

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 15, 2013
4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. September 17, 2013
 - B. October 1, 2013
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - 1. Motion to Approve FY15 Maintenance & Operating Budget
 - 2. Motion to Approve FY15 Fixed Asset Budget
 - 3. Motion to Approve FY15 Project Next Generation Budget
 - B. Planning, Policies & Programs (3 P's)
 - 1. Motion to Approve Laptop Policy
 - 2. Motion to Approve Donation of Bi-Folkal Kits to Bloomington Nursing Homes
 - 3. Discussion of Circulating Art Prints
- X. Unfinished Business
- XI. New Business
 - A. Procedure for Evaluating the Director
- XII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

September 17, 2013
4:30 p.m.

Minutes

- I. Call to Order
President Jaggi called the meeting to order at 4:30 p.m.
- II. Roll Call
MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos (arrived at 4:33 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Adrienne Ives, Kathy Jeakins, Caprice Prochnow, Adam Studzinski, Gayle Tucker, Rachel Wells
- III. Introductions/Public Comment
President Jaggi recognized GPPLD President Adrienne Ives, Rachel Wells, Pantagraph, and Adam Studzinski, WJBC.
- IV. Approval of Minutes
A. August 20, 2013
BILL WETZEL MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 20, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi had nothing to report.
- VI. Director's Report
Director Bouda distributed an article from Library Journal, The Occasional Patron by Matt Enis.
Director Bouda shared that the fiber optic network connection was made on Friday, September 13.
- VII. Fiscal Report
Kathy Jeakins stated that a Property Tax Distribution was received at the end of August, and another one for about one million dollars was received at the beginning of September. She entertained questions.
- VIII. Approval of Bills
JONI PAINTER MOVED, CATHY PRATT SECONDED, TO APPROVE THE BILLS LIST FROM AUGUST 2013. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel

1. Executive Session - Director's Performance Evaluation

BILL WETZEL MOVED, PATSY BOWLES SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS DIRECTOR'S PERFORMANCE EVALUATION.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 4:34 p.m., the Board went into Executive Session.

JAN KIBLER MOVED, JONI PAINTER SECONDED, TO RESUME REGULAR SESSION.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:03 p.m., the Board resumed regular session. President Jaggi stated that no action took place during Executive Session.

2. Approve Director's Salary

Bill Wetzel stated that the Budget & Personnel Committee met to discuss the Director's Evaluation and salary adjustment. The Committee unanimously recommends to this Board a 2% Cost of Living adjustment along with a 5% Merit adjustment for Director Bouda which will be retroactive to May 1, 2013. He went on to say that Director Bouda's current compensation is \$107,458.00, the compensation following approval would be \$114,980.00.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE A 2% COST OF LIVING ADJUSTMENT ALONG WITH A 5% MERIT ADJUSTMENT, RETROACTIVE TO MAY 1 2013, FOR A TOTAL COMPENSATION OF \$114,980.00 FOR DIRECTOR BOUDA.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY
KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY
PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

3. Schedule Interviews with Top Three Firms for Heating and Controls Project
Director Bouda shared that the three consultant firms that submitted proposals will be interviewed next week. She went on to say that 30 minutes would be allowed for each firm to make a presentation and be interviewed.
Director Bouda shared that Bob Floyd, Facilities Manager for the City, will be present to conduct the interviews. After some discussion, it was decided that the interviews would be scheduled for Tuesday, September 24 starting at 5:00 p.m. She went on to say that in conjunction with this, a Special Board meeting is tentatively scheduled for Tuesday, October 1 at 4:30 p.m. in order to approve the Budget & Personnel Committee's recommended choice for a consultant firm. Director Bouda stated that by sticking with the proposed schedule of meetings, there is a better chance of obtaining optimal grant money and keeping the project timeline on track.

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

1. Discuss Library Expansion

President Jaggi shared what transpired at the last 3 P's Committee meeting with Mayor Renner in attendance. He went on to say that the Mayor is very enthusiastic about obtaining land to the south in order for the Library to expand in its current location. Discussion ensued as to what the next step for the Library Board will be. The general consensus is that they will wait and see what further information Mayor Renner brings to them before proceeding further.

2. Review of Marketing, Promotion, and Collaboration Chapter for Per Capita Grant

Patsy Bowles shared the 3 P's Committee review of the chapter for the Per Capita Grant. She went on to say that there were a few items on the Marketing checklist that they could do better, such as inviting public officials to visit the Library more frequently, visit other libraries (as a Board), and conduct a satisfaction survey on a regular basis.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Approve Recommendation to Foundation to Fund Staff Appreciation Day

President Jaggi reviewed with Board members that Staff Appreciation Day is set aside to recognize staff contributions, 5 year increment anniversaries and includes lunch and a small gift for staff.

JAN KIBLER MOVED, PATSY BOWLES SECONDED THAT THE BOARD RECOMMEND TO THE FOUNDATION THAT THE FOUNDATION FUND UP TO \$3,000.00 FOR THE STAFF APPRECIATION DAY ON NOVEMBER 6, 2013.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

- B. Approve Recommendation to Foundation to Fund Board Mixer
President Jaggi reviewed with Board members that the Board Mixer provides all three Boards and Library management the opportunity to gather together and get to know each other.

PEGGY BURTON MOVED, CAROL KOOS SECONDED, THAT THE BOARD RECOMMEND TO THE FOUNDATION THAT THE FOUNDATION FUND UP TO \$1,250.00 FOR THE BOARD MIXER TO BE HELD IN NOVEMBER.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

- C. Review and Select Consultant for Bookmobile Purchase
Director Bouda shared that there is only one bookmobile consultant to choose from, so there is only quote to consider.

CATHY PRATT MOVED, JAN KIBLER SECONDED, THAT THE THREE QUOTE REQUIREMENT BE WAIVED AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR BOOKMOBILE CONSULTANT SERVICES TO SPECIALITY VEHICLE SERVICES, LLC IN THE AMOUNT OF \$8,400.00.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

D. Approve Resolution for \$500 Bonus

President Jaggi shared that this is a Resolution to award a one-time bonus of \$500.00 for non-bargaining unit employees, effective September 17, 2013.

CAROL KOOS MOVED, CATHY PRATT SECONDED, THAT A ONE-TIME BONUS OF \$500.00 WILL BE AWARDED TO ALL NON-BARGAINING UNIT EMPLOYEES WORKING FOR THE BLOOMINGTON PUBLIC LIBRARY, EFFECTIVE SEPTEMBER 17, 2013.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

E. Approve Surplus List

President Jaggi reviewed with Board members that any item that cost over \$1,000.00 at the time of purchase must be brought before the Board for approval when it is to be surplussed. He went on to say that the list of items have exceeded their useful life, are broken and not worth repairing, or are being sold.

PEGGY BURTON MOVED, PATSY BOWLES SECONDED TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

XII. Adjournment

President Jaggi adjourned the meeting at 5:45 p.m.

2013.09

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 17, 2013

Narendra Jaggi
 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	9,216.32
Automatic Fire Sprinkler, LLC	Building Maintenance	595.00
Bloomington Rotary	Membership Dues	300.00
Bound To Stay Bound Books	Juvenile Books	159.87
Cengage Learning	Adult Books	603.49
Children's Plus	Juvenile Books	4,699.60
City of Bloomington	Dental Insurance	845.44
City of Bloomington	FICA	4,953.39
City of Bloomington	Fuel	1,765.44
City of Bloomington	Health Insurance-HMO	7,542.84
City of Bloomington	Health Insurance-PPO	17,589.42
City of Bloomington	IMRF	10,637.03
City of Bloomington	Life Insurance	237.18
City of Bloomington	Medicare	1,158.50
City of Bloomington	Payroll	118,249.91
City of Bloomington	Vision Insurance	192.74
Cummins Crosspoint	Vehicle Maintenance	379.12
Custom Digital Imaging	Printing/Binding	2,206.72
Dell Marketing, L.P.	Computer Supplies	899.92
Demco	Library Supplies	137.72
Flynn's Delivery, Inc.	Other Purchased Services	310.00
Frontier	Telecommunications	1,712.22
Helenthal, Robin	Travel	192.00
Hill Radio, Inc.	Vehicle Maintenance	46.50
Houchen Bindery	Printing/Binding	162.65
Massie, Rhonda	Travel	175.00
McDaniel Fire Systems	Building Maintenance	1,386.26
MicroMarketing, LLC	A/V Materials	180.79
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	137.67
Midwest Tape	A/V Materials	7,162.57
Miller Janitorial Supply	Janitorial Supplies	550.81
Nicor/Northern Illinois Gas	Natural Gas	3,007.65
Officemax	Computer Supplies	935.81
Officemax	Employee Relations	33.46
Officemax	Library Supplies	9.16
Officemax	Office Supplies	185.05
Officemax	Other Purchased Services	9.16
PATH, Inc.	Adult Books	30.00
R K Dixon	Computer Supplies	2,444.00

R K Dixon
 Random House, Inc.
 Recorded Books, LLC
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co
 S & S Builders Hardware Co.
 Schau, Georgianne
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri County Irrigation & Plumbing, Inc.
 Twin City Tale Spinners
 Unique Management Services, Inc.
 Weber Electric
 VISA - AAIM Education Center
 VISA - Abe Books
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - Amtrak.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bellas Home & Garden
 VISA - Boy Scouts of America
 VISA - Chicago Tribune
 VISA - Comcast
 VISA - Concord Custom Cleaners
 VISA - Demco
 VISA - Denny's Doughnuts
 VISA - Don Smith Paint Co.
 VISA - Emedco
 VISA - Farm & Home Publishers
 VISA - Five Star Water
 VISA - Folkmanis, Inc.
 VISA - Gamestop
 VISA - Gamestop
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - JoAnn Fabrics
 VISA - Kelly's Bakery & Café
 VISA - Kroger
 VISA - LD-4Inkjets
 VISA - Lowe's

Office/Equipment Mtn	973.62
A/V Materials	60.00
A/V Materials	1,099.71
Library Supplies	534.99
Rentals	1,430.00
Printing/Binding	397.50
Building Mtn Supplies	294.50
Travel	126.00
Other Purchased Services	50.00
Building Maintenance	27.21
Building Maintenance	72.55
Other Purchased Services	250.00
Other Purchased Services	492.25
Building Maintenance	540.04
Professional Development	89.00
Adult Books	78.75
Adult Books	8.99
A/V Materials	668.54
Adult Books	86.15
Computer Supplies	92.48
A/V Materials	451.65
Adult Books	99.65
Library Supplies	43.29
Membership Dues	190.00
Other Purchased Services	111.59
Travel	49.00
A/V Materials	12,568.84
Adult Books	8,799.20
Juvenile Books	8,585.24
Miscellaneous Expenses	194.99
Juvenile Books	134.70
Periodicals	364.00
Telecommunications	86.90
Other Purchased Services	6.45
Library Supplies	112.05
Other Purchased Services	15.00
Building Mtn Supplies	69.30
Building Mtn Supplies	(134.27)
Adult Books	41.40
Miscellaneous Expenses	140.78
Library Supplies	81.40
A/V Materials	379.92
Other Purchased Services	10.00
Library Supplies	14.97
Membership Dues	385.00
Professional Development	720.00
Adult Books	667.18
Library Supplies	4.79
Travel	21.43
Library Supplies	41.91
Computer Supplies	289.99
Building Mtn Supplies	640.01

VISA - Lowe's	Employee Relations	5.46
VISA - Lowe's	Janitorial Supplies	246.21
VISA - McLeod	Telecommunications	137.46
VISA - Michael's	Other Purchased Services	84.89
VISA - Monoprice, Inc.	Computer Supplies	123.05
VISA - Network Solutions	Office/Equipment Mtn	341.91
VISA - NRS	Other Purchased Services	126.90
VISA - Officemax	Library Supplies	122.77
VISA - Papa Johns Pizza	Other Purchased Services	99.76
VISA - Paypal*Assoc of Bookmobile & Otr Services	Professional Development	39.00
VISA - Paypal*Telugunaadi	Periodicals	96.00
VISA - POS Supply Solutions	Library Supplies	618.62
VISA - Regional HelpWanted	Advertising	235.00
VISA - Sprint	Telecommunications	311.82
VISA - Thrasher Magazine	Periodicals	17.95
VISA - Toshiba Repair Services	Office/Equipment Mtn	390.00
VISA - U-Haul Moving & Storage	Library Supplies	14.95
VISA - USPS	Postage	55.00
VISA - Wal-Mart	Janitorial Supplies	70.85
VISA - Wal-Mart	Library Supplies	47.77
VISA - Wal-Mart	Other Purchased Services	136.82
Total		246,921.24

XI.A.

2013 Staff Appreciation Day Proposal

The annual Staff Appreciation Day is scheduled for November 6, 2013. This is the day we recognize all staff for the many accomplishments made in the past year. It is also the day we recognize staff members who have worked at the Library for 5, 10, 15, 20, 25 years. We would like to give staff a lunch container with an insulated carrying bag and provide lunch.

Following are the costs:

Lunch (including paper products and decorations) & Gift (Lunch container and insulated carrying bag): Up to \$3,000.00



The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of 2013 Staff Appreciation Day (including lunch, gift, paper products and decorations) at a cost not to exceed \$3,000.00.

Approved on this 17th day of September, 2013

Narendra Jaggi

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

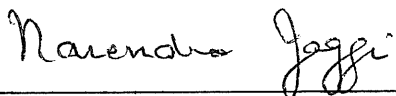
Mary Ann Webb, President
Bloomington Public Library Foundation

2013 Board/Staff Mixer Proposal

The Board/Staff Mixer, scheduled to take place in mid-November and to be held at the Bloomington Country Club, is for all Board members of Bloomington Public Library, Bloomington Public Library Foundation, Golden Prairie Public Library District, and Bloomington Public Library Management Staff. This is a time when the Library's management team and the various Library Boards can get together to share hors d'oeuvres, holiday cheer and fellowship about the Bloomington Public Library.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of 2013 Board/Staff Mixer, at a cost not to exceed \$1,250.00.

Approved on this 17th day of September 2013



Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Mary Ann Webb, President
Bloomington Public Library Foundation

XI.C.

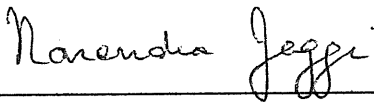
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR BOOKMOBILE CONSULTANT SERVICES TO
SPECIALITY VEHICLE SERVICES, LLC

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 Bookmobile Consultant Services to Specialty Vehicle Services, LLC in the amount of \$8,400.00
2. That Specialty Vehicle Services, LLC's scope of work includes a Development Phase, at a cost of \$2,600.00, and a Construction Phase at a cost of \$5,800.00
3. That the work of Specialty Vehicle Service, LLC is detailed in the attached proposal
4. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$8,400.00

Approved this 17th day of September 2013



Narendra Jaggi, President
Bloomington Public Library Board of Trustees

XI.D.

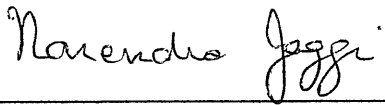
A RESOLUTION TO AWARD NON-BARGAINING UNIT EMPLOYEES OF THE
BLOOMINGTON PUBLIC LIBRARY

A ONE-TIME BONUS OF \$500, EFFECTIVE SEPTEMBER 17, 2013

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

1. That a one-time bonus of \$500 will be awarded to all non-bargaining unit employees working for the Bloomington Public Library, effective September 17, 2013
2. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$9,500.00

Approved this 17th day of September 2013



Narender Jaggi, President

Bloomington Public Library Board of Trustees

Bloomington Public Library
Board of Trustees Meeting
Special Meeting

October 1, 2013

4:30 p.m.

Minutes

I. Call to Order

President Jaggi called the meeting to order at 4:30 p.m.

II. Roll Call

MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos (arrived at 4:33 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Bob Floyd, Kathy Jeakins, Caprice Prochnow, Tari Renner

III. Introductions/Public Comment

President Jaggi welcomed Mayor Tari Renner and Bob Floyd, Facilities Manager for the City of Bloomington.

Mayor Tari Renner shared with the Board members some of his observations along with recommendations about the survey conducted in the Spring in regards to a branch.

IV. Committee Reports

A. Budget & Personnel

1. Approval of Engineering Consultant for Heating and Controls Project

Chair Bill Wetzel stated that all members of the Committee were present for the interviews as well as Bob Floyd, Facilities Manager for the City of Bloomington. He went on to say that Bob Floyd asked the interview questions and then Committee members asked any questions they had for each of the interviewees.

Chair Bill Wetzel stated that the Committee unanimously decided that Farnsworth Group would be the number one choice and Clark Dietz as the number two choice for the Heating and Controls Project.

JAN KIBLER MOVED, PATSY BOWLES SECONDED TO APPROVE THE FARNSWORTH GROUP AS THE ENGINEERING CONSULTANT FOR HEATING AND CONTROLS PROJECT. THE FUNDS WILL COME FROM THE BLOOMINGTON PUBLIC LIBRARY CAPITAL FUND, NOT TO EXCEED \$23,000.00.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IV.A.1"

2. Clarification of Percentage Increase for Director's Salary

Chair Bill Wetzel stated that the reason for the clarification is that at the last Board meeting it was reported that the Budget & Personnel Committee had unanimously recommended that Director Bouda receive a 2% Cost of Living increase and a 5% Merit increase. In figuring the dollar amount, the Committee had taken the Director's current salary and bumped it up 2%, and then another 5%, when in actuality, the 2% Cost of Living had commenced on May 1, 2013, so it should have just been increased by the 5% Merit increase. Bill Wetzel stated that the Committee is modifying their recommendation, and limiting it to a 5% Merit increase retroactive to May 1, 2013. He went on to say that the Committee is acknowledging the 2% Cost of Living increase that was effective May 1, 2013.

BILL WETZEL MOVED, PEGGY BURTON SECONDED TO APPROVE THE RECOMMENDATION FROM THE BUDGET & PERSONNEL COMMITTEE TO AWARD A 5% MERIT INCREASE TO THE DIRECTOR, EFFECTIVE MAY 1, 2013.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IV.A.2"

3. Set Next Meeting Date

Director Bouda stated that she and Kathy Jeakins will have the proposed Budgets ready for the Budget & Personnel Committee to discuss at the next committee meeting. After some discussion, the next meeting date was set for October 8 at 4:30 p.m.

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

1. Set Next Meeting Date

Director Bouda stated she has a few policy issues to be shared with the 3 P's Committee. It was decided by the Committee members to have the next meeting on October 9 at noon.

V. Adjournment

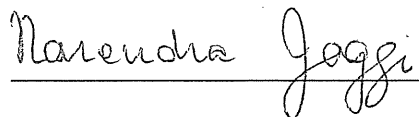
President Jaggi adjourned the meeting at 5:06 p.m.

A RESOLUTION TO APPROVE ENGINEERING FIRM TO OVERSEE
HEATING BOILER & CONTROLS SYSTEM SOFTWARE REPLACEMENT
TO FARNSWORTH

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

1. That the Budget & Personnel Committee met on September 24, 2013 for the purpose of interviewing firms interested in overseeing the Heating Boiler & Controls System Software Replacement
2. That the Budget & Personnel Committee reviewed presentations and made a recommendation to the full Board to select Farnsworth as the first choice and Clark-Dietz as the second choice to complete the project
3. That the Bloomington Public Library Board of Trustees approved the recommendation from the Budget & Personnel Committee and awarded the Heating Boiler & Controls System Software Replacement to Farnsworth and authorize the Director to negotiate a contract with Farnsworth. If negotiations are not successful with Farnsworth, Director is authorized to negotiate a contract with Clark-Dietz for the project.
4. That the funds come from the following source:
Bloomington Public Library Capital Fund: Not to Exceed \$23,000.00

Approved this 1st day of October 2013



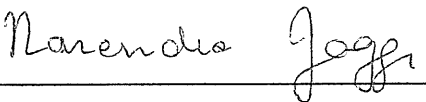
Narendra Jaggi, President
Bloomington Public Library Board of Trustees

A RESOLUTION TO APPROVE DIRECTOR'S SALARY

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

1. That the Budget & Personnel Committee met on September 4, 2013 for the purpose of reviewing the performance of the Director, for the period May 1, 2012 through April 30, 2013
2. That the Budget & Personnel Committee discussed evaluations and comments and made a recommendation to the full Board to award a merit increase of 5% based on outstanding performance and market comparisons for the Director, effective May 1, 2013
3. That the Bloomington Public Library Board of Trustees approved the recommendation from the Budget & Personnel Committee to award a 5% merit increase to the Director, effective May 1, 2013
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$5,226.00

Approved this 1st day of October 2013



Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Bloomington Public Library Director's Report October 2013

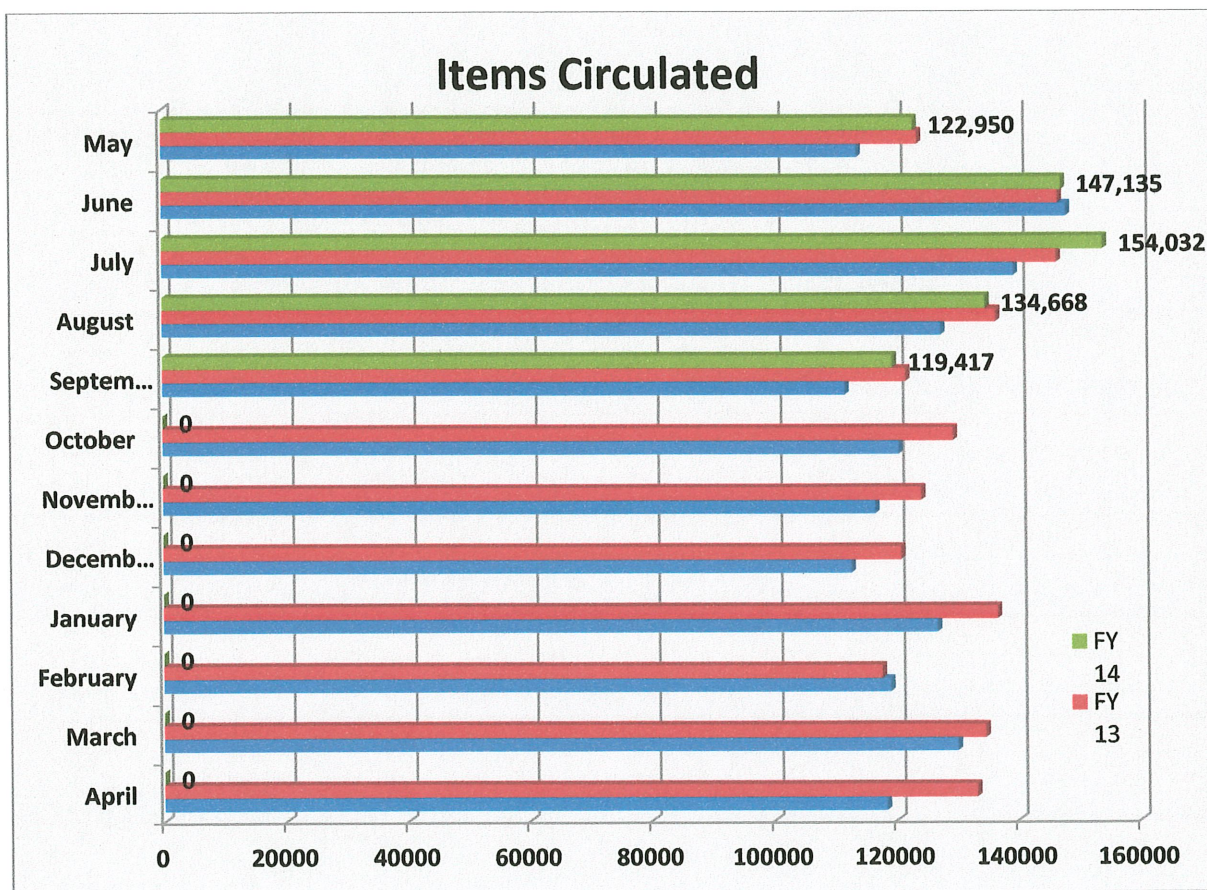
1. Bookmobile

The consultant has reviewed our draft specifications and returned it with suggestions. A conference call with him is scheduled for October 17th.

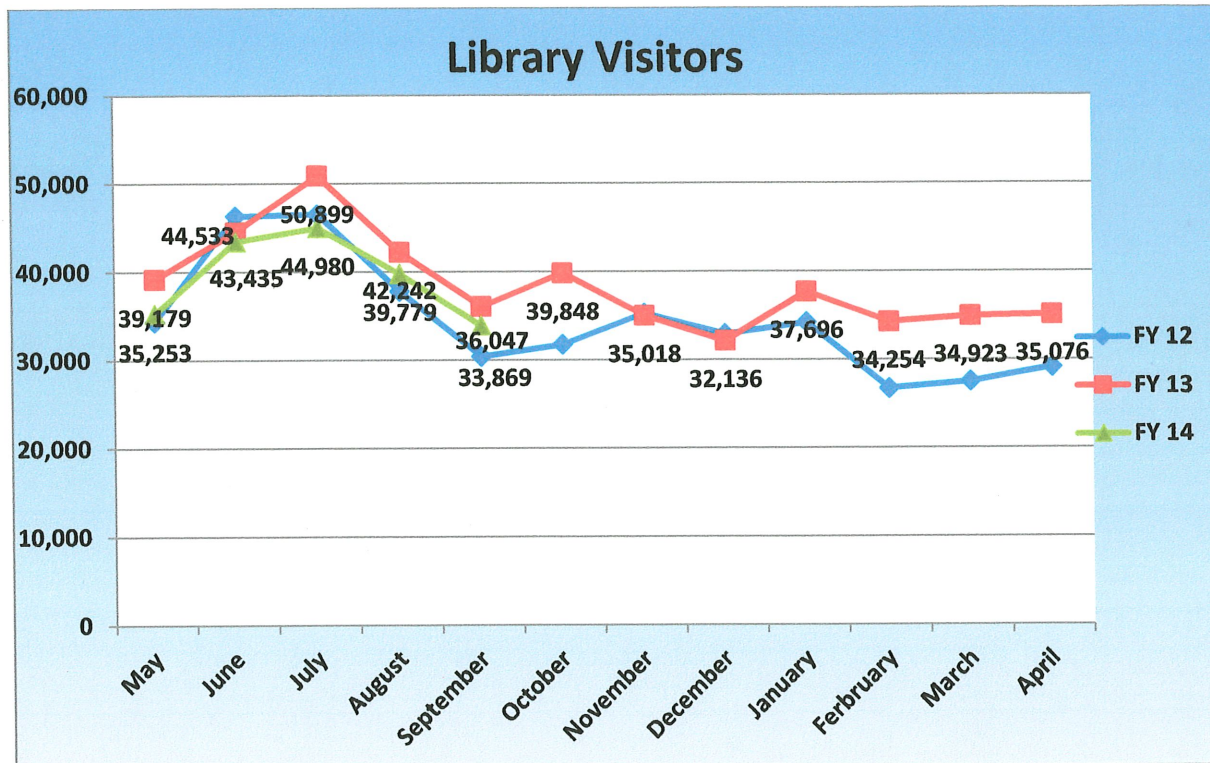
2. Per Capita Grant

Our Per Capita grant for this year was filed on October 3, 2013. I would anticipate receiving the same amount as last year, \$78,763.

3. Statistics



The Library lent 119,417 items in September 2013, compared to 121,593 items borrowed in September 2012. Of the total items borrowed, 4,147 or 3% were electronic. There were 33,869 visitors to the Library and Bookmobile in September 2013, a decrease from the 36,047 visitors in September 2012.



Staff answered 4360 questions from customers this month.

Programs and Attendance in the month of September:

Children Programs and Attendance

Lapsit story time – 43 attended – 6 sessions

Toddler story time – 75 attended – 3 sessions

Preschool story time – 134 attended – 6 sessions

Tails for Tales (Read to Dogs) – 51 attended – 3 sessions

2nd Saturday story time – 24 attended

Wiggle giggle evening story time – 11 attended

Head Start Fun Club visit – 105 attended

Visited Little Jewels Day Care – 60 attended

Visited Head Start class at Brigham – 30 attended

A pirate-themed preschool story time was promoted through a blog post.

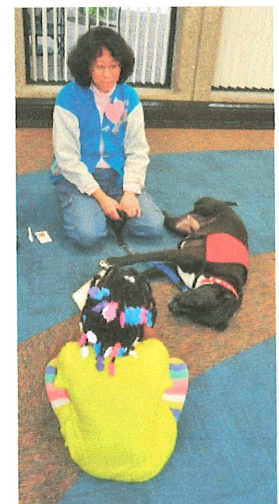
Teen Programs and Attendance

Teen Advisory Board – 1 session – 0 attended

Anime Now – 2 sessions – 29 attended

Game Fest – 1 session – 6 attended

College Q & A – 1 session – 2 attended



TeenZone was rearranged. The staff desk is closer to the door, allowing staff to greet customers and more readily offer help. The game stations were moved more to the back of the room. We've received several comments about the books not being visible and people thinking it's just a room to play games. We hope this change helps.

During Banned Books Week, teens were encouraged to check out a challenged title and show it to staff in the TeenZone or at the Reference Desk to get a button to wear.

Adult Programs and Attendance

Fiction – 1 session – 14 attended

Mystery Book Club – 1 session – 7 attended

Non-Fiction Book Club– 1 session – 4 attended

Books on Tap – 1 session – 7 attended

Movie Discussion – 1 session – 1 attended

Wednesday Night Movies – 4 sessions – 59 attended

Online Resources for Students & Parents – 1 session – 0 attended

Twin City Tale Spinners: Arabian Nights – 1 session – 17 attended

America's Music Book Discussion – 1 session -- 4 attended

Financial Planning—Avoiding Pitfalls – 1 session – 2 attended

A new book club has started, aimed at readers in their 20s and 30s, although anyone is welcome, of course! This group, Books on Tap, meets at Rosie's once a month. The inaugural meeting drew 7 people and we're hoping it grows from there.

Respectfully submitted,

Georgia Bouda
Director

BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

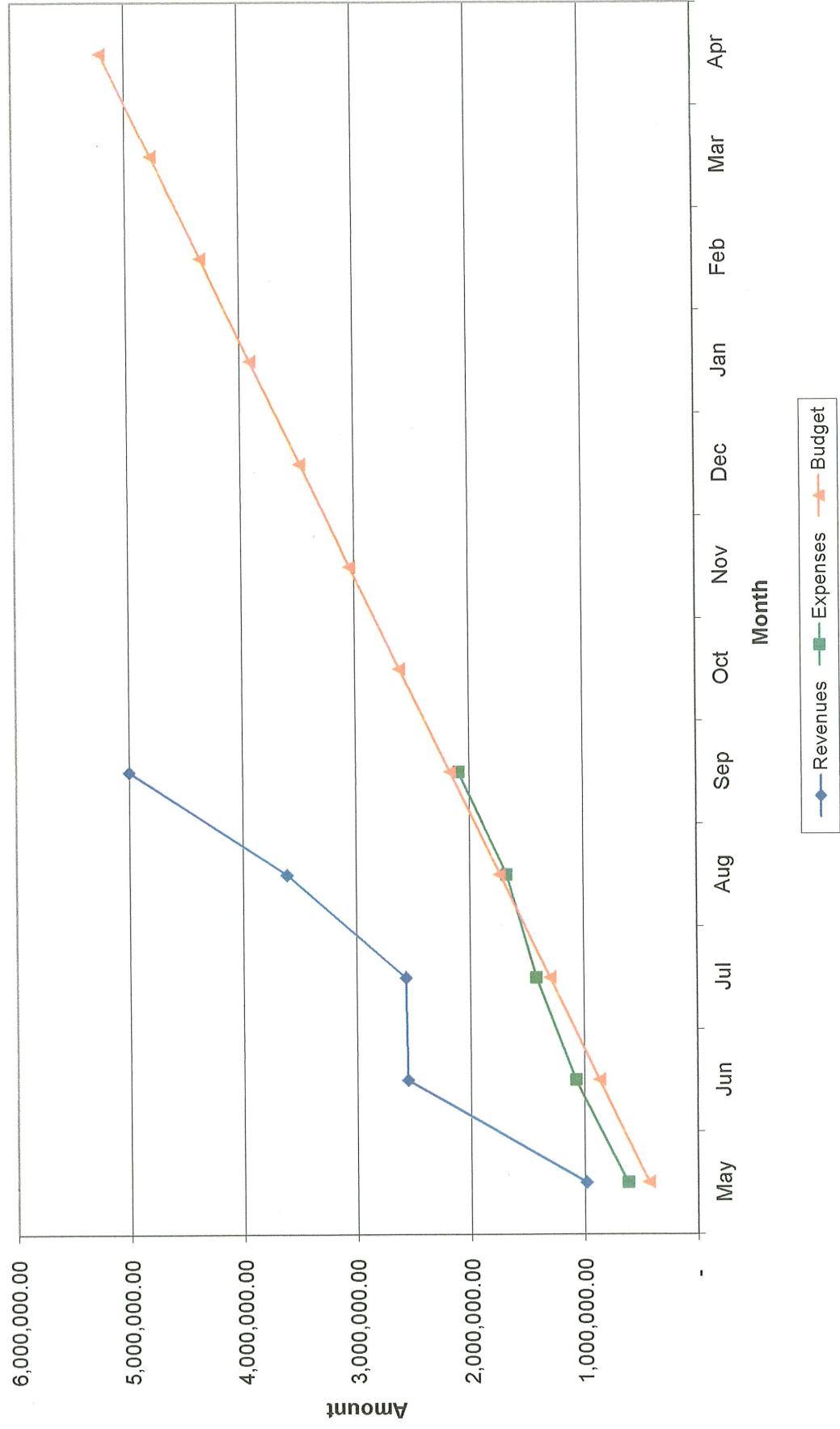
REVENUES:

ACCT NAME	BUDGET	SEPT 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	1,212,487.00	4,382,314.86	(131,162.14)	97.1
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	77,000	78,728.27	78,728.27	1,728.27	102.2
GPPLD	380,000	90,762.06	351,087.97	(28,912.03)	92.4
Fees & Rentals	80,000	6,985.19	37,504.58	(42,495.42)	46.9
Copies	3,600	397.90	1,747.50	(1,852.50)	48.5
Interest on Investments	3,000	39.70	171.72	(2,828.28)	5.7
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	10,000	51.30	3,551.67	(6,448.33)	35.5
Cash Over/Short	0	(14.40)	(29.08)	(29.08)	-----
Other	14,000	2,945.81	17,340.53	3,340.53	123.9
Total Revenues	5,212,477	1,392,382.83	5,002,818.02	(209,658.98)	96.0

ACCT NAME	BUDGET	SEPT 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	172,951.05	752,547.75	(1,125,102.25)	40.1
Part-Time Salaries	381,725	36,699.94	136,417.16	(245,307.84)	35.7
Seasonal Salaries	35,990	633.54	28,434.49	(7,555.51)	79.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	39,500.00	40,929.12	40,929.12	-----
Total Sals & Wages	2,296,465	249,784.53	958,328.52	(1,338,136.48)	41.7
Dental Insurance	11,050	845.44	4,250.94	(6,799.06)	38.5
Vision Insurance	2,600	195.94	988.80	(1,611.20)	38.0
Health Insurance, BC/BS PPO	234,700	17,889.42	87,605.68	(147,094.32)	37.3
Health Insurance, OSF HMO	79,100	7,542.84	38,142.46	(40,957.54)	48.2
Life Insurance	3,900	241.77	1,207.07	(2,692.93)	31.0
IMRF	299,300	29,765.13	126,894.33	(172,405.67)	42.4
FICA	142,320	14,708.38	55,040.44	(87,279.56)	38.7
Medicare	33,290	3,439.87	12,872.74	(20,417.26)	38.7
Worker's Comp	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	600	0.00	60.79	(539.21)	10.1
Tuition Reimb	10,000	0.00	0.00	(10,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	876,860	74,628.79	327,063.25	(549,796.75)	37.3
Rentals	26,000	916.00	6,649.99	(19,350.01)	25.6
Total Rentals	26,000	916.00	6,649.99	(19,350.01)	25.6
Building Mtn	125,000	591.21	15,914.96	(109,085.04)	12.7
Vehicle Mtn	20,000	379.12	1,435.39	(18,564.61)	7.2
Office & Computer Mtn	155,000	25,524.99	132,720.13	(22,279.87)	85.6
Other Mtn	25,000	130.00	661.37	(24,338.63)	2.6
Total Repair/Mtn	325,000	26,625.32	150,731.85	(174,268.15)	46.4

ACCT NAME	BUDGET	SEPT 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	1,534.90	4,701.90	(10,298.10)	31.3
Printing/Binding	17,000	1,700.76	7,069.24	(9,930.76)	41.6
Travel	13,200	367.00	808.13	(12,391.87)	6.1
Membership Dues	8,500	295.00	2,204.00	(6,296.00)	25.9
Professional Development	12,000	880.00	1,759.00	(10,241.00)	14.7
Other Purchased Services	90,000	2,504.00	15,079.48	(74,920.52)	16.8
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	3,600	0.00	0.00	(3,600.00)	0.0
Total Purchased Services	190,300	7,281.66	31,621.75	(158,678.25)	16.6
Office Supplies	52,000	609.83	2,778.48	(49,221.52)	5.3
Computer Supplies	80,000	644.69	11,040.84	(68,959.16)	13.8
Copier Supplies	6,000	140.04	490.14	(5,509.86)	8.2
Postage	28,000	22.13	340.71	(27,659.29)	1.2
Library Supplies	77,500	2,453.37	17,999.25	(59,500.75)	23.2
Janitorial Supplies	13,500	885.98	5,912.22	(7,587.78)	43.8
Gas & Diesel Fuel	8,000	615.38	3,391.66	(4,608.34)	42.4
Building Mtnc & Repair Supplies	7,500	1,356.47	3,185.35	(4,314.65)	42.5
Total Supplies	272,500	6,727.89	45,138.65	(227,361.35)	16.6
Natural Gas	40,000	1,372.52	9,979.23	(30,020.77)	24.9
Electricity	105,000	14,388.46	41,740.77	(63,259.23)	39.8
Water	7,500	1,039.29	2,911.96	(4,588.04)	38.8
Telecommunications	30,000	1,081.07	9,132.08	(20,867.92)	30.4
Total Utilities	182,500	17,881.34	63,764.04	(118,735.96)	34.9
Professional Collection	7,000	0.00	1,726.10	(5,273.90)	24.7
Total Prof Collection	7,000	0.00	1,726.10	(5,273.90)	24.7
Periodicals	32,000	85.95	18,053.83	(13,946.17)	56.4
Adult Books	165,300	11,576.79	63,095.32	(102,204.68)	38.2
Children's Books	120,300	7,827.98	52,095.41	(68,204.59)	43.3
A/V Materials	167,100	14,061.30	72,465.27	(94,634.73)	43.4
Public Access Software	178,800	3,858.00	97,900.14	(80,899.86)	54.8
Ebooks	33,300	0.00	0.00	(33,300.00)	0.0
Total Materials	696,800	37,410.02	303,609.97	(393,190.03)	43.6
Employee Relations	5,000	5.43	367.10	(4,632.90)	7.3
Miscellaneous Expenses	12,000	232.67	1,628.47	(10,371.53)	13.6
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	170,768	0.00	170,768.00	0.00	100.0
To Capital Fund	114,552	0.00	0.00	(114,552.00)	0.0
Total Other Expenses	339,052	238.10	209,495.57	(15,004.43)	61.8
Total Expenses	5,212,477	421,493.65	2,098,129.69	(3,114,347.31)	40.3

BPL FY 2013-2014



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2013

Property Tax (97.1%): The Library has received six Property Tax distributions.

Replacement Tax (100.0%): The Library received its total projected amount in July.

State Grants (102.2%): The Library received a little more than projected.

Golden Prairie (92.4%): The Library has received six distributions from Golden Prairie.

Fees & Rentals (46.9%): The Library has received more than projected at this point due to the efforts of the collection company.

Copies (48.5%): Copies are a little higher than projected.

Interest on Investments (5.7%): Interest rates are still low.

Sale of Property (0.0%): Nothing has been received yet.

Donations (35.5%): This is a little less than projected at this point.

Other (123.9%): This is over the projected amount due to the sale of items from the Book Shoppe.

Part-Time Salaries (35.7%): This is still under-spent because the retro and bonuses for employees were charged to another line item, Other Salaries.

Seasonal Salaries (79.0%): This is over-spent at this point because the Library hires Seasonal employees to help during the summer, thus most of the funds for this line item are expended during the summer months.

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

Health Insurance - HMO (48.2%): This is just a little over-spent at this point because more staff enrolled in this program than projected.

Life Insurance (31.0%): Charges have been minimal.

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

Uniforms (10.1%): Charges have been minimal.

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

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

Rentals (25.6%): Charges have been minimal.

Building Maintenance (12.7%): Charges have been minimal.

Vehicle Maintenance (7.2%): Charges have been minimal.

Office & Computer Maintenance (85.6%): This line item is over-spent because several one-time annual payments for Library services, i.e. database service, Collection HQ, etc. have been paid.

Other Property Maintenance (2.6%): Charges have been minimal.

Advertising (31.3%): Charges have been minimal.
Travel (6.1%): Charges have been minimal.
Membership Dues (25.9%): Charges have been minimal.
Professional Development (14.7%): Charges have been minimal.
Other Purchased Services (16.8%): 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 (5.3%): Charges have been minimal.
Computer Supplies (13.8%): Charges have been minimal.
Copier Supplies (8.2%): Charges have been minimal.
Postage (1.2%): Charges have been minimal.
Library Supplies (23.2%): Charges have been minimal.
Natural Gas (24.9%): Charges have been minimal.
Telecommunications (30.4%): Charges have been minimal.
Professional Collection (24.7%): Charges have been minimal.
Periodicals (56.4%): This is over-spent due to the annual payment of magazines for the public.
Public Access Software (54.8%): This is over-spent because the annual amount for several public access software packages has been paid.
Ebooks (0.0%): Nothing has been spent form this line item yet.
Employee Relations (7.3%): Charges have been minimal.
Miscellaneous Expenses (13.6%): Charges have been minimal.
ERI Reimbursement (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
Fixed Asset Fund Transfer (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
To Capital Fund (0.0%): This transfer has not been made yet.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,405.00
Fountain Receipts:	6.67
State Farm Good Neighbor Grant (Nancy Miller & Denyce Berg):	1,000.00
Miscellaneous:	140.00
Total Donations:	\$ 3,551.67

The Other Revenue line item breaks out as follows:

Print Station:	\$ 4,039.10
Book Shoppe:	7,721.00
Sale of Reusable Bag:	139.50
Sale of Sling Backpacks:	272.00
Sale of Earbuds:	462.50
Sale of Flashdrives:	107.25
Sale of CD-R's:	28.50
Sale of Totebags:	0.00

Hot Beverage Station:	313.00
Test Proctoring:	675.00
Meeting Room Fees:	285.00
Miscellaneous:	3,297.68
Total Other Revenue:	\$17,340.53

During September, 15 batches containing 116 invoices were processed, totaling \$26,388.72 and 205 credit card charges were made totaling \$41,691.60.

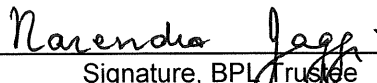
Library Fund Balance Information, 9/30/13:

Operating:	\$ 3,697,018.71
Capital:	\$ 1,734,012.77
Fixed Assets:	\$ 825,298.73

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, October 15, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	14,388.46
Biblioteheca ITG, LLC	Library Supplies	313.80
Bound To Stay Bound Books	Juvenile Books	32.82
Brodart Company	Library Supplies	916.20
Cengage Learning	Adult Books	1,334.79
Center Point Large Print	Adult Books	260.04
City of Bloomington	Dental Insurance	845.44
City of Bloomington	FICA	14,708.38
City of Bloomington	Fuel	615.38
City of Bloomington	Health Insurance-HMO	7,542.84
City of Bloomington	Health Insurance-PPO	17,889.42
City of Bloomington	IMRF	29,765.13
City of Bloomington	Life Insurance	241.77
City of Bloomington	Medicare	3,439.87
City of Bloomington	Payroll	249,784.53
City of Bloomington	Vision Insurance	195.94
Creative Empire (Mango Languages)	Public Access Software	3,858.00
Cumulus Broadcasting	Advertising	504.00
Custom Digital Imaging	Printing/Binding	1,648.40
Demco	Library Supplies	123.52
Downtown Bloomington Association	Advertising	550.00
Ebsco Subscription Services	Periodicals	66.00
Evergreen F.S., Inc.	Other Property Maintenance	130.00
Frontier	Telecommunications	884.43
Gaylord Brothers, Inc.	Library Supplies	102.45
Gold Medal Central Illinois, LLC	Other Purchased Services	166.85
Illinois State University	Other Purchased Services	827.10
Illinois Wesleyan University	Other Purchased Services	118.52
Kessenich, Thomas	Other Purchased Services	875.00
Kirk, John	Other Purchased Services	50.00
MicroMarketing, LLC	A/V Materials	166.23
Midwest Tape	A/V Materials	7,170.13
Miller Janitorial Supply	Janitorial Supplies	949.66
Nicor/Northern Illinois Gas	Natural Gas	1,372.52
Officemax	Computer Supplies	179.69
Officemax	Copier Supplies	210.06
Officemax	Library Supplies	3.09
Officemax	Office Supplies	216.52
Officemax	Other Purchased Services	16.40
PATH, Inc.	Professional Development	35.00
Random House, Inc.	A/V Materials	172.50
Ricoh, USA, Inc.	Office/Equipment Mtnc	3.02
Ricoh, USA, Inc.	Rentals	1,230.00

Ron Smith Printing Co
 SirsiDynix
 Tarvin, Richard (Culligan Water Conditioning)
 Technical Solutions & Service, Inc.
 ThyssenKrupp Elevator Corp.
 Tyco (Simplex Grinnell)
 Unique Management Services, Inc.
 Warehouse Direct
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barracuda Networks, Inc.
 VISA - Bellas Home & Garden
 VISA - Central Illinois Newspaper Group
 VISA - Central Illinois Newspaper Group
 VISA - Comcast
 VISA - Denny's Doughnuts
 VISA - Discount Office Items
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Five Star Water
 VISA - Gamestop
 VISA - Gamestop
 VISA - Hobby Lobby
 VISA - Ingram
 VISA - Lowe's
 VISA - McLeod
 VISA - Meijer
 VISA - NRS
 VISA - Officemax
 VISA - Officemax
 VISA - Party City
 VISA - PC Gamer
 VISA - POS Supply Solutions
 VISA - Rockford Map Publishers
 VISA - Sprint
 VISA - Uline Shipping Supply Specialists
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart.com

Total

Printing/Binding 240.00
 Office/Equipment Mtn 1,500.00
 Building Maintenance 3.95
 Building Maintenance 180.00
 Building Maintenance 27.21
 Building Maintenance 157.80
 Other Purchased Services 581.75
 Office Supplies 202.50
 Adult Books 36.94
 Computer Supplies 37.19
 A/V Materials 307.64
 Adult Books 129.07
 Other Purchased Services 159.55
 Membership Dues 295.00
 Other Purchased Services 22.16
 Professional Development 845.00
 A/V Materials 9,738.58
 Adult Books 13,050.15
 Juvenile Books 10,718.86
 Office/Equipment Mtn 1,249.00
 Building Mtn Supplies 49.99
 Advertising 480.90
 Other Purchased Services 1,306.45
 Telecommunications 89.85
 Other Purchased Services 15.00
 Office Supplies 19.14
 Employee Relations 11.00
 Library Supplies 19.00
 Miscellaneous Expenses 35.69
 A/V Materials 353.52
 Other Purchased Services 77.38
 Other Purchased Services 4.99
 Adult Books 887.11
 Building Mtn Supplies (4.80)
 Telecommunications 117.46
 Miscellaneous Expenses 14.84
 Other Purchased Services 113.40
 Library Supplies 137.91
 Office Supplies 15.49
 Other Purchased Services 5.98
 Periodicals 19.95
 Library Supplies 785.48
 Adult Books 53.95
 Telecommunications 309.96
 Library Supplies 57.56
 Postage 27.72
 Janitorial Supplies 23.84
 Library Supplies 19.73
 Office Supplies 53.97

408,488.71

Bloomington Public Library
Monthly Statistics - September 2013

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	57,526	314,500	57,926	313,420
Teens	2,874	19,704	3,066	19,925
Children	47,780	286,695	51,692	290,330
OTR Adults	2,598	13,481	2,159	14,147
OTR Teens	165	751	128	817
OTR Children	4,327	21,144	3,768	21,451
e-Books - Freading	18	194	2,154	10,997
e-Books - Overdrive	3,006	16,251	N/A	N/A
Freegal downloads	810	3,881	700	3,577
Zinio Magazines	313	1,601	0	0
TOTALS	4,147			
Adults	60,124	327,981	60,085	327,567
Teens	3,039	20,455	3,194	20,742
Children	52,107	307,839	55,460	311,781
Digital Downloads	4,147	21,927	2,854	14,574
COMBINED TOTAL	119,417	678,202	121,593	674,664
ITEMS IN THE COLLECTION				
Main	285,288	285,288	275,113	275,113
OTR	13,095	13,095	17,969	17,969
TOTAL	298,383	298,383	293,082	293,082
HOLDS FILLED	7,563	39,947	6,245	33,539
CARDHOLDERS				
Added	472	2,978	591	3,536
TOTAL BY TYPE				
Adults	26,532	26,532	21,912	21,912
Teens	2,297	2,297	1,963	1,963
Children	6,852	6,852	5,915	5,915
Combined Total of Active Cards	35,681	35,681	29,790	29,790
REFERENCE QUESTIONS				
Adults	2,952	15,857	3,038	17,528
Teens	45	448	50	50
Children	909	5,445	933	5,347
OTR	57	301	94	491
Circulation	397	2,504	1,313	5,715
	4,360	24,555		
PROGRAMS				
Story Times	17	41	17	38
Adult	13	72	14	98
Teens	5	48	4	31
Juvenile	3	20	3	22
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	287	887	446	1,150

Bloomington Public Library
Monthly Statistics - September 2013

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	115	934	110	1,321
Teen Programs	37	316	22	360
Juvenile Programs	51	2,004	43	2,715
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,458	0	4,696
Completed	0	2,635	0	2,832
TEENS				
Registered	0	822	0	783
Completed	0	387	0	431
ADULTS				
Registered	0	2,261	0	2,361
Completed	0	1,077	0	1,208
TOTAL				
Registered	0	7,541	0	7,840
Completed	0	4,099	0	4,471
COMPUTER USE				
Public computer uses	4,905	27,893	5,561	27,607
Website database/catalog hits	5,514	32,852	10,743	42,412
Online Resource (Database) uses	4,104	18,322	3,590	26,233
TOTAL	14,523	79,067	19,894	96,252
INTERLIBRARY LOAN				
Borrowing Requests Received	340	2,009	375	1,999
Outgoing Loans (Lending)	270	1,319	245	1,493
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	65	4	78
Outside the library (events)	3	34	4	44
Number of people	211	8,981	298	11,974
VOLUNTEER HOURS	229	990	92	579
MEETING ROOM USAGE				
Study Room	60	300	80	453
Digital Media Lab	52	282	0	0
Customer Visits (MAIN)	32,562	190,239	35,024	206,517
Customer Visits (OTR)	1,307	7,077	1,023	6,383
COMBINED TOTAL VISITS	33,869	197,316	36,047	212,900
TRAINING HOURS	67	515	115	505

Golden Prairie Public Library District
Board of Trustees Meeting
August 21, 2013
7:00 am
Minutes

- I. Call to Order
President Ives called the meeting to order at 7:06 a.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Lynn Gray, Adrienne Ives, Stephen Peterson, Patti Salch

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Narendra Jaggi, Kathy Jeakins, Caprice Prochnow
- III. Introductions & Public Comment
President Ives welcomed BPL Board President, Narendra Jaggi to the meeting.
- IV. President's Report
President Ives had nothing to report.
- V. Approval of Minutes
A. July 17, 2013
PATTI SALCH MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE MINUTES FROM THE JULY 17, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. Staff Reports
A. Director's Report
Director Bouda shared that the BPL Board approved the Request for a Bookmobile Consultant at the meeting last evening.
Director Bouda stated that the BPL Board ratified the Union Contract.
Director Bouda shared that the End of Summer Reading party was a great success.
Director Bouda shared that there are two GPPLD sponsored programs scheduled; one is "Tales from the Trails: Stories from the Bozeman Trail and Indian Battle Sites" on Sunday, November 3 at 2:00 p.m. in the Community Room and a family craft program for elementary school age children on Saturday, Sept. 21 at 11 a.m. at the Dale Township Hall.

B. Outreach Report
Laura Golaszewski stated that the bookmobile schedule for October – May is being finalized. She went on to say that the JC Parkway stop is being eliminated (due to only one visitor) and the Colonial Plaza stop is being shortened by a half-hour. Laura stated that they are increasing a few other stops by 15 to 30 minutes to allow more time for kids returning from school to visit the bookmobile.
Laura shared that two of the bookmobile antennas were replaced, and one was repaired to provide better connectivity at stops.

C. Fiscal Report

Kathy Jeakins stated that an updated Fiscal Report had been distributed to account for the name of the vendor for the Pantagraph ad being Lee Enterprises Central Illinois rather than The Pantagraph.

Kathy shared that the auditor for GPPLD is scheduled for Monday, August 26. She entertained questions.

1. Approve July Financial Report

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE JULY FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, ADRIENNE IVES, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Approve Revised By-Laws

Carol Carey-Odekirk recommended to Board members that Article III, Section 2 be deleted, and that this sentence be added to Article II, Section 2, "The Board will vote on the slate of officers in that same meeting."

CAROLYN DAIL MOVED, LYNN GRAY SECONDED TO APPROVE REVISED BY-LAWS. THE MOTION CARRIED UNANIMOUSLY.

VIII. New Business

A. Adopt Tax Levy Ordinance #13-02

PATTI SALCH MOVED, LYNN GRAY SECONDED TO ADOPT THE TAX LEVY ORDINANCE #13-02 IN THE AMOUNT OF \$402,140.00 BEING THE AMOUNT DEEMED REQUIRED FOR THE NECESSARY CORPORATE PURPOSES OF GPPLD FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, ADRIENNE IVES, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Costs to Attend ILA Trustee Day

Director Bouda shared with Board members that the ILA Trustee Day will be held on Wednesday, October 16, which is the same day as their Board Meeting. After a brief discussion, it was determined that no members were interested in attending this year.

- C. Complete SWOT Analysis for Per Capita Grant Application
The Board members completed the SWOT Analysis for Per Capita Grant Application.

CAROL CAREY-ODEKIRK MOVED, LYNN GRAY SECONDED TO
APPROVE THE SWOT ANALYSIS. THE MOTION CARRIED.

- IX. Adjournment
President Ives adjourned the meeting at 8:09 a.m.

Next Meeting

September 18, 2013

LIBRARY BUDGET -- FY 15												
Proposed												
Account Number	Account Title	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Proposed	Difference FY15-FY14	FY 16 Proposed	FY 17 Proposed	FY 18 Proposed	FY 19 Proposed
50110	Property Taxes	4,491,185	4,513,080	4,518,200	4,512,534.79	4,513,477	4,546,710	33,233	4,660,378	4,776,887	4,896,309	5,018,717
53020	Replacement Tax	130,400	130,400	130,400	130,400.00	130,400	130,400	-	130,400	130,400	130,400	130,400
57000	State Grants	76,557	76,724	78,564	-	77,000	78,000	1,000	78,000	78,000	78,000	78,000
57000	From Golden Prairie PL Dist	304,268	363,051	363,270	364,807.67	380,000	375,000	(5,000)	375,000	374,000	374,000	374,000
57000	Library Fees & Rentals	59,028	65,245	79,967	76,564.22	80,000	75,000	(5,000)	75,000	76,000	77,000	78,000
54720	Copies	4,149	6,800	3,323	4,202.45	3,600	3,600	-	3,600	3,300	3,300	3,200
56010	Int from Investments	4,609	4,568	2,339	4,011.30	3,000	4,000	1,000	4,000	4,500	4,500	4,600
56020	Int from Taxes	-	-	-	64.66	-	-	-	-	-	-	-
57110	Sale of Property	1,245	2,489	2,045	1,670.00	1,000	1,000	-	1,000	1,000	1,000	1,000
57310	Donations	23,451	19,703	29,554	18,195.89	10,000	19,500	9,500	20,000	20,000	21,000	22,000
57350	Other Private Grants	3,000	11,648	79	820.95	-	-	-	-	-	-	-
57610	Cash Over/Short	248	5	(133)	(115.51)	-	-	-	-	-	-	-
57990	Other Misc Income	14,147	13,097	14,731	33,304.85	14,000	20,000	6,000	20,000	22,000	25,000	26,000
	Fr Library Fund Balance	-	200,000	160,000	53,030.00	-	-	-	-	-	-	-
	Fr Library Fixed Asset Fund	-	-	50,000	80,000.00	-	-	-	-	-	-	-
	Total Revenues	5,112,287	5,406,810	5,432,339	5,279,491.27	5,212,477	5,253,210	40,733	5,367,378	5,486,087	5,610,509	5,735,917
61100	Full Time Salaries	1,682,455	1,741,659	1,659,040	1,768,935.57	1,877,650	2,000,510	122,860	2,050,523	2,101,786	2,154,331	2,208,189
61110	Part Time Salaries	294,873	303,297	329,778	373,618.38	381,725	384,836	3,111	394,457	404,318	414,426	424,787
61130	Seasonal Salaries	37,010	34,380	33,424	36,973.72	35,990	34,648	(1,342)	35,514	36,402	37,312	38,245
61150	Overtime Salaries	380	-	-	1,100.00	1,100	1,100	-	1,100	1,100	1,100	1,100
61190	Other Salaries	-	-	-	31,981.97	-	-	-	-	-	-	-
62101	Dental Insurance	10,028	9,932	9,816	10,156.14	11,050	11,160	110	11,439	11,668	11,959	12,258
62102	Vision Insurance	2,152	2,262	2,166	2,336.08	2,600	2,630	30	2,696	2,763	2,832	2,903
62104	Health Insurance PPO BC/BS	191,761	203,249	202,223	208,524.99	234,700	232,172	(2,528)	255,389	280,928	309,021	339,923
62106	Health Insurance HAMP HMO	39,148	54,672	65,079	76,469.78	79,100	99,565	20,465	109,522	120,474	132,522	145,774
62110	Life Insurance	3,116	3,016	1,928	3,069.63	3,900	4,000	100	4,100	4,200	4,200	4,300
62120	IMRF	183,324	210,333	229,823	277,819.88	299,300	297,676	(1,624)	300,000	302,000	303,000	304,000
62130	FICA	149,054	152,938	145,796	126,771.98	142,320	150,040	7,720	150,000	151,000	152,000	153,000
62140	Medicare	-	-	2,257	29,741.85	33,290	35,090	1,800	35,967	36,500	37,000	38,000
62160	Worker's Comp	14,453	6,853	17,701	20,522.00	30,000	22,211	(7,789)	20,000	21,000	21,000	20,000
62190	Staff Uniforms	300	145	600	461.41	600	600	-	600	800	800	800
62210	Tuition Reimbursement	1,952	-	1,110	-	10,000	30,000	20,000	30,000	20,000	20,000	20,000
62990	Other Benefits	(4,605)	12,177	11,760	-	30,000	20,000	(10,000)	20,000	20,000	20,000	20,000
70095	Credit Card Fees	-	582	-	-	-	-	-	-	-	-	-
70420	Equipment Rental	7,544	10,751	16,971	17,983.85	26,000	20,000	(6,000)	22,000	23,000	23,000	23,000
70510	Building Maintenance	187,416	163,816	87,168	78,579.65	125,000	125,000	-	135,000	137,000	139,000	141,000
70520	Vehicle Maintenance	26,615	7,048	8,104	3,953.36	20,000	10,000	(10,000)	10,000	12,000	12,000	12,000
70530	Office/Equipment Maintenance	107,614	147,637	138,087	104,397.26	155,000	158,000	3,000	163,000	165,000	167,000	169,000
70590	Other Property Maintenance	2,110	3,118	3,688	23,193.17	25,000	25,000	-	25,000	26,000	27,000	28,000
70610	Advertising	7,045	6,360	13,089	12,067.48	15,000	18,000	3,000	20,000	21,000	22,000	23,000
70611	Printing/Binding	18,614	16,777	16,928	22,303.18	17,000	18,000	1,000	18,000	19,000	20,000	21,000
70630	Travel	13,154	5,277	10,920	4,142.96	13,200	6,000	(7,200)	7,000	8,000	8,500	9,000
70631	Membership Dues	8,552	8,137	4,749	4,524.46	8,500	5,000	(3,500)	5,000	6,000	6,000	6,500
70632	Professional Development	(3,079)	2,371	2,693	5,617.01	12,000	8,000	(4,000)	8,000	8,500	9,000	9,500
	Other Purchased Services	75,116	87,830	82,316	82,584.46	90,000	112,000	22,000	115,000	116,000	117,000	118,000
	Property Insurance	13,268	12,857	21,031	22,462.00	25,000	26,000	1,000	25,000	26,000	26,000	27,000
	Vehicle Insurance	1,888	1,993	5,189	5,471.00	6,000	6,000	-	8,000	10,000	10,000	10,000
70790	Other Insurance	2,830	3,386	3,386	4,289.00	3,600	4,500	900	4,700	5,000	5,000	5,000
71010	Office Supplies	76,130	86,212	46,095	17,116.10	52,000	20,000	(32,000)	22,000	22,000	23,000	24,000
71013	Computer Supplies	-	-	85,551	53,697.54	80,000	90,000	10,000	92,000	92,000	93,000	94,000
71015	Copier Supplies	4,672	6,109	4,865	3,899.42	6,000	4,500	(1,500)	4,500	5,000	5,500	6,000
71017	Postage	18,240	12,030	27,734	19,324.12	28,000	30,000	2,000	32,000	32,000	32,000	33,000
71020	Library Supplies	84,197	94,021	79,635	52,939.95	77,500	75,000	(2,500)	75,000	76,000	76,000	77,000
71024	Janitorial Supplies	12,896	7,372	13,725	13,300.41	13,500	13,000	(500)	14,000	15,000	15,000	16,000
71070	Fuel	4,289	5,402	6,562	6,770.31	8,000	8,240	240	7,000	8,000	8,000	8,000
71076	Telecommunications Repairs	-	-	-	-	-	-	-	-	-	-	-
71077	Water Repairs	-	-	-	-	-	-	-	-	-	-	-
71078	Electricity Repairs	-	-	-	-	-	-	-	-	-	-	-
71079	Natural Gas Repairs	-	-	-	-	-	-	-	-	-	-	-
71080	Bldg & Maint Supplies	6,771	16,606	8,645	6,708.32	7,500	8,000	500	8,000	8,500	9,000	9,500
71310	Natural Gas	35,778	38,811	34,337	31,690.87	40,000	35,000	(5,000)	35,000	36,000	37,000	38,000
71320	Electricity	112,379	112,747	98,049	115,862.52	105,000	112,000	7,000	112,000	110,000	110,000	109,000
71330	Water	4,846	5,172	6,817	6,999.95	7,500	8,500	1,000	8,500	8,500	8,600	8,700
71340	Telecommunications	23,912	26,971	24,510	24,900.17	30,000	26,000	(4,000)	25,000	25,000	25,000	25,000
71410	Professional Collection	5,103	5,478	6,646	4,186.37	7,000	6,000	(1,000)	7,000	7,000	7,000	7,000
71420	Periodicals	25,337	30,949	33,948	35,022.99	32,000	35,000	3,000	33,000	33,000	34,000	35,000
71430	Adult Books	144,533	161,996	173,977	204,452.19	165,300	165,300	-	170,000	172,000	174,000	176,000
71440	Juvenile Books	87,507	118,661	135,753	115,927.67	120,300	120,300	-	125,000	127,000	129,000	131,000
71450	Outreach Books	45,024	46,039	6,241	-	-	-	-	-	-	-	-
71470	A/V Materials	161,703	191,513	166,178	177,430.74	167,100	167,100	-	168,000	170,000	172,000	174,000
71480	Public Access Software	148,442	175,532	108,031	125,199.08	178,800	150,000	(28,800)	140,000	140,000	139,000	138,000
71490	Ebooks	-	-	-	-	33,300	61,300	28,000	70,000	71,000	72,000	73,000
73990	Other Int Expense	44,685	35,817	22,403	-	-	-	-	-	-	-	-
79120	Employee Relations	3,922	2,776	4,359	5,242.35	5,000	5,500	500	6,000	6,200	6,600	6,600
79150	Bad Debt	236	-	270	-	-	-	-	-	-	-	-
79990	Other Misc. Expenses	7,077	6,687	2,641	6,698.49	12,000	13,000	1,000	13,000	13,500	14,000	14,500
85711	From Working Cash	-	(126,679)	-	-	-	-	-	-	-	-	-
89112	To ERI Reimbursement	-	-	42,617	42,617.00	36,732	36,732	-	-	-	-	-
89237	To Library Equip Replacement	229,041	140,174	115,301	181,199.00	170,768	195,000	24,232	213,371	210,947	207,807	197,338
89409	Lib Expansion Project Fund	480,315	564,183	550,585	-	-	-	-	-	-	-	-
	To Capital Fund	-	694,996	204,505	259,224.00	114,552	-	(114,552)	-	-	-	-
	Total Expenses	4,841,123	5,672,425	5,136,800	4,872,461.78	5,212,477	5,253,210	40,733	5,367,378	5,486,087	5,610,510	5,735,916
	Total Revenues	5,112,287	5,406,810	5,432,339	5,279,491.27	5,212,477	5,253,210	40,733	5,367,378	5,486,087	5,610,509	5,735,917
	Rev Over Exp (Surplus)	271,164	(265,615)	295,539	407,029.49	-	-	-	(0)	0	(0)	0

Library Budget Narrative FY15

50110 Property taxes – The Library requests an increase of \$33,233 in the tax levy for FY15.

57990 Other Misc. Income – This includes proceeds from the Book Shoppe, things that are sold at the Library, and print revenue.

61100 Full time Salaries – Wage increase for staff

61110 Part Time Salaries – Wage increase for staff

62106 Health Insurance HAMP HMO – More staff are choosing HMO

62210 Tuition Reimbursement – Two current full time employees have requested tuition reimbursement to pursue MLIS programs at the University of Illinois as outlined in our bargaining unit contract.

70420 Equipment Rental – Reflect actual expenditure

70520 Vehicle Maintenance – New bookmobile should require less maintenance

70630 Travel – Less travel planned

70632 Professional Development – Reflects actual use

70690 Other Purchased Services – Increase reflects intent to add a service for streaming movies

71010 Office Supplies (32,000) – Printer ink and toner, etc now purchased under computer supplies

71013 Computer Supplies – Computer replacements planned

71310 Natural Gas – Anticipate savings from boiler replacement

71320 Electricity – Increasing rates

71340 Telecommunications - Reflects actual use

71420 Periodicals – Project increase in costs

71480 Public Access Software – Cancellation of databases underutilized

71490 Ebooks – Increase in purchase of ebooks

TOTAL LIBRARY OPERATING AND MAINTENANCE BUDGET INCREASE OF \$40,733

LIBRARY
FIXED ASSET BUDGET
FISCAL YEAR 2014 - 2015

ACCOUNT NUMBER	ACCOUNT NAME	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 PROPOSED
REVENUES									
56010	INTEREST ON INVESTMENTS	\$ -	\$ 1,464	\$ -	\$ -	\$ 300	\$ 557	\$ 300	\$ 600
57310	DONATIONS	\$ -	\$ 10,521	\$ -	\$ -	-	-	-	-
81160	FROM LIBRARY M & O FUND	\$ 369,700	\$ 245,456	\$ 229,041	\$ 140,174	\$ 115,301	\$ 181,199	\$ 170,768	\$ 195,000
	TOTAL REVENUE	\$ 369,700	\$ 257,441	\$ 229,041	\$ 140,174	\$ 115,601	\$ 181,756	\$ 171,068	\$ 195,600
EXPENSES									
72110	OFFICE FURNITURE	\$ 5,051	\$ 3,032	\$ 9,882	\$ -	\$ -	-	-	-
72120	OFFICE & COMPUTER	\$ 151,429	\$ 103,862	\$ 136,380	\$ 140,174	\$ 140,000	\$ 9,328	\$ 9,085	\$ 108,050
72130	LICENSED VEHICLES	\$ -	\$ -	\$ 19,707	\$ -	\$ -	-	-	\$ 200,000
72140	CAPITAL OUTLAY-NON OFFICE	\$ -	\$ 2,690	\$ -	\$ -	\$ -	-	-	-
	TO LIB M & O FUND	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 80,000	-	-
	TOTAL EXPENSE	\$ 156,480	\$ 109,584	\$ 165,969	\$ 140,174	\$ 190,000	\$ 89,328	\$ 9,085	\$ 308,050
	NET REVENUE/(EXPENSE)	\$ 213,220	\$ 147,857	\$ 63,072	\$ -	\$ (74,399)	\$ 92,428	\$ 161,983	\$ (112,450)
	% OF REVENUE TO EXPENSE	236.26%	234.93%	138.00%	100.00%	60.84%	203.47%	1882.97%	63.50%

LIBRARY
PROJECT NEXT GENERATION BUDGET
FISCAL YEAR 2014 - 2015

ACCOUNT NUMBER	ACCOUNT NAME	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 PROPOSED
REVENUES									
53120	STATE GRANTS	\$ 11,500	\$ 12,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
57990	OTHER MISC. INCOME	\$ -	\$ -	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUE	\$ 11,500	\$ 12,000	\$ 12,663	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
EXPENSES									
61100	SALARIES-FULL TIME	\$ -	\$ -	\$ 1,432	\$ 4,270	\$ 4,877	\$ 4,000	\$ 3,500	\$ 4,000
61110	SALARIES-PART TIME	\$ 3,978	\$ 3,513	\$ 10,503	\$ 4,343	\$ 4,380	\$ 3,000	\$ 3,500	\$ 3,000
61130	SALARIES-SEASONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62101	DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ 22	\$ -
62102	VISION INSURANCE	\$ -	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ 10	\$ -
62103	HEALTH INS - OSF HMO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62106	HEALTH INS - PPO	\$ -	\$ -	\$ -	\$ 394	\$ -	\$ -	\$ 425	\$ -
62120	IMRF	\$ -	\$ -	\$ -	\$ 385	\$ -	\$ 400	\$ 400	\$ 400
62130	FICA	\$ -	\$ -	\$ -	\$ 493	\$ 708	\$ 400	\$ 450	\$ 400
62160	WORKERS COMP	\$ -	\$ -	\$ -	\$ -	\$ 79	\$ -	\$ 80	\$ -
70530	REP MTC OFFIC EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70740	PRINTING/BINDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70770	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70780	REG. & MEMB. DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70990	OTHER PURCHASED SRV	\$ 7,522	\$ 8,487	\$ 565	\$ -	\$ 2,456	\$ 356	\$ 4,113	\$ 500
71010	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 2,595	\$ -	\$ -	\$ -	\$ -
71013	COMPUTER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289	\$ -	\$ 4,200
71020	LIBRARY SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71030	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72120	COMPUTER EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENSE	\$ 11,500	\$ 12,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 9,446	\$ 12,500	\$ 12,500
	NET REVENUE/(EXPENSE)	\$ (0)	\$ -	\$ 163	\$ -	\$ -	\$ 3,054	\$ -	\$ -
	% OF REVENUE TO EXPENSE	100.00%	100.00%	101.30%	100.00%	100.00%	132.34%	100.00%	100.00%

Bloomington Public Library
Laptop Policy
Approved October 15, 2013

Laptops like desktop computers are reserved through Envisionware. Customers will agree to the following agreement when they log onto a library laptop:

Bloomington Public Library is pleased to offer a laptop service to Library customers 17 years of age and older. Laptops are available from the Adult Service Desk and may be used inside the library only. Laptops are available on a first-come, first-served basis. They can be reserved through the Envisionware software. Customers are only allowed to borrow one laptop at a time for a 90-minute period per day. Laptops must be returned 15 minutes before closing of the Library. Laptops therefore will not be checked out if there is less than half-hour of time left before the Library closes.

A laptop can only be checked out by a customer with a valid Bloomington Public Library card or a reciprocal borrowing library card in the Bloomington Public Library computer system. Customers whose cards are blocked from normal computer usage at the Library cannot use a laptop. The Library does not loan out laptops to ECard holders or limited access cards.

Wireless printing is available from laptops at the current rates for public computers.

Customers must use headphones (not supplied) for any application using sound on the laptops.

The laptops are for use only in the Bloomington Public Library and may not be removed from the building. All laptops contain remote tracking hardware and software that allow the Bloomington Police Department to locate them offsite. If a laptop is taken out of the Library, the Bloomington Police Department will be notified and the incident will be considered a theft of Library property.

Customers may not install software on the laptops. Customers may not alter, delete, or copy any software loaded on the laptop or change its existing configuration.

Customers are responsible for any damage or loss to the laptop and accessories that result from accident, theft, misuse, or neglect while the laptop is checked out to them. Customers are expected to report any loss or damage of the laptop or accessories to the Reference Desk. Customers will pay all costs associated with damage to the laptop or any associated peripheral equipment. Should the laptop be lost or stolen, customers will pay the full replacement cost, the replacement cost will not exceed \$1,500.00.

LAPTOP DAMAGE

When a library laptop is damaged by a customer, a fee of \$50 will be assessed and placed on the customer's library card.

Incident Report

Date	Time	Type
09/3	7:48 PM	InappropriateBehavior
09/4	5:47 PM	InappropriateAttire
09/5	8:01 PM	InappropriateBehavior
09/6	4:20 PM	InappropriateBehavior
09/7	10:39 AM	CustomerLibraryCardAbuse
09/7	10:52 AM	InappropriateBehavior
09/7	12:50 PM	InappropriateBehavior
09/7	12:52 PM	SleepingIncident
09/7	1:59 PM	InappropriateBehavior
09/7	2:07 PM	CustomerLibraryCardAbuse
09/7	2:16 PM	SleepingIncident
09/7	3:55 PM	InappropriateAttire
09/7	3:59 PM	InappropriateBehavior
09/7	4:44 PM	SleepingIncident
09/8	2:03 PM	InappropriateBehavior
09/9	1:30 PM	BicycleIncident
09/9	1:40 PM	Other
09/9	7:13 PM	BicycleIncident
09/10	12:37 PM	PoliceAmbulanceCall
09/10	7:59 PM	Other
09/12	8:15 PM	InappropriateBehavior
09/12	9:07 PM	SleepingIncident
09/14	1:34 PM	InappropriateBehavior
09/14	3:08 PM	InappropriateBehavior
09/15	2:05 PM	InappropriateBehavior
09/15	2:29 PM	LibraryEquipmentIncident
09/15	2:57 PM	SleepingIncident
09/16	11:27 AM	InappropriateAttire
09/16	1:55 PM	InappropriateBehavior
09/17	11:45 AM	InappropriateBehavior
09/17	9:45 PM	StalkingIncident
09/18	6:35 PM	Other
09/18	6:37 PM	InappropriateAttire
09/21	10:09 AM	InappropriateBehavior
09/21	1:18 PM	InappropriateBehavior
09/21	1:53 PM	StolenDamagedLibraryMaterial
09/21	4:52 PM	CustomerRelatedIllnessAccident
09/22	2:40 PM	Food Incident
09/22	3:31 PM	SleepingIncident
09/22	3:37 PM	InappropriateBehavior
09/23	1:57 PM	SleepingIncident
09/23	6:53 PM	StolenDamagedLibraryMaterial
09/23	7:22 PM	InappropriateBehavior
09/24	6:51 PM	InappropriateBehavior
09/25	6:15 PM	InappropriateBehavior
09/26	12:11 PM	CustomerRelatedIllnessAccident
09/26	5:22 PM	InternetAbuse
09/26	6:44 PM	LibraryEquipmentIncident
09/27	1:07 PM	InappropriateAttire
09/27	4:56 PM	Food Incident
09/27	5:13 PM	Other
09/27	5:48 PM	TobaccoUse
09/28	11:29 AM	Vandalism
09/28	1:29 PM	InappropriateBehavior
09/28	1:53 PM	Other
09/28	2:29 PM	PoliceAmbulanceCall
09/28	2:39 PM	SleepingIncident
09/28	2:42 PM	SleepingIncident
09/28	3:53 PM	InappropriateBehavior
09/28	5:43 PM	StolenDamagedLibraryMaterial
09/29	4:37 PM	SleepingIncident

09/29	4:41 PM	SleepingIncident
09/29	4:45 PM	SleepingIncident
09/29	4:51 PM	SleepingIncident

Suspension Report

Date	Time	violation
09/3	7:51 PM	InappropriateBehavior
09/10	8:03 PM	Other
09/16	2:16 PM	InappropriateBehavior
09/27	5:29 PM	InappropriateBehavior
09/27	5:31 PM	InappropriateBehavior