

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 15, 2016

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Library Services
Presentation of Consumer Reports Online
- VI. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VII. Consent Agenda
 - A. Recommend Approval of Minutes of October 18, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of and to Maintain Confidentiality of Minutes of BPL Executive Sessions prior to October 2016
 - C. Recommend Destruction of BPL Executive Session recordings prior to May 2015
 - D. Recommend Approval of Bills List of October 2016
- VII. President's Report
- VIII. Director's Report
 - A. Report & Discussion on status of the FY18 Budget
 - B. Discuss December Board Meeting Date
- IX. Fiscal Report presented by Kathy Jeakins, Business Manager
- X. New Business
 - A. Review proposed revision of Section 2 of Foundation Board Bylaws
 - B. Approval of Downloadable Magazine Service and Titles in the amount of \$11,398.12 to Recorded Books
- XI. Comments from Board of Trustees
- XII. Adjournment

Posted: 11/11/2016 11:35 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 15, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	7,506.42
American Pest Control	Building Maintenance	80.00
Bibliotheca ITG	Computer Supplies	4,180.00
Bibliotheca ITG	Library Supplies	3,930.00
Bloomington Public Schools	Advertising	20.00
CDW Government	Computer Supplies	77.50
CDW Government	Office Supplies	70.20
Cengage Learning	Adult Books	216.66
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	835.98
City of Bloomington	FICA	10,902.17
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,445.62
City of Bloomington	IMRF	21,488.43
City of Bloomington	Life Insurance	254.03
City of Bloomington	Medicare	2,549.76
City of Bloomington	Payroll	194,296.72
City of Bloomington	Vehicle Maintenance	30.00
City of Bloomington	Vision Insurance	192.70
City of Bloomington	Water	162.54
Custom Digital Imaging	Printing/Binding	4,325.30
Demco	Library Supplies	1,580.37
Dell Marketing, L.P.	Computer Supplies	868.72
Ebsco Subscription Services	Public Access Software	3,996.00
Frontier	Telecommunications	1,491.70
Illinois Wesleyan University	Other Purchased Services	795.51
Ingram Distribution	Adult Books	163.58
Limelight Communications	Advertising	200.00
Lower, Mickey	Professional Development	300.00
Massie, Rhonda	Professional Development	173.00
Matthew Bender & Co., Inc.	Adult Books	185.22
McLean County Glass & Mirror, Inc.	Building Maintenance	110.00
MicroMarketing, LLC	A/V Materials	46.56
Midwest Tape	A/V Materials	655.91
Miller Janitorial Supply	Janitorial Supplies	395.88
Office Depot	Computer Supplies	485.22

Office Depot
 Office Depot
 Penguin Random House, LLC
 Pilot Media
 Postmaster, Bloomington
 Rainbow Book Company
 Recorded Books, Inc.
 Reece, Sonja
 Ricoh
 Rosedrew, Inc.
 Screen Vision Media
 Shults, Sylvia
 Taylor, Pamela
 Tri-County Irrigation & Plumbing, Inc.
 Verizon Wireless
 Weber Electric, Inc.
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Flags Express
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Buy
 VISA - Best Buy.com
 VISA - Blubrry
 VISA - BlueMic
 VISA - Concord Custom Cleaners
 VISA - Demco
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Eli Research
 VISA - FedEx
 VISA - Five Star Water
 VISA - Future Us, Inc.
 VISA - GameStop
 VISA - GameStop
 VISA - GooglePlayCredit
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - Illinois Audubon Society
 VISA - Illinois Library Association
 Visa - Kirby Risk Electrical Supplies
 VISA - Lowe's
 VISA - Lowe's
 VISA - Magnatune
 VISA - Meijer
 VISA - NewEgg.com
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax

Copier Supplies	220.83
Office Supplies	159.98
A/V Materials	331.50
Advertising	300.00
Postage	215.00
Children's Books	856.66
A/V Materials	881.80
Other Purchased Services	75.00
Rentals	1,907.88
Library Supplies	689.04
Advertising	1,096.00
Other Purchased Services	50.00
Other Purchased Services	147.00
Building Maintenance	12.48
Telecommunications	126.09
Building Maintenance	586.50
A/V Materials	200.73
Other Purchased Services	113.57
A/V Materials	769.99
Adult Books	95.74
Office Supplies	276.60
Other Purchased Services	279.80
Office Supplies	156.24
A/V Materials	10,968.17
Adult Books	16,279.10
Children's Books	8,843.50
Other Purchased Services	1,835.00
Other Purchased Services	25.00
Other Purchased Services	24.99
Other Purchased Services	20.00
Other Purchased Services	268.98
Other Purchased Services	24.15
Library Supplies	140.51
Office Supplies	14.00
Other Purchased Services	48.00
Professional Development	169.00
Postage	14.58
Miscellaneous Expenses	42.05
Periodicals	19.95
A/V Materials	1,557.86
Other Purchased Services	179.97
Computer Supplies	35.00
Other Purchased Services	57.33
Other Purchased Services	74.99
Membership Dues	25.00
Membership Dues	75.00
Building Mtn Supplies	446.40
Building Maintenance	8.27
Janitorial Supplies	73.27
Other Purchased Services	299.00
Employee Relations	9.00
Other Purchased Services	1,598.00
Library Supplies	53.37
Miscellaneous Expenses	20.00
Office Supplies	297.73

VISA - Oriental Trading Co.	Other Purchased Services	190.44
VISA - Party City	Other Purchased Services	5.98
VISA - Speed Lube	Vehicle Maintenance	35.95
VISA - Sprint	Telecommunications	1,123.91
VISA - Treetop Products	Building Mtnc Supplies	60.11
VISA - UPS	Postage	26.05
VISA - Value Line Publishing	Public Access Software	4,900.00
VISA - Wal-Mart	Building Maintenance	39.41
VISA - Wal-Mart	Building Mtnc Supplies	11.88
VISA - Wal-Mart	Janitorial Supplies	161.98
VISA - Wal-Mart	Library Supplies	167.56
VISA - Wal-Mart	Miscellaneous Expenses	23.88
VISA - Wal-Mart	Office Supplies	46.57
VISA - Wal-Mart	Other Purchased Services	41.06
VISA - Wal-Mart.com	Other Purchased Services	108.67
VISA - Windstream	Telecommunications	117.73
VISA - Yellow Checker Shuttle	Professional Development	38.40
Total		351,516.27

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

October 2016

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

I have continued to work on developing relationships within the community and attended several key events this month. These included the Leaders of Distinction Award Ceremony, the City of Bloomington Boards and Commissions Reception, and the Economic Development Center Dinner.

During October, the Leadership McLean County program focused on self-awareness, time management, McLean County history, and McLean County Agriculture.

Farnsworth completed the second draft of the building program of spaces. This incorporates the feedback received from previous sessions and details how much space is needed for each aspect of the library. After I submit our final feedback, the next step will be to develop conceptual drawings.

I participated in a Regional Housing focus group and a Normal Public Library strategic planning meeting. While Normal's focuses are slightly different than Bloomington Public Library focuses, I found the time inspirational and walked away with a few ideas for us!

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

I attended a NPELRA (National Public Employer Labor Relations Association) workshop in Galena. This session was a great overview for me. As our union contract ends in April, I found the details of the contract negotiation process particularly relevant.

I also attended a webinar called Public Libraries Reaching and Talking To Local Decision Makers. This was presented by two large libraries and contained a lot of good tips for working with council members. I have already used a few of these ideas as I have prepared our council packet materials regarding the tax levy!

Goal: Administer a cost-effective public library.

I have spent a lot of time this month preparing budget materials for the City. This includes a narrative for the City budget binder, a memo regarding the Library tax levy, and supporting materials for the memo. One of the supporting documents that I created is the Return on Investment for the Library. I was pleased to see we offer the community more than a 483% return on investment. (See the next page for the full document.)

Library - Exhibit 4: Bloomington Public Library FY16 Return on Investment

Dollar Value of Select Materials, Services, and Programs at the Bloomington Public Library

Books:

702,854 checkouts @ \$20
Based on the estimated average cost
of books in the collection
\$14,057,080.00

Movies:

502,862 checkouts @ \$3.50
Based on the cost of renting
a new release at a video store
\$1,760,017.00

Audio Books/Music:

86,834 checkouts @ \$40
Based on the average cost
of audio books/music CDs in the
collection
\$3,473,360.00

Magazines:

15,378 checkouts @ \$4
Based on the average cost of a
magazine
\$61,512.00

Other Items:

16,877 checkouts @ \$15
Based on the average cost of
miscellaneous items, i.e. kits, games,
etc.
\$253,155.00

Items Requested from Other Libraries:

6,405 items requested @ \$3
Based on the estimated cost to mail a book
\$19,215.00

eMaterials:

67,317 checkouts @ \$13
Based on the average cost of a Kindle book
\$875,121.00

Internet Access (Public Computers & Wireless Access):

181,884 sessions @ \$.67
Based on a monthly residential rate of
\$19.99
\$121,862.28

Online Databases:

56,733 sessions @ \$20
Estimated value to purchase similar
information online
\$1,134,660.00

Meeting Rooms:

1,477 reservations @ \$75
Based on the estimated cost of renting a
local meeting room
\$110,775.00

Children's Programs:

13,986 attendees @ \$5
Based on the average cost of a
children's activity
\$69,930.00

Teen's Programs

575 teens @ \$5
Based on the average cost of a teen
activity
\$2,875.00

Adult Programs:

2,300 adults @ \$8
Based on the average cost of an adult
activity
\$18,400.00

Additional services with no quantitative data
for value placement:
Research, reference questions, genealogy,
homebound delivery, use of technology,
fostering connections, and much MORE.

GRAND TOTAL: \$21,957,962.28 In fiscal year 2016 (May 2015-April 2016), Bloomington city residents provided <u>\$4,544,764.95</u> in real estate taxes in support of the Library. Users of the Bloomington Public Library received over <u>\$21,957,962.28</u> in materials, services, and programs.	Community Return on Investment 483% For every \$1 received, Bloomington Public Library provides over \$4.83 in materials, services, and programs!!
--	---

Adult Services - October, 2016
Carol Torrens, Manager

Collections

Marcie completed dead item removal for fiction authors E & F and grubby item removal for fiction authors G & H using CollectionHQ reports

Regular weeding continues in DVDs, CDs, and audiobooks due to shelf space limitations.

Programs

Displays in Adult Services: National Eat Better Eat Together month; European travel; LGBT Month; and National Cat Day. The display in the DVD area was scary movies. In the IL Collection, it was Benjaminville ghost town; wind turbines; Illinois ghosts, haunted places, and monsters; and the east side highway.

The community's annual Lincoln Festival is morphing into Lincoln Festival on Route 66 and will include events related to the Mother Road. Karen M. participates in this planning committee and several programs are held here at the library, which is also a stop for the horse-drawn wagon transportation during that weekend.

A committee of staff from several departments has begun to meet to plan Bloomington Reads 2017. This community-wide reading event will encourage everyone to read and talk about the same book. Related programming will also be offered.

Tiffany conducted Books & Bites—book talks with students at the junior highs: Evans: 65; Chiddix: 41; Kingsley: 112; Parkside: 136

Tiffany also met with high school book clubs:
BHS: 10; NCWHS: 15

Adult/Family programs

Fiction Book Club – 1 session – 5 attended
Mystery Book Club – 1 session – 7 attended
Read 'n Watch movie/book discussion – 1 session – 7 attended
DIY Fall Wreath – 2 sessions – 13 attended
Second Wednesday Classic Movies – 1 session – 11 attended
Walking Dead fandom party -- 1 session – 25 zombies attended
Twin Groves windfarm and historic Benjaminville – 1 session – 9 attended
Pokemon Go Meetup Mondays – 1 session – 15 attended
Computer Basics
 Email for Beginners – 1 session – 7 attended
 Social Media – 1 session – 8 attended
Tech to Connect: There's an App for That – 1 session – 13 attended
Retirement University 101—last of a four-part financial series
 Common Retirement Mistakes – 1 session – 11 attended
Career Builder
 Job Search Basics – 1 session – 2 attended
 Linked In – 1 session – 3 attended
Mysterious Monsters of IL – 1 session – 34 attended
Hunting Demons with author Sylvia Shults – 1 session – 23 attended
America's Important Presidential Elections with Michael Weis – 1 session – 17 attended

Teen programs

Teen Read Week: DIY Totebags – 1 session – 15 attended

FAFSA workshop – 1 sessions – 12 attended

DIY Jelly Bead Stress Ball – 1 session – 25 attended

Training & Technology

There were 9 individual appointments with an Adult Services staffer. Topics: ebooks, itunes, general computer info, general ipad info, and job application.

Several staff learned about the process items for mending follow and who does what with this task during a Mini Morning Session.

Staff

Jordan Gray, a desk part-timer who initially worked in Circ., will leave us mid-November for a full-time job with State Farm. While this is great news for her, staff and customers here will miss her!

Temp shelve Kelly Scheffert will be our new permanent shelve.

Other

I attended a Library Board meeting.

BUSINESS OFFICE - October 2016

Kathy Jeakins, Manager

- 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; and cancelled cards for staff leaving employment
- We now have access to the Library's Busey bank account online; this was made possible by Jeanne requesting this of Patti Lynn Silva, City Finance Director; on 10/18, Paulette Hurd from City Finance Department met with me to go over how to access our account online
- After the Library Board approved the FY 18 budget, I then entered the information into MUNIS; this was completed prior to the deadline of 10/26
- The Golden Prairie audit took place on Oct 6
- Much of October was spent preparing for Appreciation Day, which was scheduled for Nov 8
- Prepared 0 expense batch in MUNIS
- Prepared 7 deposit batches in MUNIS
- Prepared 2 Journal Entries
- Entered 6 expense batches in account files
- Entered 21 deposit batches in account files
- Meetings:
 - On Oct 7, I attended the City budget kick off meeting
 - On Oct 7, I met with Renny McBride, next year's Summer Reading Program Chair, to discuss budgeting for the program
 - On Oct 19, I met with Tim Ervin, Golden Prairie Board Vice President, to discuss opening a brokerage account
- Department Managers: 10/5, 10/19, & 10/26
- BPL Board Meeting: 10/18
- Golden Prairie Board Meeting: 10/19
- Bills review in October: Julian (10/4 & 10/11), Mike Raikes (10/17), & Van Miller (10/24)

Children's Services - October 2016
Melissa Waltrip, Manager

Programs

In October, the following programs were offered:

- Kiddie Drive-In – 2 sessions – 144 attended
- DePriest Puppets – 2 sessions – 89 attended
- Twin City Tale Spinners "Not So Spooky Tales" – 43 attended
- Halloween Parade and Story Time – 170 attended
- Lapsit story time – 6 sessions – 105 attended
- Toddler story time – 8 sessions – 179 attended
- Preschool story time – 5 sessions – 107 attended
- Singing Swinging story time – 2 sessions – 26 attended
- Move and Learn story time – 4 sessions – 120 attended
- Family Games Day – 25 attended
- Principals Read – 4 sessions – 190 attended
- Brick by Brick Duplo program – 25 attended
- School-Age Block Party Lego program – 24 attended
- Tales for Tails – 4 sessions – 49 attended
- Tinker Lab – 20 attended
- Music Makers – 45 attended
- Pokemon Go Meet Up – 15 attended
- Global Tales – 13 attended
- Book Adventures – 10 attended
- Monster Games – 10 attended

We visited the following sites:

- Katie's Kids – 37 attended
- Milestones Preschool – 44 attended
- Sarah Raymond Harvest Fest – 75 attended
- Brigham Head Start – 2 classes – 68 attended
- Little Jewels on Williamsburg – 19 attended
- Miller Park Zoo Spooktacular – 500 attended
- YWCA Lights On Afterschool event – 45 attended
- Stevenson School Family Reading Night – 80 attended

The following groups visited us:

- Sheridan 2nd grade – 2 classes – 39 attended
- Head Start Fun Club – 30 attended

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

- Brick by Brick Duplo program – Nov 1
- School-Age Block Party Lego program – Nov 1
- Tinker Lab – Nov 3
- Principals Read – Nov 7 and 9
- Celebration of India – Nov 12
- Pokemon Go Meet Up – Nov 14
- Global Tales – Nov 19
- Music Makers – Nov 21
- Family Games Day – Nov 26

Training

- Children's staff attended the Mini Morning Session on Mending procedures.
- I attended the monthly webinar, "Embrace the Chaos."

Other

- Danny worked with the podcast committee to record and release the second episode of the library podcast, "Shelf Awareness", and continues to plan future episodes.
- Danny has agreed to be the library liaison for the ABC Literacy Team, a community group that offers literacy programming.
- Rondalea has agreed to be the library liaison for the Mid-State Reading Council.
- Rondalea and Sarah are serving on the Bloomington Reads committee.
- The short chapter books were weeded due to space issues.
- The new risers arrived and were used for the Twin City Tale Spinners program.

Circulation and Outreach Services - October 2016

Laura Golaszewski, Manager

1) Staff, committees, and training

- Clare Baez will be rejoining the Circulation department next month. We have one other open position but have several people who we are considering for it.
- Almost all of our newer staff are now training on desk, which is very exciting for us!

2) Outreach news

- Deposits staff delivered 1,012 items to 11 sites this month.
- Home Delivery staff delivered 376 items to 47 patrons this month.
- The Haunted Boooooomobile had its most successful year yet! We had about 50 people come on board to play games and win prizes.
- Bookmobile schedules were distributed to the post offices in the GPPL district.

3) Technology

- Staff resolved 63 AV snags this month.
- District 87 cards were distributed to the schools this month and students are very excited to have them! Between Circ and IT, about 2,500 new accounts were created for the students in the district. We had articles on WGLT and in the Pantagraph about our D87 project, and we have already had kids using them to checkout.

Door Count: Gate malfunction

Bookmobile Customers: 1,305

Training Hours: 38

Volunteer Hours: 24

October 2016 Circulation and Outreach Services Statistics

Total Circ BPL	112,022
Total Circ Main	97,679
Adults	50,548
Teens	3,337
Children	43,794
Total Circ Outreach	7,401
OTR Adults	2,534
OTR Teens	122
OTR Children	4,745
Total Circ eBooks	6,942
Freeding	10
MyMediaMall	5,333
Total Circ Freegal	846
Total Circ Zinio	518
Total TumbleBooks	235
Borrowers Registered	329
Total Active Cardholders	35,144
Children	6,935
Teen	2,938
Adult	25,271
GPPLD	1,398
Total Holds Filled	8,327
Main Holds	7,060
Outreach Holds	1,267
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	617
MON	1.5	THE GROVE	245
WED	1.25	RAINBOW AVE.	204
MON	1	EKSTAM DR.	179
THUR	1	WINGOVER MORNING	175
TUE	1.25	EAGLE CREEK	171
THUR	1.25	EAGLE RIDGE	170
MON	1	ROLLINGBROOK SOUTH	169
TUE	1	OAKWOOD	165
WED	1.25	SUBURBAN EAST	149

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
FRI	1	MARKET SQUARE	0
WED	1	FELL PARK	0
THUR	1	MILLER PARK	0
TUE	1	FAIRWAY KNOLLS	0
THUR	1.25	SARAH RAYMOND	2

Total Monthly Stops: 48

Circulation Questions Answered: 732

Outreach Questions Answered: 108

Total Questions Answered: 840

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2012	126,703	118,957	129,948	118,245	123,656	146,606	146,388	136,421	121,593	129,337	124,058	120,710
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022		
Main Circ												
2012	116,608	108,901	118,183	109,640	112,845	136,237	137,032	124,877	112,684	118,807	114,230	111,290
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679		
Active Users												
2012	32,013	32,082	32,039	31,305	31,401	31,269	31,358	31,337	31,280	31,303	31,264	31,274
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144		

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - Sharepoint is currently undergoing an upgrade!
 - I contribute news to the monthly staff newsletter
- In October, I participated in eight interviews
- In October, there were two in-house job announcements
- In October, I conducted orientation sessions for four new employees
- 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 timeclocks 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 Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 0

Information Technology – October 2016
Jon Whited, Manager

Operational

The District 87 initial project has been completed and the cards have been delivered to the various schools within the District.

Syncing accounts between the Library and Microsoft's online service is complete. This is one of the first steps in migrating our email to the cloud.

We now have our Sharepoint server setup in the cloud. All staff library accounts have access to the Sharepoint site. We will eventually be removing our Sharepoint server at the Library.

Andrew Lorenzi instructed a graphic design class for teens. The program instructed teens on how to create graphic novels using Wacom tablets and drawing software. Now that the program is over the tablets will be placed in the Teenzone so that the teens can continue their projects.

Marketing - October 2016
Rhonda Massie, Manager

Program Guide

- Programs for the December-February Program Guide were due to Marketing on October 14. The Program Guide has been designed and is now in stage two of proofing. It will go to the printer on November 4.
- The guide will be distributed:
 - Via email to approximately 25,000 cardholders.
 - Via Facebook
 - Via Twitter
 - On our website
 - In paper form at BPL

Podcast

- On October 19, the Podcast Committee launched the second episode of the Shelf Awareness, the Library's podcast. As of November 1:
 - The first episode (about the McLean County Museum of History's Annual Cemetery Walk), has been listened to 136 times by 94 unique users.
 - The second episode (about nonvoting) has been listened to 67 times by 46 unique users.
- The committee plans to introduce one podcast each month.
- November's topic is puppetry. December's topic is Tiny Houses. Both were born of programs that were recently held at the Library.

Bookmobile

- The new Bookmobile schedule – covering November 2016-April 2017 – was delivered in October and is now circulating.

Electronic Outreach:

- During the past month, the Library added 94 Facebook fans, for a total of 4,749.
- During the past month, the Library added 21 Twitter followers, for a total of 1,609.
- During the past month, the Library added 9 Instagram followers, for a total of 606.
- During the past month, 49 people signed up to receive Bookmobile texts for a total of 701.
- During the past month, 17 people signed up for Library texts, for a total of 156.
- During the past month, 74 new cardholders opted to receive the quarterly Program Guide via email.

Design Work

Digital Artwork for Facebook Events, Twitter, and Instagram

- | | |
|-----------------------------|-------------------------|
| • Pokemon Meetup Monday | • LEGO & DUPLO Programs |
| • Virtual Reality for Teens | • Database Speed Dating |
| • Fantastic Beasts Party | • Celebration of India |
| • Organize Your Records | • Donation Days |

- 3 WWII
- Mrs. Lincoln & Mrs. Kennedy
- Graphic Novel Program
- Assessing the Election/Important Elections in History

- Halloween Parade / Not So Spooky Stories
- FAFSA Workshop
- Hunting Demons
- Mysterious Monsters of Illinois

Additional Digital Art

- Podcast Logo was needed in a new Size
- Vector logo image to charging station company so they can make our charging station

Display Signs

- Native American Heritage Month DVD Display
- Ancestry Display
- National Alzheimer's Month

Additional Signage

- New End Cap Labels
- "Smile! You're on Camera!"
- "When in Doubt ..." bags for sale
- No School sign – including hours -- for TeenZone door

Promotional Materials

- History Read handouts
- PDF of the new Bookmobile Schedule for the website
- Celebration of India
- Teen DIY
- November Calendars
- Mrs. Lincoln & Mrs. Lincoln
- Fantastic Beasts Party
- Twin City Tale Spinners present Not So Spooky Stories
- FAFSA Workshop
- DePriest Puppets present Aladdin
- Important Presidential Elections & Assessing the Election
- Digital Graphic Novels for teens
- Not So Spooky Stories & Halloween Parade
- Sunday Matinee Anime Movie Marathon
- Organize Your Records Before They're Needed

Ads

- Ad for the Community Players Playbill highlighting three WWII programs
- Washington School Directory ad highlighting Brainfuse

Additional Printing

- 300 Kindle Handouts
- InterLibrary Loan Labels
- Limited Library Card Handout
- Halloween Flyers to staple to candy
- Cell phone use cards to hand to patrons
- 175 October Programs handouts for 5K Race Bag (did not have to sponsor to be included in race bag)
- 500 Holds Request Forms

Ongoing Promotion:

- 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.
- The Library contracts 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 their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Through November 7, BPL is running weekly commercials on Magic 99.5. The spot changes each week and promotes a different program.
- Through the new year, the library has a commercial running on every screen at Wehrenberg and Ovation.

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 – October 2016
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – Every Wednesday
 - Budget & Personnel Committee meeting – October 4
 - Interviews for PT Custodial Position – October 24 and 25
 - BPL Board meeting – October 18
- Custodial staff –
 - Trimmed trees and bushes on the east side of building
 - Removed the flowers and plants from the beds for the season and stored the fountains
 - Painting in the Business Office and Boardroom
 - Installed new style of toilet paper dispensers in all of the Men restrooms as customers were breaking into the previous ones to steal full rolls of toilet paper.
 - Replaced filters in both the main and roof top air handlers.
 - Installed a new flag on the flag pole.
 - Shampooed the carpet on the Bookmobile.
 - Installed new floor mats in the sorter area as areas of the carpet had become worn, and causing a trip hazard.
 - Thoroughly cleaned all the vinyl seating in AS and CS.
- Steve Carroll, who was a temp Custodian, has been hired as a permanent part-time Custodian.
- Security Staff was successful in identifying an individual that was stealing numerous video games. Thanks to Jordan and Marcie letting Tom know the individual was in the building, BPD was on site to catch him in the act and arrest him.
Along with this, we have two other individuals captured on video stealing games that will be arrested, if and when they return to the Library.
- A few “Smile, You’re on Camera” signs along with a new security camera were added in the DVD area to deter would-be thieves.
- October 31 was the last day for the patios to be opened for the season.
- In talking with Officer McKinney from BPD, an arrest for the individual that purposefully destroyed one of our laptops on October 25 is imminent.
- Tri-County Irrigation shut down the irrigation system for the season.
- McLean Co. Glass adjusted the door to the CS staff restroom as it had dropped, and would not close all the way.
- Weber Electric installed some wiring for new cameras in the dock area, replaced some lamps in the high fixtures in AS, installed a heavy duty, locking cover on an exterior receptacle, and replaced a light switch on the bookmobile.

Volunteer hours: 12

GOAL - To provide sustainable services, collections, and programs to meet the needs of our diverse community.

- Allison and Theresa have begun planning for next year's magazine sale on January 7th. It's also been decided that we will alphabetize the magazine collection and do away with the categories. This change is tentatively scheduled for January 15th. More information and signage about both of these projects will be coming soon.
- Robbin began writing, in sharpie, BPL + the last 3 digits of the barcode on videogames. Our first hope is that this will deter theft, and secondly, make it easier to identify library materials at pawn shops.

GOAL – To recruit, train and develop a knowledgeable, collaborative staff.

- 10/10/16 – Allison met with the SRP committee to begin brainstorming for next year.
- 10/25/16 & 10/27/16 – Allison conducted a mini-morning session on mending procedure. The link for the video will be available soon.
- 10/28/16 – The chili cook-off team consisting of Tura, Allison, Molly S., Marion, and Jesse took 2nd place in both presentation and costume.
- All TS performance reviews are complete for the year. Marion has completed her 90 day probationary period.
- TS participated in the Live Healthy walking challenge as Holy Walkamolies, walking a total of 651 miles in October. (We adopted Johanna, Rhonda, and Alysha J. into our team as well.)
- Training hours –

GOAL – To work effectively through the use of technology

- You can now search for, and click on, all Zinio records in the online catalog. By using a generic search for "Zinio" you will get full results for all of our online magazine holdings. When you click "CLICK HERE to read online with Zinio" you will be taken to the Zinio collection where you can sign-in and check out the title.
- Training hours – 3

GOAL - To administer a cost-effective public library.

- Volunteer hours – 10

October 2016

BPL Monthly Stats

Materials	Add d	Withdra wn
Adult Fiction	830	709
Adult Nonfiction	368	401
Juvenile Fiction	718	1773
Juvenile Nonfiction	190	137
Adult CDs	63	232
Juvenile CDs	2	0
Adult DVDs	400	560
Juvenile DVDs	167	13
Adult Audio	48	38
Juvenile Audio	14	1
Adult Computer Games	31	8
Juvenile Computer Games	14	12
Total Adds/Withdraws	2845	3884

Total Items in Main	30622
	9
Total Items in OTR	11924
Total Items in Library	31815
	3

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

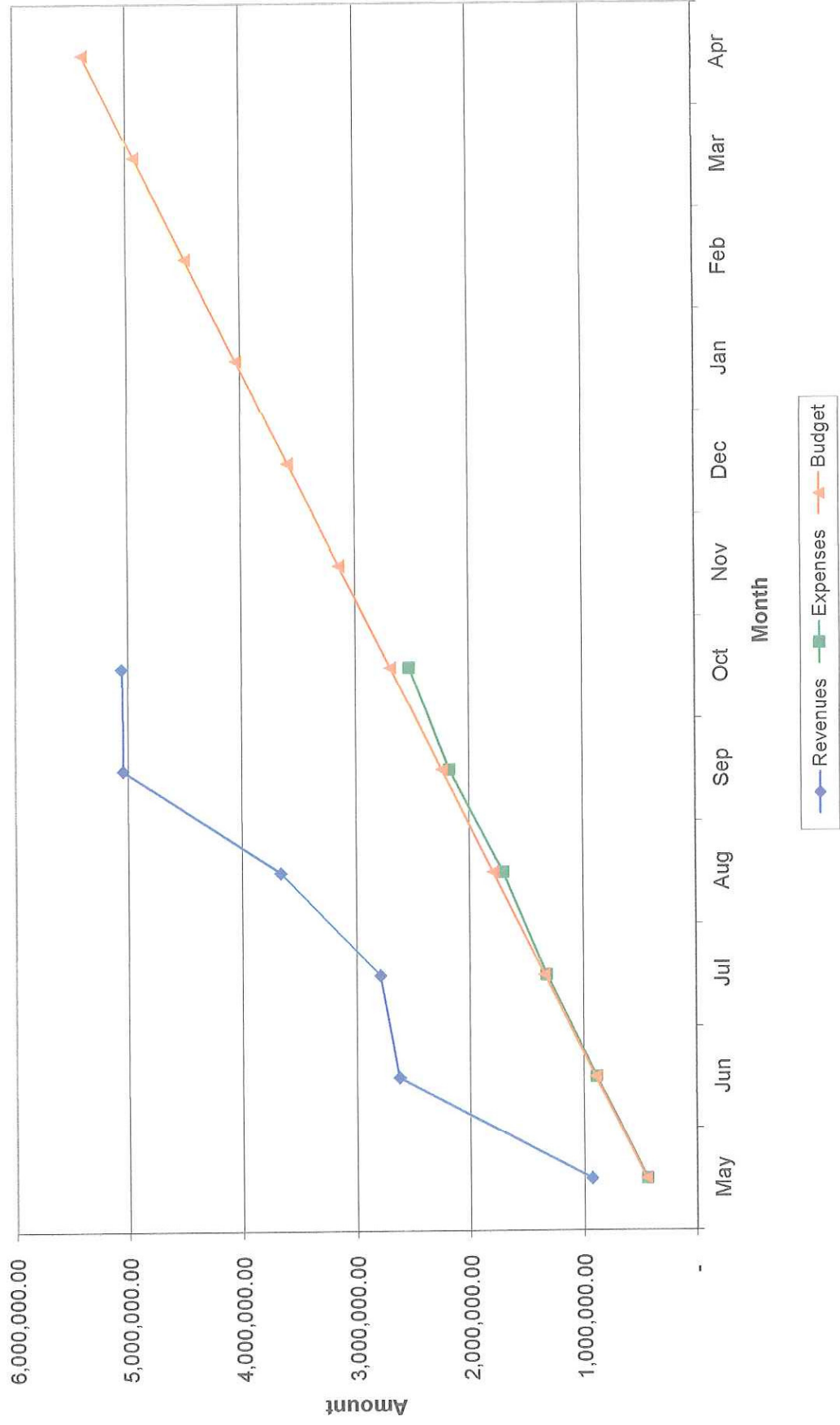
REVENUES:

ACCT NAME	BUDGET	OCT 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,274,171.70	4,412,280.33	(134,429.67)	97.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	0.00	365,886.04	(26,113.96)	93.3
Fees & Rentals	83,000	4,896.17	36,118.71	(46,881.29)	43.5
Copies	3,200	257.90	1,871.35	(1,328.65)	58.5
Interest on Investments	1,000	1,315.26	6,909.06	5,909.06	690.9
Sale of Property	1,000	2.00	633.05	(366.95)	63.3
Donations	28,000	0.97	24,932.56	(3,067.44)	89.0
Cash Over/Short	0	3.75	27.56	27.56	-----
Other	40,000	3,446.90	20,092.19	(19,907.81)	50.2
Total Revenues	5,320,310	1,284,094.65	5,058,205.67	(262,104.33)	95.1

ACCT NAME	BUDGET	OCT 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	157,309.25	965,333.06	(1,184,553.94)	44.9
Part-Time Salaries	402,086	34,764.89	177,428.96	(224,657.04)	44.1
Seasonal Salaries	47,701	2,222.58	39,846.70	(7,854.30)	83.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	194,296.72	1,182,608.72	(1,418,165.28)	45.5
Dental Insurance	12,400	835.98	4,975.28	(7,424.72)	40.1
Vision Insurance	3,050	192.70	1,160.34	(1,889.66)	38.0
Health Insurance, BC/BS PPO	294,901	22,445.62	135,415.05	(159,485.95)	45.9
Health Insurance, OSF HMO	100,429	5,889.06	35,334.36	(65,094.64)	35.2
Life Insurance	3,100	254.03	1,500.59	(1,599.41)	48.4
IMRF	310,000	21,488.43	138,378.95	(171,621.05)	44.6
FICA	163,000	10,902.17	69,627.81	(93,372.19)	42.7
Medicare	39,000	2,549.76	16,284.25	(22,715.75)	41.8
Worker's Comp	17,000	0.00	(467.00)	(17,467.00)	-2.7
Uniforms	600	0.00	68.67	(531.33)	11.4
Tuition Reimbursement	0	0.00	488.36	488.36	----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	64,557.75	413,652.57	(549,827.43)	42.9
Rentals	22,000	0.00	8,034.61	(13,965.39)	36.5
Total Rentals	22,000	0.00	8,034.61	(13,965.39)	36.5
Building Mtnc	120,000	1,771.53	26,512.51	(93,487.49)	22.1
Vehicle Mtnc	5,300	65.95	3,073.33	(2,226.67)	58.0
Office & Computer Mtnc	165,000	137.67	107,581.67	(57,418.33)	65.2
Total Repair/Mtnc	290,300	1,975.15	137,167.51	(153,132.49)	47.3

ACCT NAME	BUDGET	OCT 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	32,574	1,812.00	18,075.19	(14,498.81)	55.5
Printing/Binding	19,000	4,385.30	7,389.13	(11,610.87)	38.9
Travel	1,000	0.00	28.08	(971.92)	2.8
Membership Dues	5,000	75.00	1,919.00	(3,081.00)	38.4
Professional Development	13,000	380.40	2,841.08	(10,158.92)	21.9
Other Purchased Services	184,918	6,805.44	61,416.94	(123,501.06)	33.2
Property Insurance	24,000	0.00	0.00	(24,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	5,500	0.00	0.00	(5,500.00)	0.0
Total Purchased Services	288,992	13,458.14	91,669.42	(197,322.58)	31.7
Office Supplies	12,000	877.05	5,903.93	(6,096.07)	49.2
Computer Supplies	82,462	4,772.72	22,188.27	(60,273.73)	26.9
Copier Supplies	3,400	220.83	1,850.10	(1,549.90)	54.4
Postage	12,000	255.63	3,113.23	(8,886.77)	25.9
Library Supplies	75,000	3,080.91	26,129.22	(48,870.78)	34.8
Janitorial Supplies	16,000	789.57	4,354.04	(11,645.96)	27.2
Gas & Diesel Fuel	4,290	0.00	1,529.37	(2,760.63)	35.6
Building Mtnc & Repair Supplies	10,000	942.94	3,779.70	(6,220.30)	37.8
Total Supplies	215,152	10,939.65	68,847.86	(146,304.14)	32.0
Natural Gas	32,000	0.00	5,525.01	(26,474.99)	17.3
Electricity	80,000	7,506.42	52,691.30	(27,308.70)	65.9
Water	8,000	162.54	2,762.32	(5,237.68)	34.5
Telecommunications	26,780	3,154.62	17,903.59	(8,876.41)	66.9
Total Utilities	146,780	10,823.58	78,882.22	(67,897.78)	53.7
Professional Collection	3,500	0.00	287.95	(3,212.05)	8.2
Total Prof Collection	3,500	0.00	287.95	(3,212.05)	8.2
Periodicals	36,050	44.95	19,687.11	(16,362.89)	54.6
Adult Books	159,100	17,202.15	82,177.95	(76,922.05)	51.7
Children's Books	128,000	10,304.12	60,285.19	(67,714.81)	47.1
A/V Materials	151,000	15,900.20	89,457.28	(61,542.72)	59.2
Public Access Software	144,200	4,900.00	97,352.16	(46,847.84)	67.5
Ebooks	60,000	4,990.00	34,660.00	(25,340.00)	57.8
Total Materials	678,350	53,341.42	383,619.69	(294,730.31)	56.6
Employee Relations	6,000	9.00	1,367.66	(4,632.34)	22.8
Miscellaneous Expenses	9,000	333.63	3,368.84	(5,631.16)	37.4
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	342.63	163,572.50	(10,263.50)	94.1
Total Expenses	5,383,164	349,735.04	2,528,343.05	(2,854,820.95)	47.0

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2016

Property Tax (97.0%): The Library has received four distributions so far.

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

State Grants (62.2%): The Library received the Per Capita grant in June.

GPPLD (93.3%): The Library has received four distributions from Golden Prairie so far.

Fees & Rentals (43.5%): This is less than the anticipated amount for the end of October because the last week's receipts were not deposited until early November.

Copies (58.5%): Copy revenue is more than projected.

Interest on Investments (690.9%): The Library projected a low amount for Interest.

Sale of Property (63.3%): This revenue is from the Library's Garage Sale.

Donations (89.0%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Full-Time Salaries (44.9%): This is under-spent due to the difference in salary between some employees who left and their replacements.

Part-Time Salaries (44.1%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (83.5%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (40.1%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (38.0%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (35.2%): This is under-spent because fewer staff chose this coverage than we had projected.

IMRF (44.6%): This is under-spent due to being under-spent in Full-Time Salaries.

FICA (42.7%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (41.8%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Worker's Compensation (-2.7%): The Library received a refund as a result of the annual Worker's Comp audit.

Uniforms (11.4%): Charges have been minimal.

Rentals (36.5%): Charges have been minimal.
Building Maintenance (22.1%): Charges have been minimal.
Vehicle Maintenance (58.0%): This line item is still over-spent because of three invoices that were paid at the end of September.
Office & Computer Maintenance (65.2%): This is over-spent because the Library has made annual payments for SIRSI, EnvisionWare, and to Bibliotheca for the sorter, RFID pads, and self-checks.
Advertising (55.5%): This line item is over-spent because it was necessary to pre-pay some invoices for advertising spots.
Printing/Binding (38.9%): Charges have been minimal.
Travel (2.8%): Charges have been minimal.
Membership Dues (38.4%): Charges have been minimal.
Professional Development (21.9%): Charges have been minimal.
Other Purchased Services (33.2%): Charges have been minimal.
Property Insurance (0.0%): The Library pays the annual Property Insurance in January.
Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.
Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.
Computer Supplies (26.9%): Charges have been minimal.
Postage (25.9%): Charges have been minimal.
Library Supplies (34.8%): Charges have been minimal.
Janitorial Supplies (27.2%): Charges have been minimal.
Gas & Diesel Fuel (35.6%): Charges have been minimal.
Building Maintenance Supplies (37.8%): Charges have been minimal.
Natural Gas (17.3%): Charges have been minimal.
Electricity (65.9%): This is over-spent due to higher spending during the summer months.
Water (34.5%): Charges have been minimal.
Telecommunications (66.9%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (8.2%): Charges have been minimal.
A/V Materials (59.2%): This amount reflects the one-time payment for Freegal, the downloadable music service.
Public Access Software (67.5%): This is over-spent because several annual payments for public access software packages have been paid.
Ebooks (57.8%): This is slightly higher than projected.
Employee Relations (22.8%): Charges have been minimal.
Miscellaneous Expenses (37.4%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50

State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00
Fountain Receipts:	6.06

Total Donations:	\$ 24,932.56
------------------	--------------

The Other Revenue line item breaks out as follows:

Blankets:	\$ 90.00
Book Pick-Up:	626.35
Book Shoppe:	11,635.50
Ear Buds:	312.50
Flashdrives:	87.75
Hot Beverage Service:	388.00
Meeting Room Fees:	464.18
Print Station:	5,571.15
Reusable Bags:	153.00
Slingback Packs:	194.00
Test Proctoring:	425.00
Miscellaneous:	144.76

Total Other Revenue:	\$20,092.19
----------------------	-------------

During October, 6 batches containing 123 invoices were processed, totaling \$40,991.13 and 237 credit card charges were made totaling \$52,539.42.

As of October 31, the Library's Maintenance & Operating Fund Balance is \$4,343,366.91, which is 80.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 10/31/16:

Operating:	\$ 4,343,366.91
Capital:	\$ 2,293,490.91
Fixed Assets:	\$ 936,086.79

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 17

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00			150.00
Copy Shop	250.00	0.00			250.00
Bloomington Education Association	500.00	0.00			500.00
Kurt's Autobody	250.00	0.00			250.00
Don Owen Tire Service	100.00	0.00			100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00			30.00
Golden Prairie Public Library District	1,000.00	0.00			1,000.00
Heratland Bank	100.00	0.00			100.00
Specs Around Town	50.00	0.00			50.00
Total Summer Reading Program Community Donations	2,430.00	0.00	0.00	0.00	2,430.00
Memorial Donations:					
	0.00	0.00			0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Fountain Receipts	1.83	0.97			2.80
McLean Co Retired Teachers Association	35.00	0.00			35.00
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00			500.00
Total Other Donations	536.83	0.97	0.00	0.00	537.80
Foundation:					
Summer Reading Program, 2016	21,961.50	0.00			21,961.50
Tuition for Staff	5,388.00	10,500.00			15,888.00
Appreciation Day	0.00	814.43			814.43
Total Foundation	27,349.50	11,314.43	0.00	0.00	37,849.50
Total Donations	30,316.33	11,315.40	0.00	0.00	40,817.30

**Bloomington Public Library
Monthly Statistics - October 2016**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	50,548	314,402	53,866	331,366
Teens	3,337	25,031	3,231	24,061
Children	43,794	286,696	45,596	301,720
OTR Adults	2,534	14,752	2,264	14,915
OTR Teens	122	1,103	157	1,058
OTR Children	4,745	26,691	4,571	25,688
e-Books - Freading	10	71	10	177
e-Books - Overdrive	5,333	25,853	4,713	25,200
Freegal downloads	846	3,973	580	3,089
Zinio Magazines	518	1,966	398	2,761
Tumblebooks	235	373	60	152
TOTALS				
Adults	53,082	329,154	56,130	346,281
Teens	3,459	26,134	3,388	25,119
Children	48,539	313,387	50,167	327,408
Digital Downloads	6,942	32,236	5,761	31,379
COMBINED TOTAL	112,022	700,911	115,446	730,187
ITEMS IN THE COLLECTION				
Main	306,229	306,229	300,444	300,444
OTR	11,924	11,924	11,558	11,558
TOTAL	318,153	318,153	312,002	312,002
HOLDS FILLED	9,327	49,600	7,825	46,368
CARDHOLDERS				
Added	329	2,891	390	2,935
TOTAL NUMBER				
Adults	25,271	25,271	25,191	25,191
Teens	2,938	2,938	2,081	2,081
Children	6,935	6,935	5,759	5,759
Combined Total of Active Cards	35,144	35,144	33,031	33,031
REFERENCE QUESTIONS				
Adults	2456	14,817	2,379	14,756
Teens	126	880	195	1,140
Children	752	3,933	813	5,612
OTR	108	796	79	704
Circulation	732	4,948	740	4,221
PROGRAMS				
Story Times	25	71	31	88
Adult	18	115	11	84
Teens	3	30	3	29
Juvenile	23	59	19	59

**Bloomington Public Library
Monthly Statistics - October 2016**

	Current Month	Cumulative	Last Year	Cumulative
PROGRAM ATTENDANCE				
Story Times	537	3,462	763	3,266
Adult Programs	200	1,649	115	1,299
Teen Programs	52	270	8	316
Juvenile Programs	872	3,594	1,289	4,431
COMPUTER USE				
Public computer uses	4,734	27,227	4,415	27,912
Website database/catalog hits	25,130	150,794	27,229	187,074
Online Resource (Database) uses	4,317	28,366	3,500	29,908
TOTAL	34,181	206,387	35,144	244,894
INTERLIBRARY LOAN				
Borrowing Requests Received	529	3,370	540	3,189
Outgoing Loans (Lending)	287	1,639	320	1,708
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	55	2	52
Outside the library (events)	19	60	13	54
Number of people	1,255	10,116	1,205	11,867
VOLUNTEER HOURS	84	542	133	1,055
MEETING ROOM USAGE				
Study Room	37	362	89	391
Digital Media Lab	6	48	24	174
Community Room	48	266		
Customer Visits (MAIN)	n/a	42,993	25,586	168,952
Customer Visits (OTR)	1,305	8,111	1,215	8,302
COMBINED TOTAL VISITS	n/a	51,104	26,801	177,254
TRAINING HOURS	78	619	137	675

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 21, 2016
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, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Carol Koos, Kathy Jeakins, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Gray had nothing to report.
- VI. Approval of Minutes
A. August 17, 2016
CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 17, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton thanked the Board for attending the Director's Reception on September 14. She added that the reception was lovely and about 40 people attended.
Director Hamilton reported that she and department managers have met with Farnsworth to discuss how much square footage should be allotted to each section of the library, ultimately determining the size of the building. She added that the project may be a new facility or an expansion of the current building.

B. Outreach Report

Laura Golaszewski reported that the BPL Board approved the final Bookmobile schedule and it will be printed in October. An updated map was distributed to each Board member. She added that the map has been revamped to include three new stops. The first is Beich Road, which is near the GPPLD service area and may attract GPPLD residents. The second is Sunny Side Park near the Boys and Girls Club, and the last is at Grandview Estates.

A question was asked about the safety and security of staff at Bookmobile stops. BPL Board President Carol Koos interposed that the Bookmobile will serve all Bloomington communities equally, and, if the need arises, safety concerns will be addressed accordingly. Laura Golaszewski entertained questions.

C. Fiscal Report

Kathy Jeakins informed the Board that the audit will be scheduled for some time in early October.

1. Presentation of August Financial Report

Kathy Jeakins reported that a Property Tax Distribution was received in August. She proceeded to entertain questions about the report.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Approve Opening an Investment Account with Commerce Bank

President Gray presented the application to open a brokerage account with Commerce Bank. The information includes what account would be opened and what documentation will be needed to do so. The Board reviewed the document.

President Gray suggested that a Finance Committee should be created to handle the opening of this account. The Board agreed that they will vote to approve authorizing three Board members to decide on investments in compliance with their investment policy. Stephen Peterson and Tim Ervin will be primary authorizers, while Ruth Novosad will serve as an alternate authorizer.

As the discussion progressed, a concern was brought forward about the investment's security and that the investment will not resolve the Board's goal to contribute to the library for GPPLD residents. First, the Board agreed that investing in a short-term FDIC insured bond is a safe investment. Second, it was suggested that the agreement between GPPLD and BPL could be updated to increase GPPLD's annual contribution to the library up to 96-97%; thus preventing excessive annual accumulation of funds. The Board agreed that further discussion will need to be had in the future about establishing a clear purpose for their returns.

The Board will discuss updating the GPPLD and BPL contract further next month and requested that Kathy Jeakins provide a projection of future contributions. They also requested that a draft of the minutes be available as soon as possible, and that Kathy Jeakins review the application to open the investment account.

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE
OPENING A BROKERAGE ACCOUNT WITH COMMERCE BANK IN THE AMOUNT
OF \$100,000.00 FROM THE CAPITAL FUND, AUTHORIZING STEPHEN

PETERSON AND TIM ERVIN, ALONG WITH RUTH NOVOSAD AS THE ALTERNATE, ON THE ACCOUNT TO DECIDE ON INVESTMENTS CONSISTENT WITH THE INVESTMENT POLICY OF THE BOARD.

AYES: CAROL CAREY-ODEKIRK, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Purchasing Items for the Bloomington Public Library

Director Hamilton thanked the Board for their contribution to purchase risers, and shared that they have been purchased.

Director Hamilton distributed copies of a prioritized list of suggestions that included pricing estimates and the purchasing priority of each item requested. First on the list was a circular area rug for the pre-school play area. The need for the rug is high priority, and it will cost a little over \$200.00. Another high priority item was a \$12,000.00 contribution for the digital media service Hoopla. Another wish list item was to purchase a tech-mobile, which is a medium priority item. The tech-mobile would transport items such as laptops, tablets, and a wi-fi hotspot to various locations for technology oriented programs. The total cost of a tech-mobile is estimated around \$50,000.00 to cover the purchase of a used van and the technology. Other medium to low priority items included a charging station in the children's area, audio/visual shelving to replace the current shelves in Adult Services, large print shelving, digitization equipment, and a Zinio expansion to increase the collection of digital magazines. The Board discussed purchasing the rug and agreed to approve the purchase of additional items during the next meeting.

CAROL CAREY-ODEKIRK MOVED, RUTH NOVOSAD SECONDED, TO APPROVE PURCHASING A RUG FOR THE PRESCHOOL PLAY AREA IN THE AMOUNT NOT TO EXCEED \$250.00

AYES: CAROL CAREY-ODEKIRK, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Transfer of Funds from Capital Fund to Operating Fund

As requested during the last meeting, Kathy Jeakins distributed a chart and graph outlining the Operating Fund balance for the past 12 months.

Kathy Jeakins reminded the Board that the purchase of non-Capital items should be paid for from the Operating Fund. Last month, the Board approved to purchase

risers, stating that it would come out of the Capital Fund. The Board agreed that the purchase would be made directly from the Operating Fund and that a motion is not necessary.

D. Review the Election Process

Director Hamilton shared that four Board members need to prepare for the consolidated election in April of 2017. The following Board members' current terms expire: Carol Carey-Odekirk and Patti Salch for six-year terms, and Ruth Novosad and Jodi Sherman for four-year terms. She added that they can begin circulating nominating petitions beginning September 20, 2016, and a minimum eleven signatures are required. The petitions and paperwork will need to be notarized, and, if needed, Johanna Sneed can be contacted to schedule an appointment with a notary at City Hall. Completed paperwork will then need to be given to Stephen Peterson to file at the County Clerk's office by December 19, 2016.

X. Comments from Board Trustees

Carol Carey-Odekirk informed the Board that she has a monthly standing meeting scheduled with Marketing Manager Rhonda Massie. She stated that she will share updates during the Board meetings if any new information arises.

XI. Adjournment

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:24 p.m.

Incident Reports

Date	Time	Type
10/1	2:56 PM	Vandalism
10/5	5:49 PM	InappropriateBehavior
10/5	8:27 PM	InappropriateBehavior
10/6	4:47 PM	StolenDamagedLibraryMaterial
10/7	2:56 PM	StolenDamagedLibraryMaterial
10/8	10:27 AM	AlcoholDrugs
10/8	3:53 PM	InappropriateBehavior
10/9	1:11 PM	Vandalism
10/10	2:40 PM	StolenDamagedLibraryMaterial
10/10	6:41 PM	Other
10/10	8:39 PM	Other
10/12	4:43 PM	StolenDamagedLibraryMaterial
10/13	10:49 AM	StolenDamagedLibraryMaterial
10/17	4:29 PM	InappropriateBehavior
10/17	8:03 PM	
10/18	12:17 PM	
10/18	2:50 PM	
10/18	7:18 PM	InappropriateAttire
10/18	7:27 PM	StolenDamagedLibraryMaterial
10/20	5:08 PM	CustomerSuspensionViolation
10/21	1:23 PM	StolenDamagedLibraryMaterial
10/21	3:58 PM	StolenDamagedLibraryMaterial
10/22	9:16 AM	StolenDamagedLibraryMaterial
10/22	10:39 AM	InappropriateBehavior,roughhousing, noise, pants
10/22	11:06 AM	TobaccoUse
10/24	6:35 PM	Other
10/25	2:56 PM	StolenDamagedLibraryMaterial
10/25	4:36 PM	StolenDamagedLibraryMaterial
10/25	10:39 PM	StolenDamagedLibraryMaterial
10/29	4:49 PM	InappropriateBehavior
10/30	3:42 PM	PoliceAmbulanceCall

Suspension Reports

Date	Time	violation
10/21	1:24 PM	StolenDamagedLibraryMaterial
10/20	5:09 PM	SuspiciousCustomerActivity
10/24	5:20 PM	
10/26	2:22 PM	LibraryEquipmentIncident,Damaged Computer
10/13	12:43 PM	StolenDamagedLibraryMaterial
10/8	4:02 PM	InappropriateBehavior
10/11	10:03 AM	StolenDamagedLibraryMaterial
10/14	8:54 AM	InappropriateBehavior,Consistently violating library policies.
10/12	1:15 PM	StolenDamagedLibraryMaterial
10/14	11:23 AM	InappropriateBehavior

~~Amended June 19, 2007~~
~~June 16, 2009~~

BY-LAWS
OF
BLOOMINGTON PUBLIC LIBRARY FOUNDATION

ARTICLE I-OFFICES

The corporation shall continuously maintain a registered office in the State of Illinois and a registered agent at such office. The corporation may have other offices within or without the state.

ARTICLE II- MEMBERS

The corporation shall have no members.

ARTICLE III- BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. This shall include, but not be limited to, the power (i) to modify restrictions on the distribution of funds for purposes designated by donors if the restrictions become obsolete, and (ii) to determine investment policy, including the designation of a depository for the corporation's funds.

Section 2. Number, Tenure, and Qualifications. The number of directors shall be at least eleven (11) and not more than fifteen (15). Directors shall be elected by the Board of Library Trustees of the Bloomington Public Library, at its April regular meeting. At least ~~one-third (1/3)~~ three of the directors shall be members of the Board of Library Trustees of the Bloomington Public Library. If the election of directors shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. A director shall be eligible to be elected by the Bloomington Public Library Board of Trustees for an unlimited number of three (3) year terms in addition to any partial term a director may fill when joining the board. Each director shall hold office until his or her successor shall have been duly elected and shall have qualified

Approved December 20, 2016

or until he or she shall resign. The Foundation President may ask the Library Board President to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings. Directors need not be residents of Illinois.

Section 3. Annual Meeting. The annual meeting of the Board of Directors shall be held on the first meeting after May 1st of each year, upon ten (10) days notice as provided by the Secretary of the Board of Library Trustees of the Bloomington Public Library.

Section 4. Regular Meetings. The Board of Directors may provide, by resolution, the time and place for the holding of regular meetings of the board without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

Section 6. Notice. Notice of any special meeting of the Board of Directors shall be given at least ten (10) days prior thereto by written notice to each director at the address shown for such director on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice shall be given by facsimile, such notice shall be deemed to be delivered when the confirmation of the facsimile is received by the sender. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to such notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 7. Quorum. At all meetings of the Board of Directors a majority of the total number of directors shall constitute a quorum for the transaction of business, provided that if less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

Section 8. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number of required by statute, the articles of incorporation or these by-laws.

Section 9. Action Without Meeting. Any action required to be taken at a meeting of the directors of the corporation, or any other action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be

signed by all the directors entitled to vote with respect to the subject matter thereof. Fax or email voting response will be considered to be in writing and valid.

Section 10. Vacancies. Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of any increase in the number of directors shall be filled by the Board of Library Trustees of the Bloomington Public Library. A director elected to fill a vacancy shall serve for the unexpired term of his or her predecessor.

Section 11. Compensation. Directors shall not receive any salaries for their services, but by resolution of the Board of Directors expenses of attendance, if any, may be paid for each regular or special meeting of the board, provided that nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving reasonable compensation therefore.

ARTICLE IV- COMMITTEES

Section 1. Creation of Committees. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one (1) or more committees, each of which shall consist of one (1) or more directors and such other persons as the board shall appoint.

Section 2. Manner of Acting. Each committee, to the extent provided in the resolution creating such committee and except as limited by law, the articles of incorporation or these by-laws, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him or her by law. Unless otherwise provided in the resolution creating a committee, such committee may select its chairman, fix the time and place of its meetings, specify what notice of meeting, if any, shall be given, and fix its rules of procedure which shall not be inconsistent with these by-laws or with rules adopted by the Board of Directors. The act of a majority of committee members present at a meeting at which a quorum is present shall be the act of the committee.

Section 3. Term of Office. Each member of a committee shall continue as such until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 5. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum

and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6. Acting Without Meeting. Any action which may be taken at a meeting of a committee may be taken without a meeting if a consent in writing, fax or email, setting forth the action so taken, shall be signed by all of the members of the committee entitled to vote with respect to the subject matter thereof.

Section 7. Attendance by Telephone. Members of a committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

ARTICLE V- OFFICERS

Section 1. Enumeration. The officers of the corporation shall be a president, a vice-president, a secretary, and a treasurer. The Board of Directors may also elect one or more additional treasurer and such other officers as it shall deem appropriate. Officers whose authority and duties are not prescribed in these by-laws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of president and secretary.

Section 2. Term of Office. The officers of the corporation shall be elected at the annual meeting of the Board of Directors and shall serve one year and hold office until their successors are elected and qualified or until their resignation or removal. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Any officer elected by the Board of Directors may be removed by the board whenever in its judgment the best interests of the corporation would be served thereby.

Section 3. President. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, the president shall have general supervision, direction and control of the business and affairs of the corporation and shall perform all duties incident to the office of the president and such other duties as may be assigned to him or her by the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors, the president may execute for the corporation any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors, according to the requirements of the form of the instrument. The president may vote all securities which the corporation is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the corporation by the Board of Directors.

Section 4. Vice President. The vice president shall perform such duties and have such other powers as shall be assigned to him or her by the president or the Board of Directors. Further, in the absence of the president or in the even of his or her inability or refusal to act, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restriction upon the president.

Section 5. Secretary. The secretary shall keep a record of all proceedings of the Board of Directors in a book to be kept for that purpose; see that all notices are duly given in accordance custodian of the corporate records and of the seal of the corporation; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the president or by the Board of Directors.

Section 6. Treasurer. The treasurer shall have charge of and be responsible for the maintenance of adequate books of account for the corporation; have charge and custody of all funds and securities of the corporation, and be responsible for the receipt and disbursement thereof; and perform all duties as may be assigned to him or her by the president or the Board of Directors. With the approval of the Board of Directors, the treasurer may delegate specified duties to an assistant treasurer or other person for the effective conduct of the affairs of the corporation.

ARTICLE VI- GENERAL PROVISIONS

Section 1. Contracts. The Board of Directors may authorize any officer or officers or agent or agents of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

Section 2. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 3. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers or agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. Inthe absence of such determination by the Board of Directors, such instruments shall be signed by the secretary and countersigned by the president of the corporation.

Section 4. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the corporation.

Section 5. Fiscal Year. The fiscal year of the corporation shall be fixed by resolution of the Board of Directors.

Section 6. Seal. On the corporate seal shall be inscribed the name of the corporation and the words "Corporate Seal" and "Illinois."

Section 7. Waiver of Notice. Whenever any notice is required to be given under law, the articles of incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 8. Amendments. The power to alter, amend, or repeal the by-laws or adopt new by-laws shall be vested in the Board of Library Trustees of the Bloomington Public Library. The by-laws may contain any provision of the regulation and management of the affairs of the corporation not inconsistent with law or the article of incorporation.

ARTICLE VII-INDEMNIFICATION AND INSURANCE

Section 1. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee, or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, or with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent of the corporation, or is or

was serving at the request of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonable incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believe to be in, or not opposed to, the best interests of the corporation, provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a director, officer, employee, or agent of the corporation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections (1) and (2) of this Article VII, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Sections (1) and (2) of this Article VII or (unless ordered by a court) shall be made by the corporation only as authorized in the specific case, upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Article VII. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit, or proceeding, (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, or (iii) by the members entitled to vote, if any.

Section 5. Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the board of Directors in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in this Article VII.

Section 6. The indemnification provided by this Article VII shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

Section 7. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the corporation would have had power to indemnify such person against such liability under the provisions of this Article VII.

Section 8. If the corporation has paid indemnity or has advanced expenses under this Article to a director, officer, employee, or agent, the corporation shall promptly report the indemnification or advance in writing to the Board of Library Trustees of the Bloomington Public Library.

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Digital magazine service and titles.

Qty: 1 subscription to an e-periodical service, 82 titles

Single Source (Y/N):

1. Vendor Name: Zinio for Libraries (soon to be called RBdigital) from Recorded Books

Vendor Remit Address:

Vendor Email Address: bschwarting@recordedbooks.com

Vendor Number:

Quote Amount (include Shipping, where applicable): Magazine subscriptions: \$5,998.12; platform fee: \$5,400, for a total of \$11,398.12.

If not Single Source, at least two additional quotes needed:

2. Vendor Name: Flipster from EBSCO

Vendor Remit Address:

Vendor Email Address: flipster.ebsco.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$8,063 for duplicate titles they have to Zinio. See details below.

3. Vendor Name: Overdrive

Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable): n/a

Recommendation (Include Justification):

Zinio is our current service. They offer 2,250 magazine titles from many countries. From that, we offer a collection of 81 titles to our customers. The platform fee is \$5,400 and the magazine subscription cost is \$5,998.12 for a total of \$11,398.12. Access to back issues is included with some titles going back to 2012. There are no checkout limits or holds; all issues are always available.

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Flipster offers 1,000 magazines, mostly from the US, UK, Canada, Australia, and New Zealand. While they duplicate many of the titles that Zinio offers, they do not have 38 of the ones we currently make available in Zinio. And while there is no platform fee for Flipster, the cost of the 44 duplicated titles is \$8,373. Once we filled in with similar titles for the ones they do not offer, the cost would be more than Zinio's yearly total of \$11,398.12. Flipster offers back issues to April, 2014, when they were established. Customers can check out weekly titles for 2 days and monthly titles for a week, then must renew if they wish to continue reading them. Up to 100 simultaneous people may have a particular issue checked out.

Overdrive, our primary ebook and digital audio book vendor, also offers magazines, However, the consortium through which we access Overdrive has decided not to spend funds on magazines. Thus they are not available to us at this time.

Summary: Given the cost difference between Zinio and Flipster and customers' current familiarity with Zinio, we should stay with this vendor for now. We could consider adding Flipster as an additional vendor and offering through it only titles that are not in Zinio. But it's not a replacement for Zinio at this time.

Department Manager Signature:

Carol E. Jones

Date:

11/10/16

Approved on this 15th day of November 2016

**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

Order # 75412785
Invoice # 75416331
Date 10/3/16

PO #

Invoice

Bill to:

Account # : 7039245
BLOOMINGTON PUBLIC LIBRARY
Allison Schmid / Carol Torrens
205 E OliveSt
PO Box 3308
Bloomington IL 61702 3308

Ship to:

Account # : 7039245
BLOOMINGTON PUBLIC LIBRARY
Allison Schmid / Carol Torrens
205 E OliveSt
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

10/01/2016-09/30/2017

Release of Order No 75412785

Bill To : 7039245

Inv No : 75416331

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.

ZINIO E-MAGAZINE LIST FOR BLOOMINGTON PUBLIC LIBRARY

MAGAZINE NAME	RB Annual Sub New (USD)	GENRE
ARTnews	\$ 48.00	Art & Photo
Astronomy	\$ 128.97	Science & Nature
Backpacker	\$ 44.85	Outdoor
Better Homes and Gardens	\$ 44.97	Home & Garden
Bicycling	\$ 60.00	Cycling
Car and Driver	\$ 99.95	Automotive
Chicago Magazine	\$ 29.97	Lifestyle
Cooking with Paula Deen	\$ 99.95	Food & Cooking
Cook's Illustrated	\$ 59.97	Food & Cooking
Cosmopolitan	\$ 149.95	Women
Country Gardens	\$ 47.97	Home & Garden
Country Living	\$ 99.95	Home & Garden
Diabetic Living	\$ 47.97	Health & Fitness
Digital Photo Pro	\$ 45.00	Art & Photo
Discover	\$ 59.97	Computers & Technology
Do It Yourself	\$ 47.97	Home & Garden
Dwell	\$ 59.97	Home & Garden
ESPN The Magazine	\$ 89.95	Sports
Esquire	\$ 99.95	Men
Every Day with Rachael Ray	\$ 44.97	Food & Cooking
Family Circle	\$ 44.97	Home & Garden
Family Handyman	\$ 44.97	Home & Garden
Femina India	\$ 44.01	Women
Field & Stream	\$ 35.97	Outdoor
Filmfare	\$ 35.03	Entertainment
Food Network Magazine	\$ 99.95	Food & Cooking
Gluten-Free Living	\$ 102.00	Food & Cooking
Good Housekeeping	\$ 99.95	Home & Garden
GQ India	\$ 21.55	Men
Guideposts	\$ 50.91	Religion & Spirituality
HELLO! India	\$ 38.80	Entertainment
House Beautiful	\$ 99.95	Home & Garden
India Today	\$ 59.97	Current Affairs
Inked	\$ 44.85	Lifestyle
iPhone Life	\$ 38.91	Computers & Technology
Kiplinger's Personal Finance	\$ 36.00	Business & Finance
Macworld	\$ 65.91	Computers & Technology
Martha Stewart Living	\$ 59.97	Home & Garden
Maxim	\$ 44.91	Men
Men's Fitness	\$ 45.00	Men
Men's Health	\$ 90.00	Health & Fitness
mental_floss	\$ 83.91	Lifestyle
Model Railroader	\$ 128.97	Hobbies
Mother & Baby India	\$ 40.41	Family & Parenting

Mother Jones	\$ 36.00	Current Affairs
Motor Trend	\$ 26.97	Automotive
National Geographic Interactive	\$ 119.94	Science & Nature
National Geographic Traveler Interactive	\$ 95.94	Travel
Newsweek	\$ 74.97	Business & Finance
O, The Oprah Magazine	\$ 99.95	Women
OK! Magazine	\$ 104.97	Entertainment
Outdoor Life	\$ 35.97	Outdoor
Outdoor Photographer	\$ 45.00	Art & Photo
PC Magazine	\$ 59.97	Computers & Technology
PCWorld	\$ 59.91	Computers & Technology
Popular Mechanics	\$ 99.95	Computers & Technology
Popular Photography	\$ 44.97	Art & Photo
Popular Science	\$ 44.97	Computers & Technology
Prevention	\$ 75.00	Health & Fitness
Quilts and More	\$ 59.91	Crafts
Reader's Digest	\$ 45.00	Entertainment
Redbook	\$ 99.95	Women
Road & Track	\$ 99.95	Automotive
Runner's World	\$ 75.00	Health & Fitness
Shape	\$ 53.91	Health & Fitness
Shutterbug	\$ 44.97	Art & Photo
Smithsonian Magazine	\$ 59.97	Literary
Star Magazine	\$ 104.52	Entertainment
Taste of Home	\$ 30.00	Food & Cooking
The Advocate	\$ 44.85	Lifestyle
The Economist	\$ 569.97	Business & Finance
Town & Country	\$ 69.95	Lifestyle
Weight Watchers	\$ 35.97	Food & Cooking
Woman's Day	\$ 69.95	Women
Women's Health	\$ 75.00	Health & Fitness
Woodworker's Journal	\$ 35.85	Hobbies
Yoga Journal	\$ 59.97	Health & Fitness
In Touch Weekly	\$ 309.92	Entertainment
Midwest Living	\$ 29.97	Home & Garden
Allrecipes	\$ 35.97	Food & Cooking
Arizona Highways Magazine	\$ 36.00	Lifestyle
Cook's Country	\$ 59.97	Food & Cooking
SUBTOTAL	\$ 5,998.12	