

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 21, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Executive Session - Review Executive Session Recordings and Discuss a Personnel Matter
- IV. Introductions/Public Comment
- V. Approval of Minutes
 - A. September 16, 2014
 - B. October 1, 2014
- VI. President's Report
- VII. Director's Report
- VIII. Brief Presentation by Adult Services Manager, Carol Torrens
- IX. Fiscal Report
- X. Approval of Bills
- XI. Committee Reports
 - A. Budget & Personnel Committee
 - 1. Consideration of Modifications to Director Evaluation Form and/or Process
 - C. Planning, Policies & Programs (3 P's) (Chair's Report Attached)
 - 1. Recommend that the Board Secretary Respond to Board Directed Emails on Behalf of the Board
- XII. Unfinished Business
- XIII. New Business
 - A. Accept Bid for Outreach Conference Room Wall
 - B. Approval of FY15 Maintenance & Operating Budget Amendment
 - C. Approval of FY15 Fixed Asset Budget Amendment
 - D. Approval of FY15 Project Next Generation Budget Amendment
 - E. Waive Three Quote Requirement for Security Gates
- XIV. Future Agendas/Comments from Board Members
- XV. Adjournment

Posted: 10/17/14 11:15 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 16, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

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

II. Roll Call

MEMBERS PRESENT: Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Bill Wetzel, Narendra Jaggi

MEMBERS ABSENT: Monica Brigham, Whitney Thomas

OTHERS PRESENT: Georgia Bouda, Adrienne Ives, Kathy Jeakins, Patricia Marton, Maria Nagle, Caprice Prochnow

III. Introductions/Public Comment

President Jaggi introduced resident, Patricia Marton. Patricia stated that a colleague of hers had shared an incident that occurred at the Bloomington Public Library. She went on to say that a customer was being very loud on a cell phone in the computer area of Adult Services and this was not addressed by staff.

Patricia shared that at the last committee meeting that she had attended Director Bouda had stated that she is always willing to meet with customers as needed. She went on to say that she would like to see Director Bouda more visible in the Library.

IV. Approval of Minutes

A. August 19, 2014

CATHY PRATT MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 19, 2014 MEETING WITH THE AMENDATION OF "THEN" INSTEAD OF "THAN" IN THE FIRST SENTENCE OF THE SECOND PARAGRAPH OF ITEM "IX.A.1." THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Jaggi stated that this is the first meeting that we have met at 5:00 p.m. rather than 4:30 p.m. This is a result of the recommendation of the 3 P's Committee and the approval of the Board. In accordance with the Open Meetings Act, the Board is required to post a notice in the Pantagraph stating the time change and this was done ten days ago.

President Jaggi stated that the Board has continued to amend their By-Laws, and some changes have already been implemented and others are still in process. He went on to say

that one that was approved was the addition of a permanent Agenda item, "Future Agendas/Comments from Board Members", but it was inadvertently left off of this Agenda. Since this item does not involve any action or vote and is for comments only, within the Open Meetings Act, it is appropriate to add this to the agenda. With no objection, he would like to add this to the Agenda as item #12, and the Adjournment will be #13. There was no objection, so Agenda Item #12 becomes "Future Agendas/Comments from Board Members" and Item #13 becomes "Adjournment".

President Jaggi stated that it is under consideration whether in the future to amend the By-Laws to change the procedure of appointing members to committees and task forces. Under the current By-Laws, the President of the Board is charged with appointing members to committees and task forces. President Jaggi stated that members had been asked to volunteer to serve on the Joint Task Force to consider the expansion of the Library, and he had indicated that he did not wish to serve on it. He went on to say that three nominations have been received and therefore, he is pleased to announce that the following shall represent the Library Board on the Joint Task Force: Brittany Cornell, Emily Kelahan, and Susan O'Rourke.

VI. Director's Report

Director Bouda shared that the Library Fall Program Guide went out in the Pantagraph on September 7 and she distributed the guides for those that may have not gotten one.

Director Bouda stated that last month the Board had approved the plans for the DCEO Grant and part of this was sending out a request for quotes from contractors for the Outreach Conference Room Wall project, which originally (2 years ago) was estimated to cost around \$10,000. She went on to say that the quotes submitted were all over \$20,000, and the alternate, which the Library would want to accept, was quoted between \$9,000 and \$17,000. Director Bouda stated that this would put the entire cost between \$30,000 and \$40,000, which is well over the State bid threshold, so all of the quotes were rejected. She has been putting together an Invitation to Bid document and was hoping to bring it before the Board today, but was not able to get information from the architect in time. Director Bouda stated that the wall does not have to be completed until the beginning of April, but the construction will take 30 to 45 days. She went on to say that she would appreciate having a special meeting to approve the Invitation to Bid document, perhaps on October 1, right before or after the 3 P's Committee meeting or sometime on October 2. After some discussion, it was decided to have the special Board meeting at 5:00 p.m. on October 1, with the 3 P's Committee meeting immediately following.

Director Bouda shared that she will be on vacation from October 7 thru October 16.

VII. Fiscal Report

Kathy Jeakins entertained questions.

VIII. Approval of Bills

CATHY PRATT MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE BILLS LIST FROM AUGUST 2014. THE MOTION CARRIED.

See Attachment "2014.09 A".

IX. Committee Reports and Discussion

A. Budget & Personnel

1. Consideration of Modifications to Director Evaluation Form and/or Process

Chair Bill Wetzel shared that he had asked that this be put on the Agenda so that there could be a discussion about the process of getting things to the committees. He went on to say that it related to a discussion that had transpired at the 3 P's Committee meeting about some revisions or suggested changes to the Director's Evaluation process. Bill shared that the way he understood the process of a committee being asked to address an issue or being charged with a task, the request would come from the full Board with an explanation of what was expected, rather than a sister committee making the request. He went on to say, that committees would have a better use of their time, if the members know precisely what it is that the Board wants in the form of a recommendation about a particular topic.

President Jaggi stated that, in general, the committees are designed for sharing the work and an agenda item recommendation may come from many sources, such as the Committee Chair, any committee member, any Board member, the full Board, and the Director. He went on to say that nothing precludes any item from being discussed by the entire Board at any time. President Jaggi stated that the only time it is necessary to have had a discussion in a committee is if the committee is bringing a very specific recommendation for a vote. President Jaggi stated that some issues fall into the scope of one of the two committees and some frequently straddle the two. He said that the issue of the Director's Evaluation is personnel, so it naturally belongs in the Budget & Personnel Committee, but it also involves our policies about the process. President Jaggi stated that in this case, it is his sense that the process worked as it ought to, as there appeared not to be a clean consensus within the Budget & Personnel Committee on the issue, so now it has come before the entire Board for discussion.

Bill Wetzel stated that specifically, the Budget & Personnel Committee Agenda item, "Discuss Format of Director's Evaluation" was too ambiguous, and the committee needs some direction from the Board as to what was expected with this. Emily Kelahan shared that she had sent an email to Bill as the Chair of the Budget & Personnel Committee stating some concerns with the Director's Evaluation tool that were particularly focused. She went on to say that Susan O'Rourke, as a member of the Budget & Personnel Committee attended a 3 P's Committee meeting to get further direction on what was contained in the email and this was supplied both verbally and in writing in the 3 P's Chair report. Emily stated that there should be separate tools for feedback from each of the constituencies, which are community leaders, staff, and the Library Board. She went on to say that also the tool should allow the opportunity for the Director to address the Board on the results of the evaluation which the current tool does not. Emily stated that the tool should be independent and measurable to render specific things that can either be cited as areas where one is doing really well or areas where one needs improvement and to provide more detailed feedback about how to address the data in the survey tool.

Bill Wetzel shared that he did receive the information, but it seemed more about refining the process and the inclusion of certain things. He went on to say that the question is, should we do this now or perhaps let the new members go

through the current process one time, and then evaluate and make changes if need be. Bill stated that the way the current evaluation tool works is that the form is given to each of the Board members to respond, and they do, and then all of the responses are reviewed by the Budget & Personnel Committee, which then makes a recommendation to the Board which then acts on that recommendation. He went on to say, that then the Chair of the Budget & Personnel Committee meets with the Director to show her the results of the evaluation and that becomes part of her personnel record.

Susan O'Rourke shared that the three aspects that the 3P's Committee wanted included in the Director's Evaluation are:

1. Selecting 10 community leaders and having Georgia select three or four to write a letter on her behalf;
2. Input from staff;
3. Implement an electronic tool to anonymize the input from all the different constituencies.

Susan stated that she prepared drafts using Survey Monkey to develop a 23 questions, mostly multiple choice, with a few questions that would require a written answer. She went on to say that she had prepared a draft for each of the three groups and had forwarded them to both Committee Chairs and to the Board President. These drafts will be included in the packet for the next Budget & Personnel Committee meeting which will be received by all of the Board members.

Peggy Burton suggested that the Board look at what is missing in the current tool and get a professional to assist them with developing a new tool.

President Jaggi said what he was hearing was that several members would like the Director's Evaluation tool looked at carefully and revised extensively as needed to make it robust and as non-reproachable as possible. President Jaggi proposed that this issue be sent back to the Budget & Personnel Committee with a strong recommendation from the Board as a whole that we move on this issue as quickly as possible, including bringing in additional experts as necessary. He went on to say, that this is a high priority for the Board as a whole, and we ask the Budget & Personnel Committee to discuss this as quickly as possible. President Jaggi stated that other members that are concerned about this issue should make an effort to attend the Budget & Personnel Committee meetings or give the committee feedback by email.

Bill Wetzel shared his concern that the Budget & Personnel Committee may not come to a consensus in how to go about revising the evaluation tool.

President Jaggi stated that in that case, it will once again come before the full Board for further discussion. He went on to say that this is why it was suggested that the members most concerned about this tool should attend the Budget & Personnel Committee meetings.

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

1. Recommend Approval of Selection of a Facilitator for a Future Retreat

Emily Kelahan, Chair stated that the Committee recommends a retreat with a facilitator with the goal of helping this new Board coalesce and to develop some common understanding of ground rules. She went on to say that there are three options for the Board to consider today. One is facilitator, Debbie Delgado, who

Director Bouda has spoken about before, a different facilitator recommended by Susan O'Rourke, or simply defer to the 3P's Committee members to decide.

PRESIDENT JAGGI MOVED, SUSAN O'ROURKE SECONDED TO LET THE 3 P'S COMMITTEE DECIDE UPON A FACILITATOR. THE MOTION CARRIED UNANIMOUSLY.

2. Recommend Appointment of Trustee Representatives to the Joint Task Force
President Jaggi appointed members to the Joint Task Force during his President's Report.
3. Discussion of Library Expansion
Emily Kelahan invited trustees to attend 3 P's Committee meetings for input on Library expansion.
Director Bouda distributed a handout about several Children's libraries in the United States.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Approve Recommendation to Foundation to Fund Staff Appreciation Day

Director Bouda shared that the Library has an annual Staff Appreciation Day that is usually held in November. The managers provide breakfast, then a lunch is brought in, and this year everyone will be receiving a rollup picnic blanket. The Library usually asks the Foundation to use income from the Stubblefield Trust to support this.

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE RECOMMENDING TO THE FOUNDATION TO FUND STAFF APPRECIATION DAY NOT TO EXCEED \$2,750.00.

AYES: Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Bill Wetzell, Narendra Jaggi

NAYES: None

ABSENT: Monica Brigham, Whitney Thomas

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.A."

XII. Future Agenda Items/Comments from Board Members

There were no suggestions for future agenda items or comments from Board members.

XIII. Adjournment

President Jaggi adjourned the meeting at 6:16 P.M.

2014.09.A

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 16, 2014

Narendra Jaggi

 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	8,370.18
American Pest Control	Building Maintenance	190.00
Bound to Stay Bound Books	Juvenile Books	14.09
Brodart Co.	Library Supplies	779.20
CDW Government	Computer Supplies	71.74
CDW Government	Miscellaneous Expenses	497.99
Cengage Learning	Adult Books	1,171.76
Children's Plus, Inc.	Juvenile Books	521.00
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	745.64
City of Bloomington	FICA	11,144.02
City of Bloomington	Health Insurance-HMO	6,659.72
City of Bloomington	Health Insurance-PPO	15,055.86
City of Bloomington	IMRF	21,563.96
City of Bloomington	Life Insurance	225.54
City of Bloomington	Medicare	2,606.19
City of Bloomington	Payroll	257,257.52
City of Bloomington	Vision Insurance	190.31
City of Bloomington	Water	651.10
Comcast	Telecommunications	99.85
Creative Empire (Mango Languages)	Public Access Software	7,697.71
Cumulus Broadcasting	Advertising	997.50
Custom Digital Imaging	Printing/Binding	703.75
Demco	Library Supplies	747.25
Ebsco Subscription Service	Periodicals	3.30
Evans, Dale	Other Purchased Services	150.00
Evergreen FS, Inc.	Other Property Mtnc	130.00
Findaway World, LLC	A/V Materials	114.72
Fountaindale Public Library District	Miscellaneous Expenses	20.00
Frontier	Telecommunications	1,802.02
Innovation Experts	Public Access Software	10,272.00
Massie, Rhonda	Advertising	31.46
Mid Illinois Mechanical Services, Inc.	Building Maintenance	1,616.00
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	137.67
Midwest Tape	A/V Materials	3,260.27
Miller Janitorial Supply	Janitorial Supplies	537.97
Nicor/Northern Illinois Gas	Natural Gas	1,453.83
Oak Lawn Public Library	Miscellaneous Expenses	18.00
Oberlander Communications	Telecommunications	48.50

Officemax
 Officemax
 Officemax
 Olney Public Library
 Pantagraph
 Pantagraph
 Penworthy
 Pipeworks, Inc.
 Rainbow Book Co.
 Random House, LLC
 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.
 University of Illinois
 Vernon Library Supplies, Inc.
 Weber Electric
 VISA - Adoptive Families Magazine
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Chicago Tribune
 VISA - Demco
 VISA - Displays2Go
 VISA - Facebook
 VISA - Financial & Banking Systems
 VISA - Five Star Water
 VISA - GameStop
 VISA - Girl Scouts of Central Illinois
 VISA - Great Courses
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Interstate All Battery Center
 VISA - Kirby Risk Electrical Supplies
 VISA - K-Mart
 VISA - K-Mart
 VISA - K-Mart
 VISA - K-Mart
 VISA - Lectorum Publications, Inc.
 VISA - Library Store
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - Monoprice, Inc.
 VISA - Officemax
 VISA - Officemax

Computer Supplies	257.99
Copier Supplies	270.98
Office Supplies	269.66
Miscellaneous Expenses	10.95
Advertising	637.50
Printing/Binding	90.40
Juvenile Books	3,500.69
Other Capital Improvements	14,308.00
Juvenile Books	822.10
A/V Materials	255.00
A/V Materials	381.60
Library Supplies	127.95
Rentals	1,659.00
Printing/Binding	180.00
Other Purchased Services	50.00
Building Maintenance	28.09
Other Property Mtn	46.52
Other Purchased Services	474.35
Tuition Reimbursement	7,632.00
Library Supplies	1,891.52
Building Maintenance	270.20
Periodicals	24.95
A/V Materials	371.84
Computer Supplies	38.59
Juvenile Books	11.90
Uniforms	40.53
A/V Materials	12,332.26
Adult Books	12,316.53
Juvenile Books	10,886.28
Periodicals	364.00
Library Supplies	508.80
Library Supplies	320.34
Advertising	5.00
Office Supplies	34.48
Miscellaneous Expenses	85.70
A/V Materials	327.77
Juvenile Books	202.50
A/V Materials	12.00
Library Supplies	63.71
Other Purchased Services	58.71
Professional Development	100.00
Adult Books	668.89
Building Mtn Supplies	7.96
Building Mtn Supplies	306.00
Building Mtn Supplies	24.95
Janitorial Supplies	110.52
Library Supplies	10.98
Office Supplies	32.97
Juvenile Books	359.48
Library Supplies	78.38
Building Mtn Supplies	86.23
Other Purchased Services	110.00
Computer Supplies	147.23
Library Supplies	90.20
Office Supplies	31.58

VISA - Oriental Trading Co., Inc.
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Pantagraph
 VISA - Paypal*ASPASTER
 VISA - Paypal*Illinois Chamber of Commerce
 VISA - PC Gamer
 VISA - Picture Hang Solutions
 VISA - Rainstorm
 VISA - Schtickers
 VISA - Sprint
 VISA - Staples
 VISA - Target
 VISA - Target
 VISA - US Postage Service
 VISA - USBoerne Books
 VISA - Vernon Library Supplies
 VISA - Walgreens
 VISA - Walgreens
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA- Brochure Holders 4 U

Library Supplies 128.65
 Other Purchased Services 84.25
 Telecommunications 132.96
 Periodicals 701.80
 Other Purchased Services 72.50
 Professional Development 110.00
 Periodicals 19.95
 Building Mtns Supplies 31.65
 Vehicle Maintenance 30.00
 Computer Supplies 74.85
 Telecommunications 398.39
 Library Supplies (4.24)
 Library Supplies 9.95
 Other Purchased Services 14.07
 Postage 28.45
 Juvenile Books 2,128.13
 Library Supplies 775.69
 Employee Relations 16.34
 Library Supplies 47.88
 Employee Relations 4.54
 Library Supplies 46.54
 Office Supplies 3.77
 Other Purchased Services 162.35
 Library Supplies 33.96

Total

436,412.37

2014 Staff Appreciation Day Proposal

The annual Staff Appreciation Day is scheduled for November 4, 2014. This is the day we recognize all staff for the many accomplishments made in the past year. It is also the day we recognize staff members who have worked at the Library for 5, 10, 15, 20, 25 years. We would like to give staff the Roll-Up Picnic Blanket pictured at right. The blanket is 4' x 4.5' in size. It's made from durable polyester fabric and has foam padding for added comfort. The back has a water resistant PVC backing and folds up easily for carrying.



Following are the costs:

Food: \$1,000.00

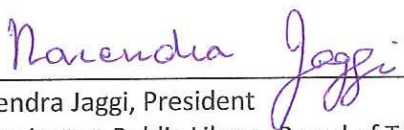
Decorations: \$50.00

Gift: \$1,700.00

Total: \$2,750.00

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of 2014 Staff Appreciation Day (including lunch, gift, paper products and decorations) at a cost not to exceed \$2,750.00.

Approved on this 16th day of September 2014


Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Mary Ann Webb, President
Bloomington Public Library Foundation

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

October 1, 2014

5:00 p.m.

Quiet Reading Room

Minutes

- I. Call to Order
Vice President Pratt called the meeting to order at 5:00 p.m.
- II. Roll Call
TRUSTEES PRESENT: Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Bill Wetzel, Cathy Pratt

TRUSTEES ABSENT: Monica Brigham, Whitney Thomas, Narendra Jaggi

OTHERS PRESENT: Georgia Bouda, Patricia Marton, Caprice Prochnow
- III. Introductions/Public Comment
Vice President Pratt introduced resident, Patricia Marton.
- IV. New Business
 - A. Approve Invitation to Bid for Outreach Conference Room Wall
Director Bouda reviewed that a DCEO grant in the amount of \$50,000 was awarded to the Library two years ago, and at that time, it was determined that this would be a useful space to create. She went on to say that the wall will be dividing the Outreach area in half, as the Outreach collection has been reduced, and a badly needed second conference room will be created.

BILL WETZEL MOVED, PEGGY BURTON SECONDED TO APPROVE INVITATION TO BID FOR OUTREACH CONFERENCE ROOM WALL.

AYES: Peggy Burton, Brittany Cornell, Cathy Pratt, Bill Wetzel

NAYES: Susan O'Rourke

ABSTAINS: Emily Kelahan

ABSENT: Monica Brigham, Whitney Thomas, Narendra Jaggi

THE MOTION CARRIED.
- V. Adjournment
Vice President Pratt adjourned the meeting at 5:11 p.m.

Bloomington Public Library

Director's Report

October 2014

1. Staff Appreciation Day

Staff Appreciation Day has been set for November 14, 2014. Marketing will be ordering a roll-up picnic blanket with the Library's logo to serve as the Staff Appreciation Day gift. The Library will provide a fajita bar and games that day. Thanks to the Foundation for their support.

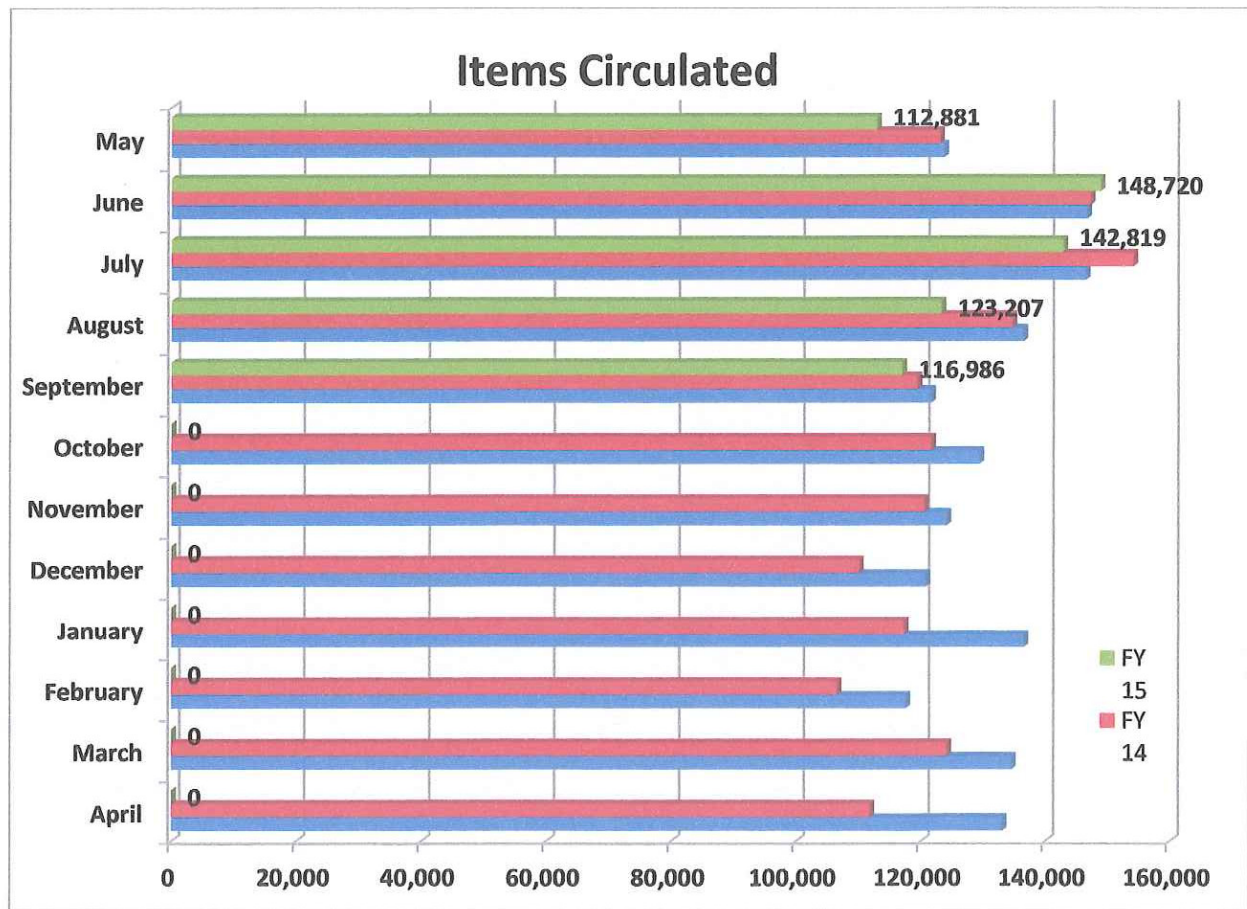
2. Per Capita Grant filed

The Per Capita grant application for FY15 was filed on September 22.

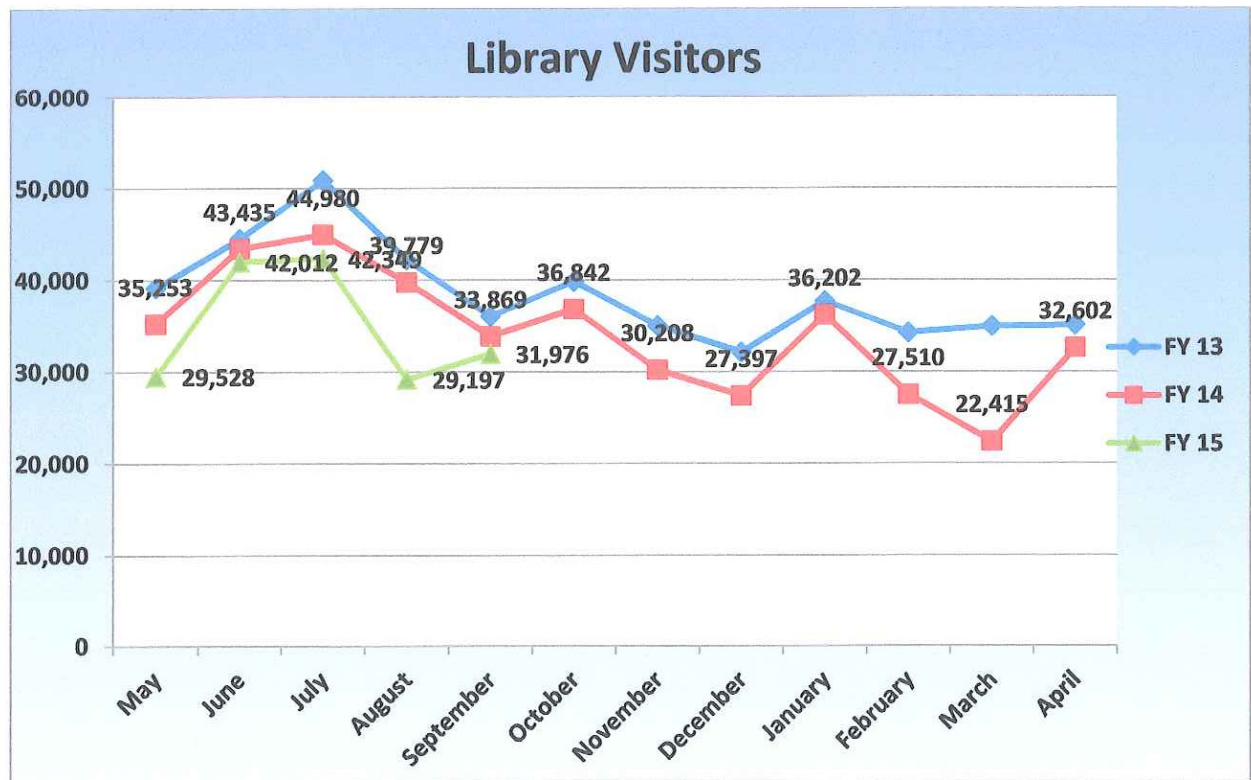
3. Changes

Marketing is redesigning the Bookmobile Schedule from scratch. This should be available in early October. The Web Team has completed the revamp of the new front page of the library's website. Check it out!

4. Statistics



Customers borrowed 116,986 items in September, 2014, a decrease from the 119,417 items borrowed in September, 2013. Visitors to the Library were down from 33,869 in September, 2013 to 31,976 in September 2014. Staff answered 4322 questions from customers this month.



Programs and Attendance in the month of September:

Children Programs and Attendance:

Talk Like a Pirate Day –152 attended

Principals Read – 2 sessions – 109 attended

Lapsit story times – 8 sessions – 193 attended

Toddler story times – 6 sessions – 229 attended

Preschool story time – 4 sessions – 85 attended

2nd Monday Story Club – 4 attended

Singing Swinging Story Time (evening and Saturday) – 2 sessions – 36 attended

Tales for Tails (read to dogs) – 3 sessions – 78 attended

Beginning Reader Club – 2 sessions – 11 attended

Head Start Fun Club visit – 105 attended

Milestones visit – 24 attended

Visited Little Jewels Day Care – 33 attended

Teen Programs and Attendance:

Teen Manga/Anime Club – 2 sessions – 5 attended

DIY Homemade Speakers – 1 session -- 0 attended

Teen Advisory Board – 1 session – 0 attended

Check Out a Banned Book promotion – 0 participated

Adult Programs and Attendance:

Fiction – 1 session – 6 attended

Mystery Book Club – 1 session – 10 attended

Nonfiction Book Club – 1 session – 0 attended

SciFi Movie/Book Club – 1 session – 6 attended

Classic Movie Wednesdays – 2 session – 12 attended

Anime Now for Adults – 2 sessions – 18 attended

Lunch and Learn with IWU and McLean History Museum – 1 session – 23

Retirement Planning with Foundation for Financial Education – 1 session – 10 attended

There were 10 requests for individual appointments with a library staffer. Topics included the ereaders/ebooks; general computer, job searching & resumes; and two specifically for IT staff about downloading flash and organizing photos.

4. Principal Reads

The Library is repeating the popular Principal Reads programs we did last fall. Principals from several District 87 schools will read to their students in the Community Room. District 87 has informed us that they will no longer allow organizations the opportunity to insert flyers into student backpacks. This had been a very reliable way for us to communicate with students and parents to promote our Principals Read programs which are being held in collaboration with their principals. We hope attendance will not be impacted.

5. Outreach to Senior Facilities

The Circulation and Outreach staff have created two new programs that they have taken out to Luther Oaks, Westminster and Miller Park. One is on the 1950's and the other offers basic computer skills. Both have been very well received.



Respectfully submitted,
Georgia Bouda, Director

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

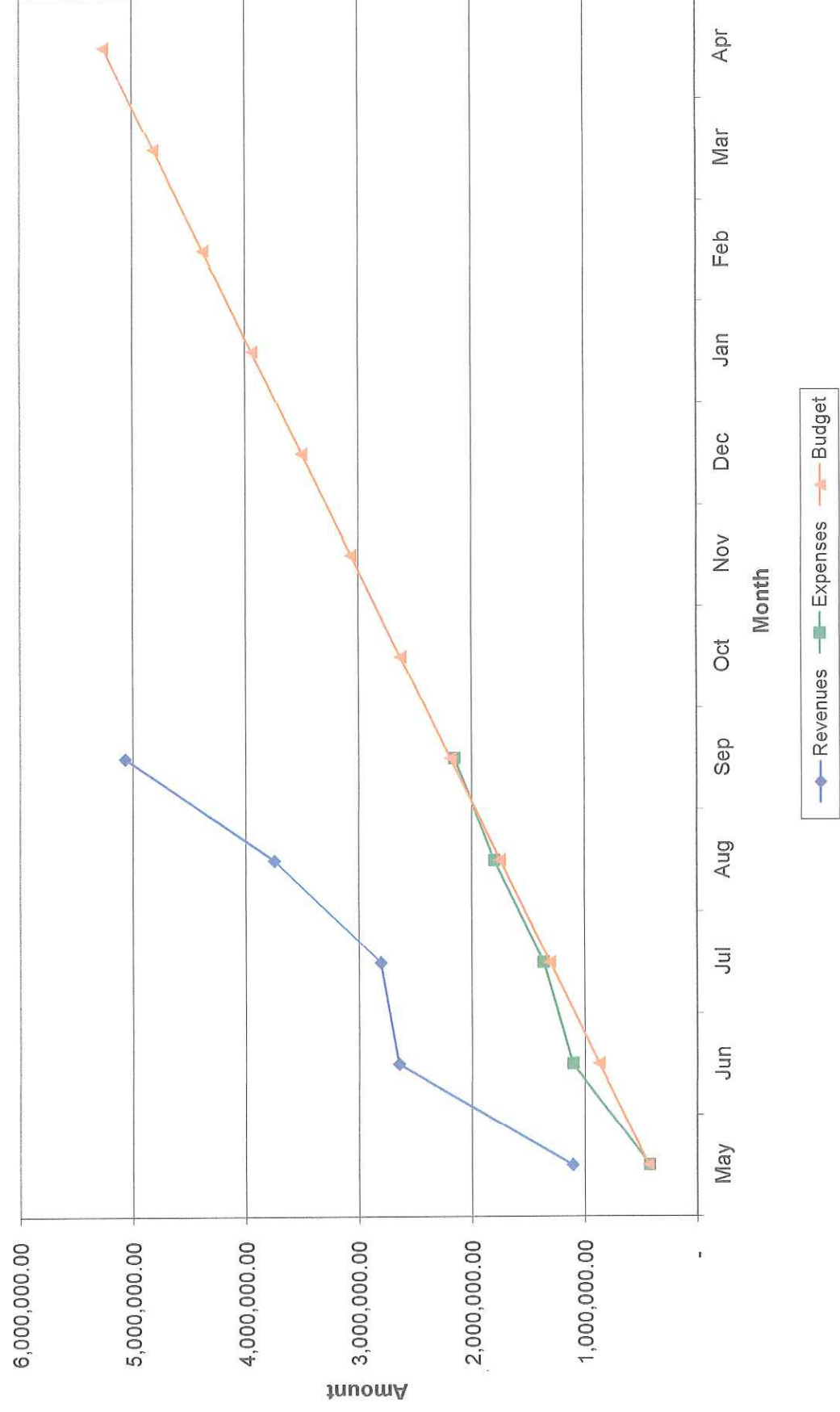
REVENUES:

ACCT NAME	BUDGET	SEPT 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,224,441.07	4,413,834.48	(132,875.52)	97.1
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	86,479.68	351,115.51	(23,884.49)	93.6
Fees & Rentals	75,000	7,498.04	35,415.63	(39,584.37)	47.2
Copies	3,600	232.25	1,400.55	(2,199.45)	38.9
Interest on Investments	4,000	54.09	200.32	(3,799.68)	5.0
Sale of Property	1,000	300.00	3,216.78	2,216.78	321.7
Donations	19,500	52.27	20,491.40	991.40	105.1
Cash Over/Short	0	19.00	(15.44)	(15.44)	-----
Other	20,000	3,126.37	20,290.54	290.54	101.5
Total Revenues	5,253,210	1,322,202.77	5,072,112.27	(181,097.73)	96.6

ACCT NAME	BUDGET	SEPT 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	143,821.21	771,502.11	(1,229,007.89)	38.6
Part-Time Salaries	384,836	27,263.17	159,900.18	(224,935.82)	41.6
Seasonal Salaries	34,648	965.10	29,273.06	(5,374.94)	84.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	4,064.19	4,064.19	-----
Total Sals & Wages	2,421,094	172,049.48	964,739.54	(1,456,354.46)	39.8
Dental Insurance	11,160	738.12	3,829.10	(7,330.90)	34.3
Vision Insurance	2,630	187.04	960.87	(1,669.13)	36.5
Health Insurance, BC/BS PPO	232,172	15,055.86	74,189.40	(157,982.60)	32.0
Health Insurance, OSF HMO	99,565	6,411.84	37,405.23	(62,159.77)	37.6
Life Insurance	4,000	230.07	1,144.74	(2,855.26)	28.6
IMRF	297,676	21,143.71	118,914.45	(178,761.55)	39.9
FICA	150,040	10,056.07	52,484.26	(97,555.74)	35.0
Medicare	35,090	2,351.85	12,274.51	(22,815.49)	35.0
Unemployemnt Insurance	0	6,174.00	6,174.00	6,174.00	-----
Worker's Comp	22,211	0.00	0.00	(22,211.00)	0.0
Uniforms	600	52.90	309.41	(290.59)	51.6
Tuition Reimb	30,000	7,632.00	11,388.00	(18,612.00)	38.0
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	70,033.46	319,073.97	(586,070.03)	35.3
Rentals	20,000	2,873.00	9,217.37	(10,782.63)	46.1
Total Rentals	20,000	2,873.00	9,217.37	(10,782.63)	46.1
Building Mtnc	125,000	1,710.58	19,379.47	(105,620.53)	15.5
Vehicle Mtnc	10,000	644.79	2,095.48	(7,904.52)	21.0
Office & Computer Mtnc	158,000	3,836.26	113,760.42	(44,239.58)	72.0
Other Mtnc	25,000	0.00	391.52	(24,608.48)	1.6
Total Repair/Mtnc	318,000	6,191.63	135,626.89	(182,373.11)	42.6

ACCT NAME	BUDGET	SEPT 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	1,880.00	7,865.19	(10,134.81)	43.7
Printing/Binding	18,000	6,079.62	8,805.62	(9,194.38)	48.9
Travel	6,000	0.00	2,433.03	(3,566.97)	40.6
Membership Dues	5,000	270.00	1,428.00	(3,572.00)	28.6
Professional Development	8,000	354.98	2,561.98	(5,438.02)	32.0
Other Purchased Services	112,000	1,369.13	21,153.82	(90,846.18)	18.9
Property Insurance	26,000	0.00	0.00	(26,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	4,500	0.00	0.00	(4,500.00)	0.0
Total Purchased Services	203,500	9,953.73	44,247.64	(159,252.36)	21.7
Office Supplies	20,000	851.89	2,864.58	(17,135.42)	14.3
Computer Supplies	90,000	8,989.27	23,116.90	(66,883.10)	25.7
Copier Supplies	4,500	93.07	1,840.29	(2,659.71)	40.9
Postage	30,000	(24.53)	58.82	(29,941.18)	0.2
Library Supplies	75,000	6,518.82	34,161.41	(40,838.59)	45.5
Janitorial Supplies	13,000	978.76	3,784.37	(9,215.63)	29.1
Gas & Diesel Fuel	8,240	1,442.45	3,221.58	(5,018.42)	39.1
Building Mtnc & Repair Supplies	8,000	1,025.16	5,803.97	(2,196.03)	72.5
Total Supplies	248,740	19,874.89	74,851.92	(173,888.08)	30.1
Natural Gas	35,000	3,421.41	10,094.72	(24,905.28)	28.8
Electricity	112,000	7,262.08	32,084.87	(79,915.13)	28.6
Water	8,500	871.58	3,088.68	(5,411.32)	36.3
Telecommunications	26,000	3,295.77	14,911.08	(11,088.92)	57.4
Total Utilities	181,500	14,850.84	60,179.35	(121,320.65)	33.2
Professional Collection	6,000	0.00	453.95	(5,546.05)	7.6
Total Prof Collection	6,000	0.00	453.95	(5,546.05)	7.6
Periodicals	35,000	37.90	16,845.23	(18,154.77)	48.1
Adult Books	165,300	15,467.80	64,855.06	(100,444.94)	39.2
Children's Books	120,300	12,683.81	56,023.91	(64,276.09)	46.6
A/V Materials	167,100	17,438.08	67,524.32	(99,575.68)	40.4
Public Access Software	150,000	11,467.00	107,787.07	(42,212.93)	71.9
Ebooks	61,300	0.00	0.00	(61,300.00)	0.0
Total Materials	699,000	57,094.59	313,035.59	(385,964.41)	44.8
Employee Relations	5,500	48.51	256.57	(5,243.43)	4.7
Miscellaneous Expenses	13,000	373.62	2,304.43	(10,695.57)	17.7
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	422.13	234,293.00	(15,939.00)	93.6
Total Expenses	5,253,210	353,343.75	2,155,719.22	(3,097,490.78)	41.0

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2014

Property Tax (97.1%): The Library has received six distributions.
Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (122.8%): The Per Capita Grant was more than we projected.

GPPLD (93.6%): Golden Prairie has received six distributions.

Interest on Investments (5.0%): Interest rates are still low.

Sale of Property (321.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (105.1%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (101.5%): The Book Shoppe continues to be a success.

Seasonal Salaries (84.5%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Dental Insurance (34.3%): This is a little under-spent due to some full-time staff vacancies.

Vision Insurance (36.5%): This is a little under-spent due to some full-time staff vacancies.

Health Insurance (PPO) (32.0%): This line is under-spent due to some full-time staff vacancies.

Life Insurance (28.6%): This is under-spent due to some full time staff vacancies.

FICA (35.0%): This is a little under-spent due to some staff vacancies.

Medicare (35.0%): This is a little under-spent due to some staff vacancies.

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

Uniforms (51.6%): Sample uniform shirts were ordered for the Custodians.

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

Building Maintenance (15.5%): Charges have been minimal.

Vehicle Maintenance (21.0%): Charges have been minimal.

Office/Equipment Maintenance (72.0%): This line item is over-spent because most of the expenditures are one-time annual payments for equipment maintenance.

Other Property Maintenance (1.6%): Charges have been minimal.

Printing/Binding (48.9%): This is over-spent because the Library recently paid the printing cost of the Fall Events Guide.

Membership Dues (28.6%): Charges have been minimal.

Professional Development (32.0%): Charges have been minimal.
Other Purchased Services (18.9%): Charges have been minimal.
Property Insurance (0.0%): The annual premium is paid in January.
Vehicle Insurance (0.0%): The annual premium is paid in January.
Other Insurance (0.0%): This is for the Director's & Officer's Insurance—the annual premium is paid in January.
Office Supplies (14.3%): Charges have been minimal.
Computer Supplies (25.7%): Charges have been minimal.
Postage (0.2%): Charges have been minimal.
Janitorial Supplies (29.1%): Charges have been minimal.
Building Maintenance Supplies (72.5%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (28.8%): Charges have been minimal.
Electricity (28.6%): Charges have been minimal.
Water (36.3%): Charges have been minimal.
Telecommunications (57.4%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.
Professional Collection (7.6%): Charges have been minimal.
Periodicals (48.1%): The annual subscription service payment was made in June.
Public Access Software (71.9%): Several one-time annual payments have been made for various electronic databases for the public.
Ebooks (0.0%): Nothing has been paid from this line item.
Employee Relations (4.7%): Charges have been minimal.
Miscellaneous Expenses (17.7%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer 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	
For 2014:	\$ 2,225.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	75.00
Fountain Receipts:	11.40
McLean Co Retired Teachers Assoc:	30.00
Total Donations:	\$ 20,439.13

The Other Revenue line item breaks out as follows:

Print Station:	\$ 4,413.50
Book Shoppe:	7,309.00
Sale of Reusable Bags:	129.00
Sale of Sling Backpacks:	280.00
Sale of Earbuds:	369.00
Sale of Flashdrives:	97.50
Sale of Umbrellas:	10.00
Hot Beverage Station:	337.00

Test Proctoring:	615.00
Meeting Room Fees:	650.00
B Logistics Revenue:	3,450.54
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,020.00
Total Other Revenue:	\$17,164.17

During September, 9 batches containing 148 invoices were processed, totaling \$62,272.10 and 188 credit card charges were made totaling \$72,715.90.

Library Fund Balance Information, 9/30/14:

Operating:	\$ 3,304,456.61
Capital:	\$ 2,052,092.74
Fixed Assets:	\$ 1,220,464.08

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, October 21, 2014

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	7,262.08
American Pest Control	Building Maintenance	190.00
Bound to Stay Bound Books	Juvenile Books	287.61
Brodart Co.	Library Supplies	85.28
CDW Government	Computer Supplies	6,907.49
Cengage Learning	Adult Books	2,074.95
Center Point Large Print	Adult Books	1,126.44
Childer's Door Service of Central Illinois, LLC	Building Maintenance	210.56
Children's Plus, Inc.	Juvenile Books	77.70
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	738.12
City of Bloomington	FICA	10,056.07
City of Bloomington	Fuel	661.75
City of Bloomington	Health Insurance-HMO	6,411.84
City of Bloomington	Health Insurance-PPO	15,055.86
City of Bloomington	IMRF	21,143.71
City of Bloomington	Life Insurance	230.07
City of Bloomington	Medicare	2,351.85
City of Bloomington	Payroll	172,049.48
City of Bloomington	Unemployment Insurance	6,174.00
City of Bloomington	Vehicle Maintenance	177.43
City of Bloomington	Vision Insurance	187.04
City of Bloomington	Water	871.58
Comcast	Telecommunications	99.85
Community Players Theatre	Advertising	240.00
Continental Research Corp	Janitorial Supplies	161.85
Cummins	Vehicle Maintenance	413.36
Cumulus Broadcasting	Advertising	1,337.80
Custom Digital Imaging	Printing/Binding	3,866.15
Dell Marketing LLC	Computer Supplies	1,643.40
Dell Marketing LLC	Office/Equipment Mtn	3,698.59
Demco	Library Supplies	528.90
Emery, Tom	Other Purchased Services	150.00
Findaway World, LLC	A/V Materials	356.92
Fisk, Terry	Other Purchased Services	300.00
Frankfort Public Library	Miscellaneous Expenses	30.00
Frontier	Telecommunications	1,814.78
Georgia Holdings (McGraw Hill Education)	Juvenile Books	83.95
Global Government/Education Solutions, Inc.	Computer Supplies	169.99

Green Hills Public Library District
 HOH Water Technology, Inc.
 Illinois Wesleyan University
 KCN Solutions
 Keystone US Management
 Lido Deck Productions
 McLean County Asphalt Co., Inc.
 MicroMarketing, LLC
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural books & Videos
 Nicor/Northern Illinois Gas
 Nu Air Corp
 Oberlander Communications
 Officemax
 Officemax
 Officemax
 Officemax
 Pantagraph
 PATH, Inc.
 Peek-A-Book, LLC
 Prochnow Landscaping, Inc.
 Rainbow Book Co.
 Random House, LLC
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 S & S Builders Hardware Co.
 ThyssenKrupp Elevator Corp.
 Twin City Tale Spinners
 Unique Management Services, Inc.
 Value Line Publishing
 Vernon Library Supplies, Inc.
 Weber Electric
 VISA - 1000 Bulbs.com
 VISA - AAIM Solutions
 VISA - Ace Hardware
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Flag & Gift
 VISA - American Library Association
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bill's Key & Lock Shop
 VISA - Engraving Express
 VISA - Facebook
 VISA - Financial & Banking Systems
 VISA - Five Star Water
 VISA - Galls Intern
 VISA - GameStop
 VISA - Global Government/Education Solutions

Miscellaneous Expenses	14.00
Building Mtnc Supplies	385.88
Other Purchased Services	101.17
Rentals	700.00
Building Maintenance	245.80
Other Purchased Services	1,000.00
Building Maintenance	6,608.00
A/V Materials	222.93
Building Maintenance	394.37
A/V Materials	4,771.43
Building Mtnc Supplies	103.32
Janitorial Supplies	917.45
Juvenile Books	450.74
Natural Gas	3,421.41
Building Mtnc Supplies	803.80
Telecommunications	48.50
Computer Supplies	366.14
Copier Supplies	282.78
Employee Relations	23.82
Office Supplies	376.14
Printing/Binding	208.20
Adult Books	40.00
Public Access Software	1,195.00
Other Property Mtnc	880.00
Juvenile Books	1,883.85
A/V Materials	197.25
Periodicals	10,713.06
Rentals	1,659.00
Building Mtnc Supplies	6.86
Building Maintenance	28.09
Other Purchased Services	100.00
Other Purchased Services	832.35
Public Access Software	4,700.00
Library Supplies	1,615.99
Building Maintenance	181.56
Building Mtnc Supplies	168.75
Professional Development	159.00
Building Mtnc Supplies	93.94
Computer Supplies	39.63
A/V Materials	438.39
Employee Relations	20.15
Office Supplies	134.95
Other Purchased Services	160.93
Uniforms	368.32
A/V Materials	11,367.53
Adult Books	13,521.27
Juvenile Books	9,869.11
Building Mtnc Supplies	4.26
Other Purchased Services	48.00
Advertising	113.27
Office Supplies	24.74
Miscellaneous Expenses	41.87
Uniforms	52.90
A/V Materials	239.96
Computer Supplies	408.93

VISA - Griffin Technology Corp.
 VISA - Home Depot
 VISA - Hooked on Phonics
 VISA - Illinois Library Association
 VISA - Illinois Secretary of State's Office
 VISA - Ingram
 VISA - Jewel-Osco
 VISA - K-Mart
 VISA - K-Mart
 VISA - MakerMedia
 VISA - Maximum Magazine
 VISA - Neopost USA
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Paypal*Wallstreetgod.com
 VISA - POS Supply Solutions
 VISA - Rainstorm
 VISA - Sears
 VISA - Shell Oil
 VISA - Stu Stumps
 VISA - Things Remembered
 VISA - Thrasher Magazine
 VISA - TJ Maxx
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wayfair
 VISA - WPY Constant Contact

Total

Computer Supplies	715.36
Other Purchased Services	31.84
A/V Materials	432.60
Membership Dues	270.00
Miscellaneous Expenses	51.18
Adult Books	537.58
Library Supplies	38.42
Janitorial Supplies	20.37
Office Supplies	32.05
Computer Supplies	929.72
Periodicals	19.95
Postage	295.00
Other Purchased Services	310.79
Telecommunications	160.69
Library Supplies	13.24
Library Supplies	886.17
Vehicle Maintenance	30.00
Building Mtnc Supplies	12.98
Fuel	53.82
Other Purchased Services	43.94
Other Purchased Services	59.00
Periodicals	17.95
Library Supplies	33.97
Postage	5.12
Library Supplies	37.94
Other Purchased Services	23.34
Library Supplies	139.00
Professional Development	237.98

357,887.80

Bloomington Public Library
Monthly Statistics - September 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	54,657	291,119	57,526	314,500
Teens	3,413	18,104	2,874	19,704
Children	48,323	266,887	47,780	286,695
OTR Adults	2,343	11,950	2,598	13,481
OTR Teens	149	925	165	751
OTR Children	4,229	20,472	4,327	21,144
e-Books - Freading	14	198	18	194
e-Books - Overdrive	2,862	19,494	3,006	16,251
Freegal downloads	600	3,221	810	3,881
Zinio Magazines	396	2,130	313	1,601
TOTALS				
Adults	57,000	303,069	60,124	327,981
Teens	3,562	19,029	3,039	20,455
Children	52,552	287,359	52,107	307,839
Digital Downloads	3,872	25,043	4,147	21,927
COMBINED TOTAL	116,986	634,500	119,417	678,202
ITEMS IN THE COLLECTION				
Main	292,653	292,653	285,288	285,288
OTR	12,663	12,663	13,095	13,095
TOTAL	305,316	305,316	298,383	298,383
HOLDS FILLED	7,755	40,393	7,563	39,947
CARDHOLDERS				
Added	457	2,558	472	2,978
TOTAL NUMBER				
Adults	26,959	26,959	26,532	26,532
Teens	2,390	2,390	2,297	2,297
Children	6,552	6,552	6,852	6,852
Combined Total of Active Cards	35,901	35,901	35,681	35,681
REFERENCE QUESTIONS				
Adults	2,430	13,257	2,952	15,857
Teens	115	551	45	448
Children	956	6,190	909	5,445
OTR	107	490	57	301
Circulation	714	4,022	397	2,504
PROGRAMS				
Story Times	21	60	17	41
Adult	10	56	13	72
Teens	5	33	5	48
Juvenile	8	34	3	20
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	543	2,507	287	887

Bloomington Public Library
Monthly Statistics - September 2014

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	85	768	115	934
Teen Programs	5	361	37	316
Juvenile Programs	250	2,612	51	2,004
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,704	0	4,458
Completed	0	2,759	0	2,635
TEENS				
Registered	0	811	0	822
Completed	0	402	0	387
ADULTS				
Registered	0	2,300	0	2,261
Completed	0	1,109	0	1,077
TOTAL				
Registered	0	7,815	0	7,541
Completed	0	4,270	0	4,099
COMPUTER USE				
Public computer uses	4,750	21,112	4,905	27,893
Website database/catalog hits	14,637	80,755	5,514	32,852
Online Resource (Database) uses	3,189	16,995	4,104	18,322
TOTAL	22,576	118,862	14,523	79,067
INTERLIBRARY LOAN				
Borrowing Requests Received	464	1,734	340	2,009
Outgoing Loans (Lending)	281	1,060	270	1,319
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	61	3	65
Outside the library (events)	1	39	3	34
Number of people	162	9,072	211	8,981
VOLUNTEER HOURS				
	97	460	229	990
MEETING ROOM USAGE				
Study Room	59	352	60	300
Digital Media Lab	17	144	52	N/A
Customer Visits (MAIN)	30,718	168,304	32,562	190,239
Customer Visits (OTR)	1,258	6,758	1,307	47,898
COMBINED TOTAL VISITS	31,976	175,062	33,869	238,137
TRAINING HOURS				
	101	653	67	515