



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION  
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY  
205 E. OLIVE ST., BLOOMINGTON, IL 61701  
TUESDAY, JULY 16, 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. **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)
6. **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 June 18, 2024: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)
  - B. Bills in the Amount of \$479,570.57 (Recommended Motion: Approve the proposed bills.)
7. **Approval Items**
  - A. Review and Approve Maintaining Confidentiality of Executive Session Minutes (Recommended Motion: Review and Approve Maintaining Confidentiality of Executive Session Minutes )
  - B. Approve Destruction of Executive Session recordings prior to January 2023 (Recommended Motion: Approve Destruction of Executive Session recordings prior to January 2023)
8. **Discussion Items**

- A. Discuss Insurance Renewal for 2025 (Recommended Motion: Discuss Insurance Renewal for 2025)

**9. Comments by Trustees**

**10. 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 June 2024

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

- Continued to make progress towards a Library expansion, by:
  - Attending one construction meeting
  - Participating in a training for our solar panels
  - Setting up and launching our EV chargers
  - Canceling the rental agreement for the former Clay Dooley lot
  - Communicating and following up on building issues with the construction team
  - Communicating and following up on the furniture issues with the furniture vendors
  - Following up on the progress of miscellaneous building items within the scope of the staff team
  - Meeting with Olivia, Kerrie, Jon, Rhonda, and Jorgi to finalize details for the Innovation Lab procedures
  - Planning parking lot use studies for several days over the summer
  - Overseeing compliance with the Illinois State Library grant, including required reports
  - Submitting information to the US Census about our construction project
- Worked with Colleen and Emily to explore the option of an offsite book drop location
- Worked with Kathy to review and approve room reservations during Nan's vacation

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

- Worked with Rhonda on a custom Bloomington Public Library Lego kit, which will launch on August 1st

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

- Welcomed new board members and sent copies of the updated Trustee Orientation document
- Prepared the annual sexual harassment prevention training for the boards
- Participated in 1 interview for a full time LTA position
- Meeting with staff to discuss a security concern
- Attending The Modern eAccessibility Landscape webinar

# 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
- 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
- Working with staff to create user guides for audio visual systems
- Working with staff to create wayfinding signage
- Encouraging staff to develop new programs

**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

# Bloomington Public Library

*Books are just the beginning.*



**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

**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

June 2024

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

AS staff are looking into the best way to use endcap signage on each shelving range to guide people to the collections and books they seek.

Most microfilm boxes have been replaced and have easier-to-read labels.

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

#### SERVICES

There were three local history inquiries: two obituaries from the 1800s; information about a death and a will/probate from the 1800s; information about the construction and architect for the current Jim's Steakhouse.

#### COLLECTIONS

Adult book displays were on the themes of Juneteenth, Pride Month, and beach reads. The DVD display featured Pride Month. Teen displays were also on Pride Month and beach reads.

We now offer M-rated mature video games. These are on separate shelves from the other games and have labeling in a different color. Customers have asked for these many times and are excited to have this option available now.

Items in the Local History collection that are Atlases and/or in the Locked Flat Storage are being assessed to make them more easily available for use. Some have been moved to the open shelves and some donated to a more suitable institution.

Sara is assessing the travel guide collection, weeding outdated books, and ensuring there's good coverage for a variety of geographic areas.

#### PROGRAMS

Carol gave tours to two groups of summer school students from Chiddix Junior High. In total, 80 students and teachers saw the new building, then enjoyed time playing in the new TeenZone area.

#### Adult/Family programs

- In Person On Site
  - Let's Dish Cookbook Club – 1 session – 10 attended
  - ESL conversation group – 1 session – 6 attended
- In Person Off Site
  - Books on Tap – 1 session – 19 attended
- Live Virtual
  - Mystery Book Club – 1 session – 14 attended
  - Illinois Libraries Present author Temple Grandin – 1 session – 28 attended
  - Laura Keyes portraying Elizabeth Packard – 1 session – 52 attended
- Hybrid
  - True Colors Book Club – 1 session – 8 in person, 1 virtual
  - Fiction Book Club – 1 session – 6 in person, 4 virtual

- True Crime Book Club – 1 session – 4 in person, 0 virtual
- ISU Traditions – 1 session – 2 in person, 6 virtual
- All Ages Live Offsite
  - Pride in the Park – 1 session – 250 attended

#### Teen Programs

- Teen activities were offered at Pride in the Park. Total attendance is listed above.

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

Staff completed training on several topics, including AV tech in the meeting rooms, TeenZone, and shelving.

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

There was one appointment on ereading.

## Business Office Report

Kathy Jeakins

June 2024

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

I received training on Library Market, the Library's meeting room reservation software

**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, increased limit for staff going to a conference, 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 \$1,015.00; a little more than last month.

Hoopla usage in June was more than last month: 7,400 downloads totaling to \$16,155.12.

The Library received two Property Tax distributions, totaling to \$2,214,252.89; of this amount, \$365,116.17 goes into the Library's Capital Fund for the bond repayment.

In June, Golden Prairie also received their two Property Tax distributions, totaling to \$177,630.11; of this amount, the Library received \$168,748.61.

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

I emailed New Vendor Registration Information to three new vendors for the Library.

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

I am tracking two workers' compensation claims.

Bills Costing in Excess of \$5,000:

- Assa Abloy \$5,250.00 for the completion of an in-depth door punch list
- Engberg Anderson, Inc. \$12,194.69 for Architectural Services
- Henricksen & Company, Inc. \$10,735.39 for Furniture

**Upcoming:**

I will continue to work on Annual Report data in July.





## Cataloging & Technical Services Report

Allison Schmid

June 2024

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

- CATS is settled back into the department and happy to be organizing/labeling all our storage space.

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

- Allison processed and cataloged Teen Zone equipment bags and lanyards.
- We're working hard to finish up the short chapter label project.
- New children's game and language block kits hit the shelves late last month.
- All newspapers have now resumed except for Chicago Sun Times (we're hopeful it will start arriving this week or next.)
- We've added a Prefix in the call number on the Who Would Win? books. The books can be found on the shelf next to the Who Was--? books.
- Adult and Teen magazines are back to a full 2-year retention for monthly magazines. This means there will be very few discarded magazines in the Book Shop until we reach the year mark again.
- Allison inventoried and checked catalog records on all the Illinois Room Locked Flat storage collection.

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

- CATS staff are rotating who works the Tuesday, 3-5 shift in the Teen Zone.
- All CATS staff attended Teen Zone training. – 2.5
- Allison attended the Polaris 7.6 webinar. – 1
- Bookmobile drivers, selectors, and CATS are working on solutions to keep in close contact and keep the Bookmobile stocked appropriately. To start, Allison created an Excel spreadsheet to track collections in relation to amounts needed for OTR.
- We continue to have some issues regarding package delivery.
- Game Lunch has returned – an optional social event for staff on their lunch hour.
- Training Hours – 3.5

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

- We worked through the entire "Has a Block" "In" report. These were items that were packed during the renovation but needed attention, such as a label change.
- Allison turned in collection data mapping of the entire library to Stack Map.

# Bloomington Public Library

*Books are just the beginning.*



- We now have a handful of Tumblebook records in the catalog that are linked directly. Check out some records [here](#).

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

- The Cataloging Maintenance Center cataloged 11 children's world language books for us.

## **Upcoming:**

- Restart inventory
- Moving forward with Stack Map
- Illinois Room yearbooks – inventory and label change

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

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

Services

- We are a site for the D87 free kids' lunches this summer.

Programs

- Juneteenth Celebration – 318 attended
- Summer Story Time – 3 sessions – 274 attended
- The Conductors – 103 attended
- Chess Club – 60 attended
- Tales for Tails – 6 sessions – 139 attended
- Lego Construction – 2 sessions – 145 attended
- Didgeridoo Down Under – 62 attended
- Zoovies – 38 attended
- D&D for Kids – 4 attended
- Pride in the Park Story Time – 41 attended
- 18 programs/sessions – 1184 attended

Passive

- Endangered Animal Scavenger Hunt – 200 participated
- Endangered Animal Fun Packet – 175 participated
- Crafts – butterfly, best Dad trophy, sheep, fish, horse, bird – 969 made

Groups/Events

- Debra T Thomas visited us for a tour – 22 attended
- Farmer's Market Story Time – 36 attended
- Cedar Ridge Summer School – 94 attended
- 3 groups/events – 152 attended

**Upcoming:**

- Story Times will continue on Tuesday mornings in July
- Chess Club - July 2
- Lego Construction – July 6 and 7

- Little Jewels field trip visit – July 10
- Tales for Tails – Wednesday evenings and alternating Thursday mornings
- Ecology Action Center – July 11
- D&D for Kids – July 11
- Glorious Garden Festival – July 12 and 13
- Recycled Crafts – July 15
- Sign and Sing – July 25
- Boxes and Bubble Wrap – July 27
- Scribbles Preschool field trip visit – July 31



**Circulation and Outreach Report  
June 2024**

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

- Outreach Library Associate June meetings and successful connections
  - Reoccurring monthly meetings
    - McLean County Reentry Council
    - Fatherhood Leadership Council and event planning committee
    - Human Services Council
    - BN Welcoming Committee
    - BN Parents
    - Recovery Oriented Systems of Care
  - Special meetings and events
    - Fatherhood Event Planning
    - RISE Reorganization Meeting
    - Welcoming Week DiverCITY Planning Committee
    - Leadership McLean County Invitational
    - Hispanic Leaders Lunch

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

- Deposits: Staff prepared and delivered or renewed 1,029 items at 9 sites.
- Home Delivery: Staff prepared and delivered or renewed 521 items to 52 active patrons. 3 new patrons were added this month.
- Pop Up Library: Staff visited the locations listed below and checked out/renewed 583 items for 104 patrons.
  - Luther Oaks
  - Bickford House
  - Villas of Hollybrook
  - Woodhill Towers
  - Westminster Village
  - Liberty Health
- June Outreach Events
  - 6/5 and 6/19: Little Jewels Camp Bookmobile stop at Corpus Christie
  - 6/7: Lake Run Club Kids Run for Fun at NCHS
  - 6/15: BAPS Walkathon at Tipton Park
  - 6/15: Pride concert at the Illinois Art Station
  - 6/22: Fatherhood Fishing event at Miller Park
  - 6/22: Juneteenth event at Miller Park
  - 6/26: Community Night at the Eastview Community Center
  - 6/29: Pride in the Park at Miller Park

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

- 2 part-time Library Assistant staff were hired to fill vacant positions.



(6/2024) Circulation and Outreach Services Statistics

<b>Total Circ BPL</b>	<b>113,617</b>
<b>Total Circ Main</b>	<b>82,011</b>
<b>Total Circ Outreach</b>	<b>7,280</b>
<b>Total Circ Drive-up</b>	<b>942</b>
<b>Total Digital Downloads</b>	<b>23,384</b>
Hoopla	7,400
Overdrive	14,794
TumbleBooks	87
eBook Central	1
Kanopy	1,102
<b>Borrowers Registered</b>	<b>728</b>
<b>Total Active Cardholders</b>	<b>34,134</b>
Children	8,240
Teen	3,833
Adult	22,061
GPPLD	<b>1,573</b>
<b>Total Holds Filled</b>	<b>6,786</b>
Main Holds	5,176
Outreach Holds	1,079
Drive-up Holds	531
<b>Door Count</b>	<b>24,321</b>

<b>10 Highest Circulations</b>		<b>Patron Count</b>
Wingover Apartments PM	393	129
Wingover Apartments AM	176	51
Eagle Crest East	130	24
Ekstam Drive	109	23
Eagle Crest East	94	21
Eagle Ridge	88	31
Rainbow Ave	87	30
Wingover Apartments AM	84	28
Wine Way	78	19
Bohmer Drive	76	43

<b>Lowest 5 Circulations</b>		<b>Patron Count</b>
Arrowsmith	6	5
Spring Ridge	6	5
Sunnyside Park	4	13
Ellsworth	3	1
Arcadia Drive	2	2
Evergreen Park	2	7

Regularly Scheduled Stops	69
Special Stops	3
Cancelled Stops	0
<b>Total Stops</b>	<b>72</b>
<b>Total Patron Count</b>	<b>1,381</b>
<b>Total Bookmobile Circulation</b>	<b>3,231</b>

## Human Resources Report

Gayle Tucker

June 2024

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I attended a webinar on Overcoming Burnout for Employees
- In June, there were three in-house job announcements and one outside ad
- I participated in three interviews and provided orientation for 17 employees!
- 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 June, 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 provided a demonstration of the Cricut Maker 3 and software for staff in the Innovation Lab
- 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 ended in April and will resume in August

### **Upcoming:**

- Kronos Dimensions (timeclock) troubleshooting
- Job Description updates

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

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point and we have 15,455 of them available and another 25,525 awaiting approval and indexing. We are looking at ways to speed up this process to make more of this database available.

All wireless access points have been programmed and set up throughout the Library.

We moved to the new wireless printing solution called Princh. This simplifies the process of printing for the public. They are able to scan a QR code and upload the files. Once the files have been uploaded the patrons can choose how they want them formatted such as black and white, color, portrait or landscape and then send them to the printer all at once and pay at the print release station.

We started a new certification program for the equipment in the Innovation Lab. There have been a lot of requests for the program and the IT staff are working through the list of appointments to get people certified on the equipment so that they can come back on their own and use the available 3D printers, laser cutter, Cricut, sewing machines and other equipment.

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

Upcycled Fabric Pendants: Teens who signed up to participate in this Take & Make craft received 3D printed frames, multiple swatches of upcycled fabric, string, and clasps for either a necklace/bracelet or a keychain.

3D Printed Windspinners: Participants used Tinkercad to design their own windspinners. Once printed, teens will pick up their projects and assemble their windspinners. (example picture below)



On June 21st, from 12:45-4:45 DJ led a Dungeons and Dragons program for 3 teens. Each month there is a new adventure created by DJ and are designed so that new teens can join at any point.



**Upcoming:**

- We will be adding back the VHS to DVD and tape to digital into the Innovation Lab.
- 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

June 2024

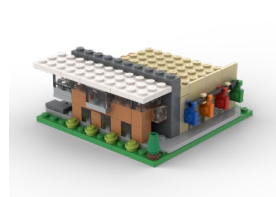
**Goal: Explore and implement strategies to improve access to the library and its resources.**

### Innovation Lab

- While IT has been hard at work rolling out the Innovation Lab to patrons, Marketing has been hard at work setting up the Lab's intricate web page which includes descriptions for 13 pieces of equipment, details about which pieces of equipment require certification for use, the building of webforms that patrons will use to sign up for certification classes, and the building of Innovation Station reservations.
- At this time, IT is offering both certification classes and station use. Marketing does not plan to promote this space until late July to give IT a bit of time to become accustomed to offering certification classes and monitoring equipment use.

### Lego Library

- Beginning August 1 (the day of the library's Ribbon Cutting), the library will offer for sale 150 Lego Library kits. A company called Brick Loot provided the design, brick list, and renderings/instructions. Marketing then ordered the necessary Legos from 12 suppliers listed on Bricklink.com (think eBay for Lego resellers), ordered boxes, printed a sticker for the top of the box which shows how the kit looks once completed, posted the instructions to the internet, and printed a sticker for inside the box which includes a link/QR Code to the instructions.
- Marketing intends to attempt to print clear stickers labeling "Library" on the north side of the structure and "Bloomington Public Library" on the south side of the structure. This may or may not be feasible.
- At this writing, we've built 1 structure and packed 2 of the 150 kits, so these are not ready to go. Packing will continue well into July.
- We believe we'll sell each kit for \$20, but that has not yet been set in stone.



### Bookmobile Schedule

- Marketing has begun work on the Bookmobile schedule for September 2024-February 2025. The first proof of each of the following has been sent to Outreach for editing: new schedule, 6 stop-specific postcards, new poster for the Circulation Lobby, week-specific social media images.
- After these items have gone through the proofing process, Marketing will schedule each text reminder and will schedule each stop to appear on the library's web calendar. A myriad of stop specific flyers and handouts will also be created.

### Spanish My Library Card Handout

- After many rounds of proofing, the Spanish version of the *My Library Card* handout again matches the English version of the *My Library Card* handout. Many thanks to Cody for his work to translate and edit this document.

### Nametags / Lanyards

- Marketing has been working to roll out new nametags and lanyards, hopefully in time for the library's August 1 Ribbon Cutting.
  - The new nametags will be made of wood and will be printed and cut out in the Innovation Lab using the GlowForge Pro Laser Engraver. We predict that these nametags may serve as conversation starters about the Innovation Lab and its equipment.
  - The new lanyards are 100% dyeable. This means that they will not include the "puffy paint" appearance of the nametags we've been using for the past 20 years. The puffy paint gets very dirty, cracks, and breaks. The new lanyards will include an ombre/gradient effect which utilizes the four colors in the library's logo.



**BLOOMINGTON PUBLIC LIBRARY**

**BLOOMINGTON PUBLIC LIBRARY**

### Website & Other Tech

- Marketing maintains the library's website.
  - Updated record sets for New Movies, New Music, and New Audiobooks.
  - Set up and launched the webpage pertaining to the Innovation Lab.
    - Created web forms for certification classes.
    - Set up the Innovation Station room type, making the stations reservable as of July 1.
  - Set up and launched the webpage pertaining to the Recording Studios.
  - Set up and launched reservations for the Children's Study Rooms.
    - Created bookmark links for Children's Department staff to help streamline the reservation process.

- Set up and made reservable Adult Study Rooms A-C.
- Finalized and launched the new Educate Station database.
- Created a Teen Summer Reading progress bar to track the hours teens have read toward earning their end-of-Summer Reading party.
- Requested that Library Market update the default language on its new mandatory feature which allows patrons who sign up for our programs to opt out of receiving email communications about those programs.
- Updated much information on the page pertaining to TeenZone.
- Updated room reservation information on the “How Do I...?” link.
- Updated information about test proctoring.
- Updated information on the Drive-Up page.
- Updated the online store to remove all mentions of the email address of the third party who initially launched our store.
- Updated the Children’s Programming Rooms to include a room set-up field.
- Added a Libby Instruction Guide to the Libby database description.
- Added an IT/TeenZone job opportunity to the Employment page.
- Added and removed puzzles as needed.
- Upcoming
  - Started updating the page pertaining to the Memory Care Kits.
- Miscellaneous
  - Created a webform to gather information from staff pertaining to new nametag options.

## **Paper & Digital Design Work**

### **Program Publicity**

- 3D-Printed Windspinners
- Hunting the I-70 Killer
- Adventures of an Aluminum Can
- StoryWalk at the Glorious Garden Festival
- End of Summer & Grand Re-Opening Celebration
- End of Summer Reading Party for Teens
- Animals Around the World
- Recycled Crafts
- Meditation for a More Balanced Life
- Succulent Pot Painting for Teens
- Sign & Sing Story Time
- Into to Fresco
- Mobile DMV
- D&D: The Tomb of the Veil Walkers (teens)
- Boxes & Bubble Wrap
- Ribbon Cutting

### **Signage & Handouts**

- Children’s Endcap Signs
- 37 Newspaper Labels
- 6 Teen Magazine Labels
- 15 Pride in the Park Vendor Signs
- Pride in the Park Handout
- Juneteenth I-Spy Passports
- Juneteenth Trivia Cards
- Sticker Labels for TeenZone game console boxes
- Mature Video Games Shelf Signs
- Signs for all Study Rooms
- 11x17 AS June Book Display Signs
- July AS Book Display Signs
- July TeenZone Book Display Signs
- Fourth of July Closure Signage
- *Staff Only* sign for Drive-Up door
- Table Tents
  - Study Rooms
  - Recording Studios
  - *Outlets Under Counters*
- For Bookmobile
  - 6 Week Check Out – sign & graphic – for Bookmobile
  - 1000 Books Before Kindergarten sign – for Bookmobile
  - Bookmobile Closed
  - Bookmobile *Follow Us* sign
  - Bookmobile Social Media – Weeks A, B, C

- Ordered the following personalized promo items:
  - Dry Erase Markers (specifically promotes Brainfuse Tutoring)
  - Stackable Colored Pencils (reorder)
  - Notebooks w/ Pens (reorder)
- Fulfilled requests for promotional giveaways for 6 events:
  - BAPS Charity Walk
  - Farmers' Market Story Time
  - Illinois Art Station Pride Concert
  - David Davis Mansion's Glorious Garden Festival
  - Eastview Cookout
  - BPL Chess Club
- Processed and restocked promo item returns from 10 events
  - Juneteenth at Miller Park
  - Juneteenth at BPL
  - Pride in the Park
  - Farmers' Market Story Time
  - Zoovie
  - LIFECIL Staff Program
  - Lake Run Club's Fun Run
  - BAPS Charity Walk
  - Illinois Art Station Pride Concert
  - Eastview Cookout

### Misc. Marketing Tasks

- Continue to manage the 24/7/365 Online Apparel Store and its orders.
- Continue to manage Bloomerang, the library's software which tracks donor giving.
- Moved Book Talk to the Staff Meeting Room on the third floor and arranged for a phone to be set up in that room.
- Reprints
  - Summer Reading
    - Print reading logs for kids, teens, adults
    - Designed and printed free teen book vouchers for the Bookmobile
    - Voucher sheets for kids, teens, adults
    - Extra Prize Slips – teens & adults
  - Wireless printing
- July Calendar
- Created art for the new dry erase markers (promo item)
- Rhonda gave impromptu library tours to two sets of donors who were unable to attend the organized tours.
- Press Release for the BAPS Chairity Walk – BPL will receive proceeds from this walk; part of the agreement included the penning of a press release
- Flyers for Wood Hill Towers Pop-Up Library
- Pride at the Park Stamp Design
- Updated Text Alert materials

### Advertising

- WGLT
  - On-air ads ran in June to promote Summer Reading.
  - On-air and web ads will run in mid-to-late July to promote our Ribbon Cutting and Reopening party.
- 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 are currently promoting Summer Reading.
- 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.
- Saturdays on the Square
  - The library is again sponsoring the Saturdays on the Square live music series which takes place Downtown. In return, we received an ad package with *The Pantagraph* which includes the following (all are being used to promote Summer Reading):
    - 40,000 impressions - online reveal ads
    - 25,000 impressions - online banner ads
    - 2 email campaigns
- The Magic Blue Box
  - Online advertising campaigns with The Magic Blue Box are promoting Summer Reading on Facebook, Instagram, and Snapchat.
- Grossinger Arena
  - For free, Grossinger Arena is running Summer Reading ads on its two marquees.

**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.
- Kourni serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.
- Jorgi took part in an accessibility seminar pertaining to websites.

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

- Social media presence:
  - BPL Facebook – 10,999 followers
  - Instagram – 2,516 followers
  - Twitter – 1,979 followers
- Library text subscribers – 358
- Bookmobile text subscribers – 1,423
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 31,582 filtered active subscribers.
- Program Guide list – 32,494 filtered active subscribers.
- General eBlast list – 31,474 filtered active subscribers.

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

Free & Cheap Promotion

- 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:
    - Promote Friday Night Fun Run (library was a sponsor) – June 4
    - Photos from *The Conductors* BPL program – June 5
    - Photos from the June Chess Club – June 6
    - Promote new online resource – *Educate Station* – June 7
    - Photos from the Lake Run Club's Run – June 7
    - Thanking Summer Reading Sponsors – June 10
    - Video of Ms. Alysha on CIProud to talk about Juneteenth at BPL – June 11
    - Photos of the Lighted LED Lanterns program in the new Innovation Lab – June 12
    - Photos from the BAPS Walk (BPL will receive funds raised) – June 15
    - Information about signing up for Bookmobile Text Alerts – June 18
    - Information about the food trucks at BPL's Juneteenth celebration – June 19
    - Principal Harr hopped on the Bookmobile to chat with kids living near Sheridan – June 20
    - Photos from Juneteenth at Miller Par – June 22
    - Photos from the Eastview Cookout – June 26
    - Photo of a Summer Reading picking out the free dice he earned from Red Raccoon – 27
    - *We're Hiring* (part-time; IT) – June 28
  - 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, many additional eBlasts were sent.
    - An eBlast directing people to the online version of the Summer Program Guide was delivered on June 3.
    - An eBlast promoting the library's PebbleGo online resource was delivered on June 1.
    - An eBlast promoting the library's Language Learning and Multilingual News resources was delivered on July 1.
  - 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  
June 2024**

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

**Operations staff**

- We have opened the patio for patrons and staff.
- We have opened all our restrooms for the public.
- We are all moved into our work areas.
- All three community rooms are open to the public.
- All our study rooms are open to the public.
- Our Teen Zone is up and running.
- We had our first program in the innovative lab.
- District 87 lunches are a success.

**Repairs and installs:**

- We installed an additional Do Not Enter sign at the east parking lot exit.
- We installed new clocks in various areas.
- We installed our new summer reading sign.
- We put together and installed new mailboxes for staff.

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

**Robert – expansion Report**

- Monitored progress on the punch list.
- Opened the upper parking structure for patrons.
- Put together a new tornado/ shelter in place procedure
- Working on the New safety guidelines for the entire property.
- Certified all fire extinguishers.
- Training for New Polaris.
- Had our first full community room meeting with all three rooms/CS program rooms.

**Security staff**

- We are welcoming two new security guards; training is done, and they are in service.

**Custodial staff**

- Had a custodial meeting to discuss dealing with our larger building and establish a new task list.
- One of our valued custodians Keith is leaving us, we have posted the position looking for a successor.

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

- Custodians streamlining our task list to be more cost effective.
- Searching for new vendors for our supplies, to minimize cost.

# Bloomington Public Library

Books are just the beginning.



## Statistics At-A-Glance June 2024

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

<b>Circulation</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	33,942	34,610	-2%	58,477	69,317	-16%
Teens	3,303	3,114	6%	5,688	4,243	34%
Children	53,024	44,773	18%	88,822	81,189	9%
Digital Downloads	23,384	18,177	29%	46,429	36,573	27%
<b>Total</b>	<b>113,653</b>	<b>100,674</b>	<b>13%</b>	<b>199,416</b>	<b>191,322</b>	<b>4%</b>

<b>Active Cardholders</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,061	18,979	16%	N/A	N/A	N/A
Teens	3,833	3,261	18%	N/A	N/A	N/A
Children	8,240	5,669	45%	N/A	N/A	N/A
<b>Total</b>	<b>34,134</b>	<b>27,909</b>	<b>22%</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

<b>New Cardholders</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
<b>Total</b>	<b>728</b>	<b>500</b>	<b>46%</b>	<b>1,092</b>	<b>782</b>	<b>40%</b>

<b>Visits</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	24,321	16,268	50%	34,364	29,328	17%
Bookmobile	1,381	1,402	-1%	3,650	3,182	15%
<b>Total</b>	<b>25,702</b>	<b>17,670</b>	<b>45%</b>	<b>38,014</b>	<b>32,510</b>	<b>17%</b>

<b>Room Use</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	453	93	387%	757	158	379%
Digital Preservation Studio	49	8	513%	49	16	206%
Community Room	55	0	N/A	104	11	845%
<b>Total</b>	<b>557</b>	<b>101</b>	<b>451%</b>	<b>910</b>	<b>185</b>	<b>392%</b>

<b>Community Outreach</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	18	8	125%	40	36	11%
People Reached	990	773	28%	3,178	6,646	-52%
Community Visits to the Library	3	0	N/A	3	0	N/A
People Reached	102	0	N/A	102	0	N/A
Total Outreach Visits	21	8	163%	43	36	19%
Total People Reached	1,092	773	41%	3,280	6,646	-51%

**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	14	12	17%	34	22	55%
Attendance	160	270	-41%	428	423	1%
Teens	4	7	-43%	18	8	125%
Attendance	19	28	-32%	518	65	697%
Childrens	25	13	92%	50	14	257%
Attendance	5,011	452	1009%	13,287	519	2460%
Total Programs	43	32	34%	102	44	132%
Total Attendance	5,190	750	592%	14,233	1,007	1313%

<b>1-on-1 Appointments</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	22	1	2100%	22	5	340%

<b>Reference Questions</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4,068	3,237	26%	7,609	5,934	28%

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

<b>Training Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	194	58.00	234%	311	182	71%

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

<b>Technology Use</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,599	1,727	50%	4,014	3,138	28%
WiFi Sessions	2,800	1,875	49%	4,844	3,650	33%
Website/Catalog Hits	75,266	51,676	46%	135,732	101,140	34%
Online Resource Use	12,924	3,487	271%	24,579	7,553	225%

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

<b>Interlibrary Loan</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	399	407	-2%	797	689	16%
Sent	149	169	-12%	183	371	-51%

<b>Volunteer Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	20	0.00	N/A	24	0	N/A



Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, June 19, 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, Patti Salch, Kathy Vroman, Ary Anderson  
  
Others Present: Jeanne Hamilton, Kathy Jeakins, Colleen Shaw  
  
Absent: Jim Russell, Stephanie Walden
- III. Introductions  
There were no introductions.
- IV. Public Comments  
There were no public comments.
- V. President's Report  
There was no report.
- VI. Approval of Minutes  
A. April 17, 2024  
The minutes were approved as presented.
- VII. Staff Reports  
A. Director's Report: Jeanne Hamilton shared that moving into the full Library was successful. She commended the staff for their patience and positivity. The patrons have been very excited about everything with overwhelmingly positive comments. Building traffic has increased to at or above pre-COVID levels. According to the door count, the Library has approximately 100 people an hour entering the building.  
  
B. Outreach Report: Colleen Shaw highlighted special Bookmobile stops happening in conjunction with Children's Services staff to promote the Summer Reading Program. Ruth Novosad thanked the staff for doing a presentation to the Tri Valley school.  
  
C. Financial Report: Kathy Jeakins stated that the reports are in the packet.
- VIII. Unfinished Business  
A. Approve Next Steps for 9-Month CD (expiring 6/27/24): Stephen presented information from various banks, with percentages and length of maturity.

STEPHEN PETERSON MOVED, AND RUTH NOVOSAD SECONDED, TO ROLL OVER THE EXISTING CD AT FIRST STATE BANK TO A 7-MONTH CD AT THE RATE PROVIDED AT THE TIME OF MATURITY, ANTICIPATED TO BE AROUND 4.81%.

YAYS: RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, KATHY VROMAN, ARY ANDERSON

NAYS: NONE

ABSENT: JIM RUSSELL, STEPHANIE WALDEN

IX. New Business

A. Budget Discussion

Kathy Jeakins reminded the Board of the importance of having a quorum at the August 21 and October 16 meetings to approve the budget and tax levy, respectively. She asked for input on the budget. Discussion followed with the Board asking to increase advertising and programming. Kathy informed the Board that the notice for the Budget Hearing will appear in the paper between July 1 – 17.

B. Approve GPPLD Board Meetings for the Next Fiscal Year

PATTI SALCH MOVED, AND STEPHEN PETERSON SECONDED, TO APPROVE THE MEETING DATES FOR FY25.

THE MOTION CARRIED UNANIMOUSLY.

C. Annual Sexual Harassment Training for Trustees

Jeanne Hamilton led the Board in a training for sexual harassment prevention.

D. Strategic Planning – Developing Initiatives

Kathy Vroman distributed updated documents from prior planning sessions. She asked that members review all the documents, and the Board can vote on approval at the July meeting.

There was a brief discussion about applying for a project to be completed by the McLean County Chamber Leadership McLean County. The Board plans to discuss this further as more information is released by the Chamber.

X. Comments from Board Trustees

Patti Salch shared a fun newspaper item from 1949. Stephen Peterson stated that this Board has trust in the Library to spend the portion of the tax distribution that is transferred to the Library. Patti Salch shared how excited she is about the Innovation Lab equipment, and Jeanne mentioned that certification programs will start the last week of June for that equipment. Ary Anderson mentioned that two homes in her neighborhood recently sold, and she's anxiously awaiting the new residents to share information about Library services.

- XI. Reminder
  - A. Next Board Meeting is July 17, 2024
  
- XII. Adjournment
  - Ary Anderson adjourned the meeting at 6:20 pm.

DRAFT

BLOOMINGTON PUBLIC LIBRARY  
FY 2024-2025 FISCAL REPORT

REVENUES:

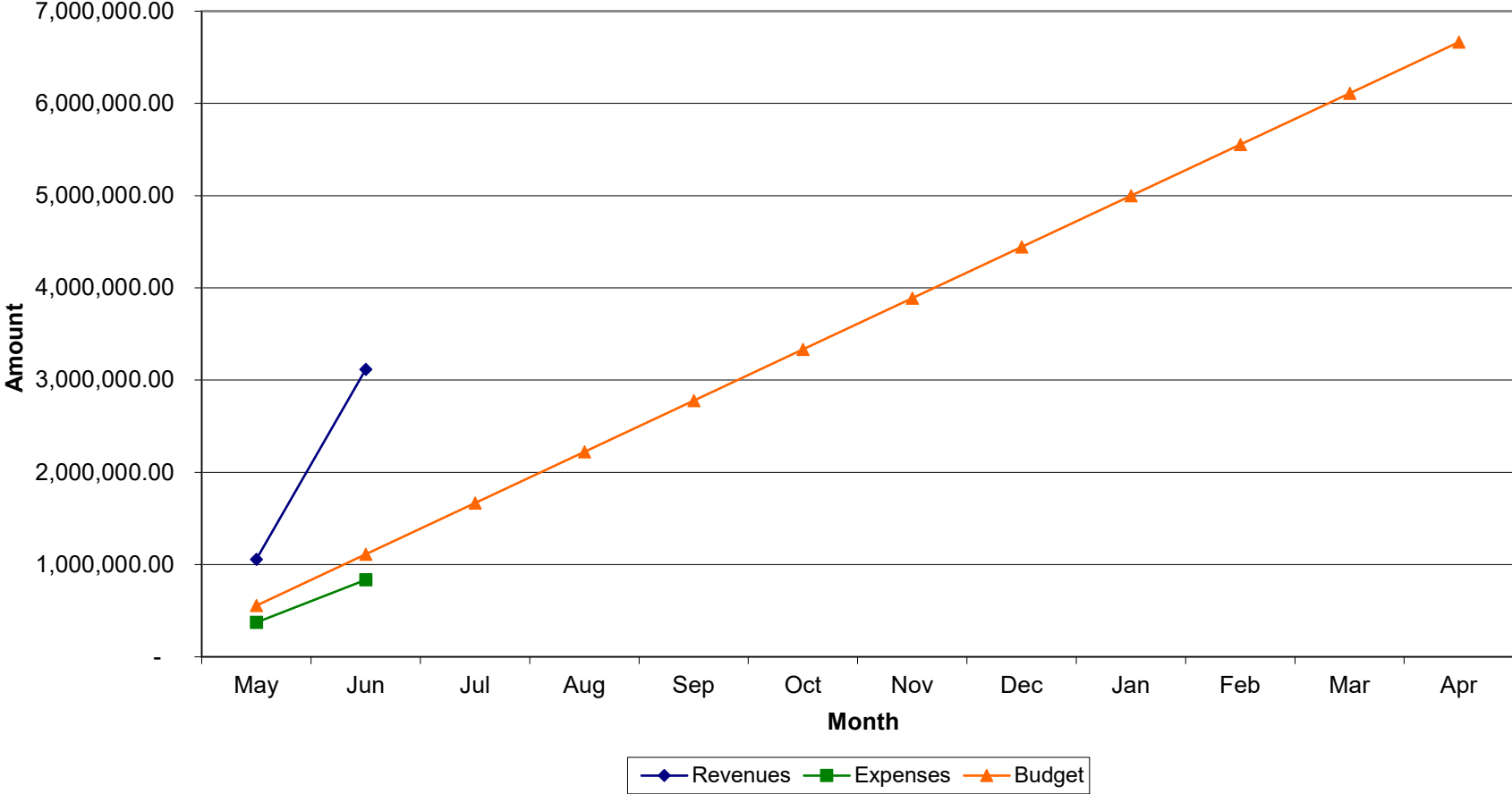
ACCT NAME	BUDGET	JUNE 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	1,849,136.72	2,788,067.13	(2,706,932.87)	50.7
Replacement Tax	424,600	0.00	0.00	(424,600.00)	0.0
State Grants	116,053	116,839.80	116,839.80	786.80	100.7
GPPLD	495,000	168,748.61	253,220.60	(241,779.40)	51.2
Fines & Fees	7,000	724.60	1,474.53	(5,525.47)	21.1
Interest on Investments	55,000	35,999.79	35,999.79	(19,000.21)	65.5
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	866.27	29,745.27	4,745.27	119.0
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	3,006.12	5,822.87	(35,177.13)	14.2
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>2,175,321.91</b>	<b>3,233,169.99</b>	<b>(3,431,483.01)</b>	<b>48.5</b>

EXPENDITURES:

ACCT NAME	BUDGET	JUNE 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	206,423.92	391,704.35	(2,585,920.65)	13.2
Part-Time Salaries	598,135	41,861.67	78,003.08	(520,131.92)	13.0
Seasonal Salaries	101,224	9,148.14	14,536.85	(86,687.15)	14.4
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	1,516.32	2,140.18	(17,859.82)	10.7
<b>Total Sals &amp; Wages</b>	<b>3,697,084</b>	<b>258,950.05</b>	<b>486,384.46</b>	<b>(3,210,699.54)</b>	<b>13.2</b>
Dental Insurance	10,463	475.44	668.43	(9,794.57)	6.4
Health Insurance, HMO	6,765	556.36	774.93	(5,990.07)	11.5
Life Insurance	3,293	252.00	455.60	(2,837.40)	13.8
Vision Insurance	3,227	239.20	333.17	(2,893.83)	10.3
Health Insurance, PPO 600/1200	276,166	15,039.28	21,418.84	(254,747.16)	7.8
Health Insurance, PPO with HSA	88,549	9,900.52	13,790.01	(74,758.99)	15.6
Library RHS Contribution	8,200	791.93	1,430.41	(6,769.59)	17.4
Library HSA City Contributions	15,800	21,600.00	21,600.00	5,800.00	136.7
Dental Insurance, PPO	0	253.16	352.62	352.62	-----
Identity Protection	0	51.87	107.73	107.73	-----
IMRF	223,322	15,366.74	29,105.04	(194,216.96)	13.0
FICA	227,973	15,308.77	29,024.32	(198,948.68)	12.7
Medicare	53,316	3,580.44	6,788.13	(46,527.87)	12.7
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	0.00	0.00	(37,383.00)	0.0
<b>Total Benefits</b>	<b>985,147</b>	<b>83,415.71</b>	<b>125,849.23</b>	<b>(859,297.77)</b>	<b>12.8</b>
Rentals	17,000	0.00	2,786.36	(14,213.64)	16.4
<b>Total Rentals</b>	<b>17,000</b>	<b>0.00</b>	<b>2,786.36</b>	<b>(14,213.64)</b>	<b>16.4</b>
Building Mtnc	130,000	7,716.21	8,696.21	(121,303.79)	6.7
Vehicle Mtnc	21,000	0.00	683.40	(20,316.60)	3.3
Office & Computer Mtnc	185,000	954.38	6,234.38	(178,765.62)	3.4
<b>Total Repair/Mtnc</b>	<b>336,000</b>	<b>8,670.59</b>	<b>15,613.99</b>	<b>(320,386.01)</b>	<b>4.6</b>

ACCT NAME	BUDGET	JUNE 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,838.34	3,222.75	(43,777.25)	6.9
Printing/Binding	35,000	8,161.21	8,161.21	(26,838.79)	23.3
Travel	1,000	88.57	219.09	(780.91)	21.9
Membership Dues	4,000	49.00	99.00	(3,901.00)	2.5
Professional Development	10,000	775.00	1,963.95	(8,036.05)	19.6
Other Purchased Services	109,000	13,897.30	45,363.16	(63,636.84)	41.6
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	256,000	24,809.42	59,029.16	(196,970.84)	23.1
Office Supplies	10,000	136.57	5,929.35	(4,070.65)	59.3
Computer Supplies	74,750	1,611.73	2,165.41	(72,584.59)	2.9
Postage	2,000	0.00	(14.67)	(2,014.67)	-0.7
Library Supplies	55,494	5,088.26	8,657.06	(46,836.94)	15.6
Janitorial Supplies	25,000	2,525.17	3,347.60	(21,652.40)	13.4
Gas & Diesel Fuel	6,000	902.34	933.86	(5,066.14)	15.6
Building Mtnc & Repair Supplies	14,000	21.39	398.41	(13,601.59)	2.8
Total Supplies	187,244	10,285.46	21,417.02	(165,826.98)	11.4
Natural Gas	40,000	1,559.04	1,559.04	(38,440.96)	3.9
Electricity	150,000	11,268.35	11,268.35	(138,731.65)	7.5
Water	7,000	480.67	984.24	(6,015.76)	14.1
Telecommunications	50,000	3,982.13	6,052.54	(43,947.46)	12.1
Total Utilities	247,000	442.06	19,864.17	(227,135.83)	8.0
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	132.01	582.01	(4,417.99)	11.6
Periodicals	18,000	45.78	15,455.32	(2,544.68)	85.9
Adult Books	165,000	13,857.79	23,884.32	(141,115.68)	14.5
Children's Books	130,000	9,280.18	16,749.48	(113,250.52)	12.9
A/V Materials	90,000	5,902.88	7,201.22	(82,798.78)	8.0
Public Access Software	128,000	23,727.18	23,727.18	(104,272.82)	18.5
Downloadable Materials	270,000	4,982.00	14,970.00	(255,030.00)	5.5
Total Materials	806,000	57,795.81	101,987.52	(704,012.48)	12.7
Employee Relations	3,500	81.80	683.51	(2,816.49)	19.5
Miscellaneous Expenses	8,222	399.95	508.51	(7,713.49)	6.2
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	481.75	1,192.02	(10,529.98)	1.1
Total Expenses	6,637,897	444,850.85	834,616.55	(5,709,080.45)	12.6

### Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 11.7% to 21.7% is acceptable)  
June 2024

Property Tax (50.7%): The Library received two more distributions in June.

Replacement Tax (0.0%): The distribution has not been made yet.

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 also received two more distributions in June.

Interest (65.5%): The amount continues to be more than projected.

Donations (119.0%): 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 (6.4%): Charges have been minimal.

Health Insurance, HMO (11.5%): Charges have been minimal.

Vision Insurance (10.3%): Charges have been minimal.

Health Insurance, PPO 600/1200 (7.8%): Charges have been minimal.

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

Building Maintenance (6.7%): Charges have been minimal.

Vehicle Maintenance (3.3%): Charges have been minimal.

Office & Computer Maintenance (3.4%): Charges have been minimal.

Advertising (6.9%): Charges have been minimal.

Printing/Binding (23.3%): This is over-spent due to printing the Summer Program Guide and the Summer Reading Program Reading Logs.

Travel (21.9%): This is over-spent due to staff using their own vehicle to run errands and attend meetings.

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

Other Purchased Services (41.6%): 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 (59.3%): This is over-spent due to the purchase of new appliances needed for the library.

Computer Supplies (2.9%): Charges have been minimal.  
Postage (-0.7%): Charges have been minimal.  
Building Mtnc & Repair Supplies (2.8%): Charges have been minimal.  
Natural Gas (3.9%): Nothing has been charged to this line item.  
Electricity (7.5%): Nothing has been charged to this line item.  
Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.  
Non Traditional Materials (11.6%): Charges have been minimal.  
Periodicals (85.9%): This is over-spent due to the annual renewal of the subscription service.  
A/V Materials (8.0%): Charges have been minimal.  
Downloadable Materials (5.5%): charges have been minimal.  
Miscellaneous Expenses (6.2%): Charges have been minimal.

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
Various Community Donors:	2,126.51
Memorial Donations:	125.00
Community Donations:	271.14
Miscellaneous Donations:	17.30
 Total Donations:	 \$ 29,745.27

The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 171.82
Book Shoppe:	1,980.25
Ear Buds:	48.00
Flash Drives:	25.00
Genealogy Searches:	15.00
Print Station:	2,730.25
Reusable Bags:	146.00
Test Proctoring:	75.00
Tote Bags:	288.00
Miscellaneous:	343.55
 Total Other Revenue:	 \$ 5,822.87

During June, 12 batches containing 81 invoices were processed, totaling \$89,282.64 and 116 credit card charges were made totaling \$36,492.53.



As of June 30, the Library's Maintenance & Operating Fund Balance is \$5,792,082.72, which is 81.3% 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, 6/30/24:

Operating:	\$ 5,792,082.72
Fixed Assets:	\$ 1,262,175.98
Capital:	\$ 1,216,075.31

BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-25  
As of 6/30/2024

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	716,460.23	16,460.23	102.4
Interest	400,000.00	818,490.96	418,490.96	-----
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>22,129,488.55</b>	<b>(4,203,864.68)</b>	<b>84.0</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>

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION**  
**TUESDAY, JUNE 18, 2024, 5:30 PM**

The Library Board of Trustees convened in regular session at 5:32 PM, June 18, 2024. President Catrina Parker called the meeting to order.

**Roll Call**

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

Staff Present: Jeanne Hamilton, Kathy Jeakins

**Welcome to New Board Members**

President Parker welcomed Georgene Chissell and Shari Zeck to the Board.

**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 6.A. President's Report

President Parker began by assigning committee appointments. The 3Ps Committee (Planning, Policies, and Programming) consists of Chair Matt Watchinski, Dianne Hollister, Alicia Whitworth, and Shari Zeck. John Argenziano will Chair the Budget & Personnel Committee, which will also include Alicia Henry, Georgene Chissell, and the person who will be appointed to the vacant board members seat.

*The following item was presented:*

Item 6.B. Director's Report

Director Hamilton shared that moving in to the full library was successful. She is proud of the staff for all the hard work it took to get to this point. Staff have received overwhelmingly positive feedback from the community. Director Hamilton reported that according to the door

count, the Library has approximately 100 people entering the building every hour that the Library is open.

*The following item was presented:*

Item 6.C. Fiscal Report

Kathy Jeakins indicated that the reports are in the packet. She reviewed all the reports, including final reports for FY24.

**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 7.A. Approve Minutes of 4/16/24: Regular Bloomington Public Library Board meeting

Item 7.B. Bills in the Amount of \$536,311.94 for April 2024.

Item 7.C. Bills in the Amount of \$1,943,431.96 for May 2024.

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

**Motion carried (viva voce, 7-0).**

**Approval Items**

*The following item was presented:*

Item 8.A. Approve Non-Resident Card Participation for 7.01.24 - 6.30.25

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

**Motion carried (viva voce, 7-0).**

*The following item was presented:*

Item 8.B. Approve the Annual OCLC Service Renewal

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

**AYES:** Trustee Argenziano; Trustee Chissell; Trustee Henry; Trustee Hollister; Trustee Parker; Trustee Whitworth; Trustee Zeck

**Motion carried.**

*The following item was presented:*

Item 8.C. Approve Appointments to the Bloomington Public Library Foundation Board  
President Parker nominated herself and Dianne Hollister as Bloomington Public Library Foundation Board members.

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

**Motion carried (viva voce, 7-0).**

## **Discussion Items**

*The following item was presented:*

### Item 9.A. Sexual Harassment Training

Director Hamilton led the Board in a training for sexual harassment prevention.

## **Comments by Trustees**

Trustee Hollister remarked how impressed she is with the Library staff and the programs, specifically Bloomington Reads and The Woman Who Would Not Be Silenced programs. Trustee Whitworth commented how fun it is to walk through the new spaces, and her children are also enjoying everything about the expanded Library. Trustee Zeck thanked the members of the Board for all they've done to make the expansion a reality. She also commended the Library staff for their hard work in moving materials and adjusting work flows. Trustee Whitworth added that it is wonderful to see the staff smiling and positive, and it's contagious. She also expressed her enthusiasm for the Summer Reading Program theme and graphics. Trustee Henry stated how remarkable it is that the Library remained open for much of the time during the final move, with minimal upheaval to the public. Trustee Chissell asked if there were plans to hold another adult murder mystery program. She attended one years ago and had so much fun. Trustee Argenziano inquired what types of things the Library was doing to recognize African American Music Month and Pride Month. Director Hamilton responded that she didn't know of anything for the African American Music Month, but the Library has multiple Pride displays and is also hosting Pride in the Park at Miller Park toward the end of the month. She also indicated that there are Juneteenth displays throughout the Library as well as the Juneteenth program happening tomorrow. Trustee Hollister is grateful that she was able to purchase another Bloomington Public Library vest. She shared that she is working on getting a retiree forum up and running with the Illinois Library Association.

## **Adjournment**

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

**Motion carried (viva voce, 7-0).**

The Meeting Adjourned at 6:35 PM.

BILLS LIST

Approved by BPL Board of Trustees, July 16, 2024

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

Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	2,179.32
Amazon Capital Services	Adult Books	273.89
Amazon Capital Services	Building Mtnc Supplies	63.78
Amazon Capital Services	Children's Books	430.02
Amazon Capital Services	Computer Supplies	1,325.54
Amazon Capital Services	Employee Relations	351.57
Amazon Capital Services	Janitorial Supplies	1,379.27
Amazon Capital Services	Library Supplies	582.27
Amazon Capital Services	Miscellaneous Expenses	34.06
Amazon Capital Services	Non-Traditional Materials	501.30
Amazon Capital Services	Office Supplies	761.47
Amazon Capital Services	Other Purchased Services	3,784.90
Ameren IP	Electricity	11,268.35
American Pest Control	Building Maintenance	80.00
Assa Abloy	Other Purchased Services	5,250.00
Baez, Clare	Travel	30.75
Bill's Key & Lock Shop, Inc.	Building Mtnc Supplies	36.18
Brodart Company	Library Supplies	1,001.50
Capital City Speed Demons/Central Ill Inflatables	Other Purchased Services	325.00
CDW Government	Computer Supplies	325.08
CDW Government	Office/Equipment Mtnc	1,033.60
CIRBN	Telecommunications	420.33
City Directories	Adult Books	465.00
City of Bloomington	Dental Insurance	475.16
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	15,308.77
City of Bloomington	Gas/Diesel	499.12
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	15,039.28
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	HSA Contributions	21,600.00
City of Bloomington	IMRF	15,366.74
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,580.44
City of Bloomington	Payroll	258,950.05
City of Bloomington	RHS Contribution	791.93
City of Bloomington	Vision Insurance	239.20
City of Bloomington	Water	480.67
Cleaner Finish, LLC	Building Maintenance	3,806.00
Cope, Michelle	Travel	20.30
Cummins, Inc.	Vehicle Maintenance	468.65
Custom Digital Imaging	Printing	8,161.21

Cyphers, Bob	Other Purchased Services	100.00
Dean's Graphics	Library Supplies	505.00
Dell Marketing, L.P.	Computer Supplies	1,469.76
Demco	Library Supplies	460.08
Ebsco Industries	Periodicals	15.78
Engberg Anderson	Architectural Fees	10,426.25
Engberg Anderson	Other Purchased Services	1,768.44
Envisionware, Inc.	Computer Supplies	3,181.81
F & W Lawn Care & Landscaping	Building Maintenance	420.00
Geiger	Library Supplies	1,639.76
Goerlitz, Nan	Travel	11.46
Green, Jocelyn	Other Purchased Services	373.86
Henricksen and Company, Inc.	Office Supplies -- Expansion	10,735.39
Huber, Nick	Miscellaneous Revenue	15.00
Illinois State Police	Other Purchased Services	80.00
Illinois State University	Advertising	966.66
Kone	Building Maintenance	2,437.48
Lefler, Tiffany	Travel	10.05
Library Store	Library Supplies	164.51
McCarthy, Michael	Other Purchased Services	119.84
Metronet	Telecommunications	1,986.34
Midwest Engineering & Testing	Other Purch Services-Exp	480.00
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	180.00
Midwest Tape	A/V Materials	1,272.58
Midwest Tape	Children's Books	463.89
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	366.40
Mt. Zion District Library	Miscellaneous Expenses	15.00
NICOR/Northern Illinois Gas	Natural Gas	1,559.04
Pantagraph	Advertising	400.00
Playaway Products	Adult Books	193.47
Playaway Products	Children's Books	722.87
Quadient Leasing USA, Inc.	Rentals	166.92
Quill Corp	Computer Supplies	642.79
Quill Corp	Employee Relations	48.35
Quill Corp	Library Supplies	187.94
Quill Corp	Office Supplies	633.43
Quill Corp	Other Purchased Services	11.08
Ricoh USA, Inc	Office/Equipment Mtn	183.78
Ricoh USA, Inc	Rentals	2,657.88
Rosedrew, Inc.	Library Supplies	956.88
Stuard & Associates	Building Maintenance	220.00
Uline Shipping Supply Specialists	Janitorial Supplies	443.69
Unique Management Services	Other Purchased Services	689.50
University of Indianapolis	Miscellaneous Expenses	50.00
Weber Electric, Inc.	Building Maintenance	817.73
West Publishing	Adult Books	118.00
Wolpert, Emily	Travel	14.74
VISA - Altitude-Bloomington	Other Purchased Services	50.00
VISA - AnyCubic	Other Purchased Services	479.00
VISA - Assoc of Bookmobile and Outreach Services	Memberships	49.00
VISA - Assoc of Bookmobile and Outreach Services	Professional Development	775.00
VISA - Baker & Taylor Books	A/V Materials	3,692.56
VISA - Baker & Taylor Books	Adult Books	6,307.87
VISA - Baker & Taylor Books	Children's Books	7,391.91

VISA - Bambu Lab	Other Purchased Services	31.99
VISA - Best Version Media	Advertising	594.40
VISA - Bobzbay	Other Purchased Services	50.00
VISA - Coffee Hound	Other Purchased Services	50.00
VISA - Crafted Coffee Brews	Other Purchased Services	51.50
VISA - Dick Van Dyke Appliance World	Office Supplies	(789.98)
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	635.58
VISA - Flinger's Pizza	Other Purchased Services	50.00
VISA - Gingerbread House	Other Purchased Services	50.00
VISA - Global Industrial Equipment	Janitorial Supplies	1,378.98
VISA - Glowforge	Library Supplies	100.00
VISA - Glowforge	Other Purchased Services	239.00
VISA - Growing Grounds	Other Purchased Services	77.19
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	51.22
VISA - Illinois Library Association	Other Purchased Services	39.48
VISA - Inevitables, Inc.	Library Supplies	14.44
VISA - Ingram	Adult Books	6,591.67
VISA - Ingram	Children's Books	681.71
VISA - International Service Fee	Other Purchased Services	5.42
VISA - Jewel-Osco	Library Supplies	31.35
VISA - JoAnn Stores	Other Purchased Services	17.98
VISA - New York Times	Public Access Materials	2,303.60
VISA - Paypal*ABC Builds Bricklink	Miscellaneous Expenses	56.73
VISA - Paypal*Big B Bricks Bricklink	Miscellaneous Expenses	179.44
VISA - Paypal*Big Little Bricks Bricklink	Miscellaneous Expenses	145.46
VISA - Paypal*BrickVibe Bricklink	Miscellaneous Expenses	69.33
VISA - Paypal*Brock's Bricks Bricklink	Miscellaneous Expenses	238.11
VISA - Paypal*Coffee Angel Bricklink	Miscellaneous Expenses	169.81
VISA - Paypal*EthanBurnstine Bricklink	Miscellaneous Expenses	112.88
VISA - Paypal*Free To Serve Bricklink	Miscellaneous Expenses	62.52
VISA - Paypal*SteubenBricks Bricklink	Miscellaneous Expenses	111.32
VISA - Paypal*Steven Strong Bricklink	Miscellaneous Expenses	156.38
VISA - Paypal*ThatBrickLady Bricklink	Miscellaneous Expenses	149.59
VISA - Paypal*W Q Keenan Bricklink	Miscellaneous Expenses	116.48
VISA - Printful, Inc.	Other Purchased Services	35.67
VISA - Red Raccoon Games	Other Purchased Services	50.00
VISA - Star Cleaners	Other Purchased Services	63.50
VISA - Steam Purchase	Other Purchased Services	100.00
VISA - T-Mobile	Non-Traditional Materials	90.00
VISA - T-Mobile	Telecommunications	1,230.75
VISA - Tractor Supply Co.	Building Mtn Supplies	13.98
VISA - Verizon Wireless	Telecommunications	344.71
VISA - Von Chomps	Other Purchased Services	100.00
VISA - Wal-Mart	Employee Relations	26.46
VISA - Wal-Mart	Janitorial Supplies	107.28
VISA - Wal-Mart	Library Supplies	54.64
VISA - Wal-Mart	Other Purchased Services	67.37
VISA - Wendell Niepagen Greenhouse	Other Purchased Services	16.87
VISA - Wix.com	Other Purchased Services	31.58
VISA - Zoom.US	Other Purchased Services	373.83
VIUSA - Hobby Lobby	Other Purchased Services	16.97
Total		479,570.57



Date of exec session	Topic of exec session	Date minutes approved	Date destruction of the recordings approved
10/19/2004	To discuss performance of a specific employee	11/15/2016	11/15/2016
2/22/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
3/22/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
5/17/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
5/23/2005	To discuss performance of a specific employee	11/15/2016	11/15/2016
6/7/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
6/15/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
6/21/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
7/19/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
8/8/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
8/29/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016	11/15/2016
9/14/2005	To discuss the dismissal of a specific employee	11/15/2016	11/15/2016
4/25/2006	To discuss employment of a specific employee	11/15/2016	11/15/2016
5/22/2006	To discuss employment of a specific employee	11/15/2016	11/15/2016
5/30/2006	To discuss employment and compensation of a specific employee	11/15/2016	11/15/2016
	To discuss minutes of closed session dates: October 19, 2004, February 22, 2005, March 22, 2005, May 17, 2005, May 23, 2005, June 15, 2005, June 21, 2005, July 19, 2005, and August 8, 2005.		
9/19/2006		11/15/2016	11/15/2016
4/22/2008	To discuss performance of a specific employee	11/15/2016	11/15/2016
4/21/2009	To discuss performance of a specific employee	11/15/2016	11/15/2016
7/21/2009	To discuss the performance and compensation of a specific employee.	11/15/2016	11/15/2016
	<i>Review of executive session minutes (Referred to in the minutes of the 12/18/12 meeting but no minutes were found)</i>		
9/22/2009		11/15/2016	11/15/2016
	To discuss collective negotiating matters with union and to discuss the performance of a specific employee		
6/9/2010		11/15/2016	11/15/2016
7/20/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
8/17/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
10/19/2010	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
3/22/2011	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
5/17/2011	To discuss collective negotiating matters pending with union	11/15/2016	11/15/2016
6/21/2011	To discuss the performance of a specific employee	11/15/2016	11/15/2016
7/19/2011	To discuss the performance of a specific employee	2/21/2017	8/15/2017
8/21/2012	To discuss pending litigation	11/15/2016	11/15/2016
9/18/2012	To discuss pending litigation	11/15/2016	11/15/2016
10/16/2012	<i>Tape was damaged and could not be transcribed.</i>	n/a	11/15/2016
	To discuss minutes of the following meetings that were lawfully closed under the Open Meetings Act: September 22, 2009, July 21, 2009 and April 22, 2008. (Note: minutes for 4/22/08 & 9/22/09 were redone in 2016 from recordings because they could not be found)		
12/18/2012		11/15/2016	11/15/2016
1/22/2013	<i>Tape was damaged and could not be transcribed.</i>	n/a	11/15/2016
7/16/2013	To discuss collective bargaining pending with union	2/21/2017	8/15/2017
9/17/2013	To discuss performance of a specific employee	2/21/2017	8/15/2017
3/25/2014	To discuss performance of a specific employee	3/21/2017	8/15/2017
4/15/2014	To discuss the performance of a specific employee	11/15/2016	11/15/2016
9/18/2014	To discuss the performance of a specific employee	2/21/2017	8/15/2017
5/19/2015	To discuss the performance of a specific employee	11/15/2016	11/15/2016

Date of exec session	Topic of exec session	Date minutes approved	Date destruction of the recordings approved
6/2/2015	To discuss the performance of a specific employee	11/15/2016	11/15/2016
8/18/2015	To discuss the dismissal of a specific employee	2/21/2017	8/15/2017
12/1/2015	To discuss the employment of a specific employee	3/21/2017	8/15/2017
12/8/2015	To discuss the employment of a specific employee	3/21/2017	8/15/2017
12/15/2015	To discuss the employment of a specific employee	3/21/2017	8/15/2017
3/15/2016	Reviewed exec session minutes	3/21/2017	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #1)	11/15/2016	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #2)	10/17/2017	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #3)	10/17/2017	2/19/2019
4/22/2016	To discuss the employment of a specific employee (interview #4)	10/17/2017	2/19/2019
5/4/2016	To discuss the employment of a specific employee	10/17/2017	2/19/2019
5/9/2016	To discuss the employment of a specific employee	10/17/2017	2/19/2019
8/16/2016	Reviewed exec session minutes	4/18/2017	2/19/2019
9/20/2016	To discuss minutes of closed session meetings, dates September 18, 2012, May 4, 2016 and August 21, 2012, which were lawfully closed under the Open Meetings Act.	2/21/2017 & 4/18/2017	2/19/2019
11/15/2016	To discuss minutes of closed session meeting of April 15, 2014 which was lawfully closed under the Open Meetings Act.	2/21/2017 & 4/18/2017	2/19/2019
1/17/2017	To discuss minutes of closed session meetings dates 7/19/11, 7/16/13, 9/17/13	2/21/2017	2/19/2019
2/21/2017	Collective Negotiating Matters & Reviewed exec session minutes for: 9/18/14, 8/18/15, 9/20/16, 11/15/16, 1/17/17	4/18/2017	2/19/2019
3/21/2017	Collective Negotiating Matters, Personnel, & Reviewed exec session minutes for: 3/25/14, 12/1/15, 12/8/15, 12/15/15, 3/15/16	8/15/2017	2/19/2019
4/18/2017	Collective Negotiating Matters, Personnel, & Reviewed exec session minutes for: 8/16/16, 9/20/16, 11/15/16, 2/21/17	10/17/2017	2/19/2019
6/20/2017	Collective Negotiating Matters	8/15/2017	2/19/2019
8/15/2017	Collective Negotiating Matters & Reviewed exec session minutes	10/17/2017	2/19/2019
11/21/2017	Collective Negotiating Matters	2/20/2018	10/20/2020
4/3/2018	B & P Committee -To discuss the performance of a specific employee	11/5/2019	10/20/2020
4/17/2018	To discuss the performance of a specific employee & Lease or Purchase of Property	6/19/2018	10/20/2020
9/18/2018	Collective Negotiating Matters & Compensation of a specific employee	11/20/2018	10/20/2020
2/19/2019	Collective Negotiating Matters	4/16/2019	10/20/2020
4/2/2019	B & P Committee - To discuss the performance of a specific employee	11/5/2019	10/20/2020
4/16/2019	To discuss performance & compensation of a specific employee	10/15/2019	10/20/2020
2/18/2020	Collective Negotiating Matters	6/16/2020	2/15/2022
7/21/2020	Collective Negotiating Matters & performance & Compensation of a specific employee	8/18/2020	2/15/2022
4/13/2021	B & P Committee -To discuss the performance of a specific employee	11/2/2021	7/18/2023
4/20/2021	To discuss the performance of a specific employee	5/18/2021	7/18/2023
3/15/2022	Collective Negotiating Matters	6/21/2022	In the safe- eligible for destruction on: 9/15/2023
4/12/2022	B & P Committee - To discuss performance & compensation of a specific employee	10/11/2022	In the safe- eligible for destruction on: 10/12/2023
4/19/2022	To discuss performance & compensation of a specific employee	6/21/2022	In the safe- eligible for destruction on: 10/19/2023
4/11/2023	B & P Committee - To discuss performance & compensation of a specific employee	10/10/2023	In the safe- eligible for destruction on: 10/11/2024
4/18/2023	To discuss performance & compensation of a specific employee	10/17/2023	In the safe- eligible for destruction on: 10/18/2024
4/2/2024	B & P Committee - To discuss performance & compensation of a specific employee		In the safe- eligible for destruction on: 10/2/2025
4/16/2024	To discuss performance & compensation of a specific employee		In the safe- eligible for destruction on: 10/16/2025