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BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, November 17, 2015

5:30 p.m.

William C. Wetzcl Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. October 20, 2015
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - C. Bookmobile Ad Hoc Committee
- XI. New Business
 - A. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund
 - B. Adopt Sick Leave Buyback Program Language for Classified Employees
 - C. Review Chapter 5, "Technology," of Serving Our Public 3.0: Standards for Illinois Public Libraries for the FY16 Per Capita Grant requirements.
 - D. Approve 2016 Meeting Dates
 - E. Report on Illinois Library Association conference
- XII. Unfinished Business
 - A. Development of Strategic Plan and Possible Approval of Draft Plan
 - B. Discussion of Current Goals for the Director
 - C. Discussion of Electronic Communication Among Board Members
 - D. Discussion of Purpose of Committee Meetings
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted: 11/13/15 12:15 p.m.

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, October 20, 2015

5:15 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:22 p.m.

President Koos stated that Susan O'Rourke could not be present due to illness, and would like to join the meeting by phone and asked for a motion.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO ALLOW
SUSAN O'ROURKE TO JOIN THE BPL BOARD MEETING BY TELEPHONE.
THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT:

Emily Kelahan, Van Miller, Susan O'Rourke (by
phone), Robert Porter (arrived at 5:30 p.m.), Mike
Raikes, Carol Koos

MEMBERS ABSENT:

Alex Cardona, Whitney Thomas

OTHERS PRESENT:

Georgia Bouda, Kathy Jeakins, Caprice Prochnow,
Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced Gayle Tucker, HR Manager, Carol Torrens, AS Manager and
Kathy Jeakins, Business Manager.

IV. Public Comment

There were no public comments.

V. Approval of Minutes

A. September 15, 2015

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE
MINUTES FROM THE SEPTEMBER 15, 2015 MEETING. THE MOTION
CARRIED UNANIMOUSLY.

See attachment "2015.09"

VI. President's Report

President Koos stated that pursuant to our adopted Parliamentary Procedures, which are Robert's Rules of Order, that everyone is allowed to speak 10 minutes per topic until everyone on the Board has spoken, then anyone who has spoken will be allowed another 10 minutes to speak. If a topic really does need further discussion, then perhaps the topic should go to a committee, then a motion can be made to commit, and the Board would vote on it.

President Koos shared that Susan O'Rourke anticipates missing ILA Trustee Day due to illness and is offering her registration to any Trustee that is interested.

President Koos want to thank staff for all their hard work that is reflected within their monthly reports. She went on to say, that staff had been remiss in leaving their names off the reports as Emily Kelahan had requested, but this will be remedied next month.

VII. Director's Report

Director Bouda shared that the Library is scheduled for a Work Session at the City on Monday, October 26 to present the Library's budgets and tax levy request. She asked that either Carol Koos or Robert Porter join her for this.

Director Bouda reviewed the setup and what she would like to see happen at the Farnsworth Visioning Session with the community on Thursday, October 29 in the Community Room. She shared the questions that will be used for this session.

Director Bouda shared that the City is struggling with the Sick Leave Buyback Program, whihc depending on what is decided, will affect the Library. She stated that the City would like the Board to adopt language that would limit sick leave buy back for future classified employees. There was some discussion and it was decided to put this on the agenda for approval next month.

Director Bouda will be on vacation from November 2 through November 7, so any Committee meetings normally held during this time, would need to be scheduled for a different time.

VIII. Fiscal Report

Kathy Jeakins reviewed the financial report included in packet. She entertained questions.

IX. Approval of Bills

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE BILLS LIST FROM SEPTEMBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

Robert Porter shared that the Committee met on September 22 to review the three budgets to go before City Council. Robert asked that Kathy give a quick review of each budget and answer any questions.

1. Recommend Approval of FY 17 Project Next Generation Budget

Kathy Jeakins reviewed that the PNG budget is a grant that is received from the State that helps teens with technology.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO APPROVE THE FY17 PROJECT NEXT GENERATION BUDGET.

AYES: EMILY KELAHA, VAN MILLER, SUSAN O'ROURKE,
ROBERT PORTER, MIKE RAIKES, JULIAN
WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "X.A.1."

2. Recommend Approval of FY 17 Fixed Asset Budget

Kathy Jeakins reviewed that this budget is for any major purchase such as a vehicle, furniture, and computer equipment that is over \$5,000.00.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO APPROVE THE FY17 FIXED ASSET BUDGET.

AYES: EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE,
ROBERT PORTER, MIKE RAIKES, JULIAN
WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "X.A.2."

3. Recommend Approval of FY 17 Maintenance & Operating Budget

Kathy Jeakins reviewed that this is flat with no increase in property tax, but in the tweaking of some things there is actually an increase of about \$42,000.00 in revenues.

Director Bouda stated that the Per Capita question this year is in regards to whether the Library feels that they are doing educational programs to meet our community's needs and are we comfortable with the amount of money we are spending. She distributed both the fall program schedule and bookmobile schedule. Director Bouda stated that in the last fiscal year, the Library spent about \$35,000 on programming. She went on to say that she would be asking the Board for more money, if she thought there was a need for additional funds for programming.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO APPROVE THE FY17 MAINTENANCE & OPERATING BUDGET.

AYES: EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE,
ROBERT PORTER, MIKE RAIKES, JULIAN
WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "X.A.3."

B. Planning, Policies & Programs (3 P's)

The 3 P's Committee did not meet.

President Koos shared that the Board should charge the 3 P's Committee with establishing rules of procedure for committees. There was some discussion on this.

President Koos asked that the 3 P's Committee develop a standard of rules for the committees.

C. Bookmobile Ad Hoc Committee

In Alex Cardona's absence, President Koos shared what transpired at the Ad Hoc meeting on October 6. She also distributed a draft of the minutes that Alex had sent to her. There was some discussion on what the committee is tasked with and a time frame as to how long it will take to accomplish them.

XI. New Business

A. Waive Three-Quote Requirement for Downloadable Magazine Service

Director Bouda shared that this is for Zinio which is the platform service that provides the electronic magazines.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THE THREE-QUOTE REQUIREMENT AND AUTHORIZE PAYMENT TO RENEW THE SERVICE FOR DOWNLOADABLE MAGAZINE SERVICE TO RECORDED BOOKS, INC. FOR THE SUM OF \$5,400.00 FOR THE RENEWAL PERIOD FROM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016.

AYES: EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE,
ROBERT PORTER, MIKE RAIKES, JULIAN
WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.A."

B. Waive Three-Quote Requirement for Downloadable Magazine Titles

Director Bouda shared that this is for the actual magazine titles that are selected from the Zinio service.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THE THREE-QUOTE REQUIREMENT AND AUTHORIZE PAYMENT FOR DOWNLOADABLE MAGAZINE TITLES TO RECORDED BOOKS, INC. FOR THE CHOSEN TITLES AS LISTED IN THE AMOUNT OF \$5,535.77 FOR THE RENEWAL PERIOD FROM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016.

AYES: EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE,
ROBERT PORTER, MIKE RAIKES, JULIAN
WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT:

ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.B."

- C. Approve Changing BPL Board Meeting Start Time to 5:30 p.m.
President Koos asked the Trustees if they would like to move the meeting time to 5:30 or possibly a later time. There was some discussion.

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE CHANGING THE STANDING MEETING TIME FOR THE BPL BOARD FROM 5:15 P.M. TO 5:30 P.M., EFFECTIVE FOR THE NOVEMBER 17, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

XII. Unfinished Business

A. Development of Strategic Plan and Possible Approval of Draft Plan

President Koos stated that the Board is essentially looking at five goals for the Strategic Plan that need to be fleshed out and it needs to be decided how the Board would like to go about doing this. There are a number of ways this could be accomplished, either by the full Board or the 3 P's Committee, along with input from staff. President Koos stated that with goal number one, they should definitely consider working with a facilitator. She went on to say that Diana Hauman is a professional facilitator and she would be willing to meet with the Board to help them with goal number one.

There was much discussion as to whether what was presented as a draft of the Strategic Plan is adequate to start with, whether a facilitator is needed to assist with this, and if so, perhaps a professional under contract should be considered, and make sure that they are aware of what the objective is, and whether Board and staff should meet together or separately.

President Koos proposed that they ask Diana Hauman to work with the Board on the first goal sometime before the holidays and see how that goes.

There was consensus that the facilitator would meet with the Board and the Director and then the Director would share progress with the Management Team.

Director Bouda will contact Diana Hauman for possible meeting dates to work on goal number one and to share with Diana that objectives number one and three are what the Board is trying to accomplish.

MIKE RAIKES MOVED, EMILY KELAHAAN SECONDED TO TABLE ITEMS XII.B., XII.C. AND XII.D. THE MOTION CARRIED UNANIMOUSLY.

- B. Discussion of Current Goals for the Director
C. Discussion of Electronic Communication Among Board Members
D. Discussion of Purpose of Committee Meetings

XIII. Comments from Board Trustees

Director Bouda shared that Farnsworth would like to get a date set for the Trustees Input Session sometime after the Community Input Session. She went on to say that the meeting would most likely last three to four hours. There was some discussion as to whether an evening meeting or a Saturday would be better. Proposed dates are November 11,

December 1, 2, 3 or 5. Director Bouda will share these dates with Farnsworth to see if any of these will work, and then let the Trustees know if any of these dates are possible.

XIV. Adjournment

JULIAN WESTERHOUT MOVED, EMILY KELAHAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

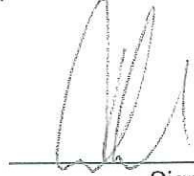
President Koos adjourned the meeting at 7:33 p.m.

2015.09

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, October 20, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	9,033.36
American Pest Control	Building Maintenance	190.00
Bibliotheca, LLC	Office/Equipment Mtn	6,076.44
Blue Beacon International, Inc.	Vehicle Maintenance	44.00
Bridgeall Libraries, Ltd	Office/Equipment Mtn	14,425.00
Brush, Charles (C.K. Brush)	Building Maintenance	95.00
CDW Government	Computer Supplies	1,386.48
CDW Government	Office/Equipment Mtn	4,105.62
Cengage Learning	Adult Books	2,263.79
Center Point Large Print	Adult Books	938.28
Central Illinois Trucks Group, Inc.	Vehicle Maintenance	222.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	10,842.56
City of Bloomington	Gas & Diesel Fuel	359.33
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,944.30
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	2,535.74
City of Bloomington	Payroll	285,372.98
City of Bloomington	Vehicle Maintenance	1,262.38
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,034.93
Comcast	Telecommunications	102.85
Cope, Michelle	Travel	34.21
Cruser, Mary	Travel	15.00
Cummins Mid-State	Vehicle Maintenance	277.77
Cumulus Broadcasting	Advertising	2,525.00
Custom Digital Imaging	Printing/Binding	3,124.58
Dell Marketing, LLC	Computer Supplies	3,017.76
Demco	Library Supplies	893.13
Ebsco Subscription Services	Public Access Software	3,806.00
FiNet, Inc.	Office Supplies	272.00
Flora Public Library	Miscellaneous Expenses	1,262.26
Frontier	Telecommunications	203.87
Gibbons, Jim	Other Purchased Services	172.49
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	495.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	259.32

Lee Enterprises - Central Illinois
 MicroMarketing, LLC
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 NICOR/Northern Illinois Gas
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Penguin Random House, LLC
 ProQuest, LLC
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 Thompson Electronics Company
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 Wherry Machine and Welding, Inc.
 VISA - 1000 Bulbs.com
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Flags
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble Booksellers
 VISA - Beck's Family Florist
 VISA - Best Buy
 VISA - Concord Custom Cleaners
 VISA - Demco
 VISA - Dollar Tree
 VISA - Engraving Express
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Global Industrial Supplies
 VISA - Grand & Benedicts, Inc.
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Illinois Library Association
 VISA - Illinois Reading Council
 VISA - Ingram
 VISA - Kelly's Bakery & Café
 VISA - Kirby Risk Electrical Supplies
 VISA - Marathon Petroleum
 VISA - Michael's

Other Purchased Services	1,166.60
A/V Materials	280.53
Office/Equipment Mtn	137.67
A/V Materials	286.38
Janitorial Supplies	1,016.20
Children's Books	187.64
Natural Gas	661.44
Computer Supplies	452.65
Copier Supplies	480.76
Library Supplies	5.09
Miscellaneous Expenses	32.38
Office Supplies	235.97
Ebooks	9,800.00
A/V Materials	303.75
Public Access Software	2,015.00
A/V Materials	255.80
Rentals	1,583.39
Other Purchased Services	100.00
Building Mtn Supplies	250.00
Building Maintenance	29.01
Other Property Mtn	43.78
Other Purchased Services	1,127.70
Other Purchased Services	45.00
Building Mtn Supplies	1,580.26
Building Mtn Supplies	32.46
A/V Materials	932.68
Adult Books	101.19
Office Supplies	108.31
A/V Materials	9,900.70
Adult Books	14,660.63
Juvenile Books	10,528.04
Other Purchased Services	50.00
Miscellaneous Expenses	79.95
Computer Supplies	61.47
Other Purchased Services	26.32
Library Supplies	446.33
Other Purchased Services	3.00
Other Purchased Services	24.00
Advertising	90.25
Miscellaneous Expenses	35.00
A/V Materials	1,365.95
Janitorial Supplies	115.24
Building Mtn Supplies	33.87
Computer Supplies	9.75
Library Supplies	6.73
Office Supplies	5.99
Other Purchased Services	60.99
Membership Dues	175.00
Professional Development	1,650.00
Professional Development	766.00
Adult Books	180.67
Miscellaneous Expenses	194.84
Building Mtn Supplies	481.00
Miscellaneous Expenses	1.99
Library Supplies	59.97

VISA - Monoprice, Inc.
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Plastic Products Mfg.
 VISA - Rockford Map Publishers
 VISA - Sprint
 VISA - Staples
 VISA - U-Haul Moving & Storage
 VISA - USPS
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Computer Supplies	73.05
Janitorial Supplies	149.94
Office Supplies	72.86
Library Supplies	111.10
Adult Books	149.95
Telecommunications	406.23
Office Supplies	(3.14)
Library Supplies	9.95
Postage	7.55
Telecommunications	122.88
Janitorial Supplies	106.08
Library Supplies	32.85
Miscellaneous Expenses	68.47
Office Supplies	40.28
Telecommunications	252.55

471,840.95

X.A.1.

LIBRARY
PROJECT NEXT GENERATION BUDGET
FISCAL YEAR 2016 - 2017

ACCOUNT NUMBER	ACCOUNT NAME	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2016-2017 PROPOSED
REVENUES								
53120	STATE GRANTS	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 15,000	\$ 15,000	\$ 12,500
57990	OTHER MISC. INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUE	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 15,000	\$ 15,000	\$ 12,500
EXPENSES								
51100	SALARIES-FULL TIME	\$ 4,270	\$ 4,877	\$ 4,000	\$ 4,000	\$ 6,000	\$ 6,000	\$ 4,000
51110	SALARIES-PART TIME	\$ 4,343	\$ 4,380	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
51130	SALARIES-SEASONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52101	DENTAL INSURANCE	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52102	VISION INSURANCE	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52103	HEALTH INS - OSF HMO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52106	HEALTH INS - PPO	\$ 394	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52120	IMRF	\$ 385	\$ -	\$ 400	\$ -	\$ 500	\$ 500	\$ 400
52130	FICA	\$ 493	\$ 708	\$ 400	\$ 716	\$ 500	\$ 500	\$ 400
52160	WORKERS COMP	\$ -	\$ 79	\$ -	\$ 84	\$ -	\$ -	\$ -
70530	REP MTC OFFICE EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70740	PRINTING/BINDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70770	TRAVEL	\$ -	\$ -	\$ -	\$ 51	\$ -	\$ 50	\$ -
70780	REG. & MEMB. DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70990	OTHER PURCHASED SRV	\$ -	\$ 2,456	\$ 356	\$ 30	\$ -	\$ -	\$ -
71010	OFFICE SUPPLIES	\$ 2,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71013	COMPUTER SUPPLIES	\$ -	\$ -	\$ 1,289	\$ 7,673	\$ 5,000	\$ 4,950	\$ 4,700
71020	LIBRARY SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71030	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72120	COMPUTER EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENSE	\$ 12,500	\$ 12,500	\$ 9,446	\$ 13,554	\$ 15,000	\$ 15,000	\$ 12,500

X.A.2.

LIBRARY

FIXED ASSET BUDGET
FISCAL YEAR 2016 - 2017

ACCOUNT NUMBER	ACCOUNT NAME	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2016-2017 PROPOSED
REVENUES								
56010	INTEREST ON INVESTMENTS	\$ -	\$ 300	\$ 557	\$ 300	\$ 144	\$ 200	\$ 200
573-0	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
57350	OTHER PRIVATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ 37,200	\$ -	\$ -
61160	FROM LIBRARY M & O FUND	\$ 140,174	\$ 115,301	\$ 181,199	\$ 170,768	\$ 195,000	\$ 156,604	\$ 122,104
	TOTAL REVENUE	\$ 140,174	\$ 115,601	\$ 181,756	\$ 171,068	\$ 282,344	\$ 156,804	\$ 122,304
EXPENSES								
72110	OFFICE FURNITURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72120	OFFICE & COMPUTER	\$ 140,174	\$ 140,000	\$ 9,328	\$ 9,085	\$ 47,867	\$ 72,721	\$ 162,100
72130	LICENSED VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ 209,548	\$ -	\$ -
72140	CAPITAL OUTLAY-NON OFFICE	\$ -	\$ -	\$ -	\$ -	\$ 33,944	\$ -	\$ -
72520	BUILDINGS	\$ -	\$ -	\$ -	\$ -	\$ 26,208	\$ -	\$ -
72620	OTHER CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 11,362	\$ -	\$ -
	TOTAL EXPENSE	\$ 140,174	\$ 190,000	\$ 89,328	\$ 9,085	\$ 329,029	\$ 72,721	\$ 162,100
	NET REVENUE/(EXPENSE)	\$ -	\$ (74,399)	\$ 92,428	\$ 161,983	\$ (46,685)	\$ 84,083	\$ (39,796)
	% OF REVENUE TO EXPENSE	100.00%	60.84%	203.47%	1682.97%	65.61%	215.62%	75.45%

X.A.3.

LIBRARY
MAINTENANCE & OPERATING BUDGET
FISCAL YEAR 2016-2017

Account Number	Account Title	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Stf Rec	+/ Amount From FY 16	% Difference
50110	Property Taxes	4,513,080	4,518,200	4,512,535	4,508,035	4,541,270	4,546,710	4,546,710	-	0.0%
53020	Replacement Tax	130,400	130,400	130,400	130,400	130,400	130,400	130,400	-	0.0%
53120	State Grants	76,724	78,564	78,564	78,728	95,763	95,000	95,000	-	0.0%
53370	From Golden Prairie PL Dist	363,051	363,270	364,808	363,926	362,116	370,000	392,000	22,000	5.9%
54490	Library Fees & Rentals	65,245	79,967	76,564	84,463	81,412	80,000	83,000	3,000	3.8%
54720	Copies	6,800	3,323	4,202	4,008	3,321	3,800	3,200	(600)	-15.8%
56010	Interest from Investments	4,568	2,339	4,011	665	590	1,000	1,000	-	0.0%
	Interest From Taxes			65	52	29	-	-	-	#DIV/0!
57110	Sale of Property	2,489	2,045	1,670	842	3,237	1,000	1,000	-	0.0%
57310	Donations	19,703	29,554	18,196	20,880	21,958	20,000	28,000	8,000	40.0%
57350	Other Private Grants	11,648	79	821	-	484	-	-	-	#DIV/0!
57510	Cash Over/Short	5	(133)	(116)	449	(36)	-	-	-	#DIV/0!
57990	Other Misc Income	13,097	14,731	33,305	41,258	42,542	30,000	40,000	10,000	33.3%
	Fr Library Fund Balance	200,000	160,000	-	-	-	-	-	-	#DIV/0!
	Fr Library Fixed Asset Fund	-	50,000	80,000	-	-	-	-	-	#DIV/0!
	Total Revenues	5,406,810	5,432,339	5,226,461	5,233,715	5,233,084	5,277,910	5,320,310	42,400	0.8%
61100	Full Time Salaries	1,741,559	1,659,040	1,738,936	1,860,952	1,954,170	2,015,233	2,149,887	134,654	5.7%
61110	Part Time Salaries	303,297	329,778	373,618	366,810	365,057	453,600	402,086	(51,514)	-11.4%
61130	Seasonal Salaries	34,380	33,424	36,974	36,564	39,693	35,586	47,701	12,115	34.0%
61150	Overtime Salaries	-	-	-	-	-	1,100	1,100	-	0.0%
61190	Other Salaries	-	-	31,982	8,200	-	-	-	-	#DIV/0!
62101	Dental Insurance	9,932	9,816	10,156	9,919	9,430	11,273	12,400	1,127	10.0%
62102	Vision Insurance	2,282	2,165	2,335	2,371	2,360	2,894	3,050	156	5.4%
62104	Health Insurance PPO BC/BS	203,249	202,223	208,525	203,402	196,989	210,104	294,901	84,797	40.4%
62106	Health Insurance HAWIP HMO	64,672	65,079	76,470	95,093	89,859	118,062	100,429	(17,633)	-14.9%
62110	Life Insurance	3,016	1,928	3,070	2,832	2,824	3,097	3,100	3	0.1%
62120	IMRF	210,333	229,823	277,820	295,173	291,804	289,867	310,000	10,133	3.4%
62130	FICA	152,938	145,796	126,772	136,153	139,859	162,368	163,000	632	0.4%
62140	Medicare	-	2,257	29,742	32,011	32,626	36,315	38,000	2,683	7.4%
	Unemployment Compensation	-	-	-	1,323	10,143	-	-	-	#DIV/0!
62160	Workers Comp	6,853	17,701	20,322	8,991	14,102	37,675	17,000	(20,675)	-54.9%
62190	Staff Uniforms	145	500	461	194	910	500	500	-	0.0%
62210	Tuition Reimbursement	-	1,110	-	7,512	20,292	30,000	-	(30,000)	-100.0%
62950	Other Benefits	12,177	11,760	-	-	4,760	-	20,000	20,000	#DIV/0!
70095	Credit Card Fees	562	-	-	-	-	-	-	-	#DIV/0!
70420	Equipment Rental	10,751	16,971	17,984	18,849	21,287	22,000	22,000	-	0.0%
70510	Building Maintenance	163,816	87,168	78,650	77,629	73,866	135,000	120,000	(15,000)	-11.1%
70520	Vehicle Maintenance	7,048	8,104	3,953	3,959	5,968	5,000	5,000	-	0.0%
70530	Office/Equipment Maintenance	147,637	138,087	104,397	146,407	123,667	165,000	165,000	-	0.0%
70590	Other Property Maintenance	3,118	3,688	23,193	1,728	1,959	25,000	-	(25,000)	-100.0%
70610	Advertising	6,360	13,089	12,067	22,075	27,037	19,000	25,000	6,000	31.6%
70811	Printing/Binding	16,777	16,928	22,303	14,678	16,968	19,000	19,000	-	0.0%
70930	Travel	5,277	10,920	4,143	4,958	3,730	6,000	1,000	(5,000)	-83.3%
70931	Membership Dues	8,137	4,749	4,524	4,951	3,564	5,000	5,000	-	0.0%

70632	Professional Development	2,371	2,693	5,617	5,773	5,489	8,000	13,000	5,000	82.5%
70690	Other Purchased Services	87,630	82,316	82,584	75,656	89,209	100,000	90,000	(10,000)	-10.0%
70714	Property Insurance	12,857	21,031	22,462	19,352	19,699	23,000	24,000	1,000	4.3%
70715	Vehicle Insurance	1,993	5,189	5,471	1,639	3,563	5,000	4,000	(1,000)	-20.0%
70790	Other Insurance	3,386	3,386	4,289	4,889	5,067	5,000	5,500	500	10.0%
71010	Office Supplies	86,212	46,095	16,584	19,287	14,266	20,000	12,000	(8,000)	-40.0%
71013	Computer Supplies	-	85,561	63,698	74,894	99,724	85,000	80,000	(5,000)	-5.9%
71015	Copier Supplies	6,109	4,865	3,899	2,299	3,867	3,300	3,400	100	3.0%
71017	Postage	12,030	27,734	19,324	10,815	15,058	12,000	12,000	-	0.0%
71020	Library Supplies	94,021	79,635	52,940	68,689	74,089	72,000	75,000	3,000	4.2%
71024	Janitorial Supplies	7,372	13,725	13,300	14,916	10,880	16,000	15,000	-	0.0%
71070	Fuel	5,402	6,562	6,770	7,581	5,625	8,000	8,000	-	0.0%
71080	Bldg & Maint Supplies	15,606	8,645	6,706	12,879	10,149	10,000	10,000	-	0.0%
71310	Natural Gas	38,811	34,337	31,691	42,444	31,063	35,000	32,000	(3,000)	-8.6%
71320	Electricity	112,747	98,049	115,863	80,730	75,300	55,000	80,000	(15,000)	-15.3%
71330	Water	5,172	6,317	9,000	8,490	6,957	8,500	8,000	(500)	-5.9%
71340	Telecommunications	26,971	24,510	24,900	25,599	31,988	26,000	26,750	750	3.0%
71410	Professional Collection	5,478	6,646	4,186	3,978	670	7,000	3,500	(3,500)	-50.0%
71420	Periodicals	30,949	33,948	35,023	35,662	35,602	35,000	35,050	50	0.1%
71430	Adult Books	161,996	173,977	204,452	162,753	163,189	170,000	175,000	5,000	2.9%
71440	Children's Books	118,661	135,753	115,928	118,133	121,879	125,000	128,750	3,750	3.0%
71450	Outreach Books	45,039	6,241	-	-	-	-	-	-	#DIV/0!
71470	AV Materials	191,513	166,178	177,431	166,576	162,614	168,000	173,040	5,040	3.0%
71480	Public Access Software	175,532	108,031	125,199	134,349	145,447	140,000	144,200	4,200	3.0%
71490	Ebooks	-	-	-	51,300	61,300	70,000	60,000	(10,000)	-14.3%
73590	Other Int Expense	35,817	22,403	-	-	-	-	-	-	#DIV/0!
79120	Employee Relations	2,776	4,359	5,242	3,765	2,138	6,000	6,000	-	0.0%
79150	Bad Debt	-	270	-	-	-	-	-	-	#DIV/0!
79980	Other Misc. Expenses	6,687	2,641	6,698	4,604	7,213	13,000	9,000	(4,000)	-30.8%
83711	From Working Cash	(125,679)	-	-	-	-	-	-	-	#DIV/0!
89112	To ERI Reimbursement	-	42,617	42,617	36,732	36,732	36,732	36,732	-	0.0%
89237	To Library Equip Replacement	140,174	115,301	181,199	370,768	195,000	156,604	122,104	(34,500)	-22.0%
89409	Lib Expansion Project Fund	564,183	550,585	-	-	-	-	-	-	#DIV/0!
	To Capital Fund	694,996	204,505	259,224	81,332	-	-	-	-	#DIV/0!
	Total Expenses	5,672,425	5,136,800	4,871,130	5,010,728	4,890,134	5,277,910	5,320,310	42,400	0.8%
	Total Revenues	5,406,810	5,432,339	5,226,461	5,233,715	5,283,084	5,277,910	5,320,310	42,400	0.8%
	Rev Over Exp (Surplus)	(265,615)	295,539	355,331	222,967	392,950	-	-	-	

XI. A.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT TO RENEW THE SERVICE FOR DOWNLOADABLE MAGAZINES
TO RECORDED BOOKS, INC.

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

1. That the three quote requirement be waived and the Library Director authorize payment to renew the service for Downloadable Magazines to Recorded Books, Inc. in the amount of \$5,400.00
2. That the renewal period will be from October 1, 2015 through September 30, 2016
3. That the Library has subscribed to the Zinio service from Recorded Books, Inc. since 2012
4. That usage in downloadable magazines has increased by 35% in two years
5. That the Library currently offers free downloadable magazines from the Zinio collection of magazines to Bloomington Library cardholders
6. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$5,400.00

Approved this 20th day of October 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

Invoice

Bill to:
Account #: 7039245
BLOOMINGTON PUBLIC LIBRARY
Allison Schmid / Carol Torrens
205 E Olive Street
PO Box 3308
BLOOMINGTON IL 61702 3308

Order # 75209429
Invoice # 75217187
Date 10/1/15
PO #

Ship to:
Account #: 7039245
BLOOMINGTON PUBLIC LIBRARY
Allison Schmid / Carol Torrens
205 E Olive Street
PO Box 3308
BLOOMINGTON IL 61702 3308

Item #	Title	eISBN	Business Term	Media Type	List Price (Unit)	Your Price (Unit)	Qty	Disc %	Net
ZNNMAP0001	Zinio Multi Access		1 Year MultiUse	eServices	#####	\$5,400.00	1	-	\$5,400.00

10/01/2015-09/30/2016

Release of Order No 75209429

Bill To : 7039245

Inv No : 75217187

REMIT PAYMENT ALONG WITH A
COPY OF THIS INVOICE TO:

CORRESPONDENCE &
RETURNS TO:

Recorded Books, INC
PO Box 64900
Baltimore, MD 21264-4900

Recorded Books, INC
270 Skipjack Road
Prince Frederick, MD 20678

Payments terms are Net 30 Days

Subtotal	\$5400.00
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$5,400.00
Payment Received	\$0.00
Amount Due	\$5,400.00

Recorded Books also offers the option to receive PDF invoices through email. if you would like to receive your invoices in this manner, please contact us at customerservice@recordedbooks.com or Call 1-877-732-2898.

XI.B.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR DOWNLOADABLE MAGAZINE TITLES
TO RECORDED BOOKS, INC.

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

1. That the three quote requirement be waived and the Library Director authorize payment for downloadable magazine titles to Recorded Books, Inc. in the amount of \$5,535.77
2. That the chosen titles will be available for download from October 1, 2015 through September 30, 2016
3. That the chosen titles include continuing and new items
4. That the Library deletes titles based on usage numbers
5. Library currently offers free downloadable magazines from the Zinio collection of magazines to Bloomington Library cardholders
6. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$5,535.77

Approved this 20th day of October 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

RECORDED BOOKS, INC

270 Skipjack Road
Prince Frederick, MD 20678
1-800-638-1304 TIN: 464533122
www.recordedbooks.com

Invoice

Order # 75209924
Invoice # 75217188
Date 10/1/15
PO #

Bill to:
Account # : 7039245
BLOOMINGTON PUBLIC LIBRARY
Allison Schmid / Carol Torrens
205 E Olive Street
PO Box 3308
BLOOMINGTON IL 61702 3308

Ship to:
Account # : 7039245
BLOOMINGTON PUBLIC LIBRARY
Allison Schmid / Carol Torrens
205 E Olive Street
PO Box 3308
BLOOMINGTON IL 61702 3308

Item #	Title	eISBN	Business Term	Media Type	List Price (Unit)	Your Price (Unit)	Qty	Disc %	Net
RBZ0000028	Advocate		1 Year MultiUse	eMagazine	\$44.85	\$44.85	1	-	\$44.85
RBZ0000067	ARTnews		1 Year MultiUse	eMagazine	\$44.94	\$44.94	1	-	\$44.94
RBZ0000068	Astronomy		1 Year MultiUse	eMagazine	\$128.97	\$128.97	1	-	\$128.97
RBZ0000105	Backpacker		1 Year MultiUse	eMagazine	\$44.85	\$44.85	1	-	\$44.85
RBZ0000141	Bicycling		1 Year MultiUse	eMagazine	\$60.00	\$60.00	1	-	\$60.00
RBZ0000148	Billboard Magazine		1 Year MultiUse	eMagazine	\$297.00	\$297.00	1	-	\$297.00
RBZ0000191	Car and Driver		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000199	Chicago Magazine		1 Year MultiUse	eMagazine	\$29.97	\$29.97	1	-	\$29.97
RBZ0000242	Cosmopolitan		1 Year MultiUse	eMagazine	\$149.97	\$149.97	1	-	\$149.97
RBZ0000252	Country Gardens		1 Year MultiUse	eMagazine	\$47.97	\$47.97	1	-	\$47.97
RBZ0000256	Country Living		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000288	Diabetic Living		1 Year MultiUse	eMagazine	\$47.97	\$47.97	1	-	\$47.97
RBZ0000296	Digital Photo Pro		1 Year MultiUse	eMagazine	\$45.00	\$45.00	1	-	\$45.00
RBZ0000304	Discover		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000306	Do It Yourself		1 Year MultiUse	eMagazine	\$47.97	\$47.97	1	-	\$47.97
RBZ0000319	Dwell		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000331	Economist		1 Year MultiUse	eMagazine	\$380.97	\$380.97	1	-	\$380.97
RBZ0000346	ESPN The Magazine		1 Year MultiUse	eMagazine	\$53.97	\$53.97	1	-	\$53.97

BLOOMINGTON PUBLIC LIBRARY

Order #
Invoice #
Date

75209924
75217188
10/1/2015

Item #	Title	eISBN	Business Term	Media Type	List Price (Unit)	Your Price (Unit)	Qty	Disc %	Net
RBZ0000347	Esquire		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000354	Every Day with Rachael Ray		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0000362	Family Circle		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0000363	Family Handyman		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0000372	Field & Stream		1 Year MultiUse	eMagazine	\$35.97	\$35.97	1	-	\$35.97
RBZ0000383	Food Network Magazine		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000384	Forbes		1 Year MultiUse	eMagazine	\$179.97	\$179.97	1	-	\$179.97
RBZ0000412	Gluten-Free Living		1 Year MultiUse	eMagazine	\$102.00	\$102.00	1	-	\$102.00
RBZ0000420	Good Housekeeping		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000439	Guideposts		1 Year MultiUse	eMagazine	\$50.91	\$50.91	1	-	\$50.91
RBZ0000482	House Beautiful		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000491	Inked		1 Year MultiUse	eMagazine	\$44.85	\$44.85	1	-	\$44.85
RBZ0000500	Interweave Crochet		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000501	Interweave Knits		1 Year MultiUse	eMagazine	\$63.00	\$63.00	1	-	\$63.00
RBZ0000504	iPhone Life		1 Year MultiUse	eMagazine	\$38.91	\$38.91	1	-	\$38.91
RBZ0000514	Kiplinger's Personal Finance		1 Year MultiUse	eMagazine	\$36.00	\$36.00	1	-	\$36.00
RBZ0000556	Macworld		1 Year MultiUse	eMagazine	\$65.91	\$65.91	1	-	\$65.91
RBZ0000569	Martha Stewart Living		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000571	Martha Stewart Weddings		1 Year MultiUse	eMagazine	\$36.00	\$36.00	1	-	\$36.00
RBZ0000573	Maxim		1 Year MultiUse	eMagazine	\$44.91	\$44.91	1	-	\$44.91
RBZ0000576	Men's Fitness		1 Year MultiUse	eMagazine	\$45.00	\$45.00	1	-	\$45.00
RBZ0000578	Men's Health		1 Year MultiUse	eMagazine	\$90.00	\$90.00	1	-	\$90.00

Item #	Title	eISBN	Business Term	Media Type	List Price (Unit)	Your Price (Unit)	Qty	Disc %	Net
RBZ0000582	mental_floss		1 Year MultiUse	eMagazine	\$83.91	\$83.91	1	-	\$83.91
RBZ0000588	Model Railroader		1 Year MultiUse	eMagazine	\$128.97	\$128.97	1	-	\$128.97
RBZ0000596	Mother Jones		1 Year MultiUse	eMagazine	\$36.00	\$36.00	1	-	\$36.00
RBZ0000601	Motor Trend		1 Year MultiUse	eMagazine	\$26.97	\$26.97	1	-	\$26.97
RBZ0000618	National Geographic Interactive		1 Year MultiUse	eMagazine	\$119.94	\$119.94	1	-	\$119.94
RBZ0000619	National Geographic Traveler Interactive		1 Year MultiUse	eMagazine	\$95.94	\$95.94	1	-	\$95.94
RBZ0000629	Newsweek		1 Year MultiUse	eMagazine	\$74.97	\$74.97	1	-	\$74.97
RBZ0000635	O, The Oprah Magazine		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000638	OK! Magazine		1 Year MultiUse	eMagazine	\$104.97	\$104.97	1	-	\$104.97
RBZ0000650	Outdoor Life		1 Year MultiUse	eMagazine	\$35.97	\$35.97	1	-	\$35.97
RBZ0000651	Outdoor Photographer		1 Year MultiUse	eMagazine	\$45.00	\$45.00	1	-	\$45.00
RBZ0000660	PC Magazine Digital Edition		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000662	PCWorld		1 Year MultiUse	eMagazine	\$59.91	\$59.91	1	-	\$59.91
RBZ0000676	Popular Mechanics		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000677	Popular Photography		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0000678	Popular Science		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0000683	Prevention		1 Year MultiUse	eMagazine	\$75.00	\$75.00	1	-	\$75.00
RBZ0000699	Quilts and More		1 Year MultiUse	eMagazine	\$59.91	\$59.91	1	-	\$59.91
RBZ0000704	Reader's Digest		1 Year MultiUse	eMagazine	\$45.00	\$45.00	1	-	\$45.00
RBZ0000709	Redbook		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000721	Road & Track		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000732	Runner's World		1 Year MultiUse	eMagazine	\$75.00	\$75.00	1	-	\$75.00

Item #	Title	eISBN	Business Term	Media Type	List Price (Unit)	Your Price (Unit)	Qty	Disc %	Net
RBZ0000753	Shape		1 Year MultiUse	eMagazine	\$53.91	\$53.91	1	-	\$53.91
RBZ0000757	Shutterbug		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0000770	Smithsonian Magazine		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0000780	Star Magazine		1 Year MultiUse	eMagazine	\$104.52	\$104.52	1	-	\$104.52
RBZ0000796	Taste of Home		1 Year MultiUse	eMagazine	\$30.00	\$30.00	1	-	\$30.00
RBZ0000808	Town & Country		1 Year MultiUse	eMagazine	\$41.97	\$41.97	1	-	\$41.97
RBZ0000855	Weight Watchers		1 Year MultiUse	eMagazine	\$35.97	\$35.97	1	-	\$35.97
RBZ0000875	Woman's Day		1 Year MultiUse	eMagazine	\$41.97	\$41.97	1	-	\$41.97
RBZ0000880	Women's Health		1 Year MultiUse	eMagazine	\$75.00	\$75.00	1	-	\$75.00
RBZ0000883	Woodworker's Journal		1 Year MultiUse	eMagazine	\$35.85	\$35.85	1	-	\$35.85
RBZ0000890	Yoga Journal		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0002170	Mother & Baby India		1 Year MultiUse	eMagazine	\$43.19	\$43.19	1	-	\$43.19
RBZ0002353	India Today		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0002617	GQ India		1 Year MultiUse	eMagazine	\$23.04	\$23.04	1	-	\$23.04
RBZ0003609	Popular Science India		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0003705	Filmfare		1 Year MultiUse	eMagazine	\$37.43	\$37.43	1	-	\$37.43
RBZ0003707	HELLO! India		1 Year MultiUse	eMagazine	\$41.46	\$41.46	1	-	\$41.46
RBZ0003739	Femina India		1 Year MultiUse	eMagazine	\$47.03	\$47.03	1	-	\$47.03
RBZ0005493	Cook's Illustrated		1 Year MultiUse	eMagazine	\$59.97	\$59.97	1	-	\$59.97
RBZ0005910	Better Homes and Gardens		1 Year MultiUse	eMagazine	\$44.97	\$44.97	1	-	\$44.97
RBZ0007828	Cooking with Paula Deen		1 Year MultiUse	eMagazine	\$99.95	\$99.95	1	-	\$99.95

10/01/2015-09/30/2016

Release of Order No 75209924

Bill To : 7039245

Inv No : 75217188

REMIT PAYMENT ALONG WITH A
COPY OF THIS INVOICE TO:

Recorded Books, INC
PO Box 64900
Baltimore, MD 21264-4900

CORRESPONDENCE &
RETURNS TO:

Recorded Books, INC
270 Skipjack Road
Prince Frederick, MD 20678

Payments terms are Net 30 Days

Subtotal	\$5535.77
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00
Invoice Total	\$5,535.77
Payment Received	\$0.00
Amount Due	\$5,535.77

Recorded Books also offers the option to receive PDF invoices through email. if you would like to receive your invoices in this manner, please contact us at customerservice@recordedbooks.com or Call 1-877-732-2898.

Bloomington Public Library Director's Report November 2015

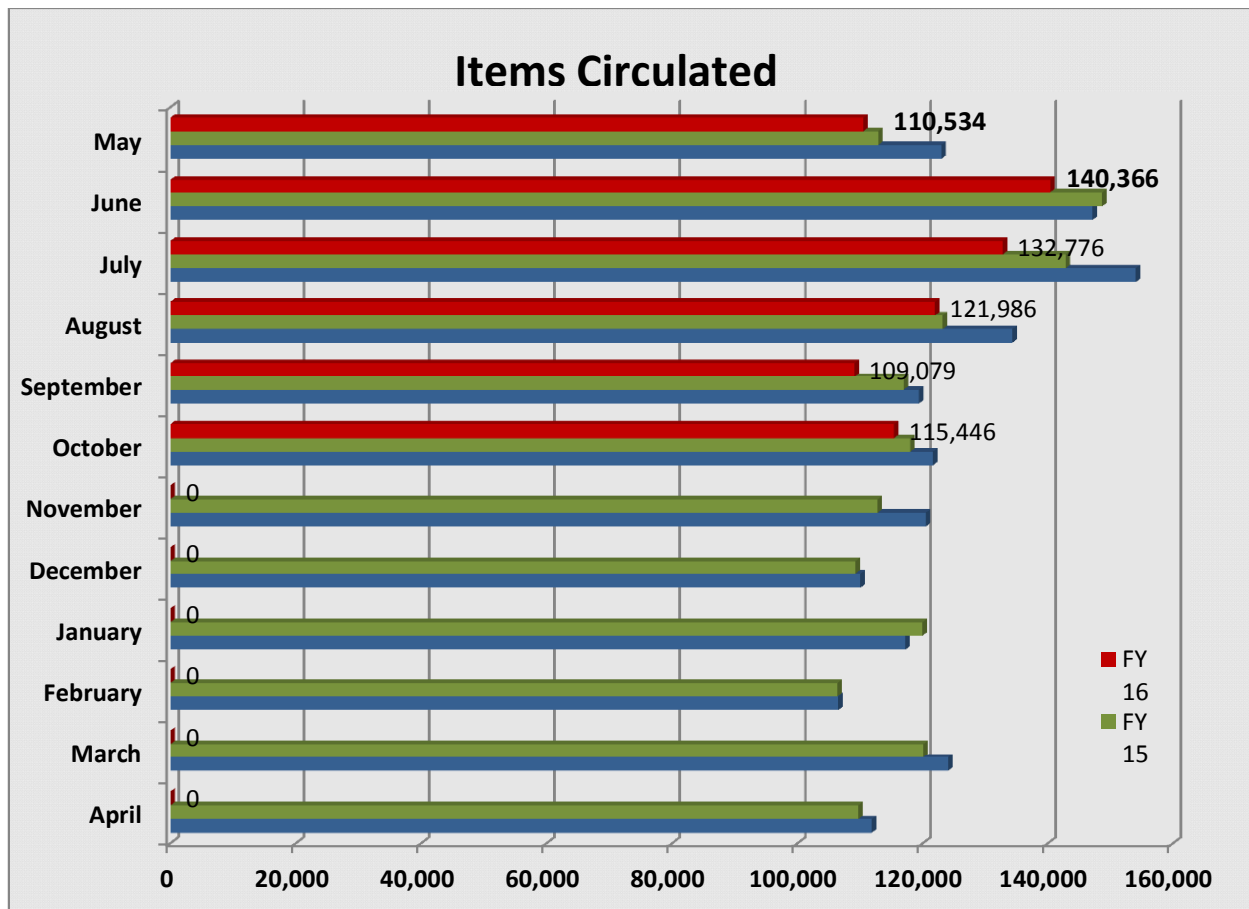
1. Farnsworth Library Expansion Study

About 25 to 30 people attended the community input session on Oct. 29. We had hoped for a better turnout, but it was a good group with lots of ideas. Marc Andersen and three of his students participated. Aldermen Painter and Fruin also attended, but did not participate. Overall there was agreement that the Library needs to be part of a larger campus that would include green space, connectivity to Constitution Trail, shopping, and perhaps the YWCA or other community organization as well as the Library.

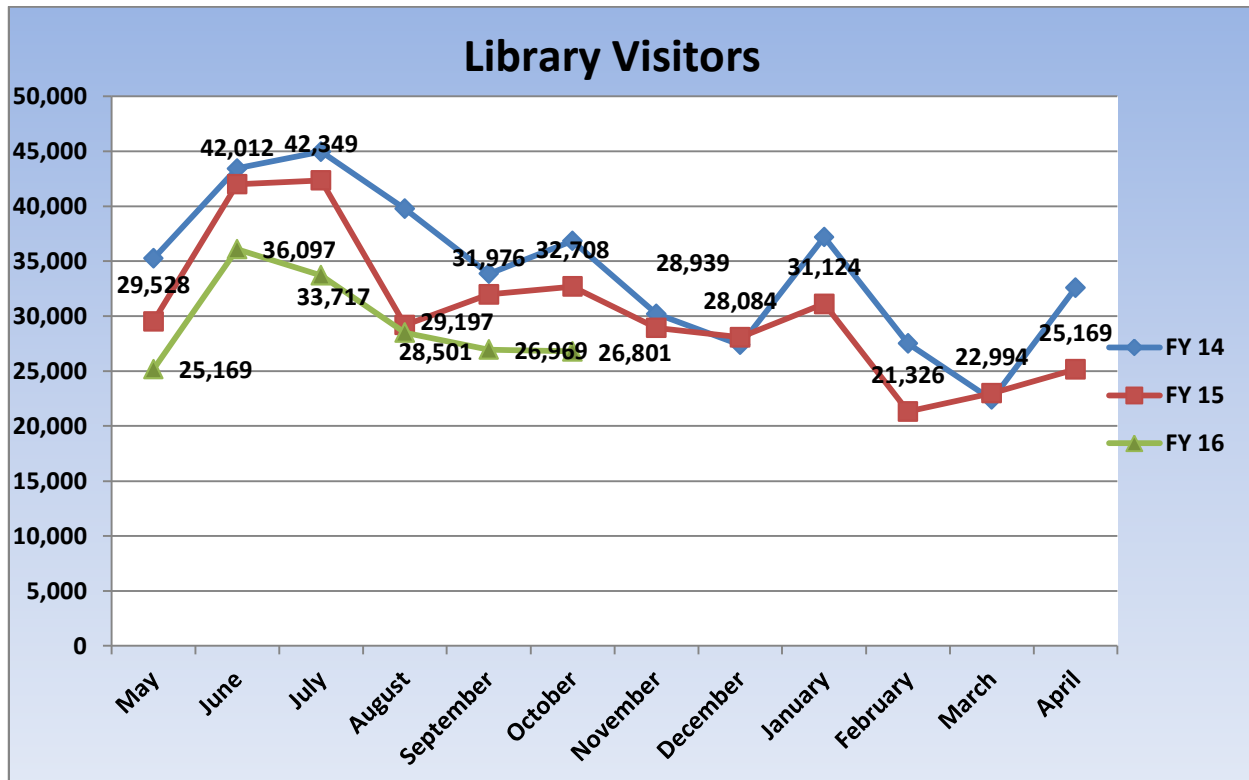
2. Library Budget

The Library tax levy was approved on Oct. 29th and the City passed the tax levy on Nov. 9th. The City Manager did encourage the Council to take advantage of any growth in EVA in future years.

3. Statistics



Customers borrowed 115,446 items in October, 2015 which is less than the 118,036 items borrowed in October, 2014. There were 26,801 visitors to the Library in October, 2015 compared to 32,708 in October, 2014. Staff answered 4206 questions from customers this month compared to 4458 questions answered in October, 2014.



Programs and Attendance in the month of October:

Children Programs and Attendance:

Kiddie Drive-In - 46 attended

Star Wars Reads Day - 140 attended

Minecraft Mania - 197 attended

How to Train Your Dragon Party - 140 attended

Twin City Tale Spinners Just a Little Spooky Stories - 29 attended



Halloween Parade and Story Time - 2 sessions - 340 attended
 Principals Read - 7 sessions - 338 attended
 Needle Craft - 4 attended
 Lapsits - 8 sessions - 111 attended
 Toddler time - 12 sessions - 398 attended
 Preschool story time - 6 sessions - 140 attended
 Move and Learn story time - 3 sessions - 66 attended
 Singing, Swinging story time - 2 sessions - 45 attended
 Tales for Tails - 4 sessions - 55 attended

Sites visited:

Katie's Kids - 50 attended
 ABC Literacy Team fall event - 155 attended
 Washington School event - not sure how many attended
 Milestones Preschool - 43 attended
 Head Start at Brigham - 81 attended
 Miller Park Zoo Spooktacular - 350 attended
 Little Jewels Day Care - 36 attended

Total October Programs Offered:

31 story times – 763 attended
 19 programs – 1289 attended
 7 visits/events – 715 attended
 Total – 57 programs/visits/events – 2767 customers attended

In November, in addition to our regular story times and programs, the following will be offered:

Celebration of India - Nov 14

Superhero Academy - Nov 21

Cupcake Fun Day - Nov 28

Teen Programs and Attendance:

Teen Read Week: Book Spine Poetry – 1 participated

How to be a Graphic Novelist – 1 session – 7 attended

Teen Advisory Board – 1 session – 0 attended

Teen librarian visited these schools for Books & Bites and to promote library events. The number of teens who attended is listed. NCHS – 44; Chiddix – 99; Evans – 62; Kingsley – 117; Parkside – 142; NCWHS – 20

Adult Programs and Attendance:

Fiction Book Club – 1 session – 4 attended

Mystery Book Club – 1 session – 9 attended

Books on Tap book discussion – 1 session – 7 attended

Second Wednesday Classic Movie – 1 session – 11 attended

Jim Gibbons: Our Lady of the Angels school fire – 1 session – 37 attended

DIY String Art – 1 session – 5 attended

Small Business Retirement Planning with SCORE – 1 session – 8 attended

Computer 101: Email – 1 session – 8 attended

Brew, Tour, and Pair series

You Can Brew: Home Brewing – 1 session – 7 attended

Destihl Brewery Tour – 1 session – 17 attended

Rock Talk (diamond rings) – 1 session – 2 attended

There were 14 individual appointments with an Adult Services staffer. Topics: ebooks, email & basic computer use, resumes & job applications, searching for gravesite information, and travel resources.

Respectfully submitted,

Georgia Bouda, Director

Adult Services Monthly Report - October, 2015

Carol Torrens, Manager

Collections

The Readers Corner collection was disbanded. Some items moved to the nonfiction collection and the rest were discarded. The True Crime paperbacks were moved to that shelving space, putting them close to their hardback counterparts in the 364s. The small, mass market nonfiction paperback collection was disbanded. This and the move of the True Crime books freed up space to spread out the fiction and romance paperbacks. .

Dead items were weeded from the SciFi collection, then shifting occurred to accommodate the relabeling of Star Wars and Star Trek books. These books are now shelved together, a convenience for customers and more easy shelving for staff.

The nonfiction in the Illinois Collection is RFID tagged.

Our BookNews service that provides new materials lists on the website will soon be updated to the new version called Select Reads. Staff are learning about this and planning with the company's rep to make the change.

Programs

Karen met with the B/N Lincoln Coalition/Lincoln's Festival.

Rhonda and I met with an advocate from Prairie Legal Services to discuss ways of disseminating information about the services offered there.

Displays in Adult Services included My Weekend is Booked (hobbies); National Cookbook Month; Readbox (books turned into movies); LGBT Month; and scary reads. The display in the DVD area was Alter Egos—superheroes, characters in disguise.

Teen librarian visited these schools for Books & Bites and to promote library events. The number of teens who attended is listed.

NCHS – 44; Chiddix – 99; Evans – 62; Kingsley – 117; Parkside – 142; NCWHS - 20

Adult/Family programs

Fiction Book Club – 1 session – 4 attended

Mystery Book Club – 1 session – 9 attended

Books on Tap book discussion – 1 session – 7 attended

Second Wednesday Classic Movie – 1 session – 11 attended

Jim Gibbons: Our Lady of the Angels school fire – 1 session – 37 attended

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Teen programs

Teen Read Week: Book Spine Poetry – 1 participated

How to be a Graphic Novelist – 1 session – 7 attended

Teen Advisory Board – 1 session – 0 attended

Training & Technology

There were 14 individual appointments with an Adult Services staffer. Topics: ebooks, email & basic computer use, resumes & job applications, searching for gravesite information, and travel resources.

Four librarians attended ILA in Peoria. Among the better sessions were: legal information resources, teen programming ideas and measuring success, community outreach, book talking.

Several staff attended sessions by the city's HR department about new policies on bullying, harassment, workplace violence, and a dress code.

Other

I attended a meeting of the Bookmobile Ad Hoc Committee and of the Library Board.

On behalf of the managers, I organized a thank you cake for staff for all the extra work involved to move materials and customers between floors during the week the elevator was out of commission.



Business Office Monthly Report – October 2015

Kathy Jeakins, Manager

- I spent most of October entering the budgets in MUNIS
- The Library continued to sell bus passes to the public
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts
- Entered seven expense batches in account files
- Prepared 15 deposit batches in MUNIS
- Entered 20 deposit batches in account files
- Meetings:

Department Managers: 10/7 and 10/21

BPL Board Meeting: 10/20

Golden Prairie Board Meeting: 10/21

City Budget Instruction Session: 10/8/15

Golden Prairie audit, 10/8

- As of October 31, the Library's Maintenance & Operating Fund Balance is \$4,190,504.17; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in October: Emily Kelahan (10/6 & 10/13), Van (10/20), and Robert (10/27)

Children's Services Monthly Report – Oct 2015

Melissa Waltrip – Manager

Programs

In October, the following programs were offered:

Kiddie Drive-In - 46 attended

Star Wars Reads Day - 140 attended

Minecraft Mania - 197 attended

How to Train Your Dragon Party - 140 attended

Twin City Tale Spinners Just a Little Spooky Stories - 29 attended

Halloween Parade and Story Time - 2 sessions - 340 attended

Principals Read - 7 sessions - 338 attended

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Lapsits - 8 sessions - 111 attended

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In November, in addition to our regular story times and programs, we will be offering the following:

Celebration of India - Nov 14
Superhero Academy - Nov 21
Cupcake Fun Day - Nov 28

Training

- Children's staff attended the mini morning session on cataloging, the City training on new City policies, and a training session on the new RFID pad.
- Rondalea, Laurel, Lisa, and Jesse attended a meeting about Select Reads, the service that has replaced Book News. Jesse created a how-to guide explaining how to create booklists in Select Reads.
- Rondalea attended the Illinois Reading Council convention.

Circulation and Outreach Services Monthly Report - October 2015

Laura Golaszewski, Circulation and Outreach Services Manager

1) Staff, committees, and training:

- Hannah Lebovitz sadly left our department this month. She will hopefully be joining us again in the summer as a Temp.
- With Caprice, I attended training on impairment in the workplace, presented by IDOT.
- Marie and Daphne started training with the Deposits team so that they may begin assisting with some of the duties associated with that service.
- The first meeting of the Bookmobile Ad-Hoc Committee was this month. The meeting went well and the purpose of the committee was outlined. There has not yet been a date set for the next meeting.

2) Outreach news:

- This month, Home Delivery staff delivered 483 items to 56 patrons. They also added 7 new patrons to the service this month.

- The new bookmobile schedule was ready this month and distributed to patrons. It was also mailed to the post offices in Golden Prairie.
- A mailing for the newly added Bookmobile stops went out this month to spread the word about where we will be this fall and winter.
- Deposits staff added one new site this month.

3) Technology:

- Our self-checks were upgraded to the new 3M self-check software this month. Response from staff and the public were both positive about the changes that have been made.
- We have been seeing increasing demand for scanners at the self-checks that can read barcodes on smartphones. We have requested that all of our stations be outfitted with these types of scanners now that the unlockers are gone and there is room on the countertop. We currently only have a scanner with this ability at the first self-check station.

Door Count: 25,586

Bookmobile Customers: 1,215

Training Hours: 42

Volunteer Hours: 44

Human Resources Departmental Report - October, 2015

Gayle Tucker - Manager

Staff Milestones

- Julie Neville celebrated 5 years of service

Staff Development

- I attend and encourage attendance at mini training sessions provided by the Staff Development Committee

Expand use of Sharepoint as staff Intranet

- I updated the Staff Directory on Sharepoint
- Orientation documents will be available
- I contribute news to the monthly staff newsletter
- Johanna trained me on a few more Sharepoint things

Recruit, coordinate and utilize volunteers effectively

- We are currently accepting volunteers to help in our Book Shoppe
- I serve as our Volunteer Coordinator

I reviewed email groups, alerting Jon Whited of who needed to be added or deleted based on our current staff

In October, there was one in-house job announcement, and three website/Facebook job announcements

In October, I participated in 10 interviews

I conducted orientations for three new work study students

I attended the October 20 BPL Board Meeting

I share relevant training opportunities with Department Managers
I serve as the Work Study Coordinator with Illinois Wesleyan University
Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
We continue a double-checking system for time entry until new time clocks are implemented
All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
I work proactively with the Finance Department to ensure correctness of paychecks
Johanna and I actively use a few reports through Munis to verify part-time hours
We'll have input into a new timeclock vendor
I closely track hours worked by part-time staff

Training hours received: 0.50 hours

Information Technology Monthly Report - October 2015

Jon Whited, Manager

Programs

The IT department had a 3-D action figure printing program. After a brief introduction to 3-D printing, 9 students spend 2 hours creating action figures that we then printed for them.

Operational

The IT department installed Star Wars Battlefront on the TeenZone PCs for Star Wars Reads day. This special preview was only available for a few days.

The Self-checks have had their software upgraded to the latest version. The new version has an updated interface and allows us to promote events on the side of the screen. This also allows us to offer multiple languages. We now offer both Spanish and Hindi.

We installed a new credit card machine that accepts the credit cards with the chips embedded in them.

Monthly Marketing Report October 2015

Rhonda Massie, Manager

Text Notifications

- The Library is now working with Magic Blue Box to provide opt-in text messages to Library customers in general as well as to Bookmobile customers who will receive a reminder the day the Bookmobile is coming to their stop. Each Bookmobile stop is associated with a specific opt-in word.
 - o If I were to opt in to the word "Colonial," I would receive a text reminder the morning that the Bookmobile will stop at Colonial Plaza.

- o If I opt in to the word “Library,” I will sporadically receive general library news. (I intend to use this on days we’re closed for snow, the day a new program guide is released, any time our public computers are without internet access, etc.)
- Digital artwork promoting our new text opt-in service was created for Facebook, Twitter, our plasma screen, the rotating bar on our website, and a page on the website.

Bookmobile Schedules/Promotions

- The new Bookmobile schedules were printed and delivered in time to be handed out to Bookmobile users during the three-week rotation of the schedule that preceded the November 1 start of the schedule.
- Seven different postcards – one for each new Bookmobile stop -- were designed, printed, and mailed to residents and businesses within the carrier routes located closest to each individual stop. Approximately 7,300 postcards were delivered.
- o Each of the seven postcards included stop-specific information about signing up to receive a text message reminder on the day the Bookmobile will visit a specific stop. Those reminders began being sent on November 1 to coincide with the new Bookmobile schedule.

New Resident Postcards

- We use our own online resource Reference USA to locate the addresses of everyone who is new to Bloomington, and we send them a postcard letting them know that library cards are free and encouraging them to come in and get one. We do this quarterly.

Farnsworth Input Session

- With BPL Board input, 195 invitations to a Farnsworth Expansion Input Session were mailed to community members.
- The public was invited to attend the session via Pantagraph advertisement, Facebook post and Tweet. Attendance at the session was very low.

Halloween Promo

- The Library supplied candy to be handed out to Trick-or-Treaters on Halloween night at the homes of staff living in Bloomington. Each Fun Size bag of candy was attached to a promo piece which informed recipients that library cards are free and invites them to come in and get their card. Members of fraternities and sororities at Illinois Wesleyan University assembled our treats as a service project.

Promo Materials

- Seven different postcards – one for each new Bookmobile stop -- were designed, printed, and mailed to residents and businesses within the carrier routes located closest to each individual stop. Approximately 7,300 postcards were delivered.
- Digital artwork promoting our new text opt-in service was created for Facebook, Twitter, our plasma screen, the rotating bar on our website, and a page on the website.
- Created all new table tents (40+) for the Adult Services Department. The table tents in AS are now displayed in acrylic holders as are the table tents in CS (also a recent change). They look much more professional; don’t get destroyed; don’t have to be remade every few months; don’t disappear, etc.
- November calendars were created and printed.
- Contacted PATH multiple times to remind them they’d reserved the Library’s display case which is reserved for Community organizations.

- Set up a new Library display case; this one focuses on the December 5 Sports Memorabilia Appraisal program.
- Worked with the BCPA to organize a ticket giveaway for their Intergalactic Nemesis program. Display table included many graphic novels as well as materials promoting our Graphic Novelist Workshop and our upcoming Superheroes program.
- Created promotional materials for these programs:
 - o Rock Talk (program about buying engagement rings)
 - o Graphic Novelist Workshop
 - o Twin City Tailspinners Not So Spooky Stories
 - o DIY Centerpiece Arrangements Class
 - o Celebration of India
 - o History of Comics
 - o Halloween Parade and Story Time
 - o Superhero Training Academy
- Created ads for
 - o Sunday Pantagraph (4)
 - o Community Players' Legally Blonde playbill
 - o Pastelle magazine
- Fulfilled the following sign requests:
 - o No Shave November
 - o National Adoption Month
 - o NaNoWriMo (celebrates National Novel Writing Month)
 - o "Zap! Pow! Boom!" (Graphic Novels Collection)
 - o Giving Thanks
 - o November is National Diabetes Month
 - o Alter Egos
 - o Sorry my weekend is all BOOKED
 - o "True Crime Books have moved"
 - o Pantagraph shelf labels (for the shelves that hold our Pantagraph newspapers)

Out and About

- October 15 – Rhonda met with Joe Prosser to discuss a new online resource being offered by the Community Cancer Center. Prosser was asking for assistance in spreading the word about the resource.
- October 15 – Rhonda met with Adrian Barr and Lydia Jordan of Prairie State Legal Services. The pair was looking for assistance in promoting an upcoming Free Legal Fair.
- October 22-23 – Rhonda attended the Illinois Library Association Conference in Peoria
- October 29 – Rhonda and Carol Torrens met with Attorney Lydia Jordan, Public Benefits Education & Outreach Coordinator for Prairie State Legal Services, to begin to partner in developing and scheduling PSLS programming at the Library during the January-May season.

WebTeam

- The WebTeam has asked Jon and Kerrie to explore options for presenting programs on a more-functional website calendar.
- Kerrie and Dan Woodman of the Magic Blue Box (our text notification provider) will work to make it so people can sign up for text notifications from our website as well as from their phones.

Social Media

- The Marketing Department continues to promote the Library via Facebook and Twitter.
 - o During the past month, the Library added 140 Facebook fans (for a total of 3,854).
 - o During the past month, the Library added 23 Twitter followers (for a total of 1,323).
 - o During the past month, the Library added 18 Instagram followers (for a total of 90).
 - o During the past month, the Library added 9 Pinterest followers (for a total of 53).

Ongoing Promotion:

- The Library has contracted with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of the Bookmobile stop.
- The Library has a 12-month advertising package with WMBD/CiProud/Fox 43 via their “Excellence in Education” promotion. This began airing in March 2015.
- Weekly ads run in the Sunday edition of the The Pantagraph at a severely reduced rate.
- The Library runs an ad in each Community Players playbill.
- Library programs continue to appear on the Library’s website and on the plasma television in the Library’s lobby.
- Programs appear on The Pantagraph’s online calendar.
- Non-recurring programs appear in the print edition of The Pantagraph’s Daily Calendar.
- Children’s programs appear on the monthly McDonalds’ trayliner calendar.
- Select programs appear in PATH’s bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

B Logistics

- Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library’s used Book Shoppe. In the past, we would pay Midwest Fiber to recycle these materials. Through B Logistics, we receive \$.05 per pound for them. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises (we have no space to store overstock), and we no longer pay for recycling of these materials.
- From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library’s Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Support Services Monthly Report October 2015

Caprice Prochnow, Manager

- Caprice along with Laura G. attended “Substance Abuse: Training for DOT FMCSA Regulated Supervisors” seminar presented by Bensinger, DuPont & Associates that handle the Employee Assistance Program for City employees.
- The Safety Committee met on October 27, and discussed making short videos covering safety topics and a virtual tour of the Library showing where all the EXITS, pull stations, AEDS and fire extinguishers are located in the building to post on Share Point for new staff as well as a review for the veterans. Our next meeting will be on Tuesday, December 8.
- Ron Burke’s last day was October 25. He will be missed!
- Maddy was away from the Library for a time in October due to illness. In her absence, all of Support Services staff stepped up to make sure things were taken care of each day. Great Team work!

- Abby, Rick and Robert diligently worked on re-lamping the Adult Services perimeter area. Weber Electric will be here in the coming weeks to re-lamp the high fixtures in AS, along with a few repairs to the perimeter fixtures.
- Caprice is exploring the possibility of adding a “healthy food” vending machine in the lower lobby.
- Caprice is working on Performance Reviews for Custodial staff.
- Rick and Abby took care of a clogged drain in both the AS workroom and one of the staff restrooms. A mesh strainer was added to the AS sink to help prevent future clogs. Along with this, they adjusted and tightened all of the sink faucet handles in the building.
- Custodial staff removed all of the annual flowers, and shut down the patios for the season.
- Tri-County Irrigation shut down the irrigation system for the season.
- Together, Mid Illinois Mechanical and Alpha Controls worked on getting the temps regulated in the Digital Media Lab and Study Room.
- Clearly Windows performed the fall cleaning of both the interior and exterior windows of the Library.
- The elevator was down for a week with a starter that went bad. Library staff did a great job in moving carts around the building, along with assisting those folks that needed help reaching the upper level.
- Abby was able to repair both our Tornado fans rather than having to send them out for service.

Volunteer hours: 41

Training: 5

Technical Services Monthly Report – October 2015

Allison Schmid, Manager

- With the removal of the Reader’s Corner section, TS assisted by discarding the unused materials and converting the items we kept to non-fiction.
- TS added numerous classic books to replace damaged or discarded items.
- TS put all of the adult Star Wars and Star Trek books together by their prospective call letters. They are now to be shelved within their designation by title.
- Theresa, Robbin, and Allison met to discuss the plan for the magazine sale in February. Most of the details will remain the same from last year.
- 10/6/15 – Met with children’s services staff to train them on troubleshooting with the RFID pad and tagging software.
- 10/13/15 & 10/15/15 – Allison led a mini-morning session instructing staff on how to create a brief title and a quick overview of the more commonly used fields in a record.
- 10/14/15 – TS staff attended city training on the 4 new adopted policies.
- Training hours – 9
- 10/28/15 – Allison attended a Sirsi Webinar entitled “Linked Data 201: How It Works” webinar.

Volunteer hours – 8

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

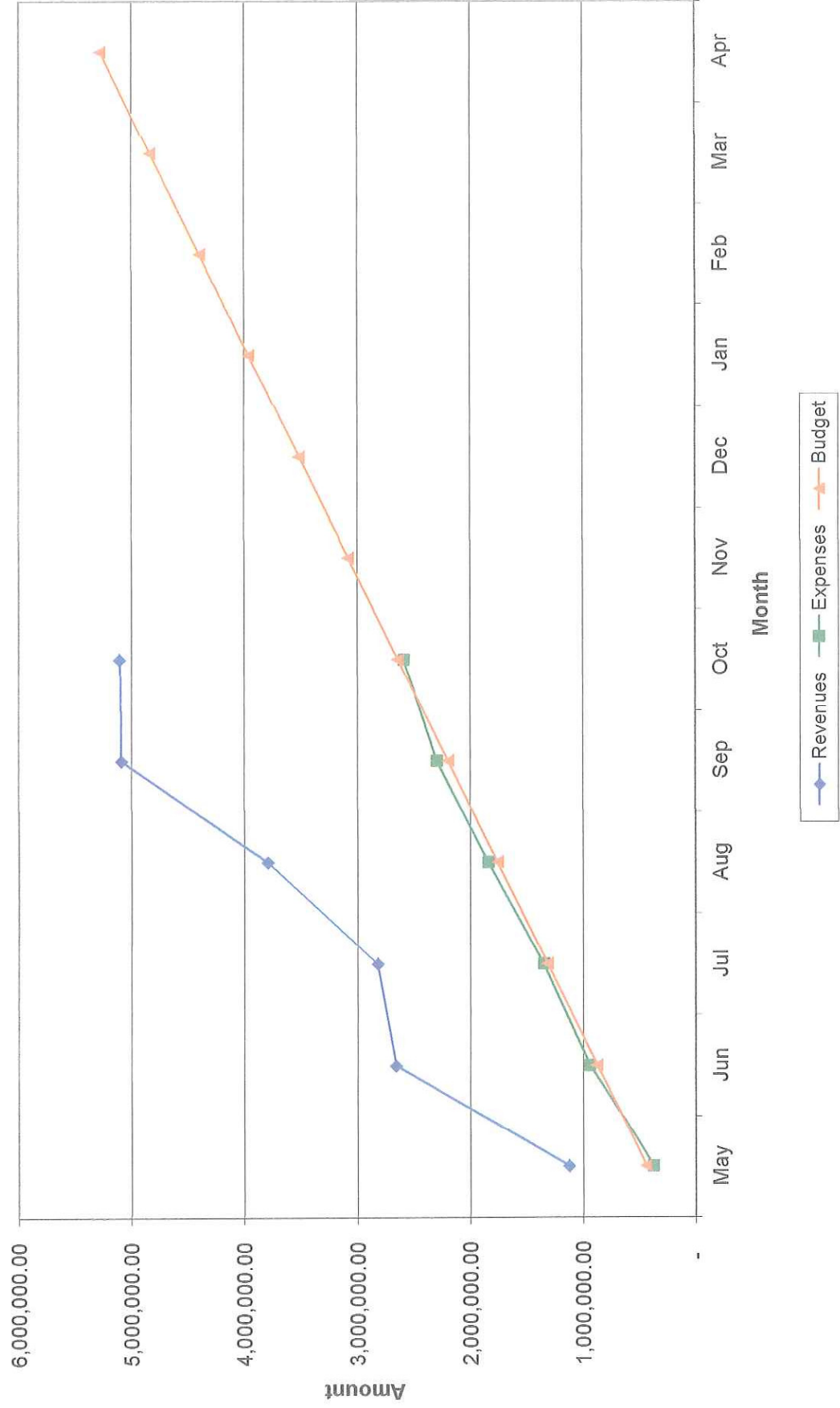
REVENUES:

ACCT NAME	BUDGET	OCT 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,431,155.91	(115,554.09)	97.5
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	0.00	359,943.21	(10,056.79)	97.3
Fees & Rentals	80,000	6,655.04	41,881.86	(38,118.14)	52.4
Copies	3,800	282.20	1,639.20	(2,160.80)	43.1
Interest on Investments	1,000	244.08	1,174.33	174.33	117.4
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	531.54	23,702.30	3,702.30	118.5
Other Grants	0	700.00	1,150.00	1,150.00	-----
Cash Over/Short	0	(36.56)	(64.06)	(64.06)	-----
Other	30,000	3,681.69	20,163.13	(9,836.87)	67.2
Total Revenues	5,277,910	12,057.99	5,106,908.38	(71,001.62)	96.8

ACCT NAME	BUDGET	OCT 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	155,174.16	991,134.76	(1,024,098.24)	49.2
Part-Time Salaries	453,600	37,424.17	189,324.88	(264,275.12)	41.7
Seasonal Salaries	35,586	639.53	35,251.63	(334.37)	99.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	193,237.86	1,215,711.27	(1,289,807.73)	48.5
Dental Insurance	11,273	807.72	4,814.26	(6,458.74)	42.7
Vision Insurance	2,894	199.62	1,196.22	(1,697.78)	41.3
Health Insurance, BC/BS PPO	210,104	19,805.84	116,417.92	(93,686.08)	55.4
Health Insurance, OSF HMO	118,062	6,916.60	41,449.60	(76,612.40)	35.1
Life Insurance	3,097	240.49	1,447.47	(1,649.53)	46.7
IMRF	299,867	38,768.84	144,576.71	(155,290.29)	48.2
FICA	162,368	16,170.54	71,293.38	(91,074.62)	43.9
Medicare	36,315	3,781.85	16,673.58	(19,641.42)	45.9
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	0.00	0.00	(600.00)	0.0
Tuition Reimb	30,000	0.00	24,804.00	(5,196.00)	82.7
Other Benefits	0	0.00	921.74	921.74	-----
Total Benefits	912,255	86,691.50	423,594.88	(488,660.12)	46.4
Rentals	22,000	395.41	8,175.12	(13,824.88)	37.2
Total Rentals	22,000	395.41	8,175.12	(13,824.88)	37.2
Building Mtn	135,000	1,265.05	19,140.67	(115,859.33)	14.2
Vehicle Mtn	5,000	343.88	3,990.63	(1,009.37)	79.8
Office & Computer Mtn	165,000	12,740.21	116,618.80	(48,381.20)	70.7
Other Mtn	25,000	0.00	179.51	(24,820.49)	0.7
Total Repair/Mtn	330,000	14,349.14	139,929.61	(190,070.39)	42.4

ACCT NAME	BUDGET	OCT 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	2,509.25	9,747.66	(9,252.34)	51.3
Printing/Binding	19,000	511.40	5,200.63	(13,799.37)	27.4
Travel	6,000	153.70	3,241.58	(2,758.42)	54.0
Membership Dues	5,000	234.00	1,813.00	(3,187.00)	36.3
Professional Development	8,000	312.00	3,011.01	(4,988.99)	37.6
Other Purchased Services	100,000	2,977.26	23,203.26	(76,796.74)	23.2
Property Insurance	23,000	0.00	0.00	(23,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Total Purchased Services	190,000	6,697.61	46,217.14	(143,782.86)	24.3
Office Supplies	20,000	1,083.39	7,905.69	(12,094.31)	39.5
Computer Supplies	85,000	919.61	15,661.20	(69,338.80)	18.4
Copier Supplies	3,300	536.26	1,917.22	(1,382.78)	58.1
Postage	12,000	5.23	3,064.03	(8,935.97)	25.5
Library Supplies	72,000	4,820.38	58,914.28	(13,085.72)	81.8
Janitorial Supplies	16,000	606.36	4,956.64	(11,043.36)	31.0
Gas & Diesel Fuel	8,000	291.92	2,110.02	(5,889.98)	26.4
Building Mtnc & Repair Supplies	10,000	1,782.89	8,002.68	(1,997.32)	80.0
Total Supplies	226,300	10,046.04	102,531.76	(123,768.24)	45.3
Natural Gas	35,000	1,348.17	7,434.19	(27,565.81)	21.2
Electricity	95,000	7,396.78	51,217.44	(43,782.56)	53.9
Water	8,500	1,007.31	5,304.87	(3,195.13)	62.4
Telecommunications	26,000	2,168.20	16,356.70	(9,643.30)	62.9
Total Utilities	164,500	11,920.46	80,313.20	(84,186.80)	48.8
Professional Collection	7,000	205.02	342.54	(6,657.46)	4.9
Total Prof Collection	7,000	205.02	342.54	(6,657.46)	4.9
Periodicals	35,000	10,916.67	30,731.16	(4,268.84)	87.8
Adult Books	170,000	18,997.12	80,193.36	(89,806.64)	47.2
Children's Books	125,000	8,981.57	51,495.20	(73,504.80)	41.2
A/V Materials	168,000	13,694.95	71,869.52	(96,130.48)	42.8
Public Access Software	140,000	6,815.00	108,582.46	(31,417.54)	77.6
Ebooks	70,000	4,900.00	29,400.00	(40,600.00)	42.0
Total Materials	708,000	64,305.31	372,271.70	(335,728.30)	52.6
Employee Relations	6,000	83.29	796.80	(5,203.20)	13.3
Miscellaneous Expenses	13,000	1,150.28	3,722.51	(9,277.49)	28.6
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	1,233.57	197,855.31	(14,480.69)	93.2
Total Expenses	5,277,910	389,081.92	2,586,942.53	(2,690,967.47)	49.0

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2015

Property Tax (97.5%): The Library has received six distributions.

Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (100.8%): The Per Capita Grant was just slightly more than we projected.

GPPLD (97.3%): The Library has received six distributions from Golden Prairie.

Copies (43.1%): This line item is a little under at this point.

Interest on Investments (117.4%): The Library adjusted the budgeted amount. We have exceeded the projected amount.

Sale of Property (0.0%): The Library has not sold any items yet.

Donations (118.5%): The Library received its annual amount for the Summer Reading Program in July.

Other (67.2%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (41.7%): This is under-spent because when a part-time employee leaves the Library it is not possible to fill the position right away--there is always a little time between the time an employee leaves and a new person is hired.

Seasonal Salaries (99.1%): This is over-spent because most of the spending from this line item occurs during the summer when the Library hires several seasonal staff to help during the Summer Reading Program.

Overtime Salaries (0.0%): Nothing has been paid from this line item.

Dental Insurance (42.7%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (41.3%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, PPO (55.4%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (35.1%): This is under-spent because fewer staff chose this option for health insurance coverage.

FICA (43.9%): This is under-spent because of the under-spending in Part-Time Salaries.

Worker's Compensation (0.0%): Nothing has been paid from this line item yet.

Uniforms (0.0%): Nothing has been paid from this line item yet.

Tuition Reimbursement (82.7%): The Library has paid for summer and fall classes for staff who are enrolled in the U of I's MLS program.

Rentals (37.2%): Charges have been minimal.

Building Maintenance (14.2%): Charges have been minimal.

Vehicle Maintenance (79.8%): City paid two invoices for warranty work on the bookmobile. Matthews (the company we purchased the bookmobile from) will be reimbursing the City for those invoices. When that occurs, City will credit the Library's account.

Office/Equipment Maintenance (70.7%): This line item is over-spent due to payments for annual service of equipment maintenance.

Other Property Maintenance (0.7%): Charges have been minimal.

Printing/Binding (27.4%): Charges have been minimal.

Membership Dues (36.3%): Charges have been minimal.

Professional Development (37.6%): Charges have been minimal.

Other Purchased Services (23.2%): Charges have been minimal.

Property Insurance (0.0%): Nothing has been paid from this line item yet.

Vehicle Insurance (0.0%): Nothing has been paid from this line item yet.

Other Insurance (0.0%): Nothing has been paid from this line item yet.

Office Supplies (39.5%): Charges have been minimal.

Computer Supplies (18.4%): Charges have been minimal.

Copier Supplies (58.1%): The Library recently ordered a large amount of copier paper for several copiers.

Postage (25.5%): Charges have been minimal.

Library Supplies (81.8%): This is over-spent because some large orders were placed recently in anticipation of some staff taking maternity leave soon.

Janitorial Supplies (31.0%): Charges have been minimal.

Gas & Diesel Fuel (26.4%): Charges have been minimal.

Building Maintenance Supplies (80.0%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.

Natural Gas (21.2%): Charges have been minimal.

Water (62.4%): This reflects the fact that more water is used during the summer months to water the Library's lawn.

Telecommunications (62.9%): This is over-spent because CIRBN requires payment one month in advance.

Professional Collection (4.9%): Charges have been minimal.

Periodicals (87.8%): This is over-spent due to payment of the annual subscription service.

Children's Books (41.2%): Charges have been minimal.

A/V Materials (42.8%): Charges have been minimal.

Public Access Software (77.6%): This is over-spent due to payment of annual fees for various electronic data-bases.

Ebooks (42.0%): Charges have been minimal.

Employee Relations (13.3%): Charges have been minimal.

Miscellaneous Expenses (28.6%): Charges have been minimal.

ERI Reimbursement (100.0%): The transfer to City was made in June.

Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	17.60
State Farm Good Neighbor Grant (for Miller):	500.00
McLean Co Retired Teachers Assoc:	35.00
Miscellaneous Donations:	65.00
Total Donations:	\$ 23,702.30

The Other Revenue line item breaks out as follows:

Print Station:	\$ 5,610.30
Book Shoppe:	9,286.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	126.00
Sale of Sling Backpacks:	196.00
Sale of Earbuds:	345.00
Sale of Flashdrives:	97.50
Hot Beverage Station:	500.00
Test Proctoring:	895.00
Meeting Room Fees:	120.00
Book Pick-Up:	1,075.30
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	447.03
Total Other Revenue:	\$20,163.13

During October, 7 batches containing 95 invoices were processed, totaling \$59,306.74 and 259 credit card charges were made totaling \$40,413.71.

Library Fund Balance Information, 10/31/15:

Operating:	\$ 4,190,504.17
Capital:	\$ 2,128,837.45
Fixed Assets:	\$ 823,014.27

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 17, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,423.54
Ameren IP	Electricity	7,396.78
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Library Supplies	3,920.00
Brodart Co.	Library Supplies	1,075.12
CDW Government	Computer Supplies	697.27
Cengage Learning	Adult Books	1,571.87
Center Point Large Print	Adult Books	497.60
Central Catholic High School	Adult Books	160.00
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	16,170.54
City of Bloomington	Gas & Diesel Fuel	291.92
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,805.84
City of Bloomington	IMRF	38,768.84
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	3,781.85
City of Bloomington	Payroll	193,237.86
City of Bloomington	Vehicle Maintenance	291.92
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,007.31
CM Promotions, Inc.	Miscellaneous Expenses	799.66
Comcast	Telecommunications	102.85
Custom Digital Imaging	Printing/Binding	3,187.70
Dell Marketing, LLC	Office/Equipment Mtn	636.79
Demco	Library Supplies	440.41
Ebsco Subscription Services	Periodicals	179.83
Fisk, Terry	Other Purchased Services	325.00
Frontier	Telecommunications	1,418.07
Illinois Association for the Advancement of Archaeology	Membership Dues	30.00
Illinois Wesleyan University	Other Purchased Services	734.80
Limelight Communications, Inc.	Advertising	200.00
Matthew Bender (Lexis Nexis)	Adult Books	174.51
Mid Illinois Mechanical Services, Inc.	Building Maintenance	92.00
Midwest Tape	A/V Materials	2,293.98
Miller Janitorial Supply	Janitorial Supplies	397.74
Multicultural Books & Videos	Children's Books	77.70
NICOR/Northern Illinois Gas	Natural Gas	1,348.17

OfficeMax
 OfficeMax
 OfficeMax
 Osacky, Michael
 Pantagraph
 Penworthy Co.
 Postmaster, Bloomington
 Rainbow Book Company
 Recorded Books, Inc.
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 Value Line Publishing, LLC
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 Welcome Mat Family Yoga
 VISA - Abe Books
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - B & H Photo
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Blue Duck Barbeque Tavern
 VISA - CandyStore.Com
 VISA - ChiliFresh.com
 VISA - Facebook
 VISA - Five Star Water
 VISA - FNU*Official Xbox Magazine
 VISA - Fred Pryor/Career Track Seminars
 VISA - Game Informer Magazine
 VISA - Halloween city
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - HyVee
 VISA - Illinois Agricultural Association
 VISA - Illinois Audubon Society
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Kirby Risk Electrical Supplies
 VISA - Lowe's
 VISA - Lowe's
 VISA - MakerBot.com

Janitorial Supplies	52.86
Library Supplies	25.48
Office Supplies	630.27
Other Purchased Services	285.00
Printing/Binding	90.40
Children's Books	1,304.53
Postage	225.00
Children's Books	3,125.81
A/V Materials	896.79
Periodicals	10,935.77
Library Supplies	2,194.95
Rentals	1,824.96
Printing/Binding	457.50
Other Purchased Services	74.00
Building Maintenance	29.01
Other Property Mtn	118.26
Other Purchased Services	608.60
Public Access Software	4,800.00
Library Supplies	844.48
Building Maintenance	1,762.96
Other Purchased Services	150.00
Adult Books	106.26
A/V Materials	104.24
Children's Books	6.15
Library Supplies	45.00
Professional Collection	30.02
A/V Materials	879.26
Adult Books	39.95
Professional Collection	43.77
Membership Dues	209.00
Professional Collection	70.00
Computer Supplies	184.75
A/V Materials	9,413.15
Adult Books	14,444.78
Children's Books	3,051.33
Travel	28.91
Library Supplies	724.44
Office/Equipment Mtn	1,200.00
Advertising	63.87
Miscellaneous Expenses	48.10
Periodicals	39.90
Professional Development	323.00
Periodicals	24.98
Other Purchased Services	55.97
Other Purchased Services	34.32
Other Purchased Services	69.99
Employee Relations	63.51
Adult Books	45.00
Membership Dues	25.00
Professional Development	35.00
Adult Books	1,159.12
Building Mtn Supplies	1,960.56
Building Mtn Supplies	43.49
Other Purchased Services	14.87
Computer Supplies	381.55

VISA - McLean County Museum of History	Adult Books	54.00
VISA - Menards	Janitorial Supplies	10.76
VISA - Monoprice, Inc.	Computer Supplies	127.64
VISA - National Seminars/Padgett Thompson	Professional Collection	105.00
VISA - Office Depot/OfficeMax	Copier Supplies	192.86
VISA - Office Depot/OfficeMax	Library Supplies	95.38
VISA - Office Depot/OfficeMax	Office Supplies	308.92
VISA - Oriental Trading	Other Purchased Services	62.97
VISA - Party City	Other Purchased Services	8.64
VISA - Paypal*LibraryWork	Professional Development	39.00
VISA - Paypal*Telugunaadi	Periodicals	48.00
VISA - Peoria Civic Center	Travel	14.00
VISA - Plastic Products Mfg.	Library Supplies	173.29
VISA - POS Supply Solutions	Library Supplies	82.85
VISA - Richard's on Main	Travel	13.83
VISA - Rosie's Pub	Travel	45.96
VISA - Shocases	Library Supplies	996.52
VISA - Springfield Electric Supply Company	Building Mtn Supplies	576.00
VISA - Uline Shipping Supplies	Office Supplies	301.01
VISA - Ulrich's Rebellion	Travel	41.00
VISA - UPS	Postage	16.53
VISA - USBorne Books	A/V Materials	250.81
VISA - USBorne Books	Children's Books	996.87
VISA - USPS	Postage	5.23
VISA - Verizon Wireless	Telecommunications	122.88
VISA - Wal-Mart	Employee Relations	19.78
VISA - Wal-Mart	Janitorial Supplies	22.94
VISA - Wal-Mart	Library Supplies	102.17
VISA - Wal-Mart	Miscellaneous Expenses	79.44
VISA - Wal-Mart	Office Supplies	36.84
VISA - Wal-Mart	Other Purchased Services	32.75
VISA - Wal-Mart	Vehicle Maintenance	47.88
VISA - Windstream	Telecommunications	112.72
Total		382,172.90

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 16

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Copy Shop	250.00	0.00	0.00	0.00	250.00
Bloomington Educaiton Association	500.00	0.00	0.00	0.00	500.00
Kurt's Autobody	250.00	0.00	0.00	0.00	250.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00	0.00	0.00	30.00
Golden Prairie Public Library District	1,000.00	0.00	0.00	0.00	1,000.00
Total Summer Reading Program Community Donations	2,280.00	0.00	0.00	0.00	2,280.00
Memorial Donations:					
	0.00	0.00	0.00	0.00	0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Fountain Receipts	5.02	12.58	0.00	0.00	17.60
Thomas Atkinson (Miscellaneous)	30.00	0.00	0.00	0.00	30.00
Anonymous (for statue to honor Patsy Bowles)	834.00	0.00	0.00	0.00	834.00
McLean Co Retired Teachers Association	35.00	0.00	0.00	0.00	35.00
Robert Starckovich (Miscellaneous)	0.00	25.00	0.00	0.00	25.00
Anonymous Donations	5.70	10.00	0.00	0.00	15.70
State Farm Good Neighbor Grant (for Nancy Miller)	0.00	500.00	0.00	0.00	500.00
Total Other Donations	909.72	547.58	0.00	0.00	1,457.30
Foundation:					
Summer Reading Program, 2015	19,965.00	0.00	0.00	0.00	19,965.00
Total Foundation	19,965.00	0.00	0.00	0.00	19,965.00
Total Donations	23,154.72	547.58	0.00	0.00	23,702.30

Bloomington Public Library
Monthly Statistics - October 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	53,866	331,366	55,387	346,506
Teens	3,231	24,061	2,718	20,822
Children	45,596	301,720	50,246	317,133
OTR Adults	2,264	14,915	1,956	13,906
OTR Teens	157	1,058	156	1,081
OTR Children	4,571	25,688	2,637	23,109
e-Books - Freading	10	177	30	228
e-Books - Overdrive	4,713	25,200	3,933	23,427
Freegal downloads	580	3,089	679	3,900
Zinio Magazines	398	2,761	294	2,424
Tumblebooks	60	152	0	0
TOTALS				
Adults	56,130	346,281	57,343	360,412
Teens	3,388	25,119	2,874	21,903
Children	50,167	327,408	52,883	340,242
Digital Downloads	5,761	31,227	4,936	29,979
COMBINED TOTAL	115,446	730,035	118,036	752,536
ITEMS IN THE COLLECTION				
Main	300,444	300,444	293,865	293,865
OTR	11,558	11,558	12,639	12,639
TOTAL	312,002	312,002	306,504	306,504
HOLDS FILLED	7,825	46,368	7,264	47,657
CARDHOLDERS				
Added	390	2,935	427	2,985
TOTAL NUMBER				
Adults	25,191	25,191	27,550	27,550
Teens	2,081	2,081	2,366	2,366
Children	5,759	5,759	6,522	6,522
Combined Total of Active Cards	33,031	33,031	36,438	36,438
REFERENCE QUESTIONS				
Adults	2,379	14,756	2,388	15,645
Teens	195	1,140	146	578
Children	813	5,612	903	7,093
OTR	79	704	84	574
Circulation	740	4,221	937	4,959
			4,458	
PROGRAMS				
Story Times	31	88	27	87
Adult	11	84	9	65
Teens	3	29	8	41
Juvenile	19	59	19	53
Outreach Adult	0	0	2	2
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	1	1

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - October 2015

	Current Month	Cumulative	Last Year	Cumulative
Story Times	763	3,266	769	3,276
Adult Programs	115	1,299	163	931
Teen Programs	8	316	44	405
Juvenile Programs	1,289	4,431	1,191	3,803
Outreach Adult	0	0	27	27
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	36	36
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0		4,704
Completed	0	0		2,759
TEENS				
Registered	0	0		811
Completed	0	0		402
ADULTS				
Registered	0	0		2,300
Completed	0	0		1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	4,415	27,912	2,201	23,313
Website database/catalog hits	27,229	187,074	24,480	105,235
Online Resource (Database) uses	3,500	29,908	4,533	21,528
TOTAL	35,144	244,894	31,214	150,076
INTERLIBRARY LOAN				
Borrowing Requests Received	540	3,189	491	2,225
Outgoing Loans (Lending)	320	1,708	282	1,342
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	52	0	61
Outside the library (events)	13	54	12	51
Number of people	1,205	11,867	1,184	10,256
VOLUNTEER HOURS	133	1,055	58	518
MEETING ROOM USAGE				
Study Room	89	391	84	436
Digital Media Lab	24	174	51	195
Customer Visits (MAIN)	25,586	168,952	31,907	200,211
Customer Visits (OTR)	1,215	8,302	801	7,559
COMBINED TOTAL VISITS		177,254	32,708	207,770
TRAINING HOURS	137	675	148	801

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 16, 2015
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

Minutes

I. Call to Order

President Lynn Gray called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Georgia Bouda, Carol Koos, Laura Golaszewski, Kathy Jeakins, Johanna Sneed

III. Introductions

There were no introductions.

IV. Public Comment

There was no public comment.

V. President's Report

President Lynn Gray reported on the City Council meeting that she attended last night. She passed around a copy of the proclamation read by the Mayor in honor of Golden Prairie's 25th anniversary. President Gray went on to briefly report on the BPL Board meeting that she attended and distributed a map of the Bookmobile stops.

VI. Approval of Minutes

A. August 26, 2015

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 26, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Georgia Bouda displayed a certificate of recognition that was dropped off by Rep. Dan Brady for Golden Prairie's 25th anniversary.

Director Bouda informed the Board that six new stops on the west side will be added to the Bookmobile schedule. She commended Circulation Manager Laura Golaszewski and her staff for their work rerouting the Bookmobile and adding these new stops.

Director Bouda shared that tax abatements were passed for several locations in Bloomington.

B. Outreach Report

Laura Golaszewski reported on the new Bookmobile stops. She added that a mailing is being considered to advertise Bookmobile locations in hopes to both create awareness about the new stops and increase circulation at already established ones.

C. Fiscal Report

1. Approve August Financial Report

Kathy Jeakins reported that Property Tax distributions were received in July and August. She proceeded to entertain questions.

CAROLYN DAIL MOVED, PATTI SALCH SECONDED, TO APPROVE
THE FINANCIAL REPORT FOR AUGUST 2015.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, STEPHEN
PETERSON, PATTI SALCH, JODI SHERMAN, LYNN
GRAY

NAYES: TIM ERVIN

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Adopt Tax Levy Ordinance # 15-02

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO
ADOPT TAX LEVY ORDINANCE #15-02 IN THE AMOUNT OF
\$413,300.00 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF
JULY 2015 AND ENDING THE 30TH DAY OF JUNE 2016.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, STEPHEN
PETERSON, PATTI SALCH, JODI SHERMAN, LYNN
GRAY

NAYES: TIM ERVIN

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Transfer of Funds for Programming

CAROLYN DAIL MOVED, CAROL CAREY-ODEKIRK SECONDED, TO
APPROVE THE TRANSFER OF \$250.00 FROM THE MISCELLANEOUS
LINE ITEM TO THE PROGRAMMING LINE ITEM.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, STEPHEN
PETERSON, PATTI SALCH, JODI SHERMAN, LYNN
GRAY

NAYES: TIM ERVIN

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Discussion of Board Members' Information

President Lynn Gray inquired about whether or not Board members would like their
addresses on the BPL website. She advised the Board to consider their options.
However, the Board should be consistent with what information is provided by each
member.

Georgia Bouda noted that the City of Bloomington website displays the City Hall
address for each Councilman.

The Board discussed whether they would run into any legal issues as they are
elected officials. Patti Salch will e-mail Phil Lenzini to discuss this matter.

D. Discussion of Per Capita Grant Requirement Regarding Funding to Support
Educational Programs and Training Opportunities for Patrons

Director Georgia Bouda inquired about whether or not the Board feels that they are
providing adequate funding for programming. The Board continued the discussion.
A request was made to see a comparison of the programming budgets for BPL and
GPPLD.

X. Adjournment

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO
ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:33 p.m.

Incident Reports

Date	Time	Type
10/3	5:04 PM	InappropriateBehavior
10/4	3:50 PM	StolenDamagedLibraryMaterial
10/5	6:07 PM	AlcoholDrugs
10/7	11:59 AM	CustomerComplaint
10/7	6:29 PM	StolenDamagedLibraryMaterial
10/8	11:54 AM	StolenDamagedLibraryMaterial
10/8	2:06 PM	StolenDamagedLibraryMaterial
10/8	2:16 PM	StolenDamagedLibraryMaterial
10/9	5:09 PM	StolenDamagedLibraryMaterial
10/10	10:49 AM	StolenDamagedLibraryMaterial
10/11	3:12 PM	StolenDamagedLibraryMaterial
10/11	3:46 PM	AlcoholDrugs
10/14	10:30 AM	CustomerSuspensionViolation
10/14	11:53 AM	SleepingIncident
10/17	10:40 AM	StolenDamagedLibraryMaterial
10/17	11:10 AM	InappropriateBehavior
10/18	3:47 PM	StolenDamagedLibraryMaterial
10/18	3:54 PM	InappropriateBehavior
10/19	12:18 PM	StolenDamagedLibraryMaterial
10/19	5:50 PM	InternetAbuse
10/20	4:48 PM	StolenDamagedLibraryMaterial
10/20	7:19 PM	CustomerRelatedIllnessAccident
10/23	2:45 PM	CustomerRelatedIllnessAccident
10/30	11:02 AM	StolenDamagedLibraryMaterial
10/31	10:40 AM	CustomerRelatedIllnessAccident, Vehicle Accident
10/31	10:43 AM	Other, Vehicle Accident
10/31	2:53 PM	AlcoholDrugs
10/31	3:21 PM	AlcoholDrugs
10/31	3:40 PM	AlcoholDrugs

Suspension Reports

Date	Time	violation
10/14	10:18 AM	CustomerSuspensionViolation,Also suspected of stealing
10/31	2:54 PM	AlcoholDrugs
10/11	3:14 PM	StolenDamagedLibraryMaterial

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$158,264.53 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$2,286,720.57.

Approved the 17th day of November 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

Personnel Code

- 5.1. Sick Leave Buy Back Program.** All employees hired prior to May 1, 1997 will be grandfathered to the current City of Bloomington language as regards to Sick Leave Buy Back. Employees who retire or leave the employment of the Library under honorable circumstances and with 20 or more continuous years of service and at age 55 may choose to be paid at their final rate of pay for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
400-499	50%
500-599	55%
600-699	60%
700-799	65%
800 or more	70%

All employees hired May 1, 1997 and thereafter, who are at least 55 years of age with twenty (20) years of service as a Library employee, may choose to be paid at their final hourly rate for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
Next 100 Hours (400-499)	50%
Next 100 Hours (500-599)	55%
Next 100 Hours (600-699)	60%
Next 100 Hours (700-799)	65%
Next 161 Hours (800-960)	70%

Effective as of December 1, 2015

Classified employees hired by the Library on or after December 1, 2015 are not eligible to receive payment of accrued sick leave upon retirement under the Library's Sick Leave Buy Back Program.

Approved the 17th day of November 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

Chapter 5 [Technology]

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

Chapter 5 [Technology]

5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

Chapter 5 [Technology]

15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2016

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 19, 2016

February 16, 2016

March 15, 2016

April 19, 2016

May 17, 2016

June 21, 2016

July 19, 2016

August 16, 2016

September 20, 2016

October 18, 2016

November 15, 2016

December 20, 2016