

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 17, 2023

5:30 p.m.

Osborn Room

Bloomington Police Department

305 S. East Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of December 20, 2022 Regular BPL Board Meeting
 - B. Approve Bills List of December 2022
- IX. Approval Items
 - A. Approve Waiving the Competitive Bid Process for Property/Casualty Insurance
- X. Discussion Items
 - A. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 1.13.23 9:05 a.m.

BILLS LIST

Approved by BPL Board of Trustees, January 17, 2023

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	267.50
Amazon Capital Services	A/V Materials	15.98
Amazon Capital Services	Children's Books	18.19
Amazon Capital Services	Employee Relations	7.99
Amazon.com, LLC	A/V Materials	793.61
Amazon.com, LLC	Adult Books	59.90
Amazon.com, LLC	Children's Books	160.22
Amazon.com, LLC	Computer Supplies	5.48
Amazon.com, LLC	Janitorial Supplies	111.60
Amazon.com, LLC	Non-Traditional Materials	12.95
Amazon.com, LLC	Other Purchased Services	41.04
Ameren IP	Electricity	6,562.63
Arthur J. Gallagher	Worker's Compensation	8,791.00
CDW Government	Computer Supplies	2,930.31
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	718.88
City of Bloomington	FICA	20,673.53
City of Bloomington	Gas & Diesel Fuel	327.52
City of Bloomington	Health Insurance-HMO	519.90
City of Bloomington	Health Insurance-PPO	23,274.76
City of Bloomington	IMRF	28,341.84
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	4,835.01
City of Bloomington	Payroll	342,323.62
City of Bloomington	RHS Contribution	556.74
City of Bloomington	Vision Insurance	230.38
City of Bloomington	Water	440.80
Cope, Michelle	Travel	8.69
Coughlin Company	Public Access Software	1,799.00
Cummins, Inc.	Vehicle Maintenance	1,986.02
Custom Digital Imaging	Printing	382.30
Demco	Library Supplies	169.94
Dunham, Amy	Travel	27.19
Ebsco Industries	Periodicals	112.09
Engberg Anderson	Architectural Services	31,401.80
F & W Lawn Care & Landscaping	Building Maintenance	190.00
HV Management, LLC	Other Purchased Services	2,200.00
Illinois Assoc for the Advancement of Archaeology	Memberships	30.00
Illinois State University	Advertising	491.67
Johnson Controls	Building Maintenance	920.11
Kone	Building Maintenance	9,127.31

McLean County Chamber of Commerce	Memberships	690.00
Metronet	Telecommunications	1,929.18
Midamerica Books	Adult Books	139.75
Midamerica Books	Children's Books	167.70
Midwest Engineering & Testing, Inc.	Building Maintenance	442.50
Midwest Mailing & Shipping Systems, Inc.	Office/Computer Equip Mtn	252.00
Midwest Tape	A/V Materials	1,046.76
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	226.80
News Bank, Inc.	Public Access Software	23,011.00
NICOR/Northern Illinois Gas	Natural Gas	4,618.01
Nu Air Company, LLC	Building Mtn Supplies	2,510.20
Pettigrew, George	Other Purchased Services	200.00
Plastic Fulfillment, Inc.	Library Supplies	4,310.93
Postmaster	Postage	275.00
Proquest CSA, LLC	Downloadable Materials	300.90
Quadient Leasing USA, Inc.	Rentals	166.92
Quill Corp.	Computer Supplies	1,178.87
Quill Corp.	Employee Relations	59.80
Quill Corp.	Janitorial Supplies	245.01
Quill Corp.	Library Supplies	35.96
Quill Corp.	Office Supplies	556.81
Quill Corp.	Other Purchased Services	238.68
Ricoh USA, Inc.	Office/Computer Equip Mtn	183.78
Ricoh USA, Inc.	Rentals	2,065.10
Ruby's Rescue	Employee Relations	40.00
Unique Management	Other Purchased Services	502.35
Weber Electric, Inc.	Building Maintenance	215.00
Wolpert, Emily	Travel	4.25
VISA - AED Superstore	Employee Relations	1,163.45
VISA - American Pest Control	Building Maintenance	80.00
VISA - Baker & Taylor Books	A/V Materials	4,082.02
VISA - Baker & Taylor Books	Adult Books	7,257.91
VISA - Baker & Taylor Books	Children's Books	11,617.18
VISA - Best Version Media	Advertising	394.40
VISA - Casey's Garden Shop & Florist	Employee Relations	50.00
VISA - Chicago Tribune	Periodicals	614.24
VISA - Circle K	Gas & Diesel Fuel	17.94
VISA - CookieCad	Other Purchased Services	41.27
VISA - Digipalooza	Professional Development	149.00
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	332.55
VISA - Farm & Fleet	Janitorial Supplies	91.56
VISA - Fast Forward Libraries Learning Circle	Professional Development	62.40
VISA - GreenDisc, Inc.	Other Purchased Services	174.95
VISA - Ingram	Adult Books	2,647.49
VISA - Ingram	Children's Books	330.06
VISA - Lowe's	Library Supplies	17.85
VISA - New Resident Service	Other Purchased Services	96.60
VISA - Sam's Club	Employee Relations	31.74
VISA - Sam's Club	Memberships	50.00
VISA - Thornton's	Gas & Diesel Fuel	11.60

VISA - USPS	Postage	27.15
VISA - Verizon Wireless	Telecommunications	337.59
VISA - Wal-Mart	Employee Relations	60.88
VISA - Wal-Mart	Janitorial Supplies	6.58
VISA - Wal-Mart	Library Supplies	74.98
VISA - Zoom.US	Other Purchased Services	339.83
Total		573,627.78

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Books are just the beginning.



Director's Report December 2022

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

- Continued to make progress towards a Library expansion, by:
 - Attending two construction meetings with the architects, general contractors, and subcontractors
 - Meeting with the architects to review furniture selections
 - Coordinating the review and finalization of all furniture selections
 - Working to review furniture plans for phase 2
 - Overseeing compliance with the Illinois State Library (ISL) grant and completing required reports
 - Submitting information to the US Census about our construction project
 - Meeting with two potential vendors to discuss electric vehicle charging stations
- Attended the Illinois Library Association (ILA) DEI and Public Policy Committee Meetings
- Presented the tax levy proposal at two Council Meetings
- Met with a staff member to discuss better ways to track library statistics

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

- Participated in a Library Director Leadership Book Discussion
- Met with a staff member to discuss questions and concerns
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms

It was my extreme pleasure and honor to serve as the Illinois Library Association President in 2021-2022. This role has a three-year term: year 1 (July 1, 2020-June 30, 2021) Vice President/President-Elect, year 2 (July 1, 2021-June 30, 2022) President, and year 3 (July 1, 2022- June 30, 2023) Immediate Past President. It has the privilege of helping shape (and accomplish) the goals and activities that support the diverse libraries throughout the state of Illinois. The following pages highlight the things accomplished under my presidential year.

While I have no doubts that this position has benefited Bloomington Public Library by allowing me to gain knowledge, establish new relationships, and provide the perspective of Bloomington Public Library on various issues, I am incredibly grateful that the Board allowed me to serve in this capacity. Thank you!



Illinois Library Association Annual Report 2021–2022



Dear ILA Members and Friends,

The experience of serving as ILA President is bookended by two member-centered responsibilities. The first one is to convene a Conference Program Committee and to choose a theme for the Annual Conference that will take place approximately 18 months later. The second is two-fold: chairing and convening the Nominating Committee, and chairing the Diversity, Equity, and Inclusion Subcommittee of the Executive Board. The latter is a relatively new group, intended to provide guidance and leadership to the Executive Board, and by extension to the association and profession, in strategically planning our efforts to increase and develop diversity, equity, and inclusion initiatives; and to keep the Board accountable for progress toward our DEI-related strategic goals.

Newly elected Vice Presidents/Presidents-Elect and the Conference Committee do not know what the future will hold, or what the Illinois library environment will “look like” when we begin planning for the ILA Annual Conference. This was particularly true for my conference committee and me as we were still in the very early stages of the pandemic. However, we did know that our communities, and libraries’ place in them, was more important than ever. As the committee and I thought about the flexibility and resilience that libraries showed to help reduce the disruption that COVID-19 had caused; the courageous steps libraries were taking to increase awareness of systemic racism, social injustice, and other current issues; and the ways libraries and library staff simply “thought outside the box” while designing and implementing library services and programs, we found our way to the theme of Breaking Down Barriers, Building Up Communities.

Over the course of the year, as the state—indeed, the world—began to adapt to post-pandemic conditions, libraries, particularly school and public libraries, found themselves at the nexus of culture wars over materials and programs, primarily those by and about people of color or LGBTQIA+ people. We worked with our sister organization the Association of Illinois School Library Educators (AISLE) to amplify their strong statement about book bans, and our own Intellectual Freedom Committee chose to honor the students of Downers Grove High School in recognition of their extraordinary advocacy for their own right to read. Legislatively, we focused on reducing the digital divide by introducing legislation to ensure reasonable, equitable pricing for e-books for libraries and advocating for library broadband connections to be included in the state budget.

As I look ahead toward finishing my term, I am excited by the opportunity to chart the future and future leadership of ILA via the Nominating Committee, ensuring that the future board represents the diversity of our members with representatives from all backgrounds, all library types, and all geographic areas of the state. Also, I am looking forward to being a part of the award process for our second year of the inaugural Inclusive Travel Grant program that financially supports Illinois library staff from underrepresented populations to attend a national conference of their choosing. Thank you to the 2021-2022 DEI Subcommittee for initiating this incredible step forward! The bar has been set high and the Executive Board and elected leadership remain focused on you, our members.

Here’s to 2023 and beyond,



Jeanne C. Hamilton, Bloomington Public Library
ILA President, 2021–22

2019–2023 ILA Strategic Plan

Vision

Collaboratively shaping a new future for libraries in Illinois

Mission

Leadership, advocacy, partnership, and learning for the benefit of Illinois libraries

Core Strategic Values

- Energizing, visionary leadership
- Adaptation to change
- Long term strategic perspective/direction
- Member service focus
- Partnerships and alliances
- Diversity and equity of opportunity

Core Values of the Profession

Information access, equity, intellectual freedom, and objective truth

Strategies, Goals, and Desired Outcomes

Strategy: Advocacy

Goal: Legislative Advocacy

- Invest in advocacy. Educate and mobilize activist groups and other professional associations to understand and support the cause and critical nature of libraries.
- *Desired outcomes:* Activated strategic alliances and informed advocacy at all levels achieve adequate funding for libraries. Governmental decision-makers increase support for libraries.

Goal: Community Advocacy

- Develop education and tools for library leaders and staff to establish clear understanding of libraries' worth among the people served, resulting in community and stakeholder ambassadorship and engagement.
- *Desired outcomes:* The communities and people served value the presence and vitality of libraries. The communities and people served are vocal advocates for libraries.

Strategy: A Culture of Diversity and Inclusion

Goal: In the Profession

- Develop education for library leaders and staff about increasing diversity in collections and programs and creating an inclusive environment in libraries and librarianship.
- *Desired outcome:* Library leadership and staff are cultivated and engaged in advancing equity, diversity, and inclusion in the communities they serve.

Goal: In the Association

- Review and revamp the committee and volunteer system for functionality, diversity, inclusivity, and recognition. Increase awareness, understanding, and commitment to creating an inclusive environment in ILA.
- *Desired outcomes:* Members recognize their ownership in and have equitable access to participate and be heard in ILA's volunteer structure. Members connect collaboratively for sharing and creation of knowledge.

Strategy: Delivery of Member Value

- **Goal:** Assess and refresh programs and services, integrating new approaches and technologies to deliver member value in programming, communication, and involvement.
- *Desired outcome:* Members in every segment find relevant value from ILA programs and services.

Strategy: Leadership

- **Goal:** Convene critical conversations with partners in the library ecosystem including the Illinois State Library, the three systems, AISLE, and other related consortia and organizations.
- *Desired outcomes:* Access to library service continually expands to increasing numbers of Illinois residents. Librarians, library staff, and trustees are supported effectively and efficiently by the library ecosystem in the state.



Strategic Progress

2021–22 is the third full governance year with ILA’s strategic plan, which was developed in 2018–19 and approved in April of that year. Originally intended to be a three-year plan in effect from 2019–20 through 2021–22, it was extended for one year by Executive Board vote in September 2021, to run through 2022–23. A July 2022 assessment included the following progress toward the association’s strategic priorities since the prior (2021) report:

Strategic Priority: A Culture of Diversity and Inclusion in the Association

- Implementation of Young Adult Services Forum teen-specific DEI statement, cascading from ILA’s association-wide one
- Reviewed and revamped committee composition statements, resulting in an overarching one that applies to all ILA committees, to make appointment process more accessible and understandable
- New logo for ILA Diversity Committee

Strategic Priority: A Culture of Diversity and Inclusion in the Profession

- Implemented and awarded six inaugural travel stipends for Illinois librarians from underrepresented populations to attend their first national conferences, including five of these in the ILA budget ongoing and securing sponsorship of a sixth
- Publication of article by the ILA Best Practices Committee regarding development of a land acknowledgement statement, along with a case-study from Downers Grove Public Library to inform and aid other libraries’ such efforts
- New Facebook group hosted by ILA Diversity Committee titled “DiversiTEA” to “facilitate communication between and among marginalized groups (BIPOC, disabled individuals, LGBTQIA+) in the library profession.”

Strategic Priority: Legislative Advocacy

- Invested in Advocacy by hiring an advocacy consultant, who developed high-impact stories, images, and content presented at the 2022 Library Legislative Meet-ups
- Successful introduction and passage through committee of a bill to require equitable e-book pricing for libraries; federal court has since ruled that such legislation belongs in U.S. Congress
- Successfully advocated, with CARLI, for the inclusion of academic librarians on the College Course Materials and Textbooks Affordability Task Force; collaborating with CARLI on a statement for the task force regarding Open Educational Resources

- Full funding for state library grant programs
- Inclusion of libraries in state’s plans for federal funds supporting broadband implementation statewide

Strategic Priority: Community Advocacy

- Development and production of “Ready, Set, Advocate” training initiative, featuring uploaded and recorded modules intended for anyone to be able to use, in addition to live presentations at ILA Annual Conference, Reaching Forward, Reaching Forward South
- Planned revamp of “Bigger than a Building” to become evergreen, and serve libraries beyond the COVID-19 pandemic environment
- Presentation by iREAD at Illinois Association of Park Districts Annual Conference in January 2022, to increase awareness and support of libraries in communities

Strategic Priority: Leadership

- First Director’s University 2.0 conference planned for August 2022
- Produced first Reaching Forward and Reaching Forward South in-person conferences since 2019

Strategic Priority: Delivery of Member Value

- Capitalized on enhanced functionality of iREAD website enabled successful negotiations to increase state adoptions from three to nine in 2022, in addition to Illinois and the U.S. Department of Defense (customer value)
- Implemented new Illuminate fundraising initiative to recognize all donors (donor value), and encourage lifetime giving, in order to bolster ILA’s long-term sustainability

The complete report, including ongoing work toward advancing ILA’s goals, is available on the ILA website at www.ila.org/about/strategic-plan.

ILA'S Advocacy Efforts

In Illinois

ILA focused on two primary legislative priorities in 2022: Equitable e-book pricing for libraries and state provision of broadband to public libraries. ILA worked with state legislators to introduce the Equitable Access to Electronic Literature Act to require "reasonable" access for "electronic literary products" for libraries. State Senator Rachelle Aud Crowe introduced SB 3167 and State Representative Katie Stuart introduced HB 4470 for this purpose. The House bill moved unanimously out of its committee but did not advance in the full House and the Senate bill was not called in committee; not because the legislation was without merit or support, but because a federal court ruled in favor of a stay to a similar law passed in Maryland. The judge affirmed that the libraries' case had merit, though, noting that a solution belongs in Congress rather than in state legislatures or in court. We consider this a success, having surfaced the issue here in Illinois and contributing to the show of national support for it.

The other major legislative focus in the association this year was securing state-sponsored high-speed broadband for public libraries in the state, as is currently offered to K-12 buildings via the Connect Illinois program. Bills were introduced in both chambers of the Illinois General Assembly outlining uses of federal funds coming to states for this purpose, and we were able to secure libraries' inclusion in both bills via amendment. As federal guidance for use of the funds is still pending, the bills did not advance but we plan to keep this issue top of mind in future sessions.

ILA worked with the Consortium of Academic and Research Libraries in Illinois (CARLI) to identify librarians to serve on the College Course Materials Affordability Task Force created by the Illinois General Assembly. CARLI director Anne Craig and Denise Cote, librarian at College of DuPage, were both appointed and the ILA Executive Board voted in May in support of a CARLI-authored statement to the Task Force advocating for Open Educational Resources (OER).

ILA's series of Library Legislative Meet-ups continued in a virtual format for the second year in a row. In total, 423 attendees and 72 legislators participated across six events organized geographically around the state. Legislator comments were very positive, both about the series and about ILA's legislative agenda. Several committed publicly to sponsoring the Equitable Access to Electronic Literature Act after hearing the presentations; all were supportive of libraries as a key piece of the broadband solution puzzle.

On the Federal Level

Library funding continued as the top federal advocacy issue this year. Once again, ALA and its state chapters, including ILA, engaged in a campaign to secure funding for library construction, funding of IMLS/LSTA at its full authorized amount of \$232 million, and \$50 million in funding for the Innovative Approaches to Literacy Act (IAL) grant program in the Department of Education. ALA hosted "Virtual Fly-In Days" in February, and ILA, along with Greg McCormick of the Illinois State Library, Sara Benson of UIUC Libraries, and Sylvia Norton of AASL, met with four federal offices: Senator Dick Durbin, Representative Darin LaHood, Representative Rodney Davis, and Representative Cheri Bustos. Both Illinois Senators, Dick Durbin and Tammy Duckworth, signed "Dear Appropriator" letters in favor of both funding requests; eight Representatives signed the one in favor of IMLS/LSTA and seven signed the one in favor of IAL.



Developed by the ILA Advocacy Committee, Ready, Set, Advocate is a comprehensive training package that provides the education librarians, library staff, library trustees, and library supporters need to become successful advocates for the library and to achieve library advocacy goals. Ready, Set, Advocate is an online toolkit including tip sheets, scripts, and examples; and three recorded video modules that each correspond to a section in the toolkit. These modules are designed for in-person or remote presentations and are available in two formats: prerecorded sessions that can be broadcast online or shown in person or slides only for presenting live.

Ready, Set, Advocate is part of ILA's sustained program of advocacy training and is based on the best practices of other successful training programs such as the ALA "Advocacy Boot Camp" and other state library associations.

Conference & Events



Events began to return to in-person formats in 2022, although some remained virtual. ILA put on our second virtual Annual Conference on October 12–14, 2021, implementing lessons learned from our first virtual conference the year before.

Nearly 800 people participated in three days' worth of programs, exhibits, and online networking opportunities presented under the theme "Breaking Down Barriers, Building Up Communities." Conference Co-Chairs Amanda McKay and Rachel M. Park led a Conference Program Committee that assembled a remarkable array of speakers: Clint Smith, staff writer at *The Atlantic* and author of *How the Word Is Passed: A Reckoning with the History of Slavery Across America* (Little, Brown, 2021), presented the Opening General Session; ALA Executive Director Tracie Hall spoke on the President's Program; and Twanna K. Hodge, DEI Librarian at the University of Florida, was the DiversiTEA speaker. iREAD illustrator and cartoonist Steenz presented the Youth and Young Adult Keynote.



Director's University, Reaching Forward, and Reaching Forward South all returned to in-person formats, as will the 2022 Annual Conference; and plans were put in place for the inaugural Director's University 2.0. The Director's University events are collaborative projects of ILA,

IHLS, RAILS, and the Illinois State Library and are intended to give new directors—and now, with DU 2.0, seasoned directors—the information and connections with colleagues they need to succeed.



Library Trustee Forum
Illinois Library Association

The Library Trustee Forum again presented its series of spring workshops online, which has enabled greater attendance from trustees all over the states. Topics covered in three sessions on March 5, April 2, and May 14 included "Illinois Library Trustees: what's the job and how do I do it?" presented by Amanda Standerfer; "Library Director Evaluation" presented by Becky Spratford; and "Streamlining the Budget Process" presented by James Rachlin.



The "Noon Network," a series of midday micro-learning webinars on various topics designed to help achieve professional development goals, continued for its third year. Webinars are held at noon on Mondays

and Wednesdays for 20 to 30 minutes followed by a question- and-answer session. Topics included "Career Pathway Talk Series: How to Retain BIPOC Students and New Professionals in Librarianship;" a series focused on Illinois' state sponsored, child-voted book awards programs; and "Balancing Equity and Freedom in Collection Development."



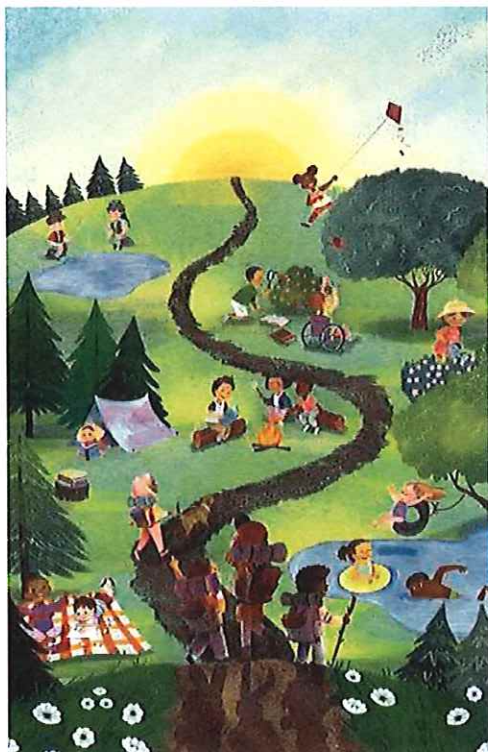
The Marketing Forum's annual Mini-Conference has become a highly popular and successful event. This year's virtual event took place on April 29 and featured marketing and communications expert Cordelia Anderson and web developer, librarian, national speaker, and author Laura Solomon. These experts showed successful plans and techniques from internal communications among leadership and staff, to public messaging and responses to criticism.

"ILA enjoys a diverse array of revenue sources, making the association unique among state chapters of ALA."

Realizing Revenue

ILA enjoys a diverse array of revenue sources, making the association unique among state chapters of ALA. Membership, continuing education, and publications are all traditional sources of revenue; the iREAD® summer reading program enables ILA to survive and thrive as traditional revenue sources face pressure from tight budgets and changing environments. The Fund for Illinois Libraries continues to offer ILA institutional members who do not have their own associated foundations or friends groups a way to accept donations, primarily from corporations that require a 501(c)3 for their philanthropy. Our long-term investments help ensure the Association's continuity; although the portfolio is managed conservatively, we do historically see investment growth over the long term, although year-over-year this year shows a decline, given that investment markets saw unprecedented high levels in 2021.

iREAD 2022, "Read Beyond the Beaten Path," encouraged summer reading participants to engage in activities with a camp theme. Committee chair Becca Boland led an effort that included art by an accomplished array of illustrators including Dav Pilkey, Jessica Gibson, Christina "Steenz" Stewart, and Kayla Miller. The U.S. Department of Defense continues to purchase iREAD resources and incentives for military libraries worldwide; and the 2022 program was implemented well beyond Illinois' borders with statewide adoptions in nine other states (Alaska, California, Connecticut, Iowa, Massachusetts, Minnesota, Oregon, Rhode Island, and Washington), and individual libraries in more than 30 states.



Contributions to the association also continue to increase, most notably through the Illinois Library Luminaries program, which supports the ILA Endowment and saw three new inductees in 2021–22: Kathryn Harris, Patricia Boze, and Jean Wilkins. Contributed income also helps build ILA's array of restricted funds, which primarily support awards and scholarships, including the Hugh C. Atkinson Memorial Fund, the Diversity Scholarship Fund, the Intellectual Freedom Fund, the Legal Defense Fund, the Valerie J. Wilford Memorial Fund, and the Robert R. McClarren Fund. For the second year, the ILA Executive Board voted to transfer \$10,000 from ILA's net asset balance into the Diversity Scholarship Fund, to enable it to support initiatives broader than its traditional role in the Sylvia Murphy Williams Scholar program. This year, the inaugural Inclusive Travel Grants were awarded from the DSF; five with ILA funds and a sixth with sponsorship from Amanda Standerfer and Fast Forward Libraries.



The ILA Fundraising Committee launched a new initiative this year: The Illuminate program, designed to inspire giving with universal recognition of all gifts of \$5 or more, and increasing honors for increasing levels of cumulative lifetime support. For the first time in the organization's history, we are recognizing our donors in the annual report; see below for the list. We are eternally appreciative of everyone who thinks to include ILA in your philanthropy; your contributions truly do make a difference in Illinois librarianship.

Fiscal Report (Year Ended June 30, 2022)

Revenue

General Operations	\$31,835
Membership	\$275,298
Conference	\$174,622
iRead	\$2,550,691
Publications	\$18,714
Public Policy	\$2,000
Awards	\$5,750
Endowment Contributions	\$9,100
Workshops	\$66,751
Reaching Forward	\$86,460
Donor Restricted Funds Contributions	\$4,312
Total Revenue	\$3,225,533

Expenses (reflecting allocation of staff salaries, taxes, and benefits to functional areas)

General Operations	\$312,211
Membership	\$172,301
Conference	\$140,607
iRead	\$2,114,935
Publications	\$10,285
Public Policy	\$173,892
Awards	\$33,553
Workshops/Projects	\$78,382
Forums & Committees	\$7,929
Reaching Forward	\$88,571
Total Operating Expenses	\$3,132,666

Operating Net	\$92,867
Other Revenue: Gain on Long-term Investments	\$-232,838
Other Expenses: Amortization, Depreciation	\$-4,237
Increase in Net Assets	\$-144,208
Net Assets at end of FY 2021	\$2,745,824
Net Assets at end of FY 2022	\$2,601,616

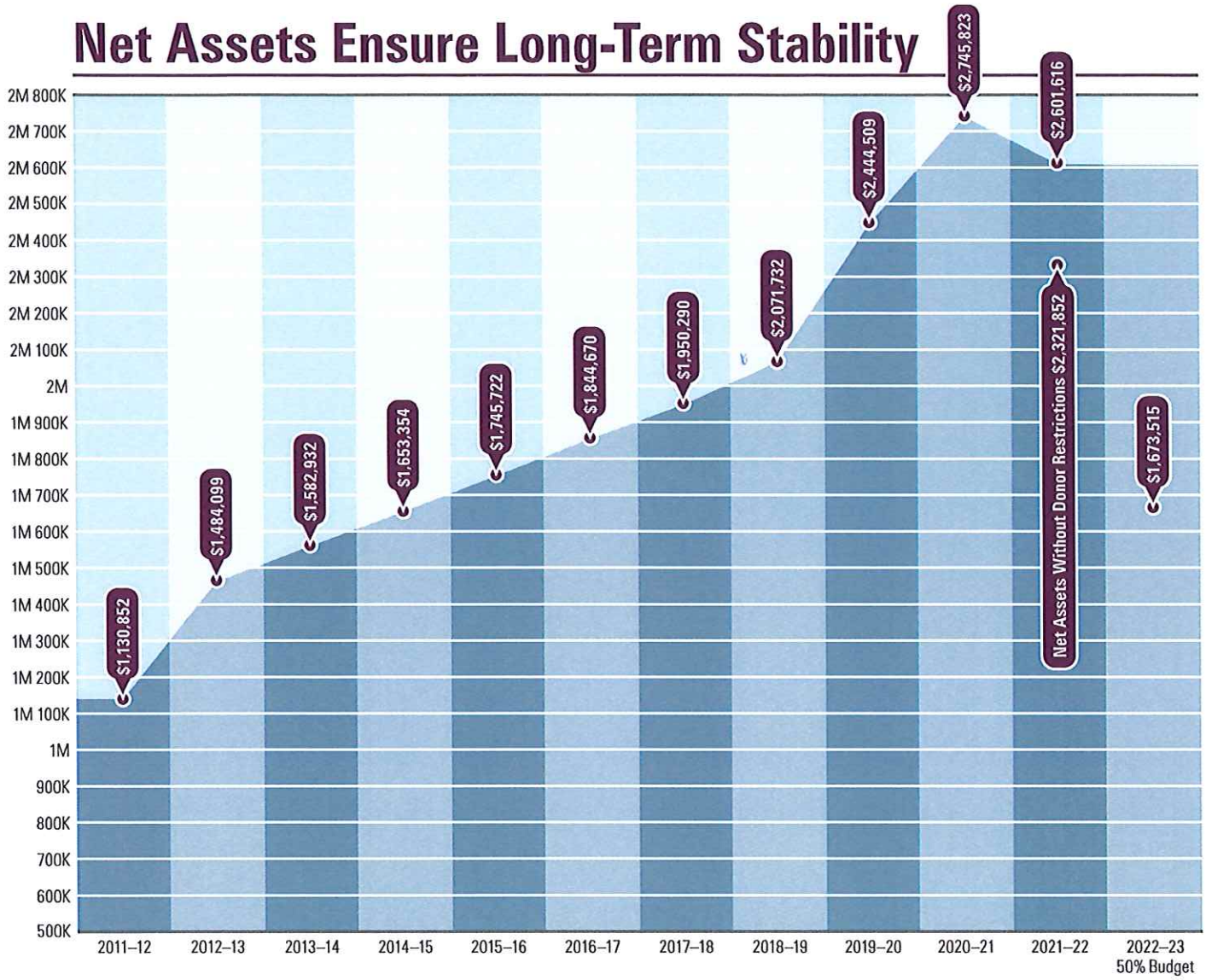
Net Assets Comprise:

Net Assets Without Donor Restrictions	\$2,321,852
Net Assets With Donor Restrictions	\$279,764

- Atkinson Memorial Award: \$110
- Robert R. McClarren Award Fund for Legislative Development: \$8,911
- Legal Defense Fund: \$1,095
- OCLC Users Group: \$25,266
- Valerie Wilford Fund: \$16,352
- Diversity Scholarship: \$3,942
- Diversity Scholarship (Board Designated): \$0
- Intellectual Freedom Fund: \$1,185
- Endowment Fund: \$209,537
- Unappropriated Endowment Fund Earnings: \$13,366

Total Net Assets at End of FY 2022	\$2,601,616
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Net Assets Ensure Long-Term Stability



Cumulative Surplus

The growth in ILA's net assets, particularly net assets without donor restrictions, has been a conscious strategy over the past 20-plus years, with the goal of producing an annual budget surplus that will build up a reserve fund of net assets without donor restrictions equal to at least 50% of the subsequent year's budgeted expenses, according to ILA fiscal policy. This goal has been achieved since 2013; this year, of the net assets listed in the chart above, \$2,321,852 are without donor restrictions. The expense budget for 2022-23 totals \$3,347,030; 50% is \$1,673,515

2021-2022	\$270,275
2020-2021	\$301,314
2019-2020	\$372,777
2018-2019	\$121,442
2017-2018	\$105,620
2016-2017	\$98,948
2015-2016	\$92,368
2014-2015	\$70,422
2013-2014	\$98,833
2012-2013	\$353,247
2011-2012	\$178,331
2010-2011	\$193,267
2009-2010	\$372,938
1896-2009	\$386,316
Grand Total	\$3,016,098

Thank You to Our Donors

SPARK

We thank all donors who sparked change with a gift during the 2021–22 fiscal year (July 1, 2021 through June 30, 2022).

Betsy Adamowski
Sam Adams-Lanham
Debra Aggertt
Marian V. Albers
Caitlin E. Archer-Helke
Erica Austin
Bradley F. Baker
Laura L. Barnes
Stephen P. Bero
Karen Bersche
Nann Blaine Hilyard
Annette Bland
Kathleen Bloomberg
Carolyn S. Bodewes
Larry Boze
Patricia P. Burg
Deborah Burns
Gail Bush
Stacie Bushong
Patricia S. Carter
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Claire K. Crawford
Brent L. Crossland
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Patricia M. Hogan
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Ryan Johnson
Nicole R. Johnson
Mary Jordan
Jade Kastel
Paula T. Kaufman
Rhona S. Kelley
Randi L. Kent
Elaine Knight
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We thank donors who ignited possibilities with cumulative gifts of at least \$1,000 during their lifetime.

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**Adult Services Report
Carol Torrens
December 2022**

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

Phase I Construction and Collections

The AS Dept. continues to operate well from its temporary spaces for this portion of the construction project. Customers continue to be amazed at the difference and excited for the new space we are gaining.

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

SERVICES

There were two local history requests: the remodel of the Stern Furniture store in the 1920s, and an obituary.

COLLECTIONS

Tiffany is almost ½ way through weeding the Teen Fiction collection of grubby items (those in poor condition that may need to be replaced) and of items older than 5 years if they have not circulated recently.

Audiobooks on CD were weeded due to full shelves. The copies removed were either transferred to OTR, so they're still available in the catalog, or were boxed for storage.

Book displays this month were on these topics: holiday fiction, Hygge, and sunny destinations. The DVD display featured winter movies.

PROGRAMS

Tiffany did book talks to the listed number of students at these schools:
KJHS: 64; PJHS: 44; EJHS: 46; CJHS: 48; Metcalf: 9; BJHS: 326 (5 visits)

Adult/Family programs

Book Ends, virtual – 1 session – 15 attended
Books on Tap, in person – 1 session – 8 attended
True Crime book club, virtual – 1 session – 9 attended
True Colors Book Club preview, virtual – 1 session – 7 attended
Christmas in the UK, virtual – 1 session – 12 attended
Mid-Century Christmas, virtual – 1 session – 30 attended
IL Libraries Present author Shauna Sever, virtual – 1 session – 5 attended

Teen Programs

Take and Make snowman tealight craft – on-going into January

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

Training on other topics including these was taken: collection development & weeding, working with various types of customers (de-escalating, memory loss, homeless), genealogy & local history, Library Aware database, and cataloging.

Goal: Work effectively through the use of technology.

There were 2 individual appointment this month: using Kanopy and ebooks questions.

Upgraded access to Newsbank will mean that full image access to the Pantagraph starting with April 2022, will be accessible in the library and from home. In addition, full image access to USA Today and the Peoria Journal Star will be added.

New database Hispanic Life in America has been added as part of the upgraded Newsbank subscription.

Business Office Report

Kathy Jeakins

December 2022

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

Expansion donations continued coming in during December, but at a slower pace

Goal: Administer a cost-effective public library.

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

In December, the Book Shoppe collected \$1,932.50; a little more than last month

Hoopla usage was high again in December; \$9,331.07; another month over \$9,000!

Kanopy downloads for December were \$906; higher than last month

GPPLD Board accepted their audit at their meeting on Dec 14

I submitted the Certificate of Publication for Golden Prairie's Year-End Financial Report, which appeared in the Pantagraph on Dec. 30

On Dec 20, Kathy and Caprice met with James Pitzer, of LIRA, for an annual insurance building assessment

Bills Costing in Excess of \$5,000:

- Arthur J. Gallagher \$8,791.00 for Annual Worker's Compensation Premium
- Engberg Anderson \$31,401.80 for Architectural Services
- News Bank \$23,011.00 for Annual Service

Upcoming:

I will prepare the 2022 Worker's Compensation audit report in January

Bloomington Public Library

Books are just the beginning.



Cataloging & Technical Services Report

Allison Schmid

December 2022

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

- Duplicate returned items are still coming through CATS to be marked unavailable/not holdable and packed.

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

- Allison and Eleanor did a full inventory of the Outreach collection, over 11,000 items. Here are the results:
 - Missing – 45
 - in Main instead of OTR in Polaris - 8
 - Missing but found – 3
 - Checked Out – 2
 - Lost – 1
 - RFID Tag issue – 9
 - Claims Returns – 4
 - Not in Catalog – 2
- Eleanor completed an entire cart of Illinois Room locked case materials, updating labels and bibliographic records.
- Many audiobooks that were initially saved back in the OTR hallway were pulled, changed to main, and packed after staff discovered less usage than expected.

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

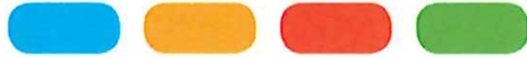
- CATS continues to staff the TeenZone 10+ hours every week.
- Eleanor completed the “Whole Person Librarianship” course. – 1
- Nick attended a Webex training on switching over to the new Amazon account. - .5
- Dale completed training on creating and manipulating record sets, newspapers, magazines, and holds reports. – 3
- Training Hours – 4.5

Goal: Work effectively through the use of technology.

- We’ve started a new way of tracking Amazon packages using 3-Way-Match on their website which will ensure no items fall through the cracks. We’re also using a more efficient way of entering invoices into Polaris that will make completed orders easier to track.

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

- We're now completely set up under the City's Amazon account and things are moving smoothly on our end. (Kathy is still waiting to complete our first billing cycle.)

Upcoming:

- Add more Amazon users
- Changing Memory Kits to circulating
- More inventory

Children's Services Report

Melissa Robinson

December 2022

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

Programs

- Space Story Time at the Junction – 20 attended
- My Museum (virtual) – 6 attended
- Dungeons and Dragons for Kids – 2 sessions – 6 attended
- 4 programs/sessions – 32 attended

Passive Programs

- Winter break activities – 250 participated
- Winter break scavenger hunts – 127 participated
- Crafts (reindeer, snowman, Christmas trees, globes) – 443 participated

Events/Group Visits

- Miller Park Zoo Wild Lights – 4 nights – 868 attended
- Portfolio Party – 40 attended
- La Petite Academy – 22 attended
- Trinity Preschool – 16 attended
- Milestones – 31 attended
- Katie's Kids – 45 attended
- Sheridan Books n Bites – 38 attended
- Little Jewels – 52 attended
- 8 events/group visits – 1112 attended

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

- Alex shared book recommendations with Colleen and Michelle for Night in a Car 2023.
- Alex submitted book recommendations and text for the Spring ABC/Museum in Motion grant packets.
- Alysha provided a social emotional learning booklist for an upcoming All Our Kids Network event.

Goal: Work effectively through the use of technology.

- 17 posts were added to the Children's Facebook group, and we now have 639 members.
- 14 TikTok videos were posted, and we now have 574 followers.

Upcoming:

- Winter break activities will continue until Jan 8.
- My Museum - Jan 3
- Virtual Lego Construction – Jan 5 and 28
- Story Time at the Junction – Jan 12, 19, and 26
- National Rubber Ducky Day – Jan 13
- Miller Park StoryWalk – Jan 16-22
- 1000 Hours Outside Kickoff – Jan 17



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

Outreach Library Associate, Michelle, meetings and successful connections:

- Book donations to the McLean County Jail
- Reentry Council Board meeting
- Sober Recreation
- BN Parent Coalition
- RISE core team meeting
- Fatherhood Coalition core team meeting
- Led the Human Services Council
- Leadership McLean County Steering Committee and attended the Arts/Humanities/History Day
- Human Services Council Board
- Night in a Car Steering Committee
- Hosted a table at Bloomington high School with BN Parents
- Spoke at the Home Sweet Home Ministries' Night in a Car Kickoff event

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

Deposits staff prepared and delivered or renewed 629 items at 11 sites.

Home Delivery prepared and delivered 406 items to 56 active patrons. 2 new patrons were added to the service. 19 e-items were accessed by Home Delivery patrons and 33 items received through interlibrary loan this month.

Pop Up Library visits were held at the locations listed below. 92 patrons were served, and 280 items checked out.

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

Patrons can now check out a total of 3 videogames on their card at one time.

Postcards were sent out to patrons in areas of Bloomington that were previously unserved by any public library. Due to a county level audit, these residents are now considered to be within GPPLD and will begin being taxed for library service next year.

The bookmobile is now offering the 1,000 Books Before Kindergarten program to patrons on board.

In partnership with the IL Breast & Cervical Cancer Program, the bookmobile will be decorated with teal lights and will be giving away glowsticks to raise awareness for Cervical Health Awareness during the month of January. There will also be information on board about free screenings.

Staff will be participating in the Home Sweet Home Ministries' Night in a Car event on February 4 by sleeping on the bookmobile to help raise awareness for those in our community who are struggling with homelessness.

Bloomington Public Library

Books are just the beginning.



(12/2022) Circulation and Outreach Services Statistics

Total Circ BPL	72,494
Total Circ Main	48,633
Adults	22,931
Teens	1,598
Children	24,104
Total Circ Outreach	5,087
OTR Adults	1,801
OTR Teens	76
OTR Children	3,210
Total Circ Drive-up	366
Drive-up Adults	189
Drive-up Teens	164
Drive-up Children	13
Total Digital Downloads	18,408
Hoopla	4,583
Overdrive	13,057
TumbleBooks	44
eBook Central	26
Kanopy	698
Borrowers Registered	533
Total Active Cardholders	29,333
Children	7,137
Teen	4,071
Adult	18,125
GPPLD	1,367
Total Holds Filled	4,971
Main Holds	4,075
Outreach Holds	896
Door Count	9,495

Top 10 Highest Circulations	
Wingover Apartments PM	221
Bohmer Drive	88
Eagle Ridge	83
Golden Eagle	78
Grove	74
Eagle Crest East	72
Old Farm Lakes	70
Anglers Manor	68
Freedom Oil	57
Ponds Apartments	51

5 Stops with Lowest Circulation	
Cardinal Ridge	5
Franklin Park	4
Miller Park	4
Irvin Apartments	2
Arbors Apts	0

Bookmobile Customers: 375

Total Monthly Stops: 40*

* Annual offroad period: December 19 – 31

Annual bookmobile stats for 2022:

- Total item checkouts: 32,179
- 9,766 (patrons at regularly scheduled stops) + 1,721 (patrons at special stops) = 11,487

Circulation Questions Answered: 394

Outreach Questions Answered: 60

Total Questions Answered: 454

Bloomington Public Library

Books are just the beginning.



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	95,326	90,538	90,648	100,674	97,293	89,157	78,273	80,656	73,818	72,494
Main Circ												
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	71,516	66,754	64,832	74,543	71,450	61,524	52,629	52,951	48,499	48,633
Active Users												
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	28,887	28,960	28,047	27,909	27,674	27,388	27,979	28,587	29,396	29,333

Human Resources Report

Gayle Tucker

December 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In December, there were no in-house job announcements
- There were no interviews in December
- I provided orientation to two new part time employees
- I continued FMLA, ADA, and Covid administration and tracking
- I verify employment, including Public Service Loan Forgiveness (PSLF) paperwork, as needed
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation
- The Spirit Committee coordinated our annual Cookie Exchange and Holiday Sweater & Sock Day

Goal: Work effectively through the use of technology.

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

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Due to construction, this partnership will be on hiatus for the 2022-2023 school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
December 2022

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

The Unit 5 and District 87 student cards are complete. All students in both districts should have students cards or full library cards and access to the library collection and digital databases.

The work on the digitizing the Pantagraph continues. We have developed a procedure for all the volunteers to follow and organized the collection into sections so that we can track the progress of the project and ensure that we don't miss any cards. We are currently testing this in the ContentDM framework. OCLC has allowed us a test setup to make sure that this system is going to work before we purchase a subscription.

We switched over all of our catalog computers to a Kiosk mode which locks them into only being able to use the browser to access the library site and its online databases. It gives all the public catalogs a consist look and feel for customers and staff.

Upcoming:

We will be finishing up the domain controller switch over and removing old domain controllers from the system.

We will be removing aging networking equipment in preparation for the switch over to the new server room and data closets.

Marketing Report
Rhonda Massie – December 2022

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

Your Future Library

- Approximately \$730,000 has been pledged and donated to the Building Fund.
 - State Farm will no longer match donations from State Farm retirees.
 - State Farm has changed its rules regarding which organizations will receive matching gifts (based on how the organization's non-profit status was created). We again reached out to State Farm to ask if the BPL Foundation will continue to receive matching funds on donations from current employees. As of this writing, State Farm has not responded.
- Managed donation database
 - Tax receipts/letters were snail mailed to everyone who donated to the library during 2022. If a donor made multiple donations to the library during 2022, the letter outlines each 2022 donation and provides a cumulative tally.
 - Managed Stripe and Bloomerang entries of pledges and donations.
 - Sent thank you letters/tax receipts to those who donated during December 2022.
 - Mailed a *Libraries are for Everyone* magnet to those who made donations of at least \$100 during December 2022.
 - Managed State Farm employee donations and State Farm matching donations using cybergrants.com.
 - Mailed reminders to those whose pledge payments are in arrears and to those whose pledge payments are due in the next 30 days.
 - Reworked reports pertaining to value ranges for donations to match the ranges we've chosen for the donor wall.

Bookmobile

Bookmobile Schedule

- Work has begun to create the March to August 2023 Bookmobile schedule.

Bookmobile Postcards

- Set a production timeline for the creation of 10 postcards to be mailed to residents living on carrier routes near 10 specific Bookmobile stops. Carrier routes near stops with low attendance and carrier routes near new stops will be blanketed with postcards.
- Used online software to locate carrier routes specific to the areas surrounding these 10 stops.
- Updated artwork for the 8 postcards being produced in only English. This included updating, zip codes, day of the week, stop dates, street locations, stop numbers, new-stop indicators, and color schemes to correspond with Weeks A, B, & C.
 - These postcards will be delivered to carrier routes near the following stops: Brookridge Heights Apartments (new stop), Crestwicke, Deer Ridge (new stop), Heartland Hills, Holiday Park (new stop), Rollingbrook South, Rowe Drive (new stop), and Tipton Trails (new stop).
- Created a bilingual Bookmobile postcard to send to residents living near 2 additional Bookmobile stops.
 - These postcards will be delivered to those living near the Cardinal Ridge stop and the stop at Hilltop Mobile Home Park which have a higher population of Spanish speakers.

Bookmobile Texts

- Created text opt-in accounts for the five new Bookmobile stops. This required the removal of some accounts we were no longer using as we'd reached our account limit for text words.

Art Auctions

- Marketing is working with Hindman Auctions out of Chicago to sell 4 pieces of library artwork. These pieces each have appraisal values of \$6,000+. Hindman auctions will be offered both live and online and will take place on the following dates:
 - February 15 online and live in Chicago
 - February 16 online and live in Chicago
 - March 30 online and live in Cincinnati
- Remaining artwork – pieces with lower values – will be added to an online auction which will be managed by Marketing using Auctria, an online auction website. The Auctria auction will run from 6pm on Saturday, February 4, to 8pm on Saturday, February 11. In preparation for this auction, Marketing has:
 - Watched videos and taken part in live demonstrations with representatives from Auctria.
 - Built the library's Auctria website.
 - Connected the library's Stripe account to Auctria.
 - Experimented with entering auction items.

Closures

Communicated to patrons information about the library's closures – Holiday Closure, and separately, the Weather-Related Closure.

- **Closure Design Work:** 11x17 signs, Facebook post art, Instagram post art, Twitter post art, Facebook cover art, art for the plasma TV, and art for an eBlast.
- **Closure Messaging:** outgoing phone message, text message, alert on website, Instagram post, Facebook post, Twitter post, eBlast.

- Additional closure communication tasks: record outgoing phone messages, schedule text messages, set web alerts, modify online calendar to show closures, build and schedule eBlasts, set Facebook cover art, schedule Facebook posts, schedule Instagram posts, post to Twitter, and add art to the plasma TV.

Marketing also gave the Emergency Closure Communication Steps a complete overhaul, added the new file to Sharepoint, and removed the old file.

Reading Recommendations Promotion

Mapped out a 2023 Social Media plan to promote the collection via the 23 Reading Recommendations eNewsletters.

- Downloaded 21 pieces of Next Reads Art and added the BPL logo to each
 - Created art for 2 Next Reads Newsletters -- Diverse Reads for All Ages & New Films -- for which art wasn't provided.
- Rename the "New DVDs" eNewsletter to "New Films"
 - Changed the name of the "New DVD" list in Library Aware to "New Films"
 - Updated the header of the New Films newsletter to include Bu-Rays and 4K
 - Updated the website to reflect that the new name of this newsletter is "New Films"

Website

Marketing continues to maintain the library's website.

- Monthly addition of all January programs and registration forms to the online calendar
- Monthly update to record sets for New Movies, New Music, and New Audiobooks
- Reviewed Google Analytics data
- Updated the 2022 tax page to reflect changes for 2023.
- Built a landing page to house information about the Time Capsule and the Time Capsule Video
- Researched calendar settings at the request of a staff member to determine if this would be a reliable means to track attendance and notes pertaining to offsite events
- Updated information about museum passes
- Added the *Hispanic Life in America* database to the Online Resource page
- Updated images on the Home Delivery page
- Resolved issues patrons were having as they attempted to access the *New York Times* from remote locations
- At the request of staff, adjusted the *Request an Item* form
- Removed the *Pop Culture* list from the Reading Recommendations page
- Removed all 2022 meetings from the library's 6 book clubs.
- Removed the Book Ends program from each of the 6 book clubs when the program passed.

Web projects in the Works:

- Working on solutions to Excel spreadsheet data collection issues within Sharepoint
- Adding *USA Today* to the Online Resource page
- Adding *Peoria State Journal* to the Online Resources page
- Adding *VetNow* to the Online Resources page
- Building a single Online Resources box to accommodate all the different online offerings related to *The Pantagraph* so those interested will be simultaneously presented with all these offerings instead of having to realize that there are five different boxes to read through before figuring out which link to click to obtain the information they seek.

Advertising

- WGLT
 - On-air ads ran in late-November and early December to promote two programs, *Happy Christmas UK Style* and *Midcentury Christmas Fads and Fun*.
 - On-air ads will run in January to promote the 4-part First Ladies Forum.
 - On-air ads will run in February to urge people to ditch the Overdrive App and download the Libby App.
- Neighbors Magazines
 - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook continue to promote the fact that library cards and library programs are free.
- Connect Transit
 - BPL will continue to display ads on 5 Connect Transit buses through March 10. These ads promote that library cards are free and display a QR code which takes people to the *Get a Card* page on our website.
- Ongoing
 - Renewed annual sponsorship of productions by The Community Players which allows us to run an ad on their screen during each 2022-2023 show (pre-show and intermission).
- Upcoming
 - BPL will sponsor The Community Players 2023 show *Puffs*. This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).

January Programs

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

Paper & Digital Design Work

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

- My Museum
- An Evening with Ross Gay
- Virtual Lego Construction
- Start the New Year with Meditation
- Story Time at The Junction
- 3D-Printed Stained Glass
- National Rubber Ducky Day
- Miller Park StoryWalk
- Cable Options and Reducing Robocalls
- Observatory Tour at IWU
- 1000 Hours Outside: Kickoff & StoryWalk
- Snowman Tealight Teen Craft

Signage

- Christmas/New Year's Closure – paper and digital in multiple sizes
- Weather Closure – paper and digital in multiple sizes
- Circulating Puzzles with bitly link and QR code point patrons toward the puzzle page on the library's website
- Print Station (new location)
- Civil Rights Day – display sign
- Binary Code Activity
- January display sign
- Video Game Limit Increase
 - Also updated website
 - Also updated the *My Library Card* PDF which is emailed to those who apply for their library card online

Re-Prints

- History Reads Book Club handouts
- True Crime Book Club handouts
- Wireless Printing handouts
- (360) Letters to accompany Unit 5 Student Cards

Misc. Design Work

- Donor Wall – Draft 2; life size
- *Switch to Libby* – digital graphics and paper signage in 6 sizes
- *Hispanic Life in America* digital graphics in two sizes
- Hallmark Christmas Movies on Hoopla – FB / Insta
- Join a book Club in 2023! – FB/Insta
- TeenZone scanner instructions
- January Calendar

Misc. Marketing Tasks

- Postcards were mailed to GPPLD cardholders who are new to our tax rolls to let them know that they are now able to receive a library card from Bloomington Public Library.
- Postcards were mailed to residents new to Bloomington in the past three months. These postcards remind the new residents that they're entitled to a library card from Bloomington Public Library and invite them to come and get it.
- Researched LibGuides vs Library Aware for Nazma in Adult Services she works to launch a Cookbook Club in November 2023.
- Completed the nomination form for Green Top Grocery's 2023 Round-Up-at-the-Register Program.
- Found a new vendor from which to order library card blanks. Ordered Teen Student Cards, Teen Cards, and Kid Cards.

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- During December, Marketing organized a BPL-branded apparel store.
- Marketing training:
 - VetNow video tutorial
 - Black Life in America webinar
 - Hispanic Life in America video tutorial
 - Auctria Video tutorial
 - Auctria Live webinar
 - Library Aware live webinar; *Helping Libraries Get Most Out of Library Aware*

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,631 followers
 - Instagram – 2,112 followers
 - Twitter – 2,011 followers
 - Monthly catalog referrals from Google & EBSCO's Linked Library – 236
 - Library text subscribers - 331
 - Bookmobile text subscribers – 1,251
 - Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
 - Cardholder Perks list – 34,029 filtered active subscribers.
 - Program Guide list – 34,025 filtered active subscribers.
 - General eBlast list – 34,048 filtered active subscribers.

Goal: Administer a cost-effective public library.

- Marketing is working with RAILS in hopes of beefing up the Explore More Illinois offerings in the Bloomington-Normal area. (RAILS prefers to contact the potential partners but appreciates contact information and leads.)
 - Marketing sent contact information for the following organizations to RAILS in November and December.
 - November – Children's Discovery Museum, Miller Park Zoo, David Davis Mansion, Community Payers, Upper Limits, Bloomington Ice Center, Iron Coyote Challenge Park, Mass VR, Arcadia: America's Playable Arcade Museum, Altitude Trampoline Park,
 - December – Illinois Shakespeare Festival, Bloomington Center for the Performing Arts, Illinois Symphony Orchestra

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, cancellations and closures, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following non-programs were also shared:
 - BPL Opens Time Capsule
 - Recording available for William Iseminger's program which was presented on November 29
 - Kanopy – Home Viewing for the Holidays
 - Donate to the library in place of buying gifts for those who have everything
 - It's time to switch to Libby from Overdrive
 - Hispanic Life in America – new online resource
 - Christmas and New Year Holiday Closures (x2)
 - Hoopla - Hallmark's Countdown to Christmas
 - Weather Closure December 22-23
 - Kanopy – Stream the best of The Great Courses
 - Join a Book Club in 2023!
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
 - An eBlast promoting the Consumer Reports database was delivered to 34,010 patrons on November 23.
 - An eBlast letting patrons know that the Overdrive App will soon expire and instructing patrons that now is the time to download the Libby App was received by 34,040 cardholders on January 1 and prompted many phone calls.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
December 2022**

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

- Operations staff:
 - Shampooed the bookmobile carpet
 - Snow removal
 - Shifted items in the boiler room to accommodate demo of humidifier and RO system
 - Took more boxes of books to the storage facility
 - Replaced door stops that had failed
 - Replaced expired pads and batteries in the AEDs
 - Replaced all of the filters in the main air handler
 - Cleaned out the sink p-traps in all of the staff restrooms

- Repairs/Installs:
 - Mid-Illinois Mechanical repaired split system for server room
 - Kone Elevator installed new electronic boards for elevator
 - Alpha Controls relocated outside air sensor, checked operation of RTU and replaced filters, and restored connection to JACE
 - Johnson Controls replaced the smoke detector in elevator shaft and batteries at panel

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

- Caprice - Expansion project:
 - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
 - Attended construction meetings
 - Attended architect FFE work plan & review
 - Coordinated construction progress pics to floor plan
 - Coordinated with vendors for drop off or pick up of sample furniture

Goal: Administer a Cost-Effective Library.

- Kone performed the quarterly inspection of the elevator

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

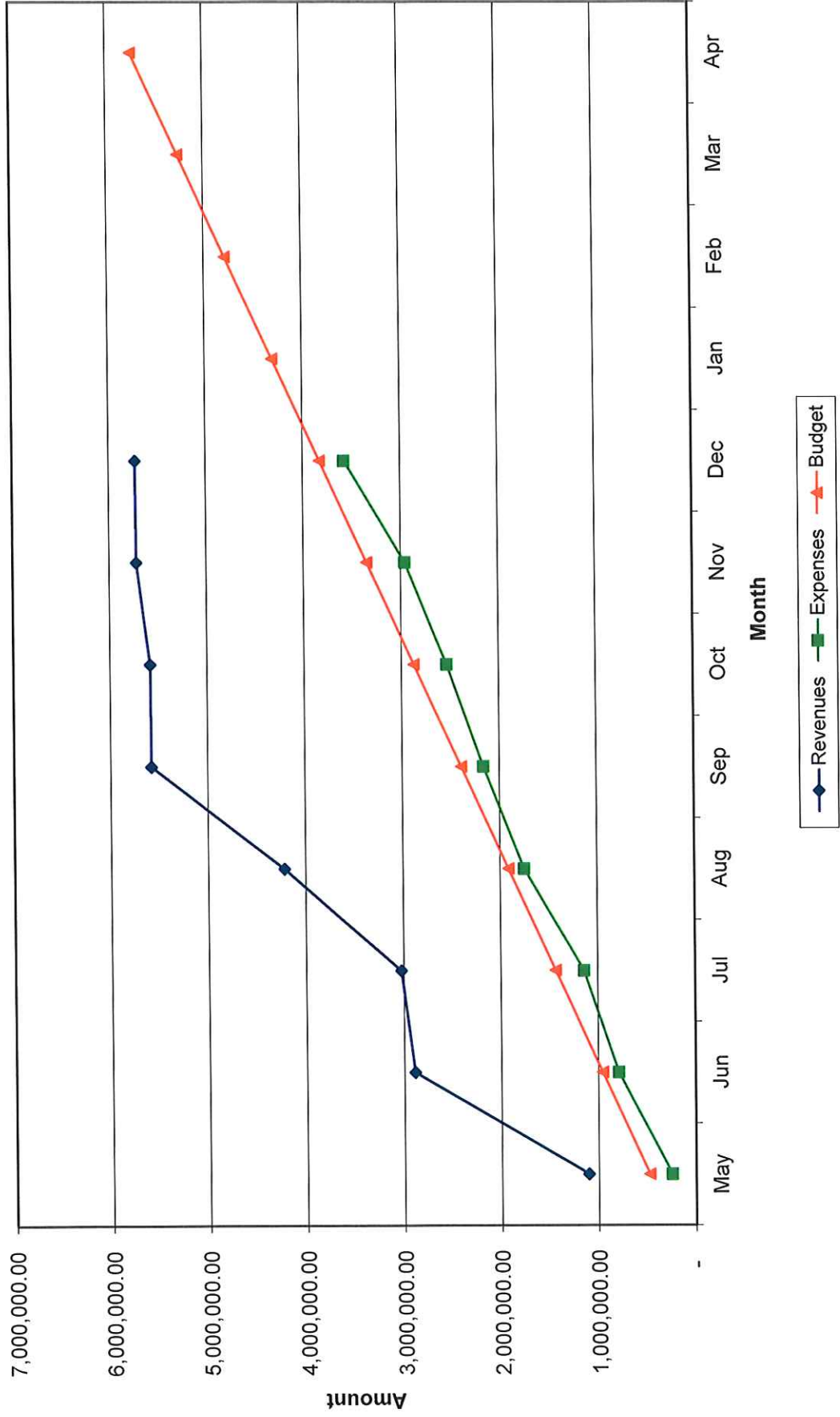
ACCT NAME	BUDGET	DEC 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	4,984,167.20	(33,617.80)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,138.10	11,138.10	-----
GPPLD	429,600	0.00	416,798.38	(12,801.62)	97.0
Fines & Fees	8,000	524.63	6,323.92	(1,676.08)	79.0
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	4,065.10	18,866.17	16,866.17	943.3
Interest from Taxes	0	0.00	39.97	39.97	-----
Donations	20,000	0.00	21,380.55	1,380.55	106.9
Cash Over/Short	0	0.00	(4.45)	(4.45)	-----
Other	25,000	3,019.38	26,671.87	1,671.87	106.7
Total Revenues	5,748,185	7,609.11	5,731,834.71	(16,350.29)	99.7

EXPENDITURES:

ACCT NAME	BUDGET	DEC 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	292,418.64	1,648,401.70	(878,531.30)	65.2
Part-Time Salaries	503,788	47,531.98	271,063.44	(232,724.56)	53.8
Seasonal Salaries	69,891	2,373.00	8,326.01	(61,564.99)	11.9
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	0.00	25,330.00	25,330.00	-----
Total Sals & Wages	3,101,712	342,323.62	1,953,135.60	(1,148,576.40)	63.0
Dental Insurance	11,000	718.88	5,306.63	(5,693.37)	48.2
Health Insurance, HMO	8,060	519.90	3,954.39	(4,105.61)	49.1
Life Insurance	3,100	252.00	2,010.09	(1,089.91)	64.8
Vision Insurance	3,000	230.38	1,709.90	(1,290.10)	57.0
Health Insurance, BCBC-PPO	275,812	23,274.76	173,572.21	(102,239.79)	62.9
Library RHS Contribution	0	556.74	4,681.78	4,681.78	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	28,341.84	160,965.07	(117,041.93)	57.9
FICA	192,387	20,673.53	115,994.26	(76,392.74)	60.3
Medicare	44,994	4,835.01	27,127.95	(17,866.05)	60.3
Unemployment Insurance	0	0.00	210.00	210.00	-----
Worker's Compensation	12,000	0.00	0.00	(12,000.00)	0.0
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	20,000	0.00	2,640.00	(17,360.00)	13.2
Other Benefits	22,000	0.00	1,860.21	(20,139.79)	8.5
Total Benefits	889,560	79,403.04	500,032.49	(389,527.51)	56.2
Rentals	20,000	1,126.83	11,466.98	(8,533.02)	57.3
Total Rentals	20,000	1,126.83	11,466.98	(8,533.02)	57.3
Building Mtn	140,000	9,864.69	94,265.44	(45,734.56)	67.3
Vehicle Mtn	12,000	1,986.02	5,799.56	(6,200.44)	48.3
Office & Computer Mtn	190,000	3,090.89	69,858.84	(120,141.16)	36.8
Total Repair/Mtn	342,000	14,941.60	169,923.84	(172,076.16)	49.7

ACCT NAME	BUDGET	DEC 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,312.44	34,536.83	(15,463.17)	69.1
Printing/Binding	12,000	682.30	8,597.15	(3,402.85)	71.6
Travel	500	(227.56)	695.64	195.64	139.1
Membership Dues	5,000	740.00	3,345.00	(1,655.00)	66.9
Professional Development	10,000	126.15	5,933.80	(4,066.20)	59.3
Other Purchased Services	130,000	52,113.66	181,453.44	51,453.44	139.6
Other Purchased Services-Pandemic Grnt	0	0.00	1,097.60	1,097.60	-----
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	252,500	56,746.99	235,659.46	(16,840.54)	93.3
Office Supplies	15,000	689.17	7,000.33	(7,999.67)	46.7
Computer Supplies	85,000	7,329.61	61,999.11	(23,000.89)	72.9
Postage	5,000	336.11	439.25	(4,560.75)	8.8
Library Supplies	80,000	6,324.03	26,555.53	(53,444.47)	33.2
Janitorial Supplies	20,000	1,210.52	9,544.83	(10,455.17)	47.7
Gas & Diesel Fuel	6,000	357.06	3,477.94	(2,522.06)	58.0
Building Mtnc & Repair Supplies	15,000	2,542.19	9,393.18	(5,606.82)	62.6
Total Supplies	226,000	18,788.69	118,410.17	(107,589.83)	52.4
Natural Gas	21,000	4,618.01	15,700.54	(5,299.46)	74.8
Electricity	92,000	6,562.63	109,046.06	17,046.06	118.5
Water	6,000	440.80	3,608.79	(2,391.21)	60.1
Telecommunications	42,000	2,739.56	28,905.30	(13,094.70)	68.8
Total Utilities	161,000	14,361.00	157,260.69	(3,739.31)	97.7
Professional Collection	1,500	0.00	60.53	(1,439.47)	4.0
Total Prof Collection	1,500	0.00	60.53	(1,439.47)	4.0
Non-Traditional Materials	5,000	12.95	377.98	(4,622.02)	7.6
Periodicals	20,000	674.83	15,066.52	(4,933.48)	75.3
Adult Books	160,000	9,418.52	77,706.73	(82,293.27)	48.6
Children's Books	125,000	8,056.32	56,539.78	(68,460.22)	45.2
A/V Materials	111,600	5,494.52	52,034.34	(59,565.66)	46.6
Public Access Software	105,000	24,810.00	88,161.98	(16,838.02)	84.0
Downloadable Materials	180,000	20,426.30	135,755.27	(44,244.73)	75.4
Total Materials	706,600	68,880.49	425,264.62	(281,335.38)	60.2
Employee Relations	7,000	2,004.95	2,429.42	(4,570.58)	34.7
Miscellaneous Expenses	10,313	486.79	2,641.82	(7,671.18)	25.6
To Library Equip Replacement	30,000	0.00	0.00	(30,000.00)	0.0
Total Other Expenses	47,313	2,491.74	5,071.24	(42,241.76)	10.7
Total Expenses	5,748,185	599,064.00	3,576,285.62	(2,171,899.38)	62.2

Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2022

Property Tax (99.3%): The Library has received all of its Property Tax for FY 23.

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

State Grants (103.0%): The Library received its Per Capita Grant--it was a little more than anticipated--\$116,053.00

Golden Prairie Public Library District (97.0%): Golden Prairie has also received all 7 distributions.

Fees (79.0%): Fee revenue is higher than projected.

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

Interest (943.3%): We projected a lower amount for the year.

Donations (106.9%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (106.7%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (53.8%): This is under-spent due to staff vacancies.

Seasonal Salaries (11.9%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

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

Dental Insurance (48.2%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (49.1%): This is under-spent due to a decrease in the rates.

Vision Insurance (57.0%): This is under-spent due to a change in the rates.

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

IMRF (57.9%): This is under-spent due to staff vacancies.

FICA (60.3%): This is under-spent due to staff vacancies.

Medicare (60.3%): This is under-spent due to staff vacancies.

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

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

Tuition Reimbursement (13.2%): The Library paid the Spring tuition for a staff member.

Other Benefits (8.5%): Charges have been minimal.

Rentals (57.3%): Charges have been minimal.

Vehicle Maintenance (48.3%): Charges have been minimal.

Office & Computer Equipment (36.8%): Charges have been minimal.

Printing (71.6%): This is over-spent due to paying for the Summer Reading logs.

Travel (139.1%): This is over-spent due to more staff traveling to in-person meetings/conferences.

Professional Development (59.3%): Charges have been minimal.

Other Purchased Services (139.6%): This is over-spent because a few expansion costs were charged to this line item.

Other Insurance (0.0%): The annual premium will be paid in January.

Office Supplies (46.7%): Charges have been minimal.

Computer Supplies (72.9%): This line item is over-spent due to scheduled replacement of staff computers during the first 6 months of the year.

Postage (8.8%): Charges have been minimal.

Library Supplies (33.2%): Charges have been minimal.

Janitorial Supplies (47.7%): Charges have been minimal.

Gas & Diesel Fuel (58.0%): Charges have been minimal.

Natural Gas (74.8%): This is over-spent at the moment due to increase usage during the colder months.

Electricity (118.5%): This is over-spent due to high usage during the summer months and due to higher rates.

Water (60.1%): Charges have been minimal.

Professional Collection (4.0%): Charges have been minimal.

Non-Traditional Materials (7.6%): Charges have been minimal.

Periodicals (75.3%): This is over-spent due to renewing the subscription to the Pantagraph.

Adult Books (48.6%): Charges have been minimal.

Children's Books (45.2%): Charges have been minimal.

A/V Materials (46.6%): Charges have been minimal.

Public Access Software (84.0%): This is over-spent because the payment for News Bank of \$23,011 was made in December.

Downloadable Materials (75.4%): This is over-spent due to customer demand for Hoopla, Over-Drive, and Kanopy.

Employee Relations (34.7%): Charges have been minimal.

Miscellaneous Expenses (25.6%): Charges have been minimal.

Transfer to Equipment Replacement (0.0%): The transfer will take place later in the year.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
C-U Herb Guild:	50.00
Robert Starckovich:	100.00
Miscellaneous Donations:	30.55

Total Donations: \$ 21,380.55

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 15.00
Book Pick-Up:	754.74
Book Shoppe:	13,856.50
Card Catalog Drawers:	245.00
Ear Buds:	118.50
Flash Drives:	48.75
Genealogy Searches:	55.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	7,916.25
Reusable Bags:	243.00
Test Proctoring:	125.00
Tote Bags:	168.00
Miscellaneous:	3,074.13

Total Other Revenue: \$26,671.87

During December, 17 batches containing 96 invoices were processed, totaling \$1,741,447.30 and 63 credit card charges were made totaling \$31,361.22.

As of December 31, the Library's Maintenance & Operating Fund Balance is \$2,352,078.20, which is 40.9%% of the budgeted amount; the goal of twenty-five percent of the Library's FY23 budget is \$1,369,546.

Library Fund Balance Information, 12/31/22:

Operating:	\$ 4,366,041.69
Fixed Assets:	\$ 1,202,886.61
Capital:	\$ 15,914,517.03

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 12/31/22

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	335,763.57	(914,236.43)	26.9
Interest	0.00	246,310.28	246,310.28	-----
Interest From Taxes	0.00	6.78	6.78	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	4,111,007.00	0.00	(4,111,007.00)	0.0
Total Revenues	25,242,766.00	14,783,970.03	(10,458,795.97)	58.6

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,287,169.64	(166,414.36)	88.6
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	16,420.18	(2,158,579.82)	0.8
Library Buildings	21,170,000.00	4,874,779.37	(16,295,220.63)	23.0
Total Expenses	25,242,766.00	6,269,698.28	(18,973,067.72)	24.8

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
December 2022

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,921	31,272	-20%	239,066	278,232	-14%
Teens	1,838	2,025	-9%	16,861	19,596	-14%
Children	27,327	34,251	-20%	279,158	327,980	-15%
Digital Downloads	18,408	16,516	11%	147,928	129,579	14%
Total	72,494	84,064	-14%	683,013	755,387	-10%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,125	19,603	-8%	149,037	194,941	-24%
Teens	4,071	3,424	19%	28,083	36,392	-23%
Children	7,137	5,648	26%	49,193	89,289	-45%
Total	29,333	28,675	2%	226,313	320,722	-29%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	533	209	61%	5,437	2,799	94%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	9,495	12,451	-31%	100,927	103,053	-2%
Bookmobile	375	403	-7%	9,147	5,773	58%
Total	9,870	12,854	-30%	110,074	120,457	-9%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	91	-100%	213	460	-54%
Digital Preservation Studio	0	17	-100%	26	117	-78%
Community Room	0	24	-100%	11	222	-95%
Total	0	132	-100%	250	799	-69%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	19	1	95%	130	56	57%
People Reached	1,688	100	94%	15,879	5,492	65%
Community Visits to the Library	0	0	0%	0	6	-100%
People Reached	0	0	0%	0	158	-100%
Total Outreach Visits	19	1	95%	130	56	57%
Total People Reached	1,688	100	94%	15,879	5,650	64%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	7	7	0%	71	75	-5%
Attendance	86	106	-19%	1,486	1,484	0%
Teens	1	3	-67%	27	26	4%
Attendance	9	0	100%	178	132	35%
Childrens	8	12	-33%	207	223	-7%
Attendance	1,565	1,872	-16%	16,559	15,881	4%
Total Programs	16	22	-27%	305	324	-6%
Total Attendance	1,660	1,978	-16%	18,223	17,497	4%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2	2	0%	17	986	-98%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,162	2,412	-10%	21,795	22,337	-2%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	122	15	88%	1,347	1,366	-1%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,129	1,300	-15%	10,580	9,619	10%
WiFi Sessions	1,312	1,578	-17%	12,647	11,677	8%
Website/Catalog Hits	36,768	38,858	-5%	347,005	317,832	9%
Online Resource Use	3,604	3,418	5%	11,670	23,876	-51%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	307	276	11%	3,381	2,839	19%
Sent	116	200	-42%	975	1,614	-40%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	6.00	82.00	-93%	45	460	-90%

Golden Prairie Public Library District
Board of Trustees Meeting

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

MINUTES

- I. Call to Order
President called the meeting to order at 5:00 p.m.
- II. Roll Call
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch,
Kathy Vroman, Stephanie Walden, Ruth Novosad

Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins,

Absent: None
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad shared the receipt of an annexation petition of a property near the Interstate Center. Discussion was held on the options for GPPLD to respond to the petition or allowing the petition to proceed through the process without an objection.
- VI. Approval of Minutes
A. October 19, 2022:
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that Michelle Cope, the Outreach Library Associate, received the YWCA Women of Distinction Community Key Award. BPL is proud of Michelle and all the hard work she does serving our community. Jeanne shared that this month's report includes an update on the Director's annual goals. Jeanne shared an update of the progress of the Building Project and Construction. Discussion was held on the milestone anniversaries of BPL staff at the recent Staff Appreciation Day.

B. Circulation and Outreach Report: There was no Circulation and Outreach Services report.

C. Financial Report: Kathy Jeakins, Business Office Manager, shared that the Financial Report is in the Board packet. 33% of the year has passed and there will be a distribution on or about November 28. Kathy has received a draft of the audit. The review of the audit will be added to the December 14th GPPLD Board Meeting.
- VIII. Unfinished Business
A. Discussion of Per Capita Grant Requirements
Jeanne led the discussion on the Per Capita Grant Requirements. Chapters and appendices reviewed at this meeting were:
 - Building Infrastructure and Maintenance

- Safety
- Collection Management
- System Member Responsibilities and Resource Sharing
- Public Services: Reference and Reader's Advisory Services
- Appendix H
- Appendix I
- Appendix J
- Appendix K

B. Update on Annexations:

Ruth shared the update on the Petition for Declaratory Relief. Discussion was held on the process, communication strategy, ongoing concerns, and the effect on GPPLD.

IX. New Business

A. Approve Budget Transfer 22-01

STEPHEN PETERSON MOVED, ARY ANDERSON SECONDED, TO APPROVE AND ACCEPT BUDGET TRANSFER 22-01, IN THE AMOUNT OF \$5,200 FROM THE MISCELLANEOUS ACCOUNT, IN WHICH \$4,000 WILL BE APPLIED TO THE LEGAL SERVICES ACCOUNT, AND \$1,200 WILL BE APPLIED TO PRINTING.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

The GPPLD Trustees asked how they could support the BPL Construction Project.

XI. Reminder

Next Board Meeting is December 14, 2022.

XII. Adjournment

President Novosad adjourned the meeting at 5:50 p.m.

Incident Report Summary for December 2022

2022-12-31 23:59:00

2022-12-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4394	2022-12-01 18:22:46	StolenDamagedLibraryMaterial
4395	2022-12-14 18:05:03	HealthSafety
4396	2022-12-20 21:54:55	StolenDamagedLibraryMaterial
4397	2022-12-27 18:20:59	AlcoholDrugs
4398	2022-12-28 20:41:58	HealthSafety

Suspension Report Summary for December 2022

2022-12-31 03:11:14pm

2022-12-01 03:11:14pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
487	2022-12-14 00:00:00	HealthSafety
488	2022-12-28 00:00:00	HealthSafety

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND
AUTHORIZE THE LIBRARY DIRECTOR TO RENEW
PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S AND OFFICER'S INSURANCE PACKAGES
THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE
JANUARY 31, 2023
IN THE AMOUNT OF \$41,388.10

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

1. That the competitive bid process be waived, and the Library Director authorize renewal of Property, Liability, Vehicle, Umbrella, and Director's and Officer's insurance packages through the Libraries of Illinois Risk Agency (LIRA) due January 31, 2023 in the amount of \$41,388.10
2. This package covers the period from December 31, 2022 through December 31, 2023
3. That the purchase of the Property, Liability, Vehicle, Umbrella, and Director's & Officer's insurance premiums through a pool for Illinois Libraries fall into the exemption of a Limited Source in that "...a good or service provided by a specialized supplier meets or exceeds the Library's specifications..."
4. That there is a small decrease in the price from 2022 to 2023, totaling \$190.90
5. That this is a continuation of the current relationship with LIRA
6. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$41,388.10

Approved this 17th day of January 2023

Julian Westerhout, President
Bloomington Public Library Board of Trustees



Property/Casualty Invoice

December 31, 2022 through December 31, 2023

Libraries of Illinois Risk Agency (LIRA)

Bloomington Public Library

DUE BY January 31, 2023

Coverage Description	Company	Policy #	Effective Date	Amount Due:
Package Policy	Certain Underwriters at Lloyd's	PK1031022	12/31/2022	\$4,712.79
Excess Property	Federal Insurance Company (Chubb)	36046343	12/31/2022	\$9,089.02
Boiler & Machinery	Federal Insurance Company (Chubb)	76434040	12/31/2022	\$483.84
Excess Liability (\$10M XS \$1M)	Hallmark Specialty Ins. Co.; Evanston Ins. Co.	77PEF2201B6; MKLV3EUE101254	12/31/2022	\$3,145.65
Volunteer Accident	Starr Indemnity and Casualty Company	BAP271479	12/31/2022	\$300.00
Cyber Liability	Palomar Excess and Surplus Ins. Co.	QCB-250-FTKCMUQL	12/31/2022	\$1,050.67
Gallagher Crisis Protect (GCP)	Certain Underwriters at Lloyd's	FC0262323	12/31/2022	\$1,934.78
Administration/Brokerage Service Fee	Arthur J. Gallagher RMS		12/31/2022	\$2,948.62
Claims Administration Fee	Gallagher Bassett Services		12/31/2022	\$2,122.93
Loss Control Services	Gallagher Bassett Services		12/31/2022	\$1,000.00
Sponsorship Fee	ILA Sponsorship Fee		12/31/2022	\$250.00
Operation's Fee	Libraries of Illinois Risk Agency		12/31/2022	\$1,123.42
Loss Fund - Package	Libraries of Illinois Risk Agency		12/31/2022	\$13,226.38
Total Due:				\$41,388.10

PLEASE MAKE CHECK PAYABLE TO Libraries of Illinois Risk Agency AND REMIT TO:
 LIBRARIES OF ILLINOIS RISK AGENCY
 ILLINOIS LIBRARY ASSOCIATION
 33 W. GRAND AVE., STE. 401
 CHICAGO, IL 60654-6799

DUE BY January 31, 2023