

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 21, 2013

4:30 p.m.

Vice President Presiding
Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Election of Officers
- V. Approval of Minutes
 - A. April 16, 2013
- VI. Vice President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
- XI. Unfinished Business
- XII. New Business
 - A. Possible Appointment to BPL Foundation Board
 - B. Approve Plan for Outreach Area
 - C. Waive Three-Quote Requirement to Purchase Public Access Software Packages
- XIII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

April 16, 2013

4:30 p.m.

Minutes

- I. Call to Order
President Burton called the meeting to order at 4:35pm.
- II. Roll Call
MEMBERS PRESENT: Wilma Bates, Patsy Bowles, Peggy Burton, Jan Kibler, Carol Koos, Blake Mier, Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: Narendra Jaggi

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Laura Golaszewski
- III. Introductions/Public Comment
President Burton introduced Laura Golaszewski, the new Circulation Manager.
Director Bouda shared that Laura comes to us from the Champaign Public Library, where she was the Circulation Supervisor.
- IV. Approval of Minutes
A. March 19, 2013
CAROL KOOS MOVED, CATHY PRATT SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 19, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Burton stated that this will be her last Board meeting as President. She went on to say that she will be assisting Director Bouda with the history of the studies regarding the Branch to be presented to the new Mayor.
- VI. Director's Report
Director Bouda shared that Jan Kibler's Book Club came to the Library to meet with her, took a little tour of the Library, and viewed Narendra Jaggi's Power Point presentation of the synthesis of the studies.
Director Bouda stated that this is National Library Week and next week is National Volunteer Week. In honor of their service to the Library, the Board members are being given the BPL water bottles filled with candy.
Director Bouda distributed a very positive "Letter to the Editor." The young man mentioned in the letter is our very own Justin Lomelino whose role it is to assist folks with any computer questions/problems they may have.
Director Bouda distributed the letter received from Secretary of State stating the Library will be receiving their Per Capita Grant.
Director Bouda stated that by tomorrow the Library should reach the 1.5 million mark for items circulated this fiscal year. She went on to say that pins have been ordered for staff to wear on their lanyards in celebration of this milestone.

Director Bouda stated that about 8,000 Holds are pulled each month and that additional shelving has been added to accommodate the increase in Holds. With the new Holds shelving, the public fax machine was displaced. The vendor provided fax machine was costing the Library money, so it will be replaced by 2 scanners attached to public computers so that customers may scan their document and email it rather than fax it, with no cost to them.

Director Bouda stated that she and Caprice Prochnow have been working on obtaining an energy assessment of the building, with the initial focus being on the boiler, and the rest of the building to be done in the summer. Director Bouda distributed the SEDAC Boiler Analysis which shows the boiler as being about 60% efficient. The report suggests the boiler be replaced with at least two small boilers. State Grants are available for this type of thing. She also shared that the Controls system for the HVAC system is very ineffective and needs to be replaced as well. Director Bouda and Caprice Prochnow are exploring different options, one of which is performance contracting.

Director Bouda shared that the \$50,000 grant from the State of Illinois has not yet been received. She shared that the plan is to add another meeting room in what used to be the Outreach area. Joyce from Francois Associates is working on a CAD drawing to make the most of this space for a meeting room and storage area.

Director Bouda shared that BPL is one of four libraries in Illinois to be picked for Illinois Humanities Council Grant. The grant is for a family literacy program called Prime Time. Since the Community Room is so well used, the first available six consecutive week time slot for the program will be in Spring of 2014.

VII. Fiscal Report

Kathy Jeakins stated that revenues are at almost 98% and the expenses are at almost 82%. The Library has received the check from the Foundation for \$14,800.00 for the 2012 Summer Reading costs, but Kathy did not get it into the deposit in time for this report. She entertained questions.

Cathy Pratt asked about the IMRF being overspent. Kathy Jeakins explained that this was due to staff that have left or retired from the Library that had both fairly high salaries and vacation payouts.

VIII. Approval of Bills

CATHY PRATT MOVED, JAN KIBLER SECONDED, TO APPROVE THE BILLS LIST FROM MARCH 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.04 A"

IX. Committee Reports

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet.

C. Nominating Committee

1. Present FY14 Slate of Officers

Patsy Bowles presented the Slate of Officers and assured that all have been contacted and are willing to serve, if they are elected. The FY14 Slate of Officers is Blake Mier for President, Narendra Jaggi as Vice President, Wilma Bates for Treasurer and Jan Kibler as Secretary.

PATSY BOWLES MOVED, CATHY PRATT SECONDED TO APPROVE THE FY14 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Approve May 2013 through December 2013 Meeting Dates

Cathy Pratt questioned why the Board meetings have always been scheduled between the two Council meetings. Discussion then ensued as to whether it should be considered to have the meeting every third Tuesday for ease of scheduling.

PATSY BOWLES MOVED, CATHY PRATT SECONDED TO APPROVE THE AMENDED MEETING DATES WITH THE CHANGE OF OCTOBER 15 RATHER THAN OCTOBER 22.

See Attachment "XI.A"

B. Approve Recommendation to Foundation to Fund 2013 Summer Reading Program Costs, Reimbursement # 1, in the Amount of \$1,062.68

Director Bouda stated that money has already been spent on the 2013 Summer Reading Program and they are asking the Foundation to pay for this first amount. The Library will present another set of bills at the end of Summer Reading. We are asking this because of the May 1 fiscal year.

JAN KIBLER MOVED, WILMA BATES SECONDED, TO RECOMMEND THAT THE FOUNDATION FUND 2013 SUMMER READING PROGRAM COSTS, REIMBURSEMENT #1, IN THE AMOUNT OF \$1,062.68.

AYES: WILMA BATES, PATSY BOWLES, PEGGY BURTON, JAN KIBLER, CAROL KOOS, BLAKE MIER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NARENDRA JAGGI

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B"

C. Discussion of Proposed Operating Budget & Plan of Service for Potential Branch

President Burton reviewed with Board members what was included in the proposal as far as building size, hours of operation, staffing, what services will be offered, "add on" type construction and locale of a Branch.

Director Bouda shared that this is essentially a draft, just to determine if this is what the Board members consider to be a "modest" branch. This information was compiled in response to a request from Councilmen Sage, McDade and Fazzini at our last committee meeting. The hours of operation and staffing needed would be subject to change based on the service levels provided.

XII. Adjournment

President Burton adjourned the meeting at 5:39pm.

Next Meeting Date

May 21, 2013

2013.04 A

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 16, 2013



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	13,259.36
Bloomington Public Schools	Adult Books	225.00
CDW Government	Computer Supplies	3,520.46
CDW Government	Office Supplies	385.15
Cengage Learning	Adult Books	49.92
Central Catholic High School	Adult Books	180.00
City of Bloomington	Dental Insurance	830.08
City of Bloomington	FICA	9,750.30
City of Bloomington	Fuel	576.40
City of Bloomington	Health Insurance-HMO	7,114.58
City of Bloomington	Health Insurance-PPO	17,659.40
City of Bloomington	IMRF	21,128.41
City of Bloomington	Life Insurance	225.32
City of Bloomington	Medicare	2,381.71
City of Bloomington	Payroll	232,536.05
City of Bloomington	Vision Insurance	193.42
City of Bloomington	Water	450.90
Custom Digital Imaging	Printing/Binding	688.75
Douglass, Constance	Travel	7.98
Ebsco Subscription Service	Public Access Software	4,878.00
Evergreen F.S.	Other Property Maintenance	130.00
Frontier	Telecommunications	861.00
Gale Group	Adult Books	1,703.28
Golden Prairie Public Library District	Adult Books	105.26
Handley, Robert (Photography)	Other Purchased Services	18.75
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	134.70
Innovation Experts	Other Purchased Services	205.00
Johnson Controls	Building Maintenance	6,976.86
Library Ideas LLC	Adult Books	9,000.00
Lower, Mickey	Other Purchased Services	200.00
McLean County Chamber of Commerce	Membership Dues	400.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	440.00
Midwest Tape	A/V Materials	1,797.92
Miller Janitorial Supply	Janitorial Supplies	554.86
Nicor/Northern Illinois Gas	Natural Gas	5,196.11
Oberlander	Telecommunications	48.50
Officemax	Library Supplies	176.22
Officemax	Office Supplies	58.09
Praxair Distribution, Inc.	Rentals	13.65

Prenzler Outdoor Advertising
 Proquest LLC
 Rainbow Book Co.
 Random House, Inc.
 Ricoh, USA, Inc.
 Rios, Jesus
 Ron Smith Printing Co.
 Taylor, Pamela (Seastar Aquascapes)
 Tea Ladies, Inc.
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Weber Electric, Inc.
 West Publishing
 Wilson, Jim (A-1 Security Locksmith)
 VISA - 1000Bulbs.com
 VISA - A-1 Security Locksmith
 VISA - AbeBooks.com
 VISA - AED Superstore
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Babbitt's Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Beehive Tea Room Café
 VISA - Ben & Jerry's
 VISA - Benihana
 VISA - Dell Marketing L.P.
 VISA - Dell Marketing L.P.
 VISA - Demco
 VISA - Denver Chophouse & Brewery
 VISA - Don Smith Paint Co.
 VISA - Engraving Express
 VISA - Evacuomstore.com
 VISA - Five Star Water
 VISA - Frontier Airlines
 VISA - Gamestop
 VISA - Gaylord Brothers, Inc.
 VISA - Hazelwood Gift Shop
 VISA - Heartland Community College
 VISA - Hilton Food & Beverage
 VISA - Hilton Hotel
 VISA - Hobby Lobby
 VISA - Ingram

Advertising	325.00
Public Access Software	1,090.00
Juvenile Books	1,214.55
A/V Materials	78.75
Rentals	1,430.00
Other Purchased Services	300.00
Printing/Binding	120.00
Other Purchased Services	50.00
Other Purchased Services	225.00
Building Maintenance	27.21
Other Purchased Services	510.15
Library Supplies	2,173.96
Computer Supplies	269.97
Miscellaneous Expenses	316.52
Building Maintenance	231.45
Adult Books	756.00
Building Maintenance	70.00
Building Mtnc Supplies	96.69
Building Mtnc Supplies	5.00
Adult Books	34.98
Employee Relations	1,819.85
Adult Books	87.15
A/V Materials	250.16
A/V Materials	224.92
Adult Books	195.65
Janitorial Supplies	35.99
Professional Development	135.00
Adult Books	55.00
A/V Materials	7,534.05
Adult Books	12,430.25
Juvenile Books	4,169.13
Employee Relations	99.95
Travel	17.49
Travel	4.10
Travel	20.00
Computer Supplies	2,596.00
Office/Equipment Mtnc	716.00
Other Purchased Services	104.26
Travel	21.85
Building Mtnc Supplies	37.90
Office Supplies	48.00
Janitorial Supplies	8.69
Miscellaneous Expenses	50.01
Travel	40.00
A/V Materials	1,267.22
Library Supplies	219.84
Travel	5.76
Professional Development	95.00
Travel	18.35
Travel	716.12
Other Purchased Services	55.96
Adult Books	1,822.30

VISA - JoAnn Fabric	Library Supplies	22.94
VISA - LD-4InkJets	Computer Supplies	1,399.80
VISA - Library Store, Inc.	Other Purchased Services	48.68
VISA - Maker Media	Computer Supplies	250.12
VISA - McLeod	Telecommunications	134.26
VISA - Miller Janitor Supply	Janitorial Supplies	59.48
VISA - Monoprice	Computer Supplies	119.29
VISA - NewEgg.com	Computer Supplies	672.12
VISA - Office Depot	Library Supplies	43.96
VISA - Oriental Trading Co.	Other Purchased Services	241.00
VISA - OverDrive	Adult Books	6,000.00
VISA - Paypal*Illinois Library Association	Other Purchased Services	58.63
VISA - Paypal*Route 66 Association of Illinois	Membership Dues	50.00
VISA - Puzzle Warehouse	Employee Relations	69.99
VISA - Scilia Pizza	Travel	5.98
VISA - Sprint	Telecommunications	309.01
VISA - Stu Stumps	Other Purchased Services	438.85
VISA - Tailwind BMI	Travel	11.40
VISA - Uline Shipping Supply Specialists	Uniforms	45.94
VISA - USPS	Postage	12.83
VISA - Wal-Mart	Building Mtrc Supplies	25.24
VISA - Wal-Mart	Janitorial Supplies	61.03
VISA - Wal-Mart	Library Supplies	30.85
VISA - Wal-Mart	Miscellaneous Expenses	43.92
VISA - Wal-Mart	Other Purchased Services	55.74
VISA- Target	Other Purchased Services	3.74
Total		398,503.37

XI. A.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 2013 – DECEMBER 2013

Meetings begin at 4:30 p.m.
In the Bloomington Public Library Board Room

May 21, 2013

June 18, 2013

July 16, 2013

August 20, 2013

September 17, 2013

October 15, 2013

November 19, 2013

December 17, 2013

The City of Bloomington has requested that meeting dates be set by calendar year rather than fiscal year.

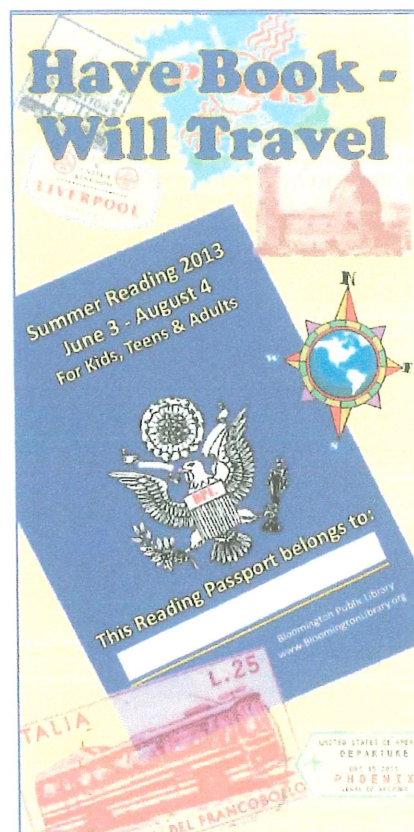
2013 Summer Reading Program Costs

The annual Summer Reading Program will take place from June 3 through August 4, 2013. Attached is a list of costs by category detailing items that have been purchased thus far for the program. Funds have been turned over to the Bloomington Public Library Foundation and the Library is now requesting reimbursement for those costs, as specified in the Agreement between the Friends and the Bloomington Public Library. "... The restricted account in the name of the Foundation shall be distributed for the benefit of the summer reading program at the rate of fifteen thousand dollars per year with an annual ten percent increase until all the funds have been extinguished. The funds held in the restricted account shall be used for no other purpose."

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation reimburse the Bloomington Public Library for the costs that have occurred thus far for the 2013 Summer Reading Program in the amount of \$1,062.68.

Approved on this 16th day of April, 2013.

Peggy Ann Burton
Peggy Burton, President



Summer Reading Program
2013

Item	Budgeted Amount	Actual Spent
Zoo Tickets	7000	-
Décor	700	858.18
Staff T-Shirts	500	-
Sub-Total	8200	858.18
Children's:		
Treasure Chest Prizes	2400	-
Tween Programming	300	-
Children's Progams	100	-
Sub-Total	2800	-
Teens:		
Prizes	1100	54.50
Grand Prize		-
Party	400	-
Programming	500	-
Sub-Total	2000	54.50
Adults:		
Gift Card Prizes	500	125.00
Summer Concerts	1300	-
Sub-Total	1800	125.00
End of SRP Party:		
Performer	1000	-
Prizes	600	-
Sub-Total	1600	-
Other Costs	100	25.00
Grand Total	16,500	1,062.68

Bloomington Public Library Director's Report May 2013

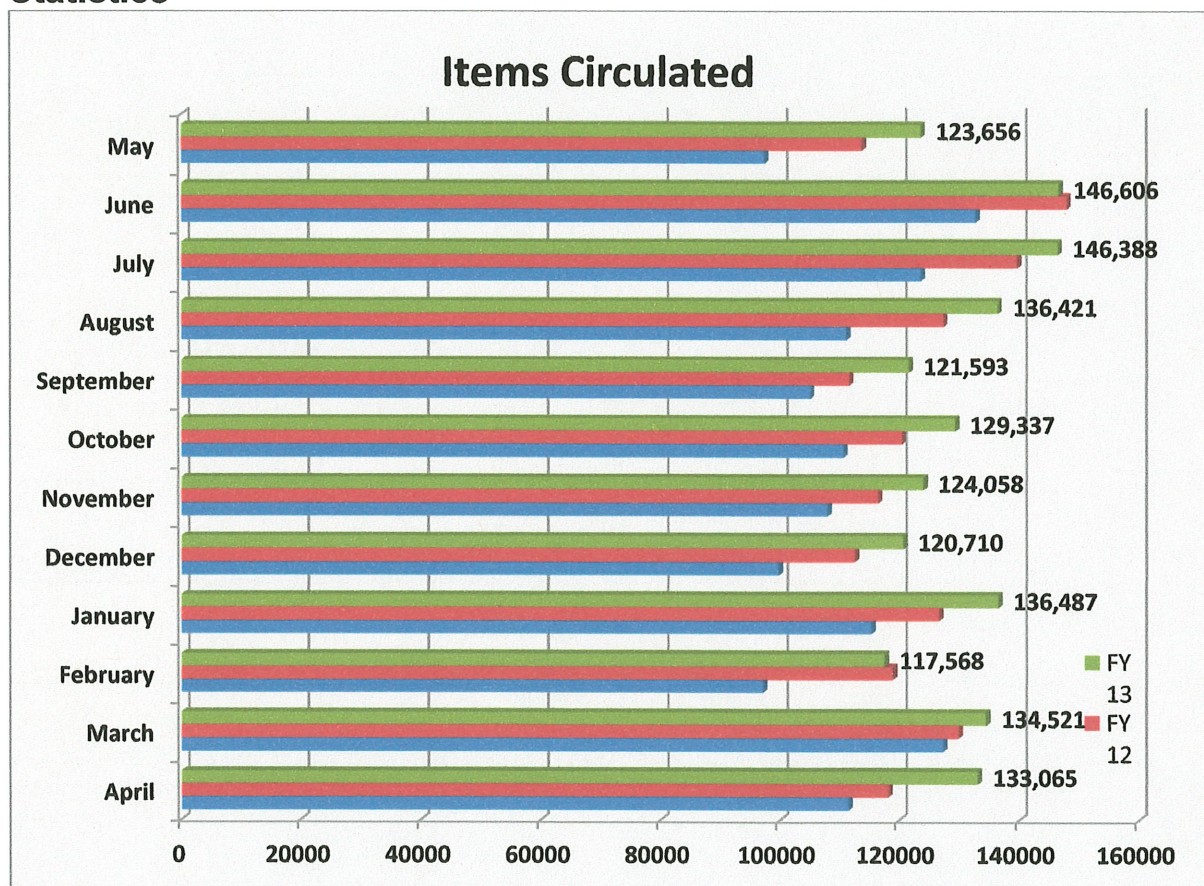
1. Chamber Business Before Hours

The Library is again going to host a Business Before Hours. Our date is Wednesday, May 22 from 7 to 8:30AM. Please join us!

2. Summer Reading

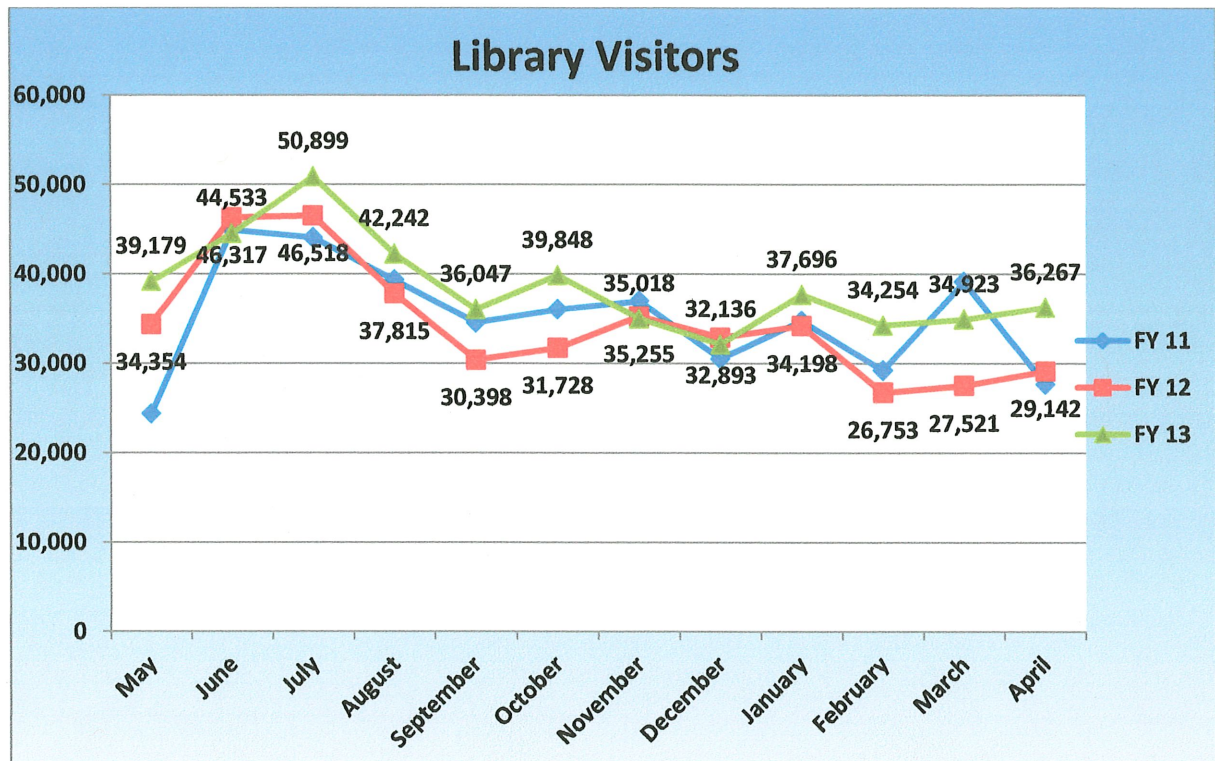
The booklets are printed, the programs are planned, and the t-shirts are here. Registration for Summer Reading starts Monday, June 3rd. Have book, will travel!

3. Statistics



The Library lent 133,065 items in April, an increase of 12.5% from the 118,245 items borrowed in April 2012. This brings our cumulative circulation for the year to 1,570,410, a new record and an increase of 5.8% for the year. This milestone was celebrated with several different flavors of popcorn from the new popcorn store and lanyard pins celebrating the team effort that is required to reach a milestone like this.

There were 36,267 visitors to the Library and Bookmobile in April, a 19% increase from the 29,142 visitors in April 2012, bringing the total for the year so far to 463,042 or an average of 38,586 per month. Staff answered 4723 questions from customers this month for a total of 73,836 for the fiscal year.



Programs and Attendance in the month of April:

Children

Lapsit – 84 attended – 8 sessions
 Toddler story time – 83 attended – 4 sessions
 Preschool story time – 142 attended – 5 sessions
 2nd Saturday story time – 25 attended
 Wiggle Gigggle evening story time – 20 attended
 Money Smart Week story time – 10 attended
 2nd Monday Story Club – 6 attended
 Tails for Tales – 30 attended – 2 sessions
 Dia – 229 at magic show, estimated 600 overall
 Irving K visit – 42 attended – 2 classes
 Sheridan K visit – 44 attended
 Milestones Preschool visit – 15 attended
 Visited Katie's Kids – 70 attended
 Visited Brigham Head Start – 50 attended
 Books Alive – 130 attended
 Visited Little Jewels – 101 attended

Teen

The Teen Librarian visited these junior highs for book talks called Books & Bites. The number of kids at each: Chiddix-69; Evans-38; Kingsley-67; Parkside-104.

Teen Advisory Board – 1 session – 0 attended

Anime Now – 2 sessions – 17 attended

Book Brags (teen discussion of favorite books) – 1 session – 0 attended

Knitting for Teens – 1 session – 2 attended

Sleek Sassy Sophisticated Up Dos – 1 session – 12 attended

Game Fest – 1 session – 7 attended

Adult

Fiction – 1 session – 11 attended

Mystery Book Club – 1 session – 9 attended

Non-Fiction Book Club – 1 session – 7 attended

Wednesday Night at the Movies – 4 sessions – 36 attended

Social Media Marketing – 1 session – 5 attended

Searching for your Ancestors – 1 session – 18 attended

Smart Money Week children's storytime – 1 session – 10 attended

Smart Money Week Brown Bag Lunch – 1 session – 8 attended

Grandma, Grandpa, and Me Movie – 1 session – 2 attended

4. Digital Media Lab

Our new Digital Media Lab is open! It has received media coverage from TV-10 (ISU), The Vidette (ISU), The Pantagraph, and WJBC. The Lab contains a large display Apple Macintosh computer with the newest version of iOS and iLife, Adobe's Creative Suite (Photoshop, Dreamweaver, Illustrator, InDesign, Flash, Fireworks, and Bridge), and Apple's flagship video editor Final Cut Pro X. The lab also contains a Wacom drawing tablet, a scanner, a photo scanner, a VCR connected for video importing, and a USB Microphone.

Justin Lomelino prepared most of the instructional videos for the equipment in the lab and will offer assistance when he can. The lab has a collection of application-specific books available, as well as his database of instructional videos.

5. Staff Development Day

I want to thank the Board for allowing us to be closed on the morning of May 2. Staff felt the Staff Development Day was very helpful. At 8:30am Officer White from the Bloomington Police Department joined us to conduct a mock shooter incident. After the practice, he gave us his reactions and suggestions. At 9:30am diversity trainer, Catherine Popowits, took over and did an excellent job with exercises and discussion on the topic of diversity.

Respectfully submitted,
Georgia Bouda, Director

Final Report to Library Board on Business Plan FY12/13

May 2013

The text in blue is an update on the progress toward accomplishment of the goals of the Business Plan during the past fiscal year:

1. GOAL—To expand the library's locations to meet the demands of the community.

The Library was able to transfer \$351,525 to the Capital Reserve Fund in this budget year. This represents the money budgeted, \$259,224, plus one-half of the unspent balance of this year's Operating and Maintenance budget per our policy of \$92,301, for the total of \$351,525.

Anders Dahlgren of Library Planning Associates was hired to do the needs assessment study and long range plan for the Library. This plan was completed in fall 2012. The plan recommended an east side branch as a potential solution for meeting the Library's space needs. His work was also supplemented by a phone and online survey conducted for the Library by the Action Research Center at IWU. The City Council Liaison Committee asked us to provide more information on the size, costs, and services of the proposed branch. This was presented to the Board for discussion in April.

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

Services

The Library continues to partner with many community groups. Staff Development Day this year focused on diversity and how to meet the needs of our diverse community. Some of the Library's materials are also available in Spanish.

While we continue to use roaming reference, the use of tablets has not been as successful as we had hoped. It is difficult to maintain the needed connection to SIRSI to make their use reliable.

Purchase of a new bookmobile had to be postponed due to the resignation of our Circulation and Outreach Manager. This is a large and complex purchase which we will hope to accomplish next fiscal year.

Collections

The Library continues to add to its eBook collection. An additional \$10,000 was diverted this year to purchase additional ebooks on Overdrive. Our own children's eBooks, in addition to those in the consortium, have been purchased this year for the first time. Usage of the Overdrive collection averages about 3000 to 3500 check outs per month. Freeding, an additional eBook platform, was initiated in May 2013.

The entire database collection was evaluated based on use and several databases were cancelled due to lack of use.

Zinio, a digital magazine service, was initiated this year. It is easy to use and gaining users every month. It provides full color, full page magazines through the Zinio app to your device. About 350 to 450 magazines are used per month. A huge positive is that it allows simultaneous use. It has been promoted via both radio ads (Cities 92.9, The Bull, Fox Sports News, WJBC, B104, and WBNQ) and a month-long Pantagraph online ad.

BPL circulation for FY13 was 1,570,410, an increase of 5.8%, for the year. This was recognized in the Dahlgren study as very high circulation for a library of our size. This high circulation is possible because of our technology, primarily the sorter and self checks, which enable materials to be checked in and returned to the shelves in less than 24 hours. The average this fiscal year was 38,000 visitors to the Library every month.

BWI was sold to Baker & Taylor this past year and this presented a setback in the use of standing orders for children's materials. We are optimistic that the issues have been resolved and the use of standing orders across both adult and children's selectors will go more smoothly next year.

Programs

The Library participated in National Library Week in April, Library Card Sign-Up Month in September, and Banned Books Week in October to raise awareness of the Library. We partnered with Normal Public Library for Tale for Two Cities, reading *To Kill a Mockingbird*, and had a very successful Summer Reading program with 7840 participants and 4471 completing the program. Dia de los Ninos, Dia de los Libros was again a huge success with over 600 children and family members participating.

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

The Staff Development Committee continues to offer its very helpful mini training sessions each month. Tips for using Outlook were very helpful and well attended by staff. The Committee also planned our very successful Staff Development Day on diversity with trainer, Catherine Popowits. All departments are still working to develop content and utilize our new SharePoint software.

New performance review forms have been developed for Department Manager and Librarian I positions. The new forms offer greater flexibility and continued focus on accomplishment of Library goals. The HR Manager has created templates for rejection letters, reference checks, job offer letters and general interview questions.

An active shooter policy was created and a practice incident was included in our Staff Development Day. Safety drills for fire and tornado are held annually.

4. GOAL - To work effectively through the use of technology

Implementation of MUNIS, the City's enterprise software, is still ongoing.

The Library continues to collect patron's email addresses to be able to remind them of holds and due date notifications.

The Marketing Manager utilizes Facebook and Twitter to promote the Library's programs and services.

The IT Manager was able to install nine video surveillance cameras throughout the Library. The security staff have found them to be extremely helpful to identify people that have caused problems in the library.

Laptops are used daily by patrons. Lately three laptops have been dropped causing significant damage to them. Users, while responsible for the damage, are not likely to pay. Tablets, a more cost effective alternative, have been purchased to try in the TeenZone.

The Digital Media Lab was opened this May and offers top of the line equipment and software for use by customers. Tools that would not be accessible to the average person are available in the Lab to use for their projects.

The Library offers truly outstanding programs for teens that utilize the very latest technology, like our 3D printer. This is only possible because of our outstanding IT Manager and his staff.

A new Webmaster was hired this year and work is again underway to improve our website.

Outstanding projects are to train an additional Sirsi administrator and find software that will facilitate digitization of our Pantagraph index.

5. GOAL - To administer a cost-effective public library

The Library again applied and was awarded Project Next Generation and Per Capita grants. The Library was also awarded a \$50,000 grant from the state of Illinois.

The Library has had several successful fundraising events this year. Putt with the Prose went very well and netted \$4360. All of the tickets for the Wine Gala at Fresh Market were sold raising \$6000 for the Foundation. The Library's Book Shoppe was opened in June 2012 and has raised \$15,203 this fiscal year. The books that are not sold are sent to B Logistics and so far we have made \$3,367 from that. The Book Shoppe utilizes volunteers to collect donations and stock its shelves.

Volunteers are also used to assist with many programs, such as movies and story times.

The sorter, self checks, and RFID tags continue to free up staff to work with the public, providing better customer service.

BLOOMINGTON PUBLIC LIBRARY
FY 2013 FISCAL REPORT

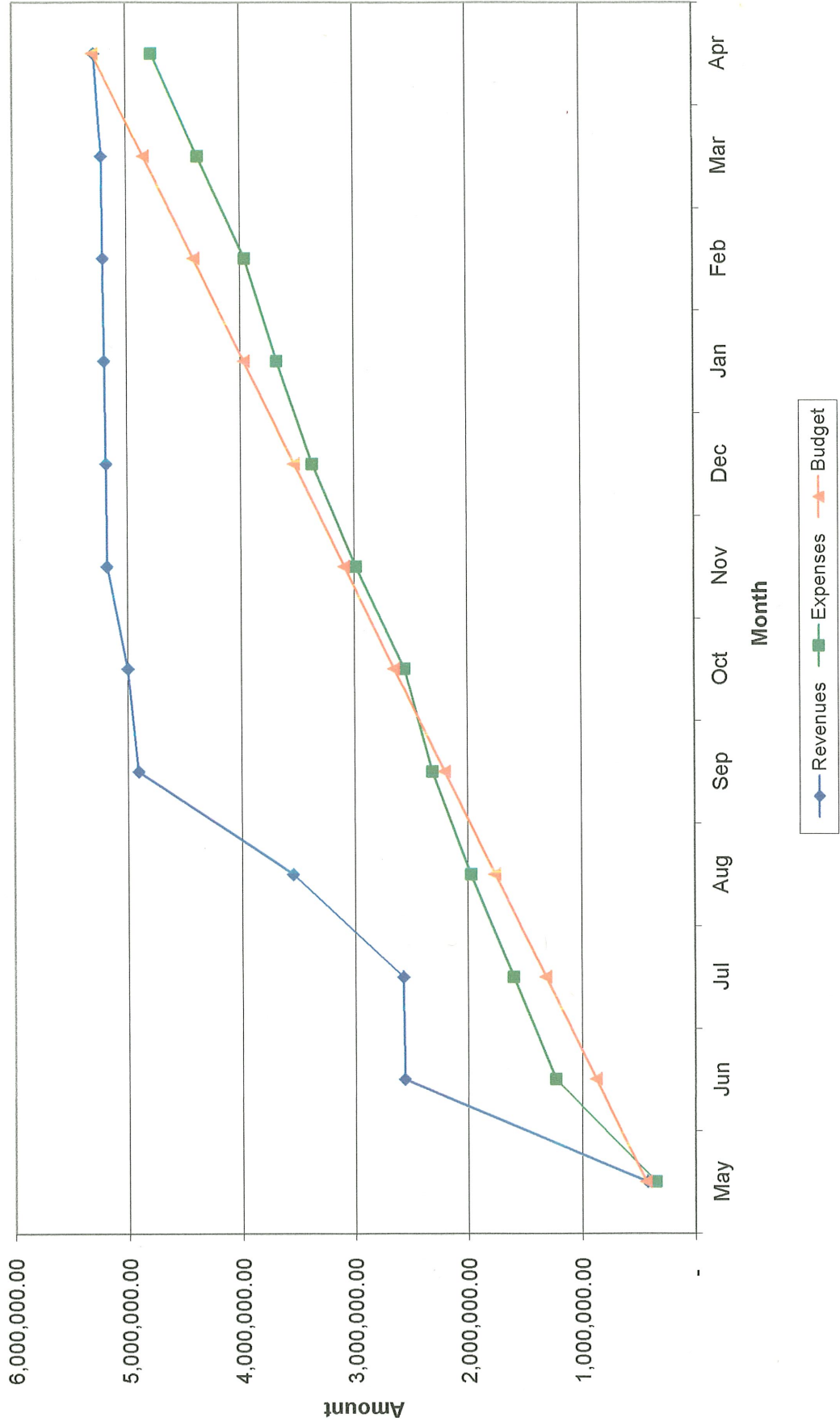
REVENUES:

ACCT NAME	BUDGET	APR 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,519	0.00	4,512,534.79	(984.21)	100.0
Replacement Tax	130,400	30,400.00	130,400.00	0.00	100.0
State Grants	77,000	0.00	0.00	(77,000.00)	0.0
GPPLD	380,000	0.00	364,807.67	(15,192.33)	96.0
Fees & Rentals	70,000	7,379.43	76,508.22	6,508.22	109.3
Copies	3,600	521.70	4,202.45	602.45	116.7
Interest on Investments	4,500	94.79	4,011.30	(488.70)	89.1
Interest from Taxes	0	0.00	64.66	64.66	-----
Sale of Property	1,000	240.00	1,670.00	670.00	167.0
Donations	19,000	15,055.00	18,195.89	(804.11)	95.8
Other Private Grants	0	0.00	820.95	820.95	-----
Cash Over/Short	0	(61.25)	(115.51)	(115.51)	-----
Other	13,000	3,588.58	33,304.85	20,304.85	256.2
From Library Fixed Asset Fund	80,000	0.00	80,000.00	0.00	100.0
From Library Fund Balance	53,030	0.00	53,030.00	0.00	100.0
Total Revenues	5,345,049	57,218.25	5,279,435.27	(65,613.73)	98.8

ACCT NAME	BUDGET	APR 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,815,500	135,942.72	1,722,308.84	(93,191.16)	94.9
Part-Time Salaries	410,255	31,466.96	354,011.80	(56,243.20)	86.3
Seasonal Salaries	45,000	790.99	36,179.14	(8,820.86)	80.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	31,981.97	31,981.97	-----
Total Sals & Wages	2,271,855	168,200.67	2,144,481.75	(127,373.25)	94.4
Dental Insurance	11,000	830.08	10,156.14	(843.86)	92.3
Vision Insurance	2,700	193.42	2,336.08	(363.92)	86.5
Health Insurance, BC/BS PPO	250,000	17,659.40	208,524.99	(41,475.01)	83.4
Health Insurance, OSF HMO	60,000	7,114.58	76,469.78	16,469.78	127.4
Life Insurance	3,500	229.85	3,069.63	(430.37)	87.7
IMRF	210,000	20,473.05	277,819.88	67,819.88	132.3
FICA	175,000	9,373.21	121,247.67	(53,752.33)	69.3
Medicare	0	2,192.22	28,449.80	28,449.80	-----
Worker's Comp	40,000	(499.00)	20,522.00	(19,478.00)	51.3
Uniforms	600	0.00	461.41	(138.59)	76.9
Tuition Reimb	12,000	0.00	0.00	(12,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	794,800	57,566.81	749,057.38	(45,742.62)	94.2
Rentals	25,824	1,957.65	17,983.85	(7,840.15)	69.6
Total Rentals	25,824	1,957.65	17,983.85	(7,840.15)	69.6
Building Mtnc	126,620	7,801.52	75,755.40	(50,864.55)	59.8
Vehicle Mtnc	20,000	38.49	3,953.36	(16,046.64)	19.8
Office & Computer Mtnc	160,000	10,791.61	104,397.26	(55,602.74)	65.2
Other Mtnc	34,340	295.00	23,193.17	(11,146.83)	67.5
Total Repair/Mtnc	340,960	18,926.62	207,299.19	(133,660.76)	60.8

ACCT NAME	BUDGET	APR 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	14,415.00	18,665.48	3,665.48	124.4
Printing/Binding	20,000	1,944.86	19,713.60	(286.40)	98.6
Travel	10,000	80.77	4,142.96	(5,857.04)	41.4
Membership Dues	16,000	98.00	4,524.46	(11,475.54)	28.3
Professional Development	13,400	0.00	5,282.01	(8,117.99)	39.4
Other Purchased Services	103,070	4,346.55	79,161.23	(23,908.77)	76.8
Property Insurance	15,000	0.00	22,462.00	7,462.00	149.7
Vehicle Insurance	3,000	0.00	5,471.00	2,471.00	182.4
Other Insurance	3,600	0.00	4,289.00	689.00	119.1
Total Purchased Services	199,070	20,885.18	163,711.74	(35,358.26)	82.2
Office Supplies	150,000	3,371.00	10,768.33	(139,231.67)	7.2
Computer Supplies	50,000	14,818.81	53,227.20	3,227.20	106.5
Copier Supplies	6,000	936.74	3,899.42	(2,100.58)	65.0
Postage	23,000	14,733.96	19,324.12	(3,675.88)	84.0
Library Supplies	72,000	5,208.17	52,564.81	(19,435.19)	73.0
Janitorial Supplies	10,000	1,816.40	13,300.41	3,300.41	133.0
Gas & Diesel Fuel	8,000	570.49	6,770.31	(1,229.69)	84.6
Building Mtnc & Repair Supplies	10,000	1,523.33	6,708.32	(3,291.68)	67.1
Total Supplies	329,000	42,978.90	166,562.92	(162,437.08)	50.6
Natural Gas	42,000	10,537.79	31,690.87	(10,309.13)	75.5
Electricity	120,000	13,180.33	115,862.52	(4,137.48)	96.6
Water	5,500	669.84	8,999.95	3,499.95	163.6
Telecommunications	32,000	3,897.46	24,901.17	(7,098.83)	77.8
Total Utilities	199,500	28,285.42	181,454.51	(18,045.49)	91.0
Professional Collection	5,000	0.00	4,186.37	(813.63)	83.7
Total Prof Collection	5,000	0.00	4,186.37	(813.63)	83.7
Periodicals	30,000	10,101.13	35,022.99	5,022.99	116.7
Adult Books	207,600	26,177.94	205,884.23	(1,715.77)	99.2
Children's Books	130,400	7,899.59	116,234.59	(14,165.41)	89.1
A/V Materials	156,000	19,910.33	177,518.91	21,518.91	113.8
Public Access Software	156,000	11,314.00	113,685.58	(42,314.42)	72.9
Total Materials	680,000	75,402.99	648,346.30	(31,653.70)	95.3
Employee Relations	5,000	1,410.51	5,242.32	242.32	104.8
Miscellaneous Expenses	11,000	520.10	5,242.49	(5,757.51)	47.7
ERI Reimbursement	42,617	0.00	42,617.00	0.00	100.0
Fixed Asset Fund Transfer	181,199	0.00	181,199.00	0.00	100.0
To Capital Fund	259,224	0.00	259,224.00	0.00	100.0
Total Other Expenses	499,040	1,930.61	493,524.81	(5,515.19)	98.9
Total Expenses	5,345,049	416,134.85	4,776,608.82	(568,440.13)	89.4

BPL FY 2012-2013



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 105.0 - 95.0% is acceptable)
April 2013

State Grants (0.0%): The amount that was reported earlier in the year was actually credited to FY12 as per an audit adjustment.

Fees & Rentals (109.3%): This is more than projected due to the efforts of the collection company.

Copies (116.7%): This line item is more than projected.

Interest on Investments (89.1%): Interest rates are still low.

Sale of Property (167.0%): The Library sold surplus computers, in addition to office chairs in March and April.

Other (256.2%): This is over the projected amount due to the sale of items from the Book Shoppe.

Full-Time Salaries (94.9%): This is under-spent because Contract negotiations have not been settled yet.

Part-Time Salaries (86.3%): This is under-spent because Contract negotiations have not been settled yet.

Seasonal Salaries (80.4%): This is under-spent due to over-projections for the year.

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

Other Salaries: This is the line item that City is using for vacation payouts when staff leave employment.

Dental Insurance (92.3%): This line item is under-spent because not as many employees opted for this coverage as we expected.

Vision Insurance (86.5%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, BC/BS PPO (83.4%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, OSF HMO (127.4%): This is over-spent because more employees opted for this coverage than we expected.

Life Insurance (87.7%): This is under-spent for the year.

IMRF (132.3%): This is over-spent due to vacation payouts for some staff.

FICA (69.3%): This is under-spent because of the requirement that Medicare be split from FICA.

Medicare: It's now a requirement that the Medicare portion be split out from FICA.

Worker's Compensation (51.3%): The renewal for Worker's Compensation coverage was not as costly as we had projected.

Uniforms (76.9%): Charges have been minimal.

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

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

Rentals (69.6%): Charges have been minimal.

Building Maintenance (59.8%): Charges have been minimal.

Vehicle Maintenance (19.8%): Charges have been minimal.

Office & Computer Maintenance (65.2%): Charges have been minimal.
Other Property Maintenance (67.5%): Charges have been minimal.
Advertising (124.4%): Charges have been minimal.
Travel (41.4%): Charges have been minimal.
Membership Dues (28.3%): Charges have been minimal.
Professional Development (39.4%): Charges have been minimal.
Other Purchased Services (76.8%): Charges have been minimal.
Property Insurance (149.7%): The renewal for Property Insurance was more than we projected.
Vehicle Insurance (182.4%): The renewal for Vehicle Insurance was more than we projected.
Other Insurance (119.1%): The renewal for Other Insurance, which is the Directors and Officers Insurance, was more than we projected.
Office Supplies (7.2%): Charges have been minimal.
Computer Supplies (106.5%): Charges are minimal.
Copier Supplies (65.0%): Charges have been minimal.
Postage (84.0%): Charges have been minimal.
Library Supplies (73.0%): Charges have been minimal.
Janitorial Supplies (133.0%): This over-spent due to the purchase of a new industrial-grade vacuum cleaner and supplies.
Fuel/Vehicle Supplies (84.6%): Charges have been minimal.
Building Mtnc & Repair Supplies (67.1%): Charges have been minimal.
Natural Gas (75.5%): Charges have been minimal.
Water (163.6%): This is over-spent due to water sprinkling this past summer. The Library plans to adjust the sprinkling schedule for next summer.
Telecommunications (77.8%): Charges have been minimal.
Professional Collection (83.7%): Charges have been minimal.
Periodicals (116.7%): Charges have been minimal.
Children's Books (89.1%): Charges have been minimal.
A/V Materials (113.8%): This is over-spent because the Library will re-allocate some funds from Adult Books to be spent in this line item.
Public Access Software (72.9%): Charges have been minimal.
Miscellaneous Expenses (47.7%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,205.00
BPL Foundation:	14,800.00
Central Ill Downs Syndrome:	200.00
Golden Prairie Public Library District:	50.00
Fountain Receipts:	8.04
State Farm Good Neighbor Grant:	500.00
Miscellaneous:	432.85
Total Donations:	\$18,195.89

The Other Revenue line item breaks out as follows:

Print Station:	\$ 9,102.50
Book Shoppe:	16,386.00
Sale of Reusable Bag:	432.00
Sale of Sling Backpacks:	672.00
Sale of Earbuds:	1,111.00
Sale of Flashdrives:	253.50
Sale of CD-R's:	36.00
Sale of Totebags:	40.00
Hot Beverage Station:	1,001.00
Test Proctoring:	1,425.00
Meeting Room Fees:	887.50
Miscellaneous:	1,958.35
Total Other Revenue:	\$33,304.85

During April, 9 batches containing 137 invoices were processed, totaling \$94,243.06 and 202 credit card charges were made totaling \$41,716.41.

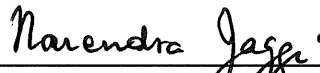
Library Fund Balance Information, 4/30/13:

Operating:	497,753.33
Capital:	1,733,911.88
Fixed Assets:	654,485.74

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 21, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Wayne Cain & Sons	Building Maintenance	650.00
Ameren IP	Electricity	13,180.33
Ames Library-Illinois Wesleyan University	Miscellaneous Expenses	58.00
Bell Techlogix	Computer Supplies	795.00
Bibliotheca	Office/Equipment Mtn	8,303.94
Bloomington Public Library Foundation	Fees & Rentals	2,680.00
Blue Beacon International, Inc.	Vehicle Maintenance	37.00
Bound to Stay Bound Books	Juvenile Books	1,770.44
CDW Government	Computer Supplies	3,427.84
CDW Government	Office/Equipment Mtn	97.23
CDW Government	Other Purchased Services	85.66
Cengage Learning	Adult Books	3,347.02
Center Point Large Print	Adult Books	946.08
City of Bloomington	Dental Insurance	830.08
City of Bloomington	FICA	9,373.21
City of Bloomington	Fuel	570.49
City of Bloomington	Health Insurance-HMO	7,114.58
City of Bloomington	Health Insurance-PPO	17,659.40
City of Bloomington	IMRF	20,473.05
City of Bloomington	Life Insurance	229.85
City of Bloomington	Medicare	2,192.22
City of Bloomington	Payroll	168,200.67
City of Bloomington	Vision Insurance	193.42
City of Bloomington - Petty Cash	Water	669.84
City of Bloomington - Petty Cash	Vehicle Maintenance	1.49
City of Bloomington - Petty Cash	Travel	12.43
City of Bloomington - Petty Cash	Other Purchased Services	56.56
City of Bloomington - Petty Cash	Library Supplies	62.93
City of Bloomington - Petty Cash	Postage	16.99
City of Bloomington - Petty Cash	Janitorial Supplies	9.98
City of Bloomington - Petty Cash	Fuel	10.00
City of Bloomington - Petty Cash	Adult Books	11.00
City of Bloomington - Petty Cash	Building Mtn Supplies	23.98
City of Bloomington - Petty Cash	Employee Relations	19.00
Comcast	Telecommunications	86.90
Culligan Water Conditioning	Building Maintenance	290.00
Custom Digital Imaging	Printing/Binding	1,312.36
Dell Marketing, LLC	Computer Supplies	8,871.30
Demco	Library Supplies	2,807.34

Dimmitt's Grove Neighborhood Association
 Downer's Grove Public Library
 Ebsco Subscription Service
 Ebsco Subscription Service
 Founder's Grove Neighborhood Association
 Frontier
 Genealogical Publishing
 Harlan Vance Company
 Higginson Book Co.
 Illinois Humanities Council
 Illinois Office of the State Fire Marshall
 Illinois Wesleyan University
 Indian Prairie Public Library
 Lincoln's Festival in Bloomington
 Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Minerva Promotions
 Nicor/Northern Illinois Gas
 Oberlander
 Officemax
 Officemax
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 Officemax
 Pantagraph
 Penworthy
 Pilot Media, LLC
 Praxair Distribution, Inc.
 Prochnow Landscaping, Inc.
 Proquest LLC
 Rainbow Book Co.
 Random House, Inc.
 Rayo, Jeannette
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Schaumburg Township District Library
 Taylor, Pamela (Seastar Aquascapes)
 Tumbleweed Press
 U S Postmaster
 Unique Management Services, Inc.
 Vernon Library Supplies
 Vigil, Susie
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 World Book, Inc.
 VISA - Ace Hardware
 VISA - Amazon Marketplace

Advertising	30.00
Miscellaneous Expenses	21.00
Periodicals	(25.93)
Public Access Software	2,646.00
Advertising	100.00
Telecommunications	2,054.62
Adult Books	37.00
Other Purchased Services	508.00
Adult Books	267.83
Other Purchased Services	75.00
Building Maintenance	100.00
Other Purchased Services	649.24
Miscellaneous Expenses	20.50
Advertising	50.00
Building Maintenance	176.00
Office/Equipment Mtn	137.67
A/V Materials	4,873.13
Janitorial Supplies	826.97
Library Supplies	576.00
Natural Gas	10,537.79
Telecommunications	48.50
Computer Supplies	1,583.10
Copier Supplies	967.19
Library Supplies	94.68
Miscellaneous Expenses	54.18
Office Supplies	2,940.01
Other Purchased Services	28.74
Advertising	2,250.00
Juvenile Books	610.48
Advertising	11,660.00
Rentals	13.65
Other Property Maintenance	295.00
Periodicals	10,200.00
Juvenile Books	1,232.59
A/V Materials	134.25
Other Purchased Services	300.00
Library Supplies	34.43
Rentals	1,230.00
Printing/Binding	512.50
Miscellaneous Expenses	17.00
Other Purchased Services	50.00
Public Access Software	199.50
Postage	14,700.00
Other Purchased Services	689.15
Library Supplies	1,284.30
Travel	31.38
Employee Relations	81.09
Computer Supplies	978.10
Office Supplies	519.59
Juvenile Books	46.40
Building Mtn Supplies	11.28
Adult Books	41.18

VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Amtrak
 VISA - Atlantic Ultraviolet Corp
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble Bookseller
 VISA - Baudville, Inc.
 VISA - Beck's Family Florist
 VISA - Buynowonline.com
 VISA - Champaign Telephone Co.
 VISA - Comcast
 VISA - Denny's Doughnuts
 VISA - Destihl
 VISA - Dollar Tree
 VISA - Five Star Water
 VISA - Fox & Hounds
 VISA - Gamestop
 VISA Google*Devices
 VISA - Ingram
 VISA - It's Poppin' Gourmet Popcorn
 VISA - IWU Bookstore
 VISA - Kirby Risk Electrical Supplies
 VISA - Logmein.com
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Maker Media
 VISA - McLeod
 VISA - Michael's
 VISA - Michael's
 VISA - Monarch
 VISA - Motion Picture Licensing Corp
 VISA - NRS
 VISA - Office Depot
 VISA - Oriental Trading
 VISA - POSPaper.com
 VISA - Recorded Books
 VISA - School Shop
 VISA - Sprint
 VISA - Stu Stumps
 VISA - Things Remembered
 VISA - USPS
 VISA - Wal-Mart

A/V Materials	44.29
Other Purchased Services	64.99
A/V Materials	625.51
Adult Books	506.65
Other Purchased Services	249.78
Membership Dues	98.00
Professional Development	335.00
Travel	14.00
Building Mtnc Supplies	887.88
A/V Materials	11,713.38
Adult Books	12,551.69
Juvenile Books	1,658.73
Other Purchased Services	136.91
Adult Books	305.14
Employee Relations	527.90
Employee Relations	49.95
Janitorial Supplies	262.20
Telecommunications	855.00
Telecommunications	86.90
Other Purchased Services	13.00
Travel	14.98
Employee Relations	19.50
Miscellaneous Expenses	94.95
Other Purchased Services	100.00
A/V Materials	1,959.14
Other Purchased Services	227.90
Adult Books	1,861.93
Employee Relations	129.50
Adult Books	32.00
Building Mtnc Supplies	427.50
Office/Equipment Mtnc	199.00
Building Mtnc Supplies	172.69
Janitorial Supplies	24.35
Library Supplies	9.98
Miscellaneous Expenses	5.96
Computer Supplies	1,039.12
Telecommunications	128.68
Library Supplies	1.61
Other Purchased Services	22.90
Employee Relations	62.50
Other Purchased Services	225.00
Other Purchased Services	83.10
Other Purchased Services	37.53
Other Purchased Services	76.00
Library Supplies	145.86
Public Access Software	2,700.00
Library Supplies	14.94
Telecommunications	308.87
Other Purchased Services	27.94
Employee Relations	115.00
Postage	19.09
Building Mtnc Supplies	127.67

VISA - Wal-Mart	Employee Relations	89.58
VISA - Wal-Mart	Janitorial Supplies	124.09
VISA - Wal-Mart	Miscellaneous Expenses	5.96
VISA - Wal-Mart	Office Supplies	6.97
VISA - Zoup	Other Purchased Services	50.00
Total		394,655.39

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 13

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Bloomington Education Association	500.00	0.00	0.00	0.00	500.00
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Copy Shop	225.00	0.00	0.00	0.00	225.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Golden Prairie Public Library District	700.00	0.00	0.00	0.00	700.00
Heartland Bank & Trust	100.00	0.00	0.00	0.00	100.00
Hobbyland	50.00	0.00	0.00	0.00	50.00
Illinois Prairie Electric	50.00	0.00	0.00	0.00	50.00
Kathy Alwes-Petri, American Family Insurance	30.00	0.00	0.00	0.00	30.00
Kurt's Autobody Repair Shop	250.00	0.00	0.00	0.00	250.00
Specs Around Town	50.00	0.00	0.00	0.00	50.00
Total Summer Reading Program Community Donations	2,205.00	0.00	0.00	0.00	2,205.00
Memorial Donations:					
	0.00	0.00	0.00	0.00	0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Patsy Bowles, Flowers for Library Grounds	57.76	0.00	0.00	0.00	57.76
El Paso Antique Mall	235.85	0.00	0.00	0.00	235.85
Fountain Receipts	5.79	2.25	0.00	0.00	8.04
Verlyn Zachow	0.00	0.00	50.00	0.00	50.00
Robert Starckovich	0.00	0.00	25.00	0.00	25.00
Sandra Brumfield	0.00	0.00	10.00	0.00	10.00
Jenny Wenger	0.00	0.00	100.00	0.00	100.00
State Farm Good Neighbor Grant, Nancy Miller	0.00	0.00	500.00	0.00	500.00
Central Illinois Downs Syndrome Association	0.00	0.00	0.00	200.00	200.00
Golden Prairie Public Library District	0.00	0.00	0.00	50.00	50.00
Total Other Donations	299.40	2.25	685.00	250.00	1,186.65
Foundation:					0.00
Summer Reading Program, 2012	0.00	0.00	0.00	14,800.00	14,800.00
Staff Development Day	0.00	0.00	0.00	1,425.39	1,425.39
Staff Appreciation Day	0.00	0.00	808.91	0.00	808.91
Total Foundation	0.00	0.00	808.91	16,225.39	17,034.30
Total Donations	2,504.40	2.25	1,493.91	16,475.39	20,425.95

Bloomington Public Library
Monthly Statistics - April 2013

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	64,253	751,102	59,786	728,717
Teens	3,799	41,651	3,259	45,688
Children	54,146	652,093	46,595	603,429
OTR Adults	2,690	32,925	2,061	35,735
OTR Teens	157	1,759	117	1,995
OTR Children	3,870	48,834	3,669	47,944
e-Books	2,907	30,475	2,000	16,325
Freegal downloads	923	9,697	758	4,020
Zinio Magazines	320	1,874	0	0
TOTALS				
Adults	66,943	784,027	61,847	764,452
Teens	3,956	43,410	3,376	47,683
Children	58,016	700,927	50,264	651,373
Digital Downloads	4,150	42,046	2,758	20,345
COMBINED TOTAL	133,065	1,570,410	118,245	1,483,853
ITEMS IN THE COLLECTION				
Main	278,227	278,227	272,339	272,339
OTR	13,179	13,179	23,157	23,157
TOTAL	291,406	291,406	295,496	295,496
HOLDS FILLED	7,741	85,162	5,832	68,696
CARDHOLDERS				
Added	502	7,026	532	6,969
TOTAL NUMBER				
Adults	1,454	1,454	21,813	21,813
Teens	1,993	1,993	1,883	1,883
Children	8,248	8,248	6,062	6,062
REFERENCE QUESTIONS				
Adults	2,977	37,563	3,394	50,291
Teens	56	356	0	0
Children	992	12,199	918	11,531
OTR	97	2,734	57	1,212
Circulation	601	12,624	939	10,802
PROGRAMS				
Story Times	21	151	25	162
Adult	12	213	19	202
Teens	7	77	5	70
Juvenile	11	53	2	46
Outreach Adult	0	0	2	5
Outreach Teen	0	0	2	5
Outreach Juvenile	0	0	2	9
PROGRAM ATTENDANCE				
Story Times	360	3,498	586	4,804
Adult Programs	106	2,435	288	3,211

Golden Prairie Public Library District
Board of Trustees Meeting
March 20, 2013
7:00 am
Minutes

I. Call to Order

President Salch called the meeting to order at 7:03am.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Lynn Gray, Mathew Nadakavukaren, Patti Salch

MEMBERS ABSENT: Adrienne Ives, Bill McCullough

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow

III. Introductions & Public Comment

There were none.

IV. Approval of Minutes

A. January 16, 2013

CAROL CAREY-ODEKIRK MOVED, MATHEW NADAKAVUKAREN
SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 16,
2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

There were no Minutes for February, as the meeting did not take place, due to lack of quorum.

V. Staff Reports

A. Director's Report

Director Bouda reviewed the "Active Shooter" policy that was approved by the Bloomington Public Library Board last evening. The policy is based on the video, "Run, Hide, Fight," produced by the City of Houston with a grant from the U.S. Department of Homeland Security. Director Bouda stated that all staff will be trained on this during Staff Development Day on May 2. She went on to say that Officer Dave White from BPD will be on site to present a staff involved simulation.

Director Bouda shared with Board members that the outcome of the Council Work Session on adding a branch was very positive. She went on to say that discussion jumped from "if" a branch is possible to "what kind" of a branch and "what will the operating expenses be" at a branch. Director Bouda shared that staff is already looking at what services will be offered and what staffing will be needed at a branch. Director Bouda shared that the Childrens Librarian position has been filled. Director Bouda stated that changes to the "Customer Expectations" for the Library were approved by the Bloomington Public Library Board last evening.

B. Outreach Report

Director Bouda stated that John Fischer is no longer the Circulation/Outreach Manager, as he has taken a job with the Normal Public Library as the Adult Services Manager.

Director Bouda shared that Danny Rice has gotten his CDL license, and is now driving the Bookmobile. She went on to say that he is doing very well in his position as Circulation Supervisor.

C. Fiscal Report

Kathy Jeakins distributed a revised February Financial Report, and explained that this was due to the Bloomington Public Library owing Golden Prairie Public Library a refund of \$105.26 for the Per Capita Grant expenses. She entertained questions.

1. Approve January Financial Report

CAROL CAREY-ODEKIRK MOVED, LYNN GRAY SECONDED, TO
APPROVE THE JANUARY 2013 FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN
GRAY, MATHEW NADAKAVUKAREN, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, BILL MCCULLOUGH

THE MOTION CARRIED.

2. Approve February Financial Report

CAROLYN DAIL MOVED, MATHEW NADKAVUKAREN SECONDED, TO
APPROVE THE FEBRUARY 2013 FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN
GRAY, MATHEW NADAKAVUKAREN, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, BILL MCCULLOUGH

THE MOTION CARRIED.

VI. Unfinished Business

There was no unfinished business.

VII. New Business

A. Approve American Library Association Membership Dues Renewal for Patti Salch in the Amount of \$59.00

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO
APPROVE THE AMERICAN LIBRARY ASSOCIATION MEMBERSHIP
DUES RENEWAL FOR PATTI SALCH IN THE AMOUNT OF \$59.00.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, MATHEW NADAKAVUKAREN, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, BILL MCCULLOUGH

THE MOTION CARRIED.

- B. Approve Illinois Library Association Member Dues Renewal for Patti Salch in the Amount of \$75.00

LYNN GRAY MOVED, MATHEW NADKAVUKAREN SECONDED, TO APPROVE ILLINOIS LIBRARY ASSOCIATION MEMBER DUES RENEWAL FOR PATTI SALCH IN THE AMOUNT OF \$75.00.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, MATHEW NADAKAVUKAREN, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, BILL MCCULLOUGH

THE MOTION CARRIED.

- C. Approve Summer Reading Program Donation

President Salch led discussion on what amount will be donated to the Summer Reading Program this year. She stated that last year the amount donated was \$700.00 and the Bloomington Public Library is asking for more to be donated this year.

Director Bouda and Kathy Jeakins explained that with the increased participation in the Summer Reading program, the programming and printing costs have risen.

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO APPROVE SUMMER READING PROGRAM DONATION TO BLOOMINGTON PUBLIC LIBRARY IN THE AMOUNT OF \$1,000.00.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, MATHEW NADAKAVUKAREN, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, BILL MCCULLOUGH

THE MOTION CARRIED.

- D. Discussion on Progress of Locating New Members for the Board

President Salch asked Board members to report on their progress on finding new members to replace Bill McCullough and Mathew Nadakavukaren. No one had any progress to report. Board members are going to make a concerted effort to locate

individuals to fill these seats, and this discussion will be revisited at the next meeting.

E. Discussion on Mailing of Future Packets

Director Bouda stated that with the Postal Service eliminating Saturday delivery in August, the mailing of the packets is becoming more problematic.

Caprice Prochnow shared with Board members that the mailing date of the packet would need to be moved to Wednesday, which would most likely mean that some pieces of the packet may not be included in the mailing. She went on to propose that the packet just be emailed and the mailing of the packet be discontinued, with paper copies available at the Board meeting. The Board members were in agreement with this proposal.

VIII. Adjournment

President Salch adjourned the meeting at 7:40 am.

Next Meeting Date

April 17, 2013

Bloomington Public Library

Incident Summary

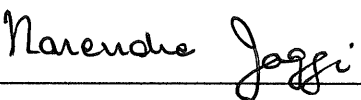
Date	Time	Type
04/1	1:05 PM	Bicycle Incident
04/1	4:08 PM	Bicycle Incident
04/2	6:27 PM	Bicycle Incident
04/3	3:58 PM	Inappropriate Behavior
04/4	1:58 PM	Customer Complaint
04/4	5:17 PM	Inappropriate Behavior
04/4	5:20 PM	Inappropriate Behavior
04/4	5:57 PM	Customer Complaint
04/4	6:11 PM	Inappropriate Behavior
04/4	7:59 PM	Inappropriate Behavior
04/4	8:21 PM	Other
04/6	9:51 AM	Sleeping Incident
04/6	11:51 AM	Inappropriate Behavior
04/6	1:30 PM	Customer Library Card Abuse
04/6	4:07 PM	Sleeping Incident
04/6	4:10 PM	Customer Complaint
04/6	4:23 PM	Inappropriate Behavior
04/8	12:47 PM	Sleeping Incident
04/9	4:14 PM	Police/Ambulance Call
04/9	6:24 PM	Inappropriate Behavior
04/10	2:06 PM	Police/Ambulance Call
04/10	2:55 PM	Suspicious Customer or Activity
04/10	4:22 PM	Alcohol/Drugs Incident
04/10	9:21 PM	Stolen/Damaged Library Material
04/10	9:29 PM	Customer Suspension Violation
04/11	10:52 AM	Stolen/Damaged Library Material
04/11	2:00 PM	Stolen/Damaged Library Material
04/11	3:00 PM	Inappropriate Behavior
04/11	3:33 PM	Customer Complaint
04/11	6:06 PM	Inappropriate Behavior
04/11	6:10 PM	Other
04/11	6:13 PM	Other
04/12	12:51 PM	Stolen/Damaged Library Material
04/13	9:55 AM	Inappropriate Behavior
04/13	11:06 AM	Sleeping Incident
04/13	2:57 PM	Inappropriate Behavior
04/13	3:38 PM	Sleeping Incident
04/14	2:51 PM	Sleeping Incident
04/14	4:03 PM	Stolen/Damaged Library Material
04/14	4:24 PM	Inappropriate Behavior
04/14	4:37 PM	Other
04/15	1:41 PM	Sleeping Incident
04/15	2:35 PM	Sleeping Incident
04/15	6:55 PM	Alcohol/Drugs Incident
04/17	10:44 AM	Customer Related Illness or Accident
04/18	12:23 PM	Stolen/Damaged Library Material
04/20	11:24 AM	Inappropriate Behavior
04/20	12:49 PM	Inappropriate Behavior
04/20	3:24 PM	Inappropriate Behavior

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

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

1. That the three quote requirement be waived and the Library Director authorize payment for Electronic Software Databases (see attached list) in the amount of \$125,981.00 for all products listed
2. That the vendors listed are the only source for the particular product
3. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$125,981.00

Approved this 23rd day of May 2013.



Narendra Jaggi, ~~Vice~~ President

Bloomington Public Library Board of Trustees

Bloomington Public Library
Electronic Databases
Approved by BPL Board of Trustees
May 21, 2013

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

Vendor	Database	Total
Gale Group	Literature Resource Center	8,470.00
Grolier Publishing	America the Beautiful	7,700.00
Info USA	Reference USA	14,575.00
Learning Express, LLC	Job & Career Center	5,300.00
Library Partnership Trust	My Media Mall	7,260.00
Newsbank	America's Newspapers from Newsbank	12,623.00
Proquest	Historical, Chicago Tribune	8,393.00
Proquest	Discovery Package	17,501.00
Proquest	PQD Newsstand	13,959.00
Proquest	Illinois Newsstand	14,520.00
Tutor.com	Tutor.com	8,300.00
Standard & Poor's	Netadvantage	7,380.00
Total		125,981.00