

Bloomington Public Library

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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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. March 15, 2016
- VI. President's Report
 - A. Appointment of a BPL Trustee to the Foundation Board
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. New Business
 - A. Presentation on Technical Services Department by Allison Schmid
 - B. Interim Library Director Contract Extension
 - C. Recommendation to Foundation for Tuition Payment from Stubblefield Trust
 - D. Waive Three Quote Requirement for Renewal of Annual Maintenance of the Security Gates and RFID Pads to Bibliotheca
 - E. Approve Surplus Property List
- XI. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - C. Bookmobile Ad Hoc Committee
 - D. Nominating Committee
 1. Approve FY17 Slate of Officers
- XII. Unfinished Business
- XIII. Executive Session to Discuss Hiring of New Director
- XIV. Comments from Board Trustees
- XV. Adjournment

Posted: 4/15/16 10:30 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, March 15, 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 5:33 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Susan O'Rourke, Robert Porter (arrived at 5:37 p.m.) Mike Raikes, Whitney Roberson (arrived at 5:34 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: Emily Kelahan, Van Miller

OTHERS PRESENT: Laurel Halfar, Kathy Jeakins, Terry Lindberg, Patricia Marton, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton, resident, made a comment regarding hiring procedures that were discussed at a recent City of Bloomington Council Meeting.

Patricia shared that both Laura Beevers (McLean County Health Department) and Tom Barr (McLean County Center for Human Services) highly recommend the Mental Health First Aid training for anyone as it is a means of identifying the signs and signals of mental illness. She went on to say, that this training is free and is offered throughout the year.

V. Executive Session to Review Executive Session Recordings

SUSAN O'ROURKE MOVED, MIKE RAIKES SECONDED, TO GO INTO EXECUTIVE SESSION TO REVIEW EXECUTIVE SESSION RECORDINGS.

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

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER

THE MOTION CARRIED UNANIMOUSLY.

At 5:38p.m., the Board went into Executive Session.

ROBERT PORTER MOVED, WHITNEY ROBERSON SECONDED, TO RESUME REGULAR SESSION.

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

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER

THE MOTION CARRIED UNANIMOUSLY.

At 6:04 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

VI. Approval of Minutes

A. February 16, 2016

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 16, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. President's Report

A. Appoint Nominating Committee

President Koos shared that she has appointed a Nominating Committee that will consist of Mike Raikes, Whitney Roberson, and Robert Porter. She went on to say, that if any Trustees are interested in being an Officer, to please advise either her or another person on the Committee.

VIII. Director's Report

Director Lindberg deferred to Laurel Halfar to proceed with her presentation on Story Times.

Director Lindberg shared that the Library Visitor Count for January was due to a faulty reading of the security gates. He went on to say, that the problem with the counter was fixed, and when the annual statistics are done, the average for the month and surrounding months will be considered to produce a legitimate number for January.

Director Lindberg reported that a number of meetings have been held with top Administration at District 87, and there are some really exciting projects that are in the works. He went on to say, that they are working on developing a customized student library

card that will be integrated at the end of semester and beginning of semester packages for every student. Director Lindberg shared that District 87 Schools Title 1 Summer Feeding program will be tied in with our Summer Reading program. He went on to say, that 500 children will be exposed to the Bloomington Public Library during that early start summer program, and then a total of about 2,600 in the grade schools. Director Lindberg stated that there are a lot of positive things coming up in collaborating with District 87 Schools, and this is just round one of things to come. He went on to say, that in round 2, there are plans to integrate the bookmobile, and in round 3, pick up Unit 5 School District which presents geographical challenges. He entertained questions.

IX. Fiscal Report

Kathy Jeakins reported that expenditures should be at about 83%, but they are at 78%. She entertained questions. There was discussion on the Capital Fund in regards to a possible expansion.

X. Approval of Bills

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM FEBRUARY 2016. THE MOTION CARRIED UNANIMOUSLY.

XI. Committee Reports and Discussion

A. Budget & Personnel

Robert Porter, Chair reported that the Committee still plans to meet on Tuesday, March 22 at 5:30 p.m.

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

In Emily Kelahan's absence, Director Lindberg shared that the 3 P's Committee discussed the Strategic Plan and approved it at the Committee level to bring to the Board. He also shared that there were good discussions on bylaws, standing committees and ad hoc committees, and on officers and nominating procedures. Director Lindberg stated that next month, the Committee will probably be bringing amendments to the bylaws to the full Board for approval.

1. Presentation and Approval of Strategic Plan

Director Lindberg presented the Power Point of the Strategic Plan, and gave some background on what was developed.

The Trustees were pleased with what was presented, and there was consensus that two word changes needed to be made for the final document.

JULIAN WESTERHOUT MOVED, ROBERT PORTER SECONDED, TO ADOPT THE STRATEGIC PLAN AS PRESENTED WITH EMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.

C. Bookmobile Ad Hoc Committee

Alex Cardona, Chair, reported that the final list of questions for the Community Survey questions should be completed by the end of this week. He went on to say, that most likely they will be working with Illinois Wesleyan to use their hosted on line survey in regards to this. Illinois Wesleyan is also going to provide some student interns in April

and May to take all the paper surveys and input them into the online version so all the feedback is in one place.

Alex shared that the plan is to run the online survey for two to three weeks in April and the paper survey will be available for three weeks in April to cover all the bookmobile stops.

Alex stated that the Committee will be reporting on how well the bookmobile stops are doing overall. This will include both the top 10 and bottom 10 stops of which 8 of the bottom stops are on the west side. Alex contributes this to the stops being new, and staff is doing great in trying to find different ways to promote these new stops. He added that these bottom stops average 4 checkouts whereas the top stops average 150 checkouts.

Alex stated that there has been an increase in customers that have signed up for the text message notification service for bookmobile stops that Rhonda Massie, Marketing Manager and Nora Dukowitz, City of Bloomington Communications Manager, collaborated on and implemented.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Presentation on Story Times by Childrens Librarian, Laurel Halfar

Laurel Halfar, Childrens Librarian, shared her background prior to working at Bloomington Public Library, and that she has been with the Library for three years.

Laurel shared that Story Time is truly and interactive and engaging experience that can involve anything from books, oral expression, songs, rhymes, movement activities, props, simple instruments and puppets. She shared that Story Times support early literacy, and early literacy is everything a child knows about reading, writing and language before they actually learn how to read and write. She continued, that early reading instruction is not being provided, but rather, things are being done to support development of the skills that kids will need to be ready to read.

Laurel shared that many of the Story Times are intended for both the child and the child's caregiver to attend together. She went on to say, that the Librarians can model how to interact with books and props in order to have positive literary experiences.

Laurel passed around a box of colorful scarves, and asked that everyone select one for a little demonstration of interactive Story Time. She demonstrated some activities that she would have kids do with the scarves during Story Time.

Laurel shared that there are weekly Story Times for all different ages, Outreach Story Times at daycares, school groups, and partnering with other organizations. She went on to say, that on average, there are about 40 Story Times per month.

Laurel entertained questions.

B. Appointment of two Directors to Library Foundation Board

President Koos shared that the two people that are agreeable to being on the Foundation Board are Russell Francois and Wilma Bates. She went on to give a brief background on each.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO APPROVE THE APPOINTMENT OF RUSSELL FRANCOIS TO THE LIBRARY FOUNDATION BOARD. THE MOTION CARRIED UNANIMOUSLY.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE APPOINTMENT OF WILMA BATES TO THE LIBRARY FOUNDATION BOARD. THE MOTION CARRIED UNANIMOUSLY.

XIII. Comments from Board Trustees

Robert Porter stated that he very much enjoyed Laurel Halfar's presentation, and how impressed he continues to be with all the staff here at the Bloomington Public Library.

Mike Raikes shared that he was pleasantly surprised when he heard an ad on Pandora for the Bloomington Public Library.

XIV. Adjournment

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

President Koos adjourned the meeting at 7:16 p.m.

2016.03

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 15, 2016



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	402.50
Ameren IP	Electricity	6,134.53
American Pest Control	Building Maintenance	80.00
Bloomington Public Schools	Adult Books	90.00
Cengage Learning	Adult Books	608.09
Central Supply Co.	Office/Equipment Mtnc	59.00
CIRBN	Telecommunications	420.33
CIT Group, Inc. (Central Illinois Trucks)	Vehicle Maintenance	235.53
City of Bloomington	Dental Insurance	835.28
City of Bloomington	FICA	10,058.85
City of Bloomington	Gas & Diesel Fuel	285.55
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	23,247.06
City of Bloomington	IMRF	20,039.48
City of Bloomington	Life Insurance	252.41
City of Bloomington	Medicare	2,411.01
City of Bloomington	Payroll	171,952.75
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	344.42
Comcast	Telecommunications	102.85
Cope, Michelle	Travel	8.10
Cummins Mid State	Vehicle Maintenance	255.32
Cumulus Broadcasting	Advertising	1,645.00
Dell Marketing, L.P.	Computer Supplies	4,674.42
Eastland Disaster Historical Society	Other Purchased Services	75.00
Ebsco Subscription Services	Other Purchased Services	2,194.00
Findaway World, LLC	A/V Materials	1,088.85
Frontier	Telecommunications	1,336.05
Illinois Wesleyan University	Other Purchased Services	511.06
Kone, Inc.	Building Maintenance	318.62
Lindberg, Walter F	Other Purchased Services	7,820.00
Lower, Mickey	Other Purchased Services	115.00
Lynda.com	Public Access Software	13,125.00
MicroMarketing, LLC	A/V Materials	59.18
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	194.13
Midwest Tape	A/V Materials	713.58
Miller Janitorial Supply	Janitorial Supplies	726.34
MultiCultural Books & Videos	A/V Materials	344.46
Nu Air Corporation	Building Mtnc Supplies	108.00

OfficeMax
 OverDrive
 Penguin Random House, LLC
 Pilot Media, LLC (Great Plains Media)
 Rainbow Book Company
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Select Screen Prints & Embroidery, Inc.
 Shults, Sylvia
 Stanton Group, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 Vernon Library Supplies
 Weber Electric, Inc.
 VISA - (AWE, Inc.)
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barracuda Networks, Inc.
 VISA - Concord Custom Cleaners
 VISA - Cummins Crosspoint, LLC
 VISA - Demco
 VISA - Displays2Go
 VISA - Dollar Tree
 VISA - Ebsco Subscription Services
 VISA - Ebsco Subscription Services
 VISA - Eli Research, Inc.
 VISA - Facebook
 VISA - Five Star Water
 VISA - Galls
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jason's Deli
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Monoprice.com
 VISA - Morningstar
 VISA - MultiCultural Books & Videos
 VISA - National Audubon Society
 VISA - National Seminars/Padgett Thompson
 VISA - NewEgg.com
 VISA - Office Depot/OfficeMax

Computer Supplies	143.30
Ebooks	9,800.00
A/V Materials	31.50
Advertising	720.00
Children's Books	2,563.84
A/V Materials	758.79
Office Equipment	11,495.00
Rentals	1,324.27
Other Purchased Services	20.00
Other Purchased Services	50.00
Other Purchased Services	6,500.00
Other Purchased Services	50.00
Building Maintenance	30.02
Other Property Maintenance	550.50
Other Purchased Services	349.05
Library Supplies	525.03
Building Maintenance	8,349.42
Computer Supplies	238.00
A/V Materials	673.13
Janitorial Supplies	264.45
A/V Materials	1,815.41
Other Purchased Services	204.56
Membership Dues	137.00
A/V Materials	7,287.80
Adult Books	8,521.98
Children's Books	6,262.48
Other Purchased Services	1,835.00
Office/Equipment Mtn	799.00
Other Purchased Services	13.70
Vehicle Maintenance	277.77
Library Supplies	443.12
Building Mtn Supplies	40.81
Janitorial Supplies	10.00
Periodicals	(40.00)
Public Access Software	2,484.00
Professional Collection	189.00
Advertising	71.48
Miscellaneous Expenses	48.10
Uniforms	17.25
Library Supplies	3.86
Other Purchased Services	2.38
Membership Dues	75.00
Professional Development	80.00
Adult Books	628.76
Miscellaneous Expenses	209.00
Building Mtn Supplies	33.32
Employee Relations	8.98
Janitorial Supplies	27.06
Computer Supplies	41.95
Public Access Software	2,828.00
Adult Books	2,025.00
Membership Dues	20.00
Professional Development	349.00
Computer Supplies	216.99
Computer Supplies	16.99

VISA - Office Depot/OfficeMax	Miscellaneous Expenses	71.44
VISA - Office Depot/OfficeMax	Office Supplies	239.78
VISA - Office Depot/OfficeMax	Other Purchased Services	21.87
VISA - Party City	Library Supplies	6.99
VISA - Plastic Products Mfg.	Library Supplies	42.79
VISA - Progressive Business Conference	Professional Development	199.00
VISA - Shopper, Inc.	Library Supplies	45.24
VISA - Springfield Electric	Building Mtnc Supplies	(576.00)
VISA - Sprint	Telecommunications	407.29
VISA - Varidesk	Office Supplies	565.00
VISA - Verizon Wireless	Telecommunications	122.99
VISA - Wal-Mart	Janitorial Supplies	56.17
VISA - Wal-Mart	Library Supplies	62.13
VISA - Wal-Mart	Miscellaneous Expenses	12.86
VISA - Wal-Mart	Office Supplies	23.62
VISA - Wal-Mart	Other Purchased Services	79.82
VISA - Windstream	Telecommunications	134.05
Total		361,892.90

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

1. Introduction

I logged a total of 112 hours from March 1, 2016 through March 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 BPL 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.

3. Director Search

John Keister and Associates began their Director Search engagement with a Community meeting at Noon on February 16, 2016. We have maintained frequent contact with Keister and Associates. I am pleased with their approach and look forward to learning more about the candidates they present as finalists during April.

4. Collaborations with School district 87

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. 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.

6. Department Reports and Statistics follow.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

March 28, 2016

Mr. Terry Lindberg, Director
Bloomington Public Library
205 East Olive Street
Post Office Box 3308
Bloomington, Illinois 61702-3308

Dear Mr. Lindberg:

I am pleased to award the Bloomington Public Library a FY2016 Illinois Public Library Per Capita Grant in the amount of \$59,054.82. Over \$9.4 million is being awarded this year to Illinois public libraries serving nearly 11.5 million patrons at a rate of \$0.77085 per resident, a reduction due to state budget cuts.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the state budget impasse, payment of these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2017. All expenditures must have concluded by that date.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

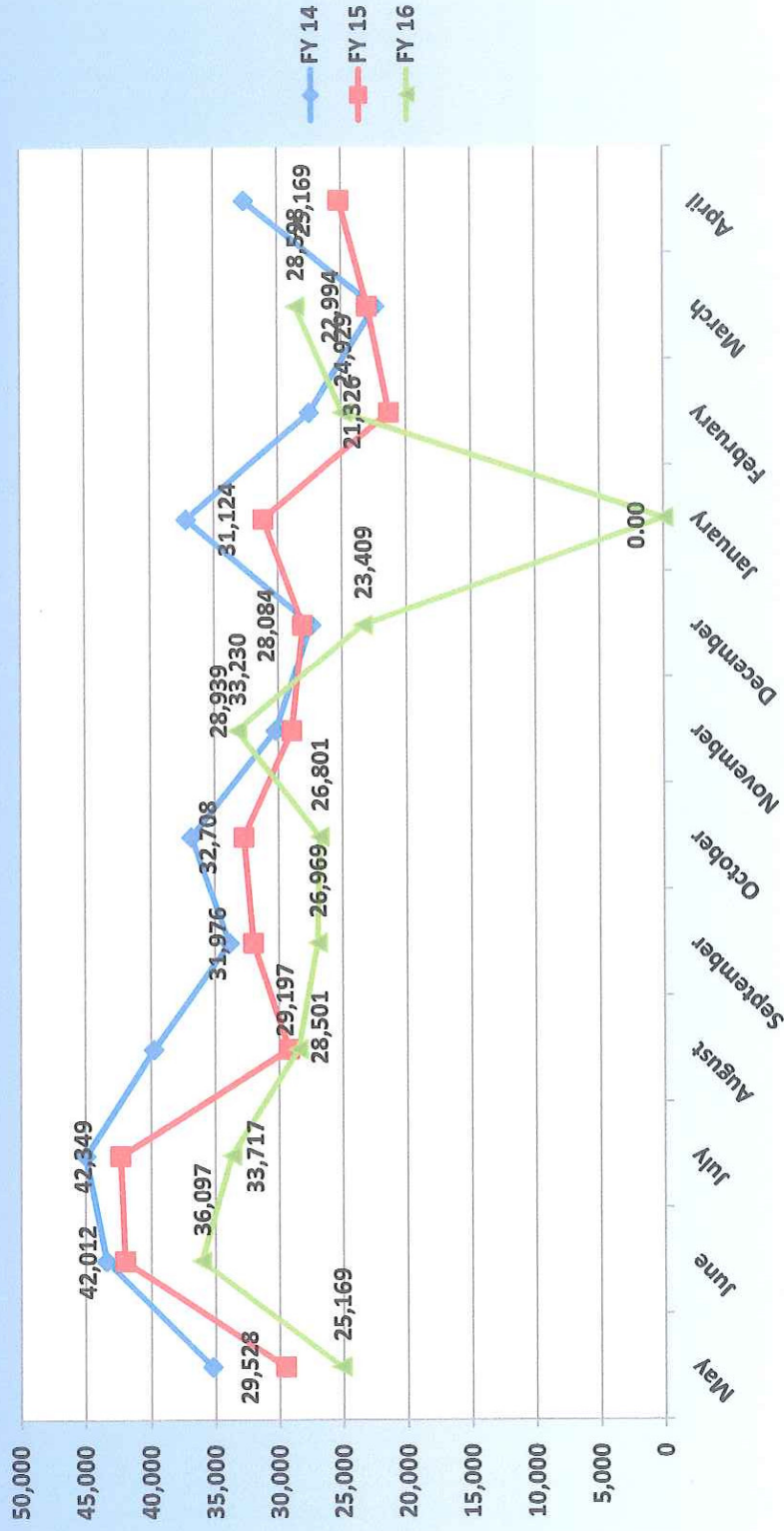
A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State
and State Librarian

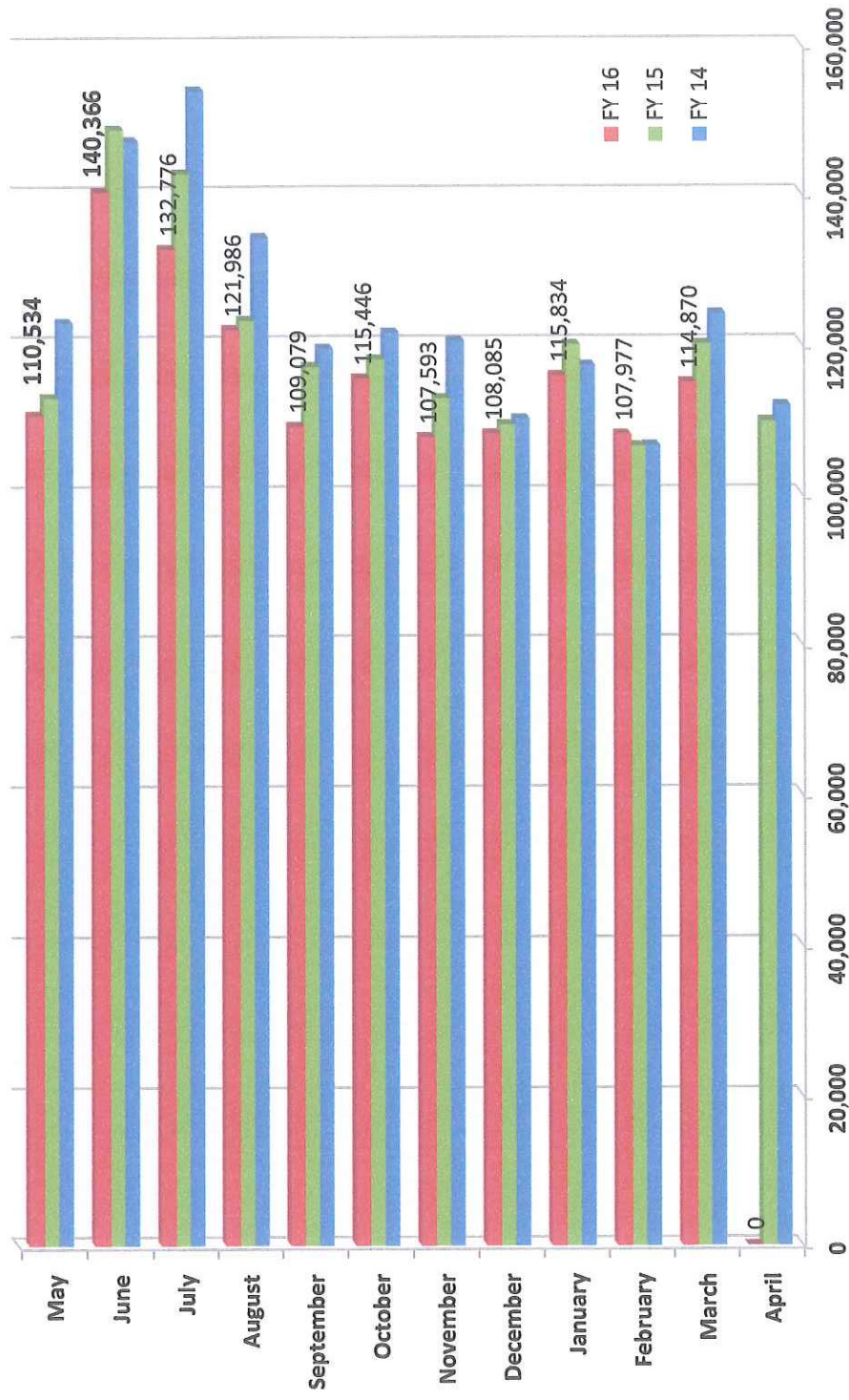
cc: Narendra Jaggi, Board President
FY2016 Bloomington Public Library Per Capita File

JW:isl

Library Visitors



Items Circulated



Adult Services - March, 2016
Carol Torrens, Manager

Collections

Marcie weeded large print using Collection HQ's Dead Item removal report. She also weeded paperback romances due to space constraints.

Mary weeded large print nonfiction in Adult Services and added more nonfiction large print to the bookmobile's collection.

Programs

Displays in Adult Services included large print, I-rish I had More Time to Read (Irish authors and settings), National Women's History Month, basketball, and National Nutrition Month. The display in the DVD area was Staff Picks. IL Collection displays focused on two programs: Peoria State Mental Hospital and the SS Eastland ship disaster.

Teen librarian Tiffany visited schools for Books & Bites and to promote library events. The indicated number of teens attended these lunchtime presentations.

Chiddix -32; Evans -48; Kingsley-73; Parkside - 81; NCHS -10

Karen M met with the Lincoln Festival Coalition - 4 people.

Adult/Family programs

Fiction Book Club - 1 session - 8 attended

Mystery Book Club - 1 session - 5 attended

Books on Tap - 1 session - 7 attended

Read 'n Watch movie/book discussion - 1 session - 2 attended

Second Wednesday Classic Movie - 1 session - 8 attended

Small Business series with SCORE: Local Resources - 1 session - 14 attended

DIY Essential Oil Candles - 1 session - 11 attended

Computer Basics: Internet Searching -1 session - 7 attended

Computer Basics: Email for Beginners - 1 session - 4 attended

Job Search Basics - 1 session - 5 attended

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

Fractured Spirits: Haunting at Peoria State Hospital - 1 session - 38 attended

SS Eastland Disaster - 1 session - 14 attended

Social Security Class with F3E - 2 sessions - 44 attended

Handling a Choosy Eater - 2 sessions - 17 attended

Tabletop Games with Red Raccoon Games - 1 session - 1 attended

Community Read series with Ready Player One by Ernest Cline

Book circulation (updated to include checkouts during the final week of this series):

58 print copies - 185 checkouts

3 audio CD copies - 18 checkouts

ebook- 54 checkouts

digital audio -- 37 checkouts

Live Pacman - 1 session - 63 attended

Teen programs

Teen Tech Week: Smartphone Microscopes – 1 session – 7 attended

Teen Minecraft Tournament – 5 rounds – 40 attended

Training & Technology

There were 19 individual appointments with an Adult Services staffer. Topics: ebooks, genealogy websites, iphone help, job applications, and general computer assistance/review.

Karen provided two Mini-morning Sessions to staff on the IL Collection.

Along with a two other managers, I continue attending a 6-part supervisory training course at City.

Other

We welcomed Monica Wong as one of the department's temporary shelveers. Kelly Scheffert will be the other temp shelveer and starts the first week of April.

We soon will welcome Daphne Pierce from the Circ Dept. She replaces Julie Neville, who's now working full-time at ISU's Archives Department.

I attended a Library Board meeting.

Karen submitted the State Farm Good Neighbor Grant application for Nancy's 2015 volunteer hours with local history research and projects.

Business Office – March 2016
Kathy Jeakins, Manager

- The Library continued to sell bus passes to the public
- 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
- During March, the Illinois Funds finally transferred Golden Prairie's Operating funds into their new checking account, at Commerce Bank
- With elimination of the Post Office Box, Johanna has been going to the post office to pick up the Library's mail which is not being forwarded to the street address—it would take too long for this mail to get to the Library, so for the time being Johanna is picking it up
- The new credit card machine for Adult Services has not yet arrived
- On March 20, the computer sale brought in \$2,675—you will see this reflected in the Sale of Property revenue line item
- Prepared 5 expense batches in MUNIS
- Prepared 18 deposit batches in MUNIS
- Entered 1 journal entry in MUNIS
- Entered 13 expense batches in account files
- Entered 33 deposit batches in account files
- Meetings:
 - Department Managers: 3/9, 3/16, 3/23, and 3/30
 - BPL Board Meeting: 3/15
 - Golden Prairie Board Meeting: 3/16
 - Golden Prairie Marketing Committee Meeting, 3/31
- As of March 31, the Library's Maintenance & Operating Fund Balance is \$2,301,465.50; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in March: Mike (3/7); Julian (3/14 & 3/21); and Susan (3/28)

Children's Services Monthly Report – March 2016

Melissa Waltrip, Manager

Programs

In March, the following programs were offered:

- Dr Seuss Birthday Celebration – 110 attended
- Lapsit story time – 6 sessions – 77 attended
- Toddler story time – 11 sessions – 411 attended
- Preschool story time – 4 sessions – 146 attended
- Move and Learn story time – 3 sessions – 94 attended
- Singing Swinging story time – 2 sessions – 67 attended
- Tales for Tails – 4 sessions – 70 attended
- Tinker Lab – 20 attended
- Bilingual story time – 12 attended
- Global story time – 9 attended
- Book Adventures – 12 attended
- Spring Break crafts – 125 crafts made

We visited the following sites/events:

- Head Start at Brigham – 2 classes – 38 attended
- Milestones Preschool – 2 classes – 29 attended
- Little Jewels on Williamsburg – 46 attended
- Mid-State Reading Council Carnival of Reading – 40 attended

The following classes visited us:

- Scott Early Learning Center – 9 attended
- Trinity Lutheran 1st grade – 46 attended
- Noah's Ark Preschool – 19 attended
- Irving kindergarten – 3 classes – 66 attended

Total March Programs Offered:

- 26 story times – 755 attended
- 10 programs – 358 attended
- 8 visits/events – 293 attended
- Total – 44 programs/visits/events – 1406 customers attended

In April, in addition to our regular story times and programs, we will be offering the following:

- Minecraft Mania – April 2
- Dia de los ninos/Dia de los libros – April 30

Training and Staff

- Children's staff attended mini-morning sessions on equipment rotation, the Illinois collection, and Lynda.com.
- Rondalea and Suzie attended a webinar on "How to Handle Emotions Under Pressure."
- I have continued attending the City supervisors' training.
- Gayle and I have been interviewing for the soon-to-be open part-time library assistant position and for summer help.

Other

- We were busy during District 87 and Unit 5's Spring Break. We answered 631 reference and assistance questions that week. During the rest of March, we averaged 326 reference and assistance questions per week.
- Rondalea began using LibraryAware's Next Reads to promote new children's books.
- The Illinois Reader's Choice nominees were announced, and the titles were ordered accordingly.
- District 87 has once again displayed art work created by 5th graders in the Children's Department.
- Various blog entries were created and posted. Topics included the 2016 Coretta Scott King awards, educational games on STEAM that are available to play in the library, kids' movie recommendations, and kids' tablets that can be used in the library.
- March displays included Women's History Month, Dr Seuss' birthday, National Craft Month, and spring-themed books.

Circulation and Outreach Services Month - March 2016

Laura Golaszewski, Manager

1) Staff, committees, and training

- We welcomed new staff members Morgan McCulloh and Katy Stein to our department this month.
- Daphne Pierce accepted a position in Adult Services this month. We wish her all the best!
- Hiring has begun for summer temps. Salwa Khan will be returning, and we will be getting some new staff as well.

2) Outreach news

- The bookmobile schedule was completed and sent to the printer. We will be cancelling Deer Ridge due to low usage and will be going back to Shirley to hopefully get another popular stop going in GPPLD.
- Planning for the Bookmobile survey was completed this month and will be distributed on the vehicle for a 6 week period beginning mid-April. We hope to find out why, where, and when people use the bookmobile, or don't.
- A few meetings with District 87 commenced this month to work on our partnership with the school district. We hope to have this project up and running by the new school year.
- Deposit staff hosted 5 programs in March and delivered 977 books to 13 sites!
- To avoid issues with household pests, we have switched to all biodegradable plastic bags for our home delivery service. This will be a cleaner option for us while remaining eco-friendly.

3) Technology

Door Count: 27,418

Bookmobile Customers: 1,180

Training Hours: 9

Volunteer Hours: 15.5

Human Resources - March, 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 the Illinois Room
 - I share relevant training opportunities with Department Managers
 - I attended a Webinar entitled *Understanding Title VII and the Myriad of Employment Laws*
 - I attended a Webinar entitled *How to Legally Terminate People with Attitude Problems*
- 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 March, I participated in 18 interviews (many of these were for summer temp spots) and provided orientations for two new staff members
- In March, there were two in-house job announcements and one website/Facebook posting
- I attended the Labor/Management meeting on 3/10
- I attended the BPL Board of Trustees meeting on 3/15
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- 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
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers to help in our Book Shoppe and to be Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 3.0 hours

Information Technology – March 2016

Jon Whited, Manager

Operational

Computer Sale occurred on March 20th. We sold 22 laptops, 49 desktops, and 23 monitors over the course of 4 hours. The total proceeds from the sale were \$2,650. Like previous years the laptops are in the highest demand, with limited demand for desktops and monitors. Having this equipment out of the IT area has freed up much needed space. We will be donating the remaining unsold equipment to Home Sweet Home Mission. We had 4-6 people that had purchased equipment run into difficulties. The IT department assisted them on a case by case bases to ensure that their new equipment was functioning.

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 determined that there were 822 students as of Monday the 29th that would not be able to check out items in the library, but would be able to utilize the electronic resources available to the all Library users. We also determined that our of the 5,740 students information that we received that 3,511 already have full library cards. So the project will entail getting the other 2,229 students and teachers into the Library system.

On March 9th we had an Oculus Rift program for Teens. After a short presentation, 11 Teens were able to experience several different virtual reality environments. They all participated in an introductory Virtual Reality experience, and then were able to choose an environment of their own. Some of which were freehand drawing in a 3D virtual setting, moving inside of virtual paintings, and various games. We are currently working on a way to make them a permanent fixture in the TeenZone so that they can use them again in the future.

We migrated to the new NextReads system. Kerrie did extensive work to get this up and running on the web site and we massaged the data from the previous newsletter site and reloaded it into the NextReads system.

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 - March 2016
Rhonda Massie, Manager

Partnership:

District 87

- We are in the midst of establishing a tremendous partnership with District 87. Through this partnership, each student in the District will receive a Student Library Card near the beginning of the 2016-2017 school year. This card will give students limited access to library materials (3 print items at a time; no DVDs; no video games) and full access to the Library's online materials including but not limited to eBooks, eAudiobooks, and online tutoring.
 - We've penned a form that will be included in each Parent Handbook sent home by the district. Return of the handbook is mandatory with report cards being withheld until a handbook is returned. The form includes information about the Student Library Card and allows parents to opt out of their child receiving the card.
 - As part of the partnership, District 87 has agreed to have their Media Specialists teach lessons about the Library's online resources, including online tutoring.
 - District 87 has made available to the Library's Circulation and IT Departments databases of student information that will be used when creating the new cards.
 - Jon Whited of our IT Department has run many reports in an effort to establish this partnership. One of those reports shows that 61 percent of the District's 5,779 students already have a full-access library card at Bloomington Public Library.
 - Students who already have a full-access library card will not receive the Student Card.
 - Those with a Student Card who would prefer a full-access card would just need to come to the Library with their parent to upgrade.
 - If a student's card meets or exceeds the \$10 fine limit, their library checkout privileges' will be suspended until their fines are paid below the \$10 limit. However, the student will continue to have access to all of the library's online resources, including tutoring, eBooks, Zinio, Freegal, etc.
- In a new development, District 87 has offered to put a Summer Reading Log and a Summer Program Guide into the backpack of each K-5 student during the last week of the 2015-2016 school year.

Newsletter:

- The Library's March newsletter was produced and distributed by the Marketing Department.
- In a one-time maneuver, we sent the newsletter to everyone who has ever added their email address to their library card account. The newsletter arrived into these inboxes with an option to opt-out of receiving the newsletter.
 - This increased our eDelivery of the newsletter from approximately 1,100 people to 25,124 people.
 - 239 of those 25,124 people chose to opt of future deliveries of the newsletter.
 - The newsletter continues to be delivered via snail mail to approximately 1,200 people.
- As we go forward, people will have the opportunity to request the library's newsletter via a check-box on our new library card applications. Reception of the newsletter will not be automatic.

- In the first two weeks we've allowed people to opt in to receive the newsletter by checking a box on their library card application, 17 percent of new cardholders have opted to receive the newsletter.

Summer Reading

- Many Summer Reading decorations were created by the Marketing Department during the month of March; many more will be created during the month of April.
- Marketing leads the Solicitation/Prize Gathering Arm of the Summer Reading Committee. We met this month, and are actively seeking prize donations.

Promotion

Pandora

- We received many positive comments about the Pandora campaign which ran during the month of March.

Social Media

- A targeted-ad campaign was run on Facebook and Instagram. The ad encouraged people to get a library card while also making folks aware that you can get a Bloomington Public Library card if you live in the Golden Prairie Public Library District.

GPPLD

- Two marketing ideas presented to the GPPLD Board were put on hold as the GPPLD Board decided that it would like to form a Marketing Committee, set a budget, and decide how it will spend that budget in the coming year. Rhonda attended the inaugural meeting of this committee on March 31.
 - The Marketing Department presented to the GPPLD Board an idea to blanket the 61722, 61736, 61737, and 61772 zip codes with a GPPLD-specific postcard at a cost of \$390-\$425.
 - The Marketing Department presented to the GPPLD Board two WBNQ radio ad campaigns. One would run \$5,940. A second option with less radio spots would run \$3,000.

Electronic Outreach:

- During the past month, the Library added 139 Facebook fans, for a total of 4,235.
- During the past month, the Library added 26 Twitter followers, for a total of 1,424.
- During the past month, the Library added 69 Instagram followers, for a total of 296.
- During the past month, 78 people signed up to receive Bookmobile texts for a total of 450.
- During the past month, 14 people signed up for Library texts, for a total of 101.

Design

- Summer Reading Decorations
 - Many decorations were designed during the month of March. Many more will be designed during the month of April.
- Promo Materials in paper and often also electronically

- April Calendars
- Rework two versions of the Home Delivery logo for new bags
- Bookmobile
 - May-October Bookmobile schedule updated and sent to the printer
 - Bookmobile map overlaid Bloomington Ward Map to show which stops fall into which wards
- Dia de los Ninos/Dia de los Libros (English and Spanish materials)
- Money Smart Week
 - Paper materials
 - eArt for the rotating bar on the website (also promotes three of our money-saving online resources)
- Prom Hairstyles
- To Be a Writer ...
- Planter workshop with The Tool Library Planter
- Branding elements submitted to Next Reads (new online resource)
- Computer Sale materials
- Remade the Home Delivery pamphlet
- Google Cardboard program
- Beer Pairing program
- Picky Eater art for Web
- Created a GPPLD postcard for the small-towns of the GPPLD to let those residents know that they can come to BPL to get a library card.
- Signage
 - Inspirational Fiction End Cap signs
 - Altered times for Tax Assistance on March 14
- Display Signs
 - Laugh Out Loud! (National Humor Month)
 - Earth Day
 - Spring is in the air & so are birds & butterflies!
 - National Siblings Day
 - National PoeTree Month
 - Pocket Sized Adventures (paperback books)
 - April Showers Bring May Flowers
 - Where do you Man-GO? Learn 70+ world languages with the Mango App
- Display Case
 - Change the Library Display Case
- Handouts Refilled
 - 25 DIY Handouts
 - 200 Nook handouts
 - 200 Tablet handouts
 - 200 Kindle handouts
 - 100 Wireless Printing handouts

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 took part in five training sessions offered by our new service, Library Award, and has encouraged Jim to do the same.
- At the request of Prairie State Legal Services, Rhonda attended a meeting about an upcoming Free Legal Fair. The fair will take place on April 30.
- On March 8, Rhonda attended a class about storytelling and metrics put on by the United Way of McLean County and Do Good Consulting.
- Marketing created all the digital artwork for Facebook, Twitter, the plasma television in the lobby, and the website
- At the beginning of March, the Library Display Case was changed to promote Minecraft programs for teens and kids as well as the program celebrating Dr. Seuss' Birthday.
- The Quilt Guild occupied the Community Display Case during the month of March.

WebTeam:

- The IT Department will try to fix some things that the WebTeam has deemed unsatisfactory about our online calendar. There was some talk of switching to a new vendor, but at Jon Whited's recommendation, will not be doing that.
- The IT Department will get the text notice opt-in feature added to our website as soon as Magic Blue Box provides some coding to the library.

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 - March 2016
Caprice Prochnow, Manager

- Caprice attended the following training:
 - March 9 – Effective Supervisory Practices webinar
(this is ongoing training at City)
 - March 23 – How To Legally Terminate People With Attitude Problems
 - March 30 - How To Handle Emotions Under Pressure
- Caprice attended the following meetings:
 - Department Managers – Every Wednesday
 - 3 P's Committee – March 2
 - Labor/Management Committee – March 10
 - BPL Board – March 15
 - Safety Committee, Custodial Services and Budget & Personnel – March 22
- A Custodial Services meeting was held on March 22 in order to go over the newly revised Task list, time frame for getting outside work accomplished, discussion of increased use of some paper products, and review of new policies adopted by the City.
- The Safety Committee met on March 22. There was discussion on conducting a Fire Drill with all the bells and whistles and customers in house. Since the usual drill occurs prior to opening with no alarms or customers to get out of the building, we want to make it more realistic. The first drill will occur on a Saturday in April, a weekday and weeknight drill will be conducted in May. We will also be having a review of Tornado Drill procedures in April. Rather than the usual gathering of staff in the shelter area in the back hallway, we will be having two mini-morning sessions. These will be held on April 13 and April 14, and both Tom Drewry and Rob Carroll from the Safety Committee will be making the presentation.
- The Water Dept. replaced the water meter on March 31.
- Philip McCully will be replacing the LED fixtures in the stairwell at no charge as the fixtures had started to fail after 4 years, and they should have lasted 11 years. The labor will be on us, but will not be as costly as the original installation. This time, we plan to block off the stairwell for an entire day rather than the work just being done prior to opening.
- Mid Illinois Mechanical repaired the leak on the stage 1 compressor of the roof top air handler and completed the spring preventative maintenance.
- TeeJay Doors had to replace some upper and lower track and a drive block for the outer sliding entrance doors.
- HOH Chemical checked the chemical levels in the loops for the hvac system.
- Weber Electric repaired a few fluorescent fixtures, replaced an EXIT fixture in Trash Room, and replaced HID soffit fixtures with LED fixtures on the east patio.

Volunteer hours: 28

Training: 12

Technical Services – March 2016

Allison Schmid, Manager

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

- As we near the end of the Fiscal Year, TS remains extremely busy. We're doing our best to get the materials to the shelves as fast as possible. Almost 4,000 items were cataloged in March!
- 3/24/16 – TS staff did some major Spring Cleaning in and around the whole department.
- It's "award season" for children's and teen books in Illinois. In collaboration with Laurel, Tiffany, and Rondalea, we have labeled all of the award winners in house and are currently cataloging titles we didn't have or needed more of. Reminder: You can search for particular award lists in the catalog by doing a general search for the award. For example, "Rebecca Caudill Nominee, 2017"

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

- 3/2/16 –TS staff attended the mini-morning session on equipment rotation with Jon W.
- 3/3/16 – Allison met with Gayle to discuss the time-line and posting for the upcoming full-time opening in TS.
- 3/23/16 –TS staff attended the mini-morning session and tour on the Illinois Room with Karen M.
- 3/24/16 – Margaret collaborated with Michelle and Rachel in Outreach to do a Scottish program at the Miller Park Senior Center.
- 3/29/16 –TS staff attended a mini-morning session on Lynda.com with Ali.
- Training hours – 9

GOAL - To work effectively through the use of technology

- IT is currently working to replace TS computers and other equipment since it's our turn in the rotation.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 4

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

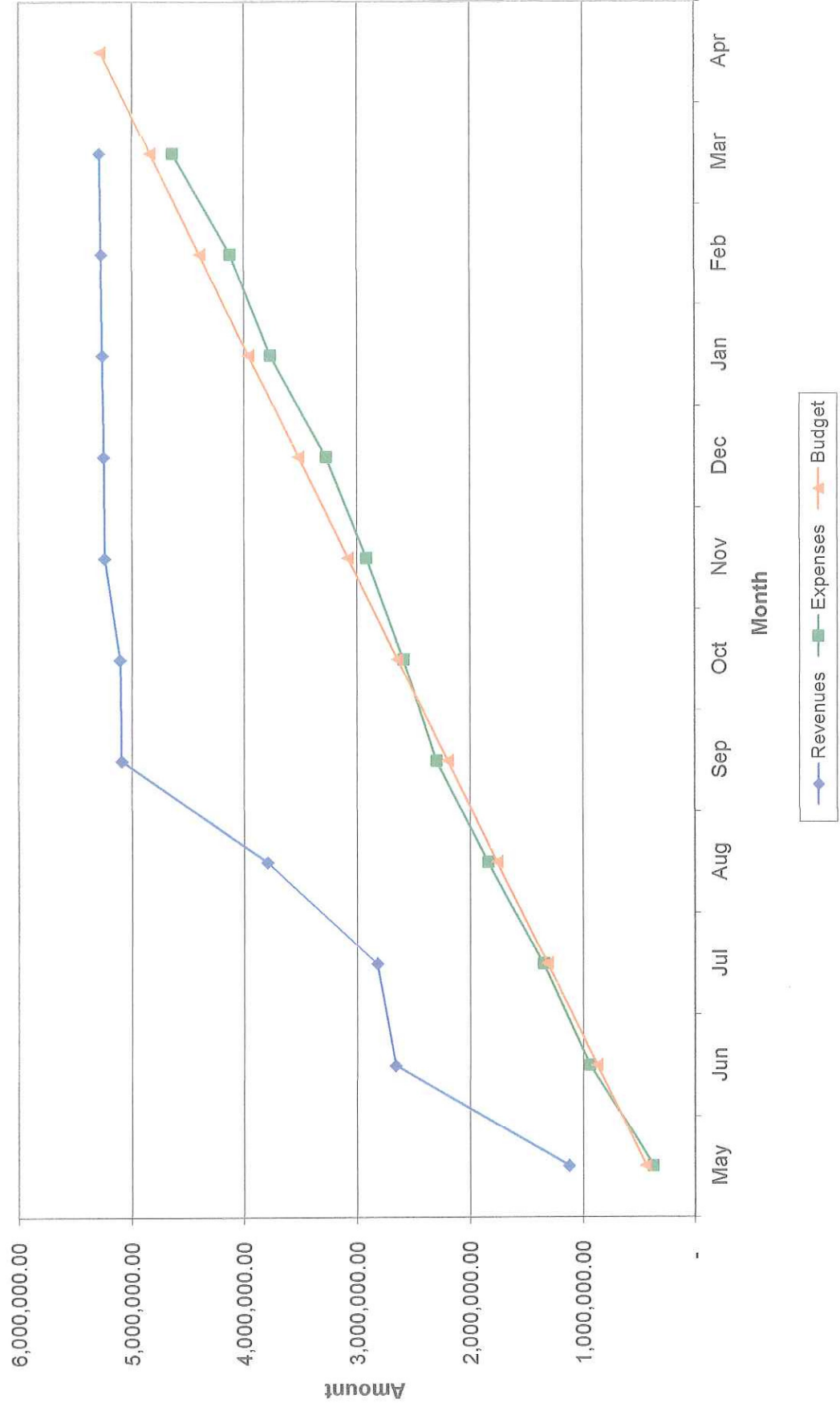
REVENUES:

ACCT NAME	BUDGET	MAR 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	7,636.07	74,746.51	(5,253.49)	93.4
Copies	3,800	280.50	3,202.45	(597.55)	84.3
Interest on Investments	1,000	1,938.28	4,754.94	3,754.94	475.5
Interest from Taxes	0	0.00	26.50	26.50	-----
Sale of Property	1,000	2,675.00	2,675.00	1,675.00	267.5
Donations	20,000	51.00	24,216.38	4,216.38	121.1
Other Grants	0	0.00	1,150.00	1,150.00	-----
Cash Over/Short	0	(1.13)	(15.99)	(15.99)	-----
Other	30,000	3,846.40	36,327.73	6,327.73	121.1
Total Revenues	5,277,910	16,426.12	5,291,136.38	13,226.38	100.3

ACCT NAME	BUDGET	MAR 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	221,451.16	1,899,106.25	(116,126.75)	94.2
Part-Time Salaries	453,600	34,183.37	336,654.44	(116,945.56)	74.2
Seasonal Salaries	35,586	2,225.32	44,399.97	8,813.97	124.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	257,859.85	2,280,160.66	(225,358.34)	91.0
Dental Insurance	11,273	835.28	8,935.54	(2,337.46)	79.3
Vision Insurance	2,894	196.00	2,183.46	(710.54)	75.4
Health Insurance, BC/BS PPO	210,104	23,434.06	227,434.00	17,330.00	108.2
Health Insurance, OSF HMO	118,062	45,889.06	72,999.98	(45,062.02)	61.8
Life Insurance	3,097	252.41	2,718.47	(378.53)	87.8
IMRF	299,867	30,802.86	259,442.85	(40,424.15)	86.5
FICA	162,368	15,091.77	129,569.74	(32,798.26)	79.8
Medicare	36,315	3,529.61	30,361.44	(5,953.56)	83.6
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	4,332.16	11,466.43	11,466.43	-----
Total Benefits	912,255	124,363.21	794,898.83	(117,356.17)	87.1
Rentals	22,000	1,875.62	17,867.91	(4,132.09)	81.2
Total Rentals	22,000	1,875.62	17,867.91	(4,132.09)	81.2
Building Mtnc	135,000	14,162.71	62,327.29	(72,672.71)	46.2
Vehicle Mtnc	5,000	318.89	6,494.80	1,494.80	129.9
Office & Computer Mtnc	165,000	469.99	122,542.75	(42,457.25)	74.3
Other Mtnc	25,000	555.50	357.75	(24,642.25)	1.4
Total Repair/Mtnc	330,000	15,507.09	191,722.59	(138,277.41)	58.1

ACCT NAME	BUDGET	MAR 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	2,161.86	16,747.79	(2,252.21)	88.1
Printing/Binding	19,000	46.05	14,498.97	(4,501.03)	76.3
Travel	6,000	891.63	7,443.07	1,443.07	124.1
Membership Dues	5,000	64.99	3,694.99	(1,305.01)	73.9
Professional Development	8,000	629.00	6,703.21	(1,296.79)	83.8
Other Purchased Services	100,000	16,095.91	104,749.71	4,749.71	104.7
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	19,889.44	181,636.74	(8,363.26)	95.6
Office Supplies	20,000	2,891.82	14,488.14	(5,511.86)	72.4
Computer Supplies	85,000	24,859.56	65,185.79	(19,814.21)	76.7
Copier Supplies	3,300	409.08	3,111.41	(188.59)	94.3
Postage	12,000	4,023.45	9,594.64	(2,405.36)	80.0
Library Supplies	72,000	2,965.56	75,778.20	3,778.20	105.2
Janitorial Supplies	16,000	1,194.21	9,747.95	(6,252.05)	60.9
Gas & Diesel Fuel	8,000	234.26	3,037.05	(4,962.95)	38.0
Building Mtnc & Repair Supplies	10,000	(232.59)	11,402.85	1,402.85	114.0
Total Supplies	226,300	36,345.35	192,346.03	(33,953.97)	85.0
Natural Gas	35,000	1,600.81	16,682.90	(18,317.10)	47.7
Electricity	95,000	5,964.81	81,911.77	(13,088.23)	86.2
Water	8,500	441.09	8,076.55	(423.45)	95.0
Telecommunications	26,000	3,539.43	30,690.88	4,690.88	118.0
Total Utilities	164,500	11,546.14	137,362.10	(27,137.90)	83.5
Professional Collection	7,000	612.72	1,144.26	(5,855.74)	16.3
Total Prof Collection	7,000	612.72	1,144.26	(5,855.74)	16.3
Periodicals	35,000	6,155.81	36,938.12	1,938.12	105.5
Adult Books	170,000	20,730.43	148,340.45	(21,659.55)	87.3
Children's Books	125,000	23,768.06	111,615.04	(13,384.96)	89.3
A/V Materials	168,000	15,969.45	132,898.96	(35,101.04)	79.1
Public Access Software	140,000	17,052.00	149,360.46	9,360.46	106.7
Ebooks	70,000	4,900.00	63,700.00	(6,300.00)	91.0
Total Materials	708,000	88,575.75	642,853.03	(65,146.97)	90.8
Employee Relations	6,000	19.17	1,632.99	(4,367.01)	27.2
Miscellaneous Expenses	13,000	602.42	5,409.67	(7,590.33)	41.6
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	621.59	200,378.66	(11,957.34)	94.4
Total Expenses	5,277,910	557,196.76	4,640,370.81	(637,539.19)	87.9

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% to 96.7% is acceptable)
March 2016

Property Tax (100.0%): The Library has received all of its distributions for the year.

Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (100.8%): The Per Capita Grant was just slightly more than we projected.

GPPLD (100.8%): The Library has received all of its distributions from Golden Prairie for the year.

Copies (84.3%): This line item is a little under at this point.

Interest on Investments (475.5%): The Library adjusted the budgeted amount. We have exceeded the projected amount.

Sale of Property (267.5%): 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 (121.1%): 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 (74.2%): 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 (124.8%): 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 (79.3%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (75.4%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, PPO (108.2%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (61.8%): This is under-spent because fewer staff chose this option for health insurance coverage.

IMRF (86.5%): This is under-spent because we are just a little under-spent in Full-Time Salaries.

FICA (79.8%): This is under-spent because of the under-spending in Part-Time Salaries.

Medicare (83.6%): 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 (81.2%): Charges have been minimal.

Building Maintenance (46.2%): 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 (1.4%): Charges have been minimal.

Printing/Binding (76.3%): Charges have been minimal.

Travel (124.1%): This is over-spent because staff have made travel arrangements to attend the Public Library Association (PLA) Conference in April.

Membership Dues (73.9%): Charges have been minimal.

Professional Development (83.8%): Charges have been minimal.

Other Purchased Services (104.7%): This is now over-spent due to payments to Farnsworth, to the Stanton Group (for the Director Search), and to Terry Lindberg, Interim Director.

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

Other Insurance (101.3%): The Library paid the annual Director's and Officer's Insurance in January.

Office Supplies (72.4%): Charges have been minimal.

Computer Supplies (76.7%): Charges have been minimal.

Postage (80.0%): Charges have been minimal.

Library Supplies (105.2%): This is over-spent because some large orders were placed in anticipation of staff taking maternity leave.

Janitorial Supplies (60.9%): Charges have been minimal.

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

Building Maintenance Supplies (114.0%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.

Natural Gas (47.7%): Charges have been minimal.

Electricity (86.2%): Charges have been minimal.

Telecommunications (118.0%): This is over-spent because CIRBN requires payment one month in advance.

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

Periodicals (105.5%): This is over-spent due to invoices for the Pantagraph on microfilm.

A/V Materials (79.1%): Charges have been minimal.

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

Employee Relations (27.2%): Charges have been minimal.

Miscellaneous Expenses (41.6%): Charges have been minimal.

ERI Reimbursement (100.0%): The transfer to City was made in June.

Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

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:	116.70
Total Donations:	\$ 24,216.38

The Other Revenue line item breaks out as follows:

Print Station:	\$10,285.50
Book Shoppe:	17,157.00
Sale of Blankets:	30.00
Sale of Reusable Bags:	171.00
Sale of Sling Backpacks:	308.00
Sale of Earbuds:	604.50
Sale of Flashdrives:	175.50
Hot Beverage Station:	940.00
Test Proctoring:	1,650.00
Meeting Room Fees:	195.00
Book Pick-Up:	1,914.15
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	1,447.08
Total Other Revenue:	\$36,327.73

During March, 13 batches containing 118 invoices were processed, totaling \$74,274.85 and 198 credit card charges were made totaling \$51,897.48.

Library Fund Balance Information, 3/31/16:

Operating:	\$ 2,301,465.50
Capital:	\$ 2,288,207.58
Fixed Assets:	\$ 811,919.08

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 Mtnc 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 Mtnc	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 Mtn 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 Mtn	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

Bloomington Public Library
Monthly Statistics - March 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	53,838	590,405	55,927	618,592
Teens	3,423	40,579	3,201	34,915
Children	44,790	519,998	49,431	553,570
OTR Adults	2,377	26,298	2,339	23,969
OTR Teens	158	1,733	75	1,579
OTR Children	4,265	44,192	3,622	36,914
e-Books - Freading	3	231	63	366
e-Books - Overdrive	5,129	49,945	4,389	39,868
Freegal downloads	580	5,799	695	6,540
Zinio Magazines	247	4,434	317	4,327
Tumblebooks	60	599	0	0
TOTALS				
Adults	56,215	616,703	58,266	642,561
Teens	3,581	42,312	3,276	36,494
Children	49,055	564,190	53,053	590,484
Digital Downloads	6,019	61,008	5,464	51,101
COMBINED TOTAL	114,870	1,284,213	120,059	1,320,640
ITEMS IN THE COLLECTION				
Main	302,806	302,806	293,960	293,960
OTR	11,316	11,316	12,683	12,683
TOTAL	314,122	314,122	306,643	306,643
HOLDS FILLED	8,472	86,784	8,406	85,602
CARDHOLDERS				
Added	378	4,690	394	4,748
TOTAL NUMBER				
Adults	25,301	25,301	26,465	26,465
Teens	2,044	2,044	2,288	2,288
Children	5,718	5,718	6,237	6,237
Combined Total of Active Cards	33,063	33,063	34,990	34,990
REFERENCE QUESTIONS				
Adults	2,664	26,702	2,598	28,080
Teens	118	1,760	185	1,135
Children	647	9,333	798	11,532
OTR	133	1,206	108	897
Circulation	896	8,334	599	8,762
			4,288	
PROGRAMS				
Story Times	26	194	26	187
Adult	19	155	16	127
Teens	6	43	3	57
Juvenile	10	106	13	93
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 - March 2016

	Current Month	Cumulative	Last Year	Cumulative
Story Times	755	6,338	483	5,659
Adult Programs	254	2,128	159	1,678
Teen Programs	47	447	90	639
Juvenile Programs	358	6,091	668	5,880
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	0	4,704
Completed	0	0	0	2,759
TEENS				
Registered	0	0	0	811
Completed	0	0	0	402
ADULTS				
Registered	0	0	0	2,300
Completed	0	0	0	1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	4,099	47,015	4,410	43,821
Website database/catalog hits	27,002	311,914	24,682	229,430
Online Resource (Database) uses	4,772	52,406	4,062	40,743
TOTAL		411,335		313,994
INTERLIBRARY LOAN				
Borrowing Requests Received	631	5,848	551	4,508
Outgoing Loans (Lending)	273	3,029	318	2,819
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	7	74	5	74
Outside the library (events)	11	101	16	110
Number of people	421	14,715	945	13,468
VOLUNTEER HOURS				
	149	1,568	142	1,207
MEETING ROOM USAGE				
Study Room	53	654	87	788
Digital Media Lab	28	298	15	300
Customer Visits (MAIN)	27,418	244,078	22,003	329,048
Customer Visits (OTR)	1,180	44,195	991	11,189
COMBINED TOTAL VISITS	28,598	288,273	22,994	340,237
TRAINING HOURS				
	67	1,309	82	1,220

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 17, 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, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: None

OTHERS PRESENT: Kathy Jeakins, Carol Koos, Terry Lindberg, Rhonda Massie, Johanna Sneed
- III. Introductions
President Lynn Gray introduced BPL Board President Carol Koos and BPL Marketing Manager Rhonda Massie.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Lynn Gray reported on the Director Search Kick-Off meeting hosted by John Keister & Associates. The meeting involved the firm receiving valuable input from community leaders that will aid in the search.
- VI. Approval of Minutes
A. January 20, 2016
PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 20, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Terry Lindberg reported on the Director Search Kick-Off meeting hosted by John Keister & Associates. He added that John Keister briefed him on the search

criteria and recommendations made by the community and staff. Director Lindberg added that the firm will be looking for a director who is politically savvy, open to technical collaboration, and has local ties.

Director Lindberg presented the GPPLD postcard that will be sent to new Golden Prairie residents.

Director Lindberg informed the Board that the Nighttime Knitters group approached him about the Library participating in their program. They will provide knit hats for people in need, and the items will be placed around the Library, along with other areas in the community.

B. Outreach Report

The Board reviewed the Outreach report.

C. Fiscal Report

Kathy Jeakins reported that the Commerce Bank account has been opened, but funds have yet to be transferred to it. She added that all fees will be waived for the account.

1. Presentation of January Financial Report

Kathy Jeakins presented the January Financial Report. She proceeded to entertain questions.

VIII. Unfinished Business

A. Discuss Finding New Trustee to Fill Unexpired Term

The Board discussed the continuing search for a new Trustee. President Gray informed the Board that she knows a former librarian that she feels would fit the role well, but she has yet to contact her. The Board discussed further and agreed that President Gray should inquire about her interest.

B. Approve FOIA Request Process

Tim Ervin presented the FOIA Request Process. The recommendations given by the attorney have been incorporated into the final document.

CAROL CAREY-ODEKIRK MOVED, JODI SHERMAN SECONDED, TO APPROVE THE FOIA REQUEST POLICY, PROCESS, AND FORM. THE MOTION CARRIED UNANIMOUSLY.

C. Review Strategic Plan

President Lynn gray reported that she updated the strategic plan to reflect the changes discussed during last month's meeting. She updated item G – and added item 3b. The Board agreed to review the Strategic Plan again in 2020.

IX. New Business

A. Approve Transfer of Funds

Kathy Jeakins reported that the Board will need to approve a transfer of \$500.00 from the Miscellaneous line item into the Programming line item for the Oba William King program in the Children's Department.

STEPHEN PETERSON MOVED, TIM ERVIN SECONDED, TO APPROVE THE TRANSFER OF \$500.00 FROM THE MISCELLANEOUS LINE ITEM TO THE PROGRAMMING LINE ITEM.

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

NAYES : NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Pandora Advertising Package, Presented by Rhonda Massie, Marketing Manager

BPL Marketing Manager Rhonda Massie presented the Pandora radio advertising package. Rhonda shared that Pandora can target residents by zip code. She requests approval for Pandora to combine GPPLD and Bloomington residents, and that the package price be split with BPL starting in March. Rhonda added that 30% of the market will be reached, which is roughly 23,000 users. Mention was made about whether library staff can request a referral source from new cardholders or if metrics could be gathered to determine the advertisement's efficiency. The Board continued the discussion.

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE PAYMENT FOR HALF OF A ONE-TO-TWO MONTH ADVERTISING PACKAGE ON PANDORA IN THE AMOUNT OF \$2,500.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Discuss Reserve Levels

The Board requested to table this discussion.

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO TABLE THE DISCUSSION OF RESERVE LEVELS UNTIL THE MARCH BOARD MEETING.
THE MOTION CARRIED UNANIMOUSLY.

X. Adjournment

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:59 p.m.

Incident Reports

Date	Time	Type
03/2	8:24 PM	PoliceAmbulanceCall
03/6	12:47 PM	PoliceAmbulanceCall
03/3	9:23 AM	StolenDamagedLibraryMaterial
03/3	5:40 PM	CustomerRelatedIllnessAccident
03/5	12:18 PM	CustomerRelatedIllnessAccident
03/5	4:54 PM	CustomerSuspensionViolation
03/6	2:54 PM	AlcoholDrugs
03/6	4:08 PM	InappropriateBehavior
03/9	5:54 PM	Other
03/12	2:17 PM	InappropriateBehavior
03/13	12:57 PM	InappropriateBehavior
03/18	4:26 PM	InappropriateBehavior
03/20	12:55 PM	InappropriateAttire
03/20	2:09 PM	InappropriateBehavior
03/20	2:42 PM	InappropriateBehavior
03/20	3:44 PM	UnattendedChild
03/22	3:04 PM	StolenDamagedLibraryMaterial
03/22	4:00 PM	InappropriateBehavior
03/23	1:02 PM	PoliceAmbulanceCall
03/23	1:12 PM	PoliceAmbulanceCall
03/24	12:42 PM	SleepingIncident
03/25	11:40 AM	InappropriateBehavior
03/28	4:53 PM	AlcoholDrugs
03/29	1:30 PM	InternetAbuse

Suspension Reports

Date	Time	violation
03/2	8:24 PM	PoliceAmbulanceCall
03/6	12:43 PM	PoliceAmbulanceCall
03/18	4:27 PM	InappropriateBehavior
03/20	2:06 PM	InappropriateBehavior
03/20	2:47 PM	InappropriateBehavior
03/23	12:31 PM	PoliceAmbulancceCall,Loud, Cussing, Threatening,
03/23	12:33 PM	PoliceAmbulanceCall,Arguing, Cussing, Threatening
03/25	11:41 AM	
03/28	10:23 AM	InappropriateBehavior

**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

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

From	Quote Information
Name: Sarah Flagler	Quote Date: March 29, 2016
Email: s.flagler@bibliotheca.com	Quote Number: QUO-30991-P7J5, Rev: 2
Telephone: 877-207-3127 ext 156	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

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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.

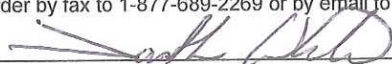
WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment 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

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