

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 16, 2017

OATH OF OFFICE FOR NEW TRUSTEES

5:15 – 5:30 p.m.

REGULAR MEETING

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Special Presentation: BACC Library Designs
- VI. Consent Agenda
 - A. Recommend Approval of Minutes of April 18, 2017 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of April 2017
- VII. President's Report
 - A. Appoint Committees
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Committee Reports
 - A. Budget & Personnel Committee
 - 1. Approve Standing Date and Time for Committee
 - B. 3 P's Committee
 - 1. Approve Standing Date and Time for Committee
- XI. New Business
 - A. Waive Three Quote Requirement for Hoopla Downloadable Service
 - B. Waive Competitive Bid for Annual Maintenance of Self Checks, RFID Pads, Sorter and Upper Level Security Gates
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 5/12/17 3:30 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 16, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Lock, Inc.	Building Maintenance	7,552.50
Alpha Controls & Services, LLC	Building Maintenance	140.00
Amazon.com, LLC	A/V Materials	705.70
Amazon.com, LLC	Adult Books	1,265.40
Amazon.com, LLC	Children's Books	110.32
Amazon.com, LLC	Computer Supplies	71.98
Amazon.com, LLC	Janitorial Supplies	66.90
Amazon.com, LLC	Other Purchased Services	111.81
Amazon.com, LLC	Vehicle Maintenance	38.48
Ameren IP	Electricity	12,881.18
American National Skyline, Inc.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
Bibliotheca ITG	Library Supplies	4,946.50
Bradley University/WCBU	Advertising	500.00
CB Bloomington Operations, LLC	Building Mtnc Supplies	295.16
CDW Government	Computer Supplies	2,202.14
Cengage Learning	Adult Books	134.50
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Building Maintenance	2,108.75
City of Bloomington	Dental Insurance	1,175.44
City of Bloomington	FICA	11,063.26
City of Bloomington	Gas/Diesel Fuel	24.99
City of Bloomington	Health Insurance-HMO	5,815.58
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	20,301.30
City of Bloomington	Life Insurance	251.45
City of Bloomington	Medicare	2,587.39
City of Bloomington	Payroll	191,585.31
City of Bloomington	Vehicle Maintenance	30.00
City of Bloomington	Vision Insurance	215.00
City of Bloomington	Water	441.60
City of Bloomington - Petty Cash	Employee Relations	11.34
City of Bloomington - Petty Cash	Other Purchased Services	27.51
Cope, Michelle	Travel	1.23
Cummins Mid State	Vehicle Maintenance	701.33
Custom Digital Imaging	Other Purchased Services	829.47
Custom Digital Imaging	Printing/Binding	2,811.53
Dell Marketing, L.P.	Computer Supplies	6,401.65
Demco	Library Supplies	3,687.07
Downer's Grove Public Library	Miscellaneous Expenses	17.00
Engler, Callaway, Baasten, & Sruga, LLC	Other Purchased Services	6,294.01
Frontier	Telecommunications	1,340.49

Getz Fire Equipment	Building Maintenance	1,013.95
Goddard, Leslie	Other Purchased Services	300.00
Gold Medal - Chicago	Library Supplies	277.93
Granite Broadcasting	Advertising	3,000.00
Great River Regional Library	Miscellaneous Expenses	27.99
Grove Street Bakery	Employee Relations	71.00
Hochhalter, Ann (Koldaire Equip Co)	Library Supplies	58.51
HOH Water Technology	Building Mtn Supplies	357.05
Holy Trinity Catholic Church	Employee Relations	40.00
Illinois State University	Advertising	4,018.50
Illinois Wesleyan University	Other Purchased Services	629.01
Ingram Library Services	Adult Books	230.20
Johnson Controls	Building Maintenance	1,188.80
Lamar Media	Advertising	214.00
Lovell, Jim	Library Supplies	7.79
Martin Family Enterprises, LLC	Advertising	800.00
Massie, Rhonda	Advertising	233.40
Mid Illinois Mechanical	Building Maintenance	217.30
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	402.94
Midwest Tape	A/V Materials	33.72
Miller Janitorial Supply	Janitorial Supplies	596.48
Moen, Karen	Professional Development	189.87
Multicultural Books & Videos	Adult Books	4,850.00
Neuhoff Family, Ltd	Advertising	267.50
Nicor/Northern Illinois Gas	Natural Gas	3,397.89
Office Depot	Computer Supplies	1,538.68
Office Depot	Janitorial Supplies	48.60
Office Depot	Library Supplies	417.59
Office Depot	Office Supplies	1,480.83
OverDrive	Ebooks	4,990.00
Penguin Random House, LLC	A/V Materials	60.00
Penworthy Company, LLC	Children's Books	3,039.86
Pilot Media, LLC	Advertising	380.00
Presidio Network	Office/Equipment Mtn	2,308.80
ProQuest, LLC	Periodicals	4,650.00
Pyne, Edward (The Normalite)	Advertising	50.00
Rainbow Book Company	Children's Books	2,441.72
Recorded Books, Inc.	A/V Materials	46.99
Ricoh	Computer Supplies	204.01
Ricoh	Rentals	1,837.25
Rockford Map Publishers	Adult Books	70.45
Select Screen Prints & Embroidery, Inc.	Other Purchased Services	580.50
Sneed, Johanna	Employee Relations	54.99
Steven Barclay Agency	Other Purchased Services	237.08
Stumpf, Gerald	Library Supplies	578.11
Taylor, Pamela	Other Purchased Services	100.00
U. S. Postal Service	Postage	4,990.00
Unique Management Services, Inc.	Other Purchased Services	393.80
University of Illinois/WILL	Advertising	492.00
Verizon Wireless	Telecommunications	126.11
Weaver's Rent-All	Other Purchased Services	148.00
Widmer Interiors	Library Supplies	962.50
Widmer Interiors	Office Supplies	496.86
Woodford Co. Historical Society	Adult Books	300.00
World Book, Inc.	Children's Books	175.00
VISA - A. B. Hatchery	Building Mtn Supplies	29.98

VISA - Amazon.com	Library Supplies	19.47
VISA - American Flags Express	Office Supplies	156.66
VISA - Badge-A-Minit	Other Purchased Services	139.95
VISA - Baker & Taylor Books	A/V Materials	5,859.04
VISA - Baker & Taylor Books	Adult Books	11,717.69
VISA - Baker & Taylor Books	Children's Books	4,245.59
VISA - Barnes & Noble	Other Purchased Services	17.97
VISA - Best Buy	Computer Supplies	919.98
VISA - Bill's Key & Lock Shop	Building MtnC Supplies	23.46
VISA - Bill's Key & Lock Shop	Office Supplies	40.00
VISA - Blubrry	Other Purchased Services	20.00
VISA - Concord Custom Cleaners	Other Purchased Services	10.20
VISA - Congress Plaza Hotel	Professional Development	36.76
VISA - Days Inn	Professional Development	42.18
VISA - Demco	Library Supplies	276.73
VISA - Dollar Tree	Employee Relations	16.00
VISA - Doubletree Hotel	Other Purchased Services	168.00
VISA - Elm USA, Inc.	Library Supplies	4,947.79
VISA - Exchequer Pub	Professional Development	30.10
VISA - Fastenal Company	Building MtnC Supplies	19.20
VISA - Five Star Water Co.	Miscellaneous Expenses	42.35
VISA - Flaggs USA, LLC	Building MtnC Supplies	58.70
VISA - Flingers Pizza	Employee Relations	391.81
VISA - Fred Pryor/CareerTrack	Professional Development	447.00
VISA - GameStop	A/V Materials	800.05
VISA - GameStop	Other Purchased Services	107.06
VISA - GAO RFID	Computer Supplies	741.34
VISA - Hobby Lobby	Other Purchased Services	63.84
VISA - Illinois Library Association	Other Purchased Services	33.00
VISA - Jewel	Employee Relations	57.27
VISA - Jimmy Johns	Miscellaneous Expenses	18.20
VISA - Lands End Business Outfitters	Uniforms	140.00
VISA - Logmeininc.com	Computer Supplies	599.99
VISA - Meijer	Employee Relations	2.92
VISA - Menards	Building MtnC Supplies	21.16
VISA - Menards	Janitorial Supplies	17.97
VISA - Monoprice, Inc.	Computer Supplies	76.34
VISA - Office Depot/OfficeMax	Library Supplies	90.32
VISA - Office Depot/OfficeMax	Office Supplies	9.00
VISA - Panera Bread	Professional Development	19.35
VISA - Parts Depot Company	Miscellaneous Expenses	79.69
VISA - Party City	Other Purchased Services	49.97
VISA - Paypal*ModernMarketing	Other Purchased Services	731.38
VISA - POS Supply Solutions, Inc.	Library Supplies	4,095.34
VISA - Sally Beauty Company	Other Purchased Services	17.96
VISA - Sam's Club	Copier Supplies	289.80
VISA - Sam's Club	Employee Relations	17.94
VISA - Sam's Club	Office Supplies	19.44
VISA - Sam's Club	Other Purchased Services	31.37
VISA - School Outfitters	Library Supplies	201.11
VISA - Skillpath/National Seminars	Professional Development	149.00
VISA - Sprint	Telecommunications	561.78
VISA - SteamGames.com	Public Access Software	685.00
VISA - Survey Monkey	Other Purchased Services	300.00
VISA - Sweet Temptations	Miscellaneous Expenses	41.40
VISA - UPS	Postage	44.54

VISA - Wal-Mart	Employee Relations	168.38
VISA - Wal-Mart	Janitorial Supplies	115.03
VISA - Wal-Mart	Library Supplies	19.97
VISA - Wal-Mart	Office Supplies	35.79
VISA - Wal-Mart	Other Purchased Services	112.02
VISA - Wal-Mart.com	Other Purchased Services	86.73
VISA - Windstream	Telecommunications	118.97
Total		410,631.03

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April 2017

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

On April 7th, I presented my final project and graduated from the Leadership McLean County program. The skills I developed, knowledge I gained, and relationships that I built were all very valuable.

This month, I also:

- visited BACC to answer questions from Architecture students as they complete their final project designing a new Library.
- met with new board President Alex Cardona to discuss plans and direction for the Library.
- met with the Mayor to discuss potential Library Board Members and the building project.
- met with Normal Public Library to discuss establishing a partnership with Unit 5 to develop a student card program.
- met with Children's Services staff to develop a plan to better utilize our space and allow for more shelf space for our materials.

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

We had an extremely successful Bloomington Reads Program series, culminating in our Erik Larson visit. We had a sold out ticketed pre-reception with over 100 tickets, over 700 people attend the main event at the BCPA, 99 people attend the Q & A session at the Library, and over 30 people attend almost all of the other Bloomington Reads series events!

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

We had one internal applicant, that eventually withdrew their candidacy, for the new Librarian position in the Circulation/Outreach department. We took the feedback from the candidate, looked at our goals for the position, and the information gathered over the last few months by the Targeted Outreach committee and determined that this position would really be a better fit for the Library Associate role. After reformulating the position, we had five internal applicants. We will start interviews soon.

We celebrated our staff during National Library Week with some "Staff Spirit" themed dress up days, prizes, and treats.

I also assisted with several interviews for temporary summer help and with the management staff for their annual performance reviews.

Goal: Work effectively through the use of technology.

Kerrie, our webmaster, and the web team continue to work towards finalizing the website redesign. We have slightly shifted our go live goal date to May 16th.

Adult Services - April, 2017
Carol Torrens, Manager

Collections

Selectors had a two-week, end of year hiatus on ordering. Many carts of new selections were prepared and submitted on May 1.

Programs

Displays in Adult Services: National Poetry Month, a jigsaw puzzle of H. H. Holmes' murder hotel, Hug an Australian Day (Australian authors), and westerns. The display in the DVD area was National Humor month. Chicago World's Fair continued to be featured on the IL Collection endcaps.

The Bloomington Reads series based on Erik Larson's book *Devil in the White City* was a huge success! Program details are below. During the weeks of this series, print copies of the book checked out 261 times and the audio CD version 10 times. Additionally, the ebook and digital audio books have been well-used although we don't have circulation stats for them during the series. Thanks to the committee for a great job on planning and accomplishing this: Daphne Pierce and Katy Stein, AS; Rondalea Fish and Sarah Kern, Childrens; Marion Archer, TS; Kerrie Parker, IT; Rhonda Massie, Marketing.

Renny is chairing the Summer Reading committee which has the theme Reading by Design. She, Rachel for the adult program, and Tiffany for the teen program are preparing for the May 30 start of this annual event.

As the Lincoln Festival approaches, Karen M. attended 3 planning meetings.

Tiffany conducted Books & Bites—book talks with students at the junior highs:
Evans: 22; Chiddix: 15; Kingsley: 61; Parkside: 42

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 6 attended

Books on Tap – 1 session – 11 attended

Second Wednesday Classic Movie Comedy -- 1 session – 6 attended

Small Business with SCORE – 1 session – 8 attended

Resumania – 1 session – 20 attended

Virtual reality bomb difusal game – 1 session – 10 attended

Money Smart Week

Children's Story Time – 1 session -- 17 attended

Saturday morning adult programs – 2 sessions – 49 attended

Wednesday adult programs – 7 sessions – 44 attended

Bloomington Reads: *Devil in the White City* (two other programs occurred in March)

Train Travel at the Turn of the 20th Century – 1 session – 14 attended

Forensics in Crime Scene Investigation – 1 session – 33 attended

Ticketed reception for Erik Larson – 1 session – 105 attended

Author presentation by Erik Larson at BCPA – 1 session -- 704 attended

Book discussion / Q & A with Erik Larson – 1 session – 99 attended

Walking Tour of Downtown Bloomington – 1 session – 37 attended

DIY paint marbled fabric and paper – 2 sessions – 13 attended

Memoir Writing Workshop – 1 session – 10 attended

Construction of a Wind Farm – 1 session – 8 attended

Teen Programs

DIY Design a Flag – 1 session – 1 attended

Training & Technology

There were 19 individual appointments with an Adult Services staffer. Topics: several for email setup and use, ebooks, info about Library Science, downloading with an ipad, general computer instruction; and resumes/job applications.

Rachel and Carol met with our Midwest Tape rep to discuss Hoopla, the online service that offers ebooks, music, and movies for checkout to customers.

Training continued for Katy, filling in gaps from to her curtailed initial training when she joined AS.

Several staff attended Marcie's Mini-Morning Sessions about reference interviews.

Karen M. attended a day-long Small Archival Projects Conference in Dubuque. Rachel and Renny attended the two-day Digital Public Library of America conference in Chicago.

Daphne watched 2 webinars: How to Manage Priorities/Time and Seize the Moment.

IT helped rearrange the copier/printer area in preparation for a separate computer printer and a walk up, short appointment email kiosk.

Staff

Several staff celebrated milestone anniversaries: Karen Moen – 25 Years; Barbara Rann – 5 Years; Katy Stein – 1 Year

Other

We are now allowing individuals and pairs to use the Digital Media Lab as a Study Room. The DML often sits empty while we turn people away because the Study Room is in use. This has greatly increased our offering of quiet, small group space, as is reflected in the stats this month.

BUSINESS OFFICE - April 2017

Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
- The Book Shoppe continued to be a success; through the end of April, total receipts for the Book Shoppe for FY 17 were \$24,429.75; \$6,060.75 ahead of last year!
- I had to contact Golden Prairie's auditor regarding a missed deadline for the Annual Financial Report that he prepares; all documents have been submitted to the State
- I spent much of April getting ready for the end of FY 17 and the start of FY 18
- On April 20 I attended a session at City Hall for FY 17 Year-End Instructions
- Prepared 2 expense batches in MUNIS
- Prepared 11 deposit batches in MUNIS
- Prepared 2 Journal Entries
- Entered 12 expense batches in account files
- Entered 25 deposit batches in account files
- Expenditures in March in excess of \$5,000:
A-1 Lock, Inc. \$5,475.00 for Upgrade of Key Card Access System; approved by Board on 4/18/17
- Meetings:
Department Managers: 4/5, 4/12, 4/19, and 4/26

BPL Board Meeting: 4/18
Golden Prairie Board Meeting: 4/19
- Bills review in March: Alicia Henry (4/3 & 4/10); Carol Koos (4/17); and Mike Raikes (4/24)
- Training Hours for March: 1.0

Children's Services - April 2017

Melissa Robinson, Manager

Programs

The following programs were offered in April:

- Dia de los ninos/dia de los libros
 - 150 total estimated attended
 - Storyteller, Mama Edie – 79 attended
 - Ballet Folklórico – 88 attended
 - Face painting – 78
- Lapsit – 6 sessions – 50 attended
- Toddler time – 8 sessions – 284 attended
- Preschool story time – 4 sessions – 95 attended
- Brick by Brick School-Age Lego – 22 attended
- Tales for Tails – 4 sessions – 35 attended
- Singing Swinging Story Time – 2 sessions – 46 attended
- School's Out Movie – 15 attended
- Family Games Day – 12 attended
- Global Tales – 14 attended
- TinkerLab – 15 attended
- Money Smart Week story time – 17 attended
- Music Makers – 54 attended
- Better Together Paint Project – 66 attended
- 33 programs/sessions offered – 875 attended

The following groups visited:

- Irving kindergarten – 3 classes – 59 attended
- Colene Hoose Special Ed class – 50 attended
- Trinity Lutheran 4th grade – 34 attended

We visited the following groups/events:

- Brigham Preschool classes – 2 classes – 15 attended
- Katie's Kids – 65 attended
- Milestones Preschool – 42 attended
- Brigham Head Start – 2 classes – 36 attended
- Little Jewels – Williamsburg – 30 attended
- Heartland Head Start Earth Day Celebration – 33 attended
- Mid-State Reading Council Book Fair – 22 attended

We also began our summer reading school visits:

- St. Mary's School – 110 attended
- Sarah Raymond School – 315 attended

In May, in addition to our regular, recurring programs, we will offer the following programs:

- Humane Society Program – May 1
- Comic-Con – May 6
- Sensory Movie – May 20

Training

- Children's staff attended the mini morning session on the reference interview
- Children's staff viewed the monthly webinar, "How to Manager Priorities and Time"

Other

- Jesse explored possible additions to the tablets and decided to offer PBS Kids and PBS Games.
- Children's staff met with Jeanne to discuss solutions for our overcrowded shelves and items to alleviate the situation were ordered accordingly.
- Children's staff continue to work on various committees.
 - Danny – Targeted Outreach, podcast, and staff development
 - Rondalea – Bloomington Reads (which hosted Erik Larson this month) and summer reading prize sub-committee
 - Jesse – Summer reading, webteam, and Spirit
 - Cody – National Library Week
 - Lisa and Suzie – Safety committee
 - Sarah – Bloomington Reads
 - Melissa – Webteam
- Jeanne, Gayle, and I interviewed and hired summer help.

Circulation and Outreach Services - April 2017

Laura Golaszewski, Manager

1) Staff, committees, and training

- Myself and a few other managers met with staff at the Normal Public Library to discuss the possibility of partnering on a project to get all students in Unit 5 a library card. Unit 5 has students from 5 different library taxing bodies, so this will be more of an undertaking than District 87 was!

2) Outreach news

- The bookmobile went to the Westside 5k on Sunday, 4/9.
- The OTR office is looking much different these days! Many of the items that had accumulated and cluttered the office have been removed and we hope to order some new furniture for this space and make it usable once again.
- Home Delivery staff delivered 411 items to 43 patrons this month.
- Deposits staff delivered 1,078 items to 12 sites and held four programs this month. They held two tech days, a program on Pinterest (with 12 in attendance!), and a program on code breaking.
- Wording for an addition to the vinyl wrap on the bookmobile was finalized. We plan to add wording about the types of items we carry and the services that are available on the vehicle, including getting a new card and picking up holds.

3) Technology

- Rob succeeded in finding us a portable RFID reader that will replace the beloved "wand" that was broken a few years back. This new tool will allow us to scan each cart quickly before it leaves the department to make sure that all items are checked in and will alert us to any items with active holds.

Door Count: 23,387

Bookmobile Customers: 889

Training Hours: 19

Volunteer Hours: 17

April 2017 Circulation and Outreach Services Statistics

Total Circ BPL	96,693
Total Circ Main	83,182
Adults	44,469
Teens	3,018
Children	35,695
Total Circ Outreach	6,508
OTR Adults	2,211
OTR Teens	145
OTR Children	4,152
Total Circ eBooks	7,003
Freeding	12
MyMediaMall	5,755
Total Circ Freegal	827
Total Circ Zinio	379
Total TumbleBooks	30
Borrowers Registered	285
Total Active Cardholders	35,216
Children	6,957
Teen	2,936
Adult	25,323
GPPLD	1,405
Total Holds Filled	7,467
Main Holds	6,267
Outreach Holds	1,200
Door Count	23,387

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	541
THUR	2.5	WINGOVER EVENING	509
MON	1.5	THE GROVE	261
WED	1.25	NORTH POINTE	199
WED	1.25	RAINBOW AVE.	186
MON	1.5	THE GROVE	184
WED	1.25	NORTH POINTE	169
TUE	1.25	GOLDEN EAGLE	161
WED	1	EAGLE CREST	130
TUE	1	STEVENSON SCHOOL	117

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	GRANDVIEW ESTATES	0
WED	1	GRANDVIEW ESTATES	0
TUE	1.5	TURNBERRY VILLAGE	1
FRI	1	COLONIAL PLAZA	6
TUE	1.25	FOUR SEASONS 11	

Total Monthly Stops: 47

Circulation Questions Answered: 537

Outreach Questions Answered: 133

Total Questions Answered: 670

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693								
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182								
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216								

Human Resources - April, 2017
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
- In April, I participated in one interview
- In April, there were two in-house job announcements and one website/Facebook posting
- In April, I provided orientations for four new employees
- I serve on the negotiating team for renewal of the union contract. We had one conference call and two in-person meetings.
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The Work Study program wrapped up in April for the 2016-2017 school year
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 0.0

Information Technology – April 2017

Jon Whited, Manager

Operational

Work continues on the website. Kerrie made presentations to both the Bloomington Public Library and the Golden Prairie Library Board. She will be making a presentation to both the Department Managers and the Library Staff in the coming month.

The upgrade to the SirsiDynix ILS is schedule for May 9th while the Library is closed for staff development day.

The process continues to replace PCs in the Adult Services department. There are 10 laptops that the public use that will also be replaced in the near future.

Supplied Normal Public with programs to be able to assist them with loading the Unit 5 students into the RSA database.

Programming

On April 12th, we held an event for Teens where they learned about setting up their own Youtube channel. We had 5 teens attend the program and each was able to setup their own youtube channel and create and upload content to it.

SUMMER READING

Bookmarks

- At the request of the Children's Department and the Teen Librarian, Summer Reading bookmarks which outline the program for each age group were created. The purpose of the bookmarks is to give our librarians something which they can leave behind with the kids during school visits which are intended to drum up excitement for Summer Reading.
 - The IWU Language School for kids provided translation of the bookmark, and the Marketing Department printed the bookmarks in Spanish for the schools being visited which have bilingual speakers.

Program Guides

- During the month of April, all Summer programs (June-August) were due to Marketing. From there, Marketing created the Summer Program Guide which was sent to the printer on May 1.
 - Through an agreement with District 87, the Summer Reading Program Guide is to be inserted into the backpack of every District 87 student in grades K-5 during the final week of school.

Reading Logs

- Marketing also created the Reading Logs for the summer. There is one log for Kids, another for Teens, and a third for Adults. Those too went to the printer on May 1.
 - Through an agreement with District 87, the Kids Summer Reading Log is to be inserted into the backpack of every District 87 student in grades K-5 during the final week of school.
 - The IWU Language School for Kids will provide translation of the Kids Log, and the Marketing Department will make 167 of these logs available to Bent School which houses District 87's bilingual program.

Sponsors

- During the month of April, requests and details were worked out with all our Summer Reading prize donors and monetary donors. This work was tackled by a Summer Reading sub-committee of Rhonda (MKT), Rachel (AS), Tiffany (Teen), and Rondalea (CS). In addition, there are many sponsors who provide in-kind services to the library, be it translation services, conducting a program, donating carpet tubes so we can make huge Lincoln Logs, or offering the use of volunteers:
 - **MONETARY DONORS:**
 - American Family Ins,
Kathy Alwes-Petri
 - Bloomington Education
Association
 - The Copy Shop
 - Clemens and
Associates
 - Don Owen Tire Service
 - Golden Prairie Public
Library District
 - Heartland Bank & Trust
 - Kurt's Auto Body
 - Specs Around Town
 - Roberts Trophies
 - Snyder Insurance

▪ CHILD COMPLETION PRIZE PACK

- 8-inch Pizza from Monical's Pizza
- Doughnut or Cookie from Denny's Doughnuts
- Pineapple Pop from Edible Arrangements
- Cookie from Kelly's Bakery & Café
- 4 Tickets to a Normal Cornbelters' Tuesday Home Game
- Beginner Size Plain Frozen Yogurt from Orange Leaf
- Ticket to the Bloomington Thunder Home Opener
- Cookie from Cookies by Design
- Pack of Clay from Gingerbread House
- Ice Cream Cone from Sonic
- Cheesy Bread from Marco's Pizza

- Video Rental from Family Video
- Lil Meatheads Entrée from Meatheads
- Pair of Dice from Red Raccoon Games
- Meal from Hy-Vee's Casual Dining area
- Kid's Meal from Moe's Southwest Grill
- 2 admissions to one of the below (choose one) *Parks & Rec only charges us for that which is redeemed, and they charge us a reduced rate:*
 - Holiday or O'Neil Pool
 - Miller Park Zoo
 - Pepsi Ice Center (with skate rental)
 - Mini golf at Miller Park

▪ TEEN COMPLETION PACK

- Flinger Roll & a Drink from Flingers
- Plain Frozen Yogurt @ Orange Leaf
- Meal from the Casual Dining area at Hy-Vee
- Ticket to the Bloomington Thunder Home Opener

- Smoothie from Edible Arrangements
- Cookie from Cookies by Design
- Pair of Dice from Red Raccoon Games
- 4-piece Chicken Tenders @ Meatheads

▪ ADULT PRIZES

- Approximately 15 prizes will be purchased/donated for adults. As adults accumulate prize entry slips, they'll be able to choose one of 15 "buckets" to drop their slips into so they're only registering to win prizes they're interested in winning.

▪ IN-KIND SPONSORS

- Carpets Plus Colortile
- Ron Smith Printing
- IWU Language School for Kids
- Twin Cities School of Dance
- McLean Co Museum of History
- McDonald's of B-N
- Lincoln's Festival in Bloomington Committee
- Illinois Symphony Orchestra
- Farnsworth Group
- Ecology Action Center
- City of Bloomington Public Works Department
- B-N Acupuncture
- Bloomington Police Department
- Bloomington Fire Department
- Greater Illinois Chapter of the Alzheimer's Association
- DESTIHL Restaurant & Brew Works
- University of Illinois Rube Goldberg Society
- Looking for Lincoln Heritage Coalition
- College Nannies Sitters and Tutors

Decorations

Our Part-time, temporary graphic designer is hard at work designing the decorations that will enhance the library come May 30. This includes new elevator art and new art on the stairs.

Summer Reading T-Shirts

Our resident graphic designer designed this year's Summer Reading T-Shirt. The first order was taken and distributed in June. The second order will be placed on May 12 and should be delivered on May 26. Each staff member receives one free T-shirt and has the option to purchase additional shirts.

ERIK LARSON'S VISIT

- We sold out our reception with Erik Larson.
- 705 people attended Erik Larson's author presentation at the BCPA.

BOOKMOBILE

- The Bookmobile Schedule for May-Oct was received from the printer and began circulating on April 10.
- Marketing is working to schedule the 400+ texts that will accompany Bookmobile stops through October.
- Explanatory artwork to be added to the Bookmobile (outlined in my March report) has yet to be created as the Marketing Department has been working with the Bookmobile Drivers to perfect the desired wording. This art will be created and sent to Dean's Graphics in May.

STUDENT CARDS

- The group of people who've been working on Student Cards (Rhonda, Laura G, Jon W., and Jeanne) met with Normal Public Library to discuss the logistics required to get library cards into the hands of all the students in Unit 5. We will meet again in mid-May.

- This group has also figured out how we will distribute cards to incoming students in District 87 (kindergarteners, kids enrolling at Sarah Raymond, and transfer students) and how we will transition Student Cards held by 5th graders to Teen Student Cards which will be given to 6th graders.

PODCAST

Stats as of May 1:

<u>Podcast Title</u>	<u>Date Released</u>	<u>Total Downloads</u>
Comics	4.19.17	106
Erik Larson	3.6.17	225
Virtual Reality	2.15.17	203
Universal Design for Learning	1.24.17	276
Tiny Houses	12.20.16	358
Puppetry	11.18.16	377
Non-Voting	10.19.16	410
Cemetery Walk	9.20.16	<u>470</u>
		2,425 Downloads

Conference Speakers

- The members of the Podcast Committee have learned that they were chosen to speak at this year's Illinois Library Association Conference in Tinley Park in October.

Upcoming Podcast Topics:

- May – The West Bloomington Revitalization Project with Karen Schmidt & Deb Halperin
- June – Cyber Security

DESIGN WORK

Display Case

Changed to Dia in mid- April

Changed to Summer Reading on April 30 (will alternate LEGO projects all summer)

Display Signs

Planning a vacation

May is Older Americans Month - "Age Out Loud"

National Twilight Zone day is May 11

RIP Director Jonathan Demme

Star Wars Day – May the 4th be with You

Closure signs for Staff Development Day

Home Improvement Reference Center Handouts

Art used in either paper or digital promotion – or both

May Calendars

Comic Con

Incident at Kickapoo Creek program

The Great War: From Farm Boy to Doughboy

Humane Society program

YouTube Program for Teens

School is Out Movie Day

Better Together Paint Project

Writing Workshop for Older Adults

2 Wind Farm Programs

Story Time Fliers

Sensory Friendly Movie publicity

Star Wars Party for Teens

Dia de los Ninos publicity in English & Spanish (including snail mailing fliers to 30 area businesses for posting)

Other

Summer Program Guide (covers June-August)

Summer Reading Logs for Kids, Teens, and Adults

Summer Reading Bookmarks in English & Spanish

New Resident postcards (mailed 3-4 times per year to all new residents)

Props created for Summer Reading school visits

Shelf Talkers to promote the Home Improvement Reference Center

National Library Week publicity

Drink Tickets for attendees of the Reception with Erik Larson

Ads

¼-page full color ad for *The Pantagraph* – Erik Larson

Community Players Ad – Summer Reading

Script for an ad on WGLT – BPL Podcast

Script for an ad on WJBC – BPL Podcast

4x4 full color ad which ran in the *Normalite* and its 8 area weekly newspapers – Erik Larson

ELECTRONIC OUTREACH

- During the past month, the Library added 60 Facebook followers for a total of 5,267.
- During the past month, the Library added 26 Twitter followers for a total of 1,761.
- During the past month, the Library added 9 Instagram followers for a total of 753.
- The Library has 179 text subscribers.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in March was 43.
- Our Bookmobile stops combined have 634 text subscribers.
 - Texts are already scheduled to be received by both Library subscribers and Bookmobile subscribers (813 recipients total) about:
 - May 9 Staff Development Day Closure
 - Start of Summer Reading
 - End of Summer Reading reminders to get logs turned in

ONGOING

- The Library is the new sponsor of WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots will promote an upcoming program. We will also receive an ad at the beginning of the Grow podcast. For this spot, we will promote the Library's podcast.
- The pilot program with Library Aware continues. This includes the sending of eBlasts with information about our online resources. During the month of April, we promoted My Media Mall and Overdrive (eBooks and eAudiobooks) to 24,024 cardholders. On May 1, our eBlast promoting Mango Languages (online foreign language courses) was delivered to 23,912 cardholders.
- Monthly, the Library submits its Children's programs to the Macaroni Kid website.
- The Library submits all its programs to the Eastside Neighbors magazine.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Marketing Department continues to compile and distribute the Staff Newsletter each month.
- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.

COMMUNITY INTERACTION

- BPL provided prizes for the carnivals at Bent School, Oakland School, and Washington School.
- 4.9 – The Bookmobile – thanks to a very accommodating Molly S. – was present at the annual West Side 5K.
- 4.11 – Rhonda attended the monthly Human Services Meeting at LIFECL on behalf of the Targeted Outreach Committee.

- The library decided to deplete its remaining stock of reusable green bags. We've been selling these bags for years, and sales began to trickle when we started selling a different bag which is available in many colors.
 - BPL donated 600 reusable green bags to the West Bloomington Revitalization Project's Veggie Oasis.
 - BPL donated 300 reusable green bags to Milestones Early Learning Center and Preschool in their efforts to implement a library at the school.
 - BPL kept 300 reusable green bags to take to the Back-To-School Block Party where school supplies are handed out but bags to carry them in are not.

B LOGISTICS

Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's Book Shoppe. Through B Logistics, we receive \$.05 per pound for these items. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises, 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 2017

Caprice Prochnow, Manager

- Meetings:

Department Managers – Every Wednesday

B & P Committee meeting – April 11

BPL Board meeting – April 18

- Custodial staff –

- Re-lamped fixtures in Adult Services, offices, and exterior.
- Began the process of wiping down and vacuuming desk chairs in the work rooms and offices.
- Commenced with the cleaning of tile baseboard and walls in public restrooms.
- Numerous furniture pieces and shelving units assembled.
- Areas in the back hallway and upper hallway reorganized to accommodate storage shelving units for overflow from various departments.
- Café stools replaced the bulky chairs located at the phone charging station by the custodial closet. The chairs were placed in Adult Services.

- The Fire Inspector stopped by on April 4 to inspect the building. We had a few

emergency and exit fixtures that had to be addressed, and items on shelving units that had to be relocated to allow for 18" clearance from the ceiling for the sprinklers. Custodial staff assisted departments with relocating or disposing of items.

- The Special Event application was submitted for the End of Summer Reading party on July 29.
- New, sturdier arrow signs have been distributed around the building. The old ones seemed to start falling apart after minimal use.
- There was a problem with the chiller not kicking on, and it was discovered that there was a bad circuit breaker for system #1, a problem with a valve and pump transference for the chill water loop. Johnson Controls will be replacing the circuit breaker for system 1, MIM corrected the valve problem, and Alpha Controls resolved the issue with the pumps.

- HOH Chemical re-tested the glycol in the chill water loop and added CS-33 corrosion inhibitor.
- Tri-County Irrigation conducted the startup maintenance for the irrigation system.
- We now have an annual maintenance agreement with MIM for HVAC equipment with quarterly PMs.
- Alpha Controls performed the Spring PM for the HVAC controls.
- Weber Electric installed lamps in the high ceiling of Adult Services.
- Getz Fire Equipment conducted the annual check of all the fire extinguishers, exit and emergency fixtures.
- Clearly Windows did the Spring cleaning of the interior and exterior windows of the Library.
- A-1 Security installed an upgrade to our current card reader door system, and installed readers at additional doors that were originally coded doors.
- F & W Landscaping will be handling the maintenance and installation of mulch for the landscape beds this season.

Volunteer hours: 12

Technical Services – April 2017
Allison Schmid

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

- TS cataloged 32,556 and discarded 30,311 in FY17.

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

- Allison and Marion worked various Teen Zone shifts.
- All TS staff attended the mini morning session on reference interviews with Marcie.
- National Library Week was an enormous success and we had great staff participation this year in the meal and the dress-up days.
- Allison ordered some materials for SRP decorations and TS wrapped all the "LEGO" boxes for the community room.
- Training hours – 3

GOAL – To work effectively through the use of technology

- We will now be putting in on-order records for B&T Automatically-Yours Inspirational titles.

GOAL - To administer a cost-effective public library.

- Our current volunteer Krystal Pratt got a full time job so she will be on hiatus (possibly 2 months) until she knows her schedule.
- Volunteer hours – 10

April 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	821	598
Adult Nonfiction	480	262
Juvenile Fiction	877	365
Juvenile Nonfiction	115	25
Adult CDs	89	10
Juvenile CDs	1	0
Adult DVDs	209	286
Juvenile DVDs	73	8
Adult Audio	29	2
Juvenile Audio	5	0
Adult Computer Games	41	2
Juvenile Computer Games	3	1
Total Adds/Withdraws	2743	1559

Total Items in Main	307902
Total Items in OTR	11427
Total Items in Library	319329

FY 17 Annual Stats

BPL Annual Stats

Materials	Added	Withdrawn
Adult Fiction	9070	7726
Adult Nonfiction	3318	2570
Juvenile Fiction	9414	9177
Juvenile Nonfiction	2342	1540
Adult CDs	1201	1862
Juvenile CDs	89	246
Adult DVDs	4158	4492
Juvenile DVDs	1823	1427
Adult Audio	559	815
Juvenile Audio	144	249
Adult Computer Games	312	46
Juvenile Computer Games	126	161
Total Adds/Withdraws	32556	30311

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

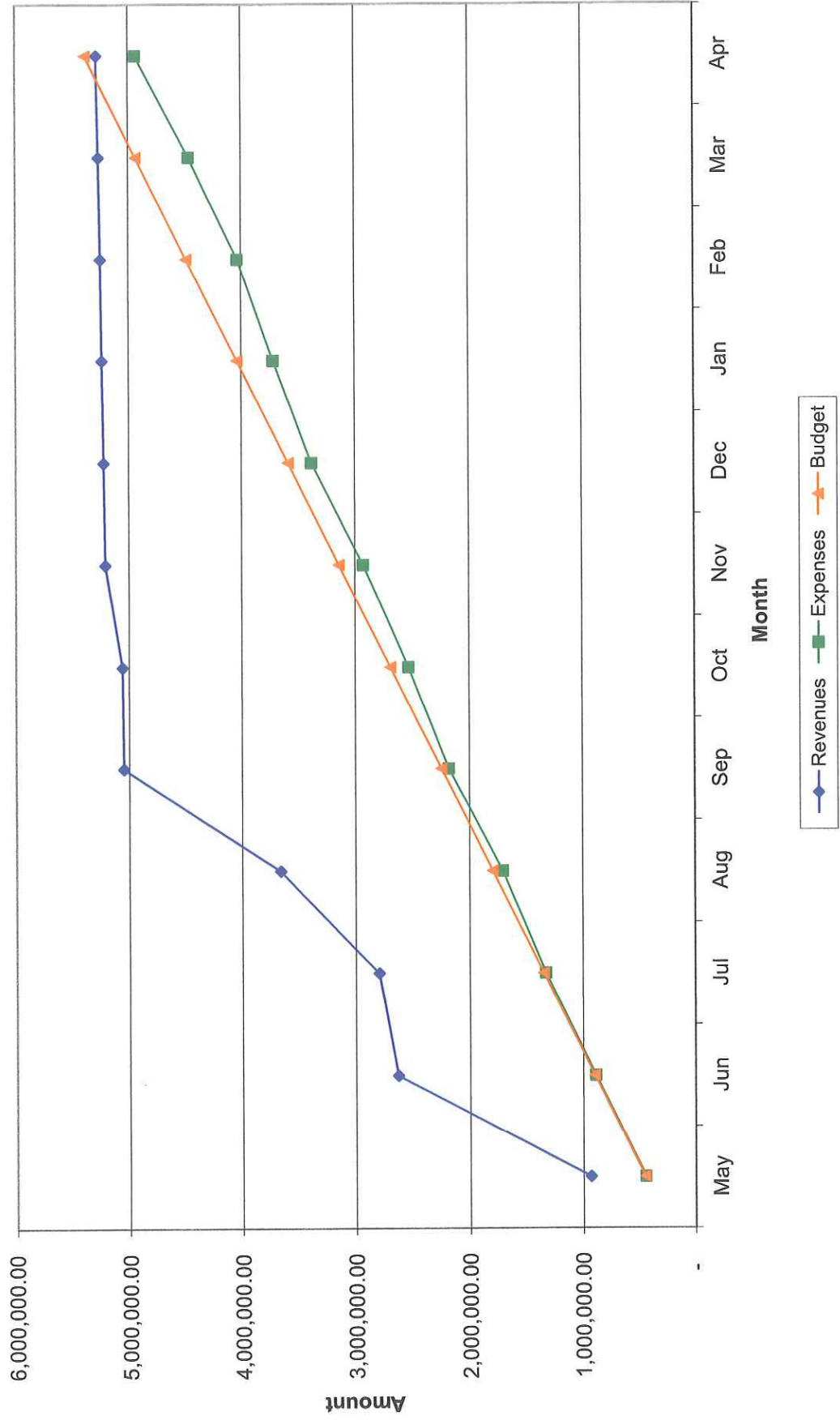
REVENUES:

ACCT NAME	BUDGET	APR 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,535,940.39	(10,769.61)	99.8
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	0.00	381,469.60	(10,530.40)	97.3
Fees & Rentals	83,000	5,220.95	70,406.69	(12,593.31)	84.8
Copies	3,200	376.86	3,818.81	618.81	119.3
Interest on Investments	1,000	2,389.70	18,235.79	17,235.79	1823.6
Interest from Taxes	0	0.00	27.04	27.04	-----
Sale of Property	1,000	0.00	638.05	(361.95)	63.8
Donations	28,000	3,500.00	33,202.56	5,202.56	118.6
Cash Over/Short	0	(2.65)	32.18	32.18	-----
Other	40,000	7,759.78	48,967.92	8,967.92	122.4
Total Revenues	5,320,310	19,244.64	5,282,193.85	(38,116.15)	99.3

ACCT NAME	BUDGET	APR 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	158,851.86	1,997,478.25	(152,408.75)	92.9
Part-Time Salaries	402,086	30,768.76	358,241.65	(43,844.35)	89.1
Seasonal Salaries	47,701	1,964.69	47,413.55	(287.45)	99.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	191,585.31	2,403,133.45	(197,640.55)	92.4
Dental Insurance	12,400	1,175.44	11,380.36	(1,019.64)	91.8
Vision Insurance	3,050	215.00	2,405.54	(644.46)	78.9
Health Insurance, BC/BS PPO	294,901	24,714.84	280,708.95	(14,192.05)	95.2
Health Insurance, OSF HMO	100,429	5,815.58	70,374.80	(30,054.20)	70.1
Life Insurance	3,100	251.45	2,846.02	(253.98)	91.8
IMRF	310,000	20,301.30	298,245.18	(11,754.82)	96.2
FICA	163,000	11,063.26	141,120.66	(21,879.34)	86.6
Medicare	39,000	2,587.39	33,004.53	(5,995.47)	84.6
Worker's Comp	17,000	0.00	13,740.00	(3,260.00)	80.8
Uniforms	600	0.00	286.25	(313.75)	47.7
Tuition Reimbursement	0	0.00	488.36	488.36	-----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	66,124.26	865,486.56	(97,993.44)	89.8
Rentals	22,000	1,837.25	20,589.86	(1,410.14)	93.6
Total Rentals	22,000	1,837.25	20,589.86	(1,410.14)	93.6
Building Mtn	120,000	17,699.80	64,753.04	(55,246.96)	54.0
Vehicle Mtn	5,300	976.37	6,343.89	1,043.89	119.7
Office & Computer Mtn	165,000	2,308.80	118,461.64	(46,538.36)	71.8
Total Repair/Mtn	290,300	20,984.97	189,558.57	(100,741.43)	65.3

ACCT NAME	BUDGET	APR 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	42,574	13,752.13	44,302.12	1,728.12	104.1
Printing/Binding	19,000	2,811.53	12,495.80	(6,504.20)	65.8
Travel	1,000	(173.18)	86.16	(913.84)	8.6
Membership Dues	5,000	0.00	3,808.00	(1,192.00)	76.2
Professional Development	13,000	1,173.60	4,966.97	(8,033.03)	38.2
Other Purchased Services	197,418	55,229.90	174,819.55	(22,598.45)	88.6
Property Insurance	24,000	0.00	20,247.00	(3,753.00)	84.4
Vehicle Insurance	4,000	0.00	3,833.00	(167.00)	95.8
Other Insurance	5,500	0.00	5,067.00	(433.00)	92.1
Total Purchased Services	311,492	72,793.98	269,625.60	(41,866.40)	86.6
Office Supplies	12,000	2,934.82	10,658.96	(1,341.04)	88.8
Computer Supplies	82,462	12,965.57	58,599.48	(23,862.52)	71.1
Copier Supplies	3,400	544.90	3,265.03	(134.97)	96.0
Postage	12,000	5,044.90	12,508.99	508.99	104.2
Library Supplies	75,000	25,255.24	69,852.31	(5,147.69)	93.1
Janitorial Supplies	16,000	1,070.83	9,176.49	(6,823.51)	57.4
Gas & Diesel Fuel	4,290	24.99	1,974.61	(2,315.39)	46.0
Building Mtrc & Repair Supplies	10,000	805.70	7,704.94	(2,295.06)	77.0
Total Supplies	215,152	48,646.95	173,740.81	(41,411.19)	80.8
Natural Gas	32,000	3,397.89	18,129.57	(13,870.43)	56.7
Electricity	80,000	12,881.18	90,762.43	10,762.43	113.5
Water	8,000	441.60	6,487.19	(1,512.81)	81.1
Telecommunications	26,780	2,273.33	33,725.07	6,945.07	125.9
Total Utilities	146,780	18,994.00	149,104.26	2,324.26	101.6
Professional Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Total Prof Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Periodicals	36,050	4,650.00	35,486.87	(563.13)	98.4
Adult Books	159,100	20,478.86	172,608.47	13,508.47	108.5
Children's Books	105,500	10,475.56	116,480.88	10,980.88	110.4
A/V Materials	151,000	7,812.62	157,793.64	6,793.64	104.5
Public Access Software	144,200	905.00	141,358.16	(2,841.84)	98.0
Ebooks	60,000	9,980.00	69,590.00	9,590.00	116.0
Total Materials	655,850	54,302.04	693,318.02	37,468.02	105.7
Employee Relations	6,000	1,392.87	2,076.53	(3,923.47)	34.6
Miscellaneous Expenses	9,000	655.08	9,281.18	281.18	103.1
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	2,047.95	170,193.71	(3,642.29)	97.9
Total Expenses	5,383,164	477,316.71	4,935,837.76	(447,326.24)	91.7

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2017

State Grants (62.2%): This reflects the reduction that occurred state-wide with the Per Capita Grants--The Library received a reduction of approximately \$30,000.

Fees & Rentals (84.8%): This is less than the projected amount.

Copies (119.3%): Copy revenue is more than projected.

Interest on Investments (1823.6%): The Library projected a low amount for Interest.

Sale of Property (63.8%): The Library has only had one garage sale this fiscal year.

Donations (118.6%): This was higher than projected due to donations from Golden Prairie and the Foundation for various programs.

Other Revenue (122.4%): This is more than projected, mainly due to how well the Book Shoppe has done.

Full-Time Salaries (92.9%): This is under-spent due to changes in staff.

Part-Time Salaries (89.1%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

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

Dental Insurance (91.8%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (78.9%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (70.1%): This is under-spent because fewer staff chose this coverage than we had projected.

Life Insurance (91.8%): Some of the cost for life insurance has been re-allocated and is now a part of health insurance.

FICA (86.6%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (84.6%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Worker's Compensation (80.8%): The annual premium was less than projected.

Uniforms (47.7%): Charges have been minimal.

Other Benefits (54.4%): Charges have been minimal.

Rentals (93.6%): Charges have been minimal.

Building Maintenance (54.0%): Charges have been minimal.

Vehicle Maintenance (119.7%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (71.8%): Charges have been minimal.

Printing/Binding (65.8%): Charges have been minimal.

Travel (8.6%): Charges have been minimal.

Membership Dues (76.2%): Charges have been minimal.

Professional Development (38.2%): Charges have been minimal.

Other Purchased Services (88.6%): Charges have been minimal.

Property Insurance (84.4%): The annual premium was less than projected.
Other Insurance (92.1%): The annual premium was less than projected.
Office Supplies (88.8%): Charges have been minimal.
Computer Supplies (71.1%): Charges have been minimal.
Library Supplies (93.1%): Charges have been minimal.
Janitorial Supplies (57.4%): Charges have been minimal.
Gas & Diesel Fuel (46.0%): Charges have been minimal.
Building Maintenance Supplies (77.0%): Charges have been minimal.
Natural Gas (56.7%): Charges have been minimal.
Electricity (113.5%): This is higher than we had projected.
Water (81.1%): Charges have been minimal.
Telecommunications (125.9%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (31.1%): Charges have been minimal.
Adult Books (108.5%): This is over-spent due a few large orders that were placed in April.
Children's Books (110.4%): This is over-spent due to a few large orders that were placed in April.
Ebooks (116.0%): This is over-spent due to additional orders for Ebooks.
Employee Relations (34.6%): Charges have been minimal.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50
Foundation, Bloomington Reads Program:	3,500.00
Memorial Donations:	50.00
Golden Prairie: Bloomington Reads Program:	4,200.00
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00
Fountain Receipts:	6.06
Miscellaneous Donations:	520.00
Total Donations:	\$ 33,202.56

The Other Revenue line item breaks out as follows:

Blankets:	\$ 105.00
Bloomington Reads, Erik Larson Ticket Sales:	5,220.88
Book Pick-Up:	1,801.65
Book Shoppe:	24,429.75
Ear Buds:	593.00
Flashdrives:	156.00
Hot Beverage Service:	855.00
Meeting Room Fees:	886.68
Print Station:	12,314.30
Reusable Bags:	383.00
Slingback Packs:	298.00

Test Proctoring:	975.00
Totebags:	504.00
Tumblers:	60.00
Umbrellas:	14.00
Miscellaneous:	371.66

Total Other Revenue:	\$48,967.92
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During April, 12 batches containing 114 invoices were processed, totaling \$119,893.91 and 173 credit card charges were made totaling \$40,678.99.

As of April 30, the Library's Maintenance & Operating Fund Balance is \$2,066,426.70, which is 38.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 4/30/17:

Operating:	\$ 2,066,426.70
Capital:	\$ 2,420,569.85
Fixed Assets:	\$ 928,888.68

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 17

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 Education 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
Heratland Bank	100.00	0.00	0.00	0.00	100.00
Specs Around Town	50.00	0.00	0.00	0.00	50.00
Total Summer Reading Program Community Donations	2,430.00	0.00	0.00	0.00	2,430.00
Memorial Donations:					
Barbara Nobles, in Memory of Carolyn Staats	0.00	0.00	0.00	50.00	50.00
Total Memorial Donations	0.00	0.00	0.00	50.00	50.00
Other Donations:					
Fountain Receipts	1.83	0.97	0.00	0.00	2.80
McLean Co Retired Teachers Association	35.00	0.00	0.00	0.00	35.00
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00	0.00	0.00	500.00
Robert Starckovich	0.00	0.00	25.00	0.00	25.00
Wendy Gatch Iverson	0.00	0.00	120.00	0.00	120.00
Susan Killian	0.00	0.00	100.00	0.00	100.00
Verlyn Zachow	0.00	0.00	75.00	0.00	75.00
Lois Rubbel	0.00	0.00	100.00	0.00	100.00
Country Kids Day Care	0.00	0.00	100.00	0.00	100.00
Golden Prairie Pub Lib Dist, for Bloomington Reads Pgm	0.00	0.00	2,500.00	1,700.00	4,200.00
Total Other Donations	536.83	0.97	0.00	1,700.00	5,257.80
Foundation:					
Summer Reading Program, 2016	21,961.50	0.00	0.00	0.00	21,961.50
Director Reception	0.00	0.00	1,250.00	0.00	1,250.00
Tuition for Staff	5,388.00	10,500.00	10,026.27	0.00	25,914.27
Appreciation Day	0.00	814.43	1,248.74	0.00	2,063.17
Bloomington Reads Programs	0.00	0.00	0.00	3,500.00	3,500.00
Total Foundation	27,349.50	11,314.43	12,525.01	3,500.00	54,688.94
Total Donations	30,316.33	11,315.40	12,525.01	5,250.00	62,426.74

Bloomington Public Library
Monthly Statistics - April 2017

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	44,469	602,913	50,399	640,804
Teens	3,018	42,879	3,293	43,872
Children	35,695	526,596	40,983	560,981
OTR Adults	2,211	27,898	2,276	28,574
OTR Teens	145	1,850	183	1,916
OTR Children	4,152	49,681	4,466	48,658
e-Books - Freading	12	189	9	240
e-Books - Overdrive	5,755	59,569	4,917	54,862
Freegal downloads	827	8,714	686	6,818
Zinio Magazines	379	4,169	338	4,772
Tumblebooks	30	928	26	625
TOTALS				
Adults	46,680	630,811	52,675	669,378
Teens	3,163	44,729	3,476	45,788
Children	39,847	576,277	45,449	609,639
Digital Downloads	7,003	73,569	5,976	67,317
COMBINED TOTAL	96,693	1,325,386	107,576	1,392,122
ITEMS IN THE COLLECTION				
Main	307,902	307,902	304,784	304,784
OTR	11,427	11,427	11,535	11,535
TOTAL	319,329	319,329	316,319	316,319
HOLDS FILLED	7,467	96,378	7,794	94,578
CARDHOLDERS				
Added	285	4,630	352	5,042
TOTAL NUMBER				
Adults	25,323	25,323	25,180	25,180
Teens	2,936	2,936	2,041	2,041
Children	6,957	6,957	5,654	5,654
Combined Total of Active Cards	35,216	35,216	32,875	32,875
REFERENCE QUESTIONS				
Adults	2,492	29,027	1,896	28,598
Teens	81	1,459	140	1,900
Children	538	8,408	790	10,123
OTR	133	1,445	155	1,361
Circulation	537	8,654	797	9,131
PROGRAMS				
Adult	27	222	16	171
Teens	1	45	2	45
Childrens	33	287	9	260

Bloomington Public Library
Monthly Statistics - April 2017

	Current Month	Cumulative	Last Year	Cumulative
PROGRAM ATTENDANCE				
Adult Programs	1,200	3,797	172	2,300
Teen Programs	1	400	128	575
Children's Programs	875	10,612	627	11,696
COMPUTER USE				
Public computer uses	4,141	51,808	3,834	50,849
Website database/catalog hits	25,791	299,247	25,726	337,640
Online Resource (Database) uses	5,315	59,658	4,327	56,733
TOTAL	35,247	410,713	33,887	445,222
INTERLIBRARY LOAN				
Borrowing Requests Received	473	6,469	557	6,405
Outgoing Loans (Lending)	234	3,289	282	3,311
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	77	1	75
Outside the library (events)	14	125	9	110
Number of people	973	14,104	570	15,285
VOLUNTEER HOURS	132	1,379	164	1,732
MEETING ROOM USAGE				
Study Room	89	741	44	698
Digital Media Lab	6	117	6	304
Community Room	59	545	45	534
Customer Visits (MAIN)	23,387	23,387	25,796	53,214
Customer Visits (OTR)	889	12,904	1,259	45,454
COMBINED TOTAL VISITS	24,276	36,291	27,055	55,653
TRAINING HOURS	94	1,128	143	1,452

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 15, 2017
5:00 p.m.

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

MINUTES

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

MEMBERS ABSENT: None

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Carol Koos, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Gray reported that all Board members should have received a request to complete a Statement of Economic interest online, and that this needs to be done prior to the upcoming deadline.
President Gray reported that House Bill 4003 is being introduced to amend section 3.1 of FOIA, the "commercial purposes" provision. This would allow public bodies to deny a FOIA request if it is made for commercial purpose, by the same person for the same records previously provided, and the request is made less than six months after the previous request.
- VI. Approval of Minutes
 1. February 15, 2017
STEPHEN PETERSON MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 15, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
 1. Director's Report
Director Hamilton reported that library staff attended the Dale Township pork chop dinner. From the event, four new cardholders were added and one card was renewed. The Board reviewed the Director's Report, and Director Hamilton entertained questions.
 2. Outreach Report

Director Hamilton reported that the new bookmobile schedule is being released, and all GPPLD stops will be the same. Further detail and clarification was requested about the changes to Overdrive mentioned in the Outreach report. Director Hamilton informed the Board that an update was made to the Overdrive application and website so that the service is more user friendly. Overdrive is used to download e-books and is more commonly known as MyMediaMall.

3. Fiscal Report

Kathy Jeakins reported the interest rates on the CDs that were purchased last month. The 24 month CD will accrue 1.15% in interest and the 12 month CD will accrue .85%.

Kathy Jeakins then presented the February Financial Report and entertained questions.

VIII. Unfinished Business

1. Discuss Library Service Area Gap

Director Hamilton announced that if the Board chooses to take complete annexation referenda, it would be voted on during the 2018 election. The Board discussed this further.

A comment was made about the potential overlap of current non-resident cardholders who may, in the future, become part of Golden Prairie. Director Hamilton stated that non-resident cards expire annually, and that there would therefore be no overlap.

The Board agreed to table this discussion until the July Board meeting, when Phil Lenzini will be in attendance to address questions.

IX. New Business

1. Approve Bloomington Reads Donation

The Board discussed spending some of their advertising funds for the Bloomington Reads Program.

Director Hamilton reported that 92 of the private reception tickets have been purchased so far, and that the online purchasing system has been very successful.

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO APPROVE AN ADDITIONAL BLOOMINGTON READS DONATION OF \$1,700.00 TOWARDS ADVERTISING.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, RUTH
NOVOSAD, STEPHEN PETERSON, PATTI
SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

2. Approve posting the GPPLD Policy Manual to the Website

Patti Salch researched other Library District websites and found that none posted a policy manual online. It was mentioned that, as a public body, the Board should maintain transparency with the public. A concern was brought up about the fact that the website belongs to BPL, and that there may be cost associated with adding the policy manual. Director Hamilton assured the Board that the cost to add the policy manual to the website is negligible.

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE
ADDING THE GPPLD POLICY MANUAL TO THE WEBSITE. THE MOTION
FAILED.

3. Discuss Finding New Trustee to Fill Unexpired Term

Director Hamilton reminded the Board to vote in the April 4th election. There are three Board members on the ballot, leaving one vacancy on the Board. Therefore, a new Trustee will need to fill the unexpired term. The Board discussed the ongoing search for a new Trustee. A suggestion was made that information about the Board vacancy could be submitted to the Dale Township Firefighters newsletter.

X. Comments from Board Trustees
There were no comments.

XI. Adjournment

PATTI SALCH MOVED, CAROL CAREY-ODEKIRK SECONDED, TO ADJOURN
THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:42 p.m.

Incident Reports

Date	Time	Type
04/1	9:37 AM	StolenDamagedLibraryMaterial
04/1	2:46 PM	InappropriateBehavior
04/3	11:18 AM	StolenDamagedLibraryMaterial
04/5	6:42 PM	Other,Flag Down
04/5	7:30 PM	AlcoholDrugs
04/6	2:10 PM	HealthSafety
04/13	10:37 AM	StolenDamagedLibraryMaterial
04/15	11:03 AM	InternetAbuse
04/17	10:29 AM	StolenDamagedLibraryMaterial
04/19	7:47 PM	CustomerSuspensionViolation
04/20	9:10 AM	CustomerSuspensionViolation
04/20	9:56 AM	StolenDamagedLibraryMaterial
04/24	1:25 PM	AlcoholDrugs
04/27	9:18 AM	Loitering
04/27	1:32 PM	InappropriateBehavior
04/29	2:23 PM	InappropriateBehavior,Possible Theft

Suspension Reports

Date	Time	violation
04/5	8:10 AM	Other
04/5	7:31 PM	AlcoholDrugs
04/6	3:45 PM	AlcoholDrugs
04/15	11:01 AM	InternetAbuse
04/17	1:58 PM	InternetAbuse
04/20	9:06 AM	CustomerSuspensionViolation
04/27	9:09 AM	Loitering
04/27	11:55 AM	InappropriateBehavior
04/29	2:25 PM	InappropriateBehavior

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR DOWNLOADABLE PRODUCTS
TO HOOPLA (A SERVICE OF MIDWEST TAPE)

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 Downloadable Products to Hoopla (a service of Midwest Tape) in the amount of \$12,000.00
2. That Library customers will have access to music, ebooks, digital audiobooks, graphic novels & comics, movies and TV shows (downloadable products)
3. That the service will begin as soon as possible after Board approval
4. That the Library will offer free downloadable products to Bloomington Library cardholders
5. That the Library will work with Hoopla to determine the number of downloads each customer will get per month
6. That the Library's current service, Freegal, has access to Sony music downloads only
7. That the Library will cancel its contract with Freegal at the end of the current service period
8. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$12,000.00

Approved this 16th day of May 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

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

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Hoopla downloadable service

Qty: 1

Single Source (Y/N): N

1. **Vendor Name:** Hoopla, a service of Midwest Tape
Vendor Remit Address: PO Box 820, Holland, OH 43528
Vendor Email Address: mmarciniak@midwesttapes.com
Vendor Number: 800-444-6645 or 419-346-5550
Quote Amount (include Shipping, where applicable): \$12,000

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

2. **Vendor Name:** Freegal
Vendor Remit Address: PO Box 9, Vienna, VA 22183
Vendor Email Address: jimp@libraryideas.com
Vendor Number: 571-642-3951
Quote Amount (include Shipping, where applicable): \$17,124 in FY17

3. **Vendor Name:** Amazon Music, Apple Music, Google Play Music, Spotify, Tidal
Vendor Address:
Vendor Email Address:
Vendor Number:

Quote Amount (include Shipping, where applicable): None of these services work with libraries. Individuals can set up their own account with one or more of these vendors. There is no other service for downloading or streaming music that works with libraries at this time.

Recommendation (Include Justification):

Hoopla offers checkout of music plus ebooks, digital audio books, graphic novels & comics, movies & TV shows. While this is the suggested substitute for Freegal, research by Midwest Tape shows that ebooks and audio books are the most popular format that customers use in this service. Hoopla has many advantages over Freegal: more common name recognition among customers—we've been asked for it by name; book titles are in Sirsi's Eresource Central, so they will

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

appear in our catalog; ease of use; no hold lists—all materials are always available. After set up, we only pay for items that our customers check out. We establish a per month limit for the number of checkouts per card. This gives us control over our monthly costs. If we decide to end our contract, we can do so at any time with no penalties.

Freegal offers only music, no other formats. They have rights to the Sony music collection only. (Hoopla offers all others besides Sony.) Customers own and forever retain the titles they download for free weekly. While this allows people to build up a music collection over time, it takes a few downloads to be comfortable with the process. This may be one reason that usage has been low. In spite of promotion on our part, we've never created much interest in Freegal among our customers. The amount of usage we have does not justify the high cost. There is an annual contract and the service cannot be ended until the end of the current contract period.

Prepared by: Carol Torrens Date: 5/11/17
Department Manager Signature: Carol E. Jones Date: 5/11/17
Director: Approve / Deny Date: 5/11/17 Initials JCH

Appendix A

Advance Schedule

Population of Service Area	Advance in U.S. Dollars
> 1,000,000	\$ 100,000
500,000 - 999,999	\$ 75,000
300,000 - 499,999	\$ 50,000
200,000 - 299,999	\$ 35,000
100,000 - 199,999	\$ 25,000
50,000 - 99,999	\$ 12,000
16,000 - 49,999	\$ 3,000
0 - 15,999	\$ 1,000

Service Agreement Advance

(Fill in according to Schedule Above)

Population of Service Area	Advance
	\$

A RESOLUTION WAIVING THE COMPETITIVE BID 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 bid process be waived and the Library Director authorize payment for renewal of annual maintenance of the Self-Checks, Upper Security Gates, RFID Pads, and, Sorter to Bibliotheca in the amount of \$27,515.37
2. That this is a Limited Source Vendor in that "...if a good or service provided by a specialized supplier meets or exceeds the Library's specifications, or for improved public service or for long term operations needs of the Library based on security, patents, copyrights, critical need for responsiveness, proximity, Federal, State or other regulations, necessary replacement parts and/or compatibility, warranty."
3. That the service period is from May 24, 2017 through May 23, 2018
4. That the funds come from the following source:
Maintenance and Operating Budget: \$27,515.37

Approved on this 16th day of May 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

Service and Maintenance/Extended Warranty Quote

Quote Date: 05/11/2017
Quote Number: QUO-64989-Y2Y2

Licensee Bill To:

Bloomington Public Library IL - Main
Georgia Bouda *Jon White*
205 E Olive St
Bloomington IL 61702-3308
United States of America

georgiab@bloomingtonlibrary.org
Tel: (309) 5578901

System Licensee:

Bloomington Public Library IL - Main
Georgia Bouda *Jon White*
205 E Olive St
Bloomington IL 61702-3308
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: Sales-US-Contracts@bibliotheca.com

Contract ID: 3M-US48133
5/24/17 - 5/23/18
Renewal & Consolidation w US-34834-G9N4, and
US-33322-G9W1

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal 2017-2018 Contract Term: May 24, 2017 - May 23, 2018	1	\$27,515.366	\$27,515.37
Total (Less Sales Tax):				\$27,515.37
Grand Total:				\$27,515.37

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.

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Bloomington Public Library IL - Main	2820 AMH Induction	28200011	1	05/24/17	05/23/18	\$4,099.20
Bloomington Public Library IL - Main	2850 FX AMH Sortation	2850a002	1	05/24/17	05/23/18	\$1,081.50
Bloomington Public Library IL - Main	2850 FX AMH Sortation	2850b002	1	05/24/17	05/23/18	\$1,081.50
Bloomington Public Library IL - Main	2855 FX AMH Controller	28550002	1	05/24/17	05/23/18	\$2,163.00
Bloomington Public Library IL - Main	RFID workstation shielded	5478589	1	10/16/17	05/23/18	\$119.95
Bloomington Public Library IL - Main	RFID workstation shielded	5478590	1	10/16/17	05/23/18	\$119.95
Bloomington Public Library IL - Main	RFID workstation shielded	5478652	1	09/23/17	05/23/18	\$132.48
Bloomington Public Library IL - Main	RFID workstation shielded	5478657	1	10/16/17	05/23/18	\$119.95
Bloomington Public Library IL - Main	RFID workstation shielded	5478665	1	10/16/17	05/23/18	\$119.95
Bloomington Public Library IL - Main	8410F Self Check	84101897	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	8410F Self Check	84101899	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	8410F Self Check	84101902	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	8410F Self Check	84101903	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	8410F Self Check	84102233	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	8410F Self Check	84102234	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	8410F Self Check	84102235	1	05/24/17	05/23/18	\$2,459.10
Bloomington Public Library IL - Main	9101DM Detection System - Upper Gates	91100261	1	05/24/17	05/23/18	\$1,264.20

Service and Maintenance/Extended Warranty Quote

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: _____