry mentioned a report she heard regarding the increasing costs of electronic books/audiobooks, and that some states - including Illinois - had proposed legislation to help reign in the costs. Director Hamilton remarked that the Illinois Library Association proposed that legislation in 2023. Currently the legislation is stalled waiting for a case that calls for the initiative to be at a federal level.

Trustee Hollister asked if the Secretary of State would be attending the ribbon cutting ceremony. Director Hamilton stated that she extended the invitation to the Secretary's office and has not yet received a response.

### **Adjournment**

**Trustee Zeck made a motion, seconded by Trustee Watchinski, to adjourn the meeting.**

**Motion carried (viva voce, 6-0).**

The Meeting Adjourned at 6:19 PM.

BILLS LIST

Approved by BPL Board of Trustees, August 20, 2024

\_\_\_\_\_  
Signature, BPL Trustee

Vendor	Line Item	Amount
Ace Sign Co.	Other Purchased Services	2,903.40
Alpha Controls & Services	Building Maintenance	1,280.00
Amazon Capital Services	A/V Materials	955.91
Amazon Capital Services	Adult Books	473.39
Amazon Capital Services	Computer Supplies	1,721.78
Amazon Capital Services	Employee Relations	166.45
Amazon Capital Services	Janitorial Supplies	522.47
Amazon Capital Services	Library Supplies	517.12
Amazon Capital Services	Non-Traditional Materials	110.21
Amazon Capital Services	Office/Equipment Mtn	109.99
Amazon Capital Services	Office Supplies	594.33
Amazon Capital Services	Other Purchased Services	3,828.30
Amazon Capital Services	Telecommunications	548.50
Ameren IP	Electricity	12,780.70
American Pest Control, Inc.	Building Maintenance	80.00
Anderson Electric	Building Maintenance	5,400.00
Arthur J. Gallagher	Other Purchased Services	1,493.00
Bibliotheca, LLC	Library Supplies	4,929.92
Blue Beacon International	Vehicle Maintenance	59.10
Brodart Company	Library Supplies	742.40
Brush, Charles	Building Maintenance	475.00
Capital City Speed Demons/Central Ill Inflatables	Other Purchased Services	325.00
CDW Government	Computer Supplies	47.36
CDW Government	Miscellaneous Expenses	262.00
CDW Government	Office/Equipment Mtn	9,018.33
CDW Government	Other Purchased Services	964.77
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	491.24
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	15,666.64
City of Bloomington	Gas & Diesel Fuel	504.02
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	15,604.36
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	IMRF	15,720.56
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	3,664.11
City of Bloomington	Payroll	264,855.37
City of Bloomington	RHS Contribution	838.16
City of Bloomington	Vision Insurance	244.84
City of Bloomington	Water	517.16
Cook, Abbey	Other Purchased Services	125.00

Cope, Michelle	Travel	8.38
Cummins, Inc.	Vehicle Maintenance	2,017.94
Custom Digital Imaging	Printing	93.90
Dell Marketing, L.P.	Computer Supplies	8,853.65
Engberg Anderson	Other Purchased Services	10,641.91
Envisionware, Inc.	Office/Equipment Mtn	396.90
F & W Lawn Care & Landscaping	Building Maintenance	355.00
Geiger	Library Supplies	544.24
Geiger	Other Purchased Services	549.68
Illinois Heartland Library System	Office/Equipment Mtn	27,201.82
Illinois State Police	Other Purchased Services	50.00
Illinois State University	Advertising	558.33
Johnson Controls	Building Maintenance	12,663.14
Kanopy, Inc.	Downloadable Materials	4,990.00
Lefler, Tiffany	Travel	5.02
Library Solutions	Other Purchased Services	4,200.00
Massie, Rhonda	Travel	50.92
Metronet	Telecommunications	1,992.84
Mid Illinois Mechanical	Building Maintenance	1,837.00
Midwest Tape	A/V Materials	1,297.65
Midwest Tape	Children's Books	628.87
Miller Janitorial Supply	Janitorial Supplies	136.00
NICOR/Northern Illinois Gas	Natural Gas	1,266.01
OSF Medical Group--Occupational Health	Other Purchased Services	175.00
Pantagraph	Advertising	400.00
Peterson, Sharon	Other Purchased Services	1,150.00
Playaway Products	Adult Books	1,467.29
Playaway Products	Children's Books	174.97
Proquest LLC	Public Access Software	2,868.74
Quill Corp	Computer Supplies	746.60
Quill Corp	Employee Relations	20.97
Quill Corp	Library Supplies	725.69
Quill Corp	Office Supplies	403.46
Reaching Across Illinois Library System	Downloadable Materials	5,065.00
Reaching Across Illinois Library System	Other Purchased Services	2,100.00
Ricoh USA, Inc.	Office/Equipment Mtn	91.89
Ricoh USA, Inc.	Rentals	1,264.82
Rosedrew, Inc.	Library Supplies	578.88
Southwestern Illinois College	Miscellaneous Expenses	20.00
Today's Business Solutions, Inc.	Office/Equipment Mtn	399.00
Tommy House Tires	Vehicle Maintenance	2,800.50
Uline Shipping Supply Specialists	Janitorial Supplies	112.56
Unique Management Sevices, Inc.	Other Purchased Services	364.45
Weber Electric	Building Maintenance	567.00
Wolpert, Emily	Travel	8.17
VISA - All Recipes Magazine	Periodicals	59.90
VISA - Baker & Taylor Books	A/V Materials	1,014.18
VISA - Baker & Taylor Books	Adult Books	4,825.58
VISA - Baker & Taylor Books	Children's Books	8,104.79
VISA - Best Buy	Other Purchased Services	599.99
VISA - Bobzby	Other Purchased Services	643.98
VISA - By Sarah Simpson.com	Other Purchased Services	195.00
VISA - Casey's Garden Shop & Florist	Other Purchased Services	179.50
VISA - Circle K	Gas & Diesel Fuel	10.55
VISA - Copy Shop	Printing	48.00

VISA - Dollar Tree	Other Purchased Services	12.75
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	564.99
VISA - Farm & Fleet	Library Supplies	8.29
VISA - Farm & Fleet	Office Supplies	59.95
VISA - Farm & Fleet	Vehicle Maintenance	3.29
VISA - Flags USA	Office Supplies	150.00
VISA - Global Leadership Summit	Professional Development	199.00
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	36.76
VISA - Illinois Library Association	Professional Development	720.00
VISA - Illinois Prairie Community Foundation	Professional Development	30.00
VISA - Ingram	Adult Books	6,541.33
VISA - Ingram	Children's Books	563.00
VISA - International Service Fee	Other Purchased Services	0.63
VISA - Lowe's	Building Mtncl Supplies	11.87
VISA - MCLS	Professional Development	640.00
VISA - Meet Up Organization	Other Purchased Services	178.99
VISA - New Resident Service, Inc.	Other Purchased Services	75.00
VISA - Printful, Inc.	Other Purchased Services	40.30
VISA - Proving Ground	Other Purchased Services	50.00
VISA - Sam's Club	Janitorial Supplies	19.98
VISA - Sam's Club	Library Supplies	25.12
VISA - Schnuck's	Employee Relations	80.95
VISA - Thrasher Magazine	Periodicals	56.95
VISA - Uline	Library Supplies	411.56
VISA - Verizon Wireless	Telecommunications	337.47
VISA - Wal-Mart	Employee Relations	13.32
VISA - Wal-Mart	Janitorial Supplies	124.98
VISA - Wal-Mart	Library Supplies	20.57
VISA - Wal-Mart	Other Purchased Services	259.39
VISA - West Bloomington Revitalization Project	Advertising	250.00
VISA - Wix.com	Other Purchased Services	31.47
VISA - Zoom.US	Other Purchased Services	373.83
Total		510,598.13



# Bloomington Public Library

*Books are just the beginning.*



## BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES 2024 MEETING DATES

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

October 21, 2025

November 18, 2025

December 16, 2025

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND  
AUTHORIZING PAYMENT FOR TWO SCANPRO 3500'S TO  
IMAGING OFFICE SYSTEMS, 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 two ScanPro 3500's to Imaging Office Systems, Inc. in the amount of \$8,684.47 each; plus installation, configuration, and training costs of \$1,473.00 for a total cost of \$18,841.94
2. That the purchase of both units is according to the Fixed Asset Replacement Schedule
3. That the two new units will be replacing two units that have reached the end of their useful life
4. That the purchase of the two units will be consistent with the ScanPro 3000 units already owned by the Library, making the transition to the new units convenient for customers and staff
5. That the benefits to the public and staff of having identical units are 1) similarity in operation and consistency of use, 2) the purchase of comparable supplies for operation, 3) no preference by the public for use of one unit over another.
6. That the funds come from the following source:

Bloomington Public Library Fixed Asset Budget: \$18,841.94

Approved this 20<sup>th</sup> day of August 2024

---

Catrina Parker, President  
Bloomington Public Library Board of Trustees



Created Date 8/9/2024  
 Expiration Date 8/30/2024

Quote Name Bloomington Public Library - SP3500  
 Quote Number 00005931  
 Contact Name Jon Whited  
 Phone 309-590-6131  
 Email jonw@bloomingtonlibrary.org

Bill To Name Bloomington Public Library Created By Tim Byrne  
 Bill To 205 E. Olive St. Phone (224) 265-7646  
 Bloomington, IL 61701 Email tbyrne@imagingoffice.com  
 Ship To Name Bloomington Public Library

Product Code	Product	Line Item Description	Quantity	Sales Price	Discount (Percentage)	Total Price
9873501	ScanPro 3500 Standard	USB 3.1, new high performance 26MP camera (6.6 MP image sensor x4), 5x-105x Optical Magnification, Fiche/Aperture card carrier, motorized UC 550 Carrier for 16/35mm roll film, AUTO-Scan software, free 90 day SPA trial	2.00	\$10,993.00	21.00%	\$17,368.94
SCANPROINSTALL	ScanPro Installation	Includes onsite installation, configuration and training for 2 SP3500 scanners	1.00	\$1,473.00		\$1,473.00

**Terms and Conditions**

- All invoices shall be due and payable with terms of net 30 days from date of invoice, and shall thereafter accrue interest, until paid, at the lesser of 1.5% per month or the maximum interest rate permitted under applicable law.
- If any sales, excise, occupation, or use tax is applicable to this transaction, the amount will be added to the price stated herein.
- All orders are "FOB" Shipping Point. Destination charges, when applicable, will be added to the invoice unless specifically excluded. If shipment is made at Customer request via a method other than that which would normally be used, or if special handling is necessary due to receiving limitation of the customer, additional charges may be added to the invoice.
- This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature.
- An additional fee of 2.25% will be added to invoice total for credit card payment.

173.00

Date: \_\_\_\_\_

Subtotal \$23,459.00  
 Grand Total \$18,841.94

Signature \_\_\_\_\_

I decline hardware maintenance \_\_\_\_\_

173.00

A RESOLUTION WAIVING THE COMPETITIVE BID REQUIREMENT AND  
AUTHORIZING PAYMENT FOR EQUIPMENT AND SOFTWARE MAINTENANCE TO  
ENVISIONWARE, INC.

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

1. That the competitive bid requirement be waived, and the Library Director authorize payment for equipment and software maintenance to Envisionware, Inc.
2. That the vendor is a Sole Source in that the maintenance renewal is for equipment the Library currently owns
3. That this is for maintenance on the Sorters, RFID Pads, the Credit Card Security System, the PC Reservation System, Public Printer System, the Gates, and the Self-Check Stations
4. That the increase over last year represents the additional equipment the Library has purchased
5. That this invoice covers the period September 1, 2024 through August 31, 2025
6. That the funds come from the following source:  
Bloomington Public Library Maintenance & Operating Budget: \$22,948.86

Approved this 20<sup>th</sup> day of August 2024

---

Catrina Parker, President  
Bloomington Public Library Board of Trustees



Enriching Public Library Service Inside and Out  
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
Toll Free 800.216.8370 International+1 678.382.6500

# Renewal Invoice INV-US-71921

8/2/2024

**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**  
  
**\$22,948.86**  
  
Due no later than: 9/2/2024

Currency	PO #	Created From	Sales Rep
US Dollar	Envisionware Renewal Invoice	Quotation #US-87554	Nielsen, Peton

**EnvisionWare Renewal** ===== Please review LEGEND page at the end of item listings =====

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 an appreciate your continued use of EnvisionWare.

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
2	<b>WM-RFID-READER DiscReader</b> 1 YR MAINTENANCE: EnvisionWare RFID DiscReader - Compact desktop RFID Reader/Antenna	12		Main 205 East Olive Street	\$48.75	\$97.50	9/1/2024 8/31/2025	Maint.
11	<b>WM-RFID-READER-KIT PL DeskPad BL-U (B)</b> 1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Version B	12		Main 205 East Olive Street	\$62.84	\$691.24	9/1/2024 8/31/2025	Maint.

\* Sorter



INV-US-71921



# ENVISIONWARE®

Enriching Public Library Service Inside and Out  
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
Toll Free 800.216.8370 International+1 678.382.6500

## Renewal Invoice INV-US-71921

8/2/2024

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
Δ 1 CC Security	<b>WM-SIP2SSL SLE</b> 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	\$105.00	\$105.00	9/1/2024 8/31/2025	Maint.
Δ 50 CC System	<b>WM-ES-ENT Client License</b> 1 YR MAINTENANCE: EnvisionWare Suite Client Package	12		Main 205 East Olive Street	\$19.44	\$972.00	9/1/2024 8/31/2025	Maint.
Δ 1 PC Res/ Pub Printer	<b>WM-ES-ENT Building Bundle [1st]</b> 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	\$598.83	\$598.83	9/1/2024 8/31/2025	Maint.
Δ 1 Gates	<b>WM-EBM-SLE SW</b> 1 YR MAINTENANCE: EnvisionWare Branch Manager (EBM) - Small Library Edition	12		Main 205 East Olive Street	\$210.00	\$210.00	9/1/2024 8/31/2025	Maint.
Δ 1 CC System	<b>WM-ECS-Client License</b> 1 YR MAINTENANCE: EnvisionWare eCommerce Services Windows Client License	12		Main 205 East Olive Street	\$111.52	\$111.52	9/1/2024 8/31/2025	Maint.
Δ 1 CC System	<b>WM-ECS-Web Module License (SLE)</b> 1 YR MAINTENANCE: EnvisionWare eCommerce Services Small Library Edition Web Module	12		Main 205 East Olive Street	\$373.92	\$373.92	9/1/2024 8/31/2025	Maint.
Δ 1 CC System	<b>WM-ECS-Base Server Bundle (SLE)</b> 1 YR MAINTENANCE: EnvisionWare eCommerce Services Small Library Edition Server Bundle	12		Main 205 East Olive Street	\$411.40	\$411.40	9/1/2024 8/31/2025	Maint.



INV-US-71921



Enriching Public Library Service Inside and Out  
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
Toll Free 800.216.8370 International+1 678.382.6500

# Renewal Invoice INV-US-71921

8/2/2024

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1 Δ RFID Pds	<b>WM-RFID Software PL Pak (SLE)</b> 1 YR MAINTENANCE: EnvisionWare ProLine RFID Software Pak - Small Library Edition	12		Main 205 East Olive Street	\$835.00	\$835.00	9/1/2024 8/31/2025	Maint.
3 *Self- Ch Station	<b>WM-SSC-X11-K-BK-BK v4</b> 1 YR MAINTENANCE: X11 Kiosk 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord	12		Main 205 East Olive Street	\$546.00	\$1,638.00	9/1/2024 8/31/2025	Maint.
3 *Self- Ch Station	<b>WM-SSC-X11-K-BK-BK v4</b> 1 YR MAINTENANCE: X11 Kiosk 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord	2		Main 205 East Olive Street	(\$91.00)	(\$273.00)	9/1/2024 10/31/2024	Pro.
4 *Self- Ch Station	<b>WM-SSC-X11-CP-BK-BK</b> 1 YR MAINTENANCE: X11 Countertop - Portrait Display, black on black	12		Main 205 East Olive Street	\$420.00	\$1,680.00	9/1/2024 8/31/2025	Maint.
4 *Self- Ch Station	<b>WM-SSC-X11-CP-BK-BK</b> 1 YR MAINTENANCE: X11 Countertop - Portrait Display, black on black	2		Main 205 East Olive Street	(\$70.00)	(\$280.00)	9/1/2024 10/31/2024	Pro.
2 *Cates	<b>WM-RFID-GATE 3D-WA-U 1-Wide Aisle</b> 1 YR MAINTENANCE: Transparent RFID Gate with radar people Counter - EXTRA WIDE AISLE WIDTH Two pedestals support a single aisle width of 63 inches/1600mm.	12		Main 205 East Olive Street	\$972.00	\$1,944.00	9/1/2024 8/31/2025	Maint.



INV-US-71921





Enriching Public Library Service Inside and Out  
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
Toll Free 800.216.8370 International+1 678.382.6500

# Renewal Invoice INV-US-71921

8/2/2024

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
2	<i>* Gates</i> <b>WM-RFID-GATE 3D-WA-U 1-Wide Aisle</b> 1 YR MAINTENANCE: Transparent RFID Gate with radar people Counter - EXTRA WIDE AISLE WIDTH Two pedestals support a single aisle width of 63 inches/1600mm.	2		<b>Main</b> 205 East Olive Street	(\$162.00)	<b>(\$324.00)</b>	9/1/2024 10/31/2024	Pro.
1	<i>* Sorter</i> <b>WM-SOI-AMH-2K 1080 Bloomington-Main</b> 1 YR MAINTENANCE: AMH Gen2000 RFID Sorting System Bloomington Original and Expansion B25875 --Original: 10-Bin with 1 Internal Patron Induction and 1 Staff Induction --Expansion: 9-Bin, (2) Internal Patron Inlet, (1) Staff	12	B25875	<b>Main (Custom)</b>	\$14,157.45	<b>\$14,157.45</b>	9/1/2024 8/31/2025	Maint.

Subtotal	\$22,948.86
Tax	\$0.00
PST-CA	
Amt Paid	\$0.00
<b>Total</b>	<b>\$22,948.86</b>





8/2/2024

### Legend

- **Maintenance (Maint.):** The annual amount for technical support post warranty year
- **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-71921



Enriching Public Library Service Inside and Out  
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
Toll Free 800.216.8370 International+1 678.382.6500

Renewal Invoice INV-US-71921

8/2/2024

### 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-71921  
Amount Due \$22,948.86

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 = WFBIUS6S | Account name = EnvisionWare, Inc.  
\* FEIN: 58-2424595 \* CRA/BN: 84765 5586 RT0001 \* BC PST: 1055-8459 \* SK PST: 2664266

