

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 21, 2016

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. Recommend Approval of Minutes of May17, 2016 Regular BPL Board Meeting
- VI. President's Report
 - A. Discussion of New Agenda Format
 - B. Discussion and Approval of Reception for Jeanne Hamilton
- VII. Director's Report
- VIII. Fiscal Report presented by Kathy Jeakins, Business Manager
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 1. Robert Porter, Chair, Report on Committee Business
 - B. Planning, Policies & Programs (3 P's)
 1. Julian Westerhout, Chair, Report on Committee Business
 - C. Bookmobile Ad Hoc Committee
 1. Laura Golaszewski, Circulation and Outreach Manager and Rhonda Massie, Marketing Manager, to Present the Results of the Bookmobile Survey
 2. Discussion on Continuation of Committee
- XI. New Business
 - A. Recommend Approval of Non-Resident Library Card Fee for 7/01/16 – 6/30/17 in the Amount of \$140.00
 - B. Recommend Approval for Recommendation to Foundation for Tuition Payment from Stubblefield Trust not to Exceed \$9,000.00
 - C. Recommend Approval for Recommendation to Foundation for 2016 Summer Reading Program Costs of \$21,961.50
 - D. Recommend Approval of Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal in the Amount of \$17,863.97
- XII. Comments from Board Trustees
- XIII. Adjournment

Posted: 6/17/16 2:30 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2016

5:30 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:32 p.m.

II. Roll Call

MEMBERS PRESENT:

Alex Cardona, Alicia Henry, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Roberson (arrived at 5:37 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT:

None

OTHERS PRESENT:

Mark Anderson, Connor Boolman, Liam Eades, Carsen Hilt, Kathy Jeakins, Terry Lindberg, Brandon Long, Patricia Marton, Maria Nagle, Cory Packard, Caprice Prochnow, Michael Reid, Meta Skillrud, Jamison Stalter, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton, resident made a comment regarding the need for more quiet areas within the Library.

V. Approval of Minutes

A. April 19, 2016

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 19, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. April 23, 2016

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 23, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

C. May 4, 2016

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MINUTES FROM THE MAY 4, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

D. May 9, 2016

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MINUTES FROM THE MAY 9, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos thanked Terry Lindberg for his service to the Library and presented him with a card and a gift card from all of the Trustees.

President Koos stated that Director Lindberg and Caprice Prochnow met with the City Clerk today to discuss restructuring the Board agendas in the future to be more streamlined and transparent. A sample agenda was distributed to the Trustees, and there was some discussion on this proposed restructuring of the agenda. The matter of restructuring the agenda will be discussed at the next meeting.

A. Presentation by Mark Anderson and Students, Bloomington Area Career Center

Mark Anderson shared that he and Connor Boolman, Carsen Hilt and Michael Reid attended the Library Expansion Input Session that was held back in October. He went on to say that they took notes on what was shared at the session along with input from Farnsworth Group on what the interested parties would like to see in an expansion or a new building for the Library. Mark shared that each of the students has been working on a design concept for a new library or revised library building.

Michael Reid, Meta Skillrud, Cory Packard, Carsen Hilt, Brandon Long and Jamison Stalter presented their design concepts, and shared how they came up with the design, along with any special features and energy savings that the concept had to offer. They entertained questions.

Connor Boolman shared that his topic that he had presented at the Illinois State Symposium was on the energy savings that would be received from just replacing the current toilets with high efficiency toilets throughout the Bloomington Public Library. There was some input from the other students as to what they had presented as well.

Director Lindberg and Robert Porter departed the meeting at 6:28 p.m.

B. Appoint Committees

President Koos stated that the committees for FY17 are as follows:

3 P's – Julian Westerhout, Chair, Van Miller, Alicia Henry, Susan O'Rourke, Carol Koos, ex-officio

Budget & Personnel – Robert Porter, Chair, Whitney Roberson, Alex Cardona, Mike Raikes, Carol Koos, ex-officio

VII. Director's Report

There was no Director's report.

VIII. Fiscal Report

Kathy Jeakins reported that April invoices are still coming in, but most likely we will still be underspent for FY16. She stated that in revenues, the amount was exceeded by about \$25,000. She entertained questions.

IX. Approval of Bills

ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM APRIL 2016. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

1. Approve Standing Date and Time for Meeting

President Koos stated that Robert Porter, Chair, had stated that he plans to have committee meetings on the first Tuesday of the month at 5:30 p.m.

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

1. Approve Standing Date and Time for Meeting

President Koos shared with Julian Westerhout that he along with his committee members could decide upon a standing date and time to meet or just call a meeting as needed.

C. Bookmobile Ad Hoc Committee

Alex Cardona, Chair, shared that the Community Survey will be in place through May 29. He went on to say, that a little over 200 people have completed the online survey and 100 have filled out the paper survey. Along with this, Alex shared that in promoting the bookmobile, so far they have reached over 4,000 people through Social Media.

Alex briefly reviewed the circulation and visitor stops statistics for the last month.

Alex stated that he will have the results of the survey broken down and available at the next Board meeting. He went on to say that in his opinion the Ad Hoc Committee has served its purpose, and that after the results from the survey are in, it may be time to discontinue the Committee.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Approve Waiving the Competitive Bid Process and Authorize Payment to Bibliotecca for Annual Maintenance for Self-Checks, Upper Security Gates, and Sorter

Kathy Jeakins reviewed this and entertained questions.

SUSAN O'ROURKE MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE WAIVING THE COMPETITIVE BID PROCESS AND AUTHORIZE PAYMENT TO BIBLIOTECCA FOR ANNUAL MAINTENANCE FOR SELF-CHECKS, UPPER SECURITY GATES, AND SORTER IN THE AMOUNT OF \$25,622.00.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ROBERT PORTER

THE MOTION CARRIED UNANIMOUSLY.

- B. Approve Waiving the Competitive Bid Process and Authorize Payment to Sirsi-Dynix for Annual Maintenance for the Library's Integrated Library System (Catalog)
Kathy Jeakins reviewed this and entertained questions.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE WAIVING THE COMPETITIVE BID PROCESS AND AUTHORIZE PAYMENT TO SIRSI-DYNIX FOR ANNUAL MAINTENANCE FOR THE LIBRARY'S INTEGRATED LIBRARY SYSTEM (CATALOG) IN THE AMOUNT OF \$40,332.57.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ROBERT PORTER

THE MOTION CARRIED UNANIMOUSLY.

- C. Approve Waiving the Three Quote Requirement and Authorize Payment to Various Vendors for Various Electronic Databases

Kathy Jeakins reviewed this and both she and Carol Torrens entertained questions.

There was some discussion on this as some of the databases have had a decline in usage. The consensus was that the usage of these various electronic databases will be reviewed during the budget process in order to decide if they will be renewed for FY18.

ALEX CARDONA MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THE COMPETITIVE BID PROCESS AND AUTHORIZE PAYMENT TO VARIOUS VENDORS FOR VARIOUS ELECTRONIC DATABASES IN THE AMOUNT OF \$126,103.00.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: ROBERT PORTER

THE MOTION CARRIED.

XIII. Comments from Board Trustees

Susan O'Rourke made a comment in regards to committees, as to whether it is the Chair or the President that is to actually run the meetings.

XIV. Adjournment

MIKE RAIKES MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:19 p.m.

2016.05

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 17, 2016



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,187.97
Ameren Illinois	Electricity	6,235.93
American National Skyline, Inc.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
Brodart Co.	Library Supplies	997.40
CDW Government	Computer Supplies	823.79
Cengage Learning	Adult Books	1,168.22
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	827.44
City of Bloomington	FICA	10,928.43
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	23,186.95
City of Bloomington	IMRF	20,765.03
City of Bloomington	Life Insurance	239.36
City of Bloomington	Medicare	2,555.88
City of Bloomington	Payroll	16,224.43
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	358.23
City of Bloomington - Petty Cash	Adult Books	21.99
City of Bloomington - Petty Cash	Building Mtnc Supplies	25.78
City of Bloomington - Petty Cash	Employee Relations	17.58
City of Bloomington - Petty Cash	Miscellaneous Expenses	95.19
City of Bloomington - Petty Cash	Professional Development	35.00
City of Bloomington - Petty Cash	Travel	33.99
Comcast	Telecommunications	102.85
Custom Digital Imaging	Printing/Binding	1,024.88
Dell Marketing, L.P.	Computer Supplies	4,239.30
Demco	Library Supplies	1,045.53
Ebsco Subscription Services	Periodicals	57.70
Evergreen FS	Other Property Mtnc	132.00
Findaway World, LLC	A/V Materials	1,413.51
Frontier	Telecommunications	1,445.14
Gibbons, Jim	Other Purchased Services	250.00
Goddard, Leslie	Other Purchased Services	122.04
Gold Medal	Other Purchased Services	273.94
Hamilton, Jeanne	Travel	108.00
Johnson Controls	Building Maintenance	4,938.50
Keyes, Laura	Other Purchased Services	200.00
Leading Labor, Inc. (Magic Blue Box)	Telecommunications	229.40

Leary, Donna
 Lindberg, Walter F
 McLean County Glass & Mirror, Inc.
 MicroMarketing, LLC
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Monitor Productions, Inc.
 Nicor/Northern Illinois Gas
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 Outhout, Larry
 OverDrive
 Pandora Media
 Penguin Random House, LLC
 Penworthy Co.
 Pipeworks, Inc.
 POS Supply Solutions, Inc.
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Rosedrew, Inc. (Showcases)
 Scott's Boiler Services, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 Tumbleweed Press, Inc.
 Unique Management Services, Inc.
 Verizon Wireless
 Voicespring, LLC (formerly Oberlander Communications)
 Waltrip, Melissa
 Weber Electric, Inc.
 West Chicago Public Library District
 Widmer Interiors
 Wyer, Jesse
 Yelverton, Randall
 VISA - 4Imprint
 VISA - Amazon Digital Services
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Appaloosa Grill
 VISA - B & H Photo
 VISA - Babbitt's Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Best Buy
 VISA - Chef Jimmy's Italian Bistro
 VISA - Chicago Tribune
 VISA - Concord Custom Cleaners
 VISA - Delta Airlines

Travel	100.12
Other Purchased Services	13,090.00
Building Maintenance	275.00
A/V Materials	930.35
Building Maintenance	1,129.97
A/V Materials	1,116.02
Janitorial Supplies	419.34
Advertising	397.00
Natural Gas	1,878.72
Computer Supplies	271.44
Copier Supplies	206.04
Janitorial Supplies	44.40
Office Supplies	209.49
Other Purchased Services	17.62
Travel	469.90
Ebooks	6,300.00
Advertising	4,999.99
A/V Materials	251.25
Library Supplies	27.99
Building Maintenance	157.50
Library Supplies	3,250.33
A/V Materials	446.61
Rentals	1,948.33
Library Supplies	255.96
Building Maintenance	600.00
Other Purchased Services	50.00
Public Access Software	299.50
Other Purchased Services	411.70
Telecommunications	123.83
Telecommunications	190.00
Travel	6.00
Building Maintenance	1,239.87
Miscellaneous Expenses	19.99
Office Supplies	2,397.00
Travel	562.28
Travel	88.99
Library Supplies	1,761.77
Computer Supplies	79.95
Computer Supplies	693.44
Library Supplies	128.38
Office Supplies	45.98
A/V Materials	884.89
Computer Supplies	89.64
Travel	23.44
Computer Supplies	77.49
Adult Books	45.00
A/V Materials	29,093.06
Adult Books	15,552.21
Children's Books	9,072.04
Adult Books	23.96
Other Purchased Services	49.99
Travel	14.00
Periodicals	455.00
Other Purchased Services	19.40
Travel	125.00

VISA - Denver Taxi
 VISA - Denver Yellow Cab
 VISA - Dollar Tree
 VISA - Engraving Express
 VISA - Ergo Desktop
 VISA - Euclid Hall Bar & Kitchen
 VISA - Eve Online
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - GameStop
 VISA - GameStop
 VISA - Hobby Lobby
 VISA - Hyatt Hotel
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jason's Deli
 VISA - Jewel
 VISA - Jimmy John's
 VISA - Koldaire Equipment Co.
 VISA - Linger
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Lowe's
 VISA - Metro Taxi
 VISA - Office Depot
 VISA - Office Depot
 VISA - Office Depot
 VISA - Osteria Marco
 VISA - Owen Nursery
 VISA - Party City
 VISA - PatioShoppers.com
 VISA - Paypal*Colonial Clo
 VISA - POS Supply Solutions, Inc.
 VISA - Sprint
 VISA - SteamGames.com
 VISA - SteamPowered.com
 VISA - Survey Monkey
 VISA - Target
 VISA - Target
 VISA - Ted's Montana Grill
 VISA - Things Remembered
 VISA - Varidesk
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Travel	91.57
Travel	169.58
Other Purchased Services	2.00
Other Purchased Services	24.00
Office Supplies	499.00
Travel	13.41
Other Purchased Services	60.59
Advertising	12.25
Miscellaneous Expenses	48.10
A/V Materials	231.45
Membership Dues	14.99
Other Purchased Services	204.96
Other Purchased Services	47.88
Travel	2,277.90
Membership Dues	75.00
Adult Books	317.51
Miscellaneous Expenses	192.55
Employee Relations	139.54
Employee Relations	218.97
Library Supplies	23.48
Travel	31.32
Computer Supplies	349.00
Building Mtn Supplies	62.78
Janitorial Supplies	34.91
Travel	12.85
Copier Supplies	492.69
Miscellaneous Expenses	205.16
Office Supplies	38.48
Travel	15.71
Building Mtn Supplies	290.36
Other Purchased Services	12.52
Building Mtn Supplies	664.00
Other Purchased Services	79.75
Library Supplies	497.45
Telecommunications	407.20
Other Purchased Services	200.00
Other Purchased Services	600.00
Other Purchased Services	300.00
Office Supplies	2.99
Other Purchased Services	32.47
Travel	28.00
Other Purchased Services	27.00
Office Supplies	60.00
Telecommunications	128.29
Employee Relations	14.30
Janitorial Supplies	148.42
Library Supplies	26.35
Miscellaneous Expenses	56.62
Office Supplies	35.53
Other Purchased Services	104.67
Telecommunications	171.74

220,709.23

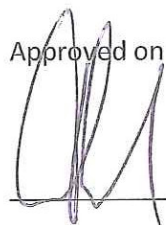
XII.A.

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
SELF-CHECKS, UPPER SECURITY GATES, AND SORTER
TO BIBLIOTHECA

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

1. That the competitive bidding process be waived and the Library Director authorize payment for renewal of annual maintenance of the Self-Checks, Upper Security Gates and, Sorter to Bibliotheca in the amount of \$25,622.00
2. That the current equipment is functioning well
3. That this must renewed in order to guarantee continued service from the vendor
4. That the cost of this renewal is less than in previous years due to the elimination of maintenance for the unlockers
5. That the funds come from the following source:
Maintenance and Operating Budget: \$25,622.00

Approved on this 17th day of May 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

Toll free: 1-800-328-0067 * Fax: 1-877-689-2269 * www.bibliothecca.com

Service and Maintenance/Extended Warranty Quote

Proprietary & Confidential

System Licensee

Name: Jon Whited
Customer: Bloomington Public Library
Address: 205 E Olive St,
Address: Bloomington, IL, 61702-3308
Country: United States of America

Licensee Bill To

Name: Bloomington Public Library
Contact: Jon Whited
Address: 205 E Olive St,
Address: Bloomington, IL, 61702-3308
Country: United States of America

From

Name: Curtis Colby
Email: SALES-US-CONTRACTS@BIBLIOTHECCA.COM
Telephone:

Quote Information

Quote Date: April 28, 2016
Quote Number: QUO-33321-P6P9, Rev: 0
Partner Name:

Summary

Quote Expiration: Quote expires sixty (60) days from Quote Date above.
Quote Name: Contract Renewal Opportunity
Quote Details: US48133

Item ID	Item Type	Description	Quantity	Amount	Sub Total
SUP000002-000-US	Annual Support and Maintenance	May 23, 2016 – May 22, 2017	1	\$25,622.000	\$25,622.00
				Grand Total (Less Sales Tax):	\$25,622.00

3M Library Systems has merged with Bibliothecca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliothecca LLC.

Additional Details

Bloomington Public Library	205 East Olive Street	AMH Controller:2855 FX	28550002	2060.00
Bloomington Public Library	205 East Olive Street	AMH Induction:2820	28200011	3904.00
Bloomington Public Library	205 East Olive Street	AMH Sortation:2850 FX	2850b002	1030.00
Bloomington Public Library	205 East Olive Street	AMH Sortation:2850 FX	2850a002	1030.00
Bloomington Public Library	205 East Olive Street	RFID Detection Sys:9101DM	91100261	1204.00
Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84101903	2342.00
Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84101902	2342.00
Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84101899	2342.00
Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84101897	2342.00
Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84102235	2342.00
Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84102234	2342.00

Toll free: 1-800-328-0067 * Fax: 1-877-689-2269 * www.bibliotheca.com

Bloomington Public Library	205 East Olive Street	Selfcheck:8410F	84102233	2342.00
Bloomington Public Library	205 East Olive Street	Software:3225	84101903	0.00
Bloomington Public Library	205 East Olive Street	Software:3225	84101902	0.00
Bloomington Public Library	205 East Olive Street	Software:3225	84101899	0.00
Bloomington Public Library	205 East Olive Street	Software:3225	84101897	0.00
Bloomington Public Library	205 East Olive Street	Software:3225	84102235	0.00
Bloomington Public Library	205 East Olive Street	Software:3225	84102234	0.00
Bloomington Public Library	205 East Olive Street	Software:3225	84102233	0.00

Toll free: 1-800-328-0067 * Fax: 1-877-689-2269 * www.bibliotheca.com

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.

TERMS AND CONDITIONS

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non-Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

For further details concerning the services offered under the different Bibliotheca service levels, please refer to our Service Level Brochure.

Submit Purchase Order by fax to 1-877-689-2269 or by email to sales-us-contracts@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Toll free: 1-800-328-0067 * Fax: 1-877-689-2269 * www.bibliotheca.com

XII. B.

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
LIBRARY'S INTEGRATED LIBRARY SYSTEM (CATALOG)
TO SIRSI-DYNIX

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

1. That the competitive bidding process be waived and the Library Director authorize payment for renewal of annual maintenance of the Library's Integrated Library System (Catalog) to Sirsi-Dynix in the amount of \$40,332.57
2. That the Integrated Library System is what enables us to loan and check out materials
3. That this must renewed in order to guarantee continued service from Sirsi-Dynix, as per the agreement with the vendor signed in 2006
4. That the cost of this renewal includes the addition of the Universal SIP License
5. That the funds come from the following source:

Maintenance and Operating Budget: \$40,332.57

Approved on this 17th day of May 2016



Carol Koos, President
Bloomington Public Library Board of Trustees



Renewal Quote: 31129320160317AP

Bloomington Public Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price	Price
M-1983	Addl Branch Fee Per Agency		1	1/Jul/16 - 30/Jun/17		418.66	
M-1987	Authority Control		1	1/Jul/16 - 30/Jun/17		0.00	
M-2012	Bath Profile Compliance iLink		1	1/Jul/16 - 30/Jun/17		0.00	
M-2066	Collection Agency Interface(per institution)		1	1/Jul/16 - 30/Jun/17		558.74	
M-2345	PocketCirc Sirsi Software (Per License)		1	1/Jul/16 - 30/Jun/17		167.15	
M-2370	Reporting Module and MARC Import/Export Utilities		1	1/Jul/16 - 30/Jun/17		0.00	
M-2480	Unicorn Basic Package		1	1/Jul/16 - 30/Jun/17		11,867.68	
M-2638	User Request Module		1	1/Jul/16 - 30/Jun/17		0.00	
M-2660	WorkFlows for Windows Concurrent User License		37	1/Jul/16 - 30/Jun/17		3,622.04	
M-2713	Z39.50 Version 3 Server		1	1/Jul/16 - 30/Jun/17		0.00	
12320	Symphony Web Services		1	1/Jul/16 - 30/Jun/17		0.00	
	Symphony					16,634.27	16,634.27
M-2604	Unicorn Test System Package		1	1/Jul/16 - 30/Jun/17		1,186.77	
	Test system					1,186.77	1,186.77
M-2326	Outreach Services		1	1/Jul/16 - 30/Jun/17		754.53	
	Outreach/Homebound					754.53	754.53
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)		800	1/Jul/16 - 30/Jun/17		3,709.55	
	Enriched Content-Basic Subscription					3,709.55	3,709.55
11170	Oracle Embedded License		1	1/Jul/16 - 30/Jun/17		0.00	
M-2909	Oracle Embedded Annual Support		1	1/Jul/16 - 30/Jun/17		0.00	
	Oracle Renewal					0.00	0.00
M-2016	Bibliographic and Inv. Control		1	1/Jul/16 - 30/Jun/17		0.00	
	Cataloging					0.00	0.00
M-2002	Backup Circulation		1	1/Jul/16 - 30/Jun/17		0.00	
M-2044	Circulation Control		1	1/Jul/16 - 30/Jun/17		0.00	
	Circulation					0.00	0.00
10034	SirsiDynix Symphony Universal SIP2		1	1/Mar/17 - 30/Jun/17		1,424.83	
	SIP/SIP2 License					1,424.83	1,424.83
11681	SirsiDynix Enterprise, Annual Subscription		1	1/Jul/16 - 30/Jun/17		5,204.53	
	Enterprise Subscription					5,204.53	5,204.53
M-2192	iBistro/iLink Suite		1	1/Jul/16 - 30/Jun/17		0.00	
	SirsiDynix PAC					0.00	0.00
11175	Consulting - API, Annual Recurring Services Package		1	1/Jul/16 - 30/Jun/17		7,051.43	
	API Services					7,051.43	7,051.43
10158	Dell Level 1 Production Server Package, Rack, Windows, 1 CPU	2L98Q22	1	1/Jul/16 - 30/Jun/17	29/Sep/19	1,526.21	
	Hardware Peripheral-Server					1,526.21	1,526.21
11331	SirsiDynix Operating System Support per Server		1	1/Jul/16 - 30/Jun/17	29/Sep/19	2,840.45	
	Software Renewal-OS support					2,840.45	2,840.45
	Total					40,332.57	40,332.57

All prices are in U.S. Dollars and are exclusive of taxes unless otherwise noted. Applicable taxes will be added to all invoices. If you are tax exempt please submit a current exemption form along with the signed quote.

Signature authorizes SirsiDynix to raise an invoice in accordance with this quote.

Any questions regarding this quote can be directed to:
Andy Pratt
andy.pratt@sirsidynix.com

Signature

Date

Please Print Name and Title

XII.C.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE PURCHASE OF VARIOUS ELECTRONIC SOFTWARE DATABASES
TO THE ATTACHED LIST OF VENDORS

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 Electronic Software Databases (see attached list) in the amount of \$126,103.00 for all products listed
2. That the vendors listed are the only source for the particular product
3. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$126,103.00

Approved this 17th day of May 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

Bloomington Public Library
Electronic Databases
Approved by BPL Board of Trustees
May 17, 2016

These are estimates for the cost of software packages in the amount of \$5,000 or more.
These amounts include a 10% increase as we do not know what the exact cost will be at this point.

Vendor	Database	FY 17 Costs
Grolier Publishing	America the Beautiful/New Book of Knowledge	7,840.00
Info USA	Reference USA	14,575.00
Library Partnership Trust	My Media Mall	11,865.00
Newsbank	America's Newspapers from Newsbank	14,720.00
Proquest	Historical, Chicago Tribune	8,620.00
Proquest	Discovery Package	17,960.00
Proquest	PQD Newsstand	8,950.00
Infobase Learning	Online History Packages	5,955.00
Creative Empire (Mango Languages)	Foreign Language Learner	8,500.00
Value Line Publications	Investment Survey	5,280.00
Standard & Poor's	Netadvantage	7,400.00
Lynda.com	Lynda.com	14,438.00
Total		126,103.00

Bloomington Public Library
Director's Report
May 2016

I am thrilled to join the Bloomington Public Library team! While my official start date was June 1st, I completed a few tasks in May to ensure a smooth start. This included:

- A brief phone interview with WJBC.
- Meeting with Gayle Tucker to complete paperwork and cover basic "housekeeping" items.
- Meeting with Terry Lindberg to discuss important meetings to attend, project statuses, things on the horizon, and things to be aware of in general. This meeting was a great way to bridge the transition and I appreciated Terry's insight.

I have received a very warm welcome so far and I am excited for what we will be able to accomplish together.

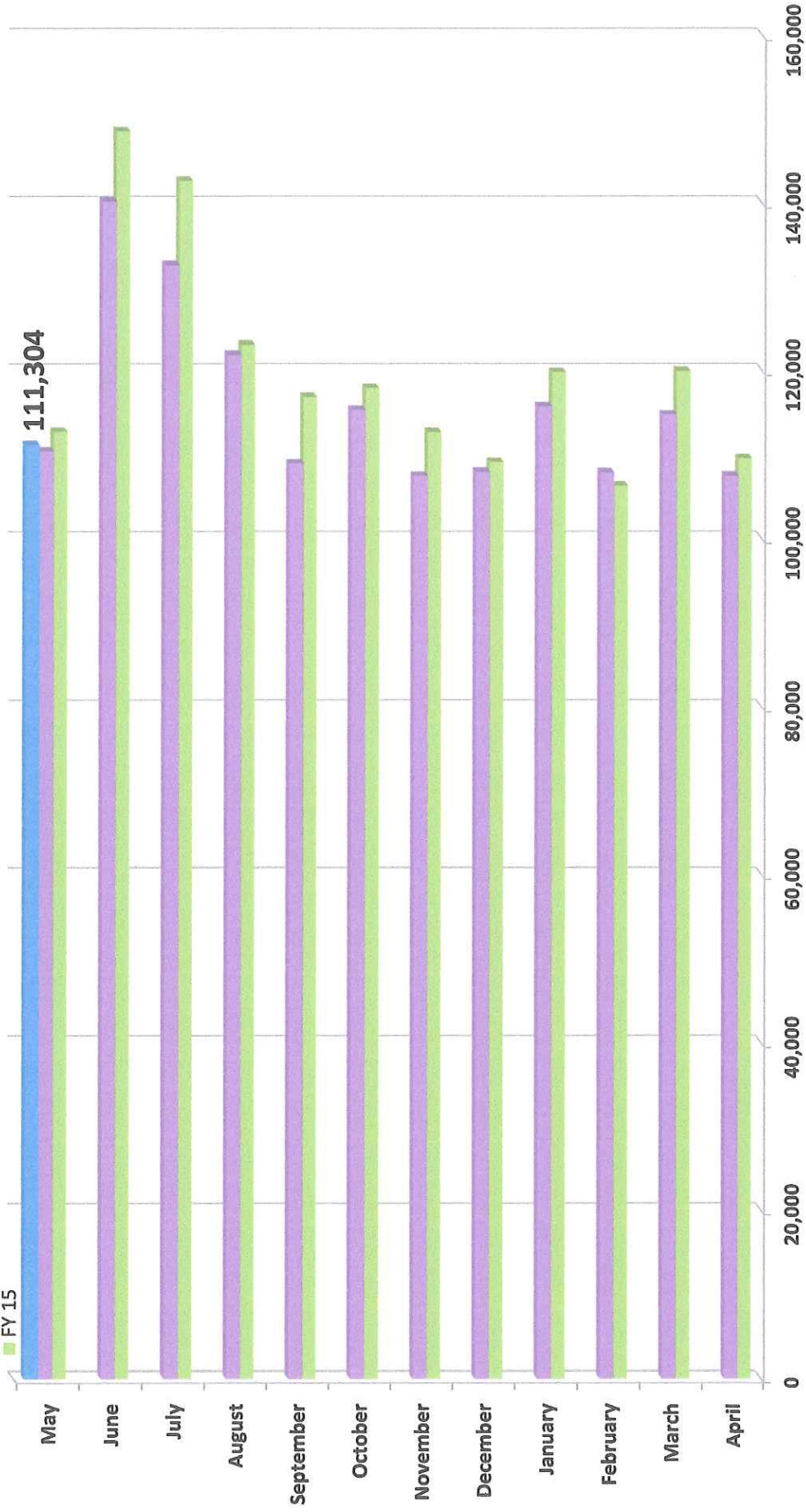
Feel free to contact me with questions, concerns, comments. My email is jeanneh@bloomingtonlibrary.org and direct line is 309-557-8901.

FY 17

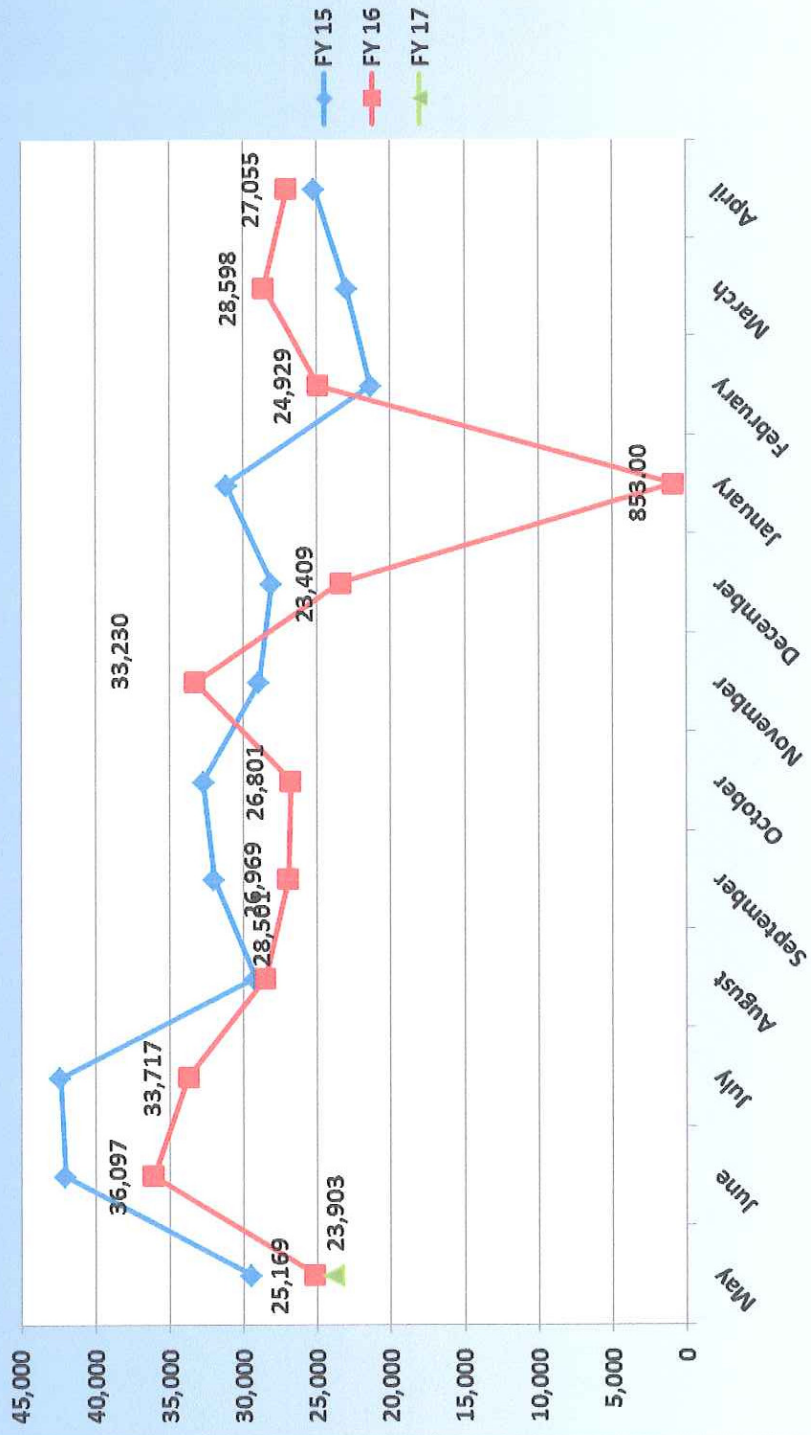
FY 16

FY 15

Items Circulated



Library Visitors



Adult Services - May, 2016
Carol Torrens, Manager

Collections

Tiffany updated and expanded the Reader's Advisory bookmarks available in teenZone and on the BKM. Each genre lists titles for Middle School and High School. Genres: Action/Adventure, Dystopian, Fairytale and Other Retellings, Fantasy, Funny/Humor, Historical Fiction, Historical Nonfiction, LGBTQ Fiction, LGBTQ nonfiction, Mystery, Paranormal, Realistic, Romance, Scary/Horror, SciFi, Sports, Tear-jerkers, Urban Fiction, and Bio/AutoBio/Memoirs.

Marcie weeded older duplicate titles from urban fiction due to space constraints.

Marcie met with Rachel, Michelle, and Sara to discuss large print collection changes to better meet the needs of deposit collection and home delivery users. Standing orders will be tweaked or cancelled in favor of plans that order by author name. This will decrease the amount of lesser-used LP in the collection and provide more copies of popular titles for the various outlets that use LP books.

Carol is working with TS on replacement TV shows purchased at the end of the fiscal year. They're processed and put into the collection on a steady basis, weeding the older, well-used copies. When possible, withdrawn TV shows are sold as sets in the the Book Shoppe.

Rhonda and I met with the library's new rep for Freegal, the database that offers a free and legal way to download music for personal use.

Programs

Displays in Adult Services included Space Day, National Zombie Awareness Month, Sherlock Holmes, and National Photography Month. The display in the DVD area was Celebrate Mom, featuring movies with moms. The IL Collection display featured Route 66.

Teen librarian Tiffany visited schools for Books & Bites and to promote library events. The indicated number of teens attended these lunchtime presentations: Chiddix -33; Evans -49; BJHS—81; Kingsley—83; Parkside - 84

Karen met twice with the Lincoln's Festival in Bloomington Committee. The festival will occur on the weekend of July 16 & 17.

I talked with participants of the Bloomington 101 program about the library's databases.

Adult/Family programs

Fiction Book Club - 1 session - 8 attended

Mystery Book Club - 1 session - 4 attended

Books on Tap - 1 session - 15 attended

Read 'n Watch Book Club - 1 session - 9 attended

History Reads Quarterly Book Club - 1 session - 13 attended

DIY Watercolor Fabric Scarf – 1 session – 8 attended

The Roosevelts

Eleanor Roosevelt with Leslie Goddard – 1 session – 54 attended

FDR with Jim Gibbons – 1 session – 46 attended

Sherlock Holmes

Film series – 4 sessions – 23 attended

Irene Adler with Laura Keyes – 1 session – 26 attended

Outside the Crayon Box Adult Coloring – 1 session – 9 attended

Tabletop Game with Red Raccoon Games featuring Carcassonne – 1 session – 1 attended

Bike Maintenance Workshop – 1 session – 9 attended

Teen programs

Marvel action/adventure party jointly with and at NPL – 1 session – 17 attended

Tessellations– 1 session – 6 attended

Training & Technology

There were 20 individual appointments with an Adult Services staffer. Topics: ebooks, job applications, Facebook, general computer use, email set up, apartment searching, and ipad questions.

Several staff attended MMSs on the Summer Reading Program.

Karen and Jon worked with a Scan Pro tech to upgrade all three microfilm machines. They have a couple new, helpful features now. A beneficial one lets a smaller article be printed at its original size instead of expanding to fill a full sheet of paper.

I attended the final two of 6 supervisory training sessions offered by the City. I learned a couple tips from these session, yet feel they were more geared toward newer supervisors.

Staff

Ali has accepted a position with the Omaha Public Library, Nebraska, and will leave BPL in early June. She will be missed!

I met with two people who had questions about the Librarian I position, then interviewed applicants along with Terry and Gayle.

Rachel Park will soon join the AS Department as our newest Librarian I. Rachel previously worked in AS for a few months as a part-timer. We're glad to have her back upstairs.

Marion has accepted a full-time position in Tech Services and will leave AS later in June.

Other

I attended a Library Board meeting.

Ali did a radio promotion of the new Lynda.com database.

BUSINESS OFFICE - May 2016
Kathy Jeakins, Manager

- Due to changes implemented at Connect Transit, we will no longer be selling bus passes at the Library
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; and cancelled cards for staff leaving employment
- Johanna continues to pick up mail at the post office—the amount of mail with the post office address has been getting less and less
- Usage for the credit card machine at the Adult Services Desk is picking up. As a matter of fact, one day, there were only credit card transactions; no cash or check transactions occurred.
- I have included a year-end fiscal report, although keep in mind these are unaudited figures
- The Library received its first Property Tax distribution, \$1,021,645.95
- On 5/3, I attended a Pre-Planning Retirement Workshop at City Hall; yes, I said retirement—retirement is still down the road a ways
- Supplied pertinent data to City for the audit
- Made arrangements to have voice mail for staff leaving employment cancelled and made arrangements to set up voice mail for new staff
- Worked on Annual Report financial data for Caprice
- Prepared 1 expense batches in MUNIS
- Prepared 11 deposit batches in MUNIS
- Entered 14 expense batches in account files
- Entered 21 deposit batches in account files
- Meetings:
 - Met with Alicia Henry to provide a Financial Orientation
 - Attended Mini Morning Session on Summer Reading Activities: 5/24
 - Department Managers: 5/4, 5/11, and 5/18
 - BPL Special Board Meeting: 5/4
 - BPL Special Board Meeting: 5/9
 - BPL Foundation Board Meeting: 5/11
 - BPL Board Meeting: 5/17
 - Golden Prairie Board Meeting: 5/18
- As of May 31, the Library's Maintenance & Operating Fund Balance is \$1,773,420.85; twenty-five percent of the Library's FY17 budget is \$1,329,150
- Bills review in May: Carol (5/2), Whitney (5/9); Alex (5/16); and Robert (5/23 & 5/31)
- Training Hours for May: 4.75

Children's Services - May 2016
Melissa Waltrip, Manager

Programs

In May, the following programs were offered:

- Tales for Tails – 17 attended
- Singing Swinging Story Time – 2 sessions – 25 attended

We visited the following sites:

- Laurel and Cody visited District 87 elementary schools, Unit 5 elementary schools with Bloomington residents, and area private elementary schools to talk about summer reading – 16 schools – 6579 students
- Milestones Preschool – 47 attended

The following groups visited us:

- Sheridan kindergarten – 69 attended
- Wesley Bright Beginnings preschool – 19 attended
- Bloomington 101 – 17 attended

Total May programs offered:

- 1 program – 17 attended
- 2 story times – 25 attended
- 20 schools/visits – 6720 attended
- Total – 23 programs/visits – 6762 attended

In June, we will be offering the following programs:

- Summer reading program officially begins June 6
- Candy Land Live – Wed June 8 - 10am-noon
- Family Games Day – Sat June 11 – 1-4 pm
- Singing Swinging Story Time – Mon June 13 6:30 pm and Sat June 11 11 am
- Little Owl's Story Time – Tuesdays June 14, 21, and 28 – 6:30 pm
- Ready, Set, Read! Story Time – Wednesdays June 15, 22 and 29 – 10 am
- Tales for Tails – Wednesdays June 15, 22, and 29 - 6-7pm
- Ben's Bubble Show – Thursday June 16 – 6:30 pm
- "Care for the Planet" with Ecology Action Center – Fri June 17 – 10 am
- pagina por pagina/page by page Presents Pele - Sat June 18 – 11 am

- Teddy Bear Games – Mon June 20 – 6:30 pm
- Mini Olympic Games – Thurs June 23 – 1-3 pm
- Summer Book Adventures – Mon June 27 – 6:30 pm
- DePriest Puppets Present “Aladdin” – Thurs June 30 – 10 am and 1 pm

Training and Staff

- Librarian, Laurel Halfar, resigned.
- Danny Rice joined the Children’s Department as a librarian.
- Summer help started work. We have four returning staff: Vanessa Falls, Laura Wilson, Karen Riccio, and Renee Pinson. We have three new staff members: Kat Rohrscheib, Ivania Zelaya Rodriguez, and Heather Halverson.
- Staff attended the mini morning session on the summer reading program.

Other

- Juvenile reference books were changed to circulating and became part of the general nonfiction collection.
- Various blog entries were created and posted. Topics included the benefits of bubbles, children’s books about sadness and depression, kids’ movies A-Z, 2017 Caudill and Bluestem favorites, summer reading, and an app for kids called “The Foos.”
- May book displays included Mother’s Day, Star Wars books, superhero books, and Mother Goose Day.

Circulation and Outreach Services - May 2016

Laura Golaszewski, Manager

1) Staff, committees, and training

- We saw a lot of staffing changes in our department in May and will continue to see them into June! All of our summer temps have starts, and Danny Rice moved up to Children's at the end of the month. Sara Engels will replace Danny as our Circulation Supervisor.
- Sarah Hoeniges will not be returning to Circ after her leave, as she has decided to continue her education. We will miss her!
- Summer has certainly started because Circ is busier than ever!

2) Outreach news

- Home Delivery staff delivered 458 items to 41 patrons this month.
- Deposits staff delivered 955 books to 9 sites this month.
- Arrangements for a special summer stop at the Bloomington Montessori Preschool were made this month. We will stop there on a 3-week rotation starting in June and ending in August. We will also be visiting the Miller Park Birthday Party in June.
- We received a request this month for a new bookmobile stop on the far West side of Bloomington for our fall schedule. We will start looking at changes for the Bookmobile's fall schedule in the next month.

3) Technology

- Circ staff processed 106 AV snags this month.

Door Count: 22,541

Bookmobile Customers: 1,362

Training Hours: 29

Volunteer Hours: 24

May 2016 Circulation and Outreach Services Statistics

Total Circ BPL	111,304
Total Circ Main	97,826
Adults	52,064
Teens	3,795
Children	41,967
Total Circ Outreach	7,196
OTR Adults	2,585
OTR Teens	206
OTR Children	4,405
Total Circ eBooks	6,282
Freeding	6
MyMediaMall	5,291
Total Circ Freegal	673
Total Circ Zinio	283
Total TumbleBooks	29
Borrowers Registered	415
Total Active Cardholders	32,871
Children	5,665
Teen	2,049
Adult	25,157
GPPLD	1,406
Total Holds Filled	7,550
Main Holds	6,365
Outreach Holds	1,185
Door Count	11,568

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	643
THUR	2.5	WINGOVER EVENING	593
WED	1.5	EAGLE CREST	246
MON	1.5	THE GROVE	185
WED	1.5	EAGLE CREST	178
TUE	1.25	GOLDEN EAGLE	162
SAT	2.5	FREEDOM OIL	161
MON	1.5	THE GROVE	135
THUR	1	WINGOVER MORNING	129
MON	1	ROLLINGBROOK SOUTH	119

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	FELL PARK	0
THUR	1	MILLER PARK	0
FRI	1	MARKET SQUARE	0
TUE	1	TURNBERRY VILLAGE	0
WED	1	FELL PARK	0

Circulation Questions Answered: 743

Outreach Questions Answered: 92

Total Questions Answered: 835

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

Human Resources - May, 2016
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended a mini-morning session about this year's Summer Reading Program
 - I share relevant training opportunities with Department Managers
 - A DVD on "Excelling as a Manager or Supervisor" was added to the Professional Collection
- Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Some Orientation documents are available
 - I contribute news to the monthly staff newsletter
- In May, I participated in eleven interviews, conducted one exit interview, and provided orientations for four new staff members
- In May, there were six in-house job announcements
- I attended the special BPL Board Meeting on May 9 and the regular BPL Board Meeting on May 17
- I met with Kathy Jeakins to reviewing staffing for the Annual Report
- I serve as the Work Study Coordinator with Illinois Wesleyan University. I have already had students contact me for positions next fall.
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new time clocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts. A position in Technical Services was recently filled.
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: .50 hours

Information Technology – May 2016
Jon Whited, Manager

Operational

We merged the two Library networks and eliminated the Comcast Network. The public network was upgraded to have a new PC Reservation server with the latest version of the software running on it. We have received numerous compliments from the public about the speed of the new Network. The Comcast account was cancelled saving us an additional \$100 each month. We also removed two aging servers in the process.

We upgraded the copier/printer for the public. The current copier supports fax services.

We have been working with the student list that we received from District 87, with the intension of getting Library cards to every student in school system. We have all the student information and we are currently writing programs to get all the information loaded into the proper fields in the SirsiDynix database so that all of the students will be able to use our resources in the fall. We have created a separate database that will allow the students to enter their email address and receive their card number by email. This way if a student forgets their card for a class project they can easily retrieve it.

We are collecting bids to replace the upstairs gates, which are becoming less reliable. The current gates are at their end of life and the newer gates will have security features that allow for reporting of individual item numbers and times to be reported back to the security desk.

Andrew Lorenzi was hired to replace Paul Short, who resigned last month to move to Michigan. Andrew will provide weekend IT support for the Library.

Marketing - May 2016
Rhonda Massie, Manager

Summer Reading:

Program Guides, Reading Logs & Bookmarks

- Program Guides and three reading logs (kids, teens, and adults) were compiled and designed by the Marketing Department. All were sent to the printer on May 3.
- Spanish version of Summer Reading Log were created and printed; 200 delivered to Bent School; 30 delivered to CS
 - Each K-5 student in District 87 received a copy of the reading log and the program guide in their backpack during the final week of school.
 - Program Guides are available at the Library, on the Bookmobile, and online.

Advertising

- Summer Reading will be advertised via the following venues/outlets:
 - Parks & Rec will install the Summer Reading banners on BPL's exterior the week of May 31.
 - Our Center Street Banner will fly June 27-July 10
 - Movie Theaters
 - All Summer: 60-second commercial before each movie at Ovation
 - All Summer: 60-second commercial before each movie at Wehrenberg
 - Radio
 - **Cumulus:** June 6-12: 30-second spots on WBNQ (101.5) & B104 (104.1)
 - **Great Plains Media:**
 - June 6-12 & June 20-26: 15-second spots on The Bull (107.7) & Magic (99.5)
 - July 31-August 6: 25 on-air mentions about our party to end Summer Reading on The Bull (107.7) & Magic (99.5)
 - August 6: live broadcast from our end party on The Bull (107.7)
 - **Neuhoff**
 - June 6-12 & July 4-10: 30-second commercials on Hits 100.7
 - June 6-12 & July 4-10: 15-second commercials on Hits 100.7 during Elvin Duran show
 - Billboards (to split weeks with Lynda.com)
 - **Lamar:** Downtown (600 N Center –has one side); June 6-July 3
 - **Picture This:** Digital Billboards at Eastland/Veterans Parkway & Market/MLK Drive (both sides); June 6-July 6
 - **Martin:** Digital Billboard at Lincoln/ Veterans Parkway (both sides); June 6-July 4
 - Newspaper
 - Pantagraph
 - 2" x 7 column Thank You ad to run Sunday, August 7
 - *Pastelle* Magazine
 - Article in June 20-July 20 issue – promoting Lynda.com

- Advertisement in June 20-July 20 issue – promoting our Lincoln’s Festival programs
- YMCA
 - 5 digital screens at the YMCA
- Yard Signs
- Signage within the Library
- Digital signage on Facebook, Instagram, Twitter, and the Library’s website
- **Summer Reading T-Shirts**
 - The library purchases one shirt for each member of the staff. Staff members are able to purchase additional shirts at cost.
 - Jim designed the 2016 Summer Reading T-shirt.
 - The second – and final – order of T-shirts is set to arrive on June 1.

Bookmobile

- A survey to gather information about the Bookmobile was launched on April 18 and ran through May 29.
 - The survey was taken 340 times in English and 0 times in Spanish.
 - The survey was also offered via paper to people on the Bookmobile. 115 people took the paper survey.
 - As the paper surveys will need to be entered into Survey Monkey by hand, results will not be available until approximately June 8.

Lynda.com

- A press release was sent to area media to promote Lynda.com
 - On May 15, Ali Bousquet took part in an interview on WJBC promoting the online resource.
 - The Pantagraph ran a story about the new resource on May 9.
- Due to available inventory and a bargain price, Lynda.com ran on two digital billboards (Eastland/Veterans & MLK/Market) for the last two weeks of May.
- Lynda.com is being promoted on Facebook, Twitter, and Instagram.
- Lynda.com is being promoted on the rotating bar on our website.

Media

- On May 10, WJBC interviewed Jeanne Hamilton on about being named the Library’s new director.
- *The Pantagraph* ran an article about Jeanne Hamilton being named the Library’s new director. – *Bloomington Library Board names new director*
- The City of Bloomington shared the news of Jeanne’s hiring via their Facebook page.
- WGLT (radio) ran an online version of the press release at WGLT.org - *Bloomington Public Library hires Charleston Director*

Area Arts Showcase

- The Library displayed its McCurdy Art Collection for public viewing on Saturday, May 7, as part of the annual Area Arts Showcase.

Electronic Outreach:

- During the past month, the Library added 90 Facebook fans, for a total of 4,402.
- During the past month, the Library added 19 Twitter followers, for a total of 1,458.
- During the past month, the Library added 53 Instagram followers, for a total of 404.
- During the past month, 33 people signed up to receive Bookmobile texts for a total of 507.
- During the past month, 8 people signed up for Library texts, for a total of 119.

Pastelle Magazine

- Marketing submitted an article to *Pastelle* magazine. The article focuses on Lynda.com and will run in their June 20-July 20 issue.

Summer Reading

- Vinyl
 - The Monopoly artwork on the stairs was designed and installed
 - The elevator artwork was designed and will be installed in June – before Summer Reading begins
 - New Summer Reading Banners were created for the Library's exterior; Parks & Rec installed them on Sunday, May 29.
- Indoor Summer Decorations – created in-house
 - Banner hanging in the stairwell announcing SRP start date
 - 10 hanging banners (6 in CS; 1 between CS & AS; 3 in Circulation)
 - AS Desk Banner
 - Circulation Desk Banner
 - "R" "E" "A" "D" (4 panels) that hang above foreign language section in CS
 - "READ FOR THE WIN" Scrabble tiles for CS Windows
 - 9 panels for east wall in CS
 - New art for the Story Room door
 - Cutout game pieces for endcaps and Circulation windows
 - "READ FOR THE WIN" Scrabble tiles for driver's side wall of Bookmobile
 - Custom game artwork for Bookmobile's rear bulletin board
 - Custom game artwork for Bookmobile's passenger side wall
 - Custom game artwork for Bookmobile's front bulletin board
 - "READ FOR THE WIN" Scrabble tiles for teenZone
 - Candy Land Banner for Community Room.
 - Renny and Jesse (not in Marketing) created awesome Candy Land props for the June 8 Candy Land program.
- Prize Vouchers; designed, approved, and printed
 - CornBelts for kids; quantity 3,500
 - CornBelts for staff; quantity 80

- Teen Party Handout for teens; quantity 500
- End of Summer Party Handout for kids; quantity 3,500
- The Thunder for kids and teens; quantity 4,000
- Denny's Doughnuts for kids; quantity 3,500; kids only
- Kelly's Bakery for kids; quantity 3,500
- Cookies by Design for kids & teens; quantity 4000
- Parks & Rec for kids and teens (2 each so parents can accompany); quantity 8,000
- Edible Arrangements for kids and teens; quantity 4,000
- Gingerbread House; kids only; quantity 3,500
- Orange Leaf for kids and teens; quantity 4,000

Designing/Creating Promotional Materials

- Display signs
 - Father's Day
 - Great Outdoors Month
 - National Candy Month
 - Happy Father's Day!*
 - European Travel
 - Score with a Good Book (sports, games, etc.)
 - Build Something (woodworking, DIY, etc.)
- Ads
 - Leaderboard artwork to Macaroni Kid – promoting Summer Reading
 - Display ad for Macaroni Kid to accompany an eBlast email – promoting Summer Reading
 - Pastelle Magazine – promoting Lincoln Festival
 - Old House Society Tour Booklet – promoting Summer Reading
- Signs
 - Stairs closed during vinyl installation
 - Route 66 in Illinois
 - End Cap signage for AS
- Digital Billboards
 - Contracts organized and artwork created to promote Summer Reading and Lynda.com; runs start June 6
 - Lamar (Downtown Bloomington)
 - Picture This Advertising (Eastland/Veterans & MLK/Market)
 - Martin (Lincoln/Veterans Parkway)
- Individual Program Promotional Materials
 - Summer Story Brochure
 - Prairie Legal Services Informational Session
 - Ecology Action Center Program
 - SaTOURNEYday (Scrabble & Rock, Paper, Scissors Tournaments)
 - Hack Your Life
 - DIY at your Library (all AS DIY programs on one handout/flier)
 - Tech Class

- Plant Preserve Prepare
- Mini Olympics
- Lincoln coloring contest & Lincoln crats
- Depriest Puppets
- Ronald McDonald Shows
- Troy Roark's Juggling Show
- Midwest Opera's Hansel and Gretel Show
- Minute to Win It
- Twin Cities School of Dance
- Sports Series
- Altered Book Art Programs
- Ben the Bubble Guy
- Teen Movie Matinees
- Board @ the Library (Hungry Hippos & Battleship)
- Tales for Tails & Book Adventures
- Teen Game Nights
- Teen Minecraft Tournament
- Candy Land
- Concerts on the Patio
- June Calendars
- Digital Artwork
 - Lynda.com artwork for Facebook, Twitter, Instagram, and website rotating bar
 - Summer Reading start date for Facebook, Twitter, Instagram, and website rotating bar
 - Updated all paper and digital texting signage to add Shirley and remove Deer Ridge
- Extra Printing
 - 200 bookmarks announcing Bluestem nominee
 - 200 bookmarks announcing Caudill nominees
 - 200 bookmarks announcing Monarch nominees
 - AS Maps
 - Shelf Talkers for new Book Club Kit
 - Updated all paper and digital texting signage to add Shirley and remove Deer Ridge
- Display Case was changed to promote Summer Reading

Ongoing Promotion:

- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Library programs appear on *The Pantagraph's* online calendar.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.

Other:

- Rhonda attended the McLean County Chamber of Commerce's Twin Cities Showcase on May 3.
- Rhonda attended a meeting of local marketing professionals at Normal Public Library on May 12.
- Rhonda attended the Association of Women in Communications lunch meeting on May 18.
- Rhonda attended the McLean County Chamber of Commerce's Business After Hours on May 18.

B Logistics:

- Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's used Book Shoppe. In the past, we would pay Midwest Fiber to recycle these materials. Through B Logistics, we receive \$.05 per pound for them. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises (we have no space to store overstock), and we no longer pay for recycling of these materials.
 - From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library's Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Support Services - May 2016
Caprice Prochnow, Manager

- Caprice attended the following meetings:
 - Department Managers – every Wednesday
 - BPL Board meetings – May 3, May 9 and May 17
 - Foundation Board meeting – May 11
- Caprice completed Performance Reviews for the Security Officers.
- The Custodial staff has done a great job in preparing the grounds and north patio for mulch. The dark mulch has been installed, and the grounds look awesome!
- Mike Murphy did a super job on putting all the flowers in the planters and pots on the patios.
- Caprice posted the Martin Yale Folding Machine for sale on the RAILS website.
- Custodial staff relocated a number of items from the boiler room to the garage for the upcoming garage sale.
- Caprice and Terry met with City Clerk, Cherry Lawson to discuss some restructuring of future agendas for the BPL Board.
- Getz Fire conducted an inspection of all of our fire extinguishers in the building and on the bookmobile.
- Bill's Key & Lock replaced the door lock on the LL Custodial closet and ordered a part for the door lock for the Teen Zone.
- Spaid Plumbing had to install a rebuild kit on the backflow for the fire sprinkler system.
- Tri-County Irrigation performed the backflow testing of the irrigation system.
- Caprice is finishing up the annual report for the Library.
- Custodial staff is working on applying a new coat of paint on all of the metal patio furniture.
- Upcoming:
 - BPL Garage Sale – Friday, June 3 from 9 – 1 p.m.
 - Extension of fence on the west side – Friday, June 3
 - Parking lot improvements – Saturday, June 4 and Sunday, June 5 (when Library is closed)
 - Two recessed fixtures to be added above the Circulation desk
 - Addition of track fixture with LED lamps for the Book Shoppe (to eliminate the clip-on lamps)
 - Replacement of HID lamps with LED lamps in the 14 decorative post lights on the grounds

Volunteer hours: 28

Technical Services – May 2016
Allison Schmid, Manager

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

- Allison and Laurel worked together to move the entire juvenile reference collection to the circulation non-fiction collection. The labels have been changed and there are no longer any juvenile reference books in our system.
- Allison and Karen have begun working on the Illinois Room collection again. The locked case is coming up next.

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

- Jesse and Allison are collaborating to make CandyLand Live! a huge success. The program is June 8th from 10-12. Since this is the first program of the summer, we are expecting them in droves! Be ready staffers. Summer Reading is coming.
- Kathy Eder is celebrating 25 years of service on June 3rd!
- Kathy Eder's last day is June 17th. Marion Archer's first day will be June 21st.
- 5/24/16 – All TS staff attended the mini-morning session on Summer Reading.
- Training hours – 3

GOAL - To work effectively through the use of technology

GOAL - To administer a cost-effective public library.

- We have a new volunteer in TS. Her name is Aruna Ravichandran and she'll be working with us at least 2 hours every week to help with processing, and some special programs when it fits her schedule.
- Volunteer hours – 18

May 2016

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	670	467
Adult Nonfiction	250	196
Juvenile Fiction	451	612
Juvenile Nonfiction	160	132
Adult CDs	118	133
Juvenile CDs	1	2
Adult DVDs	632	802
Juvenile DVDs	8	9
Adult Audio	69	6
Juvenile Audio	5	1
Adult Computer Games	8	1
Juvenile Computer Games	12	1
Total Adds/Withdraws	2384	2362

Total Items in Main	304736
Total Items in OTR	11870
Total Items in Library	316606

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

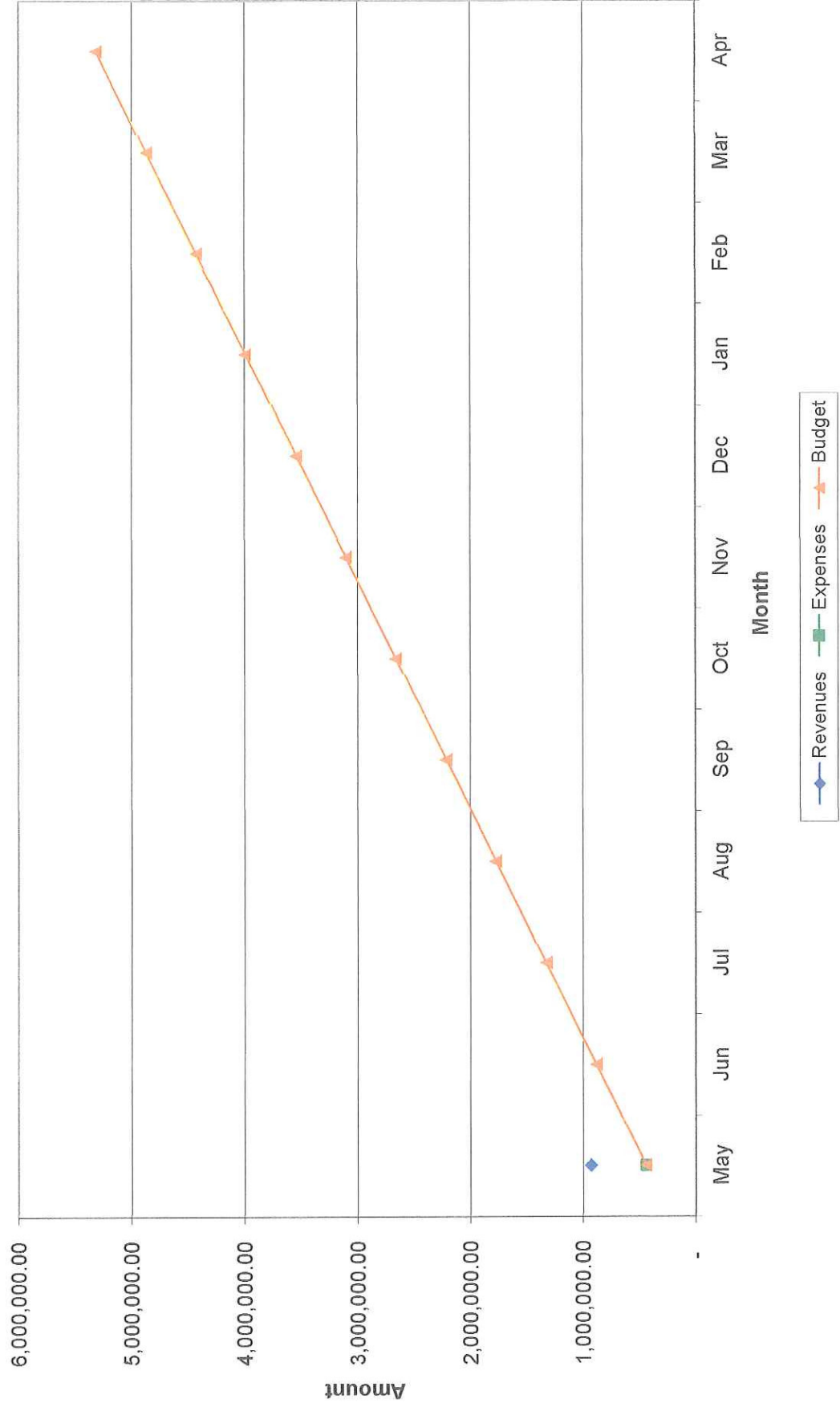
REVENUES:

ACCT NAME	BUDGET	MAY 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	919,481.36	919,481.36	(3,627,228.64)	20.2
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,000	0.00	0.00	(95,000.00)	0.0
GPPLD	392,000	0.00	0.00	(392,000.00)	0.0
Fees & Rentals	83,000	6,030.85	6,030.85	(76,969.15)	7.3
Copies	3,200	392.25	392.25	(2,807.75)	12.3
Interest on Investments	1,000	950.72	950.72	(49.28)	95.1
Sale of Property	1,000	526.05	526.05	(473.95)	52.6
Donations	28,000	1,230.00	1,230.00	(26,770.00)	4.4
Cash Over/Short	0	(3.53)	(3.53)	(3.53)	-----
Other	40,000	3,428.53	3,428.53	(36,571.47)	8.6
Total Revenues	5,320,310	932,036.23	932,036.23	(4,388,273.77)	17.5

ACCT NAME	BUDGET	MAY 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	111,502.20	111,502.20	(2,038,384.80)	5.2
Part-Time Salaries	402,086	27,785.20	27,785.20	(374,300.80)	6.9
Seasonal Salaries	47,701	5,457.36	5,457.36	(42,243.64)	11.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	144,744.76	144,744.76	(2,456,029.24)	5.6
Dental Insurance	12,400	819.60	819.60	(11,580.40)	6.6
Vision Insurance	3,050	196.00	196.00	(2,854.00)	6.4
Health Insurance, BC/BS PPO	294,901	22,939.84	22,939.84	(271,961.16)	7.8
Health Insurance, OSF HMO	100,429	5,889.06	5,889.06	(94,539.94)	5.9
Life Insurance	3,100	240.00	240.00	(2,860.00)	7.7
IMRF	310,000	20,850.41	20,850.41	(289,149.59)	6.7
FICA	163,000	8,211.24	8,211.24	(154,788.76)	5.0
Medicare	39,000	1,920.41	1,920.41	(37,079.59)	4.9
Worker's Comp	17,000	(467.00)	(467.00)	(17,467.00)	-2.7
Uniforms	600	0.00	0.00	(600.00)	0.0
Other Benefits	20,000	0.00	0.00	(20,000.00)	-----
Total Benefits	963,480	60,599.56	60,599.56	(902,880.44)	6.3
Rentals	22,000	682.48	682.48	(21,317.52)	3.1
Total Rentals	22,000	682.48	682.48	(21,317.52)	3.1
Building Mtnc	120,000	3,762.01	3,762.01	(116,237.99)	3.1
Vehicle Mtnc	5,000	339.47	339.47	(4,660.53)	6.8
Office & Computer Mtnc	165,000	1,440.00	1,440.00	(163,560.00)	0.9
Total Repair/Mtnc	290,000	5,541.48	5,541.48	(284,458.52)	1.9

ACCT NAME	BUDGET	MAY 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	25,000	2,347.00	2,347.00	(22,653.00)	9.4
Printing/Binding	19,000	0.00	0.00	(19,000.00)	0.0
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	5,000	944.00	944.00	(4,056.00)	18.9
Professional Development	13,000	76.00	76.00	(12,924.00)	0.6
Other Purchased Services	90,000	16,595.43	16,595.43	(73,404.57)	18.4
Property Insurance	24,000	0.00	0.00	(24,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	5,500	0.00	0.00	(5,500.00)	0.0
Total Purchased Services	186,500	19,962.43	19,962.43	(166,537.57)	10.7
Office Supplies	12,000	1,866.42	1,866.42	(10,133.58)	15.6
Computer Supplies	80,000	2,011.79	2,011.79	(77,988.21)	2.5
Copier Supplies	3,400	508.71	508.71	(2,891.29)	15.0
Postage	12,000	6.47	6.47	(11,993.53)	0.1
Library Supplies	75,000	2,271.61	2,271.61	(72,728.39)	3.0
Janitorial Supplies	16,000	629.04	629.04	(15,370.96)	3.9
Gas & Diesel Fuel	4,290	272.37	272.37	(4,017.63)	6.3
Building Mtnc & Repair Supplies	10,000	372.85	372.85	(9,627.15)	3.7
Total Supplies	212,690	7,939.26	7,939.26	(204,750.74)	3.7
Natural Gas	32,000	0.00	0.00	(32,000.00)	0.0
Electricity	80,000	0.00	0.00	(80,000.00)	0.0
Water	8,000	412.79	412.79	(7,587.21)	5.2
Telecommunications	26,780	2,031.57	2,031.57	(24,748.43)	7.6
Total Utilities	146,780	2,444.36	2,444.36	(144,335.64)	1.7
Professional Collection	3,500	105.95	105.95	(3,394.05)	3.0
Total Prof Collection	3,500	105.95	105.95	(3,394.05)	3.0
Periodicals	36,050	459.00	459.00	(35,591.00)	1.3
Adult Books	175,000	13,699.87	13,699.87	(161,300.13)	7.8
Children's Books	128,750	9,953.68	9,953.68	(118,796.32)	7.7
A/V Materials	173,040	9,553.43	9,553.43	(163,486.57)	5.5
Public Access Software	144,200	2,583.50	2,583.50	(141,616.50)	1.8
Ebooks	60,000	4,900.00	4,900.00	(55,100.00)	8.2
Total Materials	717,040	41,149.48	41,149.48	(675,890.52)	5.7
Employee Relations	6,000	140.52	140.52	(5,859.48)	2.3
Miscellaneous Expenses	9,000	313.70	313.70	(8,686.30)	3.5
ERI Reimbursement	36,732	36,732.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	122,104.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	159,290.22	159,290.22	(14,545.78)	91.6
Total Expenses	5,316,600	442,459.98	442,459.98	(4,874,140.02)	8.3

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2016

Property Tax (20.2%): The Library received its first distribution at the end of May.

Replacement Tax (0.0%): The Library has not received this distribution yet.

State Grants (0.0%): The Library has not received the Per Capita grant yet.

GPPLD (0.0%): Golden Prairie did not transfer any funds to BPL in May.

Interest on Investments (95.1%): The Library projected a low amount for Interest.

Sale of Property (52.6%): The Library's Garage Sale in May brought in \$526.

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

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

Uniforms (0.0%): Nothing has been charged to this line item yet.

Rentals (3.1%): Charges have been minimal.

Building Maintenance (3.1%): Charges have been minimal.

Office & Computer Maintenance (0.9%): Charges have been minimal.

Printing/Binding (0.0%): Nothing has been charged to this line item yet.

Travel (0.0%): Nothing has been charged to this line item yet.

Membership Dues (18.9%): Annual membership dues have been paid to the Illinois Library Association for most Board members.

Professional Development (0.6%): Charges have been minimal.

Other Purchased Services (18.4%): This line is over-spent owing to purchases for the Summer Reading Program.

Property Insurance (0.0%): The Library pays the annual Property Insurance in January.

Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.

Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.

Office Supplies (15.6%): This is over-spent due to purchase of parts to repair the Community Room tables.

Computer Supplies (2.5%): Charges have been minimal.

Copier Supplies (15.0%): This is over-spent due to a large order of paper that was ordered in May.

Postage (0.1%): Charges have been minimal.

Library Supplies (3.0%): Charges have been minimal.

Natural Gas (0.0%): The May natural gas bill was paid in June.

Electricity (0.0%): The May Electric bill was paid in June.

Professional Collection (3.0%): Charges have been minimal.
Periodicals (1.3%): Charges have been minimal.
Public Access Software (1.8%): Charges have been minimal.
Employee Relations (2.3%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 1,230.00
Total Donations:	\$ 1,230.00

The Other Revenue line item breaks out as follows:

Blankets:	\$ 15.00
Book Pick-Up:	125.35
Book Shoppe:	1,872.00
Ear Buds:	54.50
Flashdrives:	0.00
Hot Beverage Service:	104.00
Meeting Room Fees:	26.68
Print Station:	1,013.55
Reusable Bags:	7.50
Slingback Packs:	24.00
Test Proctoring:	125.00
Miscellaneous:	60.95
Total Other Revenue:	\$ 3,428.53

During May, 14 batches containing 115 invoices were processed, totaling \$56,938.46 and 212 credit card charges were made totaling \$38,126.05.

Library Fund Balance Information, 5/31/16:

Operating:	\$ 1,773,420.85
Capital:	\$ 2,289,271.20
Fixed Assets:	\$ 812,298.81

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 21, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	487.50
Alpha Controls & Services, LLC	Building Maintenance	507.50
American Pest Control	Building Maintenance	80.00
Berchtold, David	Other Purchased Services	225.00
Bound to Stay Bound Books	Children's Books	336.20
Brainfuse, Inc.	Public Access Software	4,050.00
CDW Government	Computer Supplies	175.61
Cengage Learning	Adult Books	1,248.60
Center Point Large Print	Adult Books	964.68
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	819.60
City of Bloomington	FICA	8,211.24
City of Bloomington	Gas and Diessel Fuel	272.37
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,939.84
City of Bloomington	IMRF	20,850.41
City of Bloomington	Life Insurance	240.00
City of Bloomington	Medicare	1,920.41
City of Bloomington	Payroll	144,744.76
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	412.79
Conrad Sheet Metal Co.	Building Maintenance	276.00
Cummins Mid-State Power	Vehicle Maintenance	271.89
Custom Digital Imaging	Printing/Binding	613.25
Dean's Graphics, Inc.	Library Supplies	1,428.00
Dean's Graphics, Inc.	Other Purchased Services	850.00
Demco	Library Supplies	3,152.26
DePriest Puppets	Other Purchased Services	400.00
Ebsco Subscription Services	Periodicals	17,863.97
Ebsco Subscription Services	Public Access Software	2,284.00
Elsenpeter, Richard	Other Purchased Services	600.00
Evergreen FS	Building Maintenance	71.00
Facts on File (InfoBase Learning)	Public Access Software	5,955.66
File, Richard	Other Purchased Services	350.00
Frontier	Telecommunications	1,444.37
Gibbons, Jim	Other Purchased Services	160.16
Harlan Vance Company	Library Supplies	771.85
Henricksen and Co.	Office Supplies	507.68

Hubbard, Dan
 Illinois Wesleyan University
 Imaging Office Systems, Inc.
 JanWay Company USA, Inc.
 Jimenez, Benjamin
 Johnson Controls
 Keyes, Laura
 Kone, Inc.
 Lilak, Dominic (Sweetwater)
 Limelight Communications, Inc.
 Lincoln's Festival
 Lindberg, Walter F
 Lockett, Michael
 Matzenbache, Joel (Joel Matz Productions)
 McLean County Glass & Mirror, Inc.
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Nu Air Corp
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OK Appliance
 Old House Society
 OverDrive
 Penguin Random House, LLC
 Picture This Outdoor Digital Advertising
 Recorded Books, Inc.
 Richards Service (Redbird Catering)
 Ricoh, USA, Inc.
 Riverdale Public Library District
 Ron Smith Printing Co.
 Rosedrew, Inc. (Showcases)
 Scholastic Library Publishing
 Select Screen Prints & Embroidery
 Spaid, James (Spaid Mechanicals, Inc.)
 Stanton Group, Inc.
 Tee Jay Central, Inc.
 Unique Management Services, Inc.
 Voicespring, LLC (formerly Oberlander Communications)
 Weber Electric, Inc.
 VISA - A B Hatchery
 VISA - AccuCut
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books

Other Purchased Services	200.00
Other Purchased Services	1,385.19
Office/Equipment Mtn	1,440.00
Library Supplies	452.50
Other Purchased Services	325.00
Building Maintenance	390.00
Other Purchased Services	160.92
Building Maintenance	1,711.56
Other Purchased Services	250.00
Advertising	200.00
Advertising	100.00
Other Purchased Services	3,867.50
Other Purchased Services	300.00
Advertising	300.00
Building Maintenance	175.00
Building Maintenance	576.00
A/V Materials	583.26
Janitorial Supplies	669.78
A/V Materials	74.85
Building Mtn Supplies	825.26
Computer Supplies	1,709.26
Copier Supplies	348.81
Office Supplies	572.25
Other Purchased Services	63.14
Office/Equipment Mtn	178.95
Advertising	150.00
Ebooks	9,800.00
A/V Materials	97.50
Advertising	1,200.00
A/V Materials	199.28
Other Purchased Services	242.50
Rentals	1,472.12
Miscellaneous Expenses	20.00
Printing/Binding	120.00
Library Supplies	1,425.12
Public Access Software	7,483.00
Other Purchased Services	656.50
Building Maintenance	220.00
Other Purchased Services	13,200.00
Building Maintenance	96.00
Other Purchased Services	474.35
Telecommunications	48.50
Building Maintenance	2,174.51
Building Mtn Supplies	38.97
Library Supplies	49.00
Computer Supplies	169.54
Other Purchased Services	134.33
Telecommunications	121.86
A/V Materials	973.71
Office Supplies	26.53
Membership Dues	209.00
A/V Materials	7,081.50
Adult Books	11,518.74
Children's Books	9,507.22
Other Purchased Services	16.66

VISA - Best Buy	Other Purchased Services	349.95
VISA - Beyond the Rainbow	Professional Development	20.00
VISA - Bloomington-Normal AWC	Professional Development	17.00
VISA - Book Page	Periodicals	480.00
VISA - Demco	Library Supplies	508.97
VISA - Dollar Tree	Other Purchased Services	69.00
VISA - Engraving Express	Other Purchased Services	120.00
VISA - Facebook	Advertising	118.23
VISA - Five Star Water	Miscellaneous Expenses	42.05
VISA - GameStop	A/V Materials	884.71
VISA - GameStop	Other Purchased Services	62.08
VISA - Global Industrial Equipment	Building Mtn Supplies	195.96
VISA - Growing Grounds	Building Mtn Supplies	119.92
VISA - Habitat for Humanity ReStore	Library Supplies	5.00
VISA - HD Supply Facilities	Building Mtn Supplies	18.00
VISA - HD Supply Facilities	Janitorial Supplies	47.88
VISA - Hobby Lobby	Other Purchased Services	117.96
VISA - House of Flowers	Employee Relations	46.95
VISA - Illinois Library Association	Membership Dues	735.00
VISA - Ingram	Adult Books	496.03
VISA - Jewel	Employee Relations	54.99
VISA - JoAnn Fabric	Other Purchased Services	16.74
VISA - Mission Mart	Other Purchased Services	23.89
VISA - Office Depot	Computer Supplies	132.99
VISA - Office Depot	Copier Supplies	159.90
VISA - Office Depot	Office Supplies	188.15
VISA - Oriental Trading Co.	Other Purchased Services	532.97
VISA - Party City	Employee Relations	38.58
VISA - Paypal*ClickHere2Shop	Other Purchased Services	29.91
VISA - Paypal*CRK505	Other Purchased Services	126.15
VISA - Paypal*Decalvantag	Other Purchased Services	17.90
VISA - Paypal*Library Work	Professional Development	39.00
VISA - Paypal*SaleFreaksLTD	Other Purchased Services	17.83
VISA - Scholastic Book Fairs	Children's Books	181.48
VISA - Scholastic Book Fairs	Other Purchased Services	496.16
VISA - Skillpath/National Seminars	Professional Collection	105.95
VISA - Toys R Us	Library Supplies	279.80
VISA - Toys R Us	Other Purchased Services	233.82
VISA - USPS	Postage	6.47
VISA - Varidesk	Office Supplies	555.00
VISA - Wal-Mart	Janitorial Supplies	87.76
VISA - Wal-Mart	Library Supplies	42.90
VISA - Wal-Mart	Miscellaneous Expenses	9.96
VISA - Wal-Mart	Office Supplies	42.76
VISA - Wal-Mart	Other Purchased Services	141.98
VISA - Wal-Mart	Vehicle Maintenance	67.58
VISA - Webstaurant Store	Library Supplies	48.30
VISA - Windstream	Telecommunications	150.38
Total		346,136.65

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FINAL REPORT
(Unaudited)

REVENUES:

ACCT NAME	BUDGET	ACTUAL	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	4,544,764.95	(1,945.05)	100.0
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	95,000	95,762.50	762.50	100.8
GPPLD	370,000	373,125.41	3,125.41	100.8
Fees & Rentals	80,000	81,495.69	1,495.69	101.9
Copies	3,800	3,593.05	(206.95)	94.6
Interest on Investments	1,000	5,747.68	4,747.68	574.8
Interest from Taxes	0	26.50	26.50	-----
Sale of Property	1,000	2,775.00	1,775.00	277.5
Donations	20,000	24,221.23	4,221.23	121.1
Other Grants	0	1,150.00	1,150.00	-----
Cash Over/Short	0	(24.00)	(24.00)	-----
Other	30,000	39,920.58	9,920.58	133.1
Total Revenues	5,277,910	5,302,958.59	25,048.59	100.5

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	2,007,990.63	(7,242.37)	99.6
Part-Time Salaries	453,600	362,143.09	(91,456.91)	79.8
Seasonal Salaries	35,586	47,073.43	11,487.43	132.3
Overtime Salaries	1,100	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	2,417,207.15	(88,311.85)	96.5
Dental Insurance	11,273	9,762.98	(1,510.02)	86.6
Vision Insurance	2,894	2,379.46	(514.54)	82.2
Health Insurance, BC/BS PPO	210,104	250,620.95	40,516.95	119.3
Health Insurance, OSF HMO	118,062	78,889.04	(39,172.96)	66.8
Life Insurance	3,097	2,597.83	(499.17)	83.9
IMRF	299,867	280,207.88	(19,659.12)	93.4
FICA	162,368	143,046.01	(19,321.99)	88.1
Medicare	36,315	33,513.18	(2,801.82)	92.3
Worker's Comp	37,675	13,188.00	(24,487.00)	35.0
Uniforms	600	346.92	(253.08)	57.8
Tuition Reimb	30,000	36,252.00	6,252.00	120.8
Other Benefits	0	17,399.84	17,399.84	-----
Total Benefits	912,255	868,204.09	(44,050.91)	95.2
Rentals	22,000	19,816.24	(2,183.76)	90.1
Total Rentals	22,000	19,816.24	(2,183.76)	90.1
Building Mtnc	135,000	73,024.10	(61,975.90)	54.1
Vehicle Mtnc	5,000	6,524.80	1,524.80	130.5
Office & Computer Mtnc	165,000	122,542.75	(42,457.25)	74.3
Other Mtnc	25,000	1,045.25	(23,954.75)	4.2
Total Repair/Mtnc	330,000	203,136.90	(126,863.10)	61.6

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	19,260.03	260.03	101.4
Printing/Binding	19,000	16,135.22	(2,864.78)	84.9
Travel	6,000	11,498.36	5,498.36	191.6
Membership Dues	5,000	3,769.99	(1,230.01)	75.4
Professional Development	8,000	6,738.21	(1,261.79)	84.2
Other Purchased Services	100,000	184,947.28	84,947.28	184.9
Property Insurance	23,000	19,669.00	(3,331.00)	85.5
Vehicle Insurance	5,000	3,063.00	(1,937.00)	61.3
Other Insurance	5,000	5,067.00	67.00	101.3
Total Purchased Services	190,000	270,148.09	80,148.09	142.2
Office Supplies	20,000	17,637.11	(2,362.89)	88.2
Computer Supplies	85,000	76,010.29	(8,989.71)	89.4
Copier Supplies	3,300	3,810.14	510.14	115.5
Postage	12,000	9,594.64	(2,405.36)	80.0
Library Supplies	72,000	82,031.07	10,031.07	113.9
Janitorial Supplies	16,000	10,413.00	(5,587.00)	65.1
Gas & Diesel Fuel	8,000	3,252.79	(4,747.21)	40.7
Building Mtnc & Repair Supplies	10,000	12,427.29	2,427.29	124.3
Total Supplies	226,300	215,176.33	(11,123.67)	95.1
Natural Gas	35,000	18,561.62	(16,438.38)	53.0
Electricity	95,000	88,147.70	(6,852.30)	92.8
Water	8,500	8,434.78	(65.22)	99.2
Telecommunications	26,000	33,474.36	7,474.36	128.7
Total Utilities	164,500	148,618.46	(15,881.54)	90.3
Professional Collection	7,000	1,144.26	(5,855.74)	16.3
Total Prof Collection	7,000	1,144.26	(5,855.74)	16.3
Periodicals	35,000	37,450.82	2,450.82	107.0
Adult Books	170,000	164,705.19	(5,294.81)	96.9
Children's Books	125,000	120,381.18	(4,618.82)	96.3
A/V Materials	168,000	166,899.79	(1,100.21)	99.3
Public Access Software	140,000	149,360.46	9,360.46	106.7
Ebooks	70,000	70,000.00	-	100.0
Total Materials	708,000	708,797.44	797.44	100.1
Employee Relations	6,000	3,759.82	(2,240.18)	62.7
Miscellaneous Expenses	13,000	6,103.29	(6,896.71)	46.9
ERI Reimbursement	36,732	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	156,604.00	0.00	100.0
Total Other Expenses	212,336	203,199.11	(9,136.89)	95.7
Total Expenses	5,277,910	5,055,448.07	(222,461.93)	95.8

Bloomington Public Library
Monthly Statistics - May 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	52,064	52,064	52,033	52,033
Teens	3,795	3,795	2,865	2,865
Children	41,967	41,967	43,984	43,984
OTR Adults	2,585	2,585	2,497	2,497
OTR Teens	206	206	128	128
OTR Children	4,405	4,405	3,473	3,473
e-Books - Freading	6	6	82	82
e-Books - Overdrive	5,291	5,291	4,513	4,513
Freegal downloads	673	673	546	546
Zinio Magazines	283	283	413	413
Tumblebooks	29	29	0	0
TOTALS				
Adults	54,649	54,649	54,530	54,530
Teens	4,001	4,001	2,993	2,993
Children	46,372	46,372	47,457	47,457
Digital Downloads	6,282	6,282	5,554	5,554
COMBINED TOTAL	111,304	111,304	110,534	110,534
ITEMS IN THE COLLECTION				
Main	304,736	304,736	295,707	295,707
OTR	11,870	11,870	11,716	11,716
TOTAL	316,606	316,606	307,423	307,423
HOLDS FILLED	7,550	7,550	7,213	7,213
CARDHOLDERS				
Added	415	415	373	373
TOTAL NUMBER				
Adults	25,157	25,157	26,144	26,144
Teens	2,049	2,049	2,249	2,249
Children	5,665	5,665	6,041	6,041
Combined Total of Active Cards	32,871	32,871	34,434	34,434
REFERENCE QUESTIONS				
Adults	2288	2,288	2,428	2,428
Teens	107	107	156	156
Children	87	87	861	861
OTR	92	92	112	112
Circulation	743	743	675	675
Total	3,317	3,317	4,232	4,232
PROGRAMS				
Story Times	2	2	2	2
Adult	16	16	14	14
Teens	2	2	3	3
Juvenile	1	1	2	2
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	25	25	24	24

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

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	225	225	118	118
Teen Programs	23	23	14	14
Juvenile Programs	17	17	30	30
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	0
Completed	0	0	0	0
TEENS				
Registered	0	0	0	0
Completed	0	0	0	0
ADULTS				
Registered	0	0	0	0
Completed	0	0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	3,595	3,595	4,414	4,414
Website database/catalog hits	25,205	25,205	23,454	23,454
Online Resource (Database) uses	5,155	5,155	5,639	5,639
TOTAL	33,955	33,955	33,507	33,507
INTERLIBRARY LOAN				
Borrowing Requests Received	572	572	469	469
Outgoing Loans (Lending)	219	219	254	254
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	5	3	3
Outside the library (events)	22	22	29	29
Number of people	7,060		8,130	8,130
VOLUNTEER HOURS	126	126	92	92
MEETING ROOM USAGE				
Study Room	71	71	69	69
Digital Media Lab	9	9	9	9
Customer Visits (MAIN)	22,541	22,541	23,980	23,980
Customer Visits (OTR)	1,362	1,362	1,189	1,189
COMBINED TOTAL VISITS	23,903	23,903	25,169	25,169
TRAINING HOURS	54	54	193	193

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 20, 2016
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

Minutes

- I. Call to Order
President Lynn Gray called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Tim Ervin, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Carol Carey-Odekirk

OTHERS PRESENT: Laura Golaszewski, Kathy Jeakins, Terry Lindberg, Rhonda Massie, Johanna Sneed, Jon Whited
- III. Introductions
President Gray introduced IT Manager Jon Whited.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Gray reported on the BPL Board meeting that she attended last night. She reported that the slate of officers was approved, and Mike Raikes was appointed to the Foundation Board.

President Gray reminded the Board that if they have not completed the Statement of Economic Interest, it must be completed by the May 1 deadline.
- VI. Approval of Minutes
A. March 16, 2016
PATTI SALCH MOVED, TIM ERVIN SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 16, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report

Director Lindberg shared a proclamation issued by the City of Bloomington in recognition of National Library Week.

Director Lindberg proceeded to inform the Board that he has received the Per Capita Grant award letter for \$6,310.18.

Director Lindberg distributed copies of the BPL Board's updated Vision, Mission, and Goals document.

Director Lindberg reported that the Director Search process is in its final stages. He distributed a schedule for the candidate library tours, staff interviews, and community reception to be held this Friday. He added that interviews with the Board will be conducted Saturday.

Director Lindberg reported that the joint resource sharing program with District 87 is coming along well. This would result in adding about 2,200 new cardholders and opening online services to approximately 6,000 students.

B. Outreach Report

Laura Golaszewski reported that the Shirley bookmobile stop has been added, and a postcard mailing will be sent to the area to spread awareness. The Deer Ridge service will be discontinued due to low circulation.

Laura Golaszewski shared the current number of GPPLD total cardholders and breakdown by age. She pointed out that the statistics reflect that 62% of cardholders are adults. She proceeded to distribute copies of the statistics and entertained questions.

Laura Golaszewski shared that there has been good response to the Bookmobile survey that is currently on the website. She will report on the survey further once it has been completed.

C. Fiscal Report

1. Presentation of March Financial Report

Kathy Jeakins presented the March Financial Report and proceeded to entertain questions.

VIII. Committee Reports and Discussion

A. Marketing Committee

President Gray reported on the Marketing Committee meeting. She stated that the Committee requested statistics and figures to assist in developing a marketing plan, which includes the cardholder totals on a monthly basis. Laura Golaszewski will pull cardholder statistics by month for the past three years.

Additionally, Jon Whited will be gathering number of cardholders by township going forward.

Director Lindberg suggested that the County Wide Geographic Information System can provide an overlay of the GPPLD area to be added to Sirsi for an accurate representation of the GPPLD area.

IX. Unfinished Business

A. Discuss Finding New Trustee to Fill Unexpired Term

The Board discussed finding a new trustee.

B. Discuss Reserve Levels

The Board reviewed CD rates offered by Commerce Bank. They proceeded to discuss this further, and agreed to revisit this topic again at a later date.

C. Approve GPPLD Postcard Advertising

STEPHEN PETERSON MOVED, TIM ERVIN SECONDED, TO APPROVE PAYING UP TO \$425.00 FOR POSTCARD ADVERTISING.

AYES: TIM ERVIN, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN,
LYNN GRAY

NAYES : NONE

ABSENT: CAROL CAREY-ODEKIRK

THE MOTION CARRIED UNANIMOUSLY.

D. Approve GPPLD Radio Advertising Campaign on WBNQ

The Board agreed that this discussion is pended until the completion of the Marketing Committee's duties.

X. New Business

A. Approve Transfer of Capital Fund to Commerce Bank

Kathy Jeakins informed the Board that the Capital Fund balance, held by the Illinois Funds, is approximately \$100,000.00. A transfer or liquidation can be made with Illinois Funds at any time. Kathy shared that Commerce Bank offers a Small Business Money Market Account which, based on a \$100,000.00 balance, would not incur a fee and would accrue .2% interest.

STEPHEN PETERSON MOVED, TIM ERVIN SECONDED, TO APPROVE
TRANSFERRING 100% OF THE CAPITAL FUND TO COMMERCE BANK.

AYES: TIM ERVIN, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN,
LYNN GRAY

NAYES : NONE

ABSENT: CAROL CAREY-ODEKIRK

THE MOTION CARRIED UNANIMOUSLY.

XI. Adjournment

STEPHEN PETERSON MOVED, TIM ERVIN SECONDED, TO ADJOURN THE MEETING.

President Gray adjourned the meeting at 6:09 p.m.

Incident Reports

Date	Time	Type
05/1	1:58 PM	CustomerRelatedIllnessAccident
05/1	2:41 PM	CustomerSuspensionViolation
05/2	11:34 AM	PoliceAmbulanceCall
05/4	6:14 PM	Other,Found stolen Normal book
05/4	9:11 PM	Other
05/11	4:29 PM	PoliceAmbulanceCall
05/13	9:46 AM	Other,Patron in closed Teenzone
05/13	3:04 PM	InappropriateBehavior
05/15	5:16 PM	InternetAbuse
05/16	4:51 PM	InappropriateBehavior
05/17	12:18 PM	AlcoholDrugs
05/24	2:55 PM	StaffRelatedIncident
05/24	4:42 PM	Other
05/27	2:59 PM	Other,Theft
05/28	1:30 PM	Vandalism
05/28	1:43 PM	Other
05/28	1:58 PM	SuspiciousCustomerActivity

Suspension Reports

Date	Time	violation
05/13	2:41 PM	BicycleIncident
05/1	3:01 PM	CustomerSuspensionViolation
05/4	9:09 PM	I informed him three days. we'll just say on since we did away with 3 day.

Illinois Non-Resident Card Program

Minimum Fee Calculator for General Mathematical Formula

Fill in the three boxes below to calculate the minimum fee your library can charge for a non-resident card.

Library income from local property taxes (or equivalent)

\$4,544,765

Find this information on your library's most recent Illinois Public Library Annual Report. Item 9.1 on the 2015-2016 report

Service population (per latest U.S. census)

76,610

Find this information on your library's most recent Illinois Public Library Annual Report. Item 1.26 on the 2015-2016 Report

Average household size (per latest official U.S. census)

2.35

[Find this information at http://factfinder2.census.gov](http://factfinder2.census.gov)

In the Quick Start box, type "average household size" in the box labeled "topic or table name". Fill in your city or zip code(s) in the box labeled Geography, then click "Go".

The minimum fee your library can charge for a non-resident card is:

\$139.41

Bloomington Public Library will charge:

\$140.00

Effective 7/01/2016 through 6/30/2017

The above fee is the average cost per household on which to base a fee for a family card. Libraries using the general mathematical formula may establish a non-resident fee higher than this amount, but may not charge less.

Approved this 21st day of June 2016

Carol Koos, President

2016 Fall Semester Tuition for Staff Currently Enrolled in Coursework

We currently have one staff member enrolled in the Masters of Science in Library and Information Science Program at University of Illinois and one staff member enrolled in the Bachelors of Science in Information Technology Program at Illinois State University. The students have not received their billings as yet for the fall semester. However, based on estimated tuition rates, I estimate the cost not to exceed \$9,000. I would further request that the funds for the tuition be paid for from the Stubblefield Bequest.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation to fund tuition for the 2016 fall semester classes for one staff currently enrolled in in the Masters of Science in Library and Information Science Program at University of Illinois and one staff member enrolled in the Bachelors of Science in Information Technology Program at Illinois State University at a cost not to exceed \$9,000 and that the funds be paid for from the Stubblefield Bequest.

Approved on this 21st day of June 2016.

Carol Koos, President
Bloomington Public Library Board of Trustees

Approved on this 13th day of July, 2016

Mary Ann Webb, President
Foundation Board of Directors

Bloomington Public Library*Books are just the beginning.*

Find

Use

See & Do

Participate

205 East Olive Street • P.O. Box 3308
Bloomington, Illinois 61702
(309) 828-6091
www.bloomingtonlibrary.org

DATE: JUNE 17, 2016
INVOICE # 100

TO: Bloomington Public Library Foundation
Bloomington, IL 61702-0067

REMIT TO: Bloomington Public Library
ATTN: Kathy Jeakins
Business Manager
P.O. Box 3308
Bloomington, IL 61702-3308

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
					30 Days	7/30/2016

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Summer Reading Program Donation			\$21,961.50

**TOTAL
DISCOUNT**

SUBTOTAL \$21,961.50

SALES TAX N/A

Approved this 21st day of June, 2016

Approved this 13th day of July, 2016

TOTAL \$21,961.50

Carol Koos, President
Bloomington Public Library Board of Trustees

Mary Ann Webb, President
Foundation Board of Directors

Make all checks payable to Bloomington Public Library

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

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 the annual periodical subscription service to Ebsco Subscription Services in the amount of \$17,863.97
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$17,863.97

Approved this 21st day of May 2016

Carol, Koos, President
Bloomington Public Library Board of Trustees



PAYMENT PROCESSING CENTER 800-633-4604 205-991-1211
PO BOX 204661 DALLAS, TX 75320-4661 FAX 205-995-1613

INVOICE

BILLING ADDRESS:
BLOOMINGTON PUBLIC LIBRARY
205 E OLIVE ST
BLOOMINGTON IL 61702

Account No.	Date	Invoice No.	Page No.
CG-S-16084-00	06-01-2016	4044	1

Subscription Renewals at current rates	17,001.57
Estimated publisher price increases	1,020.09
Amount Due	18,021.66

EBSCO records your customer tax exempt #: E9994-9903-06
Please verify and correct, if needed.

*Less Discount
(See attached)*

Total:

- 157.69

17,863.97

EBSCO'S FEDERAL I.D. NO 63-6014186
RENOL1

US DOLLAR WIRE TRANSFERS CAN BE SENT TO:
WELLS FARGO BANK, SAN FRANCISCO, CALIFOR
ACCOUNT NUMBER: 2000027339684
ABA FOR WIRES: 121000248
ABA FOR ACH'S: 121000248



April 25, 2016

SAVINGS THROUGH PREPAYMENT SPECIAL OFFER

We are pleased to offer you a **substantial savings** on any prepayment of more than **\$10,000** toward your annual EBSCO purchases with January 2017 or later start dates. We are able to provide a one-line invoice for subscriptions that includes estimated publisher price increases and can be used for prepayment purposes if needed. When EBSCO receives your prepayment via check or electronic funds transfer, we will credit your account with the amount of your prepayment plus an additional credit amount as indicated below:

Payment Received By:

Receive a Credit of:

April 30, 2016

0.875%

- see email from Tom Adamson

May 31, 2016

0.750%

June 30, 2016

0.625%

July 31, 2016

0.500%

August 31, 2016

0.375%

September 30, 2016

0.250%

For example, if we receive a \$10,000 payment by June 30, 2016 we will add 0.50 % of \$10,000, or \$50.00 and credit your account for \$10,050.00.

PLEASE NOTE that your prepayment can be for not only your traditional subscriptions, but can also cover your EBSCO databases, EBSCO eBooks, publisher e-packages or any products or services that you purchase through EBSCO. Please contact us to request an invoice for prepayment of databases, eBooks, e-packages, or other products or services.

ACT NOW! Do not wait until your renewal list has been reviewed and returned. **Send your prepayment now to maximize your savings.**

After you return the renewal authorization, a final invoice will be generated which includes the amount of your payment plus the additional credit as **"Cash/Credit Applied."** Any balance due or overpayment from you will be indicated. The definitive invoice will be based on the publisher's prices in effect at the time of invoicing. We suggest that payment amounts from the final invoice be posted in your library system. Please do not post payment amounts from your Annual Renewal List or pro forma invoice in your library system.

If you have any questions about our prepayment program or this offer, please contact your Accounts Receivable Representative or any member of the EBSCO team.

Sincerely,

Tom Adamson
Manager
EBSCO Accounts Receivable
877-763-6349
tadamson@ebSCO.com

Kathy Jeakins

From: Tom Adamson <TAdamson@ebSCO.com>
Sent: Monday, June 06, 2016 9:55 AM
To: Kathy Jeakins
Cc: Cristi Warren
Subject: EBSCO Prepayment Program

Good Morning Kathy,

Per our conversation this morning if you will advise me of the check number and the amount we will note the account that you will be given the prepayment credit of .875%. I look forward to hearing from you.

Regards,
Tom

Tom Adamson
Manager
EBSCO Accounts Receivable U.S., Canada, Caribbean and Mexico
1-877-763-6349 toll free U.S. and Canada
1-205-981-4611 direct
Email: tadamson@ebSCO.com
www.ebSCO.com