

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 20, 2017

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. Introduction of Public
- IV. Public Comment
- V. Highlight of Services – Open Meetings Act Review
- VI. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
- VII. Consent Agenda
 - A. Recommend Approval of Minutes of May 16, 2017 Regular BPL Board Meeting
 - B. Recommend Approval of Minutes of June 1, 2017 Special BPL Board Meeting
 - C. Recommend Approval of Bills List of May 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Committee Reports
 - A. Budget & Personnel Committee
 1. Approve Standing Date and Time for Committee
 - B. 3 P's Committee
 1. Approve Standing Date and Time for Committee
- XI. New Business
 - A. Recommend Approval of Non-Resident Library Card Fee for 7/01/17 – 6/30/18 in the Amount of \$140.00
 - B. Recommend Approval of Intergovernmental Agreement with Media Mall
 - C. Recommend Approval of Waiving the Three Quote Participation in My Media Mall in the Amount of \$11,325.00
 - D. Recommend Approval of Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal in the Amount of \$17,587.44
 - E. Recommend Approval of 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 \$46,168.57

F. Approve Payment for US Major Dailies and eLibrary to Proquest in the Amount of \$16,175.00

XII. Discussion on Joint Committee meeting with Council

XII. Comments from Board Trustees

XIII. Adjournment

Posted: 6/16/17 2:15 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 20, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Lock, Inc.	Building Maintenance	13,330.10
Alpha Controls & Services, LLC	Building Maintenance	280.00
Amazon.com, LLC	A/V Materials	657.09
Amazon.com, LLC	Adult Books	182.41
Amazon.com, LLC	Computer Supplies	64.94
Amazon.com, LLC	Employee Relations	54.18
Amazon.com, LLC	Library Supplies	30.00
Amazon.com, LLC	Office Supplies	47.37
Amazon.com, LLC	Other Purchased Services	241.51
Amazon.com, LLC	Vehicle Maintenance	26.84
Ameren IP	Electricity	7,747.17
American Pest Control	Building Maintenance	80.00
Asphalt Clinic, LLC	Building Maintenance	1,090.00
Beale, Phil	Other Purchased Services	500.00
Bibliotheca ITG	Office/Equipment Mtnc	28,228.33
Brainfuse, Inc.	Public Access Software	4,100.00
Brodart Company	Library Supplies	169.20
Carrigan, Terry	Periodicals	1,422.20
CDW Government	Computer Supplies	1,300.50
Cengage Learning	Adult Books	256.70
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN, LLC	Telecommunications	840.66
City of Bloomington	Dental Insurance	1,175.44
City of Bloomington	FICA	8,438.02
City of Bloomington	Gas/Diesel Fuel	28.78
City of Bloomington	Health Insurance-HMO	6,269.80
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	20,312.97
City of Bloomington	Life Insurance	251.45
City of Bloomington	Medicare	1,973.41
City of Bloomington	Payroll	153,853.16
City of Bloomington	Vision Insurance	215.00
City of Bloomington	Water	462.81
Cummins Mid State	Vehicle Maintenance	487.51
Cumulus Broadcasting	Advertising	700.00
Daigle, Andy	Other Purchased Services	350.00
Dell Marketing, L.P.	Computer Supplies	1,576.73
Demco	Library Supplies	2,729.75
Denny's Doughnuts & Bakery, Inc.	Employee Relations	102.50

Downtown Bloomington Association
 Ebsco Information Systems
 Elm USA, Inc.
 Engler, Callaway, Baasten, & Sraga, LLC
 Envisionware, Inc.
 Evans, Dale
 F & W Lawn Care & Landscaping
 File, Richard (Old Men Boys)
 Findaway World, LLC
 Frontier
 Goddard, Leslie
 Granite Broadcasting
 Illinois Wesleyan University
 Imaging Office Systems, Inc.
 Ingram Library Services
 Johnson Controls
 Kelly's Bakery & Café
 Kone, Inc.
 Lamar Media
 Leading Labor (Magic Blue Box)
 Lee Enterprises - Central Illinois
 Limelight Communications
 Lincoln University
 Lowder, Jaigh
 Massie, Rhonda
 Matthews Specialty Vehicles
 Mid Illinois Mechanical
 Midamerica Books
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Office Depot
 Office Depot
 Office Depot
 Open Source Classroom, LLC
 OverDrive
 Penguin Random House, LLC
 Pilot Media, LLC
 Prochnow, Caprice
 Prochnow, Caprice
 ProQuest, LLC
 Rainbow Book Company
 Recorded Books, Inc.
 Ricoh
 Ron Smith Printing Co.
 Rosedrew, Inc.
 Scholastic Publishing
 Select Screen Prints & Embroidery, Inc.
 Stanlaw, James
 Tee Jay Central, Inc.
 Tri-County Irrigation & Plumbing, Inc.
 Tucker, Gayle

Advertising	400.00
Public Access Software	4,702.00
Library Supplies	1,078.00
Other Purchased Services	3,381.00
Office/Equipment Mtnc	2,198.10
Other Purchased Services	75.00
Building Maintenance	1,183.33
Other Purchased Services	350.00
A/V Materials	862.25
Telecommunications	1,962.89
Other Purchased Services	121.98
Advertising	150.00
Other Purchased Services	478.11
Office/Equipment Mtnc	1,440.00
Adult Books	272.05
Building Maintenance	2,289.60
Other Purchased Services	800.00
Building Maintenance	1,848.48
Advertising	2,880.00
Telecommunications	370.44
Advertising	2,400.00
Advertising	200.00
Tuition Reimbursement	2,560.00
Other Purchased Services	275.00
Advertising	183.24
Vehicle Maintenance	400.16
Building Maintenance	5,417.40
Children's Books	871.80
A/V Materials	710.39
Downloadable Materials	12,000.00
Janitorial Supplies	619.90
Adult Books	850.00
Copier Supplies	337.24
Library Supplies	2.63
Office Supplies	155.33
Other Purchased Services	100.00
Ebooks	4,454.00
A/V Materials	380.25
Advertising	155.00
Library Supplies	804.93
Travel	155.58
Downloadable Materials	44.99
Children's Books	621.29
A/V Materials	448.39
Rentals	1,602.10
Printing/Binding	310.00
Library Supplies	720.49
Public Access Software	7,857.00
Other Purchased Services	220.50
Other Purchased Services	75.00
Building Maintenance	180.68
Building Maintenance	80.75
Professional Development	47.03

Tumbleweed Press, Inc.
 Unique Management Services, Inc.
 University of Illinois
 Weber Electric, Inc.
 VISA - AED Superstore
 VISA - Aldi
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Artful Designs
 VISA - AudioCompliance.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beyond Normal, LLC
 VISA - Bloomington-Normal Assoc of Women in Commctns
 VISA - Blubrry
 VISA - Casey's Garden Shop & Florist
 VISA - ChiliFresh.com
 VISA - Compliance Signs
 VISA - Crust Pizza
 VISA - Educational Innovations, Inc.
 VISA - Engraving Express
 VISA - Five Star Water Co.
 VISA - Flingers Pizza
 VISA - Fox & Hound Day Spa
 VISA - GameStop
 VISA - GameStop
 VISA - Government Connection
 VISA - Growing Grounds
 VISA - Heartland Community College
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hobby Lobby.com
 VISA - Huck's Food & Fuel
 VISA - Illinois Library Association
 VISA - Illinois State University
 VISA - Jewel
 VISA - LD-123 InkJets
 VISA - Lowe's
 VISA - McLean County Chamber of Commerce
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading Co.
 VISA - Owen Nursery and Florist
 VISA - Paypal*EbayLegos
 VISA - Paypal*HeidiHinkey
 VISA - Paypal*Melissa (Macaroni Kid)
 VISA - PlanetBrick.com
 VISA - S & S Worldwide, Inc.
 VISA - Sears.com
 VISA - Scholastic Book Fairs
 VISA - Sprint

Public Access Software	299.50
Other Purchased Services	358.00
Tuition Reimbursement	5,088.00
Building Maintenance	1,185.50
Employee Relations	288.00
Library Supplies	11.97
Adult Books	59.88
Membership Dues	210.00
Other Purchased Services	50.00
Professional Development	199.00
A/V Materials	8,820.62
Adult Books	12,717.94
Children's Books	7,561.68
Other Purchased Services	36.00
Professional Development	20.00
Other Purchased Services	20.00
Other Purchased Services	13.18
Office/Equipment Mtn	1,200.00
Building Mtn Supplies	252.41
Professional Development	10.00
Other Purchased Services	109.90
Other Purchased Services	72.00
Miscellaneous Expenses	35.00
Employee Relations	316.94
Other Purchased Services	50.00
A/V Materials	670.61
Other Purchased Services	19.19
Computer Supplies	703.36
Building Mtn Supplies	27.92
Professional Development	95.00
Library Supplies	32.74
Other Purchased Services	17.98
Other Purchased Services	49.94
Employee Relations	4.38
Membership Dues	750.00
Professional Development	750.00
Employee Relations	124.73
Computer Supplies	1,138.87
Other Purchased Services	167.16
Professional Development	40.00
Library Supplies	26.91
Office Supplies	77.96
Other Purchased Services	319.80
Other Purchased Services	1,947.88
Building Mtn Supplies	372.58
Other Purchased Services	25.47
Other Purchased Services	14.47
Advertising	385.00
Other Purchased Services	41.76
Other Purchased Services	205.39
Other Purchased Services	45.99
Other Purchased Services	318.35
Telecommunications	561.78

VISA - SteamGames.com	Public Access Software	600.00
VISA - UPS	Postage	12.04
VISA - US Toy/Constructive Playthings	Library Supplies	532.40
VISA - Vernon Library Supplies	Library Supplies	176.43
VISA - Wal-Mart	Employee Relations	31.19
VISA - Wal-Mart	Janitorial Supplies	149.88
VISA - Wal-Mart	Library Supplies	124.14
VISA - Wal-Mart	Miscellaneous Expenses	84.98
VISA - Wal-Mart	Office Supplies	14.78
VISA - Wal-Mart	Other Purchased Services	156.83
VISA - Wal-Mart.com	Office Supplies	58.70
VISA - Windstream	Telecommunications	113.80
Total		406,426.58

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May 2017

Goal: Explore and implement strategies to improve access to the library and its resources.

This month, I:

- met with the Golden Prairie Public Library District nominating committee to discuss plans and direction for the Library so they could build their slate of officers with that in mind.
- met with the newly elected councilmen to provide an overview of the Library.
- met with Unit 5 and Normal Public Library to discuss details about how to work together to develop a student card program.
- met with several representatives from Mt. Pisgah to continue our Targeted Outreach Committee efforts.
- continued to work with Children's Services staff and Caprice to develop a plan to better utilize our space and allow for more shelf space for our materials.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

On May 30th, we kicked off the Summer Reading Program. I helped handout reading logs and explain the program to the excited participants.

I also helped empty the book drop during our Memorial Day closing.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

We had a great pool of applicants for our new Library Associate position focused on outreach. We are pleased to announce that Michelle Cope accepted the position and has very enthusiastically jumped into her new role. We now work to fill her former position.

This month, I also:

- continued to work with Gayle to revise our Employee handbook.
- finished meeting with the management staff for their annual performance reviews.
- continued to meet with the Union to negotiate a new contract.
- led a FOIA overview and Q & A session for staff at our annual training day.
- attended First Aid training, a Creative Leadership seminar, and a webinar on fundraising.

Goal: Work effectively through the use of technology.

The website redesign went live on May 16th. Kerrie, our webmaster, and the web team did amazing work! We have heard nothing but positive feedback.

Adult Services - May, 2017
Carol Torrens, Manager

Collections

Marcie weeded the SciFi/Fantasy collection due to space constraints.

Kelly, working with Marcie, adjusted the shelving in the paperback SciFi collection. It now accommodates taller paperbacks standing up and looks great!

Discussion is underway about moving adjusting selection responsibilities.

The new online resource Hoopla will hopefully go live in June.

Plans are in place to use Blackstone Audio as a vendor for their unique titles on audio CD.

Programs

Displays in Adult Services: National Photography Month, National Twilight Zone Day (scifi), May the 4th Be with You (Star Wars), travel books to plan a summer vacation, and RIP for writer Denis Johnson. The display in the DVD area was Older Americans month and RIP for actors Powers Boothe and Roger Moore and musician Gregg Allman. WWI was featured on the IL Collection endcaps.

As the Lincoln Festival approaches, Karen M. met with the planning committee.

Tiffany conducted Books & Bites—book talks with students at the junior highs:
Evans: 25; Chiddix: 19; Kingsley: 65; Parkside: 59

Tiffany talked about Summer Reading and programs at these schools:
BJHS: 123; NCWHS: 5; BHS (twice): 232; UHigh: 9; (NCHS canceled)

Adult/Family programs

Fiction Book Club – 1 session – 1 attended
Mystery Book Club – 1 session – 4 attended
Books on Tap – 1 session – 7 attended
History Reads Book Quarterly Book Club – 1 session – 8 attended
The Great War: From Farm Boy to Doughboy – 1 session – 18 attended
Comic Book Day movie – 1 session – 4 attended
Kickapoo Creek Rock Festival – 1 session -- 22 attended
Second Wednesday Classic Movie Comedy -- 1 session – 11 attended
Twin Groves Wind Farm and Turbine Tour – 1 session – 28 attended
DIY hypertufa clay planters – 2 sessions – 18 attended

Teen Programs

Star Wars Party with NPL – 1 session – 10 attended
Comic Book Day craft -- all-day – 15 completed
Sunday Anime Movie Matinee – 1 session – 12 attended

Training & Technology

There were 8 individual appointments with an Adult Services staffer. Topics: ebooks; general internet and email usage; transfer photos from computer to an SD card.

Several staff viewed webinars this month: Carol, Karen M., and Daphne—Assertiveness for Frontline Staff; Tiffany—Hottest Graphic Novels of Spring; Rachel—Counter 5.

Mary and Katy took First Aid training.

The separate printer for computer and wireless print jobs is great. The customers are happier not having to sort through mixed print outs and copies.

Staff

Renny McBride has accepted the position of Adult Services Manager at the O'Fallon, IL, Library. She will leave BPL in early June.

Michelle Schneider and Hannah Kroonblawd are new summer temps, working in the TeenZone and shelving, respectively.

BUSINESS OFFICE - May 2017

Kathy Jeakins, Manager

- 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 who have left employment
- The Book Shoppe continued to be a success; through the end of May, total receipts for the Book Shoppe for May were \$2,300.50; \$836.50 ahead of last year!
- May was another very busy month for Johanna and me, paying bills for both FY 17 and FY 18.
- For FY 17, the Library finished with total expenditures of \$5,010,476, \$372,688 under-spent. And revenues came in at \$5,281,557, \$38,753 under-projected. These are unaudited figures. Once the City audit is completed, I will have more exact figures for you.
- On May 26, the Library received its first Property Tax distribution of \$947,899.
- Mary Ann Webb, President of the Library Foundation Board, has asked me to pull documents for the Foundation's audit.
- I began providing financial data to Caprice for the Annual Report.
- Prepared 1 expense batch in MUNIS
- Prepared 8 deposit batches in MUNIS
- Prepared 2 Journal Entries
- Entered 15 expense batches in account files
- Entered 16 deposit batches in account files
- Expenditures in March in excess of \$5,000:
 - Bibliotheca in the amount of \$27,515.37 for the annual renewal of maintenance for the sorter, self checks, upper gates, and RFID pads
 - Midwest Tape in the amount of \$12,000.00 for Hoopla service
 - University of Illinois in the amount of \$5,088.00 for tuition for a staff member
- Meetings:
 - Met with Jeanne and Carol Torrens to discuss Hoopla Service: 5/3
 - Met with Jeanne for my performance review: 5/4
 - Staff Training Day: 5/9
 - Met with Jeanne to discuss/develop budgets for Materials, Office Supplies, Library Supplies, and Programming: 5/23
 - Met with Gayle to work on Annual Report data: 5/31
 - Department Managers: 5/3, 5/10, 5/17, and 5/31
 - BPL Board Meeting: 5/16
 - Golden Prairie Board Meeting: 5/17
- Bills review in March: Julian Westerhout (5/1 & 5/15); Alex Cardona (5/8, 5/22 & 5/30)
- Training Hours for March: 8.0

Children's Services - May 2017

Melissa Robinson, Manager

Programs

Summer reading began May 30.

The following programs were offered in May:

- Prairie Fire Theater Presents "The Last Book on Earth" – 85 attended
- Super Hero story time – 33 attended
- Music Makers – 98 attended
- Singing Swinging story time – 2 sessions – 31 attended
- Humane Society Pet Adoption program – 26 attended
- Tales for Tails – 2 sessions – 28 attended
- Sensory Movie – 12 attended
- 9 programs/sessions offered – 313 attended

The following groups visited:

- Sheridan 2nd grade – 2 classes – 36 attended

We visited the following groups/events:

- Danny and Cody promoted summer reading at 15 schools with 6,406 kids in attendance
- Milestones preschool – 47 attended
- Head Start Brigham – 2 classes – 95 attended
- Wood Hill Towers summer reading presentation – 15 attended
- Little Jewels – 130 attended

In June, we will offer the following programs:

- Smarty Pants story time on Wednesday mornings
- Lapsit on Tuesday evenings
- Singing Swinging story time twice a month on the 2nd Monday of the month in the evening and the 2nd Saturday of the month at 11:00
- Book Games - June 19 6:30 pm
- Tales for Tails on alternating Wednesday evenings and Thursday mornings
- Lego Party – June 1
- Lego Construction Time – June 10 and 20 (other dates later in the summer as well)
- Edible Rainbow Slime - June 12
- Outside Watercolor Art - June 15
- TinkerTots - June 19
- Absolute Science - June 22
- *The Lego Movie* - June 23
- Better Together Paint Project - June 26
- Minecraft Mania - June 27

Training

- Danny organized and facilitated our Development Day, coordinating guest speakers, team building exercises, and food for library staff. All Children's Department staff without prior commitments attended.
- Danny, Suzie, Lisa, Cody, and I attended CPR and 1st Aid training courses.
- Summer help started work:
 - Heather Halverson, Susan Hunter, and Laura Wilson returned to work.
 - Briana Aken and Jill Livengood are new hires.
 - Abby Berry and Renee Pinson join the department in June.

Circulation and Outreach Services - May 2017

Laura Golaszewski, Manager

1) Staff, committees, and training

- Laura and Sara attended an all-day seminar on Creative Leadership. Laura also attended a webinar on assertiveness skills for front desk professionals.
- Michelle Cope was offered and accepted the position of Outreach Library Associate this month. Congratulations to her! Justine Seymour had her last day with our department this month. We will miss her!
- Targeted Outreach Committee met on 5/31. This committee may be undergoing some changes as Michelle moves into her new position.

2) Outreach news

- Home Delivery staff delivered 416 items to 44 patrons this month.
- Deposits staff delivered 1,205 items to 15 sites, and presented 5 programs. Our Pinterest program at Luther Oaks had 17 participants!
- We went to the Angler's Manor senior fair on 5/24 to present information about home delivery and the bookmobile to residents.
- A new table and chairs was ordered for the OTR office to make it more comfortable and usable meeting space.

3) Technology

- Sirsi was upgraded this month and has been causing us a few problems with the RFID pads and the self-checks. We are working through these and attempting to make it as painless as possible for our patrons.
- No door count this month as our door counter software stopped collecting data halfway through the month on 5/17. Biblioteka could not find a reason for this error, Jon has purchased a new sensor for door count statistics so this will not happen in the future.

Door Count: N/A

Bookmobile Customers: 1,143

Training Hours: 74

Volunteer Hours: 20

May 2017 Circulation and Outreach Services Statistics

Total Circ BPL	103,159
Total Circ Main	89,162
Adults	47,327
Teens	3,771
Children	38,064
Total Circ Outreach	6,654
OTR Adults	2,537
OTR Teens	179
OTR Children	3,938
Total Circ eBooks	7,343
Freeding	22
MyMediaMall	6,122
Total Circ Freegal	850
Total Circ Zinio	309
Total TumbleBooks	40
Borrowers Registered	380
Total Active Cardholders	35,308
Children	7,001
Teen	2,973
Adult	25,334
GPPLD	1,409
Total Holds Filled	7,346
Main Holds	6,088
Outreach Holds	1,258
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	490
TUE	1	PONDS APTS.	205
MON	1.5	THE GROVE	191
WED	1.25	RAINBOW AVE.	188
WED	1.25	NORTH POINTE	186
THUR	1.25	EAGLE RIDGE	141
WED	1.25	RAINBOW AVE.	124
THUR	1.25	PEPPER RIDGE	111
MON	1	ROLLINGBROOK SOUTH	110
TUE	1.25	EAGLE CREEK	109

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
FRI	1	MARKET SQUARE	0
WED	1.5	HERSHEY GROVE	2
WED	1	GRANDVIEW ESTATES	3
THUR	1.5	SUNNYSIDE PARK	11
TUE	1.25	FOUR SEASONS	20

Total Monthly Stops: 47

Circulation Questions Answered: 588

Outreach Questions Answered: 98

Total Questions Answered: 686

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
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	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159							
Main Circ												
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	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162							
Active Users												
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	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308							

Human Resources - May, 2017

Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
 - I attended FMLA training, offered by the City, on 5/3
 - I attended BPL's Development Day on 5/9
 - I attended Legal Issues for Supervisors, offered by RAILS, on 5/10
 - Jeanne and I began work on updating the Employee Handbook
- Expand use of Sharepoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
- In May, I participated in ten interviews
- In May, there was one in-house job announcement and one website/Facebook posting
- In May, I provided orientations for two new employees
- I serve on the negotiating team for renewal of the union contract. We had two in-person meetings.
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The Work Study program is on hiatus until the 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 timeclocks 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 use a few reports through Munis
 - Jon and I attended a meeting to introduce us to Kronos, the new timekeeping system
 - I attended an information gathering meeting for the new Kronos system
- I prepared a year-end leave time balance report for the City's audit
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 12.5

Information Technology – May 2017

Jon Whited, Manager

Operational

The new web site went live on the 18th of May. The new site adapts to the size of the screen that it is being viewed on. It has been organized in a much more streamlined way and information is much easier to find. The new site uses all open source software and has saved the Library money by not having to upgrade very expensive proprietary software packages.

The SirsiDynix ILS was upgraded to the latest version 3.5.2 and all of the clients in the library were upgraded to the latest version.

We have scheduled the setup of text notification for Library customers. Once this is setup Library customers will be able to opt in to receive their overdue and hold notices by text message.

We have scheduled the setup of Mobile Circ for the bookmobile. Mobile Circ is a thin client that should be less network dependent than the current software that they are using.

We have scheduled the migration of the credit card payment system. Once this process is complete the Credit Card payment system will be hosted by Verifone and will no longer reside on the library's servers.

We finished replacing all of the PCs in the Adult Services department and 10 laptops were replaced in the Adult Public collection that are used by the public. We will be working with the Children's department staff PCs next.

SUMMER READING

Advertising

- Facebook, Instagram, Twitter
- TV Commercial on WEEK: Month of June
- 7 Vinyl Billboards with Lamar (2 purchased by GPPLD)
- WGLT Commercial: May 30-June 11
- WBNQ, B104, & WJBC Commercial week of July 3 & July 17
- Magic 99.5 Commercial: June 1-15
- Macaroni Kid Leaderboard: Month of June
- Macaroni Kid eBlast to 3,400+ subscribers: May 30
- Community Players Playbill
- Old House Society Tour of Homes
- Cogs & Corsets Program
- Pastelle Magazine Print Ad

Program Guides & Reading Logs

- Program Guides and Summer Reading Logs were delivered to District 87 in time that both pieces went home in the backpack of every K-5 student in the District.

Decorations

Our experiment in hiring a part-time, temporary graphic designer (Anissa Ortiz) to make decorations for Summer Reading worked out very, very well. We intend to repeat this in 2018 with the same designer if she's willing and available.

- Many banners were printed.
- New art was installed on the elevator doors.
- New art was installed on the stairs.
- And Anissa had some time to work on some of the DIY decorations which are hanging in the library.

Kickoff Party

The Lego Party – organized by Allison Schmid – drew 732 people to the library. I believe that this is by far the largest program we've ever had at the library.

BOOKMOBILE

- Marketing continues to work to schedule the 400+ texts that will accompany Bookmobile stops through October.
- Explanatory wording has been added to the back of the Bookmobile. Directional words were also added to the Bookmobile's doors.

PODCAST

Stats as of June 5:

<u>Podcast Title</u>	<u>Date Released</u>	<u>Total Downloads</u>
WBRP	5.18.17	131
Comics	4.19.17	195
Erik Larson	3.6.17	302
Virtual Reality	2.15.17	272
Universal Design for Learning	1.24.17	356
Tiny Houses	12.20.16	432
Puppetry	11.18.16	441
Non-Voting	10.19.16	473
Cemetery Walk	9.20.16	<u>535</u>
		3,137 Downloads

Upcoming Podcast Topics:

- June – Cyber Security
- July – Open Source Classroom
- August - Miller Park Zoo
- September – Illinois Voices Theater Group

DESIGN WORK

Vinyl

- Artwork was designed, produced, and installed on the stairs.
- Artwork was designed, produced, and installed for the elevator doors.
- Wording was designed, produced, and installed on the back of the Bookmobile and the Bookmobile doors.

Display Signs

- AV Station Tips and Tricks for the Circ workroom
- New Teen Books
- Abraham Lincoln Awards
- Rebecca Caudill Awards
- RIP Powers Boothe; 1948-2017
- RIP Roger Moore
- Shelf Talkers for Book Club Titles
- New signs about printing in AS
- New hours in TeenZone
- No Parking handouts for staff
- Once Upon a Time Maybe?
These Fairy Tales are not what you remember
- Gay Pride Month
- National Candy Month
- National Alzheimer's & Brain Awareness Month

Art used in either paper or digital promotion – or both

- New plasma and web artwork
- Memorial Day Closure Announcements
- Teen DIY Publicity
- Teen Virtual Reality Program Publicity
- Sunday Matinee Amine Marathon Publicity
- New Logo for WGLT's website
- New Logo for CM Promotions which is creating an online store for staff
- Prairie Fire Theatre Presents *The Last Book on Earth* Publicity
- Sensory Movie Publicity
- Tales for Tails Publicity
- Build Your Own Website Publicity
- Hamilton's Women Publicity
- Lego Construction Time Publicity
- Edible Rainbow Slime Publicity
- Outside Watercolor Art Publicity
- Teen Marvel Party Publicity
- Teen Minecraft Publicity
- June Calendars
- Summer Concert Series Publicity
- Encryption & Code Breaking Publicity
- Updated Text Opt-In Handouts and table tents
- Classic Movie Musical Series Publicity
- Books on Tap Bookmarks
- Lego Party Publicity
- Architecture Series Publicity
- Adult DIY Series Publicity
- Dance Instruction Publicity
- Tinker Tots Publicity
- Book Games Publicity
- Summer Reading Publicity
- Summer Movies Publicity
- Bookmarks – How to Read a Book in 10 Minutes
- Registration Opened Today
- Welcome to TeenZone Handouts
- Rube Goldberg Program Publicity
- Memorial Day Closure Announcements

Ads

- Pastelle ad to promote Summer Reading (May 20-June 20)
- Pastelle ad to promote Lincoln's Festival on Route 66 (June 20-July 20)
- Ad in Cogs & Corsets Event Program to promote Summer Reading as a whole with mention of some specific programs.
- Old House Society ad for the Tour of Homes booklet; promotes Hamilton's Women and two architecture programs

Other

- New card blanks for Kid and Teen cards designed and ordered
- New Resident Postcards were mailed. This is done quarterly.
- Book Shoppe Gift Certificates were printed to be used as speaker gifts and raffle items for non-profit organizations.
- Reading Logs for kids, teens, and adults went to the printer on May 1.
 - Kid logs were translated into Spanish by the IWU Language School. Marketing then designed, printed, and delivered these to Bent School.
- Summer Program Guides went to the printer on May 1.
- Updated "Customer Expectations" handout in both English and Spanish
- 2nd Round of SRP T-shirts were ordered, received, and distributed.
- 54,000 Summer Reading Prize Vouchers donated by 15 businesses were designed, approved, printed, cut, and delivered to the Story Room for stuffing into prize envelopes.

- Flingers Pizza Pub – 500
- Teen Party – 500
- Kelly's Bakery – 3,500
- Cornbelters – 3,500
- Denny's Doughnuts – 3,500
- Gingerbread House – 3,500
- Touch a Truck Party – 3,500
- Meatheads – 3,500
- HyVee – 4,000
- Orange Leaf – 4,000
- Bloomington Thunder – 4,000
- Edible Arrangements – 4,000
- Red Raccoon Games – 4,000
- Cookies By Design – 4,000
- Parks & Recreation – 8,000

ELECTRONIC OUTREACH

- During the past month, the Library added 117 Facebook followers for a total of 5,384.
- During the past month, the Library added 13 Twitter followers for a total of 1,774.
- During the past month, the Library added 32 Instagram followers for a total of 785.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in May was 42.
- The Library has 185 text subscribers.
- Our Bookmobile stops combined have 632 text subscribers.

ONGOING

- The Library sponsors WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots will promote an upcoming program. We will also receive an ad at the beginning of the Grow podcast. For this spot, we will promote the Library's podcast.
- The pilot program with Library Aware continues. This includes the sending of eBlasts with information about our online resources. During the month of May, we promoted Mango Languages to 23,912 cardholders. On June 1, our eBlast promoting Zinio (online foreign language courses) was delivered to 23,810 cardholders.
- Monthly, the Library submits its Children's programs to the Macaroni Kid website.
- Monthly, the Library submits all its programs to the Eastside Neighbors Magazine.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Marketing Department continues to compile and distribute the Staff Newsletter each month.
- 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.

COMMUNITY INTERACTION

- Rhonda attended a Marketing pitch with Neuhoff Media on May 10.
- Rhonda attended the District 87 STEM program at IWU on May 10. This program included every third grader in the district.
- Rhonda attended the Association of Women in Communication meeting on May 17. The meeting included a social media panel.
- Rhonda attended the Civil Engineering & Architecture Class at BHS to witness BPL expansion project presentations from students who were unable to attend the BPL Board meeting.
- Rhonda took part in an Outside the Lines webinar.
- BPL provided a raffle item for The Taste of the West fundraiser to be held on June 2.
- BPL provided a raffle item for the Milestones Golf Outing to be held on June 12.

Support Services – May 2017
Caprice Prochnow, Manager

- Meetings:
Department Managers – Every Wednesday
Staff Day – May 9
Foundation Board meeting – May 10
BPL Board meeting – May 16
- Custodial staff –
 - Cleaning of tile baseboard in restrooms and lobby areas
 - Cleaning of restroom stalls
 - Carpet cleaning in Community Room and Children's
 - Plumbing repairs made to faucets and toilets
 - Gathering and planting of flowers
 - Painting in lobby area
 - Installation of acrylic display holders throughout the library
 - Installing monitor outside of community room for Teen Zone promotions
 - Cleaning of all garbage and recycle containers
 - Custodial staff will be working with Children's staff in June to relocate some shelving and furniture.
- Our newest custodian broke his left arm over the holiday weekend, and will be out at least 4 weeks. With being one short in the department, there may be a delayed response time to some requests.
- On Staff Day, Tom and Andrew presented on tornado procedures and on what role, Security plays in the Library, and when staff should call Security.
- Security Staff went to court on Monday, May 8 for the jury trial of someone who had stolen video games from both here and the Normal Public Library. It was a win for libraries that day, as he was found guilty on all six counts of burglary and theft!
- The Fire Inspector made her return visit, and was satisfied that we had made all the corrections, that she had requested. Thank you to all the departments for relocating items so that we would pass the re-inspection!
- The Library property is now a "Tobacco Free" campus. The Customer Expectations have been updated to reflect this, and exterior signage will be installed very soon.
- The Safety Committee facilitated First Aid Training for staff. There were three different sessions offered the week of the 15th.
- A new flag and halyard were installed by Parks & Rec
- The bulky shelving unit that housed the Teen books in the lower lobby, was posted on the RAILS website, and the Chenoa Library took it off of our hands, so that more modern, lower profile shelving could be placed in this area.
- Johnson Controls installed the replacement breaker for system #1 on the chiller, and conducted the spring PM.
- Mid-Illinois Mechanical performed their spring PM on the HVAC equipment. The seals and flex connectors were replaced on the HWS pumps.
- Simplex/Tyco conducted the semi-annual testing of the fire alarm system.

- Weber Electric repaired some fluorescent fixtures, did troubleshooting on bookmobile lighting, and started installation of replacement post light at back of lot.
- F & W Landscaping has been weeding the property, and started the installation of the mulch.
- The parking lot and sidewalks were cleaned, and the parking lot was restriped.
- The Variable Frequency Drive for the HVAC system went down on Friday, May 19, and it turns out there was a bad fan, as well as a circuit breaker in the system that had failed. Weber Electric replaced the breaker on the following Monday, and Mid-Illinois will be installing a replacement fan.

Volunteer hours: 12

Training: 70

Technical Services – May 2017
Allison Schmid, Manager

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

- After Carol met with the rep, we will now be ordering some audiobooks we can't get from B&T from Blackstone Audio.
- We've been in contact with B&T a great deal this last month to ensure our AV standing order plans will run more smoothly in the future.

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

- Allison and Tura completed first aid training.
- Marion took a Teen Zone shift.
- Allison took over as the head of summer reading with Renny moving on to a position at another library.
- Robbin helped Renny's DIY program on hypertufa pots.
- Lots of staff from TS helped make and put up SRP decorations.
- Training hours – 4

GOAL – To work effectively through the use of technology

- We are in the testing phase of an online form (on SharePoint) to replace the material holds request form.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 2

May 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	814	738
Adult Nonfiction	202	320
Juvenile Fiction	405	432
Juvenile Nonfiction	143	122
Adult CDs	95	11
Juvenile CDs	1	3
Adult DVDs	246	772
Juvenile DVDs	147	15
Adult Audio	21	5
Juvenile Audio	0	3
Adult Computer Games	26	96
Juvenile Computer Games	0	3
Total Adds/Withdraws	2100	2520

Total Items in Main	307524
Total Items in OTR	11559
Total Items in Library	319083

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

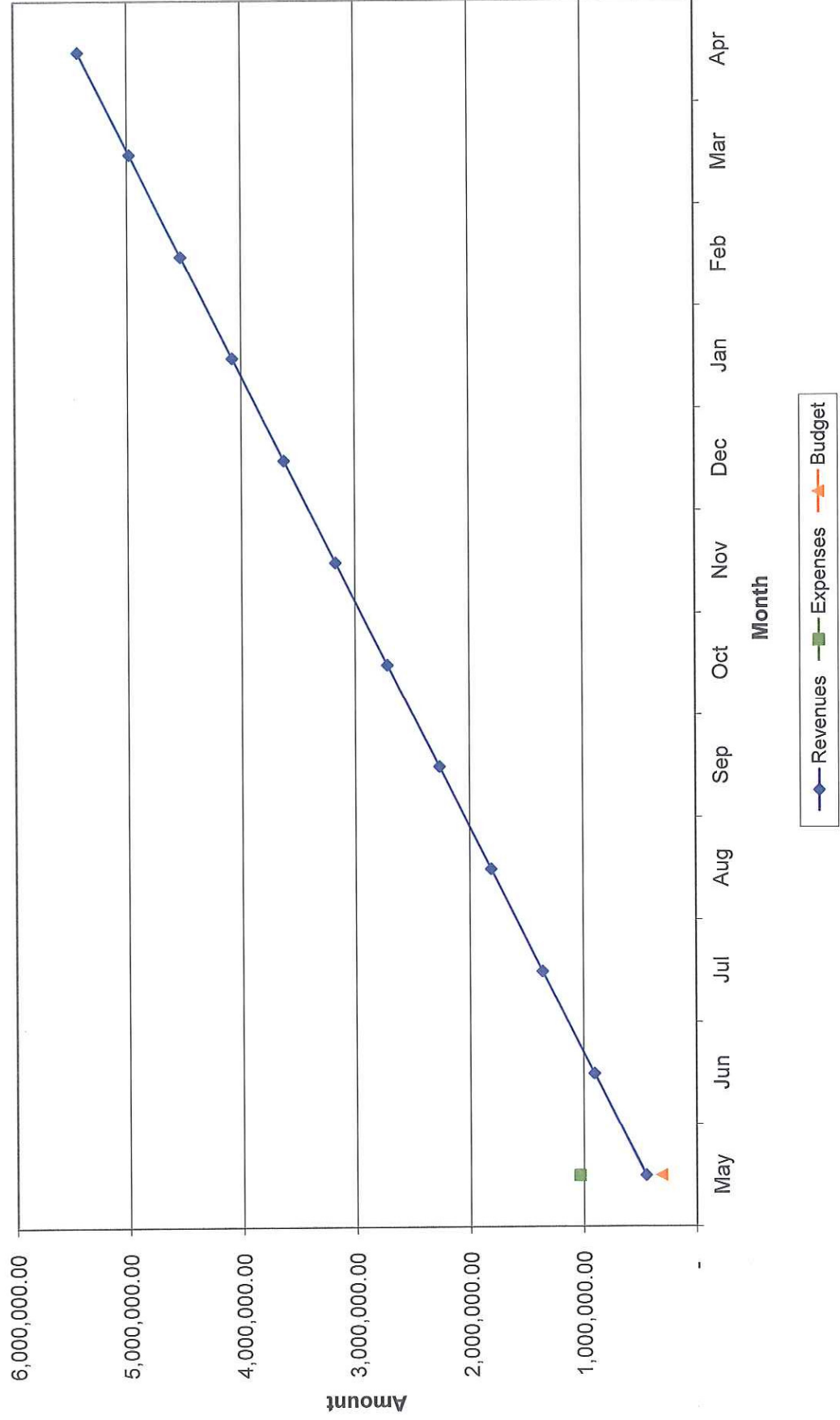
REVENUES:

ACCT NAME	BUDGET	MAY 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	947,898.65	947,898.65	(3,735,212.35)	20.2
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	70,049.28	70,049.28	(329,950.72)	17.5
Fees & Rentals	85,000	5,480.75	5,480.75	(79,519.25)	6.4
Copies	3,500	273.85	273.85	(3,226.15)	7.8
Interest on Investments	5,000	2,529.64	2,529.64	(2,470.36)	50.6
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	27,150	2,990.00	2,990.00	(24,160.00)	11.0
Cash Over/Short	0	4.00	4.00	4.00	-----
Other	41,200	4,136.78	4,136.78	(37,063.22)	10.0
Total Revenues	5,435,361	1,033,362.95	1,033,362.95	(4,401,998.05)	19.0

ACCT NAME	BUDGET	MAY 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	118,525.34	118,525.34	(2,021,369.66)	5.5
Part-Time Salaries	435,888	30,674.76	30,674.76	(405,213.24)	7.0
Seasonal Salaries	62,005	4,653.06	4,653.06	(57,351.94)	7.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	153,853.16	153,853.16	(2,485,034.84)	5.8
Dental Insurance	13,122	1,175.44	1,175.44	(11,946.56)	9.0
Vision Insurance	2,155	215.00	215.00	(1,940.00)	10.0
Health Insurance, BC/BS PPO	236,544	24,714.84	24,714.84	(211,829.16)	10.4
Health Insurance, OSF HMO	84,996	6,269.80	6,269.80	(78,726.20)	7.4
Life Insurance	3,100	251.45	251.45	(2,848.55)	8.1
IMRF	318,417	20,312.97	20,312.97	(298,104.03)	6.4
FICA	170,762	8,438.02	8,438.02	(162,323.98)	4.9
Medicare	38,248	1,973.41	1,973.41	(36,274.59)	5.2
Worker's Comp	17,075	(643.00)	(643.00)	(17,718.00)	-3.8
Uniforms	700	0.00	0.00	(700.00)	0.0
Tuition Reimbursement	20,000	2,560.00	2,560.00	(17,440.00)	12.8
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	925,119	65,267.93	65,267.93	(859,851.07)	7.1
Rentals	30,000	1,602.10	1,602.10	(28,397.90)	5.3
Total Rentals	30,000	1,602.10	1,602.10	(28,397.90)	5.3
Building Mtn	123,600	3,728.39	3,728.39	(119,871.61)	3.0
Vehicle Mtn	5,500	887.67	887.67	(4,612.33)	16.1
Office & Computer Mtn	169,950	3,352.96	3,352.96	(166,597.04)	2.0
Total Repair/Mtn	299,050	7,969.02	7,969.02	(291,080.98)	2.7

ACCT NAME	BUDGET	MAY 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	585.00	585.00	(32,415.00)	1.8
Printing/Binding	19,570	250.00	250.00	(19,320.00)	1.3
Travel	1,000	155.58	155.58	(844.42)	15.6
Membership Dues	5,150	960.00	960.00	(4,190.00)	18.6
Professional Development	14,000	1,310.03	1,310.03	(12,689.97)	9.4
Other Purchased Services	130,000	6,110.77	6,110.77	(123,889.23)	4.7
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	4,200	0.00	0.00	(4,200.00)	0.0
Other Insurance	5,700	0.00	0.00	(5,700.00)	0.0
Total Purchased Services	237,620	9,371.38	9,371.38	(228,248.62)	3.9
Office Supplies	15,000	612.23	612.23	(14,387.77)	4.1
Computer Supplies	82,400	3,318.87	3,318.87	(79,081.13)	4.0
Copier Supplies	3,500	0.00	0.00	(3,500.00)	0.0
Postage	12,360	12.04	12.04	(12,347.96)	0.1
Library Supplies	77,250	4,557.34	4,557.34	(72,692.66)	5.9
Janitorial Supplies	16,480	685.66	685.66	(15,794.34)	4.2
Gas & Diesel Fuel	4,500	28.78	28.78	(4,471.22)	0.6
Building Mtnc & Repair Supplies	10,300	400.50	400.50	(9,899.50)	3.9
Total Supplies	221,790	9,615.42	9,615.42	(212,174.58)	4.3
Natural Gas	25,000	0.00	0.00	(25,000.00)	0.0
Electricity	89,000	7,747.17	7,747.17	(81,252.83)	8.7
Water	8,500	462.81	462.81	(8,037.19)	5.4
Telecommunications	35,000	3,572.08	3,572.08	(31,427.92)	10.2
Total Utilities	157,500	11,782.06	11,782.06	(145,717.94)	7.5
Professional Collection	1,000	0.00	0.00	(1,000.00)	0.0
Total Prof Collection	1,000	0.00	0.00	(1,000.00)	0.0
Periodicals	38,000	0.00	0.00	(38,000.00)	0.0
Adult Books	162,000	14,282.09	14,282.09	(147,717.91)	8.8
Children's Books	130,000	7,542.52	7,542.52	(122,457.48)	5.8
A/V Materials	147,000	8,259.36	8,259.36	(138,740.64)	5.6
Public Access Software	148,000	2,697.50	2,697.50	(145,302.50)	1.8
Downloadable Materials	70,000	16,454.00	16,454.00	(53,546.00)	23.5
Total Materials	695,000	49,235.47	49,235.47	(645,764.53)	7.1
Employee Relations	6,180	938.37	938.37	(5,241.63)	15.2
Miscellaneous Expenses	9,270	338.17	338.17	(8,931.83)	3.6
Fixed Asset Fund Transfer	213,944	0.00	0.00	(213,944.00)	0.0
Total Other Expenses	229,394	1,276.54	1,276.54	(228,117.46)	0.6
Total Expenses	5,435,361	309,973.08	309,973.08	(5,125,387.92)	5.7

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2017

Property Tax (20.2%): The Library received its first Property Tax distribution on May 26.

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

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

GPPLS (Golden Prairie Public Library District (17.5%)): The Library has received its first distribution from Golden Prairie in late May.

Interest on Investments (50.6%): The Library projected a low amount for Interest.

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

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

Worker's Compensation (-3.8%): This reflects a refund the Library received as a result of the annual Worker's Compensation Audit, which took place in January.

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

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

Building Maintenance (3.0%): Charges have been minimal.

Vehicle Maintenance (16.1%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (2.0%): Charges have been minimal.

Advertising (1.8%): Charges have been minimal.

Printing/Binding (1.3%): Charges have been minimal.

Travel (15.6%): This is over-spent due to a mileage reimbursement to the Quad Cities for a circuit breaker.

Membership Dues (18.6%): Several annual memberships were paid in May.

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

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

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

Copier Supplies (0.0%): Nothing has been paid from this line item.

Postage (0.1%): Charges have been minimal.

Gas & Diesel Fuel (0.6%): Charges have been minimal.

Natural Gas (0.0%): Nothing has been paid from this line item.

Professional Collection (0.0%): Nothing has been paid from this line item.

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

Public Access Software (1.8%): Charges have been minimal.

Downloadable Materials (23.5%): The one-time deposit for Hoopla was paid in May.

Employee Relations (15.2%): This is over-spent due to the costs associated with Training Day, which took place on May 9.

Fixed Asset Fund Transfer (0.0%): The transfer will be made in June or July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,950.00
Memorial Donations:	40.00

Total Donations:	\$ 2,990.00
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	330.40
Book Shoppe:	2,300.50
Ear Buds:	37.50
Flashdrives:	9.75
Hot Beverage Service:	48.00
Meeting Room Fees:	102.50
Print Station:	1,000.70
Reusable Bags:	40.50
Slingback Packs:	48.00
Test Proctoring:	75.00
Totebags:	88.00
Tumblers:	0.00
Umbrellas:	7.00
Miscellaneous:	48.93

Total Other Revenue:	\$ 4,136.78
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During May, 15 batches containing 126 invoices were processed, totaling \$100,551.14 and 174 credit card charges were made totaling \$43,044.91.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$2,962,233.69, which is 54.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,358,840.

Library Fund Balance Information, 5/31/17:

Operating:	\$ 2,962,233.69
Capital:	\$ 2,422,202.42
Fixed Assets:	\$ 929,515.19

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT
FINAL

REVENUES:

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	4,535,940.39	(10,769.61)	99.8
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	95,000	59,054.82	(35,945.18)	62.2
GPPLD	392,000	381,469.60	(10,530.40)	97.3
Fees & Rentals	83,000	70,406.69	(12,593.31)	84.8
Copies	3,200	3,181.81	(18.19)	99.4
Interest on Investments	1,000	18,235.79	17,235.79	1823.6
Interest from Taxes	0	27.04	27.04	-----
Sale of Property	1,000	638.05	(361.95)	63.8
Donations	28,000	33,202.56	5,202.56	118.6
Cash Over/Short	0	32.18	32.18	-----
Other	40,000	48,967.92	8,967.92	122.4
Total Revenues	5,320,310	5,281,556.85	(38,753.15)	99.3

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	2,037,896.22	(111,990.78)	94.8
Part-Time Salaries	402,086	366,676.00	(35,410.00)	91.2
Seasonal Salaries	47,701	48,179.70	478.70	101.0
Overtime Salaries	1,100	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	2,452,751.92	(148,022.08)	94.3
Dental Insurance	12,400	11,380.36	(1,019.64)	91.8
Vision Insurance	3,050	2,405.54	(644.46)	78.9
Health Insurance, BC/BS PPO	294,901	280,708.95	(14,192.05)	95.2
Health Insurance, OSF HMO	100,429	70,374.80	(30,054.20)	70.1
Life Insurance	3,100	2,846.02	(253.98)	91.8
IMRF	310,000	298,245.18	(11,754.82)	96.2
FICA	163,000	143,898.05	(19,101.95)	88.3
Medicare	39,000	33,654.09	(5,345.91)	86.3
Worker's Comp	17,000	13,740.00	(3,260.00)	80.8
Uniforms	600	426.25	(173.75)	71.0
Tuition Reimbursement	0	488.36	488.36	---
Other Benefits	20,000	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	869,053.51	(94,426.49)	90.2
Rentals	22,000	20,589.86	(1,410.14)	93.6
Total Rentals	22,000	20,589.86	(1,410.14)	93.6
Building Mtnc	120,000	78,083.14	(41,916.86)	65.1
Vehicle Mtnc	5,300	6,370.73	1,070.73	120.2
Office & Computer Mtnc	165,000	118,461.64	(46,538.36)	71.8
Total Repair/Mtnc	290,300	202,915.51	(87,384.49)	69.9

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	42,574	47,402.12	4,828.12	111.3
Printing/Binding	19,000	12,495.80	(6,504.20)	65.8
Travel	1,000	86.16	(913.84)	8.6
Membership Dues	5,000	3,808.00	(1,192.00)	76.2
Professional Development	13,000	5,991.57	(7,008.43)	46.1
Other Purchased Services	197,418	174,013.89	(23,404.11)	88.1
Property Insurance	24,000	20,247.00	(3,753.00)	84.4
Vehicle Insurance	4,000	3,833.00	(167.00)	95.8
Other Insurance	5,500	5,067.00	(433.00)	92.1
Total Purchased Services	311,492	272,944.54	(38,547.46)	87.6
Office Supplies	12,000	10,603.90	(1,396.10)	88.4
Computer Supplies	82,462	57,744.44	(24,717.56)	70.0
Copier Supplies	3,400	3,265.03	(134.97)	96.0
Postage	12,000	12,508.99	508.99	104.2
Library Supplies	75,000	70,960.31	(4,039.69)	94.6
Janitorial Supplies	16,000	9,203.13	(6,796.87)	57.5
Gas & Diesel Fuel	4,290	1,974.61	(2,315.39)	46.0
Building Mtnc & Repair Supplies	10,000	8,509.87	(1,490.13)	85.1
Total Supplies	215,152	174,770.28	(40,381.72)	81.2
Natural Gas	32,000	18,129.57	(13,870.43)	56.7
Electricity	80,000	90,762.43	10,762.43	113.5
Water	8,000	6,487.19	(1,512.81)	81.1
Telecommunications	26,780	33,844.75	7,064.75	126.4
Total Utilities	146,780	149,223.94	2,443.94	101.7
Professional Collection	3,500	1,086.92	(2,413.08)	31.1
Total Prof Collection	3,500	1,086.92	(2,413.08)	31.1
Periodicals	36,050	36,909.07	859.07	102.4
Adult Books	159,100	172,608.47	13,508.47	108.5
Children's Books	105,500	116,500.04	11,000.04	110.4
A/V Materials	151,000	158,209.36	7,209.36	104.8
Public Access Software	144,200	144,567.16	367.16	100.3
Ebooks	60,000	69,590.00	9,590.00	116.0
Total Materials	655,850	698,384.10	42,534.10	106.5
Employee Relations	6,000	2,060.08	(3,939.92)	34.3
Miscellaneous Expenses	9,000	9,281.18	281.18	103.1
ERI Reimbursement	36,732	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	122,104.00	0.00	100.0
Total Other Expenses	173,836	170,177.26	(3,658.74)	97.9
Total Expenses	5,383,164	5,011,897.84	(371,266.16)	93.1

Bloomington Public Library
Monthly Statistics - May 2017

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	47,327	47,327	52,064	52,064
Teens	3,771	3,771	3,795	3,795
Children	38,064	38,064	41,967	41,967
OTR Adults	2,537	2,537	2,585	2,585
OTR Teens	179	179	206	206
OTR Children	3,938	3,938	4,405	4,405
e-Books - Freading	22	22	6	6
e-Books - Overdrive	6,122	6,122	5,291	5,291
Freegal downloads	850	850	673	673
Zinio Magazines	309	309	283	283
Tumblebooks	40	40	29	29
TOTAL CIRCULATION				
Adults	49,864	49,864	54,649	54,649
Teens	3,950	3,950	4,001	4,001
Children	42,002	42,002	46,372	46,372
Digital Downloads	7,343	7,343	6,282	6,282
Combined Total	103,159	103,159	111,304	111,304
ITEMS IN THE COLLECTION				
Main	307,524	307,524	304,736	304,736
OTR	11,559	11,559	11,870	11,870
TOTAL	319,083	319,083	316,606	316,606
HOLDS FILLED	7,346	7,346	7,550	7,550
INTERLIBRARY LOAN				
Borrowing Requests Received	498	498	572	572
Outgoing Loans (Lending)	225	225	219	219
CARDHOLDERS				
Added	380	380	415	415
TOTAL ACTIVE CARDS				
Adults	25,334	25,334	25,157	25,157
Teens	2,973	2,973	2,049	2,049
Children	7,001	7,001	5,665	5,665
Combined Total	35,308	35,308	32,871	32,871
REFERENCE QUESTIONS				
Adults	2189	2,189	2,288	2,288
Teens	131	131	107	107
Children	813	813	870	870
OTR	98	98	92	92
Circulation	588	588	743	743
TOTAL	3,819	3,819	4,100	4,100
PROGRAMS & OUTREACH				
Adult	11.00	11	16	16
Teens	3	3	2	2
Childrens	9	9	3	3
Community Group in Library	3	3	5	5
Staff Visit to Community Group	29	29	22	22
TOTAL	55	55	48	48

**Bloomington Public Library
Monthly Statistics - May 2017**

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
PROGRAM & OUTREACH ATTENDANCE				
Adult	121	121	225	225
Teen	37	37	23	23
Childrens	313	313	42	42
Community Group in Library	44	44	n/a	n/a
Staff Visit to Community Group	7,177	7,177	n/a	n/a
TOTAL	7,692	7,692	290	290
COMPUTER USE				
Public computer uses	4,207	4,207	3,595	3,595
Website database/catalog hits	25,244	25,244	25,205	25,205
Online Resource (Database) uses	3,721	3,721	5,155	5,155
TOTAL	33,172	33,172	33,955	33,955
MEETING ROOM USAGE				
Study Room	75	75	71	71
Digital Media Lab	5	5	9	9
Community Room	36	36	35	35
TOTAL	116	116	115	115
CUSTOMER VISITS				
Main	n/a	n/a	22,541	22,541
Bookmobile	1,143	1,143	1,362	1,362
TOTAL	1,143	1,143	23,903	23,903
TRAINING HOURS				
	543	543	54	54
VOLUNTEER HOURS				
	92	92	126	126

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 19, 2017
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 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Ruth Novosad, Stephen Peterson, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin, Patti Salch

OTHERS PRESENT: Ary Anderson, Laura Golaszewski, Jeanne Hamilton, Kathy Jeakins, Carol Koos, Johanna Sneed
- III. Introductions
Ruth Novosad introduced resident Ary Anderson who was invited to spectate the meeting due to her interest in joining the Board.
- IV. Public Comment
There was no public comment.
- V. Highlight of Library Services – New Website Preview – Kerrie Parker
BPL Webmaster Kerrie Parker presented the new library website, and highlighted some of the new site features. The new site is responsive to different devices, so a separate mobile site is no longer necessary. Patrons will be able apply for library cards online through the website. The new event calendar was created using free software, Springshare, and has a lot of functionality, such as program registration, recurring events, printing, adding to calendar, and sharing on social media. A "Share This" widget has been added so that pages can be saved, printed, or shared on social media easily. Additionally, when planning for the new site, the committee looked for weak points on the old site to improve upon. Improvements to navigation and finding information were made such as adding hours of operation and holiday hours to the top header and moving the account log-in link to the top right corner of the page. The site will also include contact information, employment opportunities, and basic library information in the footer, and the new drop down menu opens when clicked, not when hovered over. The site is expected to unveil in May. Kerrie proceeded to entertain questions.
- VI. President's Report

President Gray expressed how nicely she felt the Erik Larson event at the BCPA went. She added that there was a large turnout.

President Gray called attention to last month's statistics. Sixteen new cardholders were added. Upon discussing this, President Gray inquired about how patrons are notified when their library cards are expiring. Laura Golaszewski answered that those who provide an e-mail address will receive an e-mail reminder. President Gray requested to know how many people in GPPLD do not have an e-mail address on file and have cards that will be expiring soon. Laura Golaszewski will run a report to provide this information.

VII. Approval of Minutes

1. March 15, 2017

CAROL CAREY-ODEKIRK MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 15, 2017 . THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

1. Director's Report

Director Hamilton reported that the Erik Larson program was successful. She added that 705 people attended the event at the BCPA and 99 attended the book discussion at the library. In addition, she has received a lot of positive feedback about the events and programs. Director Hamilton thanked the Board for their donation to the Bloomington Reads program.

Director Hamilton announced that she received the Per Capita Grant award letter. Golden Prairie will receive \$6,355.94 this year.

Director Hamilton reminded the Board that, if they have not already done so, they will need to submit a Statement of Economic interest to the County Clerk's office by the end of the month.

The Board proceeded to review the Director's report. President Gray requested more information about Leadership McLean County. Director Hamilton responded that the program has been around for about 20 years through the Chamber of Commerce. She took part in the leadership portion for nine months, focusing on different topics within the community. She added that joining this organization has been beneficial to her as it has allowed her to meet people across the community.

2. Outreach Report

Laura Golaszewski distributed the new bookmobile schedule. She added that no stops were added or removed, but small alterations were made to times or parking locations. All changes are noted on the schedule.

Laura Golaszewski reported that vinyl lettering will be added to the bookmobile. This addition will invite patrons to come aboard, explain the services offered on the bookmobile, and properly identify entry and exit doors.

3. Fiscal Report

Kathy Jeakins reported that the checking account rate has increased to .7%.

Kathy Jeakins added that, per the County, Golden Prairie will receive its first Property Tax Distribution before the end of May.

IX. Unfinished Business

There was no unfinished business.

X. New Business

1. Approve Summer Reading Program Donation

Lynn Gray announced that she received a letter about the Summer Reading Program. The Board discussed increasing their donation from previous years to help support the programming costs.

Director Hamilton shared that this year's theme is "Reading by Design", which is being interpreted as and focusing on architecture. The kickoff party will be lego themed.

The Board discussed donation \$2,000. Carol Carey-Odekirk recommended using advertising funds for an additional donation in the future. The Board agreed to consider this in the future if necessary.

Additionally, the Board requested that a member of the Summer Reading Program committee highlight the program.

CAROL CAREY-ODEKIRK MOVED, RUTH NOVOSAD SECONDED, TO
APPROVE A DONATION FOR THE 2017 SUMMER READING PROGRAM IN
THE AMOUNT OF \$2,000.00.

AYES: CAROL CAREY-ODEKIRK, RUTH NOVOSAD,
STEPHEN PETERSON, JODI SHERMAN, LYNN
GRAY

NAYES: NONE

ABSENT: TIM ERVIN, PATTI SALCH

THE MOTION CARRIED UNANIMOUSLY.

2. Appoint Nominating Committee

President Gray appointed Ruth Novosad and Carol Carey-Odekirk to the Nominating Committee. Per the bylaws, the committee will present a slate of officers to the Board in June.

3. Election Results

The following Board members were re-elected to the GPPLD Board of the Trustees during the election held on April 4, 2017: Patricia Salch for a six year term with 605 votes, Ruth Novosad for a four year term with 472 votes, and Jodi Sherman for a four year term with 512 votes.

XI. Comments from Board Trustees
There were no comments.

XII. Adjournment

RUTH NOVOSAD MOVED, CAROL CAREY-ODEKIRK SECONDED, TO
ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:07 p.m.

Incident Reports

Date	Time	Type
05/2	1:11 PM	InappropriateBehavior
05/3	6:41 PM	InappropriateBehavior
05/3	8:24 PM	AlcoholDrugs
05/4	12:16 PM	Loitering
05/5	9:21 AM	BicycleIncident
05/5	9:54 AM	StolenDamagedLibraryMaterial
05/7	2:35 PM	StolenDamagedLibraryMaterial
05/8	11:19 AM	SuspiciousCustomerActivity
05/9	8:22 AM	AlcoholDrugs
05/11	12:49 PM	StalkingIncident
05/16	2:21 PM	StolenDamagedLibraryMaterial
05/17	12:17 PM	StolenDamagedLibraryMaterial
05/17	7:15 PM	AlcoholDrugs
05/18	2:48 PM	PoliceAmbulanceCall
05/19	11:18 AM	PoliceAmbulanceCall
05/21	2:59 PM	InappropriateBehavior
05/21	5:09 PM	CustomerRelatedIllnessAccident
05/23	2:55 PM	StolenDamagedLibraryMaterial
05/23	4:41 PM	StolenDamagedLibraryMaterial
05/23	5:55 PM	StolenDamagedLibraryMaterial
05/24	4:40 PM	AlcoholDrugs
05/24	7:16 PM	HealthSafety
05/24	7:36 PM	HealthSafety

Suspension Reports

Date	Time	violation
05/3	6:43 PM	InappropriateBehavior
05/4	12:10 PM	Loitering
05/6	1:21 PM	StolenDamagedLibraryMaterial
05/11	10:24 AM	AlcoholDrugs
05/11	12:15 PM	StalkingIncident
05/17	11:58 AM	StolenDamagedLibraryMaterial
05/19	11:05 AM	PoliceAmbulanceCall
05/21	3:01 PM	InappropriateBehavior
05/24	7:37 PM	HealthSafety,Innapropriate Behavior

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)

\$4,535,940.00

Find this information on your library's most recent Illinois Public Library Annual Report. Item 9.1 on the 2016-2017 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 2016-2017 Report

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

2.35

Find this information at <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:

139.14

Bloomington Public Library will charge:

\$140.00

Effective 7/01/2017 through 6/30/2018

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 20th day of June 2017

Alex Cardona

President

INTERGOVERNMENTAL LIBRARY AGREEMENT

THIS AGREEMENT dated as of _____, 2017 is by and between the units of local government enumerated in Exhibit A (“each a “Member Library” and in the aggregate “Member Libraries”) (“Agreement”). The Agreement becomes effective on the date on which all the Member Libraries have approved this Agreement and adopted it in the manner required by law.

WHEREAS, Illinois units of local government are authorized, under the provisions of Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, to enter into intergovernmental agreements to jointly exercise any power or powers, privileges, functions, or authority exercised by a public agency of the State of Illinois unless expressly prohibited by law; and

WHEREAS, the Member Libraries provide library services to their respective communities; and

WHEREAS, the Member Libraries are seeking to memorialize and document their activities with respect to the joint purchase and provision to their respective communities of certain e-content known as My Media Mall on the Overdrive platform; and

WHEREAS, the Member Libraries continue to have an individual and joint interest in leveraging their purchasing power and authority to provide online electronic content to their respective patrons; and

WHEREAS, the Member Libraries wish to memorialize their individual and joint rights and responsibilities in regard to contracting and delivering e-content; and

WHEREAS, the Member Libraries find it to be in each of their respective interests to enter into this Agreement to form a consortium to jointly contract for and deliver electronic content;

NOW, THEREFORE, in consideration for the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

SECTION ONE: THE CONSORTIUM

1.1 The Member Libraries hereby establish a consortium of local government library entities to be known as the Electronic Content Consortium (“ECC”). Member Libraries may join as an individual unit or choose to be represented under an umbrella organization. The initial membership of the consortium shall be comprised of the units of local government enumerated in Exhibit A.

1.2 The purpose of the ECC is to achieve economies of scale by jointly negotiating and purchasing electronic content as may be deemed appropriate and authorized by the Member Libraries.

1.3 Each Member Library, regardless of whether the Member Library is an individual member or a member under an umbrella organization, shall appoint a representative to ECC and each individual Member Library shall have one vote on all ECC matters.

1.4 Upon the date of adoption of this Agreement by the 60th Member Library (“Formation Date”), the Member Libraries of ECC shall proceed to elect an Executive Committee consisting of nine (9) individuals from the Member Libraries. An election administrator (“Election Administrator”) shall be chosen by the Member Libraries to conduct the election. Each Member Library shall have 21 days from the Formation Date in which to send to the Election Administrator a nomination for the Executive Committee slate. If the number of nominees for the election of the first Executive Committee exceeds the number of seats on the Executive Committee, there will be an all Member Library election to determine the members of the Executive Committee. The Election Administrator shall manage the election as described hereafter. Said first Executive Committee election will be held within 21 days of the close of the nominations and may be performed by electronic means with each Member Library having one vote. The members of the first Executive Committee will be those candidates receiving the highest number of votes. In the event of a tie, a runoff election will be held within five (5) days of the close of the election. The runoff may be performed by electronic means with each Member Library having one vote.

1.5 The members of the Executive Committee shall appoint a Chair, Vice-Chair, Treasurer, and Secretary. The Chair, Vice-Chair, Treasurer and Secretary shall each serve two-year terms and their successors shall be determined in the same manner of election as the initial Chairperson, Treasurer and Secretary.

1.6 The Executive Committee shall have the following duties:

- A. To develop bylaws or other organizational documents that will govern how the business of the ECC will be conducted.
- B. To identify opportunities and negotiate contracts on behalf of the Member Libraries and present such contracts for acceptance by in person or electronic vote.
- C. To review the operation of ECC and recommend to the Member Libraries any operational changes to ECC it deems necessary or advisable.
- D. The Executive Committee shall meet no less frequently than once per calendar quarter.

1.7 Each member of the Executive Committee shall have one vote on matters considered by that Committee. Two-thirds of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of that Committee. Any matter approved by a majority vote at a meeting of the Executive Committee shall be presented to the membership for in person or electronic approval.

1.8 An annual meeting of the membership shall be held each year on the first Thursday of March. The Chairman of the Executive Committee shall preside over said annual meeting.

1.9 Following the election of the initial Executive Committee and the subsequent appointment of the Chair, Vice-Chair, Secretary, and Treasurer, the members of ECC shall enact bylaws governing the operations of ECC and its committee(s) and officers.

SECTION TWO: MEMBER LIBRARY RESPONSIBILITIES

Each Member Library shall:

2.1 Pay the ECC or its agent, any other amounts due for online electronic content agreements ECC has entered into with approval by the Member Libraries. In the event any Member Library fails to timely pay its obligations for online electronic content within ten (10) days of the due date, the Executive Committee may suspend that Library Member's membership status. If said Library Member fails to pay the full amount due in accordance with the provisions of the Illinois Local Government Prompt Payment

Act, the Executive Committee may recommend to the membership any action it may deem appropriate, including termination of said Member Library's membership in the ECC.

2.2 Utilize all online electronic content made available to Library Members under the terms of this Agreement only as authorized in the respective online electronic content agreements which have been executed by ECC.

SECTION THREE: LIBRARY MEMBER MEETINGS AND MEMBERSHIP

3.1 The Annual Meeting of the Members shall be held on the first Thursday in March.

Written notice of each meeting of the Library Members, stating the date, time, and place of the meeting shall be delivered not less than ten (10) nor more than sixty (60) days before the date of the meeting. Notice of the meeting may be delivered by mail or electronic means. The Chair shall preside over the annual meeting of Library Members.

SECTION FOUR: INDEMNIFICATION

4.1 Each member of ECC shall indemnify and hold harmless the other members of ECC for its acts and omissions arising out of this Agreement.

SECTION FIVE: TERM OF AGREEMENT

5.1 Library Members may voluntarily terminate membership at anytime after one year of participation in ECC by providing written notice to the Chair of the Executive Committee no less than ninety (90) days prior to the proposed termination date.

5.2 This Agreement may be terminated by an affirmative vote of 2/3 of the Library Members of the ECC.

5.3 Termination of this Agreement shall not eliminate or reduce any obligation for Library Members to pay amounts due under ECC contracts signed during the terminating Library Member's membership in ECC.

SECTION SIX: RESIDUAL RELATIONSHIPS

6.1 Non-members will be allowed to continue to participate in the My Media Mall platform through the end of any contract signed before the date of this Agreement (the "Non-Member Libraries"). The

Non-Member Libraries will be liable for any payments under existing contracts but do not have voting or management rights with respect to the ECC.

SECTION SEVEN: BINDING EFFECT

7.1 This Agreement shall be binding upon and inure to the benefit of the successors and assignees of the parties as if they too were parties to this Agreement.

7.2 No party shall have the right, however, to assign this Agreement without the prior written consent of the Chair of the Executive Committee following approval by a 2/3 majority of ECC members.

SECTION EIGHT: SEVERABILITY OF PROVISIONS

8.1 The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.

8.2 The failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

8.3 The Waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.

SECTION NINE: NOTICES

9.1 All notices required hereunder (other than notice of the Annual Meeting) shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other at the party's principal administrative offices.

SECTION TEN: GOVERNING LAW

10.1 This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.

SECTION ELEVEN: EXECUTION OF COUNTERPARTS

11.1 This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION TWELVE: AMENDMENT

12.1 Except as is specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of the parties hereto duly adopted by the affirmative vote of 2/3 of the members.

12.2 This Section shall not be interpreted to preclude or limit, however, the amended or modifications of regulations, procedures or policies established by the parties hereto.

By:

President

Attest:

Secretary

EXHIBIT A
MY MEDIA MALL MEMBERS

INDIVIDUAL MEMBERS:

Alsip-Merrionette Park Public Library District
Antioch Public Library District
Benton Public Library District
Bloomington Public Library
Bloomington Public Library
Bradley Public Library District
Brookfield Public Library
Cary Area Public Library
Champaign Public Library
Cherry Valley Public Library District
Crete Public Library
Deerfield Public Library
Des Plaines Public Library
Eastern Illinois University - Booth Library
Elk Grove Village Public Library
Elmhurst Public Library
Evanston Public Library
Flossmoor Public Library
Fox Lake District Library
Fox River Grove Memorial Library
Gail Borden Public Library District
Glencoe Public Library
Glenside Public Library District
Glenview Public Library
Grayslake Area Public Library
Highland Park Public Library
Highwood Public Library
Huntley Area Public Library District
Illinois Heartland Library System
Itasca Community Library
Lake Bluff Library
Lake Forest Library
Lincolnwood Public Library District
Morton Grove Public Library
Mount Prospect Public Library
Niles Public Library
Northbrook Public Library
Palatine Public Library District
Prairie Trails Public Library District

Prospect Heights Public Library District
River East Public Library
Riverside Public Library
Rolling Meadows Library
Round Lake Area Library
Schaumburg Township District Library
Urbana Free Library
Villa Park Public Library
Warren-Newport Public Library
Wauconda Area Public Library
West Chicago Public Library
Westchester Public Library
Wilmette Public Library District
Winnetka-Northfield Library District
Wood Dale Public Library
Woodstock Public Library
Zion-Benton Public Library

MEMBERS UNDER UMBRELLA ORGANIZATION:

Allerton Public Library District
Arcola Community Unit School District #306
Arcola Public Library District
Armstrong Township High School District #225
Arthur Community Unit School District #305
Arthur Public Library District
Bement Community Unit School District #5
Bement Public Library District
Benton Public Library District
Bismarck-Henning Community Unit School District #1
Camargo Township District Library
Catlin Public Library District
Central Citizens' Library District
Champaign Community Unit 4 Schools
Charleston Carnegie Public Library
Charleston Community Unit School District #1
Chrisman Public Library
Cissna Park Community Library District
Clifton Public Library
Community Unit School District #6 of Edgar County
Danville Public Library
Donovan Community Unit School District #3

Elwood Township Carnegie Library
Georgetown Public Library
Gilman-Danforth District Library
Goose Creek Township Carnegie Library
Hoopeston Public Library District
Illinois Early Intervention Clearinghouse
Kansas Community Memorial Library
Lake Land College Library
Lakeview College of Nursing Library
Marshall Community Unit School District #C-2
Martinsville Public Library District
Martinsville Unit School District #C-3
Milford District Library
Monticello Community Unit School District #25
Moyer District Library
Newman Regional Library District
Oakwood Public Library District
Ogden Rose Public Library
Onarga Community Public Library District
Paris Carnegie Public Library
Paris Cooperative High School
Paxton Carnegie Library
Philo Public Library District
Piper City Public Library District
Rantoul Public Library
Salt Fork School District #512
Sheldon Public Library District
Shiloh Community Unit School District #1
Sidney Community Library
St. Joseph Community Consolidated School District #169
St. Joseph Township Swearingen Memorial Library
St. Joseph-Ogden High School District #305
Tolono Public Library District
Tolono Unit 7 School District
Tuscola Public Library
Villa Grove Community School District #302
Watseka Public Library
Westville Community Unit School District #2
Westville Public Library District
Willow Branch Township Library

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR MY MEDIA MALL PARTICIPATION
TO LIBRARIES FIRST

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 My Media Mall participation in the amount of \$11,325.00 to Innovation Experts
2. That My Media Mall is the consortium that allows access to eBooks, owned by all participants
3. That the eBook titles are available through OverDrive
4. That the vendor is the only source for My Media Mall
5. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$11,325.00

Approved this 20th day of June 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

LibrariesFirst

Invoice

Date	Invoice #
7/1/2017	LF6145

Bill To

Bloomington Public Library
205 E. Olive St.
Bloomington, IL 61702

Making Innovation
Affordable

P.O. No.	Terms	Due Date
BloomingtonMMM	Net 30	7/31/2017

Description	Amount
Annual Participation MyMediaMall July 1 2017 - June 30 2018	11,325.00
<u>Mail copy of invoice along with remittance to:</u> 4413 Parkway Ave McHenry, IL 60050 <u>For questions regarding your invoice, contact:</u> Skip Mosshamer 262-233-0005	

Fax #	888-752-1486
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Total	\$11,325.00
Payments/Credits	\$0.00
Balance Due	\$11,325.00

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 \$17,587.44
2. That the Ebsco Subscription Service includes 290 titles for Library customers, including magazines, newspapers, and few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$17,587.44

Approved this 20th day of June 2017

Alex Cardona, 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-F-16084-00	06-01-2017	3939	1

Subscription Renewals at current rates	16,717.30
Estimated publisher price increases	1,003.04
Less Discount for early payment	-132.90
Amount Due	17,587.44

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



June 1, 2017

SAVINGS THROUGH PREPAYMENT

We are pleased to offer you a **substantial savings** on any prepayment of more than \$10,000 toward your annual EBSCO purchases. You will find a preliminary invoice enclosed for subscriptions that includes estimated publisher price increases. This invoice can be used for prepayment purposes. 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:

June 30, 2017
July 31, 2017
August 31, 2017
September 30, 2017

Receive a Credit of:

0.75%
0.60%
0.45%
0.30%

For example, if we receive a \$10,000 payment by June 30, 2017, we will add 0.75 % of \$10,000, or \$75.00, and credit your account for \$10,075.00.

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 definitive 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 publishers' prices in effect at the time of invoicing. We suggest that payments be posted in your system against the definitive invoice and not against prices appearing on the Annual Renewal List.

If you have any questions about our prepayment program or this offer, please contact us.

Sincerely,

EBSCO Accounts Receivable
1-800-633-4604
ar@ebSCO.com

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 \$46,168.57
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: \$46,168.57

Approved on this day 20th of June 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees



Renewal Quote: 31129320170323GG
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/17 - 30/Jun/18		434.99	
M-1987	Authority Control		1	1/Jul/17 - 30/Jun/18		0.00	
M-2012	Bath Profile Compliance iLink		1	1/Jul/17 - 30/Jun/18		0.00	
M-2066	Collection Agency Interface(per institution)		1	1/Jul/17 - 30/Jun/18		580.53	
M-2345	PocketCirc Sirsi Software (Per License)		1	1/Jul/17 - 30/Jun/18		173.67	
M-2370	Reporting Module and MARC Import/Export Utilities		1	1/Jul/17 - 30/Jun/18		0.00	
M-2480	Unicom Basic Package		1	1/Jul/17 - 30/Jun/18		12,330.52	
M-2638	User Request Module		1	1/Jul/17 - 30/Jun/18		0.00	
M-2660	WorkFlows for Windows Concurrent User License		37	1/Jul/17 - 30/Jun/18		3,763.30	
M-2713	Z39.50 Version 3 Server		1	1/Jul/17 - 30/Jun/18		0.00	
12320	Symphony Web Services		1	1/Jul/17 - 30/Jun/18		0.00	
				Symphony		17,283.01	17,283.01
M-2604	Unicorn Test System Package		1	1/Jul/17 - 30/Jun/18		1,233.05	
				Test system		1,233.05	1,233.05
M-2326	Outreach Services		1	1/Jul/17 - 30/Jun/18		783.96	
				Outreach/Homebound		783.96	783.96
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)		800	1/Jul/17 - 30/Jun/18		3,854.22	
				Enriched Content-Basic Subscription		3,854.22	3,854.22
11170	Oracle Embedded License		1	1/Jul/17 - 30/Jun/18		0.00	
M-2909	Oracle Embedded Annual Support		1	1/Jul/17 - 30/Jun/18		0.00	
				Oracle Renewal		0.00	0.00
M-2016	Bibliographic and Inv. Control		1	1/Jul/17 - 30/Jun/18		0.00	
				Cataloging		0.00	0.00
M-2002	Backup Circulation		1	1/Jul/17 - 30/Jun/18		0.00	
M-2044	Circulation Control		1	1/Jul/17 - 30/Jun/18		0.00	
				Circulation		0.00	0.00
10034	SirsiDynix Symphony Universal SIP2		1	1/Jul/17 - 30/Jun/18		4,441.21	
				SIP/SIP2 License		4,441.21	4,441.21
13040	SirsiDynix eResource Central Gateway Services - Annual Subscription		1	1/Mar/18 - 30/Jun/18		1,302.21	
13137	SirsiDynix eRC Connector for OverDrive - Annual Subscription		1	1/Mar/18 - 30/Jun/18		0.00	
				E-Resource Central		1,302.21	1,302.21
11681	SirsiDynix Enterprise, Annual Subscription		1	1/Jul/17 - 30/Jun/18		5,407.51	
				Enterprise Subscription		5,407.51	5,407.51
M-2192	iBistro/iLink Suite		1	1/Jul/17 - 30/Jun/18		0.00	
				SirsiDynix PAC		0.00	0.00
11175	Consulting - API, Annual Recurring Services Package		1	1/Jul/17 - 30/Jun/18		7,326.44	
				API Services		7,326.44	7,326.44
10158	Dell Level 1 Production Server Package, Rack, Windows, 1 CPU	2L98Q22	1	1/Jul/17 - 30/Jun/18	29/Sep/19	1,585.73	
				Hardware Peripheral-Server		1,585.73	1,585.73
11331	SirsiDynix Operating System Support per Server		1	1/Jul/17 - 30/Jun/18	29/Sep/19	2,951.23	
				Software Renewal-OS support		2,951.23	2,951.23
				Total		46168.57	46,168.57

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:
 Gina Guido
 Gina.Guido@sirsidynix.com

 Signature

 Date

 Please Print Name and Title

A RESOLUTION TO APPROVE AND
AUTHORIZE PAYMENT FOR US MAJOR DAILIES AND ELIBRARY
TO PROQUEST

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

1. That the Library approve payment for US Major Dailies and eLibrary to Proquest in the amount of \$16,175.00
2. That the Library will receive a 20% discount from Proquest for the purchase of US Major Dailies
3. That the usage for the current package (consisting of US Major Dailies, Research Library, and Historical Chicago Tribune) through Proquest is not enough to justify the cost
4. That eLibrary provides full text coverage of all its resources, which will be especially helpful to junior high and high school students, since the schools have cancelled their subscriptions to most of the online databases
5. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$16,175.00

Approved this 20th day of June 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Package of services including US Major Dailies and eLibrary. US Major Dailies gives online access to five major newspapers, including:

1. Chicago Tribune
2. Los Angeles Times
3. New York Times
4. Washington Post
5. Wall Street Journal

eLibrary is a research resource aimed toward high school students. All resources are full text. It also includes many multimedia resources like video. Reference resources include major publishers like Dorling Kindersley, Oxford University Press, Encyclopedia Britannica, World Book, and Houghton-Mifflin.

Qty: 1

Single Source (Y/N): N

1. **Vendor Name:** US Major Dailies and eLibrary from ProQuest

Vendor Remit Address: 789 E Eisenhower Pkwy, Ann Arbor, MI 48108

Vendor Email Address: Bill.Brauer@proquest.com

Vendor Number: 800-521-0600 x74091

Quote Amount (include Shipping, where applicable): \$16,175

If not Single Source, at least two additional quotes needed:

2. **Vendor Name:** US Major Dailies, Research Library, and Historical Chicago Tribune from ProQuest

Vendor Remit Address: 789 E Eisenhower Pkwy, Ann Arbor, MI 48108

Vendor Email Address: Bill.Brauer@proquest.com

Vendor Number: 800-521-0600 x74091

Quote Amount (include Shipping, where applicable): \$36,760

3. **Vendor Name:** New York Times Digital Solution from New York Times (Quote not available from Chicago Tribune and 3 other major newspapers)

Vendor Address: 620 Eighth Avenue, New York, NY 10018

Vendor Email Address: barbara.adams@nytimes.com

Vendor Number: 216-287-8216

Quote Amount (include Shipping, where applicable): \$1,606.80

4. **Vendor Name:** Ultra Online from EBSCO

Vendor Address: 10 Estes St. P.O. Box 682, Ipswich, MA 01938

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Vendor Email Address: lgriffin@ebSCO.com

Vendor Number: 800.653.2726 ext. 2457

Quote Amount (include Shipping, where applicable): \$4,000

Recommendation (Include Justification): Our recommendation is to select quote #1 (US Major Dailies and eLibrary from ProQuest). By purchasing US Major Dailies and eLibrary together, we are receiving a 20% discount on US Major Dailies; this package provides the most value for the money.

The Library currently subscribes to the package reflected in quote #2 but Historical Chicago Tribune and Research Library are not used enough to justify their cost. Switching to a package including US Major Dailies and eLibrary will provide patrons with online access to five major newspapers (The New York Times, Washington Post, Los Angeles Times, Chicago Tribune, and the Wall Street Journal) and still provide a full-text resource of reference materials at half the cost.

eLibrary provides full text coverage of all of its resources, which include prominent publishers of reference materials; this is especially important for middle and high school students, since Bloomington Junior High School and Bloomington High School have cancelled subscriptions to most of their online research databases. In comparing this resource with Research Library, we feel that eLibrary is more appropriate for our service population and will be utilized more. The closest comparison from another vendor is Ultra Online from EBSCO (Quote #4) but many of the resources from EBSCO's Ultra Online are from obscure publishers and are only available as Abstracts and Indexes, so patrons do not actually have access to the full resource as they would with eLibrary.

The full US Major Dailies package is not available online through any other vendor and it appears that only the New York Times allows for direct purchase (Quote #3). The only way that our patrons will have online access to these newspapers is through US Major Dailies.

Prepared by: Rachel Park

Date: 06/01/2017

Department Manager Signature:

Carol E. Jones

Date:

6/13/17

Director: Approve/Deny

Date:

6/13/17

Initials

CH

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Subscribing Institution: Bloomington Public Library	Authorization by ProQuest LLC (Licensor):
Authorization by Customer (Licensee):	
Signature: _____ Name: _____ Title: _____ Date Signed: _____	Signature: _____ Name: _____ Title: _____ Date Signed: _____

Q-00174076 US1675528

Product Name	Code	Start Date	End Date	Price
US Major Dailies	USMAJORDAILIES	6/1/2017	5/31/2018	\$ 7,400.00 USD
eLibrary Public Library	ELPLIB	6/1/2017	5/31/2018	\$ 8,775.00 USD
				Total Price: \$16,175.00 USD

Product Notes:

Additional Information:

Customer is cancelling HNP CH Trib, & Res Library. 20% discount on Maj Dailies for adding EL.

Billing Information:

Please review your billing address to ensure its accuracy.

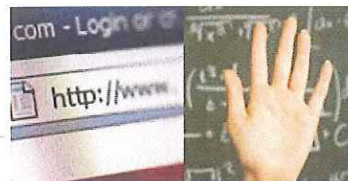
Rachel Park
rachelp@bloomingtonlibrary.org
Carol Torrens***
carolt@bloomingtonlibrary.org
Bloomington Public Library
205 E Olive St Bloomington IL United States 61701

Shipping Information:

Please confirm the shipping address is accurate.

Rachel Park
rachelp@bloomingtonlibrary.org
Carol Torrens***
carolt@bloomingtonlibrary.org
Bloomington Public Library
205 E Olive St Bloomington IL United States 61701

Infinite. Information. Innovations.



ProQuest Collection Development Investment Summary

for

**Bloomington Public Library
Attention: Rachel Park
June, 2017 Renewal**

Subscription Term	Product Description	Renewal Price
6/2017 – 5/2018	Historical Chicago Tribune	\$8,910
6/2017 – 5/2018	Research Library	\$18,600
6/2017 – 5/2018	U.S. Major Dailies	\$9,250
	TOTAL:	\$36,760

Customer Signature

Presented by:

Bill Brauer

Bill.Brauer@proquest.com

800-521-0600 X74091

June 1, 2017

6/13/2017

Mail -

The New York Times Digital Solution for Public Libraries

Adams, Barbara ·

Mon 12/5/2016 7:21 PM

Databases

To: Rachel Park

 1 attachments (241 KB)

NYT_Bloomington.pptx;

Rachael,

Thanks for taking time out of your busy day to learn more about the New York Times Digital Solution for Public Libraries. As a community resource, [The New York Times Digital Solution Program](#) enables your library to offer direct, digital access to NYTimes.com on-site and remotely. Our existing public library customers find that their patrons love having direct access to the trustworthy content found on NYTimes.com, such as articles, interactive multimedia, opinion and educational content and more.

I am sending you a proposal for your consideration to have unlimited on-site digital access to the NYTimes.com for your patrons and staff at all branch locations. For off-site access we offer two options for your consideration. Option one works with EZproxy and you will have 10 off-site (24 hour) Group Passes. Option two is a code that carries 10,000 (per year) redemptions (72 hour) access that offers off-site unlimited digital access to your home-bound patrons or library patrons that prefer to access digital resources remotely 24/7. We provide marketing support for the program with book marks and press releases for you to announce the program on social media. The cost for the program for a population of 76,000 along with unlimited access for branch locations is **\$1,606.80 annually.**

Thank you for your consideration. I will call you to follow-up after you've had an opportunity to review.

Best regards,
Barbara

--

Barbara Adams, Sales Manager

Corporate Digital Solutions

The New York Times

www.nytimes.com/corporate

6/13/2017

RE: EBSCO Service similar to eLibrary - Rachel Park

RE: EBSCO Service similar to eLibrary

Leah Griffin ·

Tue 5/30/2017 9:21 PM

To: Rachel Park

Hi Rachel,

I hope that you're having a good week so far. Sorry about the delay getting back to you. Here is some information/quotes/trials below that I think you'll like. If you have any questions for me, please do not hesitate to contact me. Thank you!

<https://www.ebscohost.com/us-high-schools/ultra-online-package>

You do have the option to save documents to google which I don't believe Elibrary can do.

Ultra Online Package Quote: \$4,000.00

Ultra Online Package Trial:

<http://trial.ebscohost.com>

Regards,

Leah Griffin X2457

Account Executive

EBSCO Information Services

EBSCO

