

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 19, 2014
4:30 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. July 15, 2014
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - 1. Recommend Approval of FY16 Project Next Generation Budget
 - 2. Recommend Approval of FY16 Fixed Asset Budget
 - 3. Recommend Approval of FY16 Operating & Maintenance Budget
 - 4. Report on Environmental Scan and Library Budget
 - B. Planning, Policies & Programs (3 P's) (Chair's Report Attached)
 - 1. Recommend Approval of Amended Materials Selection and Collection Development Policy
 - 2. Recommend Approval of Changing Board Meeting Time to 5:00 p.m.
 - 3. Recommend Approval of Addition of Permanent Agenda Item: Future Agendas/Comments from Board Members
- X. Unfinished Business
 - A. Approval of Plans for DCEO Grant 13-203048
- XI. New Business
 - A. Approve Surplus List
 - B. Waive Three-Quote Requirement for Renewal of Mango Languages Software Database
 - C. Presentation on City Comprehensive Plan - Vasudha Pinnamaraj
- XII. Adjournment

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 15, 2014

4:30 p.m.

Quiet Reading Room

Bloomington Public Library

Minutes

I. Call to Order

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

II. Roll Call

MEMBERS PRESENT: Monica Brigham (arrived at 4:42 p.m.), Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke (arrived at 4:50 p.m.), Cathy Pratt, Narendra Jaggi, Bill Wetzel (arrived at 4:32 p.m.)

MEMBERS ABSENT: Whitney Thomas

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Patricia Marton, Maria Nagle, Caprice Prochnow, Jeff Smith, Rachel Wells

III. Introductions/Public Comment

President Jaggi introduced Pantagraph reporters, Rachel Wells and Maria Nagle, and resident, Patricia Marton.

President Jaggi extended a warm welcome to Mayor, Tari Renner and City Manager, David Hales. Mayor Renner shared where the City is at now in terms of library expansion.

Mayor Renner stated that the City is looking to purchase the Sugar Creek Packing building in the near future and relocating Public Works further into the future.

Mayor Renner shared that in talking with Board President, Narendra Jaggi and Normal Mayor, Chris Koos that a temporary liaison committee should be developed with members from both the City Council and the Library Board to discuss action steps towards library expansion. He felt that ideally Karen Schmidt and Joni Painter would be willing to serve on this committee from the City Council.

Mayor Renner shared that the concept of a Children's Library being added to the south of the current library is definitely one to pursue. He hoped that since a Children's Library would be extraordinary that there may be grants available for both the planning and construction phases.

David Hales shared that purchase of Sugar Creek Packing plant is coming very soon, and he expects the City Council to be voting on this as early as next month. He went on to say that with this it would allow for more parking for City employees, so that more parking would be available to the Library in the lower lot. David Hales hoped that as early as next summer, the Library may have more parking available to them in the lower lot. An option in the meantime may be to have some of the City and Library employees park in the Lincoln garage.

David Hales shared that the City is looking at different sites that Public Works may be moved to either as a medium or long term facility.

Patricia Marton shared that she is excited about the prospect of library expansion. Patricia stated that reference librarians really should take sensitivity training in order to handle potentially difficult situations more appropriately.

IV. Approval of Minutes

A. June 17, 2014

EMILY KELAHAAN MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 17, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Jaggi stated from this point forward that any Board member wishing to have an item added to the Agenda needs to send an email to the appropriate Committee Chair and to copy him. He went on to say, if it is not necessary to vet the item, it may be put on the Agenda for the full Board meeting.

President Jaggi shared that he no longer has a class to teach at 6:00 p.m., so he proposes that the Board meetings run 90 minutes on a regular basis.

VI. Director's Report

A. FY15 Per Capita Requirements

Director Bouda shared that she is starting to work on the Per Capita Grant that is due on October 1. She said that usually the Library receives around \$90,000.00.

Director Bouda shared that she had enclosed the Per Capita Grant requirements for this year in the packet, and there will be homework for both the 3P's and the Budget & Personnel committees. Director Bouda stated that the 3 P's Committee will be tasked with the Standards Chapter Review on Collection Development and Resource Sharing. She went on to say that the Budget & Personnel will be tasked with the Trustees section, and must analyze the Library's current budget to determine whether revenues and expenditures are sufficient. Director Bouda stated that the appropriate documents were included in the packet in order for both committees to review prior to the meetings.

B. Annual Report

Director Bouda shared that Caprice Prochnow prepares the Illinois Public Library Annual Report, which was included in the packet. She plans to take the data in this report and prepare a comparison to see how this library is doing compared to other libraries. She hopes to have a report on this for the next Board meeting.

VII. Fiscal Report

Kathy Jeakins shared that normally at the end of June the total expenditures are at 16 – 17%, but this year they are at 21%. This is due to the transfer of the whole amount for the year that goes into the Fixed Asset Fund, transfer to the Early Retirement Incentive, and the EBSCO subscription that was paid last month. The Total Expenditures looks high now, but will level off as the year goes on. She entertained questions.

VIII. Approval of Bills

BRITTANY CORNELL MOVED, MONICA BRIGHAM SECONDED, TO APPROVE THE BILLS LIST FROM JUNE 2014. THE MOTION CARRIED.

IX. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

1. Recommend Approval of Posting Board Packet on Library Website

Emily Kelahan, Chair shared that Renee Nestler, AFSCME Local 31 Staff Representative, had asked that the entire packet be posted online prior to the Board meeting. The Committee members discussed this, and agreed that it was a good idea with one provision. The provision being that the packet will be taken down immediately following the Board meeting.

EMILY KELAHAH MOVED, NO SECOND NEEDED, TO APPROVE POSTING THE BOARD PACKET ON THE LIBRARY WEBSITE PRIOR TO THE BOARD MEETING AND BEING TAKEN DOWN IMMEDIATELY FOLLOWING THE BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

2. Recommend Approval of Procedure to Amend By Laws

President Jaggi shared that currently there is not a procedure in place within the bylaws for amending the bylaws, and this is what this motion pertains to. Emily Kelahan, Chair shared that amendments to the bylaws may be proposed by any Board member in writing at least 30 days prior to a vote being taken. Amendments to the bylaws will become effective upon a two-thirds majority vote of the Board.

EMILY KELAHAH MOVED, NO SECOND NEEDED, TO APPROVE THE PROCEDURE TO AMEND BY LAWS. THE MOTION CARRIED UNANIMOUSLY.

3. Recommend Approval of Change to By Laws to Elect Committee Chairmen

Chair Emily Kelahan shared that had a suggestion had been made that it might be preferable to have a direct democracy when electing the Chairs to the major committees. Since there was not an amendment to amend the bylaws yet, this will be revisited at future 3 P's Committee meetings.

4. Discussion of Library Expansion

Chair Emily Kelahan stated that they all heard the Mayor is in favor of forming a Joint Task Force comprised of 2 or 3 City Council members and 2 or 3 Board members. She reported that the 3 P's Committee has discussed this and unanimously supports forming this Joint Task Force.

EMILY KELAHAH MOVED, NO SECOND NEEDED, TO FORM A JOINT TASK FORCE COMPRISED OF THREE CITY COUNCIL MEMBERS AND TWO LIBRARY BOARD MEMBERS TO PURSUE THE TASK OF EXPANDING THE LIBRARY IN THE BLOOMINGTON DOWNTOWN AREA.

After the motion, there was some discussion as to the number of people from both the Council and the Board that would be on the Joint Task Force. It was decided not to limit the number that would be involved.

BRITTANY CORNELL MOVED, EMILY KELAHAH SECONDED, TO AMEND THE MOTION AS FOLLOWS: THE BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES SHALL FORM A JOINT TASK FORCE WITH THE BLOOMINGTON CITY COUNCIL TO BE COMPRISED OF CITY COUNCIL MEMBERS AND BLOOMINGTON PUBLIC LIBRARY TRUSTEES CHARGED WITH BEGINNING THE PROCESS OF EXPANDING THE BLOOMINGTON PUBLIC LIBRARY IN THE BLOOMINGTON DOWNTOWN. THE MOTION CARRIED.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Waive Three-Quote Requirement for Renewal of Electronic Software Database

President Jaggi reviewed that the Board had previously approved renewal of this product at the cost of \$12,210.00 on May 20, 2014. In the interim the vendor has decided to offer an additional 1,000 more sources, including 74 more news sources for Illinois. President Jaggi stated that the increase for these additional sources brings the total cost to \$13,869.00, and since the previously approved amount has not yet been paid, this is the amount that will be due.

EMILY KELAHAH MOVED, CATHY PRATT SECONDED, TO APPROVE WAIVING THREE-QUOTE REQUIREMENT FOR RENEWAL OF ELECTRONIC SOFTWARE DATABASE TO NEWSBANK IN THE AMOUNT OF \$13,869.00.

AYES: MONICA BRIGHAM, PEGGY BURTON, BRITTANY CORNELL,
EMILY KELAHAHAN, SUSAN O'ROURKE, CATHY PRATT, BILL
WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.A."

- B. Recommend Approval to Foundation for Restoration of Withers Painting
Director Bouda shared that the Mrs. Withers painting that hangs in the Community Room is in bad shape and really needs to be restored. Mrs. Withers had donated her home to the Bloomington Library Association and it served as the Withers Library for 89 years until this facility was built in 1976.
Director Bouda proposed that the Library Board ask the Foundation Board to restore the painting, which is estimated to be a cost of \$2,500 - \$3,500. She recommended that the Conservation Center in Chicago, which the Library has used in the past to restore a painting, be used for this restoration.
Director Bouda shared that the Foundation has a Myers Trust which is dedicated to artwork for purchase or restoration for the Library.

PEGGY BURTON MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE A
RECOMMENDATION TO THE FOUNDATION TO FUND RESTORATION OF THE
WITHERS PAINTING TO THE CONSERVATION CENTER IN CHICAGO, NOT TO
EXCEED \$3,500.

AYES: MONICA BRIGHAM, PEGGY BURTON, BRITTANY CORNELL,
EMILY KELAHAHAN, SUSAN O'ROURKE, CATHY PRATT, BILL
WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B."

- XII. Adjournment
President Jaggi adjourned the meeting at 5:58 p.m.

2014.07

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 15, 2014

Narendra Jaggi
 Signature, BPL Trustee

Vendor	Line Item	Amount
3M	Office/Equipment Mtn	29,204.00
Alpha Controls & Services, LLC	Building Maintenance	5,750.00
Ameren IP	Electricity	16,452.61
American Pest Control	Building Maintenance	400.00
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
Bloomington Rotary Club	Membership Dues	300.00
Bouda, Georgia	Travel	120.92
Bound to Stay Bound Books	Juvenile Books	229.25
Bridgeall Libraries	Office/Equipment Mtn	15,412.00
C.K. Brush	Building Maintenance	90.00
CDW Government	Computer Supplies	441.65
CDW Government	Office/Equipment Mtn	769.00
Cengage Learning	Adult Books	1,385.58
Center Point Large Print	Adult Books	563.22
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	786.88
City of Bloomington	FICA	4,945.46
City of Bloomington	Fuel	536.68
City of Bloomington	Health Insurance-HMO	8,256.10
City of Bloomington	Health Insurance-PPO	14,692.56
City of Bloomington	IMRF	27,513.76
City of Bloomington	Life Insurance	230.07
City of Bloomington	Medicare	2,559.85
City of Bloomington	Payroll	185,838.73
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	1,038.92
Comcast	Telecommunications	99.85
Cumulus Broadcasting	Advertising	1,355.85
Custom Digital Imaging	Printing/Binding	1,789.75
Demco	Library Supplies	214.10
Ebsco Subscription Services	Periodicals	15,452.08
Ebsco Subscription Services	Professional Collection	838.30
Evergreen FS	Other Property Mtn	70.00
Facts on File (Infobase Publishing)	Public Access Software	7,220.06
Farnsworth Group	Other Purchased Services	2,097.00
Founder's Grove Neighborhood Association	Advertising	100.00
Fox Lake District Library	Miscellaneous Expenses	9.99
Frontier	Telecommunications	1,650.59
Global Government/Education Solutions, Inc.	Computer Supplies	181.50

Heritage Schoolhouse Press
 HOH Water Technology
 Illinois State University (WGLT Radio)
 Kavanagh, Scully, Sudow, White & Frederick
 Keystone US Management (Tyco Integrated Security, LLC)
 Kollum, Jason
 Kone, Inc.
 LimeLight Communications, Inc.
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural Books & Videos
 Nicor/Northern Illinois Gas
 Oberlander Communications
 Officemax
 Officemax
 Officemax
 Officemax
 Officemax
 Penworthy
 Prochnow Landscaping, Inc.
 Proquest
 R.K. Dixon
 Recorded Books, Inc.
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Scholastic Library Publishing
 Select Screen Prints & Embroidery, Inc.
 Sirsi-Dynix
 Stanlaw, James
 Stumpf, Gerald (ID Cards Unlimited)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Illinois
 Verizon Wireless
 West Publishing
 Widmer
 Williams, Charles (CW Associates)
 VISA - A Renee Wine
 VISA - Ace Hardware
 VISA - Allegiant Air
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Badge A Minit
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Concord Custom Cleaners
 VISA - Connecting Point
 VISA - Demco
 VISA - Dollar Tree
 VISA - Don Owen Tire
 VISA - Eli Research, Inc.

Juvenile Books	45.00
Building Mtn Supplies	210.15
Advertising	600.00
Other Purchased Services	437.04
Building Maintenance	245.80
Other Purchased Services	825.00
Building Maintenance	1,584.00
Advertising	200.00
Building Maintenance	362.50
A/V Materials	2,562.01
Janitorial Supplies	902.47
Office/Equipment Mtn	93.04
Juvenile Books	304.13
Natural Gas	5,219.48
Telecommunications	48.50
Computer Supplies	602.10
Copier Supplies	889.25
Employee Relations	23.82
Miscellaneous Expenses	(26.91)
Office Supplies	259.43
Juvenile Books	1,047.00
Other Property Mtn	75.00
Public Access Software	3,325.00
Office/Equipment Mtn	445.47
A/V Materials	1,110.64
Periodicals	4,800.45
Rentals	1,694.80
Printing/Binding	232.50
Other Purchased Services	344.00
Other Purchased Services	8.50
Professional Development	1,460.00
Other Purchased Services	75.00
Library Supplies	1,163.30
Building Maintenance	28.09
Other Purchased Services	519.10
Tuition Reimbursement	2,504.00
Telecommunications	1,050.42
Adult Books	78.00
Office Supplies	2,196.87
Adult Books	64.20
Other Purchased Services	650.00
Building Mtn Supplies	17.98
Travel	49.98
A/V Materials	560.14
Adult Books	45.47
Library Supplies	194.95
A/V Materials	6,360.66
Adult Books	9,902.85
Juvenile Books	4,988.80
Other Purchased Services	155.85
Computer Supplies	34.00
Library Supplies	345.87
Other Purchased Services	120.00
Vehicle Maintenance	642.14
Professional Development	179.00

VISA - Envisionware
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Global Industrial.com
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hometown Productions
 VISA - Huck's Food & Fuel
 VISA - Ingram
 VISA - Kelly's Bakery & Café
 VISA - K-Mart
 VISA - Lands' End Business Outfitters
 VISA - LD-Inkjets
 VISA - Lowe's
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Michael's
 VISA - MineCraftEdu
 VISA - Mission Mart
 VISA - Naturally Yours 2
 VISA - News Gazette, Inc.
 VISA - Officemax
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Paypal*NKTrading Inc.
 VISA - SteamGames.com
 VISA - SteamPowered.com
 VISA - US Postage Service
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Office/Equipment Mtn	1,807.20
Advertising	3.23
Miscellaneous Expenses	142.51
A/V Materials	90.15
Office Supplies	199.90
Office Supplies	7.19
Other Purchased Services	56.55
Advertising	297.00
Miscellaneous Expenses	4.43
Adult Books	254.13
Miscellaneous Expenses	115.24
Janitorial Supplies	110.69
Uniforms	120.65
Computer Supplies	63.99
Building Mtn Supplies	39.98
Employee Relations	10.49
Janitorial Supplies	41.96
Miscellaneous Expenses	28.44
Other Purchased Services	7.78
Office Supplies	54.99
Public Access Software	461.00
Other Purchased Services	16.92
Other Purchased Services	3.79
Periodicals	18.95
Library Supplies	25.86
Other Purchased Services	102.24
Telecommunications	118.21
Computer Supplies	3.53
Public Access Software	50.00
Public Access Software	50.00
Postage	6.49
Telecommunications	150.88
Employee Relations	9.31
Janitorial Supplies	37.41
Library Supplies	50.32
Miscellaneous Expenses	40.44
Other Purchased Services	122.11

416,139.67

XZ. A.

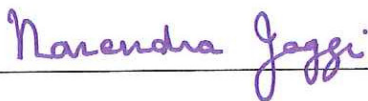
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE RENEWAL OF AN ELECTRONIC SOFTWARE DATABASE
TO NEWSBANK

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 the Electronic Software Database to Newsbank in the amount of \$13,869.00
2. That the Bloomington Public Library Board of Trustees previously approved the renewal of this product at the cost of \$12,210.00 on 5/20/14
3. That the recommendation is to add the most recent version of American's News, which offers over 1,000 more sources, including 74 more news sources for Illinois
4. That Newsbank is the only source for this particular product
5. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$13,869.00

Approved this 15th day of July 2014



Narendra Jaggi, President
Bloomington Public Library Board of Trustees



397 Main Street, PO Box 1130
Chester, VT 05143
Toll Free: (800) 243-7694
Fax: (802) 875-2904
custservice@newsbank.com

Invoice Number: 535411
Customer Number: 50323 NB

Bill to: 50323 Bloomington Public Library 205 E Olive Street Bloomington IL 61702-3308	Ship to: 50323 Bloomington Public Library 205 E Olive Street Bloomington IL 61702-3308
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Invoice Date 08 JUL 2014	Terms NET 30 DAYS	Ship Via Internet
Due Date 07 AUG 2014	Salesperson Andy Monnot	Purchase Order Number
Description Annual Subscription August 2014 - July 2015 - Bloomington Pantagraph - America's News by NewsBank, to include; - Online Training - Special Reports and News		Quantity 1
		Amount 13869.00
		TOTAL DUE 13,869.00

Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

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Withers Portrait Restoration



A portrait of Ms. Sarah Withers, which hangs in the Community Room, is deeply in need of restoration. Withers donated her first home to the Bloomington Library Association, which served as the public library building for 89 years, until this current facility was built in 1976. The painting was completed in 1891 by A. Eliot Ticknor. The Library recommends that the portrait be restored using The Conservation Center, of Chicago. The Library had The Conservation Center restore another painting for the Library. The company did an excellent job. The Library recommends that the restoration be paid for using the Myers Trust Fund, which is earmarked for artwork. The process would take a couple of months to complete and the cost estimate is \$2,500-\$3,500, which is what the previous painting cost to restore.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of restoration of the Withers portrait at a cost not to exceed \$3,500.00

Approved on this 15th day of July 2014

Approved this 16th day of July 2014

Narendra Jaggi

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Mary Ann Webb, President
Foundation Board of Trustees

The Conservation Center

<http://www.theconservationcenter.com/>

500 N. Wolcott
Chicago, IL 60622

Web

Address:

Phone: (312) 944-5401

Contact: Megan Owoc (Client Services Assoc.)

Quote

\$2,500-\$3,500

\$65 In person assessment fee

\$2,500 Surface cleaning, removal of varnish, consolidation, fill, varnish layer, in painting, and final layer of varnish.

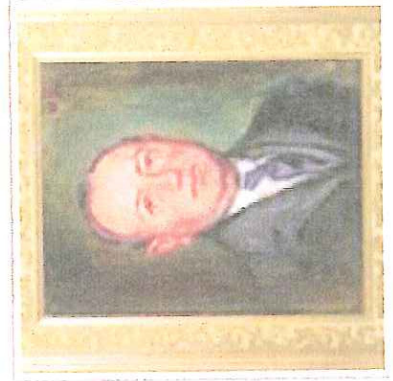
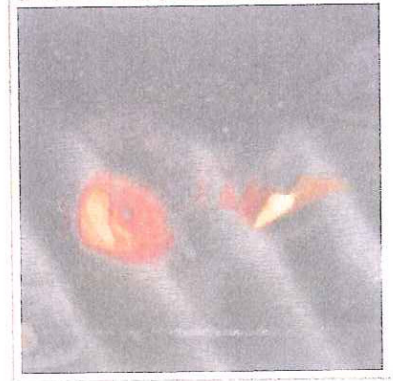
Add'l \$1,000 If ripples in canvas need to be addresses, treatment would increase to

Pros

- Highly reputable establishment with a lot of experience with an array of painting
- All employees are trained artists and conservationists
- Great reviews

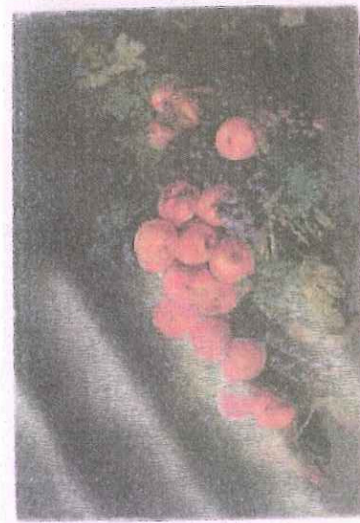
Cons

- Location (2h)



Antique Art and Restoration Center

Web <http://www.antiquerestorationcenter.com/>
Address: 5621 Dempster St.
Morton Grove, IL 60053
Phone: (847)581-9155
Contact: Igor Shuster (Owner)



Quote
\$2,500-\$3,200

Pros

- Established business dedicated to restoration
- Spoke to the owner, has a lot of experience with old pieces, very eager to do the work

Cons

- Potential pricing –Owner was hesitant to provide a quote and stated that the quote was grossly over or underestimated and will require an on-site evaluation. Would be willing to travel here to do so only if we agree to working with him. Otherwise, we can take it there.
- Location (2h)

Timothy Kent

Web Address: <http://timothykentgallery.com/>
214 West Jefferson Street
Bloomington, IL

Phone: (309) 828-0611

Contact: Timothy Kent (owner)

Quote

Approx. \$1550

\$475 Surface cleaning, removal of the old darkened varnish, and application of a new coat of varnish

\$375 Repair and in-painting of surface on areas missing/flaking paint

\$200 Remove painting from backing and remount*

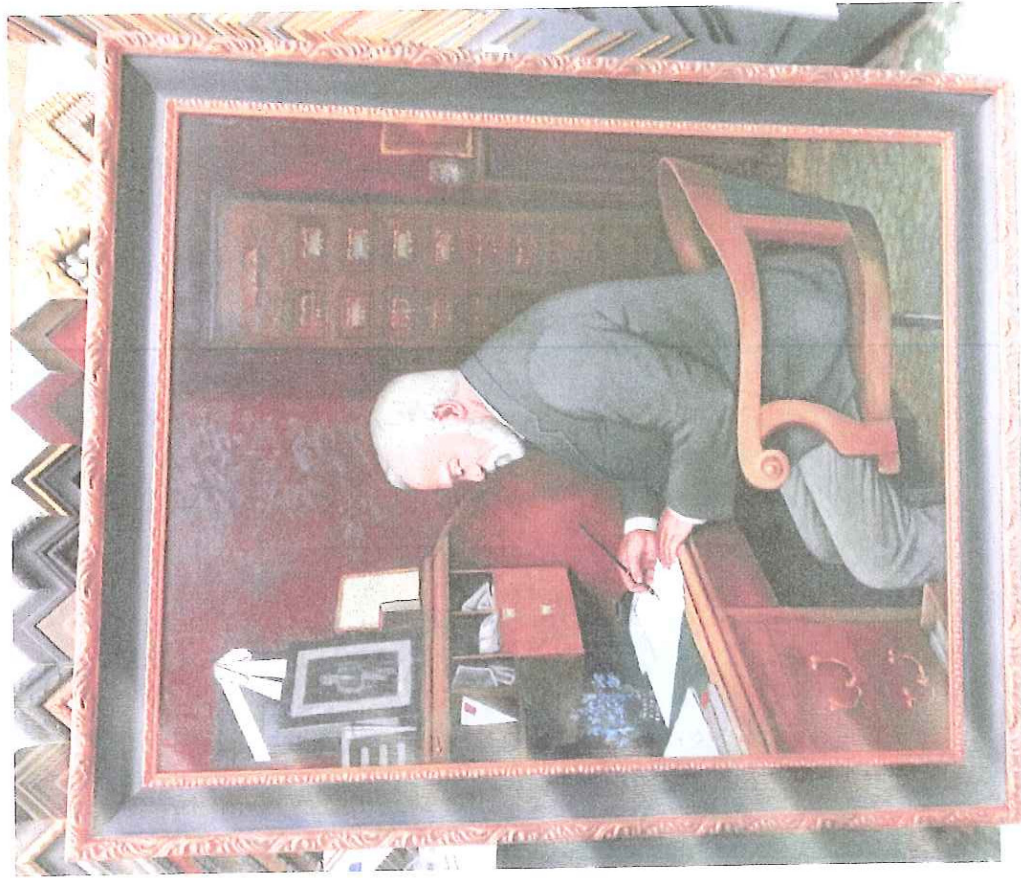
\$300-\$500 Reframing

Pros

- Saw the painting in person
- Local artist
- Understands his limits, saw water damage on the backing and said that it may be out of scope of his abilities
- Recently restore a painting in the El Paso library. I spoke with the library's director, and she was very pleased with his work

Cons

- Not an "official" conservationist
- May not have as much experience, which is high risk with an aged painting



Bloomington Public Library

Director's Report

August 2014

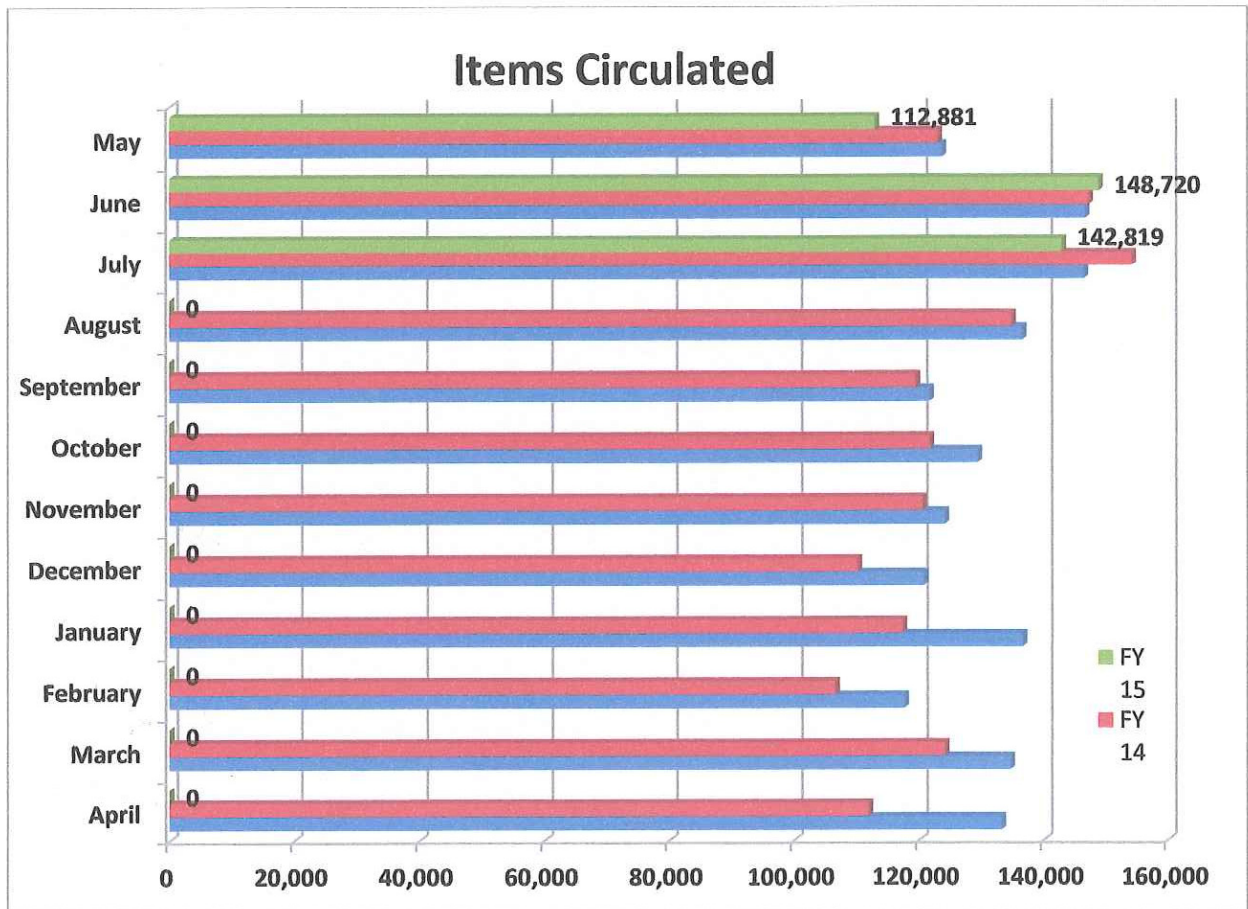
1. Per Capita Grant Requirements

Thank you to both the 3Ps and the Budget & Personnel Committees for their review of Per Capita grant requirements at their respective meetings on August 6th.

2. Summer Reading

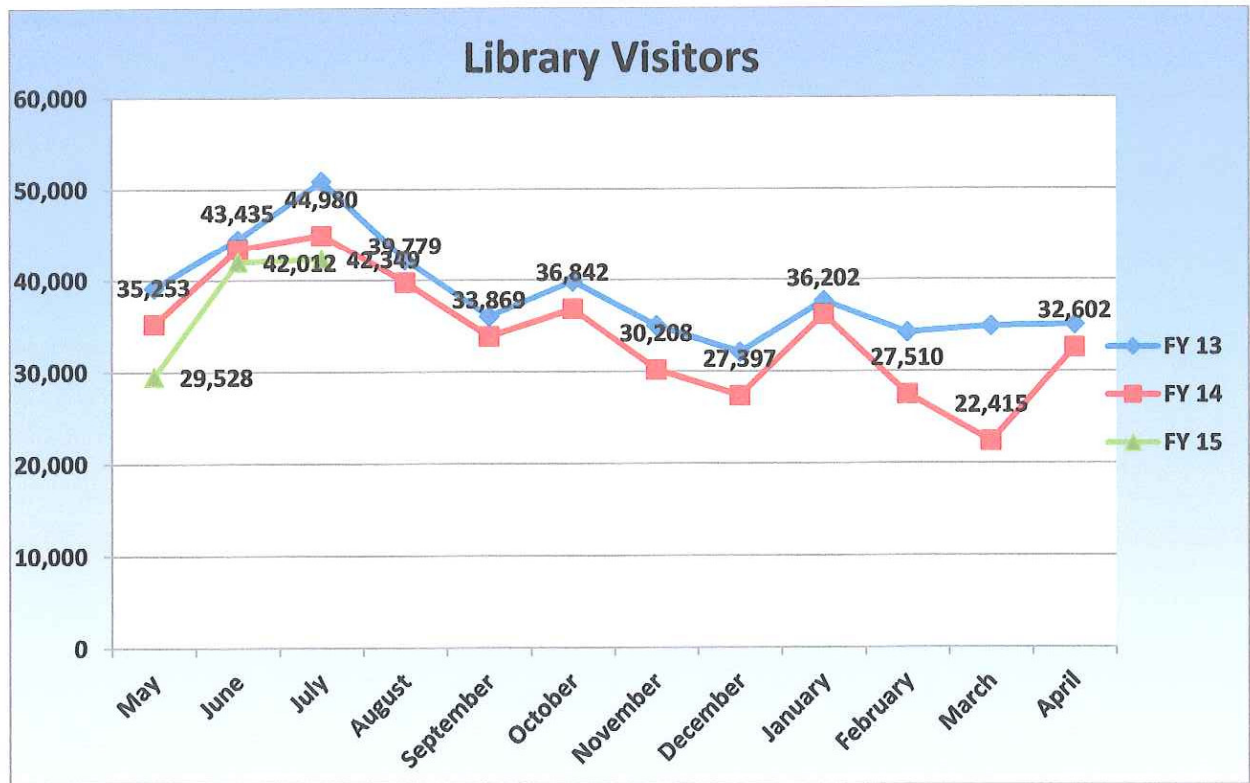
Summer Reading is coming to an end. The wrap up party was held on the patios and north lawn on Saturday, August 9, 2014. 7,794 people registered for Summer Reading in 2014. More statistics will be coming soon.

3. Statistics



Customers borrowed 142,819 items in July, 2014, a decrease from the 154,032 items borrowed in July, 2013. Visitors to the Library were down slightly from 44,980 in July, 2013 to 42,349 in July 2014.

Staff answered 4792 questions from customers this month.



Programs and Attendance in the month of July:

Children Programs and Attendance

Juggler Jason Kollum – 2 shows – 251 attended

Fancy Nancy Party – 300 attended (estimated)

Garfield & Friends Comic Day – 101 attended

Ronald McDonald Magic Show – 2 shows – 325 attended

Lapsit story time – 5 sessions – 107 attended

Paws to Read story time – 4 sessions – 259 attended

Music Makers story time – 8 sessions – 623 attended

Singing Swinging story time – 2 sessions – 33 attended

Tails for Tales (read to dogs) – 5 sessions – 92 attended

Lincoln Coloring Contest – 96 participated

Lincoln craft – 35 made

Bilingual story time – 30 attended

Boys and Girls Club tour – 25 visited

Day camp groups – 28 groups – 737 visited

Visited Chesterbrook Academy – 80 attended

Visited Sheridan and Irving lunches

Library table at CEFCU youth event

Teen Programs and Attendance

Anime Now – 2 sessions – 21 attended

Candy Sushi – 1 session -- 16 attended

Microwave Munchables – 1 session -- 12 attended

Homemade Ice Cream in Chocolate Leaf Bowl – 1 session -- 25 attended

Drop in craft for Lincoln Festival: patriotic pin – throughout the week -- 25 kits used

DIY Tic Tac Toe To Go – 1 session -- 5 attended

Tech Monday: Audacity music open source software– 1 session – 6 attended

Adult Programs and Attendance

Fiction – 1 session – 9 attended

Mystery Book Club – 1 session – 9 attended

Nonfiction Book Club – 1 session – 0 attended

Books on Tap – 1 session – 8 attended

Science Fiction Book/Movie Club – 1 session – 6 attended

Family Friendly Movie series – 1 session – 12 attended

Classic Movie: Young Mr. Lincoln – 1 session – 15 attended

Concert on the Patio: Third Wind – 1 session – 39

Concert on the Patio: Sugar Creek Cloggers – 1 session – 55

DIY series: Terrarium – 1 session – 16 attended

Dogs with Jobs: Training K9 Search and Rescue – 1 session -- 26 attended

Lincoln Festival:

Movie Pantagraph presents Lincoln's in Town – 1 session – 3 attended

Movie Lincoln Prelude to the Presidency – 1 session -- 9 attended

Presentation: 1864—Devastation on the Home Front – 1 session -- 19 attended

Presentation: Abraham Lincoln and his Family – 1 session -- 24 attended

Mandolin Orchestra: Songs of the Sesquicentennial – 1 session -- 71 attended

Respectfully submitted,
Georgia Bouda, Director

FY 14 Annual Statistics	Bloomington	Champaign	Danville	Decatur	Galesburg	Public Library Data Service 2012 information collected in 2013 by PLA	50,000 -99, pop
Circulation	1,448,883	2,260,836	219,201	386,137	326,700		
Adults	741,265		173,972	303,314	255,029		
Teens	41,243						
Children	653,076		45,229	82,823	71,671		
digital downloads	13,299						
Reference questions answered	54,749	143,672	14,612	44,271	33,245		
Budget	\$5,347,925	\$6,828,554	\$1,501,191	\$3,000,363	\$1,530,362		
Number of items in collection	299,628	413,799	195,241	319,998	177,088		
Card holders	37,714	35,039	11,308	43,050	9,664		
Service population	76,610	82,517	32,649	75,407	32,195		
Visitors to the library	411,492	1,016,467	223,477	214,000	249,784		
Percent of population with Library card	49%	42%	35%	57%	30%		66%
Average circulation per capita	18.91	27.40	6.71	5.12	10.15		13.54
Cost per circulation	\$3.69	\$3.02	\$6.85	\$7.77	\$4.68		
Average holdings per capita	3.91	5.01	5.98	4.24	5.50		4
Average visitors per capita	5.37	12.32	6.84	2.84	7.76		7
Average income per capita	\$69.81	\$82.75	\$45.98	\$39.79	\$47.53		\$63
Circulation per \$1000 of expenditure	270.9	331.1	146	128.7	213.5		251.7
Hours open	68	74	61	71	62		

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PERSONAL TECHNOLOGY

Why the Public Library Beats Amazon—for Now

As E-Book Subscription Services Grow Their Catalogs, the Age-Old Institution Trumps All

By GEOFFREY A. FOWLER



Updated Aug. 12, 2014 1:46 p.m. ET

Amazon, Scribd and Oyster now sell all-you-can-eat ebook subscriptions. But Personal Tech columnist Geoffrey A. Fowler found a free alternative with a much better digital selection: Your local public library.

A growing stack of companies would like you to pay a monthly fee to read e-books, just like you subscribe to Netflix to binge on movies and TV shows.

Don't bother. Go sign up for a public library card instead.

Really, the public library? Amazon.com recently launched Kindle Unlimited, a \$10-per-month service offering loans of 600,000 e-books. Startups called Oyster and Scribd offer something similar. It isn't very often that a musty old institution can hold its own against tech disrupters.

But it turns out librarians haven't just been sitting around shushing people while the Internet drove them into irrelevance. More than 90% of American public libraries have amassed e-book collections you can read on your iPad, and often even on a Kindle. You don't have to walk into a branch or risk an overdue fine. And they're totally free.



Publishers have come to see libraries not only as a source of income, but also as a marketing vehicle. *Emily Prapuolenis/The Wall Street Journal*

Though you still have to deal with due dates, hold lists and occasionally clumsy software, libraries, at least for now, have one killer feature that the others don't: e-books you actually want to read.

To compare, I dug up best-seller lists, as well as best-of lists compiled by authors and critics. Then I searched for those e-books in Kindle Unlimited, Oyster and Scribd alongside my local San Francisco Public Library. To rule out big-city bias, I also checked the much smaller library where I grew up in Richland County, S.C.

Of the Journal's 20 most recent best-selling e-books in fiction and nonfiction, Amazon's Kindle Unlimited has none—no "Fifty Shades of Grey," no "The Fault in Our Stars." Scribd and Oyster each have a paltry three. But the San Francisco library has 15, and my South Carolina library has 11.

From Amazon's own top-20 Kindle best-seller lists from 2013, 2012 and 2011, Kindle Unlimited has no more than five titles a year, while the San Francisco library has at least 16.



Stephen King AFP/Getty Images

Of Stephen King's 2012 list of his all-time 10 favorite books, Amazon and the other subscription services have four, including classics such as George Orwell's "1984" and Charles Dickens's "Bleak House." But the San Francisco library has all of those, as well as Salman Rushdie's "The Satanic Verses" and William Golding's "Lord of the Flies" for a total of eight. (My South Carolina library also only has four.)

You will certainly find things to read on all of these paid services. For \$9 per month, Scribd offers a slightly superior browsing experience and collection, especially if you're the kind of reader who goes deep into a genre. Of one critic's list of the "10 best vampire novels no one has read," Scribd has four, while Oyster has three and Amazon has none. My South Carolina library has two,



Children at the Richland Library in Columbia, S.C., use the library's eReady Bar, where librarians help them access and use digital collections. *Joey LeRoy/Richland Library*

I have a soft spot for public libraries. I grew up reading at the one where my mom, now retired, worked. Like many, I hadn't used my library card much since I started reading books on screens. But in the past few weeks, discovering my library's e-book collection helped me reconnect with the power of the library card I felt when I was young.

It's easier than you might think. At the typical public library, you need only log in with your card number and a PIN to its e-book collection, then search through the online catalog.

During online checkout, many will give you the choice to zap your borrowed book directly to a Kindle reader, a tablet or phone app, or a computer screen. When it's time to "return" the e-book, it just disappears.

but the San Francisco library just has one.

But who needs to pay for a "Netflix for books" subscription? I am a little awed by binge book readers. Still, not everyone is so voracious that they could guarantee reading \$120 worth of e-books in a year.

How They Stack Up

E-book subscription services don't always have the big-name e-books available at some public libraries. Below, a comparison in the availability of books on three services—Oyster, Kindle Unlimited and Scribd—with the public libraries in San Francisco and Richland County, S.C. We compared Amazon's top 20 best-sellers on Kindle from 2013, as well as a more esoteric list of author Stephen King's 10 favorites.

How They Stack Up				
Oyster	Kindle Unlimited	Scribd	SFPL	RCPL
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes
No	No	No	Yes	Yes

Another argument against shelling out for Kindle Unlimited comes from Amazon itself: If you own a Kindle device and subscribe to Amazon Prime, you already get one e-book loan a month as part of the service.

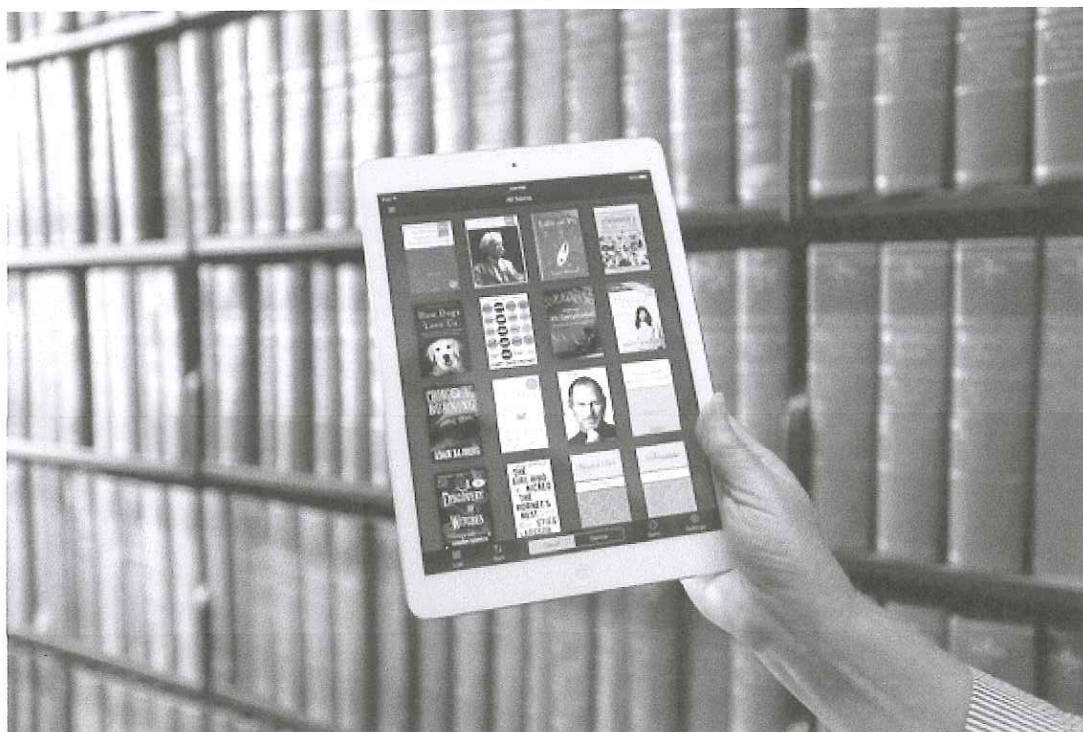
The subscription companies say their services are designed to let you try more books without the barrier of committing to buy. But none of these services yet feel as complete as Spotify, the \$10-per-month all-you-can-eat music streaming service I used to explore the latest Miley Cyrus album without the regret of buying it.

How did library e-book collections get such a leg up? Amazon is locked in a [hate-hate relationship](#) with many publishers, so none of the five largest will sell their whole collection to Amazon for its subscription service. (Amazon bought a few big titles like the Harry Potter and Hunger Games series, has 500 books already in the public domain

and pads out the rest with back-catalog and self-published books to reach the 600,000 tally it touts.) And so far only two of the big publishers will sell even part of their collections to startups Oyster and Scribd.

Over at the library, the situation is different. All of the big five publishers sell their e-book collections for loans, usually on the same day they're available for consumers to purchase. They haven't always been so friendly with libraries, and still charge them a lot for e-books. Some library e-books are only allowed a set number of loans before "expiring."

Publishers have come to see libraries not only as a source of income, but also as a marketing vehicle. Since the Internet has killed off so many bookstores, libraries have become de facto showrooms for discovering books.



A reading tablet at a library in San Francisco. *Emily Prapuolenis/The Wall Street Journal*

In exchange for this free access, you have to accept a bit more hassle. Your loans may expire after 21 days or less, but you can recheck them out. Some libraries have multiple e-book collections that you have to search and learn to use. Most aren't as pretty as Scribd or Oyster, which let you scroll through large images of book covers to find something that suits your fancy.

The most legitimate argument against libraries is the wait list: About half the e-books I surveyed were checked out. This required placing a "hold" that could last a few weeks, or sometimes even months. The smaller your library, the less likely it could afford extra digital copies. (San Francisco's library has some tech books and travel guides where publishers allow unlimited simultaneous checkouts.)

What's available will depend on your community tax dollars—many libraries took a hit in the last recession. Some communities have banded together to create larger e-libraries; for example, all [Colorado residents can use the Denver Public Library](#).

Libraries' current collection advantage, borne of those publisher contracts, isn't likely to last forever. Publishers may resolve their squabbles with Amazon or come to see paid subscriptions as a lucrative new market. What would happen to libraries if they truly had to go head-to-head with Amazon? Ultimately, the winner will be the service that offers the most convenient access to the best array of e-books.

But libraries serve nobler purposes than just amassing vampire romances. They provide equal access to knowledge, from employment services to computer training. And in an age where getting things "free" usually means [surrendering some privacy](#), libraries have long been careful about protecting patron records.

The rise of paid subscription services is proof that there's demand for what libraries can offer in our Internet era.

Write to Geoffrey A. Fowler at geoffrey.fowler@wsj.com or on Twitter at [@geoffreyfowler](https://twitter.com/geoffreyfowler).

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

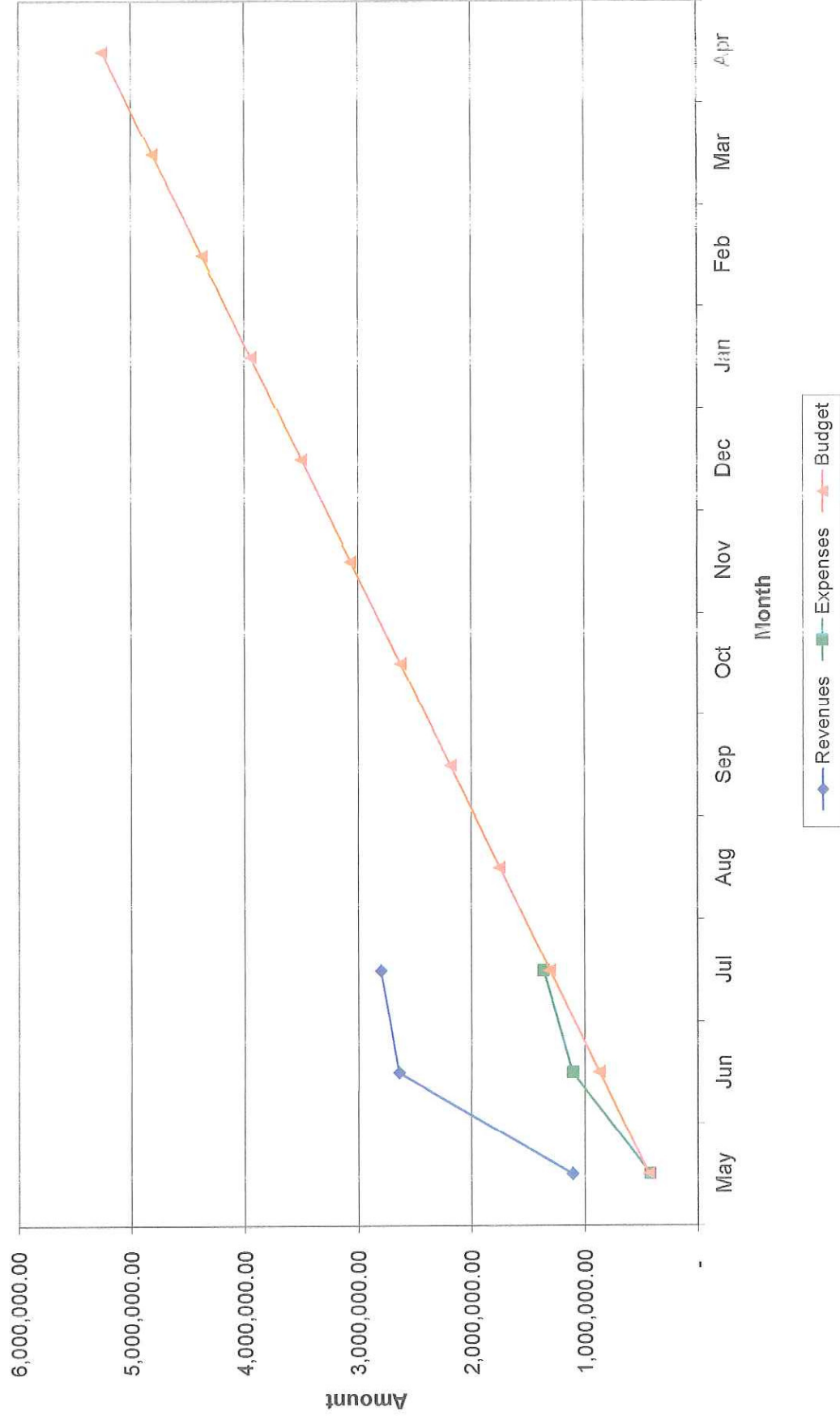
REVENUES:

ACCT NAME	BUDGET	JULY 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	2,330,081.09	(2,216,628.91)	51.2
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	0.00	191,266.43	(183,733.57)	51.0
Fees & Rentals	75,000	7,084.47	21,916.65	(53,083.35)	29.2
Copies	3,600	219.20	801.25	(2,798.75)	22.3
Interest on Investments	4,000	44.46	109.01	(3,890.99)	2.7
Sale of Property	1,000	0.00	2,916.78	1,916.78	291.7
Donations	19,500	18,184.01	20,437.83	937.83	104.8
Cash Over/Short	0	(14.55)	(31.75)	(31.75)	-----
Other	20,000	3,267.09	13,790.42	(6,209.58)	69.0
Total Revenues	5,253,210	159,184.68	2,807,450.21	(2,445,759.79)	53.4

ACCT NAME	BUDGET	JULY 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	51,287.25	412,582.53	(1,587,927.47)	20.6
Part-Time Salaries	384,836	25,969.93	96,381.48	(288,454.52)	25.0
Seasonal Salaries	34,648	11,322.33	22,404.34	(12,243.66)	64.7
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	3865.20	4,064.19	4,064.19	-----
Total Sals & Wages	2,421,094	92,444.71	535,432.54	(1,885,661.46)	22.1
Dental Insurance	11,160	763.96	2,345.34	(8,814.66)	21.0
Vision Insurance	2,630	191.52	583.52	(2,046.48)	22.2
Health Insurance, BC/BS PPO	232,172	14,692.56	44,077.68	(188,094.32)	19.0
Health Insurance, OSF HMO	99,565	7,581.85	24,333.67	(75,231.33)	24.4
Life Insurance	4,000	225.54	689.13	(3,310.87)	17.2
IMRF	297,676	16,526.20	76,206.78	(221,469.22)	25.6
FICA	150,040	10,977.35	31,284.17	(118,755.83)	20.9
Medicare	35,090	1,163.93	7,316.47	(27,773.53)	20.9
Worker's Comp	22,211	0.00	0.00	(22,211.00)	0.0
Uniforms	600	0.00	215.98	(384.02)	36.0
Tuition Reimb	30,000	0.00	3,756.00	(26,244.00)	12.5
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	52,122.91	190,808.74	(714,335.26)	21.1
Rentals	20,000	2,173.00	4,635.57	(15,364.43)	23.2
Total Rentals	20,000	2,173.00	4,635.57	(15,364.43)	23.2
Building Mtnc	125,000	9,248.83	14,679.80	(110,320.20)	11.7
Vehicle Mtnc	10,000	568.79	1,373.69	(8,626.31)	13.7
Office & Computer Mtnc	158,000	22,620.04	103,780.86	(54,219.14)	65.7
Other Mtnc	25,000	145.00	215.00	(24,785.00)	0.9
Total Repair/Mtnc	318,000	32,582.66	120,049.35	(197,950.65)	37.8

ACCT NAME	BUDGET	JULY 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	2,993.00	5,903.73	(12,096.27)	32.8
Printing/Binding	18,000	(659.38)	2,022.25	(15,977.75)	11.2
Travel	6,000	1,194.20	2,323.27	(3,676.73)	38.7
Membership Dues	5,000	798.00	1,158.00	(3,842.00)	23.2
Professional Development	8,000	0.00	1,639.00	(6,361.00)	20.5
Other Purchased Services	112,000	5,185.42	17,750.68	(94,249.32)	15.8
Property Insurance	26,000	0.00	0.00	(26,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	4,500	0.00	0.00	(4,500.00)	0.0
Total Purchased Services	203,500	9,511.24	30,796.93	(172,703.07)	15.1
Office Supplies	20,000	604.43	1,588.92	(18,411.08)	7.9
Computer Supplies	90,000	531.23	5,670.28	(84,329.72)	6.3
Copier Supplies	4,500	229.63	1,180.71	(3,319.29)	26.2
Postage	30,000	51.06	55.90	(29,944.10)	0.2
Library Supplies	75,000	2,520.11	11,498.33	(63,501.67)	15.3
Janitorial Supplies	13,000	827.07	2,049.30	(10,950.70)	15.8
Gas & Diesel Fuel	8,240	1,242.45	1,779.13	(6,460.87)	21.6
Building Mtnc & Repair Supplies	8,000	3,163.74	4,142.02	(3,857.98)	51.8
Total Supplies	248,740	9,169.72	27,964.59	(220,775.41)	11.2
Natural Gas	35,000	0.00	5,219.48	(29,780.52)	14.9
Electricity	112,000	0.00	16,452.61	(95,547.39)	14.7
Water	8,500	527.08	1,566.00	(6,934.00)	18.4
Telecommunications	26,000	5,982.60	9,381.43	(16,618.57)	36.1
Total Utilities	181,500	6,509.68	32,619.52	(148,880.48)	18.0
Professional Collection	6,000	0.00	453.95	(5,546.05)	7.6
Total Prof Collection	6,000	0.00	453.95	(5,546.05)	7.6
Periodicals	35,000	0.00	15,693.33	(19,306.67)	44.8
Adult Books	165,300	12,717.99	35,475.49	(129,824.51)	21.5
Children's Books	120,300	10,664.24	21,539.01	(98,760.99)	17.9
A/V Materials	167,100	14,753.30	31,806.47	(135,293.53)	19.0
Public Access Software	150,000	13,869.00	88,622.36	(61,377.64)	59.1
Ebooks	61,300	0.00	0.00	(61,300.00)	0.0
Total Materials	699,000	52,004.53	193,136.66	(505,863.34)	27.6
Employee Relations	5,500	122.02	191.72	(5,308.28)	3.5
Miscellaneous Expenses	13,000	298.07	1,084.51	(11,915.49)	8.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	420.09	233,008.23	(17,223.77)	93.1
Total Expenses	5,253,210	256,938.54	1,368,906.08	(3,884,303.92)	26.1

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2014

Property Tax (51.2%): The Library has received three distributions.

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

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

GPPLD (51.0%): Golden Prairie has received three distributions.

Interest on Investments (2.7%): Interest rates are still low.

Sale of Property (291.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (104.8%): The Library received the donation from the former Friends (through the Foundation) in July.

Other (69.0%): The Book Shoppe continues to be a success.

Seasonal Salaries (64.7%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Health Insurance (PPO) (19.0%): This is just slightly under-spent due to a staff resignation.

Life Insurance (17.2%): This line item is under-spent due to some staff vacancies.

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

Uniforms (36.0%): Uniform shirts were ordered for the new temporary Custodian and for the new Security Officer.

Tuition Reimbursement (12.5%): The Library has not yet paid the fall tuition for two employees who are enrolled in the MLS program at the U of I.

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

Building Maintenance (11.7%): Charges have been minimal.

Vehicle Maintenance (13.7%): Charges have been minimal.

Office/Equipment Maintenance (65.7%): This line item is over-spent because most of the expenditures are one-time annual payments for equipment maintenance.

Other Property Maintenance (0.9%): Charges have been minimal.

Advertising (32.8%): This is over-spent due to a few large advertising contracts that have been paid.

Printing/Binding (11.2%): charges have been minimal.

Travel (38.7%): This is over-spent because several staff attended the American Library Association Conference and all the costs have been submitted.

Other Purchased Services (15.8%): Charges have been minimal.

Property Insurance (0.0%): The annual premium is paid in January.

Vehicle Insurance (0.0%): The annual premium is paid in January.

Other Insurance (0.0%): This is for the Director's & Officer's Insurance—the annual premium is paid in January.
Office Supplies (7.9%): Charges have been minimal.
Computer Supplies (6.3%): Charges have been minimal.
Postage (0.2%): Charges have been minimal.
Library Supplies (15.3%): Charges have been minimal.
Janitorial Supplies (15.8%): Charges have been minimal.
Building Maintenance Supplies (51.8%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (14.9%): Charges have been minimal.
Electricity (14.7%): Charges have been minimal.
Water (18.4%): Charges have been minimal.
Telecommunications (36.1%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.
Professional Collection (7.6%): Charges have been minimal.
Periodicals (44.8%): The annual subscription service payment was made in June.
Children's Books (17.9%): Charges have been minimal.
A/V Materials (19.0%): Charges have been minimal.
Public Access Software (59.1%): Several one-time annual payments have been made for various electronic databases for the public.
Ebooks (0.0%): Nothing has been paid from this line item.
Employee Relations (3.5%): Charges have been minimal.
Miscellaneous Expenses (8.3%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer was made in June.
Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	
For 2014:	\$ 2,225.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	25.00
Fountain Receipts:	7.83
McLean Co Retired Teachers Assoc:	30.00
Total Donations:	\$ 20,437.83

The Other Revenue line item breaks out as follows:

Print Station:	\$ 2,515.60
Book Shoppe:	4,791.00
Sale of Reusable Bags:	82.50
Sale of Sling Backpacks:	192.00
Sale of Earbuds:	234.00
Sale of Flashdrives:	68.25
Sale of Umbrellas:	10.00
Hot Beverage Station:	196.00
Test Proctoring:	490.00
Meeting Room Fees:	157.50

B Logistics Revenue:	3,042.14
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	401.43
Total Other Revenue:	\$13,790.42

During July, 17 batches containing 166 invoices were processed, totaling \$81,792.85 and 186 credit card charges were made totaling \$41,833.47.

Library Fund Balance Information, 7/31/14:

Operating:	\$ 1,756,862.41
Capital:	\$ 2,052,049.23
Fixed Assets:	\$ 1,220,438.21

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, August 19, 2014

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Locksmiths & Security, Ltd.	Other Purchased Services	75.00
American Pest Control	Building Maintenance	191.00
Automatic Fire Sprinkler, LLC	Building Maintenance	450.00
Bibliotheca, LLC	Computer Supplies	6,326.97
Bibliotheca, LLC	Library Supplies	14,488.12
Bibliotheca, LLC	Office/Equipment Mtn	6,793.30
Blue Beacon International, Inc.	Vehicle Maintenance	47.00
Bound to Stay Bound Books	Juvenile Books	14.09
CDW Government	Computer Supplies	161.64
Cengage Learning	Adult Books	410.72
Center Point Large Print	Adult Books	563.22
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	763.96
City of Bloomington	FICA	10,977.35
City of Bloomington	Fuel	1,242.45
City of Bloomington	Health Insurance-HMO	7,581.85
City of Bloomington	Health Insurance-PPO	14,692.56
City of Bloomington	IMRF	16,526.20
City of Bloomington	Life Insurance	225.54
City of Bloomington	Medicare	1,163.93
City of Bloomington	Payroll	92,444.71
City of Bloomington	Vision Insurance	191.52
City of Bloomington	Water	527.08
Comcast	Telecommunications	99.85
Cummins Mid-State	Vehicle Maintenance	561.05
Cumulus Broadcasting	Advertising	933.92
Dell Marketing, L.P	Computer Supplies	1,720.08
Downtown Bloomington Association	Advertising	50.00
Emery, Thomas (History in Print)	Adult Books	28.92
Evergreen FS, Inc.	Other Property Mtn	70.00
Farnsworth Group	Other Purchased Services	1,048.50
Findaway World, LLC	A/V Materials	1,198.52
Frontier	Telecommunications	1,950.57
Geneva Public Library	Miscellaneous Expenses	6.99
HOH Water Technology	Building Mtn Supplies	371.87
Illinois Heartland Library System	Office/Equipment Mtn	21,327.00
Imaging Office Systems, Inc.	Office/Computer Equipment	19,990.00
Kelly's Bakery & Café	Other Purchased Services	25.00
Kone, Inc.	Building Maintenance	400.00

Longo, Colleen
 Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Moreland, Deb (Furry Friends)
 Multicultural Books & Videos
 Newsbank, Inc.
 Nu Air Corp.
 Oberlander Communications
 Office of the State Fire Marshall
 Officemax
 Officemax
 Officemax
 Officemax
 Penworthy
 Pipeworks, Inc.
 Rainbow Book Co.
 Random House, LLC
 Ricoh, USA, Inc.
 Swank Motion Pictures (Movie Licensing USA)
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies, Inc.
 VISA - ABC Stores
 VISA - Advance Commercial Floor Covering
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
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 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Best Buy
 VISA - Bill's Key & Lock Shop
 VISA - ChiliFresh.com
 VISA - CVS Pharmacy
 VISA - Five Star Water
 VISA - Flat Breadz
 VISA - GameStop
 VISA - Harrah's Guy Fieri's
 VISA - Henderson Taxi
 VISA - Hobby Lobby
 VISA - InfoGroup City Directories
 VISA - Ingram
 VISA - Johnson Controls
 VISA - Kirby Risk Electrical Supplies
 VISA - K-Mart
 VISA - Law Bulletin
 VISA - Marriott Hotel
 VISA - Office Depot
 VISA - Officemax

Other Purchased Services	100.00
Building Maintenance	1,508.00
Office Supplies	109.85
A/V Materials	3,166.99
Janitorial Supplies	896.78
Other Purchased Services	350.00
A/V Materials	270.46
Public Access Software	13,869.00
Building Mtn Supplies	157.42
Telecommunications	172.50
Building Maintenance	275.00
Computer Supplies	302.02
Copier Supplies	422.38
Employee Relations	47.64
Office Supplies	157.58
Juvenile Books	3,024.30
Other Capital Improvements	10,226.00
Juvenile Books	582.28
A/V Materials	210.00
Rentals	2,132.80
Other Purchased Services	720.00
Other Purchased Services	100.00
Building Maintenance	28.09
Other Purchased Services	492.25
Library Supplies	1,296.76
Travel	17.33
Building Mtn Supplies	1,495.00
A/V Materials	580.02
Juvenile Books	14.24
Office Supplies	306.15
Membership Dues	198.00
A/V Materials	9,394.77
Adult Books	9,665.67
Juvenile Books	11,150.06
Other Purchased Services	148.51
Employee Relations	39.95
Other Purchased Services	60.00
Building Mtn Supplies	10.20
Office/Equipment Mtn	1,200.00
Office Supplies	4.30
Miscellaneous Expenses	32.72
Travel	14.03
A/V Materials	214.43
Travel	24.00
Travel	18.24
Other Purchased Services	44.89
Adult Books	935.00
Adult Books	171.86
Building Maintenance	614.00
Building Mtn Supplies	1,041.90
Office Supplies	30.96
Adult Books	75.93
Travel	757.12
Copier Supplies	355.10
Other Purchased Services	47.94

VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Paypal*Illinois Chamber of Commerce
 VISA - PrizeWheel.com
 VISA - Rainstorm
 VISA - Riviera Hotel
 VISA - Sprint
 VISA - Staples
 VISA - Taxi Cab Service
 VISA - US Postage Service
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Other Purchased Services	203.64
Telecommunications	736.30
Professional Development	358.00
Other Purchased Services	496.05
Vehicle Maintenance	7.74
Travel	161.40
Telecommunications	373.24
Library Supplies	72.13
Travel	18.72
Postage	51.06
Telecommunications	49.36
Library Supplies	17.54
Other Purchased Services	625.97

308,558.61

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 15

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Copy Shop	225.00				225.00
Kurt's Auto Body	250.00				250.00
Specs Around Town	50.00				50.00
Golden Prairie Public Library District	1,000.00				1,000.00
Heartland Bank	100.00				100.00
Down Owen Tire	100.00				100.00
Bloomington Education Association	500.00				500.00
Kathy Alwes-Petry	30.00				30.00
Clemens & Associates	150.00				150.00
Total Summer Reading Program Community Donations	2,405.00	0.00	0.00	0.00	2,405.00
Memorial Donations:					
	25.00				25.00
Total Memorial Donations	25.00	0.00	0.00	0.00	25.00
Other Donations:					
Fountain Receipts	7.83				7.83
McLean Co Retired Teachers Association	30.00				30.00
Total Other Donations	37.83	0.00	0.00	0.00	37.83
Foundation:					
Summer Reading Program, 2014	18,150.00				18,150.00
Eugene Funk III Memorial Stone	194.99				194.99
Engraving Services, Memorial Stone	175.00				175.00
Total Foundation	18,519.99	0.00	0.00	0.00	18,519.99
Total Donations	20,987.82	0.00	0.00	0.00	20,987.82

Bloomington Public Library
Monthly Statistics - July 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	64,504	177,757	69,551	192,367
Teens	4,157	11,135	4,620	13,120
Children	61,532	169,174	68,112	184,651
OTR Adults	2,553	7,187	2,871	8,069
OTR Teens	167	557	156	464
OTR Children	4,253	12,731	4,073	12,257
e-Books - Freading	65	108	48	111
e-Books - Overdrive	4,454	12,396	3,479	9,897
Freegal downloads	640	1,975	818	2,310
Zinio Magazines	494	1,287	304	871
TOTALS				
Adults	67,057	184,944	72,422	200,436
Teens	4,324	11,692	4,776	13,584
Children	65,785	181,905	72,185	196,908
Digital Downloads	5,653	15,766	4,649	13,189
COMBINED TOTAL	142,819	394,307	154,032	424,117
ITEMS IN THE COLLECTION				
Main	290,373	290,373	283,168	283,168
OTR	12,496	12,496	13,103	13,103
TOTAL	302,869	302,869	296,271	296,271
HOLDS FILLED	8,634	24,490	8,584	23,839
CARDHOLDERS				
Added	588	1,644	627	1,958
TOTAL NUMBER	37,006			
Adults	27,941	27,941	17,687	17,687
Teens	2,403	2,403	2,205	2,205
Children	6,662	6,662	8,908	8,908
Combined Total of Active Cards	37,006	37,006	28,800	28,800
REFERENCE QUESTIONS				
Adults	2,798	8,294	3,770	9,699
Teens	181	317	84	340
Children	1,044	3,309	1,405	3,766
OTR	119	273	83	244
Circulation	650	2,390	371	1,108
	4,792			
PROGRAMS				
Story Times	20	37	11	22
Adult	16	36	20	48
Teens	8	23	13	32
Juvenile	13	22	10	16
Outreach Adult		0	0	0
Outreach Teen		0	0	0
Outreach Juvenile		0	0	0
PROGRAM ATTENDANCE				
Story Times	1,058	1,925	277	547

Bloomington Public Library
Monthly Statistics - July 2014

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	321	555	355	730
Teen Programs	110	295	64	205
Juvenile Programs	1,200	1,904	1,069	1,945
Outreach Adult		0	0	0
Outreach Teen		0	0	0
Outreach Juvenile		0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		0	0	0
Completed		0	0	0
TEENS				
Registered		0	0	0
Completed		0	0	0
ADULTS				
Registered		0	0	0
Completed		0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	5,297	12,678	6,118	16,618
Website database/catalog hits	17,576	50,238	5,521	21,765
Online Resource (Database) uses	4,309	10,594	4,211	10,364
TOTAL	27,182	73,510	15,850	48,747
INTERLIBRARY LOAN				
Borrowing Requests Received		829	429	1,265
Outgoing Loans (Lending)		504	234	710
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	29	56	30	61
Outside the library (events)	4	35	2	30
Number of people	891	8,510	876	8,613
VOLUNTEER HOURS	58	270	194	625
MEETING ROOM USAGE				
Study Room	68	231	58	172
Digital Media Lab	19	112	65	N/A
Customer Visits (MAIN)	40,755	109,717	43,475	119,402
Customer Visits (OTR)	1,594	4,172	1,505	45,087
COMBINED TOTAL VISITS	42,349	113,889	44,980	164,489
TRAINING HOURS	57	455	42	396

Golden Prairie Public Library District

Board of Trustees Meeting

June 18, 2014

5:00 p.m.

Minutes

I. Call to Order

President Ives called the meeting to order at 5:00pm.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin,
Adrienne Ives, Stephen Peterson, Patti Salch

MEMBERS ABSENT: Lynn Gray

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow

III. Introductions & Public Comment

There were no introductions or public comments.

IV. Approval of Minutes

A. May 21, 2014

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO
APPROVE THE MINUTES FROM THE MAY 21, 2014 MEETING. THE
MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Ives had nothing to report.

VI. Staff Reports

A. Director's Report

Director Bouda shared that Phil Lenzini attended the BPL Board meeting last night to share his knowledge of a Library Board Trustee's responsibilities with new BPL Board members. The two packets that he distributed to the BPL Board will be emailed to the GPPLD Board members as well.

Director Bouda shared that she, Laura Golaszewski, and Allison Schmid, the Technical Services Manager, will be going to ALA in Las Vegas.

B. Outreach Report

Laura Golaszewski was not present.

C. Fiscal Report

Kathy Jeakins stated that they had received a tax distribution, which is the third one. Kathy shared that Phil Lenzini will be attending the August Board meeting rather than the July meeting to discuss the budget and levy timeline. She distributed a copy of the Tax Levy timeline to the Board members. She went on to say that anyone not being able to attend the August or September meetings, please let her know soon, so it can be determined if we will have quorum. There was some discussion about the posting of the Public Hearing notice on the BPL website in addition to the newspaper, since a lot of the public do not read the newspaper any longer. She entertained questions.

1. Approve May Financial Report

TIM ERVIN MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE MAY 2014 FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, TIM ERVIN, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: LYNN GRAY

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Discussion of Purchasing Policy

Carolyn Dail summarized what had been discussed at the meeting with Kathy and Tim. She said that a draft will not be presented today, but rather she and Tim will be sharing the concept of what they have in mind.

Carolyn shared that a purchase would not need approval by the Board if it is included in a previously approved budget or if it follows a policy guideline. For example, if the budget for book purchases is \$8,500, and a purchase would go over this amount, it would have to come before the Board for approval. Carolyn stated that when it comes to the Contingency line of the Budget, they are proposing that purchases up to \$250 can be done without Board approval. In excess of \$250 requires Board approval unless it is included in a previously approved budget or it follows a policy guideline. All checks will be signed by one of the officers. A list of checks written will be included in the monthly Financial report that is presented to the Board.

Carolyn shared that there is a State statute that that requires any purchase over \$20,000 has to go out for competitive bid. The bids would come before the Board for approval.

There was some discussion about the procedure in the case of an emergency expenditure. The Board members agreed that two of the three officers could approve the purchase.

Carolyn stated that the Board members will be receiving a draft of the Purchasing Policy in the packet next month.

VIII. New Business

A. Approve FY15 Meeting Dates

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE FY15 MEETING DATES. THE MOTION CARRIED UNANIMOUSLY.

IX. Adjournment

President Ives adjourned the meeting at 5:56 p.m.

LIBRARY												
PROJECT NEXT GENERATION BUDGET												
FISCAL YEAR 2015 - 2016												
ACCOUNT NUMBER	ACCOUNT NAME	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 PROPOSED		
REVENUES												
53120	STATE GRANTS	\$ 11,500	\$ 12,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 15,000		
57990	OTHER MISC. INCOME	\$ -	\$ -	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	TOTAL REVENUE	\$ 11,500	\$ 12,000	\$ 12,663	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 15,000		
EXPENSES												
61100	SALARIES-FULL TIME	\$ -	\$ -	\$ 1,432	\$ 4,270	\$ 4,877	\$ 4,000	\$ 4,000	\$ 4,000	\$ 6,000		
61110	SALARIES-PART TIME	\$ 3,978	\$ 3,513	\$ 10,503	\$ 4,343	\$ 4,380	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		
61130	SALARIES-SEASONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62101	DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -		
62102	VISION INSURANCE	\$ -	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -		
62103	HEALTH INS - OSF HMO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62106	HEALTH INS - PPO	\$ -	\$ -	\$ -	\$ 394	\$ -	\$ -	\$ -	\$ -	\$ -		
62120	IMRF	\$ -	\$ -	\$ -	\$ 385	\$ -	\$ 400	\$ -	\$ 400	\$ 500		
62130	FICA	\$ -	\$ -	\$ -	\$ 493	\$ 708	\$ 400	\$ 716	\$ 400	\$ 500		
62160	WORKERS COMP	\$ -	\$ -	\$ -	\$ -	\$ 79	\$ -	\$ 84	\$ -	\$ -		
70530	REP MTC OFFIC EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
70740	PRINTING/BINDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
70770	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51	\$ -	\$ 50		
70780	REG. & MEMB. DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
70990	OTHER PURCHASED SRV	\$ 7,522	\$ 8,487	\$ 565	\$ -	\$ 2,456	\$ 356	\$ 30	\$ 500	\$ -		
71010	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 2,595	\$ -	\$ -	\$ -	\$ -	\$ -		
71013	COMPUTER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289	\$ 7,673	\$ 4,200	\$ 4,950		
71020	LIBRARY SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
71030	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
72120	COMPUTER EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	TOTAL EXPENSE	\$ 11,500	\$ 12,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 9,446	\$ 15,554	\$ 12,500	\$ 15,000		
	NET REVENUE/(EXPENSE)	\$ (0)	\$ -	\$ 163	\$ -	\$ -	\$ 3,054	\$ (3,054)	\$ -	\$ -		
	% OF REVENUE TO EXPENSE	100.00%	100.00%	101.30%	100.00%	100.00%	132.34%	80.37%	100.00%	100.00%		

LIBRARY										
FIXED ASSET BUDGET										
FISCAL YEAR 2015 - 2016										
ACCOUNT NUMBER	ACCOUNT NAME	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 PROPOSED
	REVENUES									
56010	INTEREST ON INVESTMENTS	\$ -	\$ 1,464	\$ -	\$ -	\$ 300	\$ 557	\$ 300	\$ 600	\$ 200
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	\$ 156,604
	TOTAL REVENUE	\$ 369,700	\$ 257,441	\$ 229,041	\$ 140,174	\$ 115,601	\$ 181,756	\$ 171,068	\$ 195,600	\$ 156,804
	EXPENSES									
72110	OFFICE FURNITURE	\$ 5,051	\$ 3,032	\$ 9,882	\$ -	\$ -	\$ -	\$ -	\$ -	
72120	OFFICE & COMPUTER EQUIPMENT	\$ 151,429	\$ 103,862	\$ 136,380	\$ 140,174	\$ 140,000	\$ 9,328	\$ 9,085	\$ 108,050	\$ 72,721
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	\$ 72,721
	NET REVENUE/(EXPENSE)	\$ 213,220	\$ 147,857	\$ 63,072	\$ -	\$ (74,399)	\$ 92,428	\$ 161,983	\$ (112,450)	\$ 84,083
	% OF REVENUE TO EXPENSE	236.26%	234.93%	138.00%	100.00%	60.84%	203.47%	1882.97%	63.50%	215.62%

LIBRARY MAINTENANCE & OPERATING BUDGET -- FY 16

Proposed

Account Number	Account Title	FY 16			FY 16			% Diff FY16-FY15
		FY 13 Actual	FY 14 Actual	FY 15 Budget	Proposed Last Yr	Proposed This Yr	\$ Diff FY16-FY15	
50110	Property Taxes	4,512,534.79	4,508,035	4,546,710	4,660,378	4,546,710	-	0.0%
53020	Replacement Tax	130,400.00	130,400	130,400	130,400	130,400	-	0.0%
53120	State Grants	-	78,728	78,000	78,000	95,000	17,000	21.8%
53370	From Golden Prairie PL Dist	364,807.67	363,928	375,000	375,000	370,000	(5,000)	-1.3%
54490	Library Fees & Rentals	76,564.22	84,468	75,000	75,000	80,000	5,000	6.7%
54720	Copies	4,202.45	4,008	3,600	3,600	3,800	200	5.6%
56010	Int from Investments	4,011.30	665	4,000	4,000	1,000	(3,000)	-75.0%
56020	Int from Taxes	64.66	52	-	-	-	-	----
57110	Sale of Property	1,670.00	842	1,000	1,000	1,000	-	0.0%
57310	Donations	18,195.89	20,880	19,500	20,000	20,000	500	2.6%
57350	Other Private Grants	820.95	1,000	-	-	-	-	----
57610	Cash Over/Short	(115.51)	(449)	-	-	-	-	----
57990	Other Misc Income	33,304.85	41,258	20,000	20,000	30,000	10,000	50.0%
	Fr Library Fund Balance	53,030.00	-	-	-	-	-	----
	Fr Library Fixed Asset Fund	80,000.00	-	-	-	-	-	----
	Total Revenues	5,279,491.27	5,233,815	5,253,210	5,367,378	5,277,910	24,700	0.5%
61100	Full Time Salaries	1,768,935.57	1,860,952	2,000,510	2,050,523	2,015,233	14,723	0.7%
61110	Part Time Salaries	373,618.38	366,810	384,836	394,457	453,600	68,764	17.9%
61130	Seasonal Salaries	36,973.72	35,564	34,648	35,514	35,586	938	2.7%
61150	Overtime Salaries	1,100.00	-	1,100	1,100	1,100	-	0.0%
61190	Other Salaries	31,981.97	4,971	-	-	-	-	----
62101	Dental Insurance	10,156.14	9,919	11,160	11,439	11,273	113	1.0%
62102	Vision Insurance	2,336.08	2,371	2,630	2,696	2,894	264	10.0%
62104	Health Insurance PPO BC/BS	208,524.99	203,402	232,172	255,389	210,104	(22,068)	-9.5%
62106	Health Insurance HAMP HMO	76,469.78	96,093	99,565	109,522	118,062	18,497	18.6%
62110	Life Insurance	3,069.63	2,832	4,000	4,100	3,097	(903)	-22.6%
62120	IMRF	277,819.88	300,828	297,676	300,000	299,867	2,191	0.7%
62130	FICA	126,771.98	136,156	150,040	150,000	162,368	12,328	8.2%
62140	Medicare	29,741.85	32,011	35,090	35,967	36,315	1,225	3.5%
62150	Unemployment Ins	-	1,323	-	-	-	-	----
62160	Worker's Comp	20,522.00	8,991	22,211	20,000	37,675	15,464	69.6%
62190	Staff Uniforms	461.41	194	600	600	600	-	0.0%
62210	Tuition Reimbursement	-	7,512	30,000	30,000	30,000	-	0.0%
62990	Other Benefits	-	-	20,000	20,000	-	(20,000)	-100.0%
70420	Equipment Rental	17,983.85	18,849	20,000	22,000	22,000	2,000	10.0%
70510	Building Maintenance	78,579.65	84,237	125,000	135,000	135,000	10,000	8.0%
70520	Vehicle Maintenance	3,953.36	3,959	10,000	10,000	5,000	(5,000)	-50.0%
70530	Office/Equipment Maintenance	104,397.26	146,407	158,000	163,000	165,000	7,000	4.4%
70590	Other Property Maintenance	23,193.17	1,462	25,000	25,000	25,000	-	0.0%
70610	Advertising	12,067.48	22,075	18,000	20,000	19,000	1,000	5.6%
70611	Printing/Binding	22,303.18	14,678	18,000	18,000	19,000	1,000	5.6%
70630	Travel	4,142.96	4,997	6,000	7,000	6,000	-	0.0%
70631	Membership Dues	4,524.46	4,945	5,000	5,000	5,000	-	0.0%
70632	Professional Development	5,617.01	5,741	8,000	8,000	8,000	-	0.0%
70690	Other Purchased Services	82,584.46	75,656	112,000	115,000	100,000	(12,000)	-10.7%
70714	Property Insurance	22,462.00	19,352	26,000	25,000	23,000	(3,000)	-11.5%
70715	Vehicle Insurance	5,471.00	1,639	6,000	8,000	5,000	(1,000)	-16.7%
70790	Other Insurance	4,289.00	4,889	4,500	4,700	5,000	500	11.1%
71010	Office Supplies	17,116.10	19,287	20,000	22,000	20,000	-	0.0%
71013	Computer Supplies	53,697.54	75,169	90,000	92,000	85,000	(5,000)	-5.6%
71015	Copier Supplies	3,899.42	2,299	4,500	4,500	3,300	(1,200)	-26.7%
71017	Postage	19,324.12	10,832	30,000	32,000	12,000	(18,000)	-60.0%
71020	Library Supplies	52,939.95	69,187	75,000	75,000	72,000	(3,000)	-4.0%
71024	Janitorial Supplies	13,300.41	15,448	13,000	14,000	16,000	3,000	23.1%
71070	Fuel	6,770.31	7,681	8,240	7,000	8,000	(240)	-2.9%
71076	Telecommunications Repairs	-	-	-	-	-	-	----
71077	Water Repairs	-	-	-	-	-	-	----
71078	Electricity Repairs	-	-	-	-	-	-	----
71079	Natural Gas Repairs	-	-	-	-	-	-	----
71080	Bldg & Maint Supplies	6,708.32	12,879	8,000	8,000	10,000	2,000	25.0%
71310	Natural Gas	31,690.87	42,444	35,000	35,000	35,000	-	0.0%
71320	Electricity	115,862.52	80,730	112,000	112,000	95,000	(17,000)	-15.2%
71330	Water	8,999.95	8,490	8,500	8,500	8,500	-	0.0%
71340	Telecommunications	24,900.17	25,599	26,000	25,000	26,000	-	0.0%
71410	Professional Collection	4,186.37	3,978	6,000	7,000	7,000	1,000	16.7%
71420	Periodicals	35,022.99	35,662	35,000	33,000	35,000	-	0.0%
71430	Adult Books	204,452.19	162,826	165,300	170,000	170,000	4,700	2.8%
71440	Juvenile Books	115,927.67	118,133	120,300	125,000	125,000	4,700	3.9%
71470	A/V Materials	177,430.74	168,576	167,100	168,000	168,000	900	0.5%
71480	Public Access Software	125,199.08	134,349	150,000	140,000	140,000	(10,000)	-6.7%
71890	Ebooks	-	51,300	61,300	70,000	70,000	8,700	14.2%
79120	Employee Relations	5,242.35	3,765	5,500	6,000	6,000	500	9.1%
79990	Other Misc. Expenses	6,698.49	4,604	13,000	13,000	13,000	-	0.0%
89112	To ERI Reimbursement	42,617.00	36,732	36,732	36,732	36,732	-	0.0%
89237	To Library Equip Replacement	181,199.00	370,768	195,000	176,639	156,604	(38,396)	-19.7%
89409	Lib Expansion Project Fund	-	81,332	-	-	-	-	----
	To Capital Fund	259,224.00	-	-	-	-	-	----
	Total Expenses	4,872,461.78	5,020,885	5,253,210	5,367,378	5,277,910	24,700	0.5%
	Total Revenues	5,279,491.27	5,233,815	5,253,210	5,367,378	5,277,910	24,700	0.5%
	Rev Over Exp (Surplus)	407,029.49	212,930	-	-	(0)		

Committee on Planning, Policies, and Programs Chair's Report on the 6 August 2014 Meeting

Our Committee's deliberations led to the following recommendations and informational items:

(1) Per Capita Grant Requirements

Director Bouda led a discussion of the Per Capita Grant requirements. The Committee thoroughly reviewed our collection policy, amended the 19 August 2014 draft of the BPL "Material Selection and Collection Development Policy" for clarity, and determined that we meet the requirements detailed in the provided checklist. The following motion has unanimous support from the 3Ps Committee:

Motion: Approve the amended 19 August 2014 draft of the BPL "Material Selection and Collection Development Policy."

(2) Change in meeting time

The Committee discussed the merits of changing the meeting time of the full Board of Trustees to 5p.m. The rationale for this suggestion considered both the Trustees and the public: a 5p.m. start time would enable some of our Trustees to attend meetings without having to utilize personal time and would likely better accommodate the work schedules of members of the public. The following motion has the support of three quarters of the 3Ps Committee:

Motion: The regular meeting time of the Bloomington Public Library Board of Trustees shall be 5p.m.

(3) Permanent full Board of Trustees agenda item

The Committee discussed the merits of adding a permanent item to the full Board agenda, "Future Agendas and Comments from Trustees." The rationale for this suggestion is twofold. First, there are some items the Board may need to discuss that do not clearly fall under the purview of any of the existing committees, and there ought to be a way to bring these items to the full Board's attention. Secondly, there may be occasions when a Trustee would like to share an informational item and this agenda item would provide a venue for her/him to do so. The following motion has unanimous support from the 3Ps Committee:

Motion: Future agendas of the full Board of Trustees shall include the following item: "Future Agendas and Comments from Trustees."

(4) Retreat with facilitator

The Committee has requested that Director Bouda research and make recommendations regarding a possible retreat for Trustees led by a professional facilitator. Director Bouda has begun this process and the Committee will continue

to think about what kind of event would best satisfy our needs. We look forward to making a recommendation.

(5) Election of Chairs

After much discussion, the Committee has decided that the status quo of the President selecting committee chairs is acceptable.

(6) Other issues the Committee is considering:

- (a) Possible group email address or other venue to facilitate better communication between the public and the Board of Trustees
- (b) Draft of a public comment policy specific to the BPL Board of Trustees
- (c) "Local first" purchasing policy

Bloomington Public Library

Material Selection and Collection Development Policy

Approved July 21, 2009

Revised February 16, 2010

Revised August 16, 2011

Revised August 19, 2014

This policy has been adopted by the Bloomington Public Library to guide collection decisions and to make information about the library collection available to library staff and customers. The Material Selection Policy is approved and endorsed as the official policy of the Bloomington Public Library and the Board of Trustees and is reviewed biennially.

1. Mission

The primary objective is to select material that supports the Library's mission statement.

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.

2. Responsibility for Selection

Authority and responsibility for selecting library material is delegated to the Library Director by the Library Board of Trustees and is, in turn, delegated to the librarians on staff. Any material so selected shall be held to be selected by the Board of Trustees.

The Bloomington Public Library Board of Trustees endorses and accepts as part of the Materials Selection Policy the following documents:

- Library Bill of Rights*
- Access for Children and Young People to Videotapes and Other Nonprint Formats*
- Access to Electronic Information, Services and Networks*
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation*
- Challenged Materials*
- Diversity in Collection Development*
- Evaluating Library Collections*
- Expurgation of Library Materials*
- Free Access to Libraries for Minors*
- Restricted Access to Library Materials*
- Statement on Labeling*
- Universal Right to Free Expression*
- Freedom to Read*
- Freedom to View**

These documents are available on the American Library Association website, www.ALA.org.

*These documents are promulgated, adopted and interpreted by the American Library Association.

**This document is adopted by the American Film and Video Association and endorsed by the American Library Association.

The Library seeks to meet or exceed the IL Standards for Public Libraries for a growing community. For the population category of 75,000 -99,999, this requires a base of 150,000 items plus 1.75 items per capita or 281,250 items for a population of 75,000.

3. Material Selection Process & Considerations

The Library seeks to maintain a current collection with an emphasis on popular materials, but with enough depth to meet the needs of our community.

The Library is guided by a sense of responsibility to the past, the present, and the future in adding materials that enrich the collections and maintain an overall balance. The library seeks to provide, within its financial limitations, a general collection of materials embracing broad areas of knowledge which meet the following collection development objectives:

1. To provide a broadly based collection that supports recreational reading.
2. To provide resources that increase an individual's ability to function effectively as a productive member of society by encouraging lifelong learning.
3. To provide a collection that is wide ranging and represents multiple viewpoints on various subjects.
4. To provide a collection that fosters an aesthetic experience, stimulates the imagination and might increase individual creative potential.
5. To provide materials that meet the customers' interests and needs in a timely manner.
6. To provide materials to preschool, elementary school, middle school, and high school age customers to encourage and promote continued use of the library.
7. To purchase materials in quantities proportionate to levels of demand, the library tries to maintain an appropriate hold ratio (the number of holds on an item before additional copies are purchased).
8. To practice ongoing collection management using output measures, reports available from the online system, and other data for continuous collection evaluation.
9. To keep current with technological changes that affect the development of the collection.

The selection of materials requires knowledge of broad subject areas, standard bibliographies, selection tools and review sources, the present development of the collection, and an understanding of the wants and needs of the community. Reviews in professionally recognized periodicals, standard bibliographies, booklists by recognized authorities (including bestseller lists),

and the advice of competent people in specific subject areas may be used.

It is possible that as technology and formats change, entire collections may be eliminated.

Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:

1. Individual merit of each item
2. Existing library holdings
3. Suitability to the community
4. Budget
5. Popular appeal and customer demand
6. Critics' and staff reviews
7. Timeliness of the material
8. Availability and suitability of format

Selections will not be made on the basis of any anticipated approval or disapproval, but on the merits of the material in relation to the building of the Library's collections and in support of its stated mission. Purchase suggestions from customers are welcome and are given serious consideration.

A library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

Selectors will keep in mind to only purchase items that have full catalog records in OCLC/Worldcat. Exceptions can be made with previous consent of the Technical Services Manager.

4. Gifts

A gift to the Library may consist of material or funds for the purchase of material. In order to be added to the Library's collections, gift material must meet the same criteria as purchased material. Gifts not added to the collection will be ~~donated to the Friends of the Library for sale~~ [sold in the Library's Book Shoppe or elsewhere](#). The Library accepts restricted funds only if the material to be purchased has been jointly approved by the donor and the Library.

Gifts are accepted subject to the following limitations:

1. The Library retains full and unconditional ownership of all gifts.
2. The Library makes the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts.

5. Areas of the Collection

The collection is organized into three broad areas: Adult, Children's and Outreach. Responsibility for the selection of materials for each department is further divided and delegated.

Using Section 3 of this policy as their guide, the librarians determine the appropriate parameters, objectives, and criteria for the material selections in their assigned areas. ~~Collection development paragraphs, written by the librarians/selectors, elaborate the detail of the selection approach for what is purchased for each collection area. These paragraphs are available upon request.~~

Adult Collection

Materials are collected in many formats. Collections are grouped to allow customers to browse and to find items easily using a call number; collections are grouped by format, by genre and/or by topic.

Selection resources used vary widely, but include professional journals, awards lists and customer requests.

Children's Collection

Providing current, popular, educational, and notable materials for preschoolers through middle school students as well as for parents, teachers, and others interested in children's literature, the children's collection consists of recreational and informational materials that foster a love of reading. The library tries to anticipate and to meet the diverse skills and interests of readers at all ages from the preschooler to the beginning reader to the child ready for more advanced resources.

Materials are selected in response to the needs and interests of young people by recognizing their diverse tastes, backgrounds, abilities, and potential. Each item must be individually considered for its intended audience and is evaluated according to previously stated selection criteria with particular attention paid to reading level and age-appropriateness of content. Children's materials are purchased in a wide variety of formats. As a general rule, the library does not acquire textbooks used in school as these materials are available elsewhere, curriculums are revised every year, and the required textbooks change frequently.

Selection resources vary widely, but include professional journals, awards lists and customer requests.

Outreach

Materials in the Outreach (OTR) collections are available to all library users. They are housed in and near the OTR Department. Holdings are listed in the library's catalog and may be borrowed through the Bookmobile, the Check Out Desk, by placing Holds, and through other OTR services. Specifically, the OTR collections support the Bookmobile (BKM), Home Delivery, and Deposit collections.

OTR collections tend to contain new, popular items. The nature of OTR services is to provide popular reading, viewing, and listening materials. Items from the Main library collections are borrowed to fill customer requests that are outside the realm of OTR's holdings. Interlibrary loan is also available to OTR customers.

Items are selected based on reviews in professional resources, circulation of other items by the same author/performer, high initial print runs or large box office takes, and customer requests.

6. Collection Maintenance

The collection needs continuous evaluation to ensure that the library is fulfilling its mission. Systematic weeding or de-acquisition of library materials is needed in order to maintain a vital, useful and up-to date-collection. This task takes skill, care, time and knowledge of the materials. Each selector is responsible for ensuring properly maintained collections. Bloomington Public Library follows the CREW (Continuous Review, Evaluation & Weeding) method of weeding and augments it with weeding reports and other reports generated for specific areas.

Most areas of the collection are reviewed annually for de-selection. Items are withdrawn from the collection based on the MUSTIE formula:

M = Misleading or inaccurate

U = Ugly (worn or damaged)

S = Superseded (by a new edition or better book on the subject)

T = Trivial (of no literary or scientific merit)

I = Irrelevant to the needs and interests of the community

E = Expeditiously obtained Elsewhere

Because of current space limitations, the Library is forced to withdraw almost as many items as it adds each year.

Obsolete formats may no longer be purchased and will be withdrawn as technologies and access change.

Consideration is given to ensure that a core collection of definitive works in a given subject area are retained regardless of condition or circulation. Worn or damaged items are identified for weeding on a continual basis. While items are replaced, the library's policy is not to automatically replace titles discarded, lost, or withdrawn. In each case, the need for replacement is based on the existence of adequate coverage of the subject, the timeliness of the title in question, the demand for the specific title, and the availability of the item. Important works in poor condition may be repaired, if possible.

~~WorldCat, Public Library Catalog, Fiction Catalog, Children's Catalog and other similar sources are consulted before the last copy of a title in the library is withdrawn. The collection is not, however, archival and is reviewed and revised on an ongoing basis to meet current needs.~~

Titles in some areas of the collection go Lost Assumed or Missing frequently due to theft or customers keeping them. ~~A title is replaced up to 3 times.~~ These items may be replaced depending on budgetary considerations, how long the item was held before it was stolen, and how many times it has previously been replaced.

Materials which have been withdrawn and are in good condition will be given to the Library's Book Shoppe for sale ~~Friends of the Library for its book sale.~~ No items can be held for or given to individuals for personal use. Magazines are weeded once per year in January, keeping only the current year plus one. Magazines that were not renewed or have been discontinued will be weeded. Magazines that are damaged or lost during the year are not replaced.

Adult Services

Using the CREW Method mentioned above, Adult Services staff weed material from the adult and teen collections in the Main library.

Each selector follows a monthly weeding schedule to assure that collections are reviewed – shelf by shelf – on a rotating and regular basis. Smaller collections are reviewed each year. Larger collections (such as Nonfiction) are reviewed every three years. Reports generated by the integrated library system [SIRSI] and Collection HQ support weeding.

In addition, staff in Circulation and shelveers review items for condition when checking in and when shelving. Items in poor condition are set aside for immediate review by the selector.

The Illinois Collection, while reviewed, has very limited, if any, deselection. Items may be offered to the McLean County Historical Museum Library or other organizations ~~or the Friends of the Bloomington Public Library~~ for special sale.

~~Titles remain in the Most Wanted collection for approximately 9 months. If the shelves become crowded, prolific authors may be weeded so that only the most recent title is included. Copies that are removed from the Most Wanted collection are either added to the fiction collection or are removed from the collection altogether based on the condition of the item and demand for the title.~~

Renewal or addition of databases is considered annually. Statistics of database usage from our website (“click throughs”) and from the vendor (number of searches and other statistics) are used to determine if the cost per use is reasonable and viable to renew or cancel the online resource.

Children's Services

Books for the youngest customers are reviewed and replaced at least annually and often more frequently because of their heavy use. Picture book and beginning reader titles may be replaced many times over the years because of condition. Fiction books for older readers will be evaluated every three years. Condition, circulation figures, and literary merit are considered. All fiction titles that have not been checked out in three years may be weeded.

Nonfiction is weeded at least every three years to update information. Items not checked out in

five years may be withdrawn from the collection.

Magazines are weeded once a year in August. The circulation and condition of the magazines are considered. Magazines that are damaged or lost during the year are not replaced.

The AV collection is evaluated once a year. Condition, circulation statistics, and literary merit are considered.

Outreach

There are three primary considerations for OTR weeding:

- Maintain a current, popular collection
- Condition
- Shelf space

Many withdrawn OTR items are added to Main's collections. Often, OTR items become replacement copies or additional copies in Main's holdings. The appropriate selector is notified when there are withdrawn items to review. ~~So weeding materials out of OTR does not necessarily mean they are no longer available in the library.~~

7. Reconsideration of Library Material

The Board of Trustees of Bloomington Public Library recognizes that all individuals have the right to choose which library material they will use. No one individual, however, has the right to restrict access to library material by others. No material is automatically removed from the collections because of an objection to it. Library material will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered. The Library assures free access to its holdings for all customers who are free to select or reject for themselves any item in the collections. Children are not limited to material in the juvenile collections although juvenile collections are kept together to facilitate use. Responsibility for material accessed by children and adolescents rests solely with their parents or legal guardians.

It is an obligation of the public library to reflect within its collection differing points of view. The Bloomington Public Library does not endorse any particular belief or view nor does the selection of an item indicate an endorsement of any viewpoint. All circulating material will be made available to the public in the manner that best facilitates access by the public. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

Bloomington Public Library recognizes that a diverse collection of material may result in some requests for reconsideration. A "Complaint about Library Material" form and a "Request for Reconsideration of Library Material" form are available to all Bloomington Public Library cardholders for comments concerning the presence or absence of any library material. See Appendix A and B. Procedures for handling complaints about or requests for reconsideration of library material have been established and approved by the Board of Trustees.

The Bloomington Public Library Board of Trustees endorses and accepts as part of the Materials Selection Policy the following documents:

- Library Bill of Rights*
- Access for Children and Young People to Videotapes and Other Nonprint Formats*
- Access to Electronic Information, Services and Networks*
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation*
- Challenged Materials*
- Diversity in Collection Development*
- Evaluating Library Collections*
- Expurgation of Library Materials*
- Free Access to Libraries for Minors*
- Restricted Access to Library Materials*
- Statement on Labeling*
- Universal Right to Free Expression*
- Freedom to Read*
- Freedom to View**

These documents are available on the American Library Association website, www.ALA.org.

*These documents are promulgated, adopted and interpreted by the American Library Association.

**This document is adopted by the American Film and Video Association and endorsed by the American Library Association.

Appendix A

PROCEDURES:

FORM I, "COMPLAINT ABOUT LIBRARY MATERIAL"

FORM II, "REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL"

If Bloomington Public Library (BPL) users wish to file a complaint about library material, Form I, "Complaint about Library Material," should be completed. This form stays on file with the Department Manager; a copy of the form will be submitted to the Director. The Department Manager may examine the material, as well as critical reviews of the material.

If Bloomington and Golden Prairie residents wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form II, "Request for Reconsideration of Library Materials."

When Form II is completely filled out and returned to the Library, it will be submitted to the Library Director. The Director will initiate the review process. The Director, the appropriate Department Manager and other staff designated by the Director will review the completed form and the material to determine whether the material should remain or be removed from the collection.

The Director will write a letter to the Bloomington or Golden Prairie resident who initiated the request for reconsideration, outlining the above procedures and announcing the disposition of the material in question.

FORM I: COMPLAINT ABOUT LIBRARY MATERIAL

Material: _____

Date of Material:

Your Name: _____

Address: _____

Telephone: _____

Are you a BPL cardholder? _____

Complaint Represents:

_____ Individual

_____ Organization; list name: _____

_____ Other; list name _____

Reason for Complaint:

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Form I received: _____

Staff Initial: _____

FORM II: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author/Performer of Material:

Material Title: _____

Publisher/Distributor of Material:

Library Call Number: _____ Date of Material: _____

Your Name: _____

Address: _____

Telephone: _____

Are you a BPL cardholder? _____

Request Represents:

_____ Individual

_____ Organization; list name: _____

_____ Other; list name _____

Have you read or viewed the entire work? Circle one: YES NO

If your answer is NO, what parts have you read or viewed?

To what in the material do you object? Please be specific; cite pages or sections.

What good or valuable features do you find in the material?

What do you believe is the theme of this work?

What do you feel might be the result of reading or viewing this material?

Have you read any reviews of this material? Circle one: YES NO

If your answer is YES, please specify:

What would you like the library to do about this material?

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify:

Date: _____ Signature: _____

FOR OFFICE USE ONLY

Date Form II received: _____ Staff initials: _____

Decision: _____ Decision date: _____

Date requestor was notified of decision: _____

Dept. Manager signature: _____

Attachments:

Incident Reports

Date	Time	Type
07/2	10:12 AM	AlcoholDrugs
07/8	1:36 PM	Vandalism
07/8	4:31 PM	InappropriateBehavior
07/20	2:16 PM	InappropriateBehavior
07/20	2:48 PM	SleepingIncident
07/22	10:04 AM	StolenDamagedLibraryMaterial
07/22	3:25 PM	InappropriateBehavior
07/23	1:47 PM	AlcoholDrugs
07/23	1:52 PM	StolenDamagedLibraryMaterial
07/23	2:32 PM	AlcoholDrugs
07/23	3:38 PM	StolenDamagedLibraryMaterial
07/23	4:37 PM	PoliceAmbulanceCall
07/23	9:04 PM	Vandalism
07/25	10:20 AM	InappropriateBehavior
07/28	4:56 PM	InappropriateBehavior
07/28	8:00 PM	StolenDamagedLibraryMaterial
07/29	10:23 AM	SleepingIncident
07/30	2:31 PM	InappropriateBehavior
07/30	2:47 PM	TobaccoUse

Suspension Reports

Date	Time	violation
07/2	10:20 AM	AlcoholDrugs
07/23	9:11 PM	Vandalism
07/28	4:59 PM	InappropriateBehavior
07/29	10:25 AM	SleepingIncident
07/30	2:15 PM	InappropriateBehavior

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

August 21, 2014

Name

Address

City, State, Zip Code

Dear Contractor,

You are invited to submit a quote for a small renovation project at the Bloomington Public Library. The planned project will consist of the following:

Construction of a new wall to divide an existing room into two rooms and related Ceiling, MEP and Fire Protection work necessary to accommodate new wall construction.

An informational meeting will be held at the Bloomington Public Library on Wednesday, August 27, 2014 at 2:00 P.M. with Architect Russel Francois. Technical questions can be submitted to:

**Francois Associates Architects LLC
118 West Washington Street
Bloomington, IL 61701
(309) 828-4055**

If you have additional questions or would like to receive an electronic copy of construction documents, please contact:

**Caprice Prochnow, Support Services Manager
205 East Olive Street
Bloomington, IL 61702
(309) 557-8902
CapriceP@bloomingtonlibrary.org**

Proposals will be received at the Bloomington Public Library, 205 East Olive Street, Bloomington, IL 61702 until Tuesday, September 9, 2014 at 2:00 P.M.

Thank you for your time. We look forward to receiving your proposal.

Sincerely,

Georgia Bouda
Director

A RENOVATION FOR
BLOOMINGTON PUBLIC LIBRARY
OUTREACH DEPARTMENT

205 E. OLIVE STREET

BLOOMINGTON, ILLINOIS

INDEX TO DRAWINGS

ARCHITECTURAL

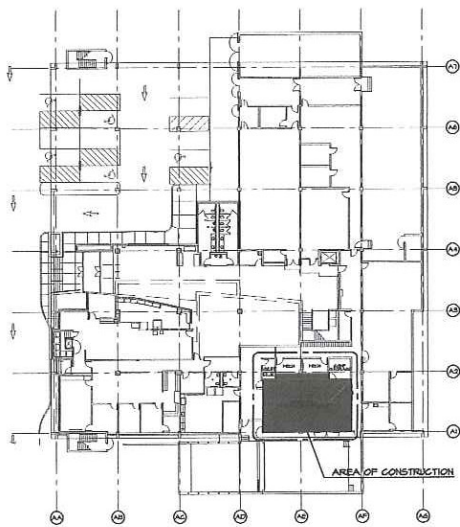
A11 EXISTING REFLECTED CEILING PLAN / DEMO PLAN
A21 PARTIAL FLOOR PLAN / WALL SECTION / DETAIL
A22 REFLECTED CEILING PLAN / ELECTRICAL DETAILS
A23 MECHANICAL / FIRE PROTECTION PLAN

PROJECT NUMBER PROJECT ISSUE DATE PAR00B

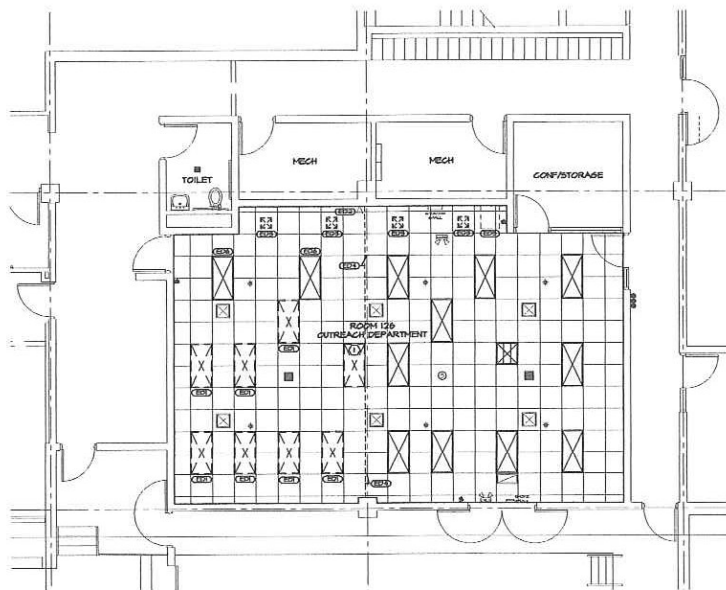
F R A N C O I S
A S S O C I A T E S
A R C H I T E C T S
L L C

118 WEST WASHINGTON ST. PH 309.828.4055

FAX 309.828.4854 BLOOMINGTON, ILLINOIS 61701



KEY PLAN: LOWER LEVEL
NO SCALE



EXISTING REFLECTED CEILING PLAN SHOWING DEMO
SCALE: 1/4" = 1'-0"



GENERAL NOTES

- EXISTING CEILING GRID TO REMAIN UNLESS OTHERWISE NOTED. REMOVE EXISTING 2'x2' LAMINATE PANELS AND STORE FOR RE-USE OR RETURN TO OWNER.
- EXISTING PROTECTION DAMPING FROM FLOOR TO CEILING SHALL BE REMOVED EXCEPT WHERE NOTED OTHERWISE.
- SEE KEYED NOTES THIS SHEET FOR ELECTRICAL AND MECHANICAL DEMOLITION DETAILS.
- ALL MATERIALS USED IN CONSTRUCTION SHALL BE COMMERCIAL GRADE MATERIALS.

GENERAL NOTES - ELECTRICAL DEMOLITION

- ELECTRICAL CONTRACTOR SHALL REMOVE SWITCHES AND SWITCHES IN EXISTING OUTREACH ROOM 101.
- ELECTRICAL CONTRACTOR SHALL DISCONNECT LIGHT FIXTURES FROM SWITCHED CIRCUIT PRESENTLY PROVIDING LIGHTING.

KEYED NOTES - ELECTRICAL DEMOLITION

- (101) ELECTRICAL CONTRACTOR SHALL REMOVE EXISTING 2'x2' PANELS AND STORE FOR RE-USE. SEE SHEET A3.2 FOR NEW SWITCHING REQUIREMENTS.
- (102) ELECTRICAL CONTRACTOR SHALL REMOVE HERE HOLD FIVE DATA DROPS AT THIS LOCATION. SEE SHEET A3.1 FOR NEW LOCATION.
- (103) ELECTRICAL CONTRACTOR SHALL REMOVE EXISTING LIGHT FIXTURE AND RETURN TO OWNER.
- (104) REMOVE PORTION OF EXISTING CEILING GRID AND ACROUSTIC CEILING PANELS AS REQUIRED AT NEW WALL LOCATION. REMOVE EXISTING CEILING GRID AND PROVIDE NEW GRID HERE AT BOTH SIDES OF NEW WALL. CONSTRUCTION SEE NEW REFLECTED CEILING PLAN SHEET A3.2.
- (105) EXISTING NETWORK CABINET AT GRILLING TO REMAIN. PROTECT DURING CONSTRUCTION.
- (106) ELECTRICAL CONTRACTOR SHALL RE-LAMP EXISTING 2'x4' FIXTURE.

PRELIMINARY - NOT FOR CONSTRUCTION

NOTE: THIS IS A PRELIMINARY DESIGN. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS SHOWN ON THE DRAWINGS AND TO CHECK WITH ALL PORTIONS OF THE WORK PRIOR TO PROCEEDING WITH CONSTRUCTION OF ANYTHING. VERIFY THE ACCURACY OF DIMENSIONS OF OR REVISION TO ANY DIMENSION SHOWN IS REQUIRED.

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A RENOVATION FOR
BLOOMINGTON PUBLIC LIBRARY
OUTREACH DEPARTMENT

BLOOMINGTON, ILLINOIS

205 E. OLIVE STREET



RUSSELL L. FRANCOIS
ASSOCIATES
ARCHITECTS
110 WEST MAIN STREET, BLOOMINGTON, ILLINOIS 61701

FA13018

SHEET 1 OF 4 SHEETS

A1.1

EXISTING

REFLECTED CEILING PLAN

DRAWING FOR DATE: 07.07.14

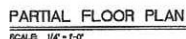
REVISIONS:

OF E. O. M. ENERGY

[illegible]

DRAWN: TDS DATE: 07.07.1

REV: SONS:



- (1) NEW 3" X 6" METAL STUDS AT 16" O.C. WITH TYPED "K" END EACH SIDE, CARRY STUDS AND STUDS TO 6" ABOVE EXISTING ACOUSTIC CEILING (2'-11"); FILL STUD SPACE WITH BATT INSULATION
- (2) EXISTING CONCRETE BLOCK WALLS - PAINT TO MATCH NEW WALL CONSTRUCTION
- (3) EXISTING CARPET TO REMAIN SELECTIVE DEMO AT NEW WALL LOCATIONS. NEW FLOOR BASE AT BOTH NORTH & NEW WALL CONSTRUCTIONS MATCH EXISTING

NOTE: THIS IS A SCHEMATIC DESIGN DRAWING PREPARED FOR CONCEPTUAL PURPOSES ONLY. ALL EXISTING CONSTRUCTION AS WELL AS NEW CONSTRUCTION SHOWN SHOULD BE CONSIDERED AS ASSUMED PRIOR TO COMPLETION OF THE SCHEMATIC DESIGN AND DESIGN DEVELOPMENT PHASES OF THIS PROJECT. ADDITIONAL SERVICES WILL BE REQUIRED TO VERIFY EXISTING PROVIDED TO THE SITE, UTILITY DRAWINGS, AND ANY OTHER SET OF BUILDING CONDITIONS THAT MAY IMPACT ADDITIONAL DESIGN LIMITATIONS AND DEVELOPMENT POTENTIAL. THESE EXISTING, INCLUDING PHOTO IN ELEVATIONS, PREPARED BY THE ARCHITECT ARE ASSUMED TO BE CORRECT AND AS SHOWN. THE ARCHITECT SHALL BE COUNSELLED BY THE CLIENT AND OWNER OF THE DRAWINGS AND PLAN ALL FUTURE PROJECTS, INCLUDING COMMENTS. NO REPRODUCTION OF THESE DRAWINGS WILL BE MADE WITHOUT PRIOR WRITTEN APPROVAL BY THE ARCHITECT.

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Library Systems Quotation Direct

3M Center, 224-2S-04

St. Paul, MN 55144-1000

Office: 800-328-0067 ext. 2

Fax: 800-223-5563

Today's Date: 08/12/14

Expiration Date: 11/10/14

Quotations are good for 90 days. All dates are based on ship dates. Order must ship within the 90 day window. After 90 days, quotation expires. Contact 3M for a New Quotation.

Ship to: (Destination of Goods)		Bill to: (Agency to Invoice)	
Library Name Bloomington Public Library		Name	
Address 205 E Olive St		Address	
City, State, Zip Bloomington, IL 61702		City, State, Zip	
Contact Name Jon Whited		Accounts Payable Contact Name	
Email Address jonw@bloomingtonlibrary.org		Email Address	
Phone # 309-828-6091		Phone #	
Fax #		Fax #	
P.O. # and Signature (signature required if customer is using this form as an order)		Requested Delivery and Install Dates	

Quantity	Description	Unit Price <i>Good Through: 11/10/14</i>	Extended Price
3	3M Selfcheck™ System C-Series Book Drop w/ RFID-Standard Face Plate w/ back chute, computer and monitor	\$14,354.00	\$43,062.00
3	Special Discount	-\$1,872.00	-\$5,616.00
		\$12,482.00	
3	Set up and confuration	\$537.00	\$1,611.00
3	12 Month Service Contract (totals 15 months with 90 day warranty)	\$855.00	\$2,565.00
	**library is responsible for installing the book drops or arranging a third party		
Shipping and Handling billed as actual at time of shipment		Subtotal	\$41,622.00
		Shipping & Handling Fee	TBD
		Total *	TBD
* Applicable Sales Tax will be applied			
3M Sales Consultant Nick Byl	3M Sales Consultant Phone # 651-503-7326	3M Customer Service Representative Peggy	3M Customer Service Representative Phone # 651-575-5785
Mail or Fax purchase order to the address above.		Comments:	
Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.			
A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.			

Description	Model	Quantity	Age	Reason
PC	Dell Dimension 9200	4	7 years	end of useful life (to be sold)
PC	Studio Hybrid 140g	12	6 years	end of useful life (to be sold)
PC	Vostro 1000	1	7 years	end of useful life (to be sold)
PC	Inspiron 6400	2	7 years	end of useful life (to be sold)
Server	PowerEdge SC1430	1	9 years	Beyond Repair to be recycled
PC	Inspiron 531s	1	7 years	end of useful life (to be sold)
PC	DimensionE520	2	7 Years	end of useful life (to be sold)
Coinbox	A03587	1	7 years	Beyond Repair to be recycled
PC	Dell Dimension 5150c	1	8 years	end of useful life (to be sold)
PC	XPS All-in-One	1	6 years	Beyond Repair to be recycled
PC	Dell Inspiron 1525	2	6 Years	end of useful life (to be sold)
PC	Dell Inspiron 1720	1	7 Years	Beyond Repair to be recycled
Canon Microfilm Scanner	MS400	2	10 Years	end of useful life (to be sold)
Canon Coinbox for scanner	6557	2	10 Years	end of useful life (to be sold)

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE RENEWAL OF THE ELECTRONIC
LANGUAGE LEARNER DATABASE
TO MANGO LANGUAGES

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 the Electronic Language Learner Database to Mango Languages in the amount of \$7,697.71
2. That this database was not on the original list of because the cost for a one year subscription was less than \$5,000
3. That the recommendation is to pay for two years, thus reducing the annual cost
4. That the language learner database is one of the more popular public databases
5. That Mango Languages is the only source for this particular product
6. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$7,697.71

Approved this 19th day of August 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees



Invoice

Remit To Address:
Mango Languages
6689 Orchard Lake Rd. #301
West Bloomfield, MI 48322-3404

Bill To:	Date	Invoice #
Bloomington Public Library Attn: Accounts Payable P.O. Box 3308 205 East Olive Street Bloomington, IL 61702-3308	06/24/2014	L7934

Due Date	REP	AM	Start Date	End Date
12/01/2014	HH	MS	11/01/2014	10/31/2016

Category	Class	Description	Amount
Library Renewal Subscription	Mango Subscrip...		7,697.71
		Sales Tax (0.0%)	USD 0.00
		Total	USD 7,697.71

Email	Phone	Fax
invoice@mangolanguage.com	(248) 254-7450 x840	(248) 254-7425

With the payment of this invoice, the client agrees that all the terms and conditions of the previously executed terms of sale, including any renewal forms thereto, shall remain in full force and effect for one year, and that the price for the renewal service will be at the rate indicated on the invoice. The terms of sale will be automatically renewed for successive one year periods, unless either party provides written notice to the other party not less than thirty (30) days prior to the end of the then

