

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 19, 2015

OATH OF OFFICE FOR NEW TRUSTEES
5:00 – 5:15 p.m.

REGULAR MEETING

5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Nominating Committee
 - 1. Approve FY16 Slate of Officers
- V. Approval of Minutes
 - A. April 21, 2015
- VI. President's Report
 - 1. Appoint Committees
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports
 - A. Budget & Personnel
 - 1. Executive Session to Discuss Director's Performance and Annual Evaluation
 - 2. Approve Director's Salary for FY16
 - 3. Approve Standing Date and Time for Committee

- B. Planning, Policies & Programs (3 P's) (Chair's Report attached)
 - 1. Process for Revising the Director's Evaluation Tool for Future Use
 - 2. Amending Item f. of the Bylaws to include the Annual Development of Goals and Greater Specificity Concerning the Director's Evaluation and Evaluation Schedule.
 - 3. Discussion of the Bookmobile Routes
 - 4. Approve Standing Date and Time for Committee
- XI. Unfinished Business
 - A. Continue Selection Process of Library Expansion RFQ
- XII. New Business
 - A. Waive Three-Quote Requirement to Purchase Public Access Software Packages
 - B. Waive Three-Quote Requirement for Annual Subscription Service Renewal
- XIII. Adjournment

Posted 5/15/2015 9:15 a.m.

BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES

Adopted June 19, 1973

Revised 2/17/87

Revised 5/16/95

Revised 8/18/09

Revised 8/17/10

Revised 7/15/14

- a. The regular meeting of the Board of Directors of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board at its annual meeting. All meetings of the Board of Directors are open to the public as provided in the Illinois Revised Statutes, Chap. 102, Secs. 41-44.
- b. Special meetings may be held at any time at the call of the President, the Vice-President, or any two members of the Board, provided that notice and purpose of the special meetings be given at least 24 hours prior to the meeting.
- c. A quorum at any meeting shall consist of a majority of the members of the Board.
- d. The Officers of the Board of Directors shall be a President, a Vice-President, a Secretary, and a Treasurer. They shall be elected at the first regular meeting of the Board each fiscal year and shall serve one year terms, or until their successors are elected.
- e. The President shall preside at all meetings of the Board, appoint all committees and perform such other duties as are normally associated with the office or may be assigned by the Board. The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings. In the absence of the President, the Vice-President shall preside. The Secretary, or designate, shall keep the minutes of the Board meetings, call the roll and record votes. The Treasurer shall review the budget and shall have such other duties as may be assigned by the Board. The Library Director shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.
- f. Committees: The President may appoint such committees and charge them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee.
 - The Budget and Personnel Committee is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director, annually.
 - The 3 P's Committee is charged with 1) developing, with staff, the short-term and long-term plans for the Library; 2) with staff, periodically reviewing Library policies; and 3) with staff, reviewing and assessing the Library's balance of programs.

- The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Board members, including seeking self-nominations.
- g. Order of Business: the order of business at all regular meetings of the Board shall be determined by the Board.
- h. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board except as specified herein.
- i. All regular and special meetings of the Board shall be open to the public and to the press, except closed sessions as authorized by the statutes of the State of Illinois.

At any Board meeting for which proper notice under the Open Meeting Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by Section 42 of the Open Meetings Act. The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board has approved the written minutes of the closed session and the destruction of the particular recordings.

- j. The Board accepts and adopts the principles of the State Officials and Employees Ethics Act and the State Gift Ban Act as it applies to this Board as officials appointed by the mayor of the City of Bloomington. The Board also endorses the ALA Ethics Statement for Public Library Trustees and incorporates it as part of this policy. Members of the Library Board are expected to follow the ethical precepts set forth in these two documents.
- k. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July 1985.

Adopted by the Board of Directors of the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

Incident Reports

Date	Time	Type
04/2	3:35 PM	InappropriateBehavior
04/2	4:21 PM	InappropriateBehavior
04/7	2:46 PM	StolenDamagedLibraryMaterial
04/8	1:45 PM	StolenDamagedLibraryMaterial
04/8	6:32 PM	PoliceAmbulanceCall
04/11	11:40 AM	SuspiciousCustomerActivity
04/13	1:19 PM	StolenDamagedLibraryMaterial
04/16	4:01 PM	SuspiciousCustomerActivity
04/18	11:31 AM	InappropriateBehavior
04/26	4:42 PM	InappropriateBehavior
04/26	4:50 PM	InappropriateBehavior
04/27	12:11 PM	StolenDamagedLibraryMaterial
04/28	10:54 AM	InappropriateBehavior

Suspension Reports

Date	Time	violation
04/27	11:23 AM	StolenDamagedLibraryMaterial
04/8	6:33 PM	PoliceAmbulanceCall
04/8	6:13 PM	InappropriateBehavior,abusive to staff

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 \$129,035.00 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: \$129,035.00

Approved this 19th day of May 2015

President
Bloomington Public Library Board of Trustees

Bloomington Public Library
Electronic Databases
Approved by BPL Board of Trustees
May 19, 2015

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

Vendor	Database	Amount
Grolier Publishing	America the Beautiful	7,500.00
Info USA	Reference USA	14,575.00
Learning Express, LLC	Job & Career Center	5,300.00
Library Partnership Trust	My Media Mall	11,300.00
Newsbank	America's Newspapers from Newsbank	14,290.00
Proquest	Historical, Chicago Tribune	8,877.00
Proquest	Discovery Package	18,510.00
Proquest	PQD Newsstand	14,765.00
Brainfuse	Online Tutoring Service	7,150.00
Infobase Learning	Online History Packages	6,388.00
Creative Empire (Mango Languages)	Foreign Language Learner	8,470.00
Value Line Publications	Investment Survey	5,200.00
Standard & Poor's	Netadvantage	6,710.00
Total		129,035.00

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 \$17,225.00
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$17,225.00

Approved this 19th day of May 2015

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 # 3308
BLOOMINGTON IL 61702

Account No.	Date	Invoice No.	Page No.
CG-S-16084-00	06-01-2015	4136	1

Subscription Renewals at current rates	16,352.20
Estimated publisher price increases	981.13
Amount Due	17,333.33

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

Less Discount - 108.33
(from attached
pg. - 0.625%)

Total: 17,225.00

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

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



Received Date: 5/11/15
Received By: Theresa D.
Account: 71420
Comm. Code: 500027

June 1, 2015

SAVINGS THROUGH PREPAYMENT

We are pleased to offer you a **substantial savings** on any prepayment of more than \$5,000 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, 2015
July 31, 2015
August 31, 2015
September 30, 2015

Receive a Credit of:

0.625%
0.50%
0.375%
0.25%

For example, if we receive a \$10,000 payment by June 30, 2015, we will add 0.625 % of \$10,000, or \$62.50, and credit your account for \$10,062.50.

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

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 21, 2015
5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
President Jaggi called the meeting to order at 5:15 p.m.
- II. Roll Call
MEMBERS PRESENT: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAHAN, VAN MILLER (arrived at 5:16 p.m.), SUSAN O'ROURKE (arrived 5:17 p.m.), CATHY PRATT, WHITNEY THOMAS (arrived at 5:22 p.m.), BILL WETZEL, NARENDRA JAGGI

MEMBERS ABSENT: None

OTHERS PRESENT: Patsy Bowles, Georgia Bouda, Adrienne Ives (GPPLD Board President), Kathy Jeakins, Angela Fyans-Jimenez (interim City Attorney), Maria Nagle (Pantagraph), Caprice Prochnow, Mike Raikes, Carol Torrens, Gayle Tucker
- III. Introductions/Public Comment
Director Bouda introduced the guests in attendance.
- IV. Approval of Minutes
 - A. March 17, 2015
EMILY KELAHAHAN MOVED, CATHY PRATT SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 17, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.
 - B. April 1, 2015
CATHY PRATT MOVED, EMILY KELAHAHAN SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 1, 2015 MEETING WITH EMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi shared that Patsy Bowles has agreed to serve on the Foundation Board as a non-BPL Board member.
- VI. Director's Report
Director Bouda had nothing to report.

VII. Fiscal Report

Kathy Jeakins shared that we will be a little bit underspent for this fiscal year, and that half of the remaining monies are transferred to the Capital Fund. She entertained questions.

VIII. Approval of Bills

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE BILLS LIST FROM MARCH 2015. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2015.04"

IX. Committee Reports

A. Budget & Personnel Committee

1. Executive Session

a. Discuss Director's Performance Evaluation

EMILY KELAHAAN MOVED, SUSAN O'ROURKE SECONDED, TO TABLE DISCUSSING THE DIRECTOR'S PERFORMANCE EVALUATION UNTIL THE MAY MEETING. THE MOTION CARRIED.

b. Approve Executive Session Minutes

President Jaggi shared that he was not able to review the executive session tapes so therefore this item needs to be tabled.

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

The 3 P's Committee did not meet.

C. Nominating Committee

1. Call for Nominations of FY16 Slate of Officers

Brittany Cornell stated that she is not presenting the Slate of Officers at this meeting, as according to the By-Laws this should be done at the May meeting. She went on to say that she is asking for a call of nominations.

D. Ad Hoc Committee – Library Expansion Task Force

The Library Expansion Task Force did not meet.

X. Unfinished Business

A. Continue Selection Process of Library Expansion RFQ

President Jaggi reviewed that the RFQ was distributed, the proposals were received, the presentations were made by the top three firms, conversations took place at the Board meetings, and one round of voting has occurred with 8 of 9 trustees present resulting in a tie between two of the firms. After the last meeting, the status was a tie.

President Jaggi reported that in the interim, Farnsworth Group proposed that perhaps they and Nagle Hartray could work together on the project. Included in the packet was the correspondence from the two firms on the proposal.

President Jaggi stated that today the Board could do one of two things. They could choose to set this proposal aside and vote again or consider the option of having the two firms work together.

Angela Fyans-Jimenez stated that if the firms did not submit together for the RFQ response, this would be an improper submission since it happened after the fact. She

went on to say that since the third firm did not get the same preface of partnering with another firm, each proposal has to be considered separately.

President Jaggi suggested that in light of the advice from Angela that this proposal be set aside. He asked for any objections to setting it aside. There was some discussion on this and the consensus was to set this collaboration proposal aside.

Emily Kelahan suggested that since the Board has reached an impasse with these negotiations that perhaps it might be beneficial to refer this to the Library Expansion Task Force to consider further and then that body can make a recommendation on a firm to the full Board that can be voted upon at the next meeting.

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED, TO TABLE THE SELECTION PROCESS OF LIBRARY EXPANSION RFQ UNTIL THE NEXT MEETING. THE MOTION FAILED.

There was much discussion on the suggestion of referring this to the Library Expansion Task Force to come forth with a recommendation for the Board or attempt to vote today.

Angela Fyans-Jimenez stated that the "Evaluation and Selection Process" as enumerated on page 6 and 7 of the RFQ does not specify at any point in time that there will be a recommendation by the Library Expansion Task Force. She went on to say that her legal recommendation is to stick with the RFQ and either make a motion to vote today or table it until the next meeting.

EMILY KELAHAAN CALLED THE QUESTION. THERE WAS A TWO-THIRDS MAJORITY CONSENSUS TO CALL THE QUESTION.

SUSAN O'ROURKE MOVED, EMILY KELAHAAN SECONDED, TO REFER THE SELECTION PROCESS OF LIBRARY EXPANSION RFQ TO THE LIBRARY EXPANSION TASK FORCE FOR THEM TO MAKE A RECOMMENDATION WHICH WILL BE BROUGHT BACK TO THE FULL BOARD FOR A VOTE. THE MOTION FAILED UNANIMOUSLY.

President Jaggi stated that two different motions have failed, and now the Board can choose to vote today or choose something else.

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED TO TABLE THE SELECTION PROCESS OF LIBRARY EXPANSION RFQ UNTIL THE NEXT MEETING. THE MOTION FAILED.

JARED BROWN MOVED, CATHY PRATT SECONDED, TO VOTE TODAY ON THE FIRM TO BE SELECTED FOR THE LIBRARY EXPANSION RFQ. THE MOTION CARRIED.

The result was a tie between Farnsworth Group and Nagle Hartray. As the vote once again resulted in a tie, the Selection Process of Library Expansion will be tabled.

XI. New Business

A. Approval of Ticket Price for the Novel Night of Art & Jazz

Director Bouda shared that the Novel Night of Art & Jazz will be held on Friday, June 5 from 6 – 9pm and will be very similar to the event held last year. There will be a cash bar, entertainment, and 5 or 6 local artists displaying their art works. Director Bouda stated that they would like to have a \$25.00 ticket price in order to cover costs.

JARED BROWN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE TICKET PRICE OF \$25 PER PERSON FOR THE NOVEL NIGHT OF ART & JAZZ TO BE HELD ON FRIDAY, JUNE 5, 2015.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAN, VAN MILLER, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: None

ABSTAIN: SUSAN O'ROURKE

ABSENT: None

THE MOTION CARRIED.

See attachment "XI.A."

B. Approval of Resolution Allowing a Cash Bar at the Novel Night of Art & Jazz

EMILY KELAHAN MOVED, VAN MILLER SECONDED, TO APPROVE THE RESOLUTION ALLOWING A CASH BAR AT THE NOVEL NIGHT OF ART & JAZZ TO BE HELD ON FRIDAY, JUNE 5, 2015.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: None

ABSTAIN: SUSAN O'ROURKE

ABSENT: None

THE MOTION CARRIED.

See attachment "XI.B."

XII. Future Agendas/Comments from Board Members

President Jaggi shared his views of the bookmobile interview that was aired on WGLT.

XIII. Adjournment

VAN MILLER MOVED, BRITTANY CORNELL SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

PRESIDENT JAGGI ADJOURNED THE MEETING AT 6:35 P.M.

2015.04

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 21, 2015

Narendra Jeggi
 Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	435.00
Ameren IP	Electricity	5,286.95
American Pest Control	Building Maintenance	80.00
Bibliotheca	Office/Computer Equipment	10,687.00
Bound To Stay Bound Books	Juvenile Books	124.93
Brush, Charles (C.K. Brush Plumbing/Heating/Drain Cleaning)	Building Maintenance	85.00
CDW Government	Computer Supplies	1,297.74
Cengage Learning	Adult Books	1,548.10
Center Point Large Print	Adult Books	938.28
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,230.03
City of Bloomington	FICA	17,949.42
City of Bloomington	Health Insurance-HMO	11,192.79
City of Bloomington	Health Insurance-PPO	28,630.35
City of Bloomington	IMRF	34,964.81
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	2,415.74
City of Bloomington	Payroll	219,251.04
City of Bloomington	Vision Insurance	301.95
City of Bloomington	Water	465.06
Comcast	Telecommunications	102.85
Cumulus Broadcasting	Advertising	793.02
Dean's Graphics	Other Purchased Services	12,850.00
Dell Marketing, L.P.	Computer Supplies	8,229.20
Demco	Library Supplies	4,968.58
Evergreen FS, Inc.	Other Property Mtn	132.00
File, Richard	Other Purchased Services	350.00
Findaway World, LLC	A/V Materials	724.90
Frontier	Telecommunications	2,104.27
Gibbons, Jim	Other Purchased Services	422.49
Illinois Wesleyan University	Other Purchased Services	690.25
Johnson Controls	Building Maintenance	4,382.47
Johnson Controls	Capital Equipment	23,500.00
Keystone US Management	Building Maintenance	245.80
Learning Express, LLC	Public Access Software	4,817.00
Lilak, Dominic J (Theresa Lilak Sweetwater)	Other Purchased Services	200.00
Matthews Specialty Vehicles	Vehicles	130,395.50
McLean County Glass & Mirror, Inc.	Building Maintenance	714.40
Mid Illinois Mechanical Services, Inc.	Building Maintenance	378.00

Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural Books & Videos
 Multicultural Books & Videos
 Northern Illinois Gas/NICOR
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive, Inc.
 Penguin Random house, LLC
 Pilot Media, LLC
 Prochnow, Caprice
 Rainbow Book Co.
 Random House, LLC
 Reaching Forward South
 Recorded Books, Inc.
 Resource One of Illinois
 Ricoh, USA, Inc.
 Rios, Jesus
 Singer Group
 Tarvin, Richard (Culligan Water Conditioning)
 Taylor, Pamela (Aquarium Aquascapes)
 ThyssenKrupp Elevator Corp.
 U S Postage Service
 Unique Management Services, Inc.
 Van Gundy Insurance Agency
 Van Gundy Insurance Agency
 Vernon Library Supplies
 Weber Electric, Inc.
 West Publishing
 Wherry Machine & Welding, Inc.
 VISA - AED Superstore
 VISA - Alibris Books
 VISA - Alibris Books
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Artful Designs
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Biaggi's
 VISA - Demco
 VISA - Engraving Express
 VISA - EuroPro Sales Company
 VISA - Facebook
 VISA - Five Star Water
 VISA - Fox & Hound Day Spa
 VISA - Fresh Market
 VISA - GameStop
 VISA - Global Equipment Co.

A/V Materials	3,233.33
Building Mtnc Supplies	38.49
Janitorial Supplies	874.02
Adult Books	1,175.00
Juvenile Books	105.80
Natural Gas	7,188.30
Computer Supplies	570.34
Copier Supplies	761.49
Miscellaneous Expenses	156.58
Miscellaneous Expenses	4.37
Office Supplies	338.70
Ebooks	21,300.00
A/V Materials	65.25
Advertising	500.00
Travel	49.97
Juvenile Books	1,992.77
A/V Materials	154.50
Professional Development	75.00
A/V Materials	517.81
Office Supplies	3,855.18
Rentals	1,567.76
Other Purchased Services	300.00
Other Purchased Services	2,100.00
Building Maintenance	290.00
Other Purchased Services	50.00
Building Maintenance	29.01
Postage	4,000.00
Other Purchased Services	528.05
Vehicle Insurance	1,812.00
Worker's Compensation	1,483.00
Library Supplies	1,788.52
Building Maintenance	3,106.65
Adult Books	948.00
Vehicle Maintenance	46.25
Employee Relations	100.00
A/V Materials	24.15
Adult Books	4.90
Adult Books	291.70
A/V Materials	335.40
A/V Materials	134.16
Library Supplies	414.00
Other Purchased Services	35.00
A/V Materials	7,273.56
Adult Books	11,373.12
Juvenile Books	5,958.41
Miscellaneous Expenses	91.08
Library Supplies	663.20
Other Purchased Services	167.00
Building Mtnc Supplies	499.50
Advertising	105.18
Miscellaneous Expenses	63.11
Other Purchased Services	50.00
Other Purchased Services	25.00
A/V Materials	176.23
Building Mtnc Supplies	80.21

VISA - Global Equipment Co.	Janitorial Supplies	79.78
VISA - Hobby Lobby	Library Supplies	36.13
VISA - Home Town Productions	Advertising	(297.00)
VISA - Illinois Library Association	Other Purchased Services	386.75
VISA - Ingram	Adult Books	570.24
VISA - Kelly's Bakery & Café	Miscellaneous Expenses	144.00
VISA - Lectorum Publications, Inc.	Juvenile Books	403.73
VISA - Livingston County Custodial Services	Office/Equipment Mtn	20.00
VISA - Lowe's	Other Purchased Services	14.19
VISA - Lowe's	Vehicle Maintenance	1.18
VISA - Menards	Building Mtn Supplies	11.65
VISA - Menards	Janitorial Supplies	25.88
VISA - Michael's	Library Supplies	74.03
VISA - Motion Picture Licensing Corp	Other Purchased Services	232.26
VISA - National Seminars/Padgett Thompson	Professional Development	268.30
VISA - Network Solutions	Office/Equipment Mtn	163.92
VISA - OCLC	Office/Equipment Mtn	278.00
VISA - Office Depot/OfficeMax	Janitorial Supplies	26.96
VISA - Office Depot/OfficeMax	Miscellaneous Expenses	4.49
VISA - Office Depot/OfficeMax	Office Supplies	19.92
VISA - Office Depot/OfficeMax	Other Purchased Services	4.89
VISA - Paetec Communications, Inc.	Telecommunications	127.47
VISA - Party City	Library Supplies	9.16
VISA - PayPal*La Linen	Library Supplies	56.18
VISA - PayPal*Route 66 Association	Membership Dues	50.00
VISA - Peoria Civic Center	Travel	7.00
VISA - Pheasant Lanes	Other Purchased Services	50.00
VISA - Recorded Books	A/V Materials	209.83
VISA - Sam Leman	Vehicle Maintenance	716.11
VISA - Sprint	Telecommunications	405.69
VISA - University of Illinois-Springfield	Adult Books	17.95
VISA - USPS.com	Postage	19.85
VISA - Verizon Wireless	Telecommunications	58.90
VISA - Viva La Flora	Miscellaneous Expenses	107.50
VISA - Wal-Mart	Employee Relations	13.76
VISA - Wal-Mart	Janitorial Supplies	166.75
VISA - Wal-Mart	Library Supplies	32.47
VISA - Wal-Mart	Miscellaneous Expenses	107.25
VISA - Wal-Mart	Office Supplies	90.02
VISA - Wal-Mart	Other Purchased Services	46.90
VISA - Wal-Mart.com	Other Purchased Services	141.51
VISA - Webstaurant Store	Library Supplies	70.24
VISA - Western Illinois University	A/V Materials	50.00
Total		627,439.42

A Novel Night of Art & Jazz – 2015

The Library plans to repeat its ticketed Wine & Jazz Event with some modification from 2014. The event will run from 6-9pm with live jazz from 6:30-8:30pm. Weather permitting; this event will take place on the Library's two patios. There will be hot and cold appetizers, a cash bar, and local artists will be on hand displaying and selling their work.

Since alcohol will be available at a cash bar at the Friday night event, the Board will need to approve a resolution approving this. The resolution will be on the Agenda for this meeting.

Jazz: Total cost is \$400

The Library proposes that we hire Glenn Wilson to return to our event with his 4-piece band. We loved him last year, and this is a great price for 4 musicians of this caliber to play from 6:30-8:30pm.

Cash Bar: Total cost is \$760-\$835

I propose that we hire Maguire's Pub to run our cash bar. This will entail:

- Set-up fee of \$200
- Employee cost of \$15 per hour per employee (2 bartenders & 1 ice runner) for 3 hours = \$135
- 1-day liquor liability license (obtained by Maguire's) - \$250-\$325
- City liquor license (obtained by Maguire's) - \$75 (Mayor Renner has discretion to waive this fee)
- State of Illinois liquor license (obtained by Maguire's) - \$100
 - Bottled Beer and Wine
 - Maguire's gets all licenses
 - Maguire's brings the glassware

Catering of hot and cold appetizers: Total cost estimate is \$1,000-\$1,200

The Library proposes that we hire Kelly's Bakery & Café to provide catering for the event at a cost not to exceed \$8 per head. My guess is that 125-150 people will attend.

Artists

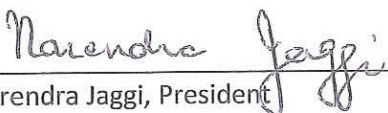
Doug Johnson of the McLean County Arts Center has indicated a willingness to help us find 6-7 artists who will set up their work during the event.

Tickets

Though this event is not considered a fundraiser, we will likely make a little money.

- To ensure that we cover library costs, we recommend \$25 per person.

Approved this 21st day of April, 2015


Narendra Jaggi, President

XI.B.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

FOR BOARD OF TRUSTEES: April 21, 2015

SUBJECT: Approval to Allow Consumption of Alcohol at the Bloomington Public Library event, A Novel Night of Art & Jazz, from 6:30 to 8:30 pm on June 5, 2015.

RECOMMENDATION/MOTION: That the consumption of Alcohol be Allowed at the Bloomington Public Library event, A Novel Night of Art & Jazz, from 6:30 to 8:30 pm on June 5, 2015 on Library property.

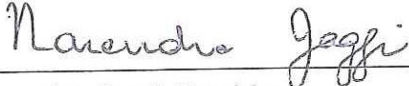
BACKGROUND: From 6:30 to 8:30 pm on June 5, 2015, the Bloomington Public Library will host A Novel Night of Art & Jazz. The event will include an evening of live jazz with Glenn Wilson's band, hot and cold appetizers catered by Kelly's Bakery, cash bar run by Maguire's Pub, and local artists will be on hand displaying and selling their work. This will be a ticketed event with proceeds going to the Library. Estimated attendance is 150.

Respectfully submitted for consideration.

Prepared by: Georgia Bouda, Director

Recommended by: Georgia Bouda, Director

Approved this 21st day of April, 2015


Narendra Jaggi, President

Bloomington Public Library

Director's Report

May 2015

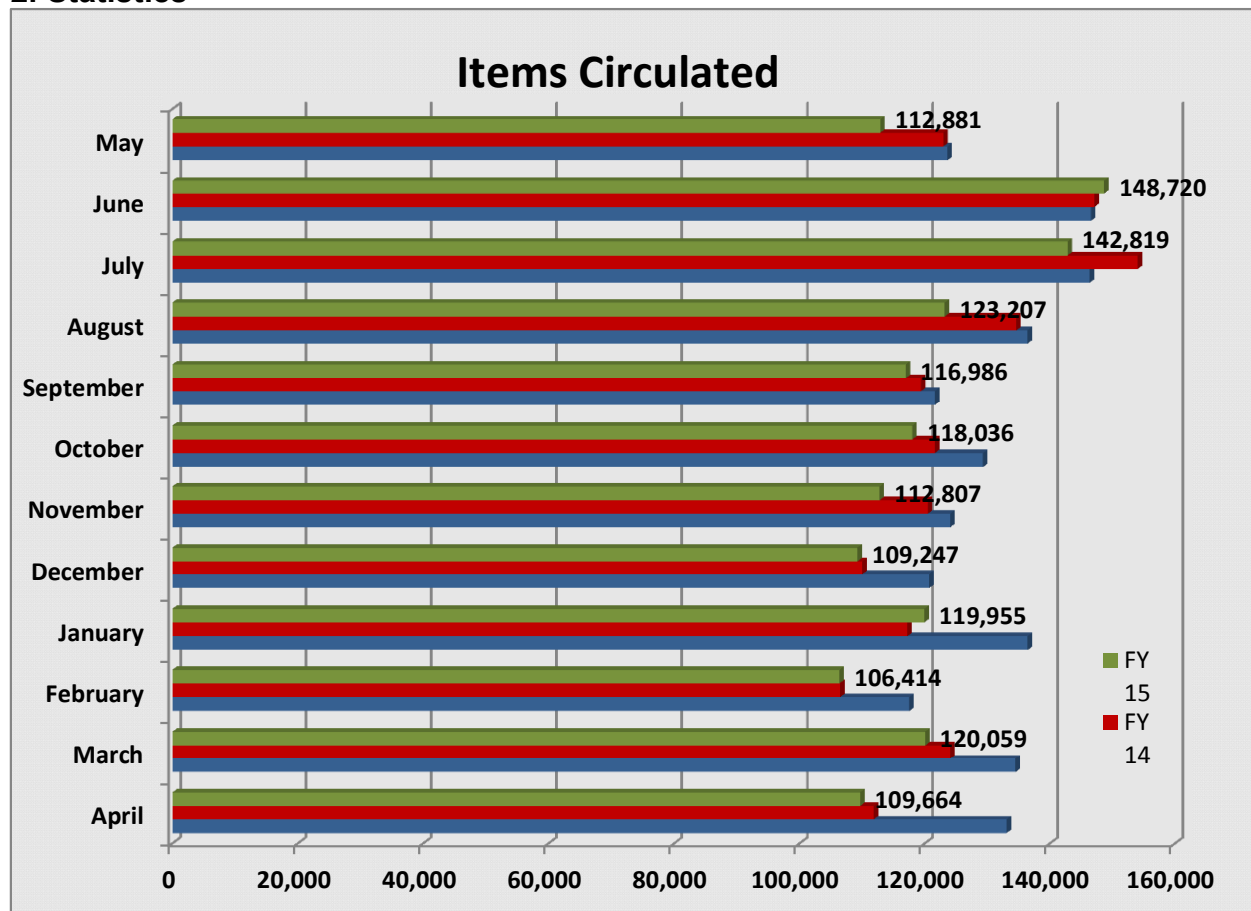
1. Definition of Public Library

Welcome to our new trustees! Bloomington Public Library is an important community resource and you have been charged with its governance. I thought you might find the following definition of a public library helpful as you begin your term:

At the June 2008 CPLA Certification Review Committee and Certification Program Committee meeting, the committees agreed on the following definition from NCES (National Center for Education Statistics) definition, which is based on the FSCS definition (Federal-State Cooperative System State Data Coordinators).

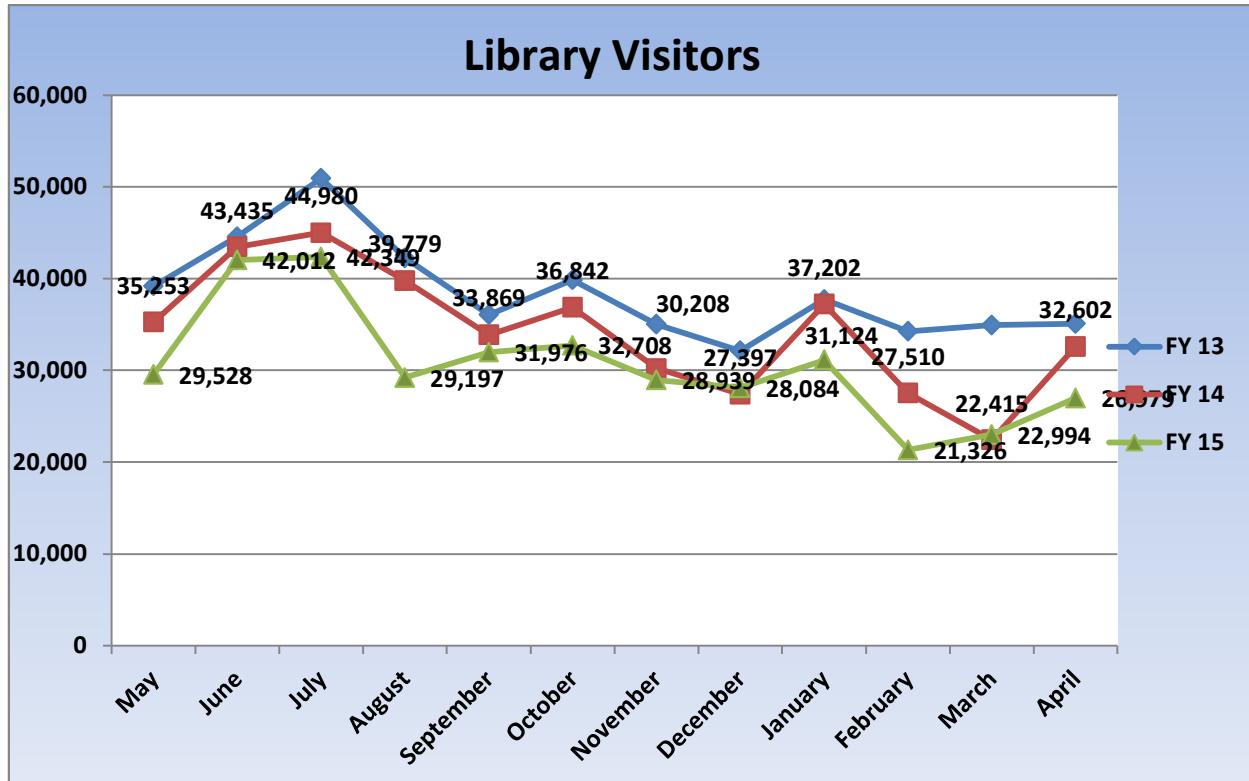
Public library: A public library is an entity that is established under state enabling laws or regulators to serve a community, district, or region, and that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) paid staff; 3) an established schedule in which services of the staff are available to the public; 4) the facilities necessary to support such a collection, staff, and schedule; and 5) is supported in whole or in part with public funds.

2. Statistics



Customers borrowed 109,664 items in April, 2015 which is 2166 which is about 2% less than the 111,830 items borrowed in April, 2014. There were 26,979 visitors to the Library in April, 2015 compared to 32,602 in April, 2014. Staff answered 4443 questions from customers this

month compared to 4425 questions answered in April, 2014. Circulation for the fiscal year ending April 30 was 1,430,682 compared to 1,490,050 in the previous fiscal year. This is a decline of 59,368 items borrowed or slightly less than 4%. The Library offered 521 programs that were attended by 15,322 adults and children this fiscal year compared to 468 with attendance of 10,353 in fiscal year 2014.



Programs and Attendance in the month of April:

Children Programs and Attendance:

- Dia de los libros/Dia de los ninos – estimated 250 attended
- Preschool story time – 5 sessions – 120 attended
- Toddler story time – 14 sessions – 531 attended
- Lapsit story time – 8 sessions – 99 attended
- Tales for Tails – 5 sessions – 85 attended
- Singing Swinging story time – 2 sessions – 58 attended
- 2nd Monday Story Club – 15 attended
- Money Smart Week story time – 35 attended
- Irving K visit – 20 attended
- Cub Scouts visits – 2 troops – 17 attended

Wesley Bright Beginnings preschool visit – 18 attended
Head Start Fun Club visit – 33 attended
Visited Katie's Kids – 54 attended
Visited Brigham Head Start – 2 classes – 78 attended
Visited Chesterbrook Academy – 30 attended
Visited Trinity Lutheran Head Start – 2 classes – 86 attended
Visited Little Jewels Day Care – 175 attended
Visited Islamic Center of Bloomington Normal preschool – 9 attended
Library table at Books Alive – 120 attended

Teen Programs and Attendance:

Teen Thursday – 1 session – 0 attended
Anime Movie Marathon – 1 session – 15 attended

Schools for Books and Bites: Tiffany and the NPL youth librarian talked with these numbers of teens: Chiddix: 48; Evans: 96; Kingsley 66; Parkside 99

Adult Programs and Attendance:

Fiction Book Club – 1 session – 8 attended
Mystery Book Club – 1 session – 11 attended
Nonfiction Book Club – 1 session – 0 attended
Books on Tap – 1 session – 10 attended
SciFi Movie/Book Club – 1 session – 4 attended
Classic Movie Wednesday – 1 session – 13 attended
Anime Now for Adults – 2 sessions – 8 attended
Appomattox Retreat – 1 session – 13 attended
Essentials in Business: Forming a Non Profit – 1 session – cancelled due to an emergency for the speaker
Money Smart Week storytime – 1 session – 34 attended
Computer Basics, The Internet – 1 session – 5 attended
DIY Container Herb Garden – 1 session – 15 attended
Photography: Macro Photography – 1 session – 17 attended
Midwestern Presidents: Reagan – 1 session – 26 attended

There were 13 requests for individual appointments with a library staffer. Topics included several about ebooks, setting up an email account, and help with Craigslist,

managing photos, genealogical searching, and a review of our recent Computer 101 program.

3. Jazz Night

Tickets at \$25 each are now available for Jazz night on June 5 from 6 to 9 PM. Weather permitting the event will be held out on the patios this year. It may be easier to enter the patio from Olive Street.

4. Summer Reading

Summer Reading registration starts on Monday, June 1. This year we have planned a kickoff party for Saturday, June 6 from 10am to noon. Because the theme is Read to the Rhythm this year, a concert on the patio has been planned for each Wednesday evening at 7pm from June 3 through July 29. This is the Library's busiest time of the year and we have a lot planned for the next few months.

Respectfully submitted,
Georgia Bouda

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

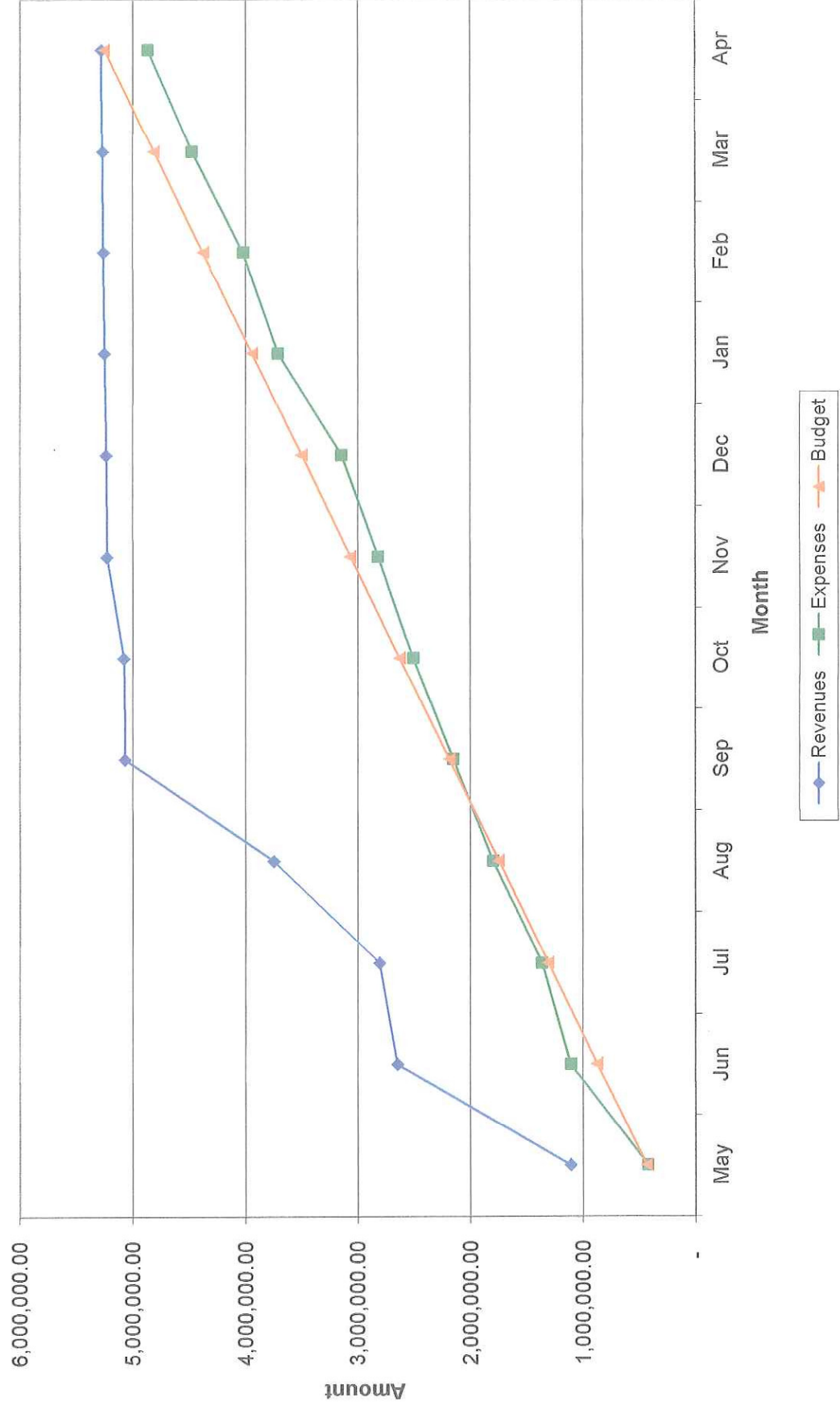
REVENUES:

ACCT NAME	BUDGET	APR 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,541,269.54	(5,440.46)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	0.00	362,116.05	(12,883.95)	96.6
Fees & Rentals	75,000	6,075.11	81,411.91	6,411.91	108.5
Copies	3,600	404.15	3,320.98	(279.02)	92.2
Interest on Investments	4,000	81.81	589.76	(3,410.24)	14.7
Interest from Taxes	0	0.00	28.69	28.69	-----
Sale of Property	1,000	0.00	3,236.78	2,236.78	323.7
Donations	19,500	86.00	21,958.06	2,458.06	112.6
Other Grants	0	0.00	483.97	483.97	-----
Cash Over/Short	0	3.07	36.41	36.41	-----
Other	20,000	3,253.64	42,846.59	22,846.59	214.2
Total Revenues	5,253,210	9,903.78	5,283,461.24	30,251.24	100.6

ACCT NAME	BUDGET	APR 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	183,999.91	1,957,985.03	(42,524.97)	97.9
Part-Time Salaries	384,836	33,232.92	365,954.67	(18,881.33)	95.1
Seasonal Salaries	34,648	1,819.37	39,699.24	5,051.24	114.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	0.00	-	-----
Total Sals & Wages	2,421,094	219,052.20	2,363,638.94	(57,455.06)	97.6
Dental Insurance	11,160	410.01	9,429.82	(1,730.18)	84.5
Vision Insurance	2,630	100.65	2,360.15	(269.85)	89.7
Health Insurance, BC/BS PPO	232,172	9,543.45	198,989.49	(33,182.51)	85.7
Health Insurance, OSF HMO	99,565	3,730.93	89,859.44	(9,705.56)	90.3
Life Insurance	4,000	243.81	2,824.08	(1,175.92)	70.6
IMRF	297,676	20,712.56	291,804.05	(5,871.95)	98.0
FICA	150,040	10,642.05	137,475.58	(12,564.42)	91.6
Medicare	35,090	2,488.85	32,268.28	(2,821.72)	92.0
Unemployemnt Insurance	0	0.00	10,143.00	10,143.00	-----
Worker's Comp	22,211	0.00	14,102.00	(8,109.00)	63.5
Uniforms	600	0.00	909.97	309.97	151.7
Tuition Reimb	30,000	0.00	20,292.00	(9,708.00)	67.6
Other Benefits	20,000	1,487.53	4,760.09	(15,239.91)	23.8
Total Benefits	905,144	49,359.84	815,217.95	(89,926.05)	90.1
Rentals	20,000	2,161.26	21,287.31	1,287.31	106.4
Total Rentals	20,000	2,161.26	21,287.31	1,287.31	106.4
Building Mtnc	125,000	19,410.13	69,815.17	(55,184.83)	55.9
Vehicle Mtnc	10,000	74.39	5,943.46	(4,056.54)	59.4
Office & Computer Mtnc	158,000	6.97	123,667.33	(34,332.67)	78.3
Other Mtnc	25,000	0.00	1,959.02	(23,040.98)	7.8
Total Repair/Mtnc	318,000	19,491.49	201,384.98	(116,615.02)	63.3

ACCT NAME	BUDGET	APR 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	5,536.43	26,308.41	8,308.41	146.2
Printing/Binding	18,000	2,128.58	16,968.12	(1,031.88)	94.3
Travel	6,000	(547.30)	3,667.60	(2,332.40)	61.1
Membership Dues	5,000	375.00	3,583.98	(1,416.02)	71.7
Professional Development	8,000	258.00	5,484.48	(2,515.52)	68.6
Other Purchased Services	112,000	10,281.59	83,741.81	(28,258.19)	74.8
Property Insurance	26,000	0.00	19,669.00	(6,331.00)	75.7
Vehicle Insurance	6,000	0.00	3,653.00	(2,347.00)	60.9
Other Insurance	4,500	0.00	5,067.00	567.00	112.6
Total Purchased Services	203,500	18,032.30	168,143.40	(35,356.60)	82.6
Office Supplies	20,000	4,730.60	14,266.18	(5,733.82)	71.3
Computer Supplies	90,000	2,425.25	99,724.32	9,724.32	110.8
Copier Supplies	4,500	313.35	3,866.93	(633.07)	85.9
Postage	30,000	4,019.93	15,053.82	(14,946.18)	50.2
Library Supplies	75,000	5,827.79	74,174.44	(825.56)	98.9
Janitorial Supplies	13,000	1,060.66	10,880.09	(2,119.91)	83.7
Gas & Diesel Fuel	8,240	341.87	5,594.10	(2,645.90)	67.9
Building Mtnc & Repair Supplies	8,000	473.42	10,148.69	2,148.69	126.9
Total Supplies	248,740	19,192.87	233,708.57	(15,031.43)	94.0
Natural Gas	35,000	3,169.14	31,062.81	(3,937.19)	88.8
Electricity	112,000	6,284.22	75,300.44	(36,699.56)	67.2
Water	8,500	554.64	6,957.35	(1,542.65)	81.9
Telecommunications	26,000	3,974.92	31,828.40	5,828.40	122.4
Total Utilities	181,500	13,982.92	145,149.00	(36,351.00)	80.0
Professional Collection	6,000	0.00	669.53	(5,330.47)	11.2
Total Prof Collection	6,000	0.00	669.53	(5,330.47)	11.2
Periodicals	35,000	6,485.23	35,601.58	601.58	101.7
Adult Books	165,300	16,642.04	163,142.23	(2,157.77)	98.7
Children's Books	120,300	12,454.52	121,861.37	1,561.37	101.3
A/V Materials	167,100	12,633.63	162,814.44	(4,285.56)	97.4
Public Access Software	150,000	2,412.00	145,447.07	(4,552.93)	97.0
Ebooks	61,300	11,300.00	61,300.00	-	100.0
Total Materials	699,000	61,927.42	690,166.69	(8,833.31)	98.7
Employee Relations	5,500	391.93	1,426.63	(4,073.37)	25.9
Miscellaneous Expenses	13,000	562.16	6,863.48	(6,136.52)	52.8
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	954.09	240,022.11	(10,209.89)	95.9
Total Expenses	5,253,210	404,154.39	4,879,388.48	(373,821.52)	92.9

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2015

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

Fees & Rentals (108.5%): This is higher than projected due to the efforts of the collection company.

Copies (92.2%): Copy revenue continues to be under the projected amount.

Interest on Investments (14.7%): Interest rates are still low.

Sale of Property (323.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (112.6%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (214.2%): The Book Shoppe continues to be a success.

Seasonal Salaries (114.6%): This line item is over-spent because there was a need to hire a couple additional temporary employees.

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

Dental Insurance (84.5%): This is under-spent because not as many staff selected this insurance coverage.

Vision Insurance (89.7%): This is under-spent because not as many staff selected this insurance coverage.

Health Insurance-PPO (85.7%): This is under-spent because not as many staff selected this insurance coverage.

Health Insurance-HMO (90.3%): This is under-spent because not as many staff selected this insurance coverage.

Life Insurance (70.6%): This is under-spent due to some staff vacancies.

FICA (91.6%): This is under-spent due to some staff vacancies

Medicare (92.0%): This is under-spent due to some staff vacancies.

Worker's Compensation (63.5%): Charges were minimal.

Uniforms (151.7%): The Library needed to order replacement security and custodian shirts.

Tuition Reimbursement (67.6%): Charges have been minimal.

Other Benefits (23.8%): Charges have been minimal.

Rentals (106.4%): This is over-spent because a few of the monthly rental invoices for copiers included overages for color copies.

Building Maintenance (55.9%): Charges have been minimal.

Vehicle Maintenance (59.4%): Charges have been minimal.

Office/Equipment Maintenance (78.3%): Charges have been minimal.

Other Property Maintenance (7.8%): Charges have been minimal.

Advertising (146.2%): This is over-spent due to some television advertising purchased by the Library.

Printing/Binding (94.3%): Charges have been minimal.

Travel (61.1%): Charges have been minimal.
Membership Dues (71.7%): Charges have been minimal.
Professional Development (68.6%): Charges have been minimal.
Other Purchased Services (74.8%): Charges have been minimal.
Property Insurance (75.7%): The annual premium was less than projected.
Vehicle Insurance (60.9%): The annual premium was less than projected.
Other Insurance (112.6%): The annual premium for Directors and Officers insurance was higher than projected.
Office Supplies (71.3%): Charges have been minimal.
Computer Supplies (110.8%): This is over-spent due to the scheduled purchase of replacement computers.
Copier Supplies (85.9%): Charges have been minimal.
Postage (50.2%): Charges have been minimal.
Janitorial Supplies (83.7%): Charges have been minimal.
Gas & Diesel Fuel (67.9%): Charges have been minimal.
Building Maintenance Supplies (126.9%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (88.8%): Charges have been minimal.
Electricity (67.2%): Charges have been minimal.
Water (81.9%): Charges have been minimal.
Telecommunications (122.4%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.
Professional Collection (11.2%): Charges have been minimal.
Employee Relations (25.9%): Charges have been minimal.
Miscellaneous Expenses (52.8%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	
For 2014:	\$ 2,225.00
For 2015:	100.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	95.00
State Farm Good Neighbor Grant for	
Nancy Miller:	500.00
Fountain Receipts:	12.66
McLean Co Retired Teachers Assoc:	30.00
John Muirhead:	200.00
Country Kids Day Care:	100.00
Cent Ill Downs Syndrome Org:	200.00
C-U Herb Society, Miscellaneous Donation:	75.00
Caroline Denny, Appreciates Fine Free Privilege	200.00
Miscellaneous Donations:	70.40
Total Donations:	\$ 21,958.06

The Other Revenue line item breaks out as follows:

Print Station:	\$10,487.79
Book Shoppe:	18,427.30
Book Shoppe Gift Certificates:	15.00
Sale of Blankets:	120.00
Sale of Reusable Bags:	249.00
Sale of Sling Backpacks:	664.00
Sale of Earbuds:	799.50
Sale of Flashdrives:	195.00
Sale of Umbrellas:	10.00
Hot Beverage Station:	1,180.75
Test Proctoring:	1,655.00
Meeting Room Fees:	1,235.00
B Logistics Revenue:	4,341.65
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,856.60
Total Other Revenue:	\$42,846.59

During April, 7 batches containing 119 invoices were processed, totaling \$95,722.58 and 208 credit card charges were made totaling \$43,764.27.

Library Fund Balance Information, 4/30/15:

Operating:	\$ 1,918,953.55
Capital:	\$ 2,128,392.59
Fixed Assets:	\$ 629,192.10

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 19, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	5,075.00
Ameren IP	Electricity	6,284.22
American Pest Control	Building Maintenance	80.00
Balmer, J.	Other Purchased Services	75.00
Berchtold, David	Other Purchased Services	225.00
Bloomington Fence	Building Maintenance	580.00
Carrigan, Terry (TKJSEC Enterprises)	Periodicals	1,422.20
CB Bloomington Operations, LLC (East Street Hardware & Tools)	Building Mtn Supplies	74.52
CDW Government	Computer Supplies	1,430.35
CDW Government	Library Supplies	1,498.14
CDW Government	Telecommunications	490.31
Cengage Learning	Adult Books	1,241.04
Center Point Large Print	Adult Books	469.14
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	410.01
City of Bloomington	FICA	10,642.05
City of Bloomington	Gas/Fuel	341.87
City of Bloomington	Health Insurance-HMO	3,730.93
City of Bloomington	Health Insurance-PPO	9,543.45
City of Bloomington	IMRF	20,712.56
City of Bloomington	Life Insurance	243.81
City of Bloomington	Medicare	2,488.85
City of Bloomington	Payroll	220,539.73
City of Bloomington	Vehicle Maintenance	24.00
City of Bloomington	Vision Insurance	100.65
City of Bloomington	Water	554.64
Comcast	Telecommunications	102.85
Community Players	Other Purchased Services	75.00
Confidential On Site Paper Shredding	Other Purchased Services	157.95
Cumulus Broadcasting	Advertising	882.79
Custom Digital Imaging	Other Purchased Services	1,115.29
Custom Digital Imaging	Printing/Binding	1,828.58
Dvorak, Mark	Other Purchased Services	190.00
Evergreen Park Public Library	Miscellaneous Expenses	14.00
Frontier	Telecommunications	1,415.30
Getz Fire Equipment	Building Maintenance	393.65
Gibbons, Jim	Other Purchased Services	172.49
Higginson Book Co., LLC	Adult Books	360.25
Illinois Wesleyan University	Other Purchased Services	653.86

Jeakins, Kathy
 Johnson Controls
 Koster, Theresa (Fonziba Koster)
 Leary, Donna
 Lincolnland Architectural Graphics
 Lincoln's Festival
 Lockett, Michael
 Lower, Mickey
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural Books & Videos
 Northern Illinois Gas/NICOR
 OfficeMax
 OfficeMax
 OfficeMax
 Pantagraph
 Penguin Random house, LLC
 Penworthy Co.
 Pilot Media, LLC (Great Plains Media)
 POS Supply Solutions, Inc.
 ProQuest, LLC
 Rainbow Book Co.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Schneider, Michael (Pint Size Polkas)
 ThyssenKrupp Elevator Corp.
 Tumbleweed Press, Inc.
 Unique Management Services, Inc.
 Verizon Wireless
 Weber Electric, Inc.
 Wherry Machine & Welding, Inc.
 WMBD TV
 VISA - Abe Books
 VISA - Ace Hardware
 VISA - Alibris Books
 VISA - Amazon Marketplace
 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 - Best Buy
 VISA - Champaign Telephone Co.
 VISA - Chicago Tribune
 VISA - ChicoParty.com
 VISA - Container Store
 VISA - Cummins Crosspoint
 VISA - DearReader.com
 VISA - Destihl
 VISA - Ebsco Subscription Services

Travel	155.83
Capital Equipment	10,444.00
Other Purchased Services	600.00
Travel	80.05
Building Maintenance	165.00
Advertising	50.00
Other Purchased Services	300.00
Other Purchased Services	75.00
Building Maintenance	2,440.62
A/V Materials	1,101.53
Building Mtnc Supplies	46.97
Janitorial Supplies	426.93
Juvenile Books	37.40
Natural Gas	3,169.14
Computer Supplies	1,005.45
Copier Supplies	395.76
Office Supplies	467.17
Advertising	1,786.00
A/V Materials	63.75
Juvenile Books	1,241.36
Advertising	1,870.00
Library Supplies	3,427.68
Periodicals	4,645.50
Juvenile Books	904.81
Library Supplies	144.99
Rentals	1,765.85
Printing/Binding	300.00
Other Purchased Services	340.00
Building Maintenance	29.01
Public Access Software	299.50
Other Purchased Services	384.85
Telecommunications	158.55
Building Maintenance	3,950.00
Building Maintenance	531.00
Other Purchased Services	400.00
Adult Books	18.00
Vehicle Maintenance	1.50
A/V Materials	64.03
Other Purchased Services	92.48
Adult Books	119.12
A/V Materials	68.69
Professional Development	54.00
Adult Books	57.00
A/V Materials	9,178.47
Adult Books	14,069.59
Juvenile Books	8,118.97
Computer Supplies	189.99
Telecommunications	1,067.86
Periodicals	455.00
Other Purchased Services	24.95
Library Supplies	119.92
Vehicle Maintenance	12.98
Other Purchased Services	100.00
Other Purchased Services	50.00
Public Access Software	2,412.00

VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Global Government/Education Solutions
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hy-Vee
 VISA - Hy-Vee
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jewel
 VISA - Kelly's Bakery & Café
 VISA - LD-InkJets
 VISA - Lectorum Publications, Inc.
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - McLean County Chamber of Commerce
 VISA - Mini Science
 VISA - Oculus VR, Inc.
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading Co
 VISA - Oriental Trading Co
 VISA - PayPal*EBayMarketplace
 VISA - Plumbing Deals
 VISA - POS Supply Solutions
 VISA - Rockford Map Publishers
 VISA - Scholastic Book Fairs
 VISA - School Shop
 VISA - Skillpath Seminars
 VISA - Sprint
 VISA - Station 220
 VISA - Stu*Stumps
 VISA - Things Remembered
 VISA - Uncle Bill's Self Storage
 VISA - USPS.com
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Advertising 99.44
 Miscellaneous Expenses 21.37
 A/V Materials 211.45
 Computer Supplies 506.35
 Library Supplies 13.27
 Office Supplies 5.99
 Other Purchased Services 92.99
 Employee Relations 50.99
 Other Purchased Services 70.97
 Membership Dues 375.00
 Adult Books 316.21
 Other Purchased Services 11.17
 Other Purchased Services 100.00
 Computer Supplies 338.97
 Juvenile Books 34.28
 Computer Supplies 249.00
 Building Mtn Supplies 330.15
 Office/Equipment Mtn 6.97
 Other Purchased Services 84.81
 Employee Relations 184.36
 Professional Development 105.00
 Computer Supplies 504.97
 Computer Supplies 744.00
 Office Supplies 54.96
 Other Purchased Services 107.94
 Library Supplies 11.98
 Other Purchased Services 54.21
 Other Purchased Services 32.10
 Building Mtn Supplies 41.90
 Library Supplies 246.08
 Adult Books 78.95
 Other Purchased Services 661.46
 Library Supplies 6.57
 Professional Development 99.00
 Telecommunications 405.88
 Other Purchased Services 50.00
 Other Purchased Services 332.89
 Other Purchased Services 164.00
 Other Purchased Services 120.00
 Postage 25.31
 Telecommunications 82.36
 Building Mtn Supplies 0.97
 Library Supplies 58.01
 Miscellaneous Expenses 7.44
 Office Supplies 61.87
 Other Purchased Services 95.12
 Periodicals 44.91
 Vehicle Maintenance 35.91
 Telecommunications 152.19

383,027.78

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 15

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Copy Shop	225.00	0.00	0.00	0.00	225.00
Kurt's Auto Body	250.00	0.00	0.00	0.00	250.00
Specs Around Town	50.00	0.00	0.00	0.00	50.00
Golden Prairie Public Library District	1,000.00	0.00	0.00	0.00	1,000.00
Heartland Bank	100.00	0.00	0.00	100.00	200.00
Down Owen Tire	100.00	0.00	0.00	0.00	100.00
Bloomington Education Association	500.00	0.00	0.00	0.00	500.00
Kathy Alwes-Petry	30.00	0.00	0.00	0.00	30.00
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Total Summer Reading Program Community Donations	2,405.00	0.00	0.00	100.00	2,505.00
Memorial Donations:					
	25.00	50.00	20.00	0.00	95.00
Total Memorial Donations	25.00	50.00	20.00	0.00	95.00
Other Donations:					
Fountain Receipts	7.83	3.57	1.26	0.00	12.66
McLean Co Retired Teachers Association	30.00	0.00	0.00	0.00	30.00
Erik Anderson	0.00	0.00	0.00	50.00	50.00
C-U Herb Society	0.00	0.00	0.00	75.00	75.00
John Muirhead	0.00	0.00	200.00	0.00	200.00
Carolyn Denny	0.00	0.00	0.00	200.00	200.00
Country Kids Daycare	0.00	0.00	100.00	0.00	100.00
Central Illinois Downs Syndrome Organization	0.00	0.00	200.00	0.00	200.00
State Farm Good Neighbor Grant	0.00	0.00	500.00	0.00	500.00
Golden Prairie Public Library District	0.00	0.00	50,000.00	0.00	50,000.00
Anonymous, Miscellaneous Donations	0.00	0.00	0.00	20.40	20.40
Total Other Donations	37.83	3.57	51,001.26	325.00	51,388.06
Foundation:					
Summer Reading Program, 2014	18,150.00	0.00	0.00	0.00	18,150.00
Eugene Funk III Memorial Stone	194.99	0.00	0.00	0.00	194.99
Engraving Services, Memorial Stone	175.00	0.00	0.00	0.00	175.00
Staff Appreciation Day	0.00	0.00	2,741.08	0.00	2,741.08
Restore Withers Portrait	0.00	1,787.50	0.00	1,787.50	3,575.00
Total Foundation	18,519.99	1,787.50	2,741.08	1,787.50	24,836.07
Total Donations	20,987.82	1,841.07	53,762.34	2,212.50	78,824.13

Bloomington Public Library
Monthly Statistics - April 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	52,489	671,081	56,155	713,137
Teens	2,644	37,559	2,938	39,654
Children	43,437	597,007	41,462	610,068
OTR Adults	1,980	25,949	2,581	28,128
OTR Teens	125	1,704	165	1,589
OTR Children	4,064	40,978	3,951	43,008
e-Books - Freading	34	400	39	362
e-Books - Overdrive	4,054	43,922	3,484	40,825
Freegal downloads	511	7,429	654	8,628
Zinio Magazines	326	4,653	401	4,309
TOTALS				
Adults	54,469	697,030	58,736	741,265
Teens	2,769	39,263	3,103	41,243
Children	47,501	637,985	45,413	653,076
Digital Downloads	4,925	56,404	4,578	54,124
COMBINED TOTAL	109,664	1,430,682	111,830	1,489,708
ITEMS IN THE COLLECTION				
Main	295,427	295,427	287,346	287,346
OTR	11,834	11,834	12,282	12,282
TOTAL	307,261	307,261	299,628	299,628
HOLDS FILLED	7,754	93,356	8,111	95,215
CARDHOLDERS				
Added	352	5,100	363	5,617
TOTAL NUMBER				
Adults	26,298	26,298	28,121	28,121
Teens	2,265	2,265	2,452	2,452
Children	6,146	6,146	7,141	7,141
Combined Total of Active Cards	34,709	34,709	37,714	37,714
REFERENCE QUESTIONS				
Adults	2,645	30,725	2,680	34,518
Teens	95	1,448	69	861
Children	776	12,308	905	12,009
OTR	53	950	89	847
Circulation	874	9,636	682	6,514
PROGRAMS				
Story Times	30	217	26	179
Adult	15	142	11	155
Teens	2	59	7	82
Juvenile	7	100	2	52
Outreach Adult	0	2	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	1	0	0
PROGRAM ATTENDANCE				
Story Times	843	6,502	425	3,404

Bloomington Public Library
Monthly Statistics - April 2015

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	160	1,838	100	1,951
Teen Programs	15	654	42	530
Juvenile Programs	385	6,265	495	4,468
Outreach Adult	0	27	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	36	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,704	0	4,458
Completed	0	2,759	0	2,635
TEENS				
Registered	0	811	0	822
Completed	0	402	0	387
ADULTS				
Registered	0	2,300	0	2,261
Completed	0	1,109	0	1,077
TOTAL				
Registered	0	7,815	0	7,541
Completed	0	4,270	0	4,099
COMPUTER USE				
Public computer uses	4,511	48,332	4,774	60,399
Website database/catalog hits	23,280	23,280	14,683	111,329
Online Resource (Database) uses	4,532	64,023	3,028	47,389
TOTAL	27,791	135,635	22,485	219,117
INTERLIBRARY LOAN				
Borrowing Requests Received	442	4,950	441	4,800
Outgoing Loans (Lending)	313	3,132	310	3,245
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	79	9	89
Outside the library (events)	12	122	14	100
Number of people	309	13,777	1,120	14,131
VOLUNTEER HOURS				
	175	1,381	187	2,048
MEETING ROOM USAGE				
Study Room	64	852	78	829
Digital Media Lab	36	336	40	40
Customer Visits (MAIN)				
Customer Visits (OTR)	25,738	354,786	31,449	398,545
Customer Visits (OTR)	1,241	12,430	1,153	53,768
COMBINED TOTAL VISITS	26,979	367,216	32,602	452,313
TRAINING HOURS				
	45	1,265	74	959

Golden Prairie Public Library District
Board of Trustees Meeting
March 18, 2015
5:00 p.m.

MINUTES

- I. Call to Order
Vice President Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Tim Ervin, Lynn Gray, Stephen Peterson, Patti Salch

MEMBERS ABSENT: Carolyn Dail, Adrienne Ives

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Johanna Sneed
- III. Introductions & Public Comment
There were no introductions or public comments.
- IV. President's Report
Vice President Gray informed the Board that she completed her Statement of Economic interest and reminded them that they will need to do so before May 2015.
- V. Approval of Minutes
A. February 18, 2015
PATTI SALCH MOVED, TIM ERVIN SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 18, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. Staff Reports
A. Director's Report
Director Bouda distributed the Library's newsletter, Foreword, which includes information about the new Bookmobile and a thank you to Golden Prairie for their donation towards it. She added that the Bookmobile was delivered during the week of March 9th and that it is currently being wrapped. Its return is anticipated tomorrow.
Director Bouda reported that the BPL Board conducted interviews for the RFQ last Saturday. The BPL Board has yet to decide which architectural firm will be hired to complete the analysis.

Director Bouda informed the Board that a reception will be held on April 21st to honor the four departing BPL Board members.

B. Outreach Report

Laura Golaszewski was not present.

C. Fiscal Report

Kathy Jeakins entertained questions.

1. Approve February Financial Report

CAROL CAREY-ODEKIRK MOVED, TIM ERVIN SECONDED, TO APPROVE THE FINANCIAL REPORT FOR FEBRUARY 2015.

AYES: Carol Carey-Odekirk, Tim Ervin, Lynn Gray, Stephen Peterson, Patti Salch

NAYES: None

ABSENT: Carolyn Dail, Adrienne Ives

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Approve Investment Policy

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO APPROVE THE INVESTMENT POLICY. THE MOTION CARRIED UNANIMOUSLY.

VIII. New Business

A. Discussion of Financial Institutions and Investment Options

Carol Carey-Odekirk recommended that a Board member should be given the responsibility to research financial institutions and investment options. The Board agreed to have Carol Carey-Odekirk complete this task.

B. Discussion of Insurance Rates

There was no discussion.

C. Approval of 25th Anniversary Commemoration

Lynn Gray and Director Bouda met with a local artist that may be creating a piece of art to commemorate the Golden Prairie Public Library District's 25th anniversary. She and Director Bouda decided that the best location for a metal sculpture would be the patio. The Board went on to discuss the possibility of adding a plaque commemorating both Golden Prairie's 25th anniversary and its founding Board members.

The Board agreed that they would like to contact other local artists and have more options before deciding on what to buy. Lynn Gray will be contacting the McLean County Art's Center and researching cost and time estimates for plaques; Patti Salch will be contacting some of ISU's graduate art students.

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED,
TO APPROVE A COMMEMORATION FOR THE 25TH ANNIVERSARY OF
THE GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT. THE MOTION
CARRIED UNANIMOUSLY.

IX. Adjournment

Vice President Lynn Gray adjourned the meeting at 5:51 p.m.

Report on the 7 May 2015 Meeting of the Planning, Policies, and Programs Committee

A variety of new business was discussed. The committee presents you with the following informational items:

- 1) Brittany Cornell will serve as the 3Ps Vice Chair, fulfilling the role of the Chair at the June and July Board of Trustees meetings in the absence of the Chair.
- 2) The Secretary, as the next officer in line after the President and Vice President, will preside over the 19 May Board of Trustees Meeting.
- 3) A dialogue has been opened with B.J. Wilken of the YMCA and Grant Anderson of the Boys and Girls Club about our mutual interests as our organizations seek to expand.
- 4) At the 19 May Board of Trustees Meeting we will vote on an architectural firm to oversee the Library Expansion Needs Assessment and Conceptual Plan. In the meantime, the Director has been instructed to acquire additional copies of the submissions from Farnsworth and Nagle-Hartray in response to our RFQ for the newly appointed Trustees. The discussion will proceed as follows: discussion of merits of both firms in terms of the RFQ criteria, rankings by vote, and licensing of negotiations with top-ranked firm.
- 5) Renee Nestler, representing AFSCME Local 699, will be invited to provide the Board of Trustees a presentation on the collective bargaining and the contract negotiation process in the coming months.

The committee presents you with the following items for discussion:

- 1) Revising the Director's Evaluation Tool for Future Use.

Items to discuss:

- a) Considering the Director's self-evaluation tool
 - b) Revising the Trustees' tool
 - c) Developing an anonymous survey tool for staff to complete
 - d) Developing a way to solicit feedback from community leaders
 - e) Including a formal opportunity for the Director to respond to the evaluation
 - f) Determining who should carry out the bulk of the labor--The Budget and Personnel Committee? The entire Board of Trustees?
- 2) Amending Item f. of the Bylaws to include the Annual Development of Goals and greater specificity concerning the Director's Evaluation and Evaluation Schedule.
 - 3) The Bookmobile Routes
The 3Ps Committee opened a discussion of the Bookmobile routes at our last meeting and identified the following components as requiring further examination and action:
 - a) Library Card policy
 - b) Library Card Outreach
 - c) Bookmobile Mission Statement
 - d) Visibility of Bookmobile in all neighborhoods
 - e) Examination of marketing strategies
 - f) Media relations and communication with the press and the public
 - g) Considering best practices for equitable distribution of resources from other libraries and other public services

The committee presents you with the following recommendation for a vote at the June Meeting of the Board of Trustees:

Amend the language of item e. of the Bylaws to include the following after "...the Vice President shall preside":

In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside.

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

Wednesday
December 3, 2014
5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
Emily Kelahan called the meeting to order at 5:04 p.m.
- II. Roll Call
PRESENT: Brittany Cornell, Cathy Pratt, Emily Kelahan

ABSENT: Monica Brigham, Whitney Thomas, Narendra Jaggi

OTHERS: Georgia Bouda, Jared Brown, Kathy Jeakins, Patricia Marton, Susan O'Rourke, Caprice Prochnow
- III. Introductions/Public Comment
Emily Kelahan acknowledged resident, Patricia Marton.
- IV. Approval of Minutes
A. November 5, 2014
Brittany Cornell moved, Cathy Pratt seconded, to approve the Minutes from the November 5, 2014 meeting. The motion carried unanimously.
- V. Unfinished Business
A. Update on Purchasing Policy
Susan O'Rourke shared her discussion with Jon Johnston, City of Bloomington Procurement Officer regarding the City's Purchasing Policy and specifically the Fair Trade laws and how that affects an approach to purchasing. She went on to say, that apparently the City of Bloomington is a member of the National Institute for Government Procurement, and this institute advises against a "local first" policy and the City is following this protocol.
There was much discussion as to whether to proceed with a "local first" policy, and it was decided to let the current purchasing practices stand as the Library staff patronizes local businesses when suitable.
- VI. New Business
A. Discussion of Retreat and Possible Follow Up Meetings and Topics for Meetings
Emily Kelahan invited those present to share their thoughts on the recent retreat and if the Board should consider having a future retreat(s).

There was much discussion, and there was agreement that future retreats with Deb Halperin would be beneficial. A few topics that they would like to see addressed are: Committee roles and responsibilities, Board member roles and responsibilities, revising the bylaws to reflect the interpretation that is reached on the committee and Board member roles and responsibilities, and revising the Strategic Plan.

Cathy Pratt departed the meeting at 5:42 p.m.

B. Discussion of Revision of the Strategic Plan

Emily Kelahan shared that the Strategic Plan has not been revised in a while, and that perhaps this could be done between now and when the architect is hired (Phase 1 of the expansion project). There was discussion on this and it was suggested that each Trustee could review the current plan for possible future revision.

VII. Comments from Committee Members/Future Agendas

There were no comments or suggestions for future Agendas.

VIII. Adjournment

Emily Kelahan adjourned the meeting at 6:13 p.m.

Determining the location of bookmobile stops

The Bloomington Public Library serves everyone in the community. The Library's bookmobile is an extension of the Library and is intended to serve customers of all ages who are not within walking distance of the main building. The bookmobile is a neighborhood service, providing convenient access to Library materials and services, such as maintaining Library accounts and returning materials. It does not offer story times or programs as does the main Library.

The location of bookmobile stops has been questioned in the news recently. Be assured that serious consideration is given to the location of bookmobile stops. These criteria are based on the Bookmobile Guidelines of the Association of Bookmobile and Outreach Services (ABOS), which is affiliated with the American Library Association (attached). Our criteria include the following:

- availability of staff and resources
- proximity of the proposed stop to the Library—stops are not scheduled within a one-mile radius of the Library; currently there are no stops within two miles in any direction. See map A.
- proximity of the proposed stop to other stops
- availability of ample room to safely maneuver the bookmobile with accessibility for customers (the bookmobile must be able to enter and exit the area without backing up)
- anticipated usage of services based on number of Library card holders in the area and past experience
 - The ABOS Guidelines state in section 1.4 that “evaluation of bookmobile stops is essential and ongoing” (1.4.3) and that “Schedule changes are made in response to changes in circulation and customer usage, seasonal stops, etc.” (1.4.3.1).
- safety of staff and resources
- weight restrictions of roads being traveled

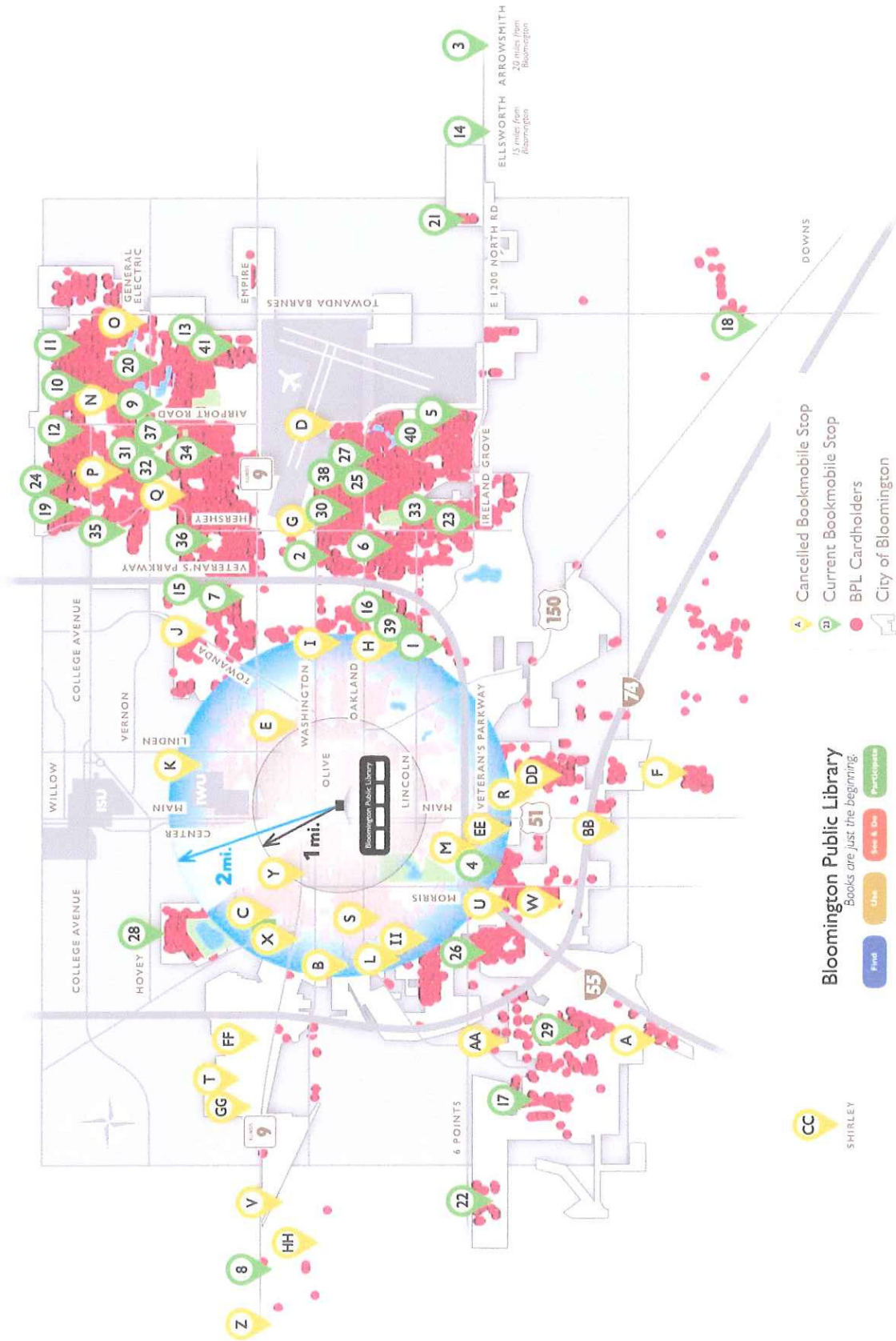
The Library continuously evaluates usage of bookmobile stops and makes changes to the schedule twice a year based on the above criteria. This evaluation is done, per the ABOS guidelines, by a librarian with a Master's of Library Science degree from an ALA-accredited university library. Changes are implemented in May and November, coinciding with the fiscal year and the printing of the schedule. The bookmobile currently makes 45 stops in its three week rotation. To add a new stop, another stop must be cancelled.

As is apparent in map B, the Library is located on the west side of the City of Bloomington. Users living within a two-mile radius of the Library building are served by the main Library. The red dots represent people with active Library cards and coincide with the location of the Library and bookmobile stops.

Bloomington Public Library's marketing follows ABOS guidelines. Schedules are available at the Library, on the bookmobile, on the website, and through social media. They are distributed at off-site community events. Postcards are mailed to addresses near new stops or those in danger of being cancelled.

Golden Prairie Public Library District contracts with Bloomington Public Library for Library services. This service includes regular bookmobile stops in the GPPLD, comprised of Dale, Bloomington, Old Town, Dawson, and Arrowsmith Townships.

To summarize, bookmobile stops are set using nationally established criteria and are in areas that support its use. The Library is on Bloomington's west side and is therefore convenient to west side residents. Many bookmobile stops on the west side have been implemented and were not successful.



MAP
B

Cancelled Bookmobile Stops 1998-2015

(dates cover the lifespan of the previous Bookmobile)

Stop	Time Period	Average Customers per month	Average Circulations per month	Notes
A. Beich Rd.	Nov 07 - Apr 08	3	4	
B. Boys & Girls Club (Iowa St.)	pre 98 - Apr 07	4	21	
C. Chestnut (Oneil Park/Sheridan School)	May 05 - Apr 06	8	18	
D. Colonial Meadows	Nov 01 - Apr 04	##	15	
E. Colton Ave.	May 06 - Oct 07	12	23	
F. Crestwicke				The 1998 Bookmobile was too heavy for roads
G. Devonshire	May 05 - Oct 08	11	62	The Carl/Philip stop was nearby; time slot in schedule was needed for another stop
H. Dolphin/Owens	pre 98 - Apr 06	4	31	
I. East Olive	pre 98 - Apr 09	7	28	
J. Fairway Knolls	Nov 01 - Apr 09	7	35	
K. Fell Park	Nov 06 - Apr 10	8	34	
L. Grandview Estates	Nov 02 - Oct 03	##	5	
	Nov 05 - Apr 06	10	14	
M. Greenwood	May 02 - Oct 04	##	15	
N. Hawthorne Hills		***	***	
O. Hawthorne II	May 06 - Oct 10	17	76	Averaged 11 customers and 36 circs in final 12 months
P. Hedgewood	Nov 04 - Oct 05	4	26	
Q. Highland East		***	***	
R. Hilltop Trailer Park		***	***	
S. Hinshaw		***	***	
T. JC Parkway	Nov 12 - Oct 13	13		
U. Laesch Acres	May 04 - Oct 07	10	30	Averaged 4 customers and 9 circs in final 12 months
V. Lucca Forest		***	***	
W. Luther Oaks	Nov 09 - Oct 10	5	11	
X. Market Square	May 09 - Apr 10	4	14	
Y. Mount Pisgah	May 09 - Apr 12	3	13	
Z. Oak Hill	May 02 - Oct 05	##	17	
	May 08 - Oct 10	5	16	
AA. Ridgewood	May 08 - Oct 10	9	27	
BB. Shell/Meadows	Nov 01 - Oct 02	##	5	
CC. Shirley	May 02 - Apr 08	5	24	
DD. Southgate	May 03 - Apr 07	8	24	
EE. Tracy Dr.	Nov 04 - Apr 13	8	27	Averaged 11 circulations in final 12 months of stop
FF. Turnberry Village	Nov 03 - Apr 05	##	8	
GG. Walmart	May 05 - Apr 06	10	40	Averaged 5 customers and 16 circs in final 6 months
HH. Washington Heights	Nov 02 - Apr 05	##	24	
II. Woodland Ridge	Nov 03 - Oct 04	##	18	

*** Prior to Jan. '02, only the busiest stops were listed in reports. No information about slow stops is available prior to 2002.

From Jan. '02 thru April '05, only the 5 slowest stops are listed in reports and only with circulation figures; no customer counts.
From May '05 thru Mar '11, information on all stops is available.

From Mar '11 to present, only circ information about the 5 busiest and 5 slowest stops is available.

Some locations are given a second chance. We visited the Boys & Girls Club throughout the Summer of 2014 at their request. The Grandview Estates and Oak Hill stops were also tried twice. All were unsuccessful.

12-Month Circulation Stats for Current Bookmobile Stops (by popularity)

Stop	Average Circulation per visit	Stop	Average Circulation per visit
Wingover Evening.....	504	North Pointe.....	58
The Grove	198	Old Farm Lakes	58
Rainbow Avenue.....	194	Heartland Hills	47
Freedom Oil.....	132	Pepper Ridge	44
Eagle Crest.....	126	Oakridge	39
Ekstam Drive.....	126	Oakwood	38
Golden Eagle	126	Park Place	38
Ponds Apartments.....	122	Arbors Apartments.....	37
Eagle Ridge	106	Rollingbrook South	37
Wingover Afternoon.....	106	Fox Creek	31
Wingover Morning	86	Blooming Grove.....	29
Stevenson School	83	Waterford Estates.....	29
Phillip Place	81	Ellsworth.....	28
Suburban East.....	77	Hershey Grove	25
Arrowsmith.....	73	Angler's Manor.....	23
Royal Pointe Rd.....	73	White Eagle	19
Four Seasons	65	Westminster Village	17
Eagle Creek.....	64	Spring Ridge.....	16
Bohmer Drive	63	Deer Ridge	13
Colonial Plaza	63	Broadmoor	11
Eagle Crest East	61	Fairway Knolls.....	new stop as of May 2015
Garling Heights.....	59		

12-Month Circulation Stats for Current Bookmobile Stops (by stop as numbered on schedule)

Stop	Average Circulation per visit	Stop	Average Circulation per visit
1. Angler's Manor	23	23. Hershey Grove	25
2. Arbors Apartments	37	24. North Pointe	58
3. Arrowsmith	73	25. Oakridge.....	39
4. Blooming Grove	29	26. Oakwood.....	38
5. Bohmer Drive.....	63	27. Old Farm Lakes.....	58
6. Broadmoor.....	11	28. Park Place.....	38
7. Colonial Plaza	63	29. Pepper Ridge.....	44
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Association of Bookmobiles and Outreach Services Guidelines (2008)

Part I. Bookmobile/Outreach Services Program Guidelines

Section 1. Administration of the Bookmobile/Outreach Services Program

1.1 Management: The Bookmobile/Outreach Services program is managed with criteria equivalent to branch or other library program management criteria.

The bookmobile/outreach services program meets this guideline if:

1.1.1 Proper planning for bookmobile/outreach services, including the development of the library mission statement, goals, objectives and procedures, is done to identify community needs and includes the various roles which the bookmobile/outreach services can effectively play in meeting these needs.

1.1.2 Bookmobile/outreach services staff members are included in all library planning activities.

1.1.3 Bookmobile/outreach services planning, both initial and on-going, is based on such factors as monitoring demographics and use patterns, levels of need and public demand, as well as utilizing cooperative partnerships with local agencies and schools to determine underserved areas and populations with special needs who would be best served by bookmobile/outreach services.

1.2 Funding: Bookmobile/outreach services should be adequately funded.

A library meets this guideline if:

1.2.1 Bookmobile/outreach services program has an operating and materials budget adequate to meet the needs of targeted service populations.

1.2.2.1 Bookmobile/outreach services costs are documented, as are other system costs, and included in long-range library planning.

1.2.2.1 A vehicle replacement fund is part of the library budget. The fund should be no less than ten percent of the cost of a suitably sized vehicle. Because the cost of maintenance increases and vehicle reliability diminishes annually, 12 years is a reasonable life span.

1.2.3 Appropriate physical facilities to house the bookmobile/outreach services program are provided. A library meets this guideline if:

1.2.3.1 Office space, not including space for collections, and equipment provided for each bookmobile/outreach services staff member, is equivalent to the space and equipment provided to other library staff.

1.2.3.2 Bookmobile/outreach services vehicle parking facilities meet federal OSHA (Occupational Safety and Health Act), state, or Canadian/provincial, and other applicable standards. Parking facilities allow staff to carry out bookmobile/outreach services tasks without interference from or to other library activities.

1.2.3.3.1. Garage doors are of adequate height, preferably at least 14 feet, automatic and secure. A heated, covered, well-drained drive-through garage that is large enough for easy

docking and loading of vehicles and facilities for washing, cleaning and maintenance of bookmobile/outreach services vehicles is optimal.

1.2.4 Funding is adequate to include bookmobile/outreach services in major library-wide programming and provide circulation systems equivalent to those in library branches.

1.3 Staffing and Supervision: The bookmobile/outreach services staffing is organized to provide personnel adequate to carry out the objectives of the program.

A library meets this guideline if:

1.3.1 Requirements for the employment and training of bookmobile/outreach services staff are comparable to those of other departments with similar responsibilities.

1.3.1.1 A current written job description for each position is provided.

1.3.1.2 At least one staff member per vehicle has a post high school education, [four year college degree] and a minimum of one year of public library experience.

1.3.1.3 A librarian with a master's degree from a program accredited by the American Library Association, or its equivalent in experience in bookmobile/outreach services, is advisable at the administrative level.

1.3.2 A minimum of two staff members work on the bookmobile during all service hours.

1.3.3 All bookmobile/outreach staff are trained in basic reference work and readers advisory, along with necessary clerical duties.

1.3.4 Administrative staff makes on site visits and uses the same criteria for program and staff evaluation used in other departments.

1.4 Stops: Criteria for establishing and maintaining bookmobile stops. A bookmobile schedule reflects the bookmobile service program and is designed to place the bookmobile where convenience, location and time will potentially maximize use by customers.

The bookmobile schedule meets this guideline if the following factors have been considered:

1.4.1 Appropriate service hours are provided for each segment of the targeted service area, e.g., after-school hours for children, evening and/or weekend hours for most adults, senior facilities and day cares.

1.4.2 Stops are scheduled, as often as feasible, with a minimum duration of one half-hour, to provide continuity and establish a use pattern.

1.4.3 Evaluation of bookmobile stops is essential and ongoing.

1.4.3.1 Schedule changes are made in response to changes in circulation and customer usage, seasonal stops, etc.

1.5 Collection development: The collection development and materials access policy for bookmobile/outreach services operations meets the needs determined in the bookmobile/outreach services program mission statement and is consistent with the written board-approved goals of the library. The bookmobile/outreach services collection development policy serves as a guideline for the selection, ordering, and retention of materials and provides for access to materials not immediately available on the bookmobile.

1.5.1 An attractive, available collection of high interest materials in a variety of formats (books, large-print books, books-on-tape, videos, DVD's, compact discs (CDs), periodicals, etc.) for both current and

retrospective materials for both recreational and informational needs of the bookmobile/outreach services customers is provided.

1.5.1.1 The collection consists of a dedicated core collection, supplemented by reserve services from other library collections and interloans, or is supplied and re-stocked primarily from other library collections.

1.5.2 Person(s)/position (s) responsible for selection and maintenance of materials are clearly identified, and decisions are based on expressed bookmobile/outreach services customer interests and professional selection criteria.

1.5.2.1 Provision is made for input into the selection process by bookmobile/outreach services staff having personal contact with the public. Liberal request/reserve policies are strongly encouraged.

1.5.3 A separate bookmobile collection is preferred for reasons such as ease of access during restocking and filling of requests.

1.5.3.1 Where a separate collection is not utilized, sufficient staff time should be allotted for restocking and filling of requests.

1.6 Marketing/Public Relations: The marketing and publicizing of the bookmobile/outreach services program is a part of the overall library program and is designed to reach potential customers throughout the library services area.

1.6.1 Bookmobile schedules are made available in all libraries and at all library-sponsored programming.

1.6.2 All library brochures, newsletters, bookmarks and any other library publications include bookmobile/outreach services information.

1.6.3 Bookmobile/outreach services information is included on the library website.

1.6.4 Bookmobile/outreach services programs are included in any cooperative community information distribution. (e.g. radio and television programs, church and school bulletins, government agencies, service clubs, etc.)

1.7 Bookmobile/outreach services programming may include story hours, public speaking, community events, parades, book talks, etc.

Section 2. Bookmobile Public Service

2.1 Bookmobile circulation services are comparable to services at branches.

2.1.1 Bookmobile/outreach services statistics are maintained which are comparable to library wide statistics.

2.1.2 All library collections, including books, audiovisual materials software, realia and other items are available to bookmobile patrons on a comparable basis as to all other customers.

2.1.3 Circulation rules and procedures are comparable for all library customers.

2.1.4 Bookmobile/outreach services customer requests and reserves are given the same priority as other requests and reserves.

Section 3. Bookmobile Emergency Procedures

3.1 Bookmobile emergency procedures are comparable to emergency procedures at the main library.

Part II: Bookmobile/Outreach Services

Vehicle Construction and Maintenance Guidelines

Section 1. Bookmobile/Outreach Services Vehicle Construction Guidelines

This section provides broad guidelines for the construction of a bookmobile/outreach services vehicle. The intent is to provide advice for those designing a vehicle to meet local needs for service. Where United States requirements are cited, Canadian users should reference appropriate Canadian standards. Specific citations are to current and successor government or industry standards.

Construction of a bookmobile/outreach services vehicle is comparable to that of a fixed library facility. A similar planning process should be followed. This section is not intended to be comprehensive. There are too many variations in vehicle design and chassis for such an approach. Relevant codes or regulations, such as the National Electric Code (NEC), Occupational Safety and Health Agency (OSHA), the Department of Transportation (DOT), state motor vehicle codes, Federal Motor Vehicle Safety Standards (FMVSS) in the United States or the Canadian Motor Vehicle Safety Standards (CMVS) in Canada, Underwriters Laboratory (UL), etc. should be followed whether or not they are specifically cited in these guidelines. New standards and amendments, routinely issued by the National Highway Traffic Safety Administration in the United States, will appear in the *Federal Register*. In Canada, the library's provincial ministry of transportation should be contacted for up-to-date information. Where questions arise, it is strongly recommended that a professional engineer who has bookmobile or similar expertise and who is a member of the Society of Automotive Engineers be contacted.

1.1 A bookmobile/outreach services vehicle should be of a size and configuration designed to facilitate its proposed specific use as determined by the bookmobile/outreach services program for which it is being designed.

Program variables include intended customers, proposed numbers and types of materials, access, collection, desired storage space, automation, etc. Most added features, also, have an impact on vehicle size or holdings.

1.2 The following components are determined in relation to the bookmobile's intended function:

1.2.1 Chassis. The chassis must be adequate to support vehicle weight and to support features made necessary by law, good engineering practice, standard specifications, ease of accessibility for maintenance and to meet program objectives.

1.2.2 Payload weight. One pound per book is standard for estimating payload weight.

1.2.3 Gross vehicle weight. Determine loaded weight by adding the estimated payload weight to the proposed vehicle weight.

1.2.4 Wheelbase. It is preferable that at least 55 to 60 % of the total vehicle length is covered by wheelbase.

1.2.5 Axle-front.

1.2.6 Axle-rear.

1.2.7 Brakes. All braking systems must comply with FMVS- 105 or 121 and manufacturers recommendations for design, including air brakes.

1.2.8 Alternator. Sized to meet the vehicle needs.

1.2.9 Engine.

1.2.10 Fuel tank.

1.2.11 Fuel. The type of fuel used should be selected relative to its availability. Use of the same fuel for the engine and generator is recommended.

1.2.12 Steering Power. Assisted/integral power steering is recommended.

1.2.13 Transmission. Automatic 3-4 speed is recommended.

1.2.14 Tires. Steel belted, sized and rated to match chassis weight and axle ratings are recommended.

1.2.15 Battery(s). Sized to meet the vehicle and generator needs.

1.2.16 Springs/Suspension. Must conform to chassis gross vehicle weight (GVW) ratings.

1.2.17 Tow hooks. Front and rear tow hooks are recommended.

1.2.18 Vehicle frame. Seamless box channel, carbon-steel channel or their equivalent are recommended.

1.2.20 Radiator/Cooling. Must be adequate for climate and terrain.

1.2.21 Horn.

1.2.22 Wiring. Wires should be bundled and labeled and be of a continuous color their full length. to conform to or exceed current standards of the Society of Automotive Engineers or Underwriters Laboratories, Inc. *National Electrical Code* as required. A diagram should be provided to the purchaser.

1.2.23 Undercoating. The entire underside of the body, including floor components, sides and panels below floor level and exterior compartments, should be coated with fire-resistant rubber base, or other approved material applied by spray method.

1.3 A bookmobile/outreach services vehicle must have a body coordinated with above chassis selection, designed to meet program needs and be durable, attractive, functional and comfortable for staff and customers.

A bookmobile/outreach services vehicle body/shell meets this guideline if, with program-related exceptions, it responds to the following:

1.3.1 Dimensions maximize usable space.

1.3.2 Inside height is maximized.

1.3.3 Inside width meets program needs.

1.3.4 Space from the rear of the vehicle to driver's seat is maximized.

1.3.5 Exterior side panels are made of aluminum, steel or fiberglass with structurally sound wood or metal framing.

1.3.6 Floor is protected from dust, dirt and road deterioration.

1.3.7 Roof is leak proof.

1.3.8 Doors are customized to meet program and safety needs.

1.3.9 Windows are placed and sized to meet program and safety needs.

1.3.10 Steps/ramps are built-in, added-on or provided in size and configuration to safely meet program needs.

1.3.11 Wheelchair lift or other accessibility equipment meets the regulations of the Americans with Disabilities Act or the Canadian equivalent, if it is applicable to the program.

1.3.12 Handrails are strategically located both inside and out to meet needs of all customers.

1.3.13 Warning signals are provided to alert the driver when the steps are down, shoreline cables are in use, satellite antennas are deployed, etc.

1.3.14 All doors, exterior compartments and wheel wells are tightly sealed against dust.

1.3.15 A minimum of two inches of insulation, fiberglass or equivalent, are applied to roof, floor and wall panels to meet insulation needs relevant to climate.

1.3.16 Exterior lettering and painting reflect a quality library image.

1.3.17 Exterior lighting includes, at a minimum, lighting at each door.

1.4 Interior furnishings and floor plan must reflect program needs.

A bookmobile/outreach services' interior design meets this guideline if it responds to the following:

1.4.1 Floor plan reflects program needs, maximizing use of the interior space available.

1.4.2 Shelving design fully utilizes available wall space.

1.4.2.1 Standard shelving can be either fixed or adjustable with a minimum of 10" between shelves attached at a 15-degree angle for sidewall shelves and a 20-degree angle for rear shelves.

1.4.2.2 Special shelving needs (e.g., periodicals, AV, pamphlets, etc.) are included in shelving design.

1.4.3 Special features such as bulletin boards, closets, added storage space, screen, seats, etc., and their location are included in the interior design.

1.4.4 Workstations in the vehicle are designed to accommodate all anticipated circulation, staff and customer needs.

1.4.5 Lighting must be provided, preferably by two banks of fluorescent lighting running lengthwise.

1.4.5.1 Auxiliary 12 volt back-up lighting is included in the interior design.

1.5 Provide heating and air conditioning. The vehicle must have a heating, ventilation and air-conditioning system adequate to maintain a comfortable temperature year-round with the doors in use. Technical details will vary significantly with vehicle design, size and program. A vehicle meets this guideline if it responds to the following:

1.5.1 Climate control systems are designed to meet anticipated heating and/or cooling needs and for ease of maintenance.

1.5.1.1 Heaters

1.5.1.2 Air conditioners

1.5.2 Auxiliary systems for auxiliary temperature control are provided where applicable in the vehicle design (e.g., heat strips, cab heater and air conditioner, etc.).

1.6 Provide an appropriately installed power supply to meet current and anticipated electrical needs for lighting, heating, air conditioning, outlets for computers and other equipment, etc. This requirement may be met through a combination of "on vehicle" equipment and "off vehicle" power. The power supply meets this guideline if:

1.6.1 On-vehicle power supply (solar panels, LP gas, diesel and gasoline powered generators, etc.) are properly sized to meet design requirements program needs.

1.6.1.1 An adequately sized and accessible generator storage compartment, preferably with a slide out tray, is provided.

1.6.2 Off-vehicle power is supplied using a properly sized shoreline power cord up to 35 feet in length, plugged into an appropriate electrical supply.

1.6.2.1 An adequately sized shoreline storage compartment is included in vehicle design.

1.7 Provide a safe, comfortable driver's area, have necessary instruments, and equipment to meet all federal and state motor vehicle codes and regulations and be capable of utilization for public service as needed. The cab meets this guideline if:

1.7.1 The driver and passenger seats are fully adjustable.

1.7.2 Required safety equipment is provided (e.g. fire extinguishers, first aid kits, safety triangles, etc.).

1.7.3 A two-way communication device is provided (e.g. cell phones, etc).

1.8 Consider optional equipment, to enhance the service program. Options listed below are among those utilized for specific programs and should be considered:

1.8.1 Inside and outside speakers for radio/tapes/CD's.

1.8.2 Engine block heaters on diesels.

1.8.3 Low water/oil alarm.

1.8.4 Wheel chair lift or ramp, as appropriate and feasible.

1.8.5 Side mirrors adjustable from cab interior.

1.8.6 Cruise control.

1.8.7 Cross over switch to allow engine battery to start generator and vice versa.

1.8.8 Floodlights on street side.

1.8.9 Storage for toolbox containing minor tools.

1.8.10 Rear closed circuit TV.

1.9 Important miscellaneous items are addressed:

1.9.1 Terms of pick up or delivery of the vehicle are agreed upon in advance to the satisfaction of both buyer and vendor.

1.9.2 Vendor provides warranties of a standard nature. At delivery, written and verbal instructions on operation and maintenance of vehicle and components are provided.

1.9.3 Inspections of the vehicle on an agreed-upon schedule by library staff or representatives throughout the construction of the vehicle.

Appropriate times for inspection by the purchaser are:

1.9.3.1 At chassis delivery.

1.9.3.2 During floor and wall framing.

1.9.3.3 During interior completion.

1.9.3.4 Before delivery (final inspection).

1.9.4.5 Areas for special consideration at inspection.

1.9.4.5.1 Seals at openings and body seals for leakage.

1.9.4.5.2 All functioning equipment, outlets and instruments.

1.9.4.5.3 Exhaust system.

1.9.4.5.4 Proper door and window function.

1.9.4.5.5 Shelving.

1.9.4.5.6 Generator/auxiliary power supply.

1.9.4.5.7 Furnishings.

1.9.4.6 Final payment is not made before all specifications are met.

Section 2. Bookmobile/Outreach Services Vehicle Maintenance is essential to a reliable bookmobile program.

2.1 All maintenance and warranty documents should be followed.

2.2 A schedule of maintenance for the vehicle and generator is developed and followed.

2.2.1 Daily vehicle maintenance.

2.2.1.1 Check the vehicle for safety items such as the brakes, tires, horn, windshield wipers and lights as well as the recommended fluids.

2.2.2 Periodic vehicle maintenance.

2.2.2.1 A convenient garage and reliable mechanics able to work on the bookmobile should be assured.

2.2.2.2 Manufacturers' documents that spell out recommended periodic maintenance checkpoints must be followed.

2.2.2.3 Drivers are required to note and report unusual noises or variances from the vehicle's normal operation.

2.2.3 Generator maintenance.

2.2.3.1 A convenient garage and reliable mechanics able to work on the generator should be assured.

2.2.3.2 The generator will have maintenance recommendations similar to the vehicle. These recommendations should be followed scrupulously.