

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, October 20, 2015

5:15 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. September 15, 2015
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 1. Recommend Approval of FY 17 Project Next Generation Budget
 2. Recommend Approval of FY 17 Fixed Asset Budget
 3. Recommend Approval of FY 17 Maintenance & Operating Budget
 - B. Planning, Policies & Programs (3 P's)
 - C. Bookmobile Ad Hoc Committee
- XI. New Business
 - A. Waive Three-Quote Requirement for Downloadable Magazine Service
 - B. Waive Three-Quote Requirement for Downloadable Magazine Titles
 - C. Approve Changing BPL Board Meeting Start Time to 5:30 p.m.
- XII. Unfinished Business
 - A. Development of Strategic Plan and Possible Approval of Draft Plan
 - B. Discussion of Current Goals for the Director
 - C. Discussion of Electronic Communication Among Board Members
 - D. Discussion of Purpose of Committee Meetings
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted: 10/16/15 9:30 a.m.

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, September 15, 2015

5:15 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:19 p.m.

II. Roll Call

MEMBERS PRESENT:

Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Whitney Thomas (arrived at 5:32 p.m.), Carol Koos

MEMBERS ABSENT:

Alex Cardona, Mike Raikes

OTHERS PRESENT:

Georgia Bouda, Austin Grammer (City of Bloomington Economic Development Coordinator), Lynn Gray (GPPLD), Joe Haney, Ruth Haney, Kathy Jeakins, Maria Nagle(Pantagraph), Caprice Prochnow, Marcie Schaffer, Carol Torrens

III. Introductions

President Koos introduced the guests present.

IV. Public Comment

There were no public comments.

V. Approval of Minutes

A. August 18, 2015

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 18, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. August 25, 2015

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 25, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

C. September 1, 2015

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 1, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos thanked the Trustees for attending the two Strategic Plan sessions and for their positive input.

President Koos asked the Trustees if everyone has a copy of the Parliamentary Procedures that she had distributed at the last regular Board meeting. She went on to review the basics of Robert Rules.

VII. Director's Report

Director Bouda shared that the 25th anniversary of Golden Prairie Public Library District will be celebrated tomorrow on the patio. She and GPPLD Board President Lynn Gray attended the City Council meeting last night and received a Proclamation that was presented by the Mayor.

Director Bouda shared that a group from Farnsworth were on site this morning to walk through the building to start the process of the study. Ed Barry from Farnsworth would like to get a date set for the Community Meeting. Director Bouda stated that this could possibly be held on Thursday, October 29 with a start time of 6:00 or 7:00 p.m. There was some discussion on this and the consensus was to hold the meeting in the community room, to send out invites to different members of the community as well as have the meeting open to others that may want to attend.

VIII. Fiscal Report

Kathy Jeakins shared a Property Tax Distribution was received at the end of August and since then we have received another one. She entertained questions.

IX. Approval of Bills

WHITNEY THOMAS MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM AUGUST 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

Chair Robert Porter shared that review of the Budgets is coming up and he is planning on calling a meeting on Tuesday, September 22 at 5:30 p.m. as well as on the standing meeting date.

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

The 3 P's Committee did not meet.

C. Nominating

1. Recommend Approval of Nomination for Vice President

Chair Robert Porter stated that the committee met a few weeks ago to consider nominations to fill the vacancy of Vice President and the committee recommends Van Miller to fill the remainder of the term that will end on April 30, 2016.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO RECOMMEND THE APPOINTMENT OF VAN MILLER FOR THE POSITION OF VICE PRESIDENT OF THE BPL BOARD. THE MOTION CARRIED UNANIMOUSLY.

XI. New Business

A. Waive Three-Quote Requirement for Payment of Annual Maintenance for Security Gates and RFID Pads

Director Bouda reviewed that this is for the annual maintenance for our security gates at both entrances and the RFID pads used for tagging and checking in items. She went on to say that this has to be done with Bibliotheca as they are the vendor for these items.

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT FOR PAYMENT OF ANNUAL MAINTENANCE FOR SECURITY GATES AND RFID PADS IN THE AMOUNT OF \$6,067.44 TO BIBLIOTHECA.

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

NAYES: NONE

ABSENT: ALEX CARDONA, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Recommendation to Foundation to Fund Staff Appreciation Day

Director Bouda shared that Staff Appreciation Day is planned for Tuesday, November 17, lunch will be served and the gift for staff is a Squid Multi-Device Cord Charger. The funds for this event are requested from the Foundation from the Stubblefield Trust.

VAN MILLER MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE RECOMMENDATION TO THE FOUNDATION TO FUND STAFF APPRECIATION DAY, IN THE AMOUNT NOT TO EXCEED \$3,000.00.

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

NAYES: NONE

ABSENT: ALEX CARDONA, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

C. Approval of Mid-City Properties, LLC, 312 & 314 N. Main St. Tax Abatement

President Koos introduced Austin Grammer, Economic Development Coordinator for the City of Bloomington. Austin explained the Tax Abatement process and distributed documents to help with the explanation.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE MID-CITY PROPERTIES, LLC, 312 & 314 N. MAIN STREET TAX ABATEMENT.

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

NAYES: NONE

ABSENT: ALEX CARDONA, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

D. Approval of Green Top Grocery Co-op, 915 & 921 E. Washington St. Tax Abatement
Austin Grammer reviewed this project with the Trustees.

WHITNEY THOMAS MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE
FOUNDRY LLC, 915 AND 921 E. WASHINGTON STREET TAX ABATEMENT.

AYES: SUSAN O'ROURKE, ROBERT PORTER, WHITNEY
THOMAS, CAROL KOOS

NAYES: NONE

RECUSE: EMILY KELAHAAN, VAN MILLER, JULIAN
WESTERHOUT

ABSENT: ALEX CARDONA, MIKE RAIKES

THE MOTION CARRIED.

E. Approval of Joe & Ruth Haney, 407-409 W. Washington St. Tax Abatement
Austin Grammer reviewed the history of this project and distributed a Pantagraph
article to the Trustees.

SUSAN O'ROURKE MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE
JOE AND RUTH HANEY, 407-409 W. WASHINGTON STREET TAX
ABATEMENT.

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

NAYES: NONE

ABSENT: ALEX CARDONA, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

Van Miller departed the meeting at 6:25 p.m.

XII. Unfinished Business

A. Discussion of Bookmobile Routes

President Koos stated that she has asked Alex Cardona to chair an Ad Hoc Committee to study bookmobile routes and associated outreach efforts. She went on to say that Whitney Thomas will be on this committee and Alex may appoint one other Trustee to be on the committee. President Koos shared that the committee will be working with staff, in particular Laura Golaszewski and Carol Torrens.

Director Bouda had distributed a map that reflects six new proposed stops that are located within the donut hole (within 2 miles of the Library). She shared that the printing of the November – April bookmobile schedule needs to happen very soon and staff would like to get input from the Trustees as to whether these proposed stops are acceptable. Director Bouda commended Laura Golaszewski and her staff for doing this quickly as they have to physically go out to each location to assess the feasibility of a stop.

Laura Golaszewski shared that if this is not the direction that the Board wants to go to please advise so that she and Outreach staff can begin scouting for different stop locations for the next schedule that comes out in May.

There was some discussion, and the end result is that the proposed bookmobile stops will be included in the November – April schedule.

Susan O'Rourke departed the meeting at 6:33 p.m.

B. Development of Strategic Plan

President Koos reviewed the draft of the Strategic Plan that Deb Halperin had produced. She asked the Trustees whether they would like to send this to staff to flesh out, discuss and refine as a Board, or have a facilitator help with getting to the final product.

Director Bouda stated that some of the proposed objectives would require additional staff and if this is the case, it would need to be incorporated into the FY17 budget.

Emily Kelahan stated that since this will be at least a three year plan, the changes could actually be incorporated into the FY18 budget rather than the FY17 budget.

There was some discussion, but with most of the Trustees not being in attendance it was decided to wait and discuss at a later time.

ROBERT PORTER MOVED, EMILY KELAHAH SECONDED, TO TABLE THIS UNTIL THE NEXT BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

XIII. Comments from Board Trustees

There were no comments.

XIV. Adjournment

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

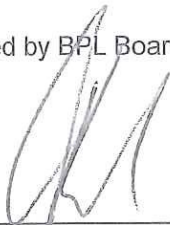
President Koos adjourned the meeting at 6:42 p.m.

2015.09

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 15, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,439.11
Ameren IP	Electricity	9,217.56
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Library Supplies	14,624.00
Brainfuse, Inc.	Public Access Software	4,000.00
CDW Government	Computer Supplies	533.95
Cengage Learning	Adult Books	1,482.90
Center Point Large Print	Adult Books	469.14
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	11,277.32
City of Bloomington	Gas & Diesel Fuel	685.21
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,939.25
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	2,637.45
City of Bloomington	Payroll	270,055.44
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,703.89
Comcast	Telecommunications	102.85
Demco	Library Supplies	1,420.19
Flora Public Library	Miscellaneous Expenses	21.99
Frontier	Telecommunications	1,366.66
Grayslake Area Public Library District	Miscellaneous Expenses	14.95
Leary, Donna	Travel	15.00
MicroMarketing, LLC	A/V Materials	320.96
Midwest Tape	A/V Materials	1,726.89
Miller Janitorial Supply	Janitorial Supplies	160.91
Mount Pisgah Baptist Church	Advertising	75.00
Multicultural Books & Videos	A/V Materials	293.66
NAACP Bloomington/Normal Branch	Advertising	50.00
NICOR/Northern Illinois Gas	Natural Gas	1,207.50
OfficeMax	Computer Supplies	328.70
OfficeMax	Copier Supplies	182.46
OfficeMax	Miscellaneous Expenses	82.92
OfficeMax	Office Supplies	40.75
OfficeMax	Other Purchased Services	48.50
OverDrive	Ebooks	9,800.00

Peek-A-Book, LLC
 Penguin Random House, LLC
 Penworthy
 ProQuest, LLC
 Rainbow Book Co.
 Reaching Across Illinois Library System
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Stumpf, Gerald (ID Cards Unlimited)
 Swank Motion Pictures (Movie Licensing USA)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 University of Illinois
 Weber Electric, Inc.
 Weber Electric, Inc.
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Demco
 VISA - Dollar Tree
 VISA - Eli Research
 VISA - Engraving Express
 VISA - EnvisionWare
 VISA - F & W Competitions
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Huck's Food & Fuel
 VISA - Hy-Vee
 VISA - Ingram
 VISA - Kirby Risk Electrical Supplies
 VISA - Lee Enterprises
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - Menards
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading Co
 VISA - Oriental Trading Co
 VISA - Party City
 VISA - Paypal*Ebay Marketplace
 VISA - Sprint
 VISA - Staples
 VISA - Staples
 VISA - Thrasher Magazine
 VISA - Toys R Us
 VISA - Verizon Wireless

Public Access Software	1,195.00
A/V Materials	234.00
Children's Books	1,244.29
Public Access Software	39,595.00
Children's Books	944.12
Professional Collection	22.50
Rentals	1,481.79
Printing/Binding	137.50
Library Supplies	6,160.38
Other Purchased Services	775.00
Building Maintenance	87.03
Other Property Mtnc	64.73
Tuition Reimbursement	14,628.00
Building Maintenance	3,109.60
Vehicle Maintenance	140.54
Computer Supplies	116.90
A/V Materials	348.93
Adult Books	46.35
A/V Materials	7,161.47
Adult Books	10,305.65
Juvenile Books	8,517.63
Library Supplies	34.94
Other Purchased Services	8.00
Professional Development	577.00
Other Purchased Services	24.00
Office/Equipment Mtnc	2,298.40
Other Purchased Services	45.00
Advertising	20.76
Miscellaneous Expenses	35.00
A/V Materials	534.87
Library Supplies	25.93
Other Purchased Services	21.93
Other Purchased Services	8.78
Miscellaneous Expenses	74.99
Adult Books	169.85
Building Mtnc Supplies	297.66
Periodicals	738.32
Building Mtnc Supplies	(41.47)
Janitorial Supplies	(33.20)
Other Purchased Services	192.00
Building Mtnc Supplies	18.99
Copier Supplies	89.55
Employee Relations	62.14
Library Supplies	79.53
Office Supplies	9.29
Library Supplies	179.70
Other Purchased Services	206.44
Library Supplies	10.74
Miscellaneous Expenses	11.28
Telecommunications	406.23
Copier Supplies	21.61
Office Supplies	31.79
Periodicals	17.95
Library Supplies	67.93
Telecommunications	122.85

VISA - Wal-Mart	Employee Relations	42.69
VISA - Wal-Mart	Janitorial Supplies	5.88
VISA - Wal-Mart	Library Supplies	64.69
VISA - Wal-Mart	Miscellaneous Expenses	26.32
VISA - Wal-Mart	Other Purchased Services	214.28
Total		487,825.76

XI.A.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
SECURITY GATES AND RFID PADS
TO BIBLIOTHECA

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

1. That the three quote requirement be waived and the Library Director authorize payment for renewal of annual maintenance of the Security Gates and RFID Pads to Bibliotheca in the amount of \$6,076.44
2. That the current equipment is functioning well
3. That this must renewed in order to guarantee continued service from the vendor
4. That the costs of this renewal is less than in previous years due to the elimination of maintenance for the Wands
5. That the funds come from the following source:
Maintenance and Operating Budget: \$6,076.44

Approved on this 15th day of September 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

INVOICE

1



Invoice Number: SI0009985-US

Invoice Date: 08/31/15

Customer ID: C13827

Order Date: 08/30/15

Customer Order No.: 08312015

Our Order No.: S007309-US

SalesPerson: Sarah Flagler

Ship To:

Bloomington Public Library
205 E Olive St
Bloomington
Bloomington, IL 61701

Sold To:

Bloomington Public Library
PO Box 3308
Bloomington, IL 61702-3308
USA

Ship Date 08/31/15
Due Date 09/30/15
Terms Net 30 days

Item / Description	Unit	Order Qty	Shipped Qty	Unit Price	Total Price
SUP000001-000 Annual Support & Maintenance Renewal Service Period: 04/01/2015 - 03/31/2016	Each	1	1	6,076.44	6,076.44

Subtotal:	6,076.44
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	6,076.44

Bibliotheca, LLC
3169 Holcomb Bridge Road, Suite 200
Norcross, GA 30071

Phone No. 1-877 207 3127
Fax No. 1-877-207-3129
www.bibliotheca.com

XI.B.

2015 Staff Appreciation Day Proposal

The annual Staff Appreciation Day is scheduled for Tuesday, November 17. 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, 30, or 35 years. We would like to give all staff, work-study students, and regular volunteers the Squid Multi-Device Cord which is pictured at right. The device includes plugs for iPhone 6, 5/5C/5S and iPhone 4/iPod/iPad. There is also a micro-USB (Samsungs, Droids, HTC, etc.), and a standard USB.



The device:

- allows you to charge multiple items at once by plugging into your computer or wall charger
- takes the hassle out of packing multiple cords to charge your devices
- doubles as a keychain

Following are the costs:

Lunch (including paper products and decorations) & Gift (squid Multi-Device Cord): Up to \$3,000.00

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of 2015 Staff Appreciation Day (including lunch, gift, paper products and decorations) at a cost not to exceed \$3,000.00.

Approved on this 15th day of September 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

Approved on this 11th day of November 2015

Mary Ann Webb, President
Bloomington Public Library Foundation

Bloomington Public Library

Books are just the beginning.

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The Bloomington Public Library Board of Trustees met on Tuesday, September 15, 2015 at 5:15 p.m. in the William C. Wetzel Reading Room of the Bloomington Public Library located at 205 E. Olive Street, Bloomington, IL.

Those in attendance:

MEMBERS PRESENT:

Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Whitney Thomas (arrived at 5:32 p.m.), Carol Koos

MEMBERS ABSENT:

Alex Cardona, Mike Raikes

OTHERS PRESENT:

Georgia Bouda, Austin Grammer (City of Bloomington Economic Development Coordinator), Lynn Gray (GPPLD), Joe Haney, Ruth Haney, Kathy Jeakins, Maria Nagle(Pantagraph), Caprice Prochnow, Marcie Schaffer, Carol Torrens

Three Tax Abatements were approved at this meeting. The Motion and Second along with the votes are noted for each on the attached sheet.

Approved on this 15th day of September 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

Bloomington Public Library

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Motion: That the resolution for a proposed property tax abatement agreement for the redevelopment of **407-409 West Washington by Haney Plumbing & Rental** be approved and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: Susan O'Rourke Seconded by: Julian Westerhout

	Aye	Nay	Other		Aye	Nay	Other
Carol Koos	X			Robert Porter	X		
Emily Kelahan	X			Van Miller	X		
Susan O'Rourke	X			Whitney Thomas	X		
Alex Cardona			absent				
Mike Raikes			absent				
Julian Westerhout	X						

Motion: That the resolution for a proposed property tax abatement agreement for the renovation of **312 and 314 North Main Street by Mid-City Properties, LLC** be approved and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: Julian Westerhout Seconded by: Van Miller

	Aye	Nay	Other		Aye	Nay	Other
Carol Koos	X			Robert Porter	X		
Emily Kelahan	X			Van Miller	X		
Susan O'Rourke	X			Whitney Thomas	X		
Alex Cardona			absent				
Mike Raikes			absent				
Julian Westerhout	X						

Motion: That the resolution for a proposed property tax abatement agreement for acquisition and construction of two new retail buildings at **915 and 921 East Washington Street by Foundry Square LLC** be approved and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: Whitney Thomas Seconded by: Susan O'Rourke

	Aye	Nay	Other		Aye	Nay	Other
Carol Koos	X			Robert Porter	X		
Emily Kelahan			Recuse	Van Miller			Recuse
Susan O'Rourke	X			Whitney Thomas	X		
Alex Cardona			absent				
Mike Raikes			absent				
Julian Westerhout			Recuse				

Bloomington Public Library Director's Report October 2015

1. Bibliotheca Buys 3M Library Systems Global Business

We received an announcement on October 6th that Bibliotheca has signed agreements to purchase the assets of the 3M Library Systems global business. These are our two main vendors. We have 3M self checks, sorter, and the upstairs security gates and Bibliotheca pads, tags, and security gates. This is a big deal for us. I hope it results in better service and new innovations.

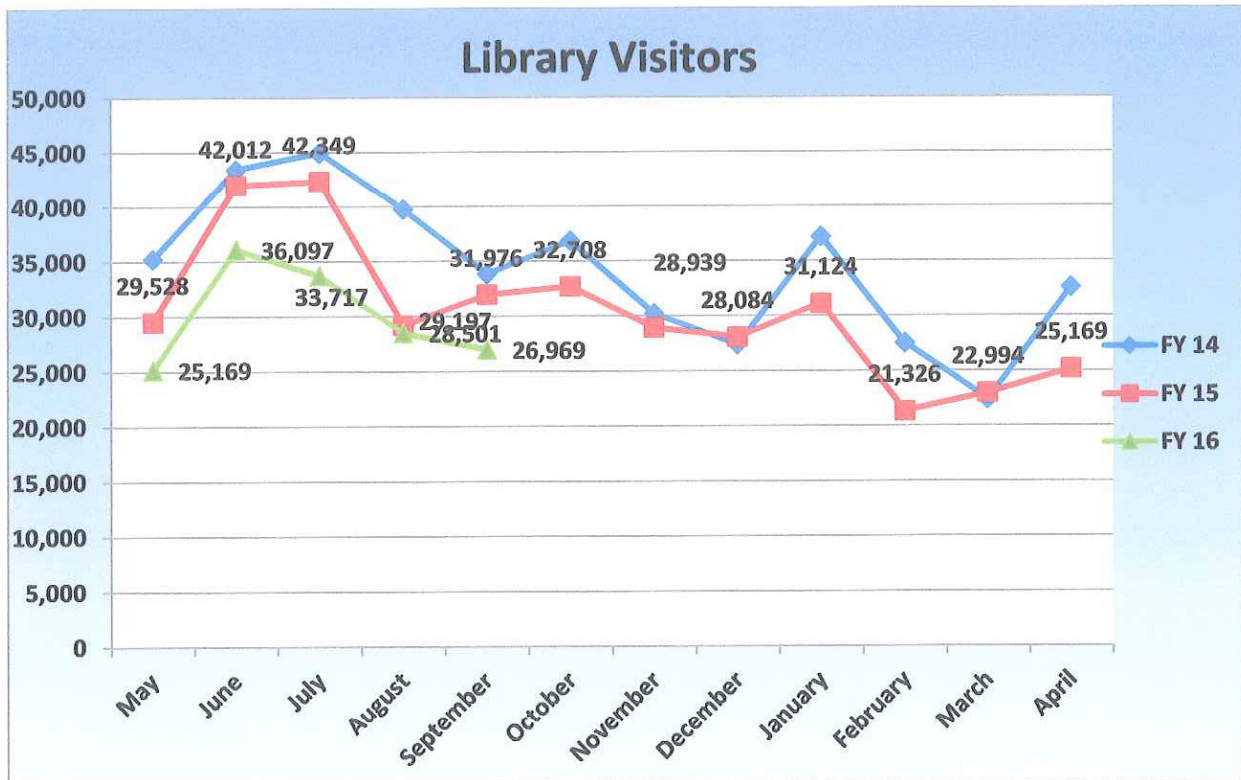
2. Farnsworth Library Expansion Input Session

Plans are well underway for the input session on Thursday, October 29. Invitations are in the mail. Thanks to those of you who sent names. About 150 were invited including GPPLD Board and City Council. Johanna will take RSVPs and a link to the questions will be available for those who were not able to attend.

3. Statistics



Customers borrowed 109,079 items in September, 2015 which is less than the 116,986 items borrowed in September, 2014. There were 26,969 visitors to the Library in September, 2015 compared to 31,976 in September, 2014. Staff answered 3481 questions from customers this month compared to 4022 questions answered in September, 2014.



Programs and Attendance in the month of September:

Children Programs and Attendance:

- Talk Like a Pirate Day

Story time – 30 attended

Crafts – 60 made

- Kiddie Drive-In – 42 attended
- Lapsit story time – 6 sessions – 57 attended
- Toddler story time – 7 sessions – 248 attended
- Preschool story time – 4 sessions – 125 attended
- Singing Swinging story time – 2 sessions – 40 attended
- Move and Learn story time – 2 sessions – 51 attended
- Principals Read – 5 sessions – 318 attended
 - Bent School – 33 attended
 - Sheridan School – 35 attended
 - Washington School – 100 attended

Oakland School – 115 attended

Brigham School – 35 attended

- Tales for Tails – 3 sessions – 55 attended
- Library presence at the World Wide Day of Play event – 500 estimated attended

Teen Programs and Attendance:

Banned Book Bingo – 7 sheets taken, 5 completed

Homecoming Hairstyles – 1 session – 6 attended

Teen Advisory Board – 1 session – 0 attended

Adult Programs and Attendance:

Fiction Book Club – 1 session – 5 attended

Mystery Book Club – 1 session – 5 attended

SciFi Movie/Book Discussion – 1 session – 1 attended

Second Wednesday Classic Movie – 1 session – 11 attended

Social Media Marketing for Small Businesses, with SCORE – 1 session – 16 attended

DIY Magnet Board – 1 session – 9 attended

Computer Basics – 1 session – 6 attended

4. BNTEchtown

Thank you to Alex for connecting us with BNTEchtown. BNTEchtown is a new organization looking to promote STEAM in our community. Jon Whited, Carol Koos, and I met with Matt Giordano and Kevin Reeves and found that we have mutual interests and should have further discussion to see where we can collaborate. They were interested in whether we could inventory, check out, and keep track of computer hardware that they are beginning to acquire. We feel that would be a great fit for us as long as it does not involve storing a lot of equipment. We will continue to talk as their organization develops.

Respectfully submitted,
Georgia Bouda, Director

Adult Services

Collections

Karen, Illinois Collection selector, continued RFID tagging in the 900s.

Tiffany, teen librarian, replaced worn & damaged Classics with new copies.

Programs

Karen met with the Lincoln's Festival in Bloomington Committee. She also met with McLean County History Museum reps. about titles for the 2016 History Reads Book Club.

Planning has begun for other 2016 book club titles: Fiction, Mystery, Books on Tap, Read 'n Watch. Other planning is underway for events from January through May, 2016.

Karen submitted grant applications to the Heritage Association of McLean County for expenses incurred by the library and by GPPLD for Lincoln Festival programming. The association has supported this programming for years.

Three basic computer classes for parents of Boys & Girls Club children, which was requested by staff there, have been cancelled because of their internet connectivity issues.

Displays in Adult Services included Mango and Safari databases, Labor Day -- materials about careers, Hispanic Heritage Month, and International Talk like a Pirate Day. In the AV area downstairs: dogs, RIP Joan Collins, and pirates.

Adult Programs:

- Fiction Book Club – 1 session – 5 attended
- Mystery Book Club – 1 session – 5 attended
- SciFi Movie/Book Discussion – 1 session – 1 attended
- Second Wednesday Classic Movie – 1 session – 11 attended
- Social Media Marketing for Small Businesses, with SCORE – 1 session – 16 attended
- DIY Magnet Board – 1 session – 9 attended
- Computer Basics – 1 session – 6 attended

Teen Programs:

- Banned Book Bingo – 7 sheets taken, 5 completed
- Homecoming Hairstyles – 1 session – 6 attended
- Teen Advisory Board – 1 session – 0 attended

Training & Technology

AS staff has started to post weekly to the library's blog.

Several staff attended Mini-Morning Sessions (MMS) about the new Bookmobile.

AS staff continue to help tag DVDs and CDs with the new stingray tags.

Librarian Renny updated the AS SharePoint page so that frequently needed documents are easy to access.

There were 17 individual appointments with an Adult Services staffer. Topics: ebooks, email set up, resumes, and completion of forms/applications.

Other

Due to theft and damage, we're now keeping a week's worth of the Pantagraph, the Chicago Tribune, and the Chicago Sun Times at the Reference Desk, insuring they're available to anyone who wishes to read them.

Children's Services

Programs

- Talk Like a Pirate Day

Story time – 30 attended

Crafts – 60 made

- Kiddie Drive-In – 42 attended
- Lapsit story time – 6 sessions – 57 attended
- Toddler story time – 7 sessions – 248 attended
- Preschool story time – 4 sessions – 125 attended
- Singing Swinging story time – 2 sessions – 40 attended
- Move and Learn story time – 2 sessions – 51 attended
- Principals Read – 5 sessions – 318 attended

Bent School – 33 attended

Sheridan School – 35 attended

Washington School – 100 attended

Oakland School – 115 attended

Brigham School – 35 attended

- Tales for Tails – 3 sessions – 55 attended
- Library presence at the World Wide Day of Play event – 500 estimated attended
- Coming in October:

Regular story times and programs continue

Principals Read continues

Star Wars Reads Day – Oct 10

Minecraft Mania – Oct 12

Needle art program – Oct 16

How to Train Your Dragon party – Oct 23

Twin City Tale Spinners Not-So-Scary Stories – Oct 24

Halloween Parade and Story Time – Oct 30 and 31

Monthly visits to daycares and preschools (Milestones, Katie's Kids, Little Jewels, Head Start) begin

Head Start Fun Club library night – Oct 15

Library presence at the following events –

Washington School Back to School Picnic – Oct 8

ABC Literacy Team event – Oct 8

YWCA Lights On After School event – Oct 22

Miller Park Zoo Spooktacular – Oct 25

Business Office

- Most of September was spent preparing the FY 17 budgets
- The Library continued to sell bus passes to the public
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts
- Entered ten expense batches in account files
- Prepared 22 deposit batches in MUNIS
- Entered 32 deposit batches in account files

- Received two separate Property Tax distributions in September, on the 3rd of \$818,205.37 and on the 17th of \$310,346.39 for a total of \$1,128,551.76
- I made wire transfers on the 8th and the 18th to deposit funds from Golden Prairie into the Library's account, as per the agreement with Golden Prairie in that 95% of Golden Prairie's tax dollars are given to Bloomington Public Library to provide library services to the district residents
- In preparation of the Golden Prairie audit (which is scheduled for 10/6/15), I began pulling documents for the auditor

Circulation

- We hosted 6 programs at our deposit sites this month. We did a book talk at Westminster Village with 18 in attendance, a tech drop-in day at Luther Oaks and Miller Park with 5 attending at each, a travelogue program at Luther Oaks with 14 and at Miller Park with 15 in attendance, and an E-reader program at Luther Oaks with 8 in attendance.
 - We delivered 1,045 books to 13 sites through our deposit service this month.
 - We delivered 486 items to 48 home delivery patrons this month. We also added one patron to the service.
 - We added 7 new bookmobile stops to our Fall schedule, which was created this month.
 - Our main focus this month was the Bookmobile schedule and obtaining better marketing tools for our outreach services. We worked with the Marketing department to create the new bookmobile schedule, reminder bookmarks for those whose stops are being moved, door hanger notifications for home delivery patrons, and a handout about how to get a library card. Marketing was very good to us this month!
- Goal: To administer a cost-effective public library.
- With Jon, we created a notification for expired cards that will be sent to patrons 30 days before their card is set to expire. We created a separate notice for those whose cards have been long expired to encourage them to come in and renew.

Human Resources

- Staff Milestones
 - Paul Short celebrated 5 years of service
 - Margaret Taylor celebrated 15 years of service
- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I helped with AV tagging in Technical Services
 - Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Orientation documents will be available (upcoming)
 - I contribute news to the monthly staff newsletter
 - In September, there was one in-house job announcement
 - In September, I conducted one work study interview
 - I conducted orientations for two new work study students
 - I share relevant training opportunities with Department Managers
 - I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers to help in our Book Shoppe
 - I serve as our Volunteer Coordinator

ITS

The IT department partnered with the ISU solar car team to have a two night event where the students ages 9-17 learned about the technology that goes into the Solar Car that is raced by ISU and then the students went on to build their own smaller solar cars. We had 17 students attend two 90 minute programs.

IT removed the unlockers from all of the self-check machines, after Technical Services tagged all of the AV items. This allows the Customers to move easily checkout the AV items at the self check. This also saves us money in the form of maintenance of the unlockers.

We upgraded the wireless system. The new system accommodates a larger number of people connected to it at the same time.

We are currently working on the process for upgrading our Sirsi Library system to the latest version.

We replaced two of the catalog computers in the Children's department and will be replacing the Reservation station also as all of these PCs have reached their end of life.

We are working on setting 5 new tablets for the Teens to be able to use in the TeenZone. That will bring the total number of tablets in the room up to 7.

Marketing

Bookmobile Schedules/Promotions

- The new Bookmobile schedules were designed and sent to the printer in September for delivery by Oct. 9. This delivery date makes the guides available to customers in paper form for a full three-week Bookmobile rotation before the schedule goes into effect on November 1.
- The Library is contracting with Magic Blue Box to provide opt-in text message reminders to Bookmobile customers. Each stop will be associated with a specific opt-in word. If I were to opt-in to the word "Colonial," I would receive a text reminder the morning that the Bookmobile will stop at Colonial Plaza.
 - o The contract is not yet signed, but this service will cost approximately \$20-\$30 per month + \$0.02-\$0.03 per text message.
- The Marketing Department has explored and will be using Every Door Direct Mail technology to send postcards to people living in the areas surrounding our new Bookmobile stops. With EDDM, we enter an address, highlight the carrier routes surrounding the address, submit our artwork, and our mailer will be sent to every address within the chosen carrier routes. (We can eliminate businesses, but we plan to include them). EDDM is fairly new technology (2013) which will eliminate the tedious process of using The City Directory to come up with mailing lists for the people living near these stops.

Newsletter (distributed bi-monthly)

- The September newsletter was compiled, designed, and distributed via email and social media on August 31. Paper copies of the newsletter were mailed on September 2 to those who receive it via snail mail. Electronic recipients receive the newsletter in color. Those who pick the newsletter up at the Library or opt for a paper copy delivered to their house receive a black & white version.
 - o The newsletter is sent via email (quantity 1,058), sent via snail mail (quantity 1,007), and is posted to the Library's website.
 - o Posts on Facebook and Twitter are used to direct people to the newsletter link on the website.

Program Guide

- The Library's 8-page September-December Program Guide was inserted into Bloomington editions of The Pantagraph on Saturday, September 5. It was also inserted into GPPLD editions of the paper that are delivered in what The Pantagraph considers "Zone 7." People living in the GPPLD towns of

Arrowsmith, Bentown, Downs, Ellsworth, and Holder receive the guide while those in Covell and Shirley do not.

Farnsworth Input Session

- Marketing worked to help develop a list of more than 130 people (including addresses) to invite to the Farnsworth Expansion Input Session which will be held in late October.

Halloween Promo

- The Library will be supplying candy to be handed out to Trick-or-Treaters on Halloween night at the homes of staff living in Bloomington. Each Fun Size bag of candy will be attached to a promo piece which tells people that library cards are free and invites them to come in and get their card.

Promo Materials

- The November-April Bookmobile schedule was designed and delivered to the printer.
- The Library's display case in the lobby was outfitted with a display promoting Principals Read
- New artwork pieces were created for the Story Room door; these pieces are entertaining and also promote the dates and times of all our upcoming story times
- Produced a bowling backdrop for International Talk Like a Pirate Day activities
- Submitted a Principals Read press release to The Pantagraph (received front-page coverage on September 18)
- Purchased acrylic, triangular information holders to be used on the tables in AS and CS in hopes that these more durable "table tents" will last longer and not disappear as frequently has happened with paper table tents.
- Created a promotional card which will be attached to packages of candy and handed out on Halloween at the homes to staff members who opted to take part and also live in Bloomington and GPPLD. At this time, we believe that IWU student volunteers will be assembling the handout.
- Submitted an article to Pastelle magazine promoting the new Bookmobile stops.
- Designed the artwork and submitted the order for Staff Appreciation Day gifts which are charging buddies or "squids."
- Created promotional materials for these upcoming programs:
 - Star Wars Reads
 - Jim Gibbons' Our Lady of the Angels program and Lincoln/Kennedy program
 - Needle Craft program
 - Graphic Novelist program
 - How to Train Your Dragon Program
 - Calendars promoting all our October programs
 - 3-program Brewing series
- Created ads for
 - the Sunday Pantagraph (4)
 - the program booklet that was distributed at the NAACP Freedom Fund Banquet (ad promotes "how to get a library card" and also the fact that library cards are free)
 - the Tour de Metro program booklet (ad promotes upcoming history programs with Jim Gibbons)
 - Pastelle magazine (ad promotes Superhero Academy program on November 21; issue runs Oct 20-Nov 23)
 - Mount Pisgah Church's 150th Anniversary Gala program booklet (ad promotes that both library cards and library programs are free)
- Fulfilled the following sign requests:
 - New sign explaining that any type of library card can now be used to reserve a laptop
 - Book display sign after the death of Jackie Collins
 - Scary Reads book display
 - Autumn cooking book display
 - National Cookie Month book display
 - READbox book display

Ongoing Promotion:

- The Library has a 12-month advertising package with WMBD/CiProud/Fox 43 via their "Excellence in Education" promotion. This began airing in March 2015.
- Weekly ads run in the Sunday edition of the The Pantagraph at a severely reduced rate.
- The Library runs an ad in each Community Players playbill.
- Library programs continue to appear on the Library's website and on the plasma television in the Library's lobby.
- Programs appear on The Pantagraph's online calendar.
- Non-recurring programs appear in the print edition of The Pantagraph's Daily Calendar.
- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

Out and About

- September 3 – attended the Westside Community Partners Meeting
- September 22 – interviewed by WZND radio
- Upon request, BPL's Dora costume was loaned to the YWCA for their Hispanic Heritage Month festivities.

WebTeam

- Kerrie has upgraded our analytics package. She is still working to make sense of the data she's being given.
- Once inside SIRSI, to log into a library account patrons were asked to enter their "username" and password." Patrons were often confused by this as what's really being asked for is a library card number and a PIN number. Jon worked with SIRSI to make the wording match that which is being requested.
- Instagram and Pinterest logos were added to the Library's website.

Social Media

- The Marketing Department continues to promote the Library via Facebook and Twitter.
- o During the past month, the Library added 112 Facebook fans (for a total of 3,714).
- o We also added 4 Twitter followers (for a total of 1,300).
- o During the month of September, the Library also joined Instagram. We currently have 72 followers.
- o The Library's new Pinterest page has 44 followers.

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

Caprice attended a Strategic Planning Workshop that was presented by RAILS on September 10. Abby did a fantastic job of clearing and cleaning out the Community Room kitchen. You can actually see the counters once again!

In the Community Room, Maddy cleaned the blinds and windows and Abby used the Shop Vac to vacuum the window ledge and frames.

Abby and Rick re-lamped the Childrens area and the WCW Reading Room.

HOH Chemical conducted a check of the chemical in both our hot water and chill water loops for the HVAC system.

Caprice is seeking bids on exterior/interior window cleaning for the Library.

Tri-County Irrigation had to replace a few sprinkler heads this month that had been damaged.

Weber Electric repaired the hand dryer in the LL Men's restroom.

C.K. Brush cleared an obstruction from the Trash Room floor drain. They also looked at the drains in front of the garage door that are not draining properly.

A new flag was installed on the flag pole.

Technical Services

- The unlockers are gone and we're essentially done with our tagging project! However, items that need tagging will continue to filter in slowly for many, many months. In the end, we've tagged at least **47,000** items and it took us about 3 months. Great work everyone!
- We made sure that all bookmobile items had the new removable yellow labels (excluding paperback picture books and beginning readers). Old items were either discarded or moved to main, while items the bookmobile wanted to keep were updated with new labels. This will make it easier to quickly identify bookmobile items as well as ease the transition when they are eventually put into main. Bookmobile drivers – please be on the lookout for items with old labels. They can be checked out to mending and put on the mending shelf in TS or the mending cart in Circ.
- 9/28/15 – We moved all the Star Wars juvenile fiction into the call label of STAR WARS in preparation for Star Wars Reads Day and the new movie release.
- TS cataloged at least 3,500 items this month! (That's over a 1,000 up from last month.)
- Robbin will now ensure a record is available for all box office hits (including Amazon orders) 2 weeks prior to release. (This does not mean we will necessarily have the items the day they come out, that depends on when they are received from B&T and Amazon.)

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	966	913
Adult Nonfiction	352	192
Juvenile Fiction	1195	611
Juvenile Nonfiction	234	88
Adult CDs	111	18
Juvenile CDs	6	3
Adult DVDs	257	367
Juvenile DVDs	217	28
Adult Audio	49	32
Juvenile Audio	13	0
Adult Computer Games	10	4
Juvenile Computer Games	0	2
Total Adds/Withdraws	3410	2258

Total Items in Main	299698
Total Items in OTR	11707
Total Items in Library	311405

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

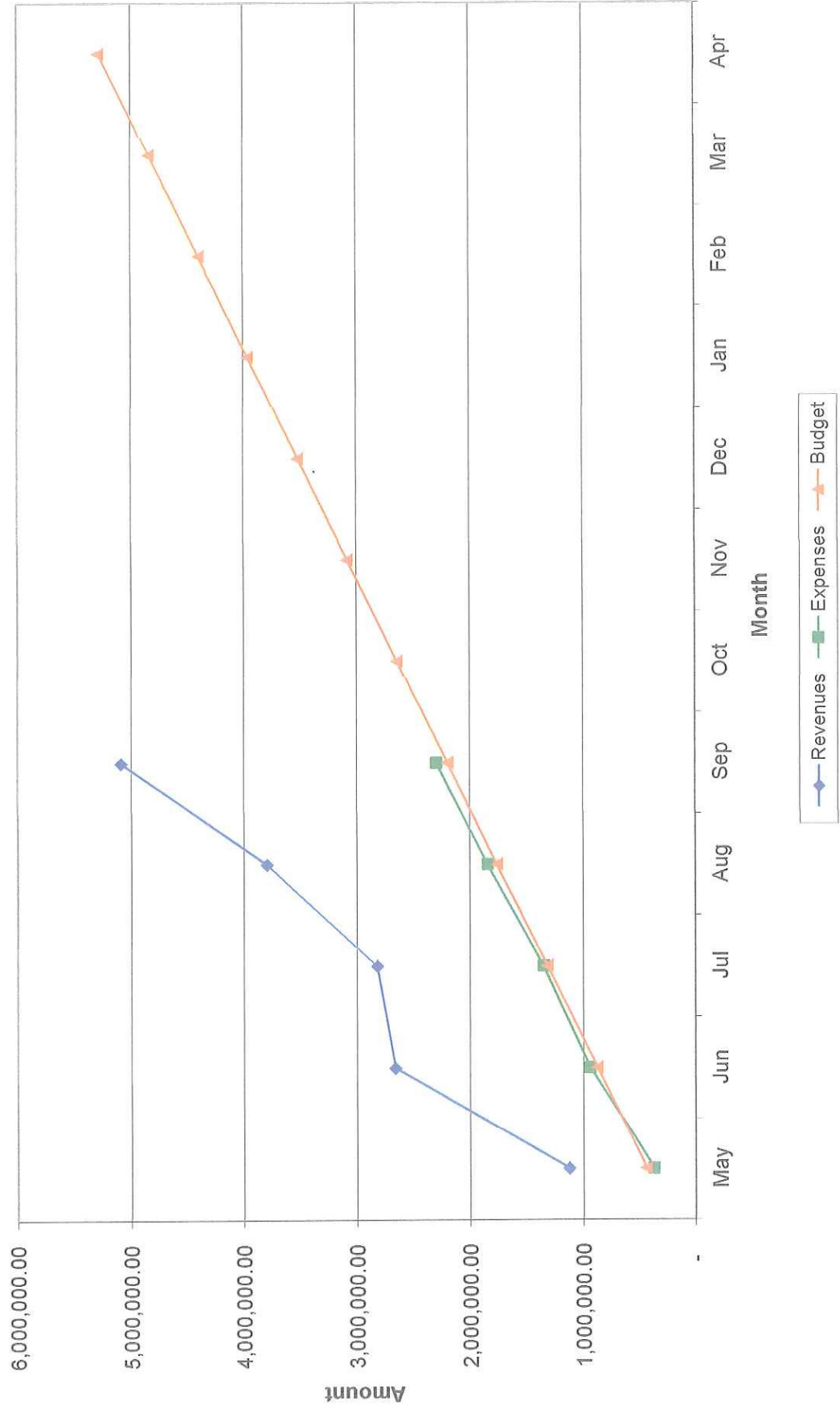
REVENUES:

ACCT NAME	BUDGET	SEPT 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,128,551.76	4,431,155.91	(115,554.09)	97.5
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	162,927.43	359,943.21	(10,056.79)	97.3
Fees & Rentals	80,000	6,012.02	35,226.82	(44,773.18)	44.0
Copies	3,800	235.05	1,357.00	(2,443.00)	35.7
Interest on Investments	1,000	253.46	930.25	(69.75)	93.0
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	16.04	23,170.76	3,170.76	115.9
Other Grants	0	0.00	450.00	450.00	-----
Cash Over/Short	0	2.38	(27.50)	(27.50)	-----
Other	30,000	2,961.80	16,481.44	(13,518.56)	54.9
Total Revenues	5,277,910	1,300,959.94	5,094,850.39	(183,059.61)	96.5

ACCT NAME	BUDGET	SEPT 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	255,734.67	935,960.60	(1,079,272.40)	46.4
Part-Time Salaries	453,600	28,612.00	151,900.71	(301,699.29)	33.5
Seasonal Salaries	35,586	1,026.31	34,612.10	(973.90)	97.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	285,372.98	1,122,473.41	(1,383,045.59)	44.8
Dental Insurance	11,273	807.72	4,006.54	(7,266.46)	35.5
Vision Insurance	2,894	199.62	996.60	(1,897.40)	34.4
Health Insurance, BC/BS PPO	210,104	19,796.84	96,612.08	(113,491.92)	46.0
Health Insurance, OSF HMO	118,062	6,916.60	34,583.00	(83,479.00)	29.3
Life Insurance	3,097	240.49	1,206.98	(1,890.02)	39.0
IMRF	299,867	20,944.30	105,807.87	(194,059.13)	35.3
FICA	162,368	10,842.56	55,122.84	(107,245.16)	33.9
Medicare	36,315	2,535.74	12,891.73	(23,423.27)	35.5
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	0.00	0.00	(600.00)	0.0
Tuition Reimb	30,000	0.00	24,804.00	(5,196.00)	82.7
Other Benefits	0	0.00	921.74	921.74	-----
Total Benefits	912,255	62,283.87	336,953.38	(575,301.62)	36.9
Rentals	22,000	1,930.77	7,779.71	(14,220.29)	35.4
Total Rentals	22,000	1,930.77	7,779.71	(14,220.29)	35.4
Building Mtnc	135,000	2,743.50	17,875.62	(117,124.38)	13.2
Vehicle Mtnc	5,000	1,540.15	3,646.75	(1,353.25)	72.9
Office & Computer Mtnc	165,000	10,182.06	103,878.59	(61,121.41)	63.0
Other Mtnc	25,000	108.51	179.51	(24,820.49)	0.7
Total Repair/Mtnc	330,000	14,574.22	125,580.47	(204,419.53)	38.1

ACCT NAME	BUDGET	SEPT 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	376.76	7,238.41	(11,761.59)	38.1
Printing/Binding	19,000	2,457.38	4,689.23	(14,310.77)	24.7
Travel	6,000	49.21	3,087.88	(2,912.12)	51.5
Membership Dues	5,000	175.00	1,579.00	(3,421.00)	31.6
Professional Development	8,000	2,191.00	2,699.01	(5,300.99)	33.7
Other Purchased Services	100,000	1,117.11	20,226.00	(79,774.00)	20.2
Property Insurance	23,000	0.00	0.00	(23,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Total Purchased Services	190,000	6,366.46	39,519.53	(150,480.47)	20.8
Office Supplies	20,000	316.80	6,822.30	(13,177.70)	34.1
Computer Supplies	85,000	5,400.15	14,741.59	(70,258.41)	17.3
Copier Supplies	3,300	137.36	1,380.96	(1,919.04)	41.8
Postage	12,000	7.55	3,058.80	(8,941.20)	25.5
Library Supplies	72,000	11,271.30	54,093.90	(17,906.10)	75.1
Janitorial Supplies	16,000	996.47	4,350.28	(11,649.72)	27.2
Gas & Diesel Fuel	8,000	359.33	1,818.10	(6,181.90)	22.7
Building Mtnc & Repair Supplies	10,000	2,377.59	6,219.79	(3,780.21)	62.2
Total Supplies	226,300	20,866.55	92,485.72	(133,814.28)	40.9
Natural Gas	35,000	661.44	6,086.02	(28,913.98)	17.4
Electricity	95,000	9,033.36	43,820.66	(51,179.34)	46.1
Water	8,500	1,034.93	4,297.56	(4,202.44)	50.6
Telecommunications	26,000	2,721.03	14,188.50	(11,811.50)	54.6
Total Utilities	164,500	13,450.76	68,392.74	(96,107.26)	41.6
Professional Collection	7,000	22.50	137.52	(6,862.48)	2.0
Total Prof Collection	7,000	22.50	137.52	(6,862.48)	2.0
Periodicals	35,000	(8.48)	19,814.49	(15,185.51)	56.6
Adult Books	170,000	14,778.49	61,196.24	(108,803.76)	36.0
Children's Books	125,000	9,861.98	42,513.63	(82,486.37)	34.0
A/V Materials	168,000	13,152.06	58,174.57	(109,825.43)	34.6
Public Access Software	140,000	3,806.00	101,767.46	(38,232.54)	72.7
Ebooks	70,000	9,800.00	24,500.00	(45,500.00)	35.0
Total Materials	708,000	51,390.05	307,966.39	(400,033.61)	43.5
Employee Relations	6,000	107.09	713.51	(5,286.49)	11.9
Miscellaneous Expenses	13,000	647.53	2,572.23	(10,427.77)	19.8
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	754.62	196,621.74	(15,714.26)	92.6
Total Expenses	5,277,910	457,012.78	2,297,910.61	(2,979,999.39)	43.5

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2015

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

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

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

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

Copies (35.7%): This line item is a little under at this point.

Interest on Investments (93.0%): The Library adjusted the budgeted amount. It appears as though Interest revenue is on the increase.

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

Donations (115.9%): The Library received its annual amount for the Summer Reading Program in July.

Other (54.9%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (33.5%): This is under-spent due to some staff vacancies and due to some staff not working 100% of their budgeted hours.

Seasonal Salaries (97.3%): This is over-spent because most of the spending from this line item occurs during the summer when the Library hires several seasonal staff to help during the Summer Reading Program.

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

Dental Insurance (35.5%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (34.4%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, OSF HMO (29.3%): This is under-spent because fewer staff chose this option for health insurance coverage.

IMRF (35.3%): This line item is actually not under-spent—it's a matter of timing. The last payroll in September went through 9/25/15 and the IMRF for that payroll was not paid until the first week in October.

FICA (33.9%): This is under-spent because of the under-spending in Part-Time Salaries and because of the timing, like with IMRF.

Medicare (35.5%): Same explanation as for FICA.

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

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

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

Rentals (35.4%): Charges have been minimal.

Building Maintenance (13.2%): Charges have been minimal.

Vehicle Maintenance (72.9%): The Library was charged for work that was done on other vehicles at City. The amount, approximately \$1,000, will be reversed sometime in the future.

Office/Equipment Maintenance (63.0%): This line item is over-spent due to payments for annual service of equipment maintenance.

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

Printing/Binding (24.7%): Charges have been minimal.

Travel (51.5%): This is over-spent due to the costs associated with attendance at the American Library Association Conference.

Membership Dues (31.6%): Charges have been minimal.

Professional Development (33.7%): Charges have been minimal.

Other Purchased Services (20.2%): Charges have been minimal.

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

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

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

Office Supplies (34.1%): Charges have been minimal.

Computer Supplies (17.3%): Charges have been minimal.

Postage (25.5%): Charges have been minimal.

Library Supplies (75.1%): This is over-spent due to a large order for RFID tags.

Janitorial Supplies (27.2%): Charges have been minimal.

Gas & Diesel Fuel (22.7%): Charges have been minimal.

Building Maintenance Supplies (62.2%): This is over-spent due to a large purchase of fluorescent light bulbs.

Natural Gas (17.4%): Charges have been minimal.

Water (50.6%): This reflects the fact that more water is used during the summer months to water the Library's lawn.

Telecommunications (54.6%): This is over-spent because CIRBN requires payment one month in advance.

Professional Collection (2.0%): Charges have been minimal.

Periodicals (56.6%): This is over-spent due to payment of the annual subscription service.

Adult Books (36.0%): Charges have been minimal.

Children's Books (34.0%): Charges have been minimal.

A/V Materials (34.6%): Charges have been minimal.

Public Access Software (72.7%): This is over-spent due to payment of annual fees for various electronic data-bases.

Ebooks (35.0%): Charges have been minimal.

Employee Relations (11.9%): Charges have been minimal.

Miscellaneous Expenses (19.8%): Charges have been minimal.

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

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

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	16.06
McLean Co Retired Teachers Assoc:	35.00
Miscellaneous Donations:	35.00
Total Donations:	\$ 23,154.72

The Other Revenue line item breaks out as follows:

Print Station:	\$ 4,519.90
Book Shoppe:	7,413.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	103.50
Sale of Sling Backpacks:	156.00
Sale of Earbuds:	294.00
Sale of Flashdrives:	97.50
Hot Beverage Station:	387.00
Test Proctoring:	770.00
Meeting Room Fees:	45.00
Book Pick-Up:	843.85
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	386.69
Total Other Revenue:	\$16,481.44

During September, 7 batches containing 114 invoices were processed, totaling \$56,340.82 and 240 credit card charges were made totaling \$45,369.18.

Library Fund Balance Information, 9/30/15:

Operating:	\$ 4,643,203.63
Capital:	\$ 2,128,456.04
Fixed Assets:	\$ 822,982.8

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, October 20, 2015

Signature, BPL Trustee

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

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

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

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

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

Total

471,840.95

**Bloomington Public Library
Monthly Statistics - September 2015**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	51,257	277,500	54,657	291,119
Teens	3,747	20,830	3,413	18,104
Children	41,641	256,124	48,323	266,887
OTR Adults	2,566	12,651	2,343	11,950
OTR Teens	171	901	149	925
OTR Children	4,211	21,117	4,229	20,472
e-Books - Freading	14	167	14	198
e-Books - Overdrive	4,643	20,487	2,862	19,494
Freegal downloads	457	2,509	600	3,221
Zinio Magazines	340	2,363	396	2,130
Tumblebooks	32	92	0	0
TOTALS				
Adults	53,823	290,151	57,000	303,069
Teens	3,918	21,731	3,562	19,029
Children	45,852	277,241	52,552	287,359
Digital Downloads	5,486	25,526	3,872	25,043
COMBINED TOTAL	109,079	614,649	116,986	634,500
ITEMS IN THE COLLECTION				
Main	299,698	299,698	292,653	292,653
OTR	11,707	11,707	12,663	12,663
TOTAL	311,405	311,405	305,316	305,316
HOLDS FILLED	7,415	38,543	7,755	40,393
CARDHOLDERS				
Added	386	2,545	457	2,558
TOTAL NUMBER				
Adults	25,389	25,389	26,959	26,959
Teens	2,101	2,101	2,390	2,390
Children	5,814	5,814	6,552	6,552
Combined Total of Active Cards	33,304	33,304	35,901	35,901
REFERENCE QUESTIONS				0
Adults	2,297	12,377	2,430	13,257
Teens	113	945	115	551
Children	791	4,799	956	6,190
OTR	126	625	107	490
Circulation	553	3,481	714	4,022
PROGRAMS				
Story Times	21	57	21	60
Adult	7	73	10	56
Teens	3	26	5	33
Juvenile	10	40	8	34
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - September 2015

	Current Month	Cumulative	Last Year	Cumulative
Story Times	521	2,503	543	2,507
Adult Programs	53	1,184	85	768
Teen Programs	13	308	5	361
Juvenile Programs	505	3,142	250	2,612
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	4,704
Completed	0	0	0	2,759
TEENS				
Registered	0	0	0	811
Completed	0	0	0	402
ADULTS				
Registered	0	0	0	2,300
Completed	0	0	0	1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	4,120	23,497	4,750	21,112
Website database/catalog hits	25,141	159,845	14,637	80,755
Online Resource (Database) uses	4,187	26,408	3,189	16,995
TOTAL	33,448	209,750	22,576	118,862
INTERLIBRARY LOAN				
Borrowing Requests Received	538	2,649	464	1,734
Outgoing Loans (Lending)	303	1,388	281	1,060
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	50	2	61
Outside the library (events)	1	41	1	39
Number of people	507	10,662	162	9,072
VOLUNTEER HOURS	113	922	97	460
MEETING ROOM USAGE				
Study Room	54	302	59	352
Digital Media Lab	52	150	17	144
Customer Visits (MAIN)	25,766	143,366	30,718	168,304
Customer Visits (OTR)	1,203	7,087	1,258	6,758
COMBINED TOTAL VISITS	26,969	150,453	31,976	175,062
TRAINING HOURS	57	538	101	653

**GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT
PUBLIC HEARING
August 26, 2015**

At 5:01 p.m., President Lynn Gray opened the Public Hearing on Ordinance No. 15-01, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2015 and ending the 30th day of June 2016. President Gray called for public comments three times with no responses. The Public Hearing was closed at 5:02 p.m.

**Golden Prairie Public Library District
Board of Trustees Meeting
August 26, 2015
5:00 p.m.**

Minutes

- I. Call to Order
President Lynn Gray called the meeting to order at 5:04 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Johanna Sneed
- III. Introductions & Public Comment
President Lynn Gray introduced Jodi Sherman. There were no public comments.
- IV. President's Report
President Lynn Gray reported on the Bloomington Public Library Board meeting that she attended last week.
 - A. Appointment of New Member to the Board
President Gray asked that a motion be made to appoint Jodi Sherman to fill the unexpired term until the next consolidated election in 2017.

CAROLYN DAIL MOVED, TIM ERVIN SECONDED, TO APPOINT JODI SHERMAN TO FILL THE UNEXPIRED TERM THAT EXPIRES ON JUNE 30, 2017. SHE WILL FILL THIS POSITION UNTIL THE NEXT CONSOLIDATED ELECTION IN 2017. THE MOTION CARRIED UNANIMOUSLY.
 - B. Oath of Office
Stephen Peterson administered the Oath of Office to Jodi Sherman.

V. Approval of Minutes

A. July 15, 2015

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE JULY 15, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Georgia Bouda shared a map that illustrates the percentage of library cardholders by zones. The map shows that the highest percentage of cardholders per population is located on the west side.

Director Bouda reported on the Strategic Planning meeting that was held last night. The BPL Board and managers met with facilitator Deb Halperin in an attempt to revise the Strategic Plan that was created by Anders Dahlgren in 2013. She added that the BPL Board will meet and continue this discussion next Tuesday.

Director Bouda shared that the Summer Reading Program has concluded. It was noted that the statistics are not available yet, but the programs were well attended. The Board commended the staff on the successful programs held during the Summer Reading Program.

B. Outreach Report

Laura Golaszewski reported that she and the Bookmobile drivers will be meeting to finalize the Bookmobile routes. The new schedule is also currently being revised. She believes that, at this time, no stops will be removed from the schedule. However, two stops will be added on the west side, one at Market Square Shopping Center and the other at Miller Park. Laura added that the Hershey Grove stop will be moved across the street to accommodate a request for a stop near the golf course off of Ireland Grove.

Laura shared that the old bookmobile was sold to a buyer in Florida that gives away books.

The Board inquired about the home delivery service. Laura specified that home delivery brings books to homebound patrons. She mentioned that the service has become increasingly popular and is being promoted by the Marketing staff.

C. Fiscal Report

1. Approve July Financial Report

Kathy Jeakins reported that activity is minimal at the start of the fiscal year. She then entertained questions.

TIM ERVIN MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE FINANCIAL REPORT FOR JULY 2015.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Finalize 25th Anniversary Reception Plans

Lynn Gray announced that the plaque has been completed and will be installed on September 15th. Additionally, the Board members confirmed that they have received their invitations to the reception.

VIII. New Business

A. Adopt Annual Budget and Appropriation Ordinance 15-01

Phil Lenzini stated that Golden Prairie is in line with their agreement with BPL. Moreover, there are no new developments that would require maximizing the budget ordinance. Phil recommended the adoption of the Annual Budget and Appropriation Ordinance 15-01. He proceeded to entertain questions.

**TIM ERVIN MOVED, PATTI SALCH SECONDED, TO ADOPT
ORDINANCE 15-01 ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF
JULY 2015 AND ENDING THE 30TH DAY OF JUNE 2016, IN THE
AMOUNT OF \$413,300.00.**

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Additional Cost to Insert Fall Program Guide in the Pantagraph

**CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO
APPROVE THE ADDITIONAL COST OF INSERTING THE 2015 FALL
PROGRAM GUIDE IN THE PANTAGRAPH IN THE AMOUNT OF
\$19.23.**

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Adjournment

**TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN
THE MEETING. THE MOTION CARRIED UNANIMOUSLY.**

President Lynn Gray adjourned the meeting at 5:42 p.m.

Bloomington Public Library
Board of Trustees
Budget and Personnel Committee

Tuesday
June 2, 2015
5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
Robert Porter, Chair called the meeting to order at 5:31 p.m.
- II. Roll Call

PRESENT:	Susan O'Rourke, Mike Raikes, Julian Westerhout, Robert Porter
ABSENT:	Carol Koos
OTHERS:	Georgia Bouda, Kathy Jeakins, Karen Moen, Caprice Prochnow
- III. Introductions and Public Comment
Director Bouda introduced Librarian Karen Moen.
- IV. Approval of Minutes
A. April 20, 2015

Julian Westerhout moved, Susan O'Rourke seconded, to approve the Minutes from the April 20, 2015 meeting. The motion carried unanimously.
- V. Old Business
A. Review of function, purpose, and operation of the Budget and Personnel Committee

Robert reviewed that the B&P's main function is to review both the budget and Director's evaluation annually.

Susan shared her knowledge of the B&P Committee over the last year.

Director Bouda shared the process and timing of the budgets and the responsibility of the Committee.

After some discussion, it was agreed that the full Board needed to come up with a Strategic Plan in order to set goals for the Library and then the goals for the Director and staff will flow into that plan.

There was discussion on creating goals for the Director in order to evaluate her more fairly this next fiscal year.

B. Executive Session to Review FY 2015 Director's Evaluations and S.W.A.T. Summary Pursuant to 5 ILCS 120/2(c)(1)

Susan O'Rourke moved, Mike Raikes seconded, to go into Executive Session to review FY2015 Director's Evaluations and SWOT Summary pursuant to 5 ILCS 120/2(c)(1)

AYES: Susan O'Rourke, Mike Raikes, Julian Westerhout, Robert Porter

NAYES: None

ABSENT: Carol Koos

The motion carried unanimously.

At 5:53 p.m., the Committee went into Executive Session.

At 7:35p.m., the Committee resumed regular session. Robert Porter, Chair stated that no action was taken during Executive Session.

VI. New Business

A. Director's Evaluation Tool

1. Implementing the tool this year
2. Timing and Scheduling
3. Content and Format
4. Revising the tool for future use
5. Additional Information to Gather
6. Recommendation to the Board

Robert Porter stated that the items listed under item A. of New Business will be discussed together rather than separately.

Susan O'Rourke moved, Julian Westerhout seconded, that the Committee recommend to the full Board that we close out the current evaluation. The motion carried unanimously.

Susan O'Rourke moved, Mike Raikes seconded, to bring a draft of goals for the Director to the full Board for further editing. The motion carried unanimously.

B. Amending item f. of the Bylaws to Include the Annual Development of Goals and Goals for the Director

C. Amending item f. of the Bylaws to Include Greater Specificity Concerning the Director's Evaluation and Schedule for Evaluation

There was some discussion on items B. and C. in revising item f. of the Bylaws.

Robert Porter moved, Susan O'Rourke seconded, to table items B and C. The motion carried unanimously.

VII. Future Agendas/Comments from Trustees

Susan O'Rourke suggested there be a better division of labor between the 3 Ps and Budget & Personnel Committees.

VIII. Adjournment

Mike Raikes moved, Julian Westerhout seconded, to adjourn the meeting.
Robert Porter, Chair adjourned the meeting at 7:51 p.m.

LIBRARY									
PROJECT NEXT GENERATION BUDGET									
FISCAL YEAR 2016 - 2017									
ACCOUNT	ACCOUNT	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
NUMBER	NAME	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED	
	</								

LIBRARY									
FIXED ASSET BUDGET									
FISCAL YEAR 2016 - 2017									
ACCOUNT NUMBER	ACCOUNT NAME	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2016-2017 PROPOSED	
REVENUES									
56010	INTEREST ON INVESTMENTS	\$ -	\$ 300	\$ 557	\$ 300	\$ 144	\$ 200	\$ 200	
57310	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	
57350	OTHER PRIVATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ 37,200	\$ -	\$ -	
81160	FROM LIBRARY M & O FUND	\$ 140,174	\$ 115,301	\$ 181,199	\$ 170,768	\$ 195,000	\$ 156,604	\$ 122,104	
	TOTAL REVENUE	\$ 140,174	\$ 115,601	\$ 181,756	\$ 171,068	\$ 282,344	\$ 156,804	\$ 122,304	
EXPENSES									
72110	OFFICE FURNITURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
72120	OFFICE & COMPUTER	\$ 140,174	\$ 140,000	\$ 9,328	\$ 9,085	\$ 47,867	\$ 72,721	\$ 162,100	
72130	LICENSED VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ 209,648	\$ -	\$ -	
72140	CAPITAL OUTLAY-NON OFFICE	\$ -	\$ -	\$ -	\$ -	\$ 33,944	\$ -	\$ -	
72520	BUILDINGS	\$ -	\$ -	\$ -	\$ -	\$ 26,208	\$ -	\$ -	
72620	OTHER CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 11,362	\$ -	\$ -	
	TO LIB M & O FUND	\$ -	\$ 50,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENSE	\$ 140,174	\$ 190,000	\$ 89,328	\$ 9,085	\$ 329,029	\$ 72,721	\$ 162,100	
	NET REVENUE/(EXPENSE)	\$ -	\$ (74,399)	\$ 92,428	\$ 161,983	\$ (46,685)	\$ 84,083	\$ (39,796)	
	% OF REVENUE TO EXPENSE	100.00%	60.84%	203.47%	1882.97%	85.81%	215.62%	75.45%	

LIBRARY MAINTENANCE & OPERATING BUDGET FISCAL YEAR 2016-2017										
Account Number	Account Title	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Stf Rec	+/- Amount From FY 16	% Difference
50110	Property Taxes	4,513,080	4,518,200	4,512,535	4,508,035	4,541,270	4,546,710	4,546,710	-	0.0%
53020	Replacement Tax	130,400	130,400	130,400	130,400	130,400	130,400	130,400	-	0.0%
53120	State Grants	76,724	78,564	78,564	78,728	95,763	95,000	95,000	-	0.0%
53370	From Golden Prairie PL Dist	363,051	363,270	364,808	363,928	362,116	370,000	392,000	22,000	5.9%
54490	Library Fees & Rentals	65,245	79,967	76,564	84,468	81,412	80,000	83,000	3,000	3.8%
54720	Copies	6,800	3,323	4,202	4,008	3,321	3,800	3,200	(600)	-15.8%
56010	Interest from Investments	4,568	2,339	4,011	665	590	1,000	1,000	-	0.0%
57110	Interest from Taxes			65	52	29	-	-	-	#DIV/0!
57110	Sale of Property	2,489	2,045	1,670	842	3,237	1,000	1,000	-	0.0%
57310	Donations	19,703	29,554	18,196	20,880	21,958	20,000	28,000	8,000	40.0%
57350	Other Private Grants	11,648	79	821	-	484	-	-	-	#DIV/0!
57610	Cash Over/Short	5	(133)	(116)	449	(36)	-	-	-	#DIV/0!
57990	Other Misc Income	13,097	14,731	33,305	41,258	42,542	30,000	40,000	10,000	33.3%
	Fr Library Fund Balance	200,000	160,000	-	-	-	-	-	-	#DIV/0!
	Fr Library Fixed Asset Fund	-	50,000	80,000	-	-	-	-	-	#DIV/0!
	Total Revenues	5,406,810	5,432,339	5,226,461	5,233,715	5,283,084	5,277,910	5,320,310	42,400	0.8%
61100	Full Time Salaries	1,741,659	1,659,040	1,768,936	1,860,952	1,954,170	2,015,233	2,149,887	134,654	6.7%
61110	Part Time Salaries	303,297	329,778	373,618	366,810	366,057	453,600	402,086	(51,514)	-11.4%
61130	Seasonal Salaries	34,380	33,424	36,974	35,564	39,693	35,566	47,701	12,115	34.0%
61150	Overtime Salaries	-	-	-	-	-	1,100	1,100	-	0.0%
61190	Other Salaries	-	-	31,982	8,200	-	-	-	-	#DIV/0!
62101	Dental Insurance	9,932	9,816	10,156	9,919	9,430	11,273	12,400	1,127	10.0%
62102	Vision Insurance	2,262	2,166	2,336	2,371	2,360	2,894	3,050	156	5.4%
62104	Health Insurance PPO BC/BS	203,249	202,223	208,525	203,402	198,989	210,104	294,901	84,797	40.4%
62106	Health Insurance HAMP HMO	54,672	65,079	76,470	96,093	89,859	118,062	100,429	(17,633)	-14.9%
62110	Life Insurance	3,016	1,928	3,070	2,832	2,824	3,097	3,100	3	0.1%
62120	IMRF	210,333	229,823	277,820	295,178	291,804	299,867	310,000	10,133	3.4%
62130	FICA	152,938	145,796	126,772	136,156	139,859	162,368	163,000	632	0.4%
62140	Medicare	-	2,257	29,742	32,011	32,826	36,315	39,000	2,685	7.4%
	Unemployment Compensation	-	-	-	1,323	10,143	-	-	-	#DIV/0!
62160	Worker's Comp	6,853	17,701	20,522	8,991	14,102	37,675	17,000	(20,675)	-54.9%
62190	Staff Uniforms	145	600	461	194	910	600	600	-	0.0%
62210	Tuition Reimbursement	-	1,110	-	7,512	20,292	30,000	-	(30,000)	-100.0%
62990	Other Benefits	12,177	11,760	-	-	4,760	-	20,000	20,000	#DIV/0!
70095	Credit Card Fees	582	-	-	-	-	-	-	-	#DIV/0!
70420	Equipment Rental	10,751	16,971	17,984	18,849	21,267	22,000	22,000	-	0.0%
70510	Building Maintenance	163,816	87,168	78,580	73,629	73,866	135,000	120,000	(15,000)	-11.1%
70520	Vehicle Maintenance	7,048	8,104	3,953	3,959	5,968	5,000	5,000	-	0.0%
70530	Office/Equipment Maintenance	147,637	138,087	104,397	146,407	123,667	165,000	165,000	-	0.0%
70590	Other Property Maintenance	3,118	3,688	23,193	1,728	1,959	25,000	-	(25,000)	-100.0%
70610	Advertising	6,360	13,089	12,067	22,075	27,037	19,000	25,000	6,000	31.6%
70611	Printing/Binding	16,777	16,928	22,303	14,678	16,968	19,000	19,000	-	0.0%
70630	Travel	5,277	10,920	4,143	4,958	3,730	6,000	1,000	(5,000)	-83.3%
70631	Membership Dues	8,137	4,749	4,524	4,951	3,584	5,000	5,000	-	0.0%

70632	Professional Development	2,371	2,693	5,617	5,773	5,489	8,000	13,000	5,000	62.5%
70690	Other Purchased Services	87,830	82,316	82,584	75,656	89,209	100,000	90,000	(10,000)	-10.0%
70714	Property Insurance	12,857	21,031	22,462	19,352	19,699	23,000	24,000	1,000	4.3%
70715	Vehicle Insurance	1,993	5,189	5,471	1,639	3,563	5,000	4,000	(1,000)	-20.0%
70790	Other Insurance	3,386	3,386	4,289	4,889	5,067	5,000	5,500	500	10.0%
71010	Office Supplies	86,212	46,095	16,884	19,287	14,266	20,000	12,000	(8,000)	-40.0%
71013	Computer Supplies	-	85,551	53,698	74,894	99,724	85,000	80,000	(5,000)	-5.9%
71015	Copier Supplies	6,109	4,865	3,899	2,299	3,867	3,300	3,400	100	3.0%
71017	Postage	12,030	27,734	19,324	10,815	15,058	12,000	12,000	-	0.0%
71020	Library Supplies	94,021	79,635	52,940	68,689	74,089	72,000	75,000	3,000	4.2%
71024	Janitorial Supplies	7,372	13,725	13,300	14,916	10,880	16,000	16,000	-	0.0%
71070	Fuel	5,402	6,562	6,770	7,681	5,625	8,000	8,000	-	0.0%
71080	Bldg & Maint Supplies	16,606	8,645	6,708	12,879	10,149	10,000	10,000	-	0.0%
71310	Natural Gas	38,811	34,337	31,691	42,444	31,063	35,000	32,000	(3,000)	-8.6%
71320	Electricity	112,747	98,049	115,863	80,730	75,300	95,000	80,000	(15,000)	-15.8%
71330	Water	5,172	6,817	9,000	8,490	6,957	8,500	8,000	(500)	-5.9%
71340	Telecommunications	26,971	24,510	24,900	25,599	31,988	26,000	26,780	780	3.0%
71410	Professional Collection	5,478	6,646	4,186	3,978	670	7,000	3,500	(3,500)	-50.0%
71420	Periodicals	30,949	33,948	35,023	35,662	35,602	35,000	36,050	1,050	3.0%
71430	Adult Books	161,996	173,977	204,452	162,753	163,189	170,000	175,000	5,000	2.9%
71440	Children's Books	118,661	135,753	115,928	118,133	121,879	125,000	128,750	3,750	3.0%
71450	Outreach Books	46,039	6,241	-	-	-	-	-	-	#DIV/0!
71470	A/V Materials	191,513	166,178	177,431	168,576	162,814	168,000	173,040	5,040	3.0%
71480	Public Access Software	175,532	108,031	125,199	134,349	145,447	140,000	144,200	4,200	3.0%
71490	Ebooks	-	-	-	51,300	61,300	70,000	60,000	(10,000)	-14.3%
73990	Other Int Expense	35,817	22,403	-	-	-	-	-	-	#DIV/0!
79120	Employee Relations	2,776	4,359	5,242	3,765	2,138	6,000	6,000	-	0.0%
79150	Bad Debt	-	270	-	-	-	-	-	-	#DIV/0!
79990	Other Misc. Expenses	6,667	2,641	6,698	4,604	7,213	13,000	9,000	(4,000)	-30.8%
85711	From Working Cash	(126,679)	-	-	-	-	-	-	-	#DIV/0!
89112	To ERI Reimbursement	-	42,617	42,617	36,732	36,732	36,732	36,732	-	0.0%
89237	To Library Equip Replacement	140,174	115,301	181,199	370,768	195,000	156,604	122,104	(34,500)	-22.0%
89409	Lib Expansion Project Fund	564,183	550,585	-	-	-	-	-	-	#DIV/0!
	To Capital Fund	694,996	204,505	259,224	81,332	-	-	-	-	#DIV/0!
	Total Expenses	5,672,425	5,136,800	4,871,130	5,010,728	4,890,134	5,277,910	5,320,310	42,400	0.8%
	Total Revenues	5,406,810	5,432,339	5,226,461	5,233,715	5,283,084	5,277,910	5,320,310	42,400	0.8%
	Rev Over Exp (Surplus)	(265,615)	295,539	355,331	222,987	392,950	-	-	-	

Incident Reports

Date	Time	Type
09/1	3:45 PM	CustomerRelatedIllnessAccident
09/2	11:39 AM	StolenDamagedLibraryMaterial
09/2	3:41 PM	Other
09/4	11:54 AM	StolenDamagedLibraryMaterial
09/4	12:10 PM	StolenDamagedLibraryMaterial
09/4	5:13 PM	InappropriateBehavior
09/8	11:56 AM	StolenDamagedLibraryMaterial
09/9	6:08 PM	StolenDamagedLibraryMaterial
09/10	7:38 PM	Other,Fighting
09/11	3:03 PM	StolenDamagedLibraryMaterial
09/12	3:00 PM	StolenDamagedLibraryMaterial
09/12	4:52 PM	InappropriateBehavior,Possible theft, trespassing in employee zone
09/18	9:51 AM	CustomerRelatedIllnessAccident
09/18	4:00 PM	StolenDamagedLibraryMaterial
09/19	1:57 PM	InappropriateBehavior
09/19	2:29 PM	StolenDamagedLibraryMaterial
09/20	1:32 PM	Other,Breaking suspension
09/20	3:33 PM	Other,Stolen Patron Goods
09/20	4:16 PM	StolenDamagedLibraryMaterial
09/21	12:45 PM	StolenDamagedLibraryMaterial
09/22	4:27 PM	InternetAbuse
09/24	10:14 AM	StolenDamagedLibraryMaterial
09/25	5:11 PM	StolenDamagedLibraryMaterial
09/26	2:20 PM	InappropriateBehavior
09/27	3:06 PM	SuspiciousCustomerActivity
09/27	3:33 PM	StolenDamagedLibraryMaterial
09/27	5:08 PM	InappropriateBehavior
09/27	5:12 PM	InappropriateBehavior
09/28	8:39 PM	StolenDamagedLibraryMaterial
09/29	11:53 AM	StolenDamagedLibraryMaterial
09/29	4:03 PM	StolenDamagedLibraryMaterial
09/30	9:50 AM	StolenDamagedLibraryMaterial
09/30	11:33 AM	Vandalism

Suspension Reports

Date	Time	violation
09/29	5:12 PM	SuspiciousCustomerActivity
09/27	3:20 PM	SuspiciousCustomerActivity
09/20	1:12 PM	Other,Breaking suspension
09/9	7:49 PM	InappropriateBehavior
09/12	4:53 PM	InappropriateBehavior,possible theft, trespassing in employee zone.
09/4	5:13 PM	InappropriateBehavior

Bloomington Public Library
Strategic Plan Goals, ver 3B
2016-2019

Mission

We provide our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning.

Vision

- Bloomington Public Library is a vital community resource. The Library is passionate about what it is and what it does.
- The library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres. In addition, the library offers relevant services and inspiring programs to meet diverse individual needs.
- Through the friendly and knowledgeable staff, the library provides exceptional service to all of our citizens.
- The library and staff take an involved role in the community by partnering with organizations to enrich the quality of community life.
- The library uses technology to build upon traditional library and civic values to create an enduring sense of place.
- To meet our community's expectations, the library embraces its responsibility to thrive and grow. Mirroring the exponential development of the community, the library will expand its locations, services, collections, and programs.
- The main library, located downtown, provides the full range of services and will be enhanced by branches and other access points, both physical and virtual.
- The Bloomington Public Library provides a quiet space in a hectic world for interaction, communication, study, and reflection. The Library is a destination that cannot be visited often enough.

Themes for the 2016-2019 plan

Internal Partnership: move from storming to norming to performing among board and staff

Capacity & Agility: adapt and respond to changing community needs and opportunities

Mega Inventory: assess what the library currently does and offers to identify areas for growth (or no growth)

Footprint Magic: create space when there is no space

Building Prep: making a wish list that might never materialize

Goal 1: Improve staff and board partnership to strengthen organizational health

Strategic Question: How can the board and staff work together with a greater sense of trust and respect?

Objective: Delineate roles between Board and staff including boundaries for governance and operational functions

Objective: Use the strategic plan as a backbone for the annual plan, the budget, and staff evaluations

Objective: Agree on communication channels including ground rules for personal and group behavior

Objective: Make data-driven decisions that also uphold all ALA standards

Goal 2: Identify and serve the needs of diverse communities

Strategic Question: How is the population changing in the next 4 years and how can the library effectively anticipate changes?

Objective: Provide a balance of programs/services/outreach/collections (PSOC) for diverse market segments (such as age groups) and encourage crossover of market segments (such as more intergenerational programs)

Objective: Include stakeholders in the development of PSOC in order to provide culturally-specific and culturally-appropriate PSOC

Objective: Be a safe and inclusive environment for everyone to enjoy the library

Goal 3: Develop partnerships with community organizations to improve the quality of life in Bloomington

Strategic Question: Can the library align with others to maximize impact and leverage resources?

Objective: Define a “collaboration continuum” and assess the potential of new and existing partners

Objective: Connect individuals with community resources

Objective: Explore mutually beneficial partnership opportunities with District 87/Unit 5 (portions of)

Objective: Create a collaborative space where organizations want to meet

Goal 4: Be a launch pad for learning, exploring, and fun

Strategic Question: What role does the library play in the way the community will learn/explore/play in the future?

Objective: Prepare for more on line/digital/web-based learning

Objective: Assist the Bloomington workforce with the tools and resources to secure new skills and new jobs

Objective: Tell the story of the library that highlights all PSOC and promotes the hidden gems of the library offerings

Goal 5: Be an asset in the redevelopment of the regeneration and preservation areas

Strategic Question: How does the library bring value to the city-wide comprehensive plan?

Objective: Complete a feasibility plan for expanding the library in its current location

Objective: Participate in community building activities in the target area through strategic partnerships

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

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

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

Approved this 20th day of October 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

RECORDED BOOKS, INC

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

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

Invoice

Bill to:

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

Ship to:

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

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

10/01/2015-09/30/2016

Release of Order No 75209429

Bill To : 7039245

Inv No : 75217187

REMIT PAYMENT ALONG WITH A
COPY OF THIS INVOICE TO:

CORRESPONDENCE &
RETURNS TO:

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

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

Payments terms are Net 30 Days

Subtotal	\$5400.00
Processing/Marc Fees	\$0.00
Postage	\$0.00
Tax/GST	\$0.00

Invoice Total \$5,400.00

Payment Received \$0.00

Amount Due \$5,400.00

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

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

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

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

Approved this 20th day of October 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

RECORDED BOOKS, INC

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

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

Invoice

Bill to:

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

Ship to:

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

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

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

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

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