

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2016

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. April 19, 2016
 - B. April 23, 2016
 - C. May 4, 2016
 - D. May 9, 2016
- VI. President's Report
 - A. Presentation by Mark Anderson and Students, Bloomington Area Career Center
 - B. Appoint Committees
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 1. Approve Standing Date and Time for Meeting
 - B. Planning, Policies & Programs (3 P's)
 1. Approve Standing Date and Time for Meeting
 - C. Bookmobile Ad Hoc Committee
- XI. Unfinished Business
- XII. New Business
 - A. Approve Waiving the Competitive Bid Process and Authorize Payment to Bibliotecca for Annual Maintenance for Self-Checks, Upper Security Gates, and Sorter
 - B. Approve Waiving the Competitive Bid Process and Authorize Payment to Sirsi-Dynix for Annual Maintenance for the Library's Integrated Library System (Catalog)
 - C. Approve Waiving the Three Quote Requirement and Authorize Payment to Various Vendors for Various Electronic Databases
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted: 5/13/16 10:15 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, April 19, 2016
5:30 p.m.

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

Minutes

- I. Call to Order
President Koos called the meeting to order at 5:30 p.m.
- II. Roll Call
MEMBERS PRESENT: Alex Cardona (arrived at 5:39 p.m.), Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Roberson, Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Lynn Gray, Kathy Jeakins, Terry Lindberg, Rhonda Massie, Patricia Marton, Caprice Prochnow, Allison Schmid, Carol Torrens
- III. Introductions
President Koos introduced those present.
- IV. Public Comment
Patricia Marton, resident, commented on the current hiring procedures for the new Director.
- V. Approval of Minutes
A. March 15, 2016
ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 15, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. President's Report
A. Appointment of a BPL Trustee to the Foundation Board
President Koos shared that she would like to appoint Mike Raikes to the Foundation Board.
EMILY KELAHAN MOVED, VAN MILLER SECONDED, TO APPOINT MIKE RAIKES TO THE BLOOMINGTON PUBLIC LIBRARY FOUNDATION BOARD. THE MOTION CARRIED UNANIMOUSLY.

President Koos shared that she attended a number of meetings since the last Board meeting in March. She also shared that at the April 18 City Council meeting, the Library was presented with a Proclamation for National Library Week. President Koos passed around the Proclamation for the Trustees to take a look at.

President Koos presented departing Trustee, Emily Kelahan, with a book clock and thanked her for her three years of dedicated service on the Bloomington Public Library Board.

VII. Director's Report

Director Lindberg shared that his report is included in the packet, and directed the Trustee's attention to the collaborations with District 87, and how very excited staff is about this program. He went on to say, that through the hard work of BPL staff and District 87 staff, that very soon we will have 2,200 more cardholders. Along with this, the Library will be providing access to another 6,000 students online.

Director Lindberg shared with the Trustees, a list of projects that Caprice Prochnow was working on in one week in order to keep this facility looking nice and to maintain the mechanicals.

Director Lindberg shared that the Per Capita Grant letter was included in the packet, and that both Bloomington Public Library and Golden Prairie Public Library District had a 38.33% percent decrease in the Per Capita Grant this year.

VIII. Fiscal Report

Kathy Jeakins stated that at the end of March, expenditures were about 93%, so still a little underspent. She went on to say, that most likely we will be a little underspent for the fiscal year. She entertained questions.

IX. Approval of Bills

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM MARCH 2016. THE MOTION CARRIED UNANIMOUSLY.

X. New Business

A. Presentation on Technical Services Department by Allison Schmid

Allison Schmid, Technical Services Manager, shared with the Trustees her background here at the Library, and a little bit about herself.

Allison stated that often Technical Services is confused with IT, and that a better name for the department would be Cataloging as this is what they do. She went on to say, that Technical Services is the beginning and the end as they catalog any new items into the system and then once an item has come to the end of its life, they are the ones that remove it from the catalog and discard it.

Allison shared the process of cataloging items, and how last year they cataloged an average of 3,000 items a month and this past month they cataloged 4,000 items. She went on to say, that they are cataloging more and more items, but becoming more efficient as they are doing it with the same number of staff.

Allison reviewed RFID tagging and the security tag overlays on audio visual items with the Trustees. She passed around a sample of a DVD with a security tag on it.

Allison stated that any items that come in that have customer holds on them are processed and ready for pickup within 24 hours.

Allison shared that the Technical Services department is always looking to streamline the workflow to make it even more efficient. She went on to say that an Acquisitions

module through the Polaris Integrated Library System would eliminate the need for paperwork to track item orders and holds.

B. Interim Library Director Contract Extension

Director Lindberg shared that his existing contract has expired, but he is willing to continue to serve as Interim Director through May 31, 2016 in order to provide continuity to both staff and the Board. He went on to say, that he would request that the Board extend his contract from the expiration date through May 31, 2016 at the same rate and terms and conditions.

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO EXTEND THE INTERIM DIRECTOR'S CONTRACT FROM APRIL 11, 2016 THROUGH MAY 31, 2016.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

C. Recommendation to Foundation for Tuition Payment from Stubblefield Trust

Kathy Jeakins stated that currently there are three students that are enrolled in the MLS program at the University of Illinois, and that one will be finished at the end of May, and two will be continuing into the summer and fall. She went on to review the process of recommending to the Foundation that funds from the Stubblefield Trust be used for tuition.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO APPROVE RECOMMENDING TO THE FOUNDATION TUITION PAYMENT FROM STUBBLEFIELD TRUST NOT TO EXCEED \$4,200.00.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

D. Waive Three Quote Requirement for Renewal of Annual Maintenance of the Security Gates and RFID Pads to Bibliotheca

Kathy Jeakins shared that this is the annual contract for the security gates and the RFID pads, and this has come before you as it exceeds the \$5,000 threshold and this is the only vendor.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO WAIVE THREE QUOTE REQUIRMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE SECURITY GATES AND RFID PADS TO BIBLIOTHECA IN THE AMOUNT OF \$6,380.27.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER,
SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES,
WHITNEY ROBERSON, JULIAN WESTERHOUT,
CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

E. Approve Surplus Property List

Director Lindberg shared that this is for a folding machine that is no longer needed for folding bulk mail as folding is included in the cost of print jobs that are sent out.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE SURPLUS PROPERTY LIST. THE MOTION CARRIED UNANIMOUSLY.

XI. Committee Reports and Discussion

A. Budget & Personnel

Robert Porter, Chair, shared the topics covered at the Budget & Personnel Committee meeting held on March 22.

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

Emily Kelahan, Chair, stated that the 3 P's Committee did not meet.

C. Bookmobile Ad Hoc Committee

Alex Cardona, Chair, stated that the Bookmobile Community Survey has been online for about six weeks, and the paper copies will be coming out very soon. Alex asked the Trustees to encourage those in the community to fill out the survey.

Alex reviewed the March statistics for the bookmobile stops.

Alex shared that Staff did create a really cool map with stops broken down by Wards. He went on to say, that Council members have a copy of the map in order to encourage citizens in their Ward to use the bookmobile.

D. Nominating Committee

1. Approve FY17 Slate of Officers

Mike Raikes, Chair, presented the FY17 Slate of Officers to be approved.

President – Carol Koos

Vice President – Alex Cardona

Secretary – Van Miller

Treasurer – Robert Porter

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE FY17 SLATE OF OFFICERS. THE MOTION CARRIED.

- XII. Unfinished Business
There was no unfinished business.

- XIII. Executive Session to Discuss Hiring of New Director

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS HIRING OF NEW DIRECTOR.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER,
ROBERT PORTER, MIKE RAIKES, SUSAN O'ROURKE,
WHITNEY ROBERSON, JULIAN WESTERHOUT,
CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 6:15 p.m., the Board went into Executive Session.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO RESUME REGULAR SESSION.

AYES: Alex Cardona, Emily Kelahan, Van Miller, Susan
O'Rourke, Robert Porter, Mike Raikes, Whitney
Roberson, Julian Westerhout, Carol Koos

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

At 7:31 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

- XIV. Comments from Board Trustees
Julian Westerhout thanked Emily Kelahan for her service on the Board.

- XV. Adjournment

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:33 p.m.

2016.04

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 19, 2016



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	5,964.81
American Pest Control	Building Maintenance	200.00
Bibliotheca ITG	Computer Supplies	3,282.00
Blue Beacon International, Inc.	Vehicle Maintenance	32.00
Bound to Stay Bound Books	Children's Books	2,688.51
Brodart Co.	Library Supplies	554.00
Carrigan, Terry (TKJSEC Enterprises)	Periodicals	1,422.20
CD Bloomington Operations (East Street Hardware & Tools)	Building Mtn Supplies	4.31
CDW Government	Computer Supplies	409.02
Cengage Learning	Adult Books	2,399.04
Center Point Large Print	Adult Books	938.28
Central Supply Co.	Office/Equipment Mtn	42.50
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	835.28
City of Bloomington	FICA	15,091.77
City of Bloomington	Gas & Diesel Fuel	234.26
City of Bloomington	Health Insurance-HMO	45,889.06
City of Bloomington	Health Insurance-PPO	23,434.06
City of Bloomington	IMRF	30,802.86
City of Bloomington	Life Insurance	252.41
City of Bloomington	Medicare	3,529.61
City of Bloomington	Payroll	262,192.01
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	441.09
Comcast	Telecommunications	102.85
Continental Research Corp	Janitorial Supplies	177.00
Cope, Michelle	Travel	8.63
Cummins Mid State	Vehicle Maintenance	271.89
Custom Digital Imaging	Printing/Binding	1,097.72
Dell Marketing, L.P.	Computer Supplies	9,919.40
Demco	Library Supplies	872.35
Ebsco Subscription Services	Periodicals	58.95
Ebsco Subscription Services	Public Access Software	3,927.00
Findaway World, LLC	A/V Materials	968.87
Frontier	Telecommunications	1,416.99
Goddard, Leslie	Other Purchased Services	275.00
Golaszewski, Laura	Travel	373.00
Higginson Book Co.	Adult Books	89.15
Houchen Bindery, Ltd.	Printing/Binding	46.05

Illinois Wesleyan University
 Keystone US Management
 Lindberg, Walter F
 Lower, Mickey
 Manufacturer's News, Inc.
 Massie, Rhonda
 Massie, Rhonda
 Matzenbach, Joel (Joel Matz Productions)
 MicroMarketing, LLC
 Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 MultiCultural Books & Videos
 Nicor/Northern Illinois Gas
 O'Brien, Mike
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Penworthy Co.
 Proquest, LLC
 Pyne, Edward (The Nomalite)
 Rainbow Book Company
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Rios, Jesus
 Sanchez, Cecilia
 Sirsi Corp.
 Tarvin, Richard (Culligan Water Conditioning)
 Taylor, Pamela (SeaStar Aquascapes)
 Tee Jay Central, Inc.
 ThyssenKrupp Elevator Corp.
 U. S. Postal Service
 Unique Management Services, Inc.
 University of Illinois Extension Office
 University of Wisconsin-Madison
 Vernon Library Supplies
 Voicespring, LLC (formerly Oberlander Communications)
 Weber Electric, Inc.
 West Publishing
 Wyer, Jesse
 VISA - Accucut, LLC
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Candle Science, Inc.

Other Purchased Services	922.12
Building Maintenance	259.32
Other Purchased Services	8,032.50
Other Purchased Services	240.00
Adult Books	374.90
Advertising	124.19
Travel	335.00
Advertising	300.00
A/V Materials	501.58
Building Maintenance	3,550.77
Office/Equipment Mtn	137.67
A/V Materials	394.29
Janitorial Supplies	470.52
Children's Books	482.29
Natural Gas	1,600.81
Other Purchased Services	100.00
Computer Supplies	320.89
Copier Supplies	409.08
Employee Relations	19.17
Janitorial Supplies	184.96
Library Supplies	297.30
Miscellaneous Expenses	4.37
Office Supplies	293.43
Other Purchased Services	17.62
Ebooks	4,900.00
Children's Books	2,500.14
Periodicals	5,250.00
Periodicals	24.95
Children's Books	3,549.25
A/V Materials	1,576.80
Rentals	1,480.21
Other Purchased Services	300.00
Other Purchased Services	400.00
Computer Supplies	4,900.00
Building Maintenance	290.00
Other Purchased Services	50.00
Building Maintenance	858.73
Building Maintenance	30.02
Postage	4,000.00
Other Purchased Services	590.70
Other Purchased Services	16.98
Miscellaneous Expenses	20.00
Library Supplies	1,338.04
Telecommunications	237.50
Building Maintenance	6,497.47
Adult Books	1,092.00
Travel	175.00
Library Supplies	108.00
Computer Supplies	143.15
A/V Materials	1,347.75
Computer Supplies	117.26
A/V Materials	8,713.96
Adult Books	14,306.21
Children's Books	12,893.81
Other Purchased Services	80.33

VISA - Displays2Go	Office Supplies	559.77
VISA - Engraving Express	Other Purchased Services	24.00
VISA - EZRegister	Professional Development	299.00
VISA - Facebook	Advertising	21.19
VISA - Five Star Water	Miscellaneous Expenses	48.10
VISA - GameStop	A/V Materials	1,349.09
VISA - GameStop	Other Purchased Services	266.88
VISA - Hobby Lobby	Other Purchased Services	9.52
VISA - Illinois Library Association	Other Purchased Services	10.60
VISA - Illinois Library Association	Professional Development	150.00
VISA - Ingram	Adult Books	528.83
VISA - Kirby Risk Electrical Supplies	Building Mtncl Supplies	338.60
VISA - Lakeshore Learning Materials	Children's Books	378.34
VISA - McLean County Museum of History	Adult Books	24.62
VISA - Monoprice.com	Other Purchased Services	11.24
VISA - Motion Picture Licensing Corp	Other Purchased Services	236.91
VISA - MultiCultural Books & Videos	Adult Books	1,175.00
VISA - Netech Corp	Computer Supplies	5,236.20
VISA - OCLC	Office/Equipment Mtncl	289.82
VISA - Office Depot/OfficeMax	Office Supplies	209.99
VISA - Paypal*McLean County Chamber of Commerce	Professional Development	110.00
VISA - Paypal*Route 66 Association of Illinois	Membership Dues	50.00
VISA - Rainstorm	Vehicle Maintenance	15.00
VISA - Skate-n-Place	Other Purchased Services	535.50
VISA - Skinit.com	Computer Supplies	57.67
VISA - Sprint	Telecommunications	407.29
VISA - SteamGames.com	Other Purchased Services	100.00
VISA - United Way of McLean County	Professional Development	71.75
VISA - UPS	Postage	9.90
VISA - USPS	Postage	13.55
VISA - Varidesk	Office Supplies	1,110.00
VISA - Verizon Wireless	Telecommunications	122.99
VISA - Wal-Mart	Janitorial Supplies	130.50
VISA - Wal-Mart	Library Supplies	17.60
VISA - Wal-Mart	Miscellaneous Expenses	53.28
VISA - Wal-Mart	Other Purchased Services	72.36
VISA - Windstream	Telecommunications	141.92
Total		532,208.31

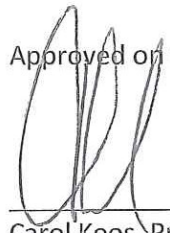
X.C.

**2016 Summer Semester Tuition for Staff Currently Enrolled
in
MLS Classes at the University of Illinois**

In the Fall of 2015, we apprised the Foundation that the Library would be requesting funding for two staff members who are currently enrolled in the Masters of Library Sciences (MLS) Program at the University of Illinois. The students have not received their billings as yet for the summer semester. However, based on classes they have taken, I estimate the cost not to exceed \$4,200 for the summer semester. I would further request that the funds for the tuition be paid for from the Stubblefield Bequest.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation to fund tuition for the 2016 summer semester MLS classes for two staff currently enrolled in the MLS Program at the University of Illinois at a cost not to exceed \$4,200 and that the funds be paid for from the Stubblefield Bequest.

Approved on this 19th day of April 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

X.D.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
SECURITY GATES AND RFID PADS
TO BIBLIOTHECA

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

1. That the three quote requirement be waived and the Library Director authorize payment for renewal of annual maintenance of the Security Gates and RFID Pads to Bibliotheca in the amount of \$6,380.27
2. That this is for the period April 1, 2016 through March 31, 2017
3. That the current equipment is functioning well
4. That this must renewed in order to guarantee continued service from the vendor
5. That the costs of this renewal is less than in previous years due to the elimination of maintenance for the Wands
6. That the funds come from the following source:
Maintenance and Operating Budget: \$6,380.27

Approved on this 19th day of April 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

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

Service and Maintenance/Extended Warranty Quote

Proprietary & Confidential

System Licensee

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

Licensee Bill To

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

From

Name: Sarah Flagler
Email: s.flagler@bibliotheca.com
Telephone: 877-207-3127 ext 156

Quote Information

Quote Date: March 29, 2016
Quote Number: QUO-30991-P7J5, Rev: 2
Partner Name:

Summary

Quote Expiration: Quote expires sixty (60) days from Quote Date above.
Quote Name: SMRenewal - April 2016 to Mar 2017
Quote Details:

Item ID	Item Type	Description	Quantity	Amount	Sub Total
SUP000002-000-US	Annual Support and Maintenance		1	\$6,380.270	\$6,380.27
				Grand Total (Less Sales Tax):	\$6,380.27

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

Additional Details

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

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

TERMS AND CONDITIONS

WHAT WE WILL DO:

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

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

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

than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

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

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

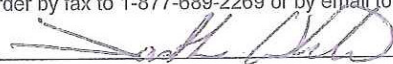
WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment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

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

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

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

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

Accepted By:  _____

Accepted Date: 3/29/2016 _____

Customer Purchase Order Number: _____

Name	Asset Qty	First Installed	On Contract	April 2015 - Mar 2016	April 2016 - Mar 2017
smartstation 200	5		Yes	\$ 438.00	\$ 459.90
Smartstation 200	1	7/11/2007	Yes	\$ 252.77	\$ 265.41
Smartstation 200	1	7/11/2007	Yes	\$ 252.77	\$ 265.41
Smartstation 200	1	7/11/2007	Yes	\$ 252.77	\$ 265.41
Smartstation 200	1	7/11/2007	Yes	\$ 252.77	\$ 265.41
smartgate 200 (Single Aisle)	1	5/31/2007	Yes	\$ 4,627.37	\$ 4,858.74
				\$ 6,076.45	\$ 6,380.27

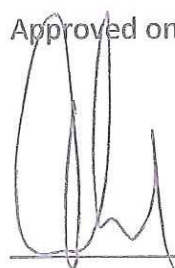
X.E.

Surplus List

April 2016

City Tag	Description	Age(years)	Recommendation
006951	Martin Yale Folding Machine	9	Sell

Approved on this 19th day of April 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES

SPECIAL MEETING

Saturday, April 23, 2016
9:05 a.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 9:08 a.m.

President Koos explained that Susan O'Rourke has asked if she may join the meeting by telephone as she is still recovering from knee surgery.

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO ALLOW SUSAN O'ROURKE TO JOIN THE MEETING BY TELEPHONE. THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT:

Van Miller, Susan O'Rourke (by telephone), Robert Porter, Mike Raikes, Whitney Roberson (arrived at 10:40 a.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT:

Alex Cardona, Emily Kelahan

OTHERS PRESENT:

Sarah Armstrong, Lynn Gray, John Keister, Terry Lindberg, Mary Ann Webb, Caprice Prochnow, Karen Schmidt

III. Introductions

President Koos introduced those present.

IV. Public Comment

John Keister reviewed a few housekeeping rules for the interviews.

V. New Business

A. Executive Session to Conduct Director Interviews

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO GO INTO EXECUTIVE SESSION TO CONDUCT DIRECTOR INTERVIEWS.

AYES: VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER,
MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, EMILY KELAHAN, WHITNEY
ROBERSON

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 9:12 a.m.

Whitney Roberson joined the Executive Session at 10:40 a.m.

Julian Westerhout departed the Executive Session at 11:28 a.m.

Julian Westerhout returned to Executive Session at 1:00 p.m.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO RESUME REGULAR SESSION.

AYES: VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER,
MIKE RAIKES, WHITNEY ROBERSON, JULIAN
WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, EMILY KELAHAN

THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 2:09 p.m. President Koos stated that no action was taken during Executive Session.

VI. Adjournment

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 2:11 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES

SPECIAL MEETING

Wednesday, May 4, 2016
5:30 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:31 p.m.

President Koos stated that Trustee, Mike Raikes is unavailable to be present due to work obligations, and he has asked to participate in the meeting by telephone.

ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO ALLOW
MIKE RAIKES TO PARTICIPATE IN THE BOARD MEETING BY TELEPHONE.
THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Alicia Henry, Susan O'Rourke, Robert Porter
(arrived at 5:35 p.m.), Mike Raikes (by telephone), Whitney
Roberson, Julian Westerhout, Carol Koos

MEMBERS ABSENT: Van Miller

OTHERS PRESENT: Lynn Gray, John Keister (by Skype), Terry Lindberg, Patricia
Marton, Maria Nagle, Caprice Prochnow, Karen Schmidt,
Mary Ann Webb

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton made a comment regarding the candidates considered for Director at the
Bloomington Public Library.

V. New Business

A. Executive Session to Discuss Hiring of New Director

SUSAN O'ROURKE MOVED, ALEX CARDONA SECONDED, TO GO INTO
EXECUTIVE SESSION TO DISCUSS HIRING OF NEW DIRECTOR.

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

NAYES: NONE

ABSENT: VAN MILLER

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:38 p.m.

Mike Raikes departed the meeting at 7:44 p.m.

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO RESUME REGULAR SESSION.

AYES: ALEX CARDONA, ALICIA HENRY, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 7:46 p.m.

President Koos stated that no action was taken during Executive Session.

- B. Approve Selection of New Director
This will be held over until the next meeting.

VI. Adjournment

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:48 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES

SPECIAL MEETING

May 9, 2016
5:30 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:36 p.m.

President Koos shared that Susan O'Rourke would like to join the meeting by telephone as extensive physical therapy today has rendered her unable to attend the meeting.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO APPROVE
SUSAN O'ROURKE JOINING THE MEETING BY TELEPHONE. THE MOTION
CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Alicia Henry, Susan O'Rourke (by telephone),
Robert Porter, Whitney Roberson, Julian Westerhout, Carol
Koos

MEMBERS ABSENT: Van Miller, Mike Raikes

OTHERS PRESENT: Mariella Cardona, Lynn Gray, Kathy Jeakins, Terry Lindberg,
Patricia Marton, Caprice Prochnow, Gayle Tucker, Mary Ann
Webb

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton made a comment regarding how important of a decision the Library Board
will be making in choosing a new Director.

V. Closed Session

Personnel - Section 2(c) (1) of 5 ILCS 120/1, Ch. 102

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO GO INTO
CLOSED SESSION TO CONSIDER A PERSONNEL MATTER IN HIRING OF A
NEW DIRECTOR.

AYES: ALEX CARDONA, ALICIA HENRY, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:39 p.m.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO RESUME REGULAR SESSION.

AYES: ALEX CARDONA, ALICIA HENRY, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 5:47 p.m.

President Koos stated that no action was taken in closed session.

VI. New Business

A. Approve Selection of New Director

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO APPROVE THE HIRING/APPOINTMENT OF JEANNE HAMILTON AS THE BLOOMINGTON PUBLIC LIBRARY DIRECTOR WITH A START DATE OF JUNE 1, 2016.

AYES: ALEX CARDONA, ALICIA HENRY, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

VII. Adjournment

ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 5:51 p.m.

**Bloomington Public Library
Director's Report
April 2016**

1. Introduction

I logged a total of 157.5 hours from April 1, 2016 through April 30, 2016. The Trustees generously extended my tenure through May 31, 2016.

2. Meetings

I continue to lead weekly Library Department Managers Meetings, bi-weekly Library Executive Committee Meetings, and attend bi-weekly City Department Heads Meetings, monthly BLP Trustees and GPPLD Trustees meetings, BPL Foundation Meetings, and Board Committee Meetings.

For BPL and GPPLD Board meetings, we will continue to feature a staff member who will share information about their professional background and their work at the Library.

We have an outstanding staff and this mechanism is a great way for board members to get to know the talented people who make this place great. The April BPL meeting featured a presentation by Allison Schmid, Manager of Technical Services. Ms. Schmid reminded us that acquisition of Polaris cataloging software would be a big step in the direction of further automating our technical services operations.

3. Director Search

John Keister and Associates began their Director Search engagement with a Community meeting at Noon on February 16, 2016. The process neared its conclusion toward the end of April. Four finalist candidates visited the Library on Friday, April 22, 2016. Their day consisted of tours of each area of the facility, lunches and community tours with a member of the Search Committee, question and answer sessions with Library staff, and a community reception attended by over 40 community leaders, including the Mayor and several City Council Members. Each candidate was interviewed by the Trustees and Search Committee Members. Those sessions concluded with Sarah Armstrong from Keister and Associates sharing the results of a Survey Monkey instrument that was completed by staff on Friday. President Koos asked staff to poll Trustees and set up a meeting to further discuss the search process as early in May as possible

4. Collaborations with School District 87

I keep mentioning this project because it is a really, really huge deal! (Always wanted to say that). We are excited about our outreach to District 87 and their enthusiastic response. We will be issuing over 2,200 Student Library Cards to District 87 students who do not currently have Library Cards. We will also collaborate with Instructional Materials Specialists and Classroom Teachers in the attendance centers to teach students about the whole range of resources we have to offer. The “book” part of this project is exciting, but the real payoff is being able to expose almost 6,000 K-12 students to all the virtual tools available to cardholders.

We are equally excited about linking our wildly successful Summer Reading Program to District 87’s early start attendance centers. The schools that are heavily involved with Title I students begin their Fall semester earlier than the other schools. We will integrate our Summer Reading logs with the early start programs, and visit the schools and recognize student Summer Reading participants. What a great way to bolster school resources and recruit the next generation of Library users!

5. Support Services Projects

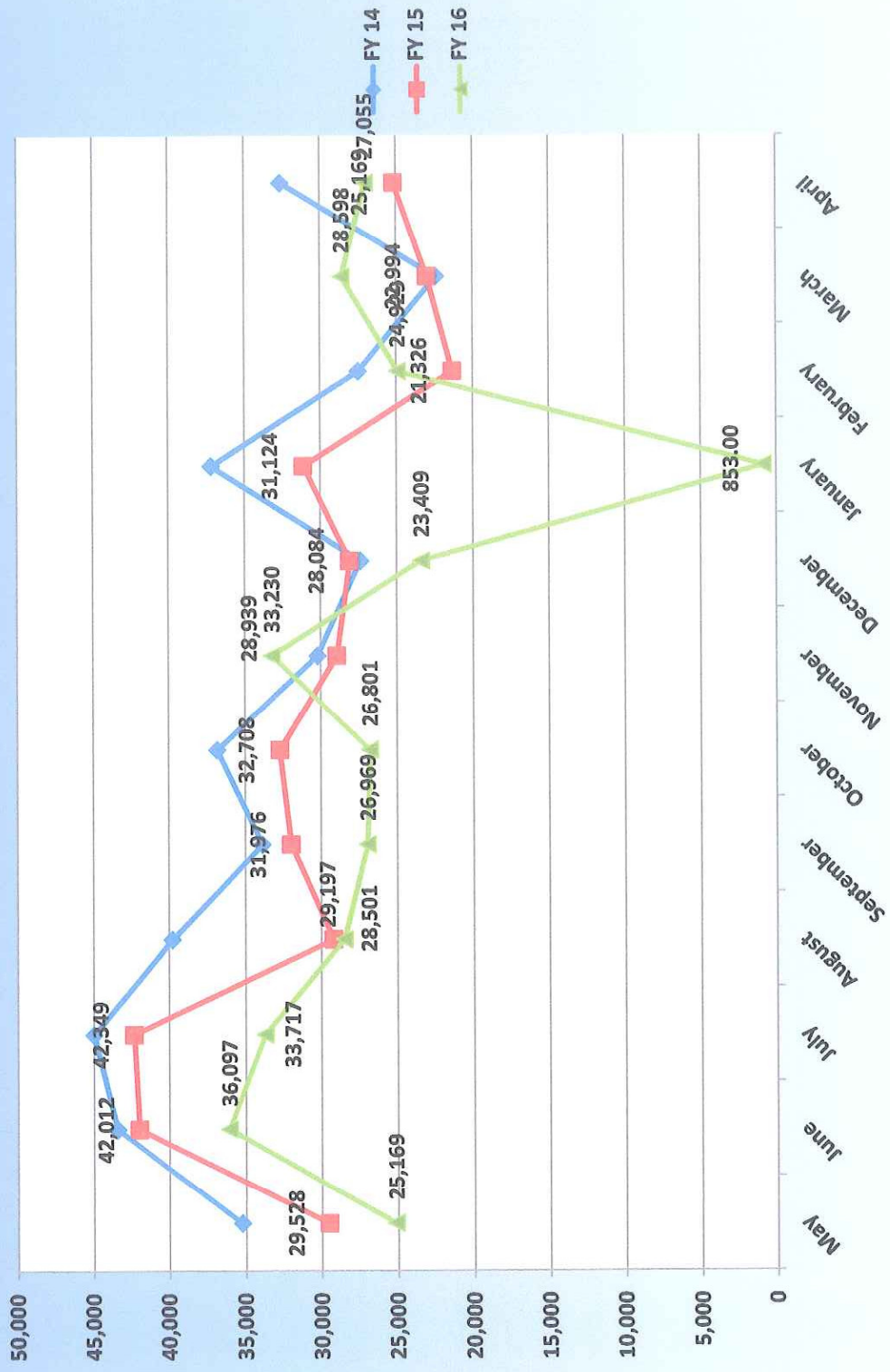
Support Services Manager Caprice Prochnow reviewed a list of facilities maintenance priorities with me. We refreshed the LED lighting in the staircase, completed a roof inspection, and are requesting bids for parking lot surface treatment and striping, as well as installation of two removable speed humps. Everything we consider at this point in our building’s life is weighed with the possibility that we would be moving to a new facility within the next four to five years.

6. Availability

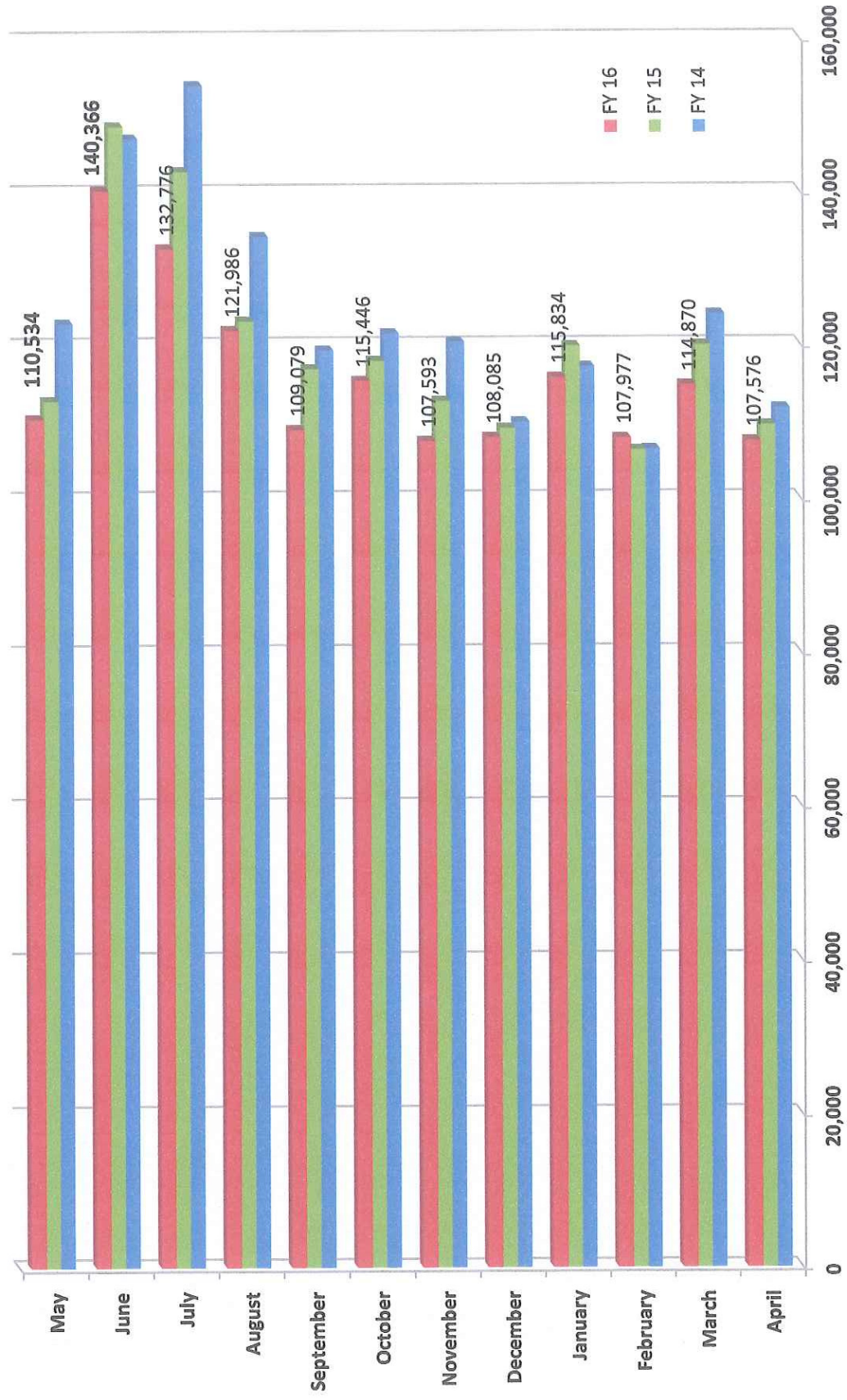
My e-mail is terryl@bloomingtonlibrary.org. My direct Library line is 309-557-8901. My cell number is 309-287-5857. I will respond as promptly as possible whether I am “on the clock” or not. Reminder: I will be out of town from Friday, May 20, 2016 through Saturday, May 28, 2016, and cell phone coverage may be poor. Carol Torrens will serve as Librarian-in-Charge during my absence.

7. Department Reports and Statistics follow.

Library Visitors



Items Circulated



Adult Services - April, 2016

Carol Torrens, Manager

Collections

Materials ordering was on hiatus the last two weeks of April to wrap up the fiscal year.

Programs

Staff planned and submitted program information for the summer, for June, July, and August. There's lots of gaming coming up in honor of the Summer Reading theme *Read for the Win*.

Displays in Adult Services included National Poetry Month (hopefully you saw the picture of the poe-tree on the website); April Showers bring May Flowers—items about flowers; Pocket-sized Adventures—paperbacks; and Earth Day. The display in the DVD area was National Siblings Month, featuring movies with siblings. IL Collection display featured Illinois poets.

Teen librarian Tiffany visited schools for Books & Bites and to promote library events. The indicated number of teens attended these lunchtime presentations: Chiddix—47; Evans—44; Kingsley—78; Parkside—99

Adult/Family programs

Fiction Book Club—1 session—6 attended

Mystery Book Club—1 session—6 attended

Books on Tap—1 session—10 attended

Second Wednesday Classic Movie—1 session—9 attended

Small Business series with SCORE: Social Media—1 session—8 attended

DIY Book Clock—1 session—11 attended

Computer Basics: Social Media—1 session—5 attended

Computer Basics: Resumes—1 session—4 attended

Beer and food Pairing with Destihl—1 session—15 attended

There's an App for That—1 session—7 attended

Internet Personal Safety (a program requested by SOAR)—1 session—5 attended

Clara Louise Kessler, local author and librarian—1 session—26 attended

Outside the Crayon Box Adult Coloring—1 session—6 attended

Making a Planter with the Tool Library—1 session—12 attended

Money Smart Week

Children's Story Time—1 session—36 attended

10 Steps to Financial Freedom—1 session—6 attended

There were several other MSW programs here at the library, but not ones that library staff planned or coordinated beyond reserving the meeting room and doing some advertising. Attendance figures for these are not included.

Teen programs

Book Bingo for National Library week—125 bingo cards handed out; 0 completed

Prom Hairstyle and makeup—1 session—3 attended

Training & Technology

- There were 16 individual appointments with an Adult Services staffer. Topics: ebooks, job applications, searching for newspaper articles, printing pictures from a phone, using genealogical resources, and general computer assistance/review.
- Daphne is finishing her training on the Reference Desk. Monica and Kelly have completed shelving training.
- Staff attended sessions on tornado and fire procedures; the new credit card machine; and a mini-morning session on the Lynda database, given by Ali.
- I attended the final two of 6 supervisory training sessions offered by the City. I learned a couple tips from these session, yet feel they were more geared toward newer supervisors.

Other

- I attended a Library Board meeting.
- I accompanied Laura to a meeting with District 87 Media Specialists to tell them about the new Student Card that will be rolled out this fall.
- I talked about Adult Services with each of the directorial candidates and then attended the Q & A sessions for staff. I believe the candidates received a good overview of the library through this process. Staff also appreciated having input into the selection of the new director.

BUSINESS OFFICE - April 2016
Kathy Jeakins, Manager

- There might be some changes to the way we sell bus passes in the future, if we continue to sell them at all
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
- Johanna continues to pick up mail at the post office—the amount of mail with the post office address has been getting less and less
- The new credit card machine for Adult Services arrived—Johanna and Danny (from Circulation) trained the Adult Services Desk staff on using the machine—there have only been a few credit card transactions; I expect the activity will pick up once customers realize that there is a credit card machine at the Adult Services Desk
- My unaudited year-end figures for FY16 are in: revenues exceeded projection by approximately \$25,000, and expenses were less than projected—we are about \$331,000 underspent; there are still invoices and things left to pay out of FY 16 and the final numbers won't be known until completion of the FY16 audit, usually by October
- I completed the financial portion of the 3rd Quarter PNG Report and submitted to Jon Whited so he could submit it to the State Library
- On 4/5, I attended a Year-End Procedures sponsored by the City Finance Department
- On 4/22, I participated in director candidate tours of the Library and the Question & Answer Sessions
- Prepared 4 expense batches in MUNIS
- Prepared 14 deposit batches in MUNIS
- Entered 8 expense batches in account files
- Entered 25 deposit batches in account files
- Meetings:
 - Met with Ali Bousquet to discuss public databases to renew for FY17: 4/7
 - Attended Mini Morning Session on Tornado Procedures: 4/13
 - Department Managers: 4/6, 4/13, 4/20, and 4/27
 - BPL Board Meeting: 4/19
 - Golden Prairie Board Meeting: 4/20
- As of April 30, the Library's Maintenance & Operating Fund Balance is \$1,916,773.86; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in April: Whitney (4/4/); Mike (4/11); Carol (4/18); and Alex (4/25)
- Training Hours for April: 1.25

Circulation and Outreach Services - April 2016

Laura Golaszewski

1) Staff, committees, and training

- Our summer temp positions have all been filled and we will start seeing them trickle in next month.
- Danny will be leaving us for Children's Services at the end of May. We will miss him dearly!
- I continued to meet with District 87 this month about our student card project, and also attended a meeting of their media specialists to explain what the card is and how we will be rolling it out. They all seemed very excited by the plan!

2) Outreach news

- Home Delivery staff delivered 489 items this month, and our patrons were happy to see us resume service with our new bags.
- We will be starting a new bookmobile stop in Shirley starting in May, and this month we sent out a postcard mailing to Shirley residents to notify them of the stop coming to their area.
- This month we started a survey online and on the bookmobile about bookmobile service. We have had a pretty good response, and we will run this survey for a full 6 weeks.

3) Technology

- Circ staff process 102 AV snags this month.
- We encountered a slight problem with the sorter this month that was quickly fixed by 3M.
- We have begun running our cancelled holds list twice daily (instead of once daily) to better circulate our new items that sometimes end up sitting on the hold shelf in cancelled status. Running it twice a day will also help us to be more consistent about pulling these items.

Door Count: 25,796

Bookmobile Customers: 1,259

Training Hours: 26

Volunteer Hours: 22

Childrens Services – April 2016
Melissa Waltrip, Manager

Programs

In April, the following programs were offered:

- Dia de los ninos/Dia de los libros (Day of the Child/Day of the Book)
 - Overall attendance – 280
 - Mr Illusion Magic Show – 116 attended
 - Frontera band – 211 attended
 - Face painting – 100 attended
- Minecraft Mania – 220 attended
- Lapsit story time – 6 sessions – 116 attended
- Toddler story time – 12 sessions – 506 attended
- Preschool story time – 4 sessions – 130 attended
- Move and Learn story time – 5 sessions – 132 attended
- Singing, Swinging story time – 2 sessions – 49 attended
- Tales for Tails – 4 sessions – 67 attended
- Global story time – 7 attended
- Tinker Lab – 15 attended
- Money Smart Week story time – 36 attended

We visited the following sites/events:

- Katie's Kids Daycare – 36 attended
- Milestones Preschool – 72 attended
- Head Start at Brigham – 2 classes – 109 attended
- Little Jewels on Williamsburg – 35 attended
- ABC Literacy Team spring event – 50 attended

Total April Programs Offered:

- 29 story times – 930 attended
- 9 programs – 627 attended
- 5 visits/events – 302 attended
- Total – 43 programs/visits/events – 1902 attended

In May, Cody and Laurel will visit all District 87 and many Unit 5 and private elementary schools to promote summer reading.

Training and Staff

- Staff participated in the Q&A sessions with the director candidates.
- Staff attended mini-morning training sessions on Lynda.com and tornado procedures.
- Jesse attended the Public Library Association convention.
- I completed a six-week training program provided by the City on supervisory topics.
- I attended a webinar, "Setting Clear Goals and Performance Expectations for Employees".

Other

- We are busy preparing for summer reading by planning our programs, securing sponsors, scheduling school visits, planning the purchase of prizes, etc.
- Rondalea and I met with Pennie Gray from Wesleyan to discuss the Global Story Time partnership.
- Laurel presented a Travelogue program at Luther Oaks with Outreach staff.
- Various blog entries were created and posted. Topics included the District 87 art show, Dia de los ninos/Dia de los libros, the Illinois Readers' Choice Awards, and how parents can be involved in their children's "Minecraft life".
- April book displays included Earth Day, baseball, Poetry Month, and spring-themed books.

Human Resources - April, 2016

Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended a mini-morning session about Lynda.com
 - I attended a mini-morning session regarding tornado procedures
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Some Orientation documents are available
 - I contribute news to the monthly staff newsletter
- In April, I participated in two interviews, conducted one exit interview, and provided orientations for two new staff members
- In April, there were two in-house job announcements
- I participated in the Director Candidate visits with staff, and moderated the staff Q&A on 4/22
- I serve as the Work Study Coordinator with Illinois Wesleyan University. This year's program has wrapped up, and I have informed IWU of our needs for next year, including a list of our students who will return to us in the fall.
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new time clocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Finance Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
 - I prepared Personnel Action Forms for all staff to receive raises on May 1
 - Johanna and I reviewed Munis reports for May 1 staff raises
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe, Movie Hosts, and Technical Services
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 1.0 hours

Information Technology – April 2016
Jon Whited, Manager

Operational

We are currently working on merging the two Library networks onto the CIBRN fiber optic network. We have contacted Comcast multiple times and had them out to the Library to try to determine why the current connection speed is so slow. They are unable and unwilling to investigate the issue. Therefore, we have put together a plan to move the public PCs onto the staff network and removing the Comcast network. This would provide a much more stable and overall better experience for the public while saving us money. This is a large project which consists of moving 80+ computers, printers, and services to the new network. We are estimating that it will take 4 people 6-8 hours to get this project completed. This project will take place on the weekend after the Library closed on Saturday and prior to opening Sunday.

On Wednesday April 6th from 6-8:00, we had a PNG program that 12 Teens attended. Each of the Teens was given a Google card board kit and with instruction were able to construct the headset. Then the Teens were shown how to install and use the Virtual Reality applications available in google's virtual reality store. The Teens had a great time at the program and some of them were still talking about it the next day in the TeenZone.

We have been working with the student list that we received from District 87, with the intension of getting Library cards to every student in school system. We have all the student information and we are currently writing programs to get all the information loaded into the proper fields in the SirsiDynix database so that all of the students will be able to use our resources in the fall.

We are currently testing all of the USB ports on the Public PCs. All of the desktop pcs have been tested and are working correctly. Andrew is currently testing the ports on the laptops.

Andrew is also testing the batteries in each of the laptops to see if they need replaced. One we have a list of the laptops that have bad batteries we will be replacing them.

We are currently upgrading the equipment in the Technical Service's department. We are replacing PCs and adding additional equipment. We will be upgrading the equipment in the Circulation Annex next.

Marketing - April 2016
Rhonda Massie, Manager

Summer Reading:

Program Guides, Reading Logs & Bookmarks

- Program Guides and three reading logs (kids, teens, and adults) were compiled and designed by the Marketing Department. All were sent to the printer on May 3.
 - Each K-5 student in District 87 will receive a copy of the reading log and the program guide in their backpack during the final week of school.
 - Program Guides will be made available at the Library and on the Bookmobile
 - Reading logs will be distributed beginning June 6. If someone asks for a reading log between the time they go home in backpacks and June 6, we will give them one.
- Summer Reading Bookmarks and oversized Summer Reading props were produced for the Children's Librarians to handout and use as they visit each school to promote the program.
- With the help of IWU's Christina Isabelli and one of her students, the Summer Reading Bookmarks and the kids' reading log will be available in Spanish.

Advertising

- Summer Reading will be advertised via the following venues/outlets:
 - Parks & Rec will install the Summer Reading banners on BPL's exterior the week of May 31.
 - Our Center Street Banner will fly June 27-July 10
 - Movie Theaters
 - All Summer: 60-second commercial before each movie at Ovation
 - All Summer: 60-second commercial before each movie at Wehrenberg
 - Radio
 - **Cumulus:** June 6-12: 30-second spots on WBNQ (101.5) & B104 (104.1)
 - **Great Plains Media:**
 - June 6-12 & June 20-26: 15-second spots on The Bull (107.7) & Magic (99.5)
 - July 31-August 6: 25 on-air mentions about our party to end Summer Reading on The Bull (107.7) & Magic (99.5)
 - August 6: live broadcast from our end party on The Bull (107.7)
 - **Neuhoff**
 - June 6-12 & July 4-10: 30-second commercials on Hits 100.7
 - June 6-12 & July 4-10: 15-second commercials on Hits 100.7 during Elvin Duran show
 - Billboards (to split weeks with Lynda.com)
 - **Lamar:** June 6-July 3: Digital Billboard Downtown (600 N Center –has one side)

- **Picture This**
 - June 6-July 6: Digital Billboard at Eastland and Veterans Parkway (both sides)
 - June 6-July 6: Digital Billboard at Market & Martin Luther King (both sides)
- **Martin**
 - June 6-July 4: Digital Billboard at Lincoln & Veterans Parkway (both sides)
- Newspaper
 - Pantagraph
 - 2" x 7 column Thank You ad to run Sunday, August 7
- *Pastelle* Magazine
 - Article in May 20-June 20 issue
 - Advertisement in May 20-June 20 issue
- YMCA
 - 5 digital screens at the YMCA
- Yard Signs
- Signage within the Library
- Digital signage on Facebook, Instagram, Twitter, and the Library's website
- **Decorations**
 - Jim has been cranking out Summer Reading decorations and will continue to do so right up until May 26.
- **Summer Reading T-Shirts**
 - A Summer Reading T-shirt was designed and a first order completed.
 - The second – and final – order will be placed on May 9.

Bookmobile

- The Marketing Department created the May-October Bookmobile schedules. They were delivered in early April.
- A postcard announcing the new Shirley Bookmobile stop was sent to LePrint for printing and mailing to residents living within the carrier routes that are closest to the location of the new stop.
- Text reminders for all the May-October stops have been entered into the text system by the Marketing Department.
- A survey to gather information about the Bookmobile was launched on April 18 and will run through May 29. (Again, thanks to Christina Isabelli and IWU, the survey is offered in both English and Spanish).
 - Online, the survey has been taken 213 times in English and 0 times in Spanish.
 - The survey is also being offered via paper to people on the Bookmobile. I hear that there are many paper surveys to be tallied.

Lynda.com

- A press release was sent to area media to promote Lynda.com
 - We are currently setting up a time for an interview with Terry James on WJBC's midday show.
- For 1-2 weeks, Lynda.com will be promoted on the billboards listed in the Summer Reading section of this report. Our Lynda.com and Summer Reading ads will not run concurrently. Summer Reading will come down so Lynda can go up.
- Lynda.com is being promoted on Facebook, Twitter, and Instagram.
- Lynda.com art has been created to appear in the rotating bar on our website.

El Día de los Niños/El Día de los Libros

- Bilingual promotional materials were created with the help of Christina Isabel at Illinois Wesleyan University.
 - 26 Hispanic-oriented businesses and organizations were snail mailed, emailed, and/or Facebook messaged promotional materials for this celebration.

New GPPLD Promotion

- Postcard
 - On behalf of the GPPLD Board, the Marketing Department is blanketing the 61722, 61736, 61737, and 61772 zip codes with a GPPLD-specific postcard which informs those residents that they pay tax money to us and entitled to a library card at BPL. This postcard should start reaching homes in mid-May.

Electronic Outreach:

- During the past month, the Library added 77 Facebook fans, for a total of 4,312.
- During the past month, the Library added 15 Twitter followers, for a total of 1,439.
- During the past month, the Library added 55 Instagram followers, for a total of 351.
- During the past month, 24 people signed up to receive Bookmobile texts for a total of 474.
- During the past month, 10 people signed up for Library texts, for a total of 111.

Pastelle Magazine

- Marketing submitted an article to *Pastelle* magazine. The article focuses on Summer Reading and will run in their May 20-June 20 issue.

Designing/Creating Promotional Materials

- Summer Reading Program Guide
- Three Summer Reading Logs (kid, teens, adults)
 - Kids log to be offered in English and Spanish at request of District 87

- Summer Reading Bookmarks
 - Offered in English and Spanish
- Summer Reading Props for school visits
- Summer Reading T-shirt art
- New art for letterhead and business envelopes
- Postcard to blanket non-Bloomington GPPLD zip codes
- Postcard for new Shirley Bookmobile stop
- May Calendars
- Advertisement for Community Players Playbill
- Advertisement for *Pastelle* magazine
- Marketing created all the digital artwork for Facebook, Twitter, the plasma television in the lobby, and the website
- Display signs
 - Mother Goose Day is May 1st
 - Star Wars Day - May the Fourth Be With You!
 - Mother's Day
 - National Bike Month
 - Read a Super Book (superheroes)
 - Sherlock Holmes
 - Celebrate Mom
 - National Photography Month
- Signs
 - You can now pay with credit and debit cards at the Adult Services Desk.
- Individual Program Promotional Materials
 - Tessellations
 - Bike Maintenance Workshop
 - Sherlock Holmes
 - Roosevelt programs
 - Area Arts Showcase
- Extra Printing
 - Maps of Adult Services
 - Kindle Handouts
 - Zinio Handouts
 - Freegal handouts
- Display Case was changed to promote Smart Money Week

Ongoing Promotion:

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

- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Library programs appear on *The Pantagraph's* online calendar.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.

Other:

- Rhonda attended the PLA Conference in Denver from April 4-9.
- Jim set up a booth at the City of Bloomington Health Fair on April 22.
- Rhonda attended an April 12 meeting with Cindy Helmers of District 87 about the new Student Library Cards. District 87 now has the finalized form for the registration packet.
- Rhonda attended an April 21 reception at ISU honoring the 20th anniversary of ISU's America Reads/America Counts program.

B Logistics:

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

Support Services - April 2016
Caprice Prochnow, Manager

- Caprice attended the following training:
 - April 6 - Effective Supervisory Practices webinar
 - April 12 – Setting Clear Goals and Expectations for Employees webinar
 - April 13 - Tornado Procedures Training
- Caprice attended the following meetings:
 - Department Managers – Every Wednesday except April 27
 - BPL Board meeting – April 19
 - BPL Board Special meeting – April 23
- Madeline Nickum resigned from a full-time Custodian position on April 7, 2016. This position is currently posted for in-house bids.
- A Custodial Services meeting was held on April 12 in order to discuss the division of duties (as we are down one full-time person), outside work to be accomplished before mulch can be spread, and upcoming repairs/improvements to be made to the facility.
- The Safety Committee did not meet. The next scheduled meeting is May 24.
- Caprice has been working with Parks & Rec on a timeline for having mulch spread in all the landscape beds. The plan is to do this the third week in May. Later this summer, they will be repairing the retaining wall at the back of the parking lot and removing the stone wall at the entrance that is no longer needed.
- Caprice has been providing students from the Bloomington Area Career Center with information on the facility as far as utility costs, lighting, etc. to assist them with their projects in conjunction with Farnsworth.
- The last Canon Microfilm Reader was sold on RAILS to the Macomb Library. The folding machine will be for sale on RAILS.
- The replacement LED fixtures in the stairwell were installed by Weber Electric on Friday, April 29. The work was done much quicker than expected and went off without a hitch!
- New umbrellas were purchased for the patios. The old ones will be sold in the garage sale.
- New iPhones have been ordered for Custodial and Security staff, the bookmobile and for the van. We will no longer have any flip phones, and the van will now have a phone in case of emergency.
- Caprice has been procuring quotes for parking lot repairs, restriping and curb repairs.
- Advanced Roofing inspected our roof and determined that it should be good for another year, and then it would need to be replaced. They gave us a price on replacing this for FY18 so we have an idea of what funds need to be set aside for this.
- Caprice is getting quotes on the following: Replacing the HID fixture heads on the parking lot pole lights with LED fixtures, rewiring the 14 post light fixtures (back of lot and patio) so that LED lamps may be used instead of metal halide lamps, installing two additional recessed fixtures over the Circulation desk, and installing LED track lighting in the Book Shoppe to eliminate the clip on lights.

- Preventative Maintenance:
 - Mid Illinois Mechanical – HVAC system sans the boilers and chiller (Spring)
 - Scott's Boilers - Boilers (Annual)
 - Johnson Controls – Chiller (Spring)
 - Clearly Windows – cleaned exterior and interior windows (Spring)
 - Tri-County Irrigation – Irrigation system startup
- Repairs:
 - Weber Electric – repaired a fluorescent fixture and recessed fixture, made repairs to a few electrical panels and installed two EXIT fixtures (items noted in Farnsworth report)
 - Pipeworks – Adjustment to burner #1 on humidifier
 - Conrad Sheet Metal – Re-securing clamps to flue pipe on boilers to prevent leaking of condensation
 - McLean County Glass & Door – Repair of door closer on Circulation Workroom door and upper Staff Restroom door

Volunteer hours: 32 Training: 3.75

Technical Services – April 2016
Allison Schmid, Manager

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

- Tura cataloged over 1,500 children's books in April, not to mention all the "Adds" to replace withdrawn copies!
- Robbin continues to plug away at the TV Series replacements Carol purchased. We will work on them as time allows, but *new* audio visual materials have precedence. If someone is looking for a specific series, let us know and we'll push it through.

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

- 4/11/16-4/15/16 – Allison helped plan and execute National Library Week festivities including dress-up days and a free lunch from Jimmy Johns.
- 4/14/16 –TS staff attended the mini-morning session on Tornado safety with Tom and Rob.
- Allison conducted pre-assessments for Kathy Eder's position open in June. Interviews will occur later this week.
- 4/19/16 – Allison attended the board meeting to tell the members a little more about the inner workings of TS.
- 4/22/16 – Allison helped with the director candidate tours and attended the community reception.
- 4/27/16 – Allison met with Laura to discuss specific aspects of the SRP. We also met as a committee.
- Training hours – 3

GOAL - To work effectively through the use of technology

GOAL - To administer a cost-effective public library.

- We are currently advertising for a volunteer in TS that would come in every week for 2 hours.

Volunteer hours – 2

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

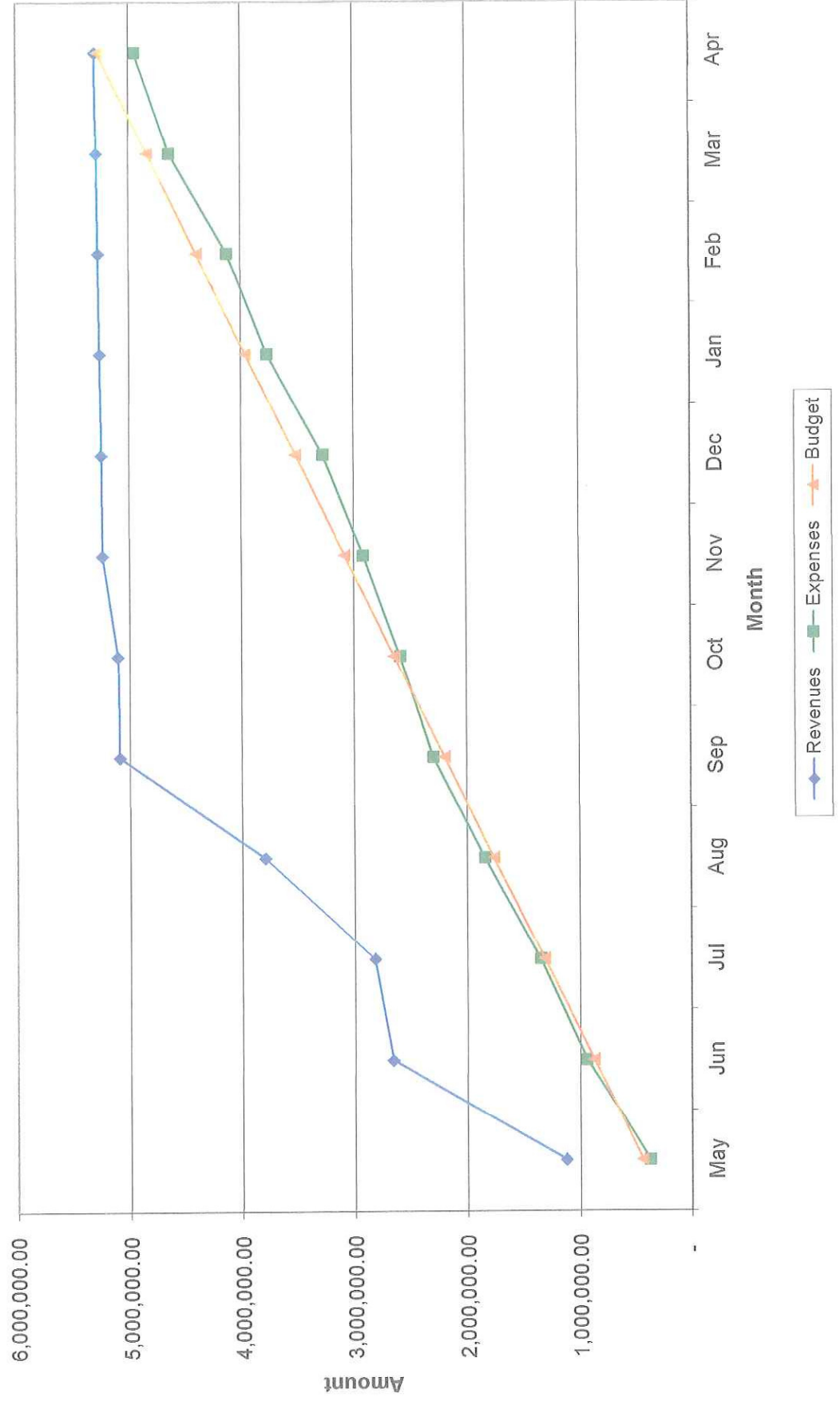
REVENUES:

ACCT NAME	BUDGET	APR 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,544,764.95	(1,945.05)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	0.00	373,125.41	3,125.41	100.8
Fees & Rentals	80,000	6,868.68	81,615.19	1,615.19	102.0
Copies	3,800	390.60	3,593.05	(206.95)	94.6
Interest on Investments	1,000	992.74	5,747.68	4,747.68	574.8
Interest from Taxes	0	0.00	26.50	26.50	-----
Sale of Property	1,000	100.00	2,775.00	1,775.00	277.5
Donations	20,000	4.85	24,221.23	4,221.23	121.1
Other Grants	0	0.00	1,150.00	1,150.00	-----
Cash Over/Short	0	(7.51)	(23.50)	(23.50)	-----
Other	30,000	3,592.85	39,920.58	9,920.58	133.1
Total Revenues	5,277,910	11,942.21	5,303,078.59	25,168.59	100.5

ACCT NAME	BUDGET	APR 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	72,080.35	1,971,186.60	(44,046.40)	97.8
Part-Time Salaries	453,600	25,537.21	362,191.65	(91,408.35)	79.8
Seasonal Salaries	35,586	2,673.46	47,073.43	11,487.43	132.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	100,291.02	2,380,451.68	(125,067.32)	95.0
Dental Insurance	11,273	827.44	9,762.98	(1,510.02)	86.6
Vision Insurance	2,894	196.00	2,379.46	(514.54)	82.2
Health Insurance, BC/BS PPO	210,104	23,186.95	250,620.95	40,516.95	119.3
Health Insurance, OSF HMO	118,062	5,889.06	78,889.04	(39,172.96)	66.8
Life Insurance	3,097	239.36	2,957.83	(139.17)	95.5
IMRF	299,867	20,765.03	280,207.88	(19,659.12)	93.4
FICA	162,368	10,928.43	140,498.17	(21,869.83)	86.5
Medicare	36,315	2,555.88	32,917.32	(3,397.68)	90.6
Worker's Comp	37,675	0.00	13,188.00	(24,487.00)	35.0
Uniforms	600	0.00	346.92	(253.08)	57.8
Tuition Reimb	30,000	0.00	36,252.00	6,252.00	120.8
Other Benefits	0	5,933.41	17,399.84	17,399.84	-----
Total Benefits	912,255	70,521.56	865,420.39	(46,834.61)	94.9
Rentals	22,000	955.33	18,823.24	(3,176.76)	85.6
Total Rentals	22,000	955.33	18,823.24	(3,176.76)	85.6
Building Mtnc	135,000	8,734.34	71,061.63	(63,938.37)	52.6
Vehicle Mtnc	5,000	0.00	6,494.80	1,494.80	129.9
Office & Computer Mtnc	165,000	0.00	122,542.75	(42,457.25)	74.3
Other Mtnc	25,000	687.50	1,045.25	(23,954.75)	4.2
Total Repair/Mtnc	330,000	9,421.84	201,144.43	(128,855.57)	61.0

ACCT NAME	BUDGET	APR 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	2,512.24	19,260.03	260.03	101.4
Printing/Binding	19,000	1,636.25	16,135.22	(2,864.78)	84.9
Travel	6,000	3,973.85	11,416.92	5,416.92	190.3
Membership Dues	5,000	75.00	3,769.99	(1,230.01)	75.4
Professional Development	8,000	35.00	6,738.21	(1,261.79)	84.2
Other Purchased Services	100,000	15,407.74	120,157.45	20,157.45	120.2
Property Insurance	23,000	0.00	19,669.00	(3,331.00)	85.5
Vehicle Insurance	5,000	0.00	3,063.00	(1,937.00)	61.3
Other Insurance	5,000	0.00	5,067.00	67.00	101.3
Total Purchased Services	190,000	23,640.08	205,276.82	15,276.82	108.0
Office Supplies	20,000	2,763.97	17,252.11	(2,747.89)	86.3
Computer Supplies	85,000	10,824.50	76,010.29	(8,989.71)	89.4
Copier Supplies	3,300	698.73	3,810.14	510.14	115.5
Postage	12,000	0.00	9,594.64	(2,405.36)	80.0
Library Supplies	72,000	6,252.87	82,031.07	10,031.07	113.9
Janitorial Supplies	16,000	665.05	10,413.00	(5,587.00)	65.1
Gas & Diesel Fuel	8,000	0.00	3,037.05	(4,962.95)	38.0
Building Mtnc & Repair Supplies	10,000	1,024.44	12,427.29	2,427.29	124.3
Total Supplies	226,300	22,229.56	214,575.59	(11,724.41)	94.8
Natural Gas	35,000	1,878.72	18,561.62	(16,438.38)	53.0
Electricity	95,000	6,235.93	88,147.70	(6,852.30)	92.8
Water	8,500	358.23	8,434.78	(65.22)	99.2
Telecommunications	26,000	2,027.61	32,718.49	6,718.49	125.8
Total Utilities	164,500	10,500.49	147,862.59	(16,637.41)	89.9
Professional Collection	7,000	0.00	1,144.26	(5,855.74)	16.3
Total Prof Collection	7,000	0.00	1,144.26	(5,855.74)	16.3
Periodicals	35,000	512.70	37,450.82	2,450.82	107.0
Adult Books	170,000	16,364.74	164,705.19	(5,294.81)	96.9
Children's Books	125,000	8,766.14	120,381.18	(4,618.82)	96.3
A/V Materials	168,000	33,883.15	166,782.11	(1,217.89)	99.3
Public Access Software	140,000	0.00	149,360.46	9,360.46	106.7
Ebooks	70,000	6,300.00	70,000.00	-	100.0
Total Materials	708,000	65,826.73	708,679.76	679.76	100.1
Employee Relations	6,000	2,126.83	3,759.82	(2,240.18)	62.7
Miscellaneous Expenses	13,000	693.62	6,103.29	(6,896.71)	46.9
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	2,820.45	203,199.11	(9,136.89)	95.7
Total Expenses	5,277,910	306,207.06	4,946,577.87	(331,332.13)	93.7

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2016

Copies (96.4%): This line item is a little under at this point.

Interest on Investments (574.8%): The Library adjusted the budgeted amount. We have exceeded the projected amount.

Sale of Property (277.5%): The Library had a computer sale in March.

Donations (121.1%): The Library received its annual amount for the Summer Reading Program in July.

Other (133.1%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (79.8%): This is under-spent because when a part-time employee leaves the Library, it is not possible to fill the position right away--there is always a little time between the time an employee leaves and a new person is hired.

Seasonal Salaries (132.3%): This is over-spent because the Library found it necessary to hire additional Seasonal employees to fill voids created when staff needed extended leaves of absences.

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

Dental Insurance (86.6%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (82.2%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, BC/BS PPO (119.3%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (66.8%): This is under-spent because fewer staff chose this option for health insurance coverage.

IMRF (93.4%): This is under-spent because we are just a little under-spent in Full-Time Salaries.

FICA (86.5%): This is under-spent because of the under-spending in Part-Time Salaries.

Medicare (90.6%): This is under-spent because of the under-spending in Part-Time Salaries.

Worker's Compensation (35.0%): The annual premium was paid in January, which was less than we budgeted.

Uniforms (57.8%): Charges have been minimal.

Tuition Reimbursement (120.8%): The Library has paid for summer, fall, and spring classes for staff who are enrolled in the U of I's MLS program.

Rentals (85.6%): Charges have been minimal.

Building Maintenance (52.6%): Charges have been minimal.

Vehicle Maintenance (129.9%): City paid two invoices for warranty work on the bookmobile. Matthews (the company we purchased the bookmobile from) will be reimbursing the City for those invoices. When that occurs, City will credit the Library's account.

Office & Computer Maintenance (74.3%): Charges have been minimal.

Other Property Maintenance (4.2%): Charges have been minimal.

Printing/Binding (84.9%): Charges have been minimal.

Travel (190.3%): This is over-spent because staff have made travel arrangements to attend the Public Library Association (PLA) Conference in April.

Membership Dues (75.4%): Charges have been minimal.

Professional Development (84.2%): Charges have been minimal.

Other Purchased Services (120.2%): This is now over-spent due to payments to Farnsworth, to the Stanton Group (for the Director Search), and to Terry Lindberg, Interim Director.

Property Insurance (85.5%): The Library paid the annual Property Insurance in January.

Vehicle Insurance (61.3%): The Library paid the annual Vehicle Insurance in January.

Office Supplies (86.3%): Charges have been minimal.

Computer Supplies (89.4%): Charges have been minimal.

Copier Supplies (115.5%): This is over-spent due to a large order of copier paper that was ordered at the end of April.

Postage (80.0%): Charges have been minimal.

Library Supplies (113.9%): This is over-spent because some large orders were placed in anticipation of staff taking maternity leave.

Janitorial Supplies (65.1%): Charges have been minimal.

Gas & Diesel Fuel (38.0%): Charges have been minimal.

Building Maintenance Supplies (124.3%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.

Natural Gas (53.0%): Charges have been minimal.

Electricity (92.8%): Charges have been minimal.

Telecommunications (125.8%): This is over-spent because CIRBN requires payment one month in advance.

Professional Collection (16.3%): Charges have been minimal.

Periodicals (107.0%): This is over-spent due to invoices for the Pantagraph on microfilm.

Public Access Software (106.7%): This is over-spent due to payment of Lynda.com.

Employee Relations (62.7%): Charges have been minimal.

Miscellaneous Expenses (46.9%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	17.60
State Farm Good Neighbor Grant (for Miller):	500.00
John Muirhead:	200.00
McLean Co Retired Teachers Assoc:	35.00
Rainbow Girls, Bloomington Chapter:	212.38
Champaign-Urbana Herb Society:	50.00
Miscellaneous Donations:	121.55
Total Donations:	\$ 24,221.23

The Other Revenue line item breaks out as follows:

Print Station:	\$11,639.70
Book Shoppe:	18,369.00
Sale of Blankets:	30.00
Sale of Reusable Bags:	183.00
Sale of Sling Backpacks:	364.00
Sale of Earbuds:	660.00
Sale of Flashdrives:	195.00
Hot Beverage Station:	1,052.00
Test Proctoring:	1,850.00
Meeting Room Fees:	515.00
Book Pick-Up:	2,137.75
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	1,475.13
Total Other Revenue:	\$39,920.58

During April, 8 batches containing 147 invoices were processed, totaling \$97,006.96 and 232 credit card charges were made totaling \$68,029.93.

Library Fund Balance Information, 4/30/16:

Operating:	\$ 1,916,773.86
Capital:	\$ 2,289,271.20
Fixed Assets:	\$ 812,298.81

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 17, 2016

Signature, BPL Trustee

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

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

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

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

Total

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

220,709.23

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 16

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Copy Shop	250.00	0.00	0.00	0.00	250.00
Bloomington Educaiton Association	500.00	0.00	0.00	0.00	500.00
Kurt's Autobody	250.00	0.00	0.00	0.00	250.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00	0.00	0.00	30.00
Golden Prairie Public Library District	1,000.00	0.00	0.00	0.00	1,000.00
Total Summer Reading Program Community Donations	2,280.00	0.00	0.00	0.00	2,280.00
Memorial Donations:					
	0.00	0.00	0.00	0.00	0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Fountain Receipts	5.02	12.58	0.00	0.00	17.60
Thomas Atkinson (Miscellaneous)	30.00	0.00	0.00	0.00	30.00
Anonymous (for statue to honor Patsy Bowles)	834.00	0.00	0.00	0.00	834.00
McLean Co Retired Teachers Association	35.00	0.00	0.00	0.00	35.00
Robert Starckovich (Miscellaneous)	0.00	25.00	0.00	0.00	25.00
Anonymous Donations	5.70	10.00	0.00	0.00	15.70
State Farm Good Neighbor Grant (for Nancy Miller)	0.00	500.00	0.00	0.00	500.00
Verlyn Zachow, Don for Recvng Good Homebound Srv	0.00	0.00	50.00	0.00	50.00
John Muirhead, Miscellaneous	0.00	0.00	200.00	0.00	200.00
Rainbow Girls, Bloomington Chapter	0.00	0.00	212.38	0.00	212.38
C U Herb Society	0.00	0.00	0.00	50.00	50.00
Anonymous, Miscellaneous Donation	0.00	0.00	0.70	5.85	6.55
Total Other Donations	909.72	547.58	463.08	55.85	1,976.23
Foundation:					
Summer Reading Program, 2015	19,965.00	0.00	0.00	0.00	19,965.00
Staff Appreciation Day, 11/17/15	0.00	0.00	1,050.56	0.00	1,050.56
Staff Training Day, 1/12/16	0.00	0.00	541.38	0.00	541.38
Total Foundation	19,965.00	0.00	1,591.94	0.00	21,556.94
Total Donations	23,154.72	547.58	2,055.02	55.85	25,813.17

Bloomington Public Library
Monthly Statistics - April 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	50,399	640,804	52,489	671,081
Teens	3,293	43,872	2,644	37,559
Children	40,983	560,981	43,437	597,007
OTR Adults	2,276	28,574	1,980	25,949
OTR Teens	183	1,916	125	1,704
OTR Children	4,466	48,658	4,064	40,978
e-Books - Freading	9	240	34	400
e-Books - Overdrive	4,917	54,862	4,054	43,922
Freegal downloads	686	6,818	511	7,429
Zinio Magazines	338	4,772	326	4,653
Tumblebooks	26	625	0	0
TOTALS				
Adults	52,675	669,378	54,469	697,030
Teens	3,476	45,788	2,769	39,263
Children	45,449	609,639	47,501	637,985
Digital Downloads	5,976	67,317	4,925	56,404
COMBINED TOTAL	107,576	1,392,122	109,664	1,430,682
ITEMS IN THE COLLECTION				
Main	304,784	304,784	295,427	295,427
OTR	11,535	11,535	11,834	11,834
TOTAL	316,319	316,319	307,261	307,261
HOLDS FILLED	7,794	94,578	7,754	93,356
CARDHOLDERS				
Added	352	5,042	352	5,100
TOTAL NUMBER				
Adults	25,180	25,180	26,298	26,298
Teens	2,041	2,041	2,265	2,265
Children	5,654	5,654	6,146	6,146
Combined Total of Active Cards	32,875	32,875	34,709	34,709
REFERENCE QUESTIONS				
Adults	1,896	28,598	2,645	30,725
Teens	140	1,900	95	1,230
Children	790	10,123	776	12,308
OTR	155	1,361	53	950
Circulation	797	9,131	874	9,636
TOTAL			4,443	54,849
PROGRAMS				
Story Times	29	223	30	217
Adult	16	171	15	142
Teens	2	45	2	59
Juvenile	9	115	7	100
Outreach Adult	0	0	0	2
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	1

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - April 2016

	Current Month	Cumulative	Last Year	Cumulative
Story Times	930	7,268	843	6,502
Adult Programs	172	2,300	160	1,838
Teen Programs	128	575	15	654
Juvenile Programs	627	6,718	385	6,265
Outreach Adult	0	0	0	27
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	36
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0		4,704
Completed	0	0		2,759
TEENS				
Registered	0	0		811
Completed	0	0		402
ADULTS				
Registered	0	0		2,300
Completed	0	0		1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses		47,015	4,511	48,332
Website database/catalog hits	25,726		23,280	23,280
Online Resource (Database) uses	4,327	78,132	4,532	64,023
TOTAL	30,053		27,791	135,635
INTERLIBRARY LOAN				
Borrowing Requests Received	557	6,405	442	4,950
Outgoing Loans (Lending)	282	3,311	313	3,132
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	1	75	5	79
Outside the library (events)	9	110	12	122
Number of people	570	15,285	309	13,777
VOLUNTEER HOURS				
	164	1,731	116	1,381
MEETING ROOM USAGE				
Study Room	44	698	64	852
Digital Media Lab	6	304	36	336
Customer Visits (MAIN)	25,796	269,874	25,738	354,786
Customer Visits (OTR)	1,259	45,454	1,241	12,430
COMBINED TOTAL VISITS	27,055	315,328	26,979	367,216
TRAINING HOURS				
	143	1,452	45	1,265

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 16, 2016
5:00 p.m.

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

Minutes

- I. Call to Order
President Lynn Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Tim Ervin, Patti Salch, Jodi Sherman
(arrived at 5:10 p.m.), Lynn Gray

MEMBERS ABSENT: Stephen Peterson

OTHERS PRESENT: Laura Golaszewski, Kathy Jeakins, Carol Koos, Rhonda
Massie, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Gray reminded the Board members that, if they have not already done so, they
will need to complete an updated Statement of Economic Interest.
- VI. Approval of Minutes
A. February 17, 2016
PATTI SALCH MOVED, TIM ERVIN SECONDED, TO APPROVE THE MINUTES FROM
THE FEBRUARY 17, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
The Board reviewed the Director's report.

B. Outreach Report
Laura Golaszewski reported that a Bookmobile survey will be distributed online and
on the Bookmobile in April. She added that the survey was created by the Ad Hoc

Bookmobile Committee, and that it will hopefully gather the information needed to fulfill the committee's purpose.

Laura inquired about removing the Deer Ridge stop and adding another one in the GPPLD area. Due to the low circulation and poor connectivity at the stop, an alternative location may benefit from Bookmobile services more. Upon further discussion, the Board agreed that a stop in Shirley or Crestwicke would be best to consider. Laura added that route changes will most likely be made to the fall schedule.

C. Fiscal Report

1. Presentation of February Financial Report

Kathy Jeakins reported that the operating money has been moved to Commerce Bank.

Kathy informed the Board that the Capital Fund account is no longer accessible online, and the Illinois Funds will only be sending paper statements.

Consideration of moving all remaining funds to Commerce Bank was made by the Board, and they requested that this be added to next month's agenda.

VIII. Unfinished Business

A. Discuss Finding New Trustee to Fill Unexpired Term

The Board discussed finding a new trustee.

B. Discuss Reserve Levels

The Board agreed to defer this discussion to next month's meeting.

IX. New Business

Approve GPPLD Postcard Advertising

President Gray appointed Carol-Carey Odekirk as chair of the GPPLD Marketing Committee. The committee will devise a marketing plan and set a budget for advertising needs.

The Board agreed to defer this discussion to next month's meeting.

A. Approve GPPLD Radio Advertising Campaign on WBNQ

The Board agreed to defer this discussion to next month's meeting.

B. Approve Strategic Plan

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE 2016-2020 STRATEGIC PLAN. THE MOTION CARRIED UNANIMOUSLY.

X. Adjournment

CAROL CAREY-ODEKIRK MOVED, JODI SHERMAN SECONDED, TO ADJOURN THE MEETING.

President Gray adjourned the meeting at 5:40 p.m.

Incident Reports

Date	Time	Type
04/3	1:57 PM	InappropriateBehavior
04/6	2:20 PM	InappropriateBehavior
04/10	12:11 PM	InappropriateBehavior
04/12	8:19 PM	StolenDamagedLibraryMaterial
04/13	3:55 PM	StolenDamagedLibraryMaterial
04/13	5:42 PM	InappropriateBehavior
04/17	3:37 PM	StolenDamagedLibraryMaterial
04/18	9:20 PM	InappropriateBehavior
04/22	1:44 PM	InappropriateBehavior
04/27	7:23 PM	Other
04/28	7:57 PM	
04/30	4:23 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
04/6	2:23 PM	InappropriateBehavior
04/13	5:46 PM	InappropriateBehavior
04/22	1:35 PM	InappropriateBehavior

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

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

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

Approved on this 17th day of May 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

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

Service and Maintenance/Extended Warranty Quote

Proprietary & Confidential

System Licensee

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

Licensee Bill To

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

From

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

Quote Information

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

Summary

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

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

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

Additional Details

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

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

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

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

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

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

TERMS AND CONDITIONS

WHAT WE WILL DO:

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

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

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

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

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

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

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

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

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

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

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

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

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

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

Approved on this 17th day of May 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

**Renewal Quote: 31129320160317AP****Bloomington Public Library**

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

All prices are in U.S. Dollars and are exclusive of taxes unless otherwise noted.

Applicable taxes will be added to all invoices. If you are tax exempt please submit a current exemption form along with the signed quote.

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

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

Signature

Date

Please Print Name and Title

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

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

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

Approved this 17th day of May 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

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

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

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