

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, April 17, 2018
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
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presentation
- V. Consent Agenda
 - A. Recommend Approval of Minutes of March 20, 2018 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of March 2018
- X. Executive Session – Performance and Compensation of a specific employee & Purchase or Lease of Real Property (5 ILCS 120/2(c)(1) & (5))
- XI. Action Items
 - A. Approve Amendments to the Purchasing Policy
(Supporting Presentation by Rachel Park, Adult Services eResources Selector & Jesse Wyer Children's Services eResources Selector)
 - B. Approve Director Merit Increase for FY19
(Presented and Recommended by the Budget & Personnel Committee)
 - C. Approve FY19 Slate of Officers
(Presented and Recommended by the Nominating Committee)
 - D. Approve Waiving the Competitive Bid Process and Authorize Payment to SirsiDynix for Annual Maintenance for the Library's Integrated Library System (Catalog)
 - E. Approve Rejecting the Formerly Accepted Competitive Bid for Self-Check Stations from TechLogic
- XII. Discussion Items
 - A. Discuss Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 4.13.18 9:30 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 17, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	961.96
A-1 Lock, Inc.	Building Maintenance	2,500.00
Amazon.com, LLC	A/V Materials	503.96
Amazon.com, LLC	Adult Books	386.80
Amazon.com, LLC	Janitorial Supplies	182.09
Amazon.com, LLC	Library Supplies	41.99
Amazon.com, LLC	Miscellaneous Expenses	49.95
Amazon.com, LLC	Office Supplies	28.13
Amazon.com, LLC	Other Purchased Services	294.62
Amazon.com, LLC	Professional Collection	134.99
Amazon.com, LLC	Electricity	4,248.32
Ameren IP	Building Maintenance	80.00
American Pest Control	Vehicle Maintenance	32.00
Blue Beacon International, Inc.	Children's Books	1,679.36
Bound to Stay Bound Books	Miscellaneous Expenses	17.95
Campbell County Public Library	Computer Supplies	1,411.46
CDW	Adult Books	260.14
Cengage Learning	Dental Insurance	1,036.68
City of Bloomington	FICA	17,094.63
City of Bloomington	Gas & Diesel Fuel	320.59
City of Bloomington	Health Insurance-HMO	3,032.62
City of Bloomington	Health Insurance-PPO	25,187.96
City of Bloomington	IMRF	31,611.17
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,998.04
City of Bloomington	Payroll	197,640.15
City of Bloomington	Vision Insurance	227.30
City of Bloomington	Water	491.25
City of Bloomington	Library Supplies	624.53
Computype, Inc.	Janitorial Supplies	213.24
Continental Research Corp	Travel	3.92
Cope, Michelle	Vehicle Maintenance	373.76
Cummins Mid-State Power	Advertising	570.00
Cumulus Broadcasting	Printing/Binding	126.56
Custom Digital Imaging	Computer Supplies	6,455.16
Dell Marketing, L.P.	Library Supplies	543.34
Demco	Public Access Software	4,937.00
Ebsco Subscription Services	Other Purchased Services	18.50
Engraving Express		

Frontier	Telecommunications	1,526.02
Gunji, Kimoko	Other Purchased Services	150.00
Illinois Prairie Community Foundation	Membership Dues	50.00
Illinois Wesleyan University	Other Purchased Services	757.92
Ingram Library Services	Adult Books	40.47
Johnson, Doug	Other Purchased Services	120.00
Keystone US Management	Building Maintenance	294.10
Lee Enterprises - Central Illinois	Advertising	423.00
Limelight Communications, Inc.	Advertising	300.00
Lower, Mickey	Other Purchased Services	340.00
Massie, Rhonda	Advertising	336.30
Massie, Rhonda	Travel	25.40
Mid Illinois Mechanical	Building Maintenance	3,709.64
Midwest Tape	A/V Materials	46.48
Midwest Tape	Downloadable Materials	6,300.00
Miller Janitorial Supply	Janitorial Supplies	334.62
Multicultural Books & Videos	Adult Books	2,556.40
Multicultural Books & Videos	A/V Materials	533.93
Multicultural Leadership Institute, Inc.	Advertising	125.00
Neuhoff Family, Ltd.	Advertising	344.00
Northern Illinois Gas/NICOR	Natural Gas	3,149.38
Office Depot	Copier Supplies	267.85
Office Depot	Office Supplies	39.77
OverDrive, Inc.	Downloadable Materials	944.00
Pantagraph	Advertising	231.00
Penguin Random House, LLC	A/V Materials	74.24
Penworthy Company, LLC	Children's Books	1,423.28
Pilot Media, LLC	Advertising	550.00
Proquest, LLC	Downloadable Materials	340.53
Proquest, LLC	Periodicals	6,900.00
Pyne, Edward	Periodicals	24.95
Recorded Books, Inc.	A/V Materials	146.96
Richton Park Public Library District	Miscellaneous Expenses	38.00
Ricoh USA, Inc.	Rentals	1,422.28
Ron Smith Printing Co.	Printing/Binding	60.00
Rosedrew, Inc.	Library Supplies	943.92
Sanchez, Cecilia	Other Purchased Services	400.00
Stewart, James	Building Maintenance	6,744.00
Takada, Anna	Other Purchased Services	141.70
Taylor, Pamela	Other Purchased Services	100.00
Torrens, Carol	Professional Development	165.35
U S Postal Service	Postage	10,990.00
Uline Shipping Supply Specialists	Janitorial Supplies	104.40
Unique Management Services, Inc.	Other Purchased Services	295.35
VenuWorks of Bloomington, LLC	Advertising	3,000.00
Weber Electric, Inc.	Building Maintenance	2,803.00
West Publishing	Adult Books	1,452.00
VISA - 4InkJets	Computer Supplies	358.96
VISA - Amazon.com	Other Purchased Services	236.62
VISA - Baker & Taylor Books	A/V Materials	10,238.44
VISA - Baker & Taylor Books	Adult Books	19,547.05
VISA - Baker & Taylor Books	Children's Books	7,985.81

VISA - Beck's Cajun Café
 VISA - Brioche Doree
 VISA - BurgerFryPhilly
 VISA - By George
 VISA - Chili's Grill & Bar
 VISA - Dollar Tree
 VISA - Dunkin' Donuts
 VISA - Elm USA
 VISA - Famous 4th Street Cookie Company
 VISA - First Aid Supplies Online
 VISA - Five Star Water Co.
 VISA - GameStop
 VISA - GoDaddy.com
 VISA - Goose Island
 VISA - Illinois Library Association
 VISA - Illinois Tollway
 VISA - In Blubry
 VISA - Lakeshore Learning Mater
 VISA - Lowe's
 VISA - Maggianos
 VISA - McLean County Museum of History
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Michael's
 VISA - Miller's Twist
 VISA - Motion Picture Licensing Corp.
 VISA - Multicultural Leadership Program
 VISA - Neopost USA, Inc.
 VISA - NewEgg.com
 VISA - Office Depot
 VISA - O'Hare Parking, Lot G
 VISA - Paypal*Gulf Mobile & Ohio Historical Society
 VISA - Paypal*NextComesL
 VISA - Profi's Creperie
 VISA - Reggio's
 VISA - Residence Inns
 VISA - Sam's Club
 VISA - Scholastic Publishing
 VISA - Sensory Edge
 VISA - Speed Lube
 VISA - Springfield Electric
 VISA - Sprint
 VISA - Taxi Service Long Island
 VISA - Treetop Products
 VISA - United Airlines
 VISA - UPS
 VISA - USPS
 VISA - Verizon Wireless
 VISA - Walgreens
 VISA - Wal-Mart
 VISA - Wal-Mart

Professional Development	9.59
Professional Development	7.85
Professional Development	16.53
Professional Development	14.76
Professional Development	21.00
Other Purchased Services	20.00
Professional Development	6.37
Library Supplies	1,248.00
Professional Development	4.00
Employee Relations	50.58
Miscellaneous Expenses	55.55
A/V Materials	1,407.82
Office/Equipment Mtn	74.99
Professional Development	3.38
Professional Development	300.00
Professional Development	3.00
Other Purchased Services	20.00
A/V Materials	126.48
Janitorial Supplies	88.78
Professional Development	28.49
Adult Books	64.99
Library Supplies	5.34
Miscellaneous Expenses	44.72
Other Purchased Services	64.04
Library Supplies	11.96
Professional Development	4.49
Other Purchased Services	246.48
Professional Development	50.00
Rentals	23.00
Other Purchased Services	2,891.26
Office Supplies	117.24
Professional Development	50.00
Membership Dues	30.00
Children's Books	35.00
Professional Development	10.29
Professional Development	9.80
Professional Development	1,112.44
Copier Supplies	318.78
Other Purchased Services	199.51
Library Supplies	229.95
Vehicle Maintenance	37.95
Building Mtn Supplies	1,647.90
Telecommunications	567.94
Professional Development	68.44
Building Mtn Supplies	101.72
Professional Development	50.00
Postage	27.31
Postage	3.95
Telecommunications	127.00
Professional Development	5.99
Employee Relations	6.44
Janitorial Supplies	189.92

VISA - Wal-Mart	Office Supplies	3.18
VISA - Wal-Mart	Other Purchased Services	47.43
VISA - Webstaurant Store	Building Mtns Supplies	(120.50)
VISA - Windstream	Telecommunications	146.69
Total		418,942.06

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Director's Report

March 2018

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

I met with the GPPLD board to continue to discuss annexation possibilities for the small library service gap area in Downs.

I also:

- Met with Alex and Farnsworth to discuss next steps in our project
- Attended the City's annual legislative meeting
- Participated in a session gathering information for the City Manager's recruitment process
- Prepared and provided materials for the City Council's resolution in support of the Library Board's resolution to expand in our current location

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

The Normal Public Library and Bloomington Public Library released our Request for Proposals (RFP) for a new and potentially shared Integrated Library System (ILS, or catalog). We will begin reviewing proposals mid-April.

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

This month, I:

- Continued to work with Gayle to revise our personnel handbook
- Attended a Library 2.018: Design Thinking: How Librarians Are Incorporating It Into Their Practice webinar
- Attended the Monthly City Department Head training
- Attended a Central IL Directors' Meeting
- Finished a 12-week ALA e-course called Winning Support and Influencing Communities for Library Funding
- Led a Mini-Morning Session on how to calculate hours for travel and professional development events (i.e. what counts as work time)
- Met with the Union Leadership to discuss and resolve several issues
- Completed Performance Reviews with all Managers and our Administrative Secretary

Goal: Administer a cost-effective public library.

I worked with Rachel and Jesse, our eResource selectors, to discuss and refine the process for selecting eResources.

Adult Services - March, 2018
Carol Torrens, Manager

Collections

Marcie completed the Collection HQ grubby item and collection check reports for "P" Fiction authors.

Rob weeded CDs that were more than 2 years old and had fewer than 10 circulations.

Karen M. placed the annual order of replacement Pantagraph microfilm reels. Those that were damaged or badly scratched will be replaced with new copies.

Starting with a list compiled by historian John Hallwas and the Illinois State Library, Karen M. created a "Read Illinois Classics" bibliography in honor of the State's Bicentennial this year.

Marcie and part-time staff worked on a project in the Book Kit collection, a set of books where each title has multiple copies. Book clubs in the area use these. Some titles were withdrawn due to lack of recent use. Copies in poor condition were ID'd for replacement. And we added 5 new Kit titles in Large Print. These will be useful at area senior facilities as well as for general customers.

Programs

Displays in Adult Services: Irish authors and books about Ireland; National Women's History Month, getting started with computers, and graphic novels. Academy Award winners were featured in the DVD area display. In the Illinois Collection, the state's bicentennial and classic Illinois authors are featured.

Karen M. met with the Lincoln Festival committee, planning events for July's annual celebration throughout central Bloomington.

Tiffany has strategically planned to not do any teen programs at the library in May or September. Given that she makes lots of school visits in those months for Summer Reading and for Back to School, her time is limited. And previous programs in these months have not been well attended given the season.

Tiffany visited schools for book talks and promotion of library events, talking to the listed number of students.

NCHS—cancelled; BHS—canceled; EJHS—66; CJHS—24; PJHS—57; KJHS—57; BJHS (3 visits)—412

Adult/Family programs

Fiction – 1 session – 8 attended (Bloomington Reads book *Hotel on the Corner...*)

Mystery Book Club – 1 session – 6 attended

Books on Tap – 1 session – 14 attended (Bloomington Reads book *Hotel on the Corner...*)

History Reads quarterly book club – 1 session – 10 attended

Classic Movie (morning and evening showing) – 2 sessions – 9 attended

SCORE Small Business program – 1 session – 4 attended

Getting Started with Computers

Basics for the Beginner – 1 session – 4 attended

Simple Tasks – 1 session – 4 attended

Internet Searching – 1 session – 3 attended

Stay Connected – 1 session – 2 attended

Bloomington Reads

(book discussions listed above)

Kevin Hart Jazz group – 1 session – 73 attended

Brian Choban Jazz quintet – 1 session – 48 attended

Author Mark Farina, *Casey and the Flying Fortress* – 1 session – 31 attended

Jack of All Spades lunchtime card club – 1 session – 17 attended

Author William Hazelgrove on Al Capone book – 1 session – 24 attended

DIY Paint with Aleshia– 2 sessions – 18 attended

Hedda! A Musical Conversation – 1 session – 22 attended!

Teen Programs

Teen Tech Week programs and attendance are listed in the IT report

VR Showcase – 1 session – 10 attended

Training & Technology

There were 7 individual appointments with an Adult Services staffer. Topics: ebooks, using Word and Excel, and copying VHS to DVD.

Staff watched a variety of webinars, attended Mini-Morning Sessions, and/or watched recordings of MMS.

Carol attended the bi-annual Public Library Association conference in Philadelphia. It was a great conference, as always, full of new ideas and energizing interaction with librarians from across the country.

Staffing

With Mary Cruser retires as of the end of the day on Friday, April 13. She's been part of the Adult Services Department for all of her 38 years here. She started working at this library when the current building was the "new" library. We all wish her well.

A new temp shelvee, Jessalyn Ummel, starts on April 9. Currently, two other new shelvees are being trained.

Other

Some rare and fragile materials from the locked case in the Illinois Collection were selected for a digitization grant. This includes The Bloomington Library Cookbook from 1877.

Karen M. and a volunteer are researching information about orphan trains sent to Illinois from the New York Juvenile Asylum. A Wisconsin author is working on a book on this topic.

Rob met with a person thinking about pursuing a library master's degree. The customer had some questions about the profession and graduate program.

BUSINESS OFFICE - March 2018
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; reported problems staff had accessing their accounts; and cancelled cards for those staff leaving employment
- The Book Shoppe continued to be a success; they had the highest monthly total for FY 18: \$2,382!
- In Gayle's absence, I helped Johanna with part-time payrolls on 3/5 and 3/12; and with full-time payroll on 3/12
- With two new Golden Prairie officers getting appointed, I completed the updated signature pages for them and had them sign the documents
- Prepared Foundation documents for the State, secured a check for the fee, and made arrangements for Eliazar to stop in and sign the documents; then sent documents to the State
- Completed my annual Statement of Economic Interest questionnaire
- Prepared 5 expense batches in MUNIS
- Prepared 20 deposit batches in MUNIS
- Prepared 1 Journal Entry
- Entered 11 expense batches in account files
- Entered 32 deposit batches in account files
- Expenditures in March in excess of \$5,000:
 - Dell Marketing, LLP, \$6,455.16
 - J. G. Stewart, \$6,744.00
- Meetings:
 - 3/6: Met with Carol Torrens and Tiffany Lefler regarding Teen Zone and Adult games and A/V materials
 - 3/7: Met with Jeanne, Carol Torrens, and Melissa Robinson to discuss the materials budget
 - 3/8: Met with Rob Carroll to discuss procedures related to performers and contracts
 - 3/14: Met with new BPL Board member, Matt Watchinski, for BPL Financial Orientation
 - 3/22: Met with Jeanne for my performance review
 - Department Managers: 3/7, 3/14, and 3/21
- BPL Board Meeting: 3/20
- GPPLD Board Meeting: 3/21
- Bills review in March: Susan Mohr (3/5), Alicia Henry (3/12), Alicia Whitworth (3/19), and Dianne Hollister (3/26)
- Training Hours for March: .5

Children's Services - March 2018
Melissa Robinson, Manager

Programs

- Spring into the Library, Featuring The Clothespin Puppets – 100 attended
- Pet Adoption – 48 attended
- Fancy Pants Story Time – 94 attended
- Brick by Brick story time – 3 sessions – 16 attended
- Lapsit story time – 3 sessions – 13 attended
- Toddler story time – 8 sessions – 184 attended
- Preschool story time – 3 sessions – 72 attended
- Move and Learn story time – 5 sessions – 92 attended
- Tales for Tails – 4 sessions – 49 attended
- Singing, Swinging story time – 2 sessions – 39 attended
- TinkerLab – 11 attended
- Global Tales – 9 attended
- Music Makers – 71 attended
- Family Games Day – 45 attended
- Lego Construction Time – 27 attended
- 36 programs/sessions – 870 total attendance

Children's staff visited the following sites:

- Milestones Preschool – 44 attended
- Little Jewels Day Care – 102 attended
- Brigham Head Start Parent Connection meeting – 45 attended

The following groups visited us:

- Trinity Lutheran 1st grade – 54 attended
- Noah's Ark Preschool – 22 attended
- Sheridan School 2nd grade – 3 visits – 66 attended
- Irving School kindergarten – 68 attended
- Cub Scouts – 15 attended

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

- Musical Petting Zoo – April 21
- Dia de los ninos/Dia de los libros – April 28

Training

- Children's staff attended the mini morning training on travel time.

Other

- We are now offering Sensory Bags at the Children's desk. These bags were donated to us by Autism McLean and contain various items that might be helpful to a child visiting the library who has a sensory disorder, autism, or other challenges.
- We are shifting the nonfiction so that we can make more room for the graphic novels.
- The District 87 Art Fair is on display in the Children's Department. An opening night reception was held for Bent School students.

Circulation and Outreach Services - March 2018

Colleen Shaw, Manager

1) Staff, committees, and training

- Megan Cavitt has filled our last opening for the part-time Library Assistant position.
- Kyonn Keith, one of our work study students, accepted a new position outside the Library. We enjoyed having him with us!

2) Outreach news

- The bookmobile stop at Westminster on March 30 was cancelled due to complications with the generator. The library closure due to inclement weather on March 31 impacted stops at Meadows, Freedom Oil, and White Eagle.
- Deposit Collections staff delivered 799 books to 12 different sites this month. Tech Day was offered at Luther Oaks and Miller Park. The Card Game program presented at Westminster on March 30 drew 25 people!
- Home Delivery staff delivered 355 items to 39 patrons this month.
- Michelle Cope, Outreach Library Associate, coordinated with PATH, Home Sweet Home Mission, and Adult Services to work out a time for staff from these social service agencies to meet with clients in one of our study rooms. Meetings will begin at 1pm on Wednesday, April 4 and occur biweekly. Michelle and Brittany Adams promoted the Library's upcoming Dia celebration at the YMCA's Around the World event on March 10. In coordination with Children's Services, Katie Roberts and Michelle staffed an activity table at the Boys and Girls Club SMART Girls Expo on March 30.

Door Count: 28,176

Bookmobile Customers: 900

Training Hours: 23

Volunteer Hours: 12

(3/2018) Circulation and Outreach Services Statistics

Total Circ BPL	104,298
Total Circ Main	89,019
Adults	46,813
Teens	2,337
Children	39,869
Total Circ Outreach	5,786
OTR Adults	2,237
OTR Teens	112
OTR Children	3437
Total Circ eBooks	9,493
Hoopla	1,934
MyMediaMall	7,001
RBDigital (Zinio)	438
TumbleBooks	120
Borrowers Registered	379
Total Active Cardholders	35,131
Children	8,585
Teen	3,174
Adult	23,372
GPPLD	1,331
Total Holds Filled	8,157
Main Holds	6,881
Outreach Holds	1,276
Door Count	28,176

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	583
THUR	2.5	WINGOVER APTS (EVENING)	392
WED	1.25	RAINBOW AVE	205
TUE	1	PONDS APTS	195
MON	1.5	THE GROVE	164
THUR	1	WINGOVER APTS (MORNING)	157
WED	1	EAGLE CREST	157
THUR	1	WINGOVER APTS (MORNING)	153
MON	1.5	THE GROVE	150
TUE	1.25	GOLDEN EAGLE	133

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	GRANDVIEW ESTATES	0
SAT	1	MEADOWS	1
SAT	1	FOX CREEK	2
THUR	1.5	SUNNYSIDE PARK	2
FRI	1	MARKET SQUARE SHOPPING CENTER	4

Total Monthly Stops: 65 (at 47 locations)

Circulation Questions Answered: 844

Outreach Questions Answered: 90

Total Questions Answered: 934

Human Resources - March, 2018
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on Travel Hours
 - 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
 - I post in-house Job Announcements to SharePoint
- In March, there were two in-house job announcements
- I prepared a website/Facebook job announcement to solicit applicants for summer temp jobs
- In March, I provided orientation for one new CareerLink student
- I completed the annual Total Compensation Report for the City
- I serve on the negotiating team for renewal of the union contract
 - Johanna and I worked to verify retroactive pay and bonuses for eligible staff
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have ten students hired for this school year
 - Three students have resigned unexpectedly, so we are down to seven
- 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
 - I am hopeful for a timeline for new timeclocks in the next couple of months
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteer applications for Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: .25

Information Technology –March 2018

Jon Whited, Manager

Operational

The new EZ proxy server is up and running all sites are currently using the new server and all sites are accessible outside of the library. The new server allows Customer instant access to all online databases the minute they sign up for a Library card.

We replaced all ten of the Children's tablets. The older tablets had a design flaw where they would overheat and expand the screen to the point where they would shatter.

Programming

Teen Tech Week:

Monday, March 26th we had a program to 3D print Fidget spinners. We demonstrated how the 3D printer works to a group of 35 teens. The teens were then able to assemble their own fidget spinner from the parts that we had preprinted for the program. This program last 2 hours and every got an opportunity to see the 3D printer and assemble a fidget spinner.

Tuesday, March 27th we had a 3D printer project where 24 teens were able to create their own keychain or bookbag tag with their name or design on it. The teens used a 3D cad program to create their own unique keychain and then print it on the 3D printer. The program lasted 2 and a half hours and we have been printing off the teens creations and will be distributing them shortly.

Thursday, March 29th we had a PC building program for 12 teens. The current PCs in the Teen Zone are getting older so we had a program where the teens could learn how to build their own computer, and, in the process, we built the new PCs for the Teen Zone. The program lasted 2 hours and all four PCs are built and are ready to be swapped out in the Teen Zone.

Monthly Marketing Report - March 2018
Rhonda Massie, Manager

SUMMER READING

- The Summer Program Guide has been compiled and designed. It's in its final stages of proofing and will go to the printer on April 2. This guide includes approximately 210 programs and covers the months of May-August.
- Marketing designed the Summer Reading T-shirt and has worked with CM Promotions to set up an online store for sales. The store will be open from April 16-May 3 with delivery on May 24. Each shirt, regardless of size, will cost \$9.
- Anissa Ortiz, our temporary graphic designer started work on March 5.
- Marketing is actively involved with the Summer Reading Subcommittees of print materials, decorations, and sponsors.

BOOKMOBILE SCHEDULE

- The Bookmobile schedule was updated and sent to the printer. This schedule will cover the months of May-October.

PRESS

- A press release was penned in tandem with NPL to promote that Unit 5's students who live in Bloomington-Normal, and who do not already possess a public library card, will receive a student card from their home library.
 - This release yielded media coverage from *The Pantagraph*, WJBC, and WGLT.

DESIGN WORK

Print & Digital Ads

- The Normalite; print ad promoting Bloomington Reads/Jamie Ford (to run in all 8 weeklies)
- *The Pantagraph*; leaderboard ad (to appear on *The Pantagraph* website) promoting Jamie Ford's Visit
- *The Pantagraph*; gravity ad (to appear on mobile devices) promoting Jamie Ford's Visit
- Grossinger Arena (new contract)
 - Digital ad on Madison Street marquee
 - Print ad on concourse
 - Digital ad on Circle Drive marquee (at the Pepsi Ice Center entrance)

Website Highlight Box & Rotating Art

- Easter Closure
- NewsBank image for rotating bar on website

Display & Directional Signs

- New Teen Books
- New Teen Graphic Novels
- New Teen Audiobooks
- RIP Stephen Hawking; 1942-2018
- National Siblings Day
- National Autism Awareness Month
- I Read a Latte
- Gardening

New/Updated Handouts

- Illinois Classics bibliographies
- Updates to the Wireless Printing handouts

Program Publicity; Print & Digital

- Summer Program Guide
- Bookmobile Schedule
- April Calendars
- National Library Week materials for public & staff: poster, flyers, social media art, scavenger hunt map
- Bloomington Reads/Podcast interview with Jamie Ford handout
- Jazz Series
- Teen DIY: Marbled Scarfs
- Anime Movie Marathon publicity
- Hobby Expo
- Fancy Pant Story Time
- Smart Money Week Programs
- Musical Petting Zoo
- Save-the-Date Flyer for Dia

Publicity: Re-Printing

- 50 Jack of all Spades Card Club
- 25 Hoopla Handouts
- 30 Bloomington Reads handouts
- 50 Wireless Printing handouts
- 100 My Library Card handouts in Spanish

Other

- Prep for Easter Closure: paper signs, rotating bar on web, social media art, plasma slide, phones
- Designed and worked with Dean's Graphics to create a "Closed" banner which will be hung across the outdoor stairs when the library is closed but staff is in the building.
- CS endcap signs
- AS endcap signs
- Laminated sign for Spirit Nominations
- Nintendo Switch insert for a shelf label

PODCAST

- In late March, an interview with Libby Torbeck of the Challenger Learning Center was recorded and released.
- As of April 1, BPL's podcast has been downloaded 7,979 times.
- An interview with Amy Wertheim of RGW Candy was recorded on March 27.
- Upcoming Podcast Topics (tentative):
 - RGW Candy in Atlanta
 - Local Breweries and Brewers

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 38 Facebook followers for a total of 5,977;
 - the Library added 16 Instagram followers for a total of 974;
 - the Library added 18 Twitter followers for a total of 1,906;
 - 54 new cardholders opted to receive the Library's Program Guides & eBlasts via email;
- The Library has 235 current text subscribers.
- The Library's Bookmobile stops combined have 686 text subscribers.
- The Library's Books on Tap Book Club joined MeetUp.com in February. In March, the group doubled its participation to approximately 20 attendees. Meetup.com only allows an organization to have 50 interested parties with a basic subscription. We've passed that number and upgraded our subscription through July to an Unlimited Subscription for an additional \$5 per month.

NEW PROMOTION

- established a one-year advertising package with Grossinger Arena which begins on 4.1.18.
 - BPL will receive:
 - A digital ad on Madison Street marquee
 - A backlit print ad on concourse – Front St/Section 111
 - A digital ad on the Circle Drive marquee (Pepsi Ice Center entrance)
- established a nine-month advertising package with WHOI (TV) to begin in late April
 - BPL will receive (8) 15-second commercials per month (72 spots total) during the 5pm and 10pm local news
- established an advertising package with WEEK (TV) to begin on 4.16.18
 - BPL will receive (104) 15-second commercials during 62 Cubs games and 42 Sox games through Sep 28.
- established a new advertising package with WGLT (radio) to run from 5.1.18-4.30.19.
 - BPL will receive three commercial spots weekly with content changing weekly. These spots will run (2) each Friday, and (1) during the show *Wait Wait Don't Tell Me* each Saturday morning. BPL will also receive (2) WGLT web ads with 10,000 impressions each to be used at the Library's discretion.
 - Of note: The GROW sponsorship which the Library held in 2017 changed for 2018. Its new cost was more than \$7,000, which is more than double what we paid for it in 2017.

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On March 1, an eBlast promoting the online resource BookFlix was delivered to 23,431 cardholders. These eBlasts are now also being distributed via Facebook and Twitter.
- sponsors WGLT's Grow program and podcast. Through April 24, 2018, we will receive two on-air 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 change weekly and promote upcoming library programs. We also receive an ad at the beginning of WGLT's Grow podcast. For this spot, we promote the Library's podcast.
- has a one-year advertising package with *The Pantagraph* which began on 2.17.18.
BPL receives:

Support Services – March 2018
Caprice Prochnow – Manager

- Meetings:
 - Department Managers – March 7, 14, 21
 - MMS on Travel Reimbursement – March 2
 - Custodial Team meeting – March 12
 - BPL Board meeting – March 20
 - Safety Committee – March 22
- Custodial staff –
 - Replaced or added door stops to a number of doors.
 - Installed new signage in Children's shelving endcaps.
 - Replaced the water filter in the refrigerator.
 - Did a great job in managing the snow on March 24 and 25. The tractor was trapped in the garage since the door was out of commission. They were able to get the spreader and snow blower out of the garage and did their best to make the sidewalks and lot safe for customers and staff.
 - Vacuumed all of the stacks in both Adult Services and Children's.
 - Cleaned and disinfected all of the public restroom partitions.
 - Installed two replacement jumbo toilet paper dispensers.
- The Safety Committee met on March 22 and continued work on updating the Disaster Preparedness Plan. Clara Jones and Suzie Jones completed the restocking of the first aid packs. Along with this, batteries were replaced in flashlights, and additional flashlights or lanterns were added in departments.
- Caprice has been working with Colleen on finding the right type of window film for the Circulation windows that look out to the desk. The objective is to take away the "fishbowl" effect, but still have a line of sight out to the desk. Rhonda asked Rob from Dean's Graphics to help us with this, and he has been offering various solutions.
- Tom Drewry, Jon Whited and I met with Andy Cooper from MIDCO to discuss the quotes for the panic button system and additional cameras for the Library. MIDCO conducted a wireless site survey on March 20 to ensure that a wireless pendant transmitter would work in the building.
- Caprice has started the process of obtaining quotes for the re-striping of the parking lot. The plan is to angle the spaces, move the center parking about 5' south, and add asphalt speed bumps.
- Caprice submitted a special event application for the Summer Reading Kick-Off party for use of the south side parking spaces on Olive Street.
- The oil was changed, and the tires were rotated on the van.
- Caprice is getting quotes for removing the fireplace that has not been used for several years, since it is so inefficient. By removing this, it will allow for more seating in this area.
- Additional plastic arrow signs were ordered as several of the metal arrow signs had broken. Since these signs did not last a year, we are seeking a refund from the vendor.
- Caprice's Statement of Economic Interest was filled out and submitted to the County Clerk.
- Caprice completed all the performance reviews for Support Services staff.

- Mid-Illinois Mechanical replaced the supply fan on the roof top air handler. A flush of the humidifier was done, and one of two ignition kits were replaced. The second ignition kit along with a control board will be installed in April.
- Weber Electric replaced failed emergency lights and added emergency lights in areas that had insufficient emergency lighting. Fluorescent fixtures were repaired in the high ceiling of Adult Services.
- Kone Elevator conducted the monthly PM on the elevator.
- A-1 Haney Plumbing repaired or replaced faucets in custodial closets and Tool Room. Installed water meters for monitoring water add/loss in closed loop system to ensure that proper amount of chemical is still in system.
- Automatic Fire Sprinkler replaced about half of the failed sprinkler heads that are located under the overhang and at exterior entrances. The remaining heads will be installed in April.
- On March 20, Childer's Door Service determined that an overhead spring was broken on the garage door. Since the spring had to be ordered, they manually raised the door so that the van could be removed. The new spring was installed on March 26. No Outreach Services had to be cancelled!
- F & W Landscaping will be maintaining our landscaping again this season, starting in April.

Training: .50

Technical Services – March 2018
Allison Schmid, Manager

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

- All the 2019 children's and teen nominee lists have been released and the copies in our collection have been labeled. This includes Monarch, Bluestem, Rebecca Caudill, and Abraham Lincoln. Many new copies have been ordered and processed, and there are many more to come in April.
 - Remember: when searching for a current nominee title, you'll do a keyword general search for the award + year, for example - "Rebecca Caudill 2019" and everything we have in our collection for that year will come up.
- Allison planned and worked 2 programs, the first Jazz concert "Kevin Hart and the Vibe Tribe" and the author visit Mark Farina who wrote "Casey and the Flying Fortress."
- Margaret processed and added 10 copies of 10 titles of Large Print book club kits.

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

- Kelly Scheffert started late last month and we are so happy to have her on board! Please direct any questions you have about newspapers, ordering materials, and discards her way.
- Rhonda and Allison met with Anissa to detail her responsibilities in the upcoming months.
- 2 TS staff attended the MMS on travel hours.
- Allison met with Jesse about STEAM kits to finalize some processing details.
- Training hours – 1

GOAL – To work effectively through the use of technology

- Our catalog was no longer connecting to B&T 360. We contacted B&T to have the connection reestablished. This way, staff can click on "Product Lookup: ISBN" and it will take you to our online catalog record.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 8

March 2018

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	1211	1270
Adult Nonfiction	301	645
Juvenile Fiction	665	509
Juvenile Nonfiction	46	255
Adult CDs	159	42
Juvenile CDs	0	0
Adult DVDs	378	467
Juvenile DVDs	44	189
Adult Audio	45	1
Juvenile Audio	16	8
Adult Computer Games	32	4
Juvenile Computer Games	4	11
Total Adds/Withdraws	2901	3401

Total Items in Main	304998
Total Items in OTR	10661
Total Items in Library	315659

**BLOOMINGTON PUBLIC LIBRARY
FY 2017-2018 FISCAL REPORT**

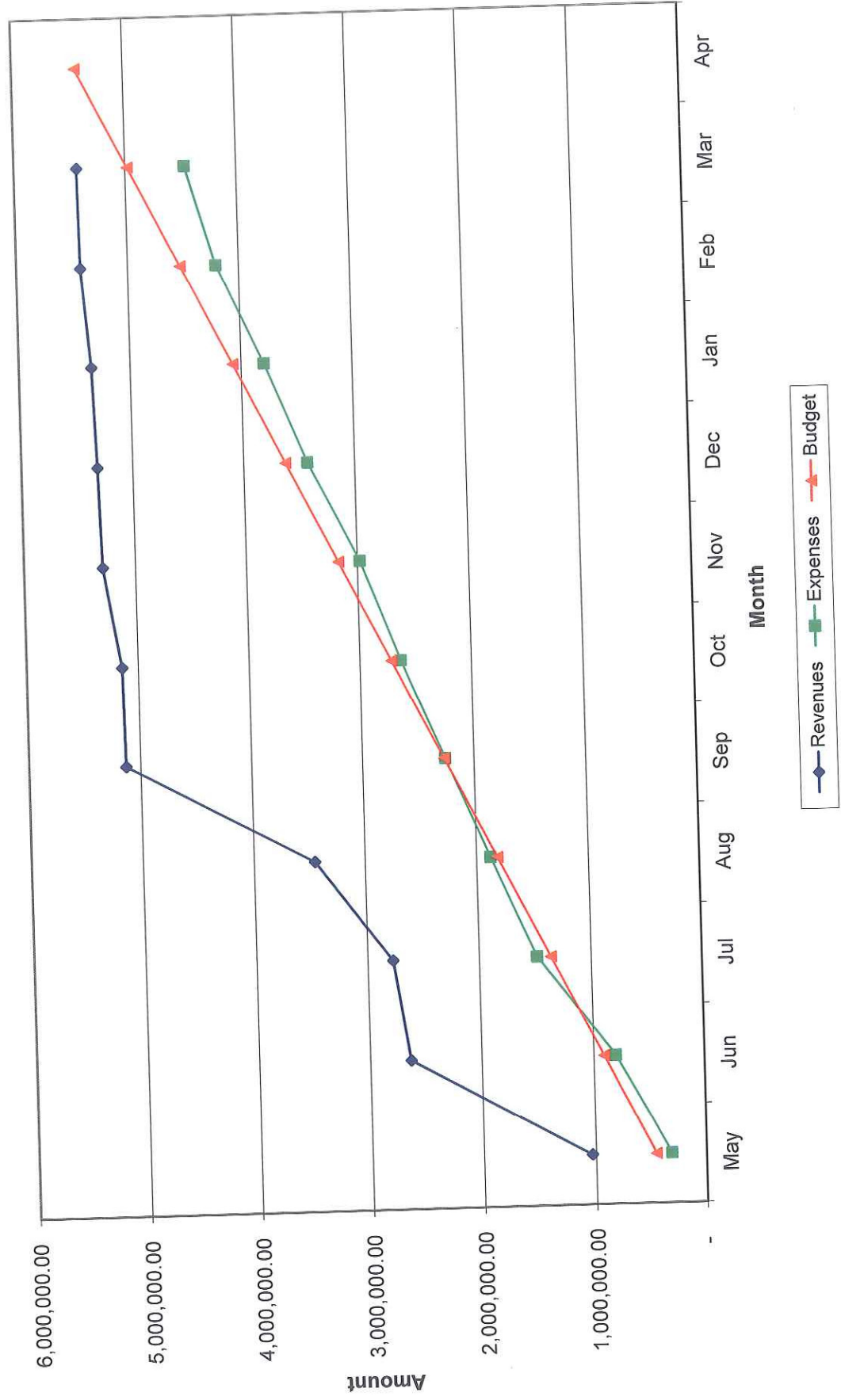
REVENUES:

ACCT NAME	BUDGET	MAR 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	0.00	4,679,452.84	(3,658.16)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	59,483.07	483.07	100.8
GPPLD	400,000	0.00	388,023.29	(11,976.71)	97.0
Fees & Rentals	85,000	7,032.38	62,128.06	(22,871.94)	73.1
Copies	3,500	381.90	3,197.75	(302.25)	91.4
Interest on Investments	5,000	4,708.66	37,762.19	32,762.19	755.2
Interest From Taxes	0	0.00	31.22	31.22	-----
Sale of Property	1,000	0.00	3.75	(996.25)	0.4
Donations	27,150	0.00	35,354.50	8,204.50	130.2
Cash Over/Short	0	(8.55)	(27.52)	(27.52)	-----
Other	41,200	4,139.69	42,594.76	1,394.76	103.4
Total Revenues	5,435,361	16,254.08	5,438,403.91	3,042.91	100.1

ACCT NAME	BUDGET	MAR 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	159,788.46	1,738,276.82	(401,618.18)	81.2
Part-Time Salaries	435,888	30,624.19	345,402.25	(90,485.75)	79.2
Seasonal Salaries	62,005	707.09	43,213.96	(18,791.04)	69.7
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	191,119.74	2,126,893.03	(511,994.97)	80.6
Dental Insurance	13,122	1,036.68	12,463.25	(658.75)	95.0
Vision Insurance	2,155	227.30	2,402.95	247.95	111.5
Health Insurance, BC/BS PPO	236,544	25,187.96	277,070.04	40,526.04	117.1
Health Insurance, OSF HMO	84,996	3,032.62	49,425.62	(35,570.38)	58.2
Life Insurance	3,100	252.00	2,843.22	(256.78)	91.7
IMRF	318,417	31,611.71	251,048.26	(67,368.74)	78.8
FICA	170,762	17,094.63	135,161.19	(35,600.81)	79.2
Medicare	38,248	3,998.04	31,610.29	(6,637.71)	82.6
Worker's Comp	17,075	0.00	7,243.00	(9,832.00)	42.4
Uniforms	700	0.00	342.77	(357.23)	49.0
Tuition Reimbursement	20,000	0.00	17,516.00	(2,484.00)	87.6
Other Benefits	20,000	6,520.41	27,782.13	7,782.13	138.9
Total Benefits	925,119	88,961.35	814,908.72	(110,210.28)	88.1
Rentals	30,000	1,956.39	17,671.31	(12,328.69)	58.9
Total Rentals	30,000	1,956.39	17,671.31	(12,328.69)	58.9
Building Mtn	123,600	16,190.70	78,104.58	(45,495.42)	63.2
Vehicle Mtn	5,500	411.71	7,205.89	1,705.89	131.0
Office & Computer Mtn	169,950	387.70	125,120.71	(44,829.29)	73.6
Total Repair/Mtn	299,050	16,990.11	210,431.18	(88,618.82)	70.4

ACCT NAME	BUDGET	MAR 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	2,638.80	24,395.36	(8,604.64)	73.9
Printing/Binding	19,570	60.00	8,133.91	(11,436.09)	41.6
Travel	1,000	3.92	602.26	(397.74)	60.2
Membership Dues	5,150	80.00	4,217.46	(932.54)	81.9
Professional Development	14,000	1,941.77	11,540.51	(2,459.49)	82.4
Other Purchased Services	130,000	8,783.80	91,113.71	(38,886.29)	70.1
Property Insurance	25,000	0.00	14,416.00	(10,584.00)	57.7
Vehicle Insurance	4,200	0.00	3,000.00	(1,200.00)	71.4
Other Insurance	5,700	0.00	5,000.00	(700.00)	87.7
Total Purchased Services	237,620	13,508.29	162,419.21	(75,200.79)	68.4
Office Supplies	15,000	377.80	8,003.65	(6,996.35)	53.4
Computer Supplies	82,400	7,464.29	78,274.63	(4,125.37)	95.0
Copier Supplies	3,500	654.32	3,848.00	348.00	109.9
Postage	12,360	5,021.26	5,598.97	(6,761.03)	45.3
Library Supplies	77,250	9,594.21	59,171.15	(18,078.85)	76.6
Janitorial Supplies	16,480	1,231.33	10,596.38	(5,883.62)	64.3
Gas & Diesel Fuel	4,500	320.59	2,417.91	(2,082.09)	53.7
Building Mtnc & Repair Supplies	10,300	2,465.32	17,804.48	7,504.48	172.9
Total Supplies	221,790	27,129.12	185,715.17	(36,074.83)	83.7
Natural Gas	25,000	3,149.38	14,589.57	(10,410.43)	58.4
Electricity	89,000	4,248.32	70,770.54	(18,229.46)	79.5
Water	8,500	491.25	6,531.26	(1,968.74)	76.8
Telecommunications	35,000	3,895.00	31,331.80	(3,668.20)	89.5
Total Utilities	157,500	11,783.95	123,223.17	(34,276.83)	78.2
Professional Collection	1,000	134.99	1,069.34	69.34	106.9
Total Prof Collection	1,000	134.99	1,069.34	69.34	106.9
Periodicals	38,000	3,496.93	34,960.76	(3,039.24)	92.0
Adult Books	162,000	18,041.30	146,927.67	(15,072.33)	90.7
Children's Books	130,000	9,483.87	108,420.90	(21,579.10)	83.4
A/V Materials	147,000	15,692.81	127,706.33	(19,293.67)	86.9
Public Access Software	148,000	6,458.00	126,537.54	(21,462.46)	85.5
Downloadable Materials	70,000	20,065.93	60,585.09	(9,414.91)	86.6
Total Materials	695,000	73,238.84	605,138.29	(89,861.71)	87.1
Employee Relations	6,180	93.49	1,846.85	(4,333.15)	29.9
Miscellaneous Expenses	9,270	491.65	6,184.01	(3,085.99)	66.7
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	585.14	221,974.86	(7,419.14)	96.8
Total Expenses	5,435,361	425,407.92	4,469,444.28	(965,916.72)	82.2

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.6% to 96.6% is acceptable)
March 2018

Property Tax (99.9%): The Library has received all Property Tax distributions this fiscal year; we were \$3,658.16 below the projection; this is the closest we've come to the projected amount since FY 16, when Property Tax was only \$1,945.05 short of the projected amount.

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

State Grants (100.8%): The Per Capita Grant arrived in January.

GPPLD (Golden Prairie Public Library District) (97.0%): The Library has received all distributions from Golden Prairie this fiscal year.

Fees & Rentals (73.1%): This is under the projected amount.

Interest on Investments (755.2%): The Library projected a low amount for Interest.

Sale of Property (0.4%): The Library sold an old garage sale item.

Donations (130.2%): This is over because of an additional donation the Foundation gave the Library for last year's Summer Reading Program.

Other Revenue (103.4%): This is over the projected amount due to the success of the Book Shoppe.

Full-Time Salaries (81.2%): This will be under-spent until the retro and bonuses are paid to employees.

Part-Time Salaries (79.2%): This will be under-spent until the retro and bonuses are paid to employees.

Seasonal Salaries (69.7%): This is under-spent due to a vacancy in the Seasonal Shelver position.

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

Vision Insurance (111.5%): This is over-spent due to more staff enrolling in this insurance program than anticipated.

Health Insurance BC/BS PPO (117.1%): This is over-spent due to more staff choosing this option for their health insurance.

Health Insurance HMO (58.2%): This is under-spent due to fewer staff choosing this option for their health insurance.

IMRF (78.8%): This line item will be under-spent until the retro and bonuses are paid to employees.

FICA (79.2%): This line item will be under-spent until the retro and bonuses are paid to employees.

Medicare (82.6%): This line item will be under-spent until the retro and bonuses are paid to employees.

Worker's Compensation (42.4%): The annual premium for 2018 was paid in February.

Uniforms (49.0%): Charges have been minimal.

Other Benefits (138.9%): Accrued vacation time has been paid to employees who left employment, along with IMRF Buy Back for one employee who has announced her retirement.

Rentals (58.9%): Charges have been minimal.

Building Maintenance (63.2%): Charges have been minimal.
Vehicle Maintenance (131.0%): This is over-spent due to some bookmobile repairs that were not covered under warranty.
Office/Equipment Maintenance (73.6%): Charges have been minimal.
Advertising (73.9%): Charges have been minimal.
Printing/Binding (41.6%): Charges have been minimal.
Travel (60.2%): Charges have been minimal.
Membership Dues (81.9%): Charges have been minimal.
Professional Development (82.4%): Charges have been minimal.
Other Purchased Services (70.1%): Charges have been minimal.
Property Insurance (57.7%): The annual premium for 2018 was paid in February.
Vehicle Insurance (71.4%): The annual premium for 2018 was paid in February.
Office Supplies (53.4%): Charges have been minimal.
Copier Supplies (109.9%): This line item is over-spent due to a recent purchase of copy paper.
Postage (45.3%): Charges have been minimal.
Library Supplies (76.6%): Charges have been minimal.
Janitorial Supplies (64.3%): Charges have been minimal.
Gas & Diesel Fuel (53.7%): Charges have been minimal.
Building Maintenance Supplies (172.9%): This line item is over-spent due to the purchase of a supply of fluorescent light bulbs and ballasts to be installed.
Natural Gas (58.4%): Charges have been minimal.
Electricity (79.5%): Charges have been minimal.
Water (76.8%): Charges have been minimal.
Professional Collection (106.9%): This line item is over-spent due to charging a portion of the annual Ebsco subscription payment for professional journals.
Children's Books (83.4%): Charges have been minimal; however, this does not reflect what has been ordered.
Public Access Materials (85.5%): This is under-spent due to the elimination of some databases.
Employee Relations (29.9%): Charges have been minimal.
Miscellaneous Expenses (66.7%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,230.00
BPL Foundation (former Friends) for SRP:	14,460.44
BPL Foundation, additional for 2017 SRP:	15,189.59
Geneta Miles, Miscellaneous Donation:	1,000.00
State Farm Good Neighbor Grant:	500.00
State Farm: Rubix Cube Program:	250.00
Michael Lockett, Donation for Refreshments at Author Fair	75.00

Memorial Donations:	65.00
Miscellaneous Donations:	575.00
Fountain Receipts:	9.47
Total Donations:	\$ 35,354.50

The Other Revenue line item breaks out as follows:

Blankets:	\$ 15.00
Book Pick-Up:	1,352.16
Book Shoppe:	22,838.45
Ear Buds:	451.50
Eclipse Glasses:	339.25
Flashdrives:	273.00
Hot Beverage Service:	684.00
Meeting Room Fees:	877.50
Print Station:	12,224.35
Reusable Bags:	517.50
Slingback Packs:	376.00
Test Proctoring:	950.00
Totebags:	696.00
Tumblers:	140.00
Umbrellas:	35.00
Miscellaneous:	825.05

Total Other Revenue:	\$42,594.76
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During March, 11 batches containing 66 invoices were processed, totaling \$99,886.42 and 172 credit card charges were made totaling \$50,304.70.

As of March 31, the Library's Maintenance & Operating Fund Balance is \$2,924,093.03 which is 53.8% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 3/31/18:

Operating:	\$ 2,924,093.03
Capital:	\$ 2,637,701.73
Fixed Assets:	\$ 1,139,809.08

Bloomington Public Library
Monthly Statistics - March 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	46,813	502,619	50,191	558,444
Teens	2,337	26,883	2,892	39,861
Children	39,869	441,790	42,919	490,901
OTR Adults	2,237	23,645	2,423	25,687
OTR Teens	112	1,355	146	1,705
OTR Children	3,437	38,656	4,302	45,529
e-Books - Overdrive	7,001	64,073	6,178	53,814
Hoopla downloads	1,934	13,248	767	n/a
Zinio Magazines	438	4,112	383	3,790
Tumblebooks	120	1,116	43	898
TOTAL CIRCULATION				
Adults	49,050	526,264	52,614	584,131
Teens	2,449	28,238	3,038	41,566
Children	43,306	480,446	47,221	536,430
Digital Downloads	9,493	82,549	7,371	58,502
Combined Total	104,298	1,117,497	110,244	1,220,629
ITEMS IN THE COLLECTION				
Main	304,998	304,998	306,436	306,436
OTR	10,661	10,661	11,417	11,417
TOTAL	315,659	315,659	317,853	317,853
HOLDS FILLED	8,157	83,270	8,664	88,911
INTERLIBRARY LOAN				
Borrowing Requests Received	516	5,361	652	5,996
Outgoing Loans (Lending)	217	2,650	319	3,055
CARDHOLDERS				
Added	379	3,920	343	4,345
TOTAL ACTIVE CARDS				
Adults	46,813	46,813	25,354	25,354
Teens	2,337	2,337	2,961	2,961
Children	39,869	39,869	7,048	7,048
Combined Total	89,019	89,019	35,363	35,363
REFERENCE QUESTIONS				
Adults	2,355	24,176	2,673	26,535
Teens	132	1,554	114	1,378
Children	817	8,299	702	7,870
OTR	90	933	121	1,312
Circulation	844	8,422	599	8,117
TOTAL	4,238	43,384	4,209	45,212
PROGRAMS & OUTREACH				
Adult	19	148	19	195
Teens	1	41	4	44

Bloomington Public Library
Monthly Statistics - March 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
Childrens	36	266	33	254
Community Group in Library	6	68	3	72
Staff Visit to Community Group	10	130	6	111
TOTAL	72	653	65	676
PROGRAM & OUTREACH ATTENDANCE				
Adult	297	2,799	227	2,597
Teen	72	961	43	399
Childrens	870	10,450	1,223	9,737
Community Group in Library	231	1,718	n/a	n/a
Staff Visit to Community Group	603	15,846	n/a	n/a
1-on-1 with Staff	7	94	n/a	n/a
TOTAL	2,080	31,868	1,493	12,733
COMPUTER USE				
Public computer uses	4,371	45,624	4,329	47,667
Website database/catalog hits	41,440	315,101	25,303	273,456
Online Resource (Database) uses	11,449	71,001	5,495	54,343
TOTAL	57,260	431,726	35,127	375,466
MEETING ROOM USAGE				
Study Room	89	956	59	652
Digital Media Lab	12	108	16	111
Community Room	58	468	55	486
TOTAL	159	1,532	130	1,249
CUSTOMER VISITS				
Main	28,176	299,845	n/a due to gate malfunctions	
Bookmobile	900	11,537	1,072	12,015
TOTAL	29,076	311,382	n/a due to gate malfunctions	

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 21, 2018
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 Peterson called the meeting to order at 5:02 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Lynn Gray, Stephen Peterson, Patti Salch, Jodi Sherman

MEMBERS ABSENT: Ruth Novosad

OTHERS PRESENT: Carol Carey-Odekirk, Jeanne Hamilton, Kathy Jeakins, Laurie Nippe, Colleen Shaw, Stephanie Walden
- III. Introductions
President Peterson introduced Stephanie Walden and Laurie Nippe, who are both interested in potentially joining the Board. Stephanie Walden shared that she has a homeschool family and her husband is the Mayor of Arrowsmith. Laurie Nippe shared that she lives in Deer Ridge on the west side of Bloomington and is retired from State Farm.
President Peterson also introduced Colleen Shaw, the new Circulation and Outreach Manager at Bloomington Public Library.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson shared that he and Patti Salch attended the Central Illinois ILA Legislative Breakfast. They sat at a table with Representative Keith Sommer. Most of the state legislators that represent our area were there or sent legislative aides. The legislators' comments were generally in support of libraries. ILA provided an agenda/legislative card and President Peterson passed it around. The event was mostly a Q & A and Meet & Greet. President Peterson shared that he asked why the legislators would do a property tax freeze when the state does not receive property taxes at the event. Patti Salch added that she liked the ILA lobbyist. He talked about several different bills that ILA is interested in. Patti mailed a map of GPPLD to Keith Sommer as a follow up. She was impressed that Dan Brady and Keith Sommer answered most of the questions that were asked at the event.
President Peterson reported on the BPL Board meeting that he attended last night. At the meeting, the Multicultural Leadership Program presented on the library door-to-door campaign completed in October. The most significant portion of the meeting was that the BPL Board unanimously approved a resolution to focus expansion efforts on this site. They also approved a Farnsworth contract to do some additional work at this location.
President Peterson congratulated Jodi Sherman on her retirement from State Farm.

VI. Approval of Minutes

A. January 17, 2018

JODI SHERMAN MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 17, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Hamilton shared that an interlibrary committee has been formed between Bloomington Public Library and Normal Public Library staff. This committee hopes to increase the coordination of efforts between the two libraries. Bloomington Public Library staff also had an active shooter training in January.

B. Outreach Report

Colleen Shaw, new Circulation and Outreach Manager, pointed out GPPLD statistics in the outreach report. She also shared that there was some recent bad weather that resulted in cancelled bookmobile stops but none of the GPPLD stops were cancelled. The Board shared that they are impressed by the home delivery services we have provided.

The Board asked Colleen if she had any ideas to improve cardholder numbers?

Colleen shared that we see a lot of card signups at bookmobile stops and we have recently discussed sending a mailing to areas near bookmobile stops that have seen a decrease in circulation and/or visitor count. She also noted that winter months sometimes make it hard to come in to renew a card.

The Board suggested we put promotional material at the school that serves the area near the low trafficked Meadows stop, potentially Cedar Ridge.

Staff shared that we just finished creating the student cards for Unit 5 and Cedar Ridge would be included in that.

"Pop-up programs," especially during summer, at bookmobile stops were also suggested.

C. Financial Report

Kathy Jeakins shared that the fiscal report incorrectly had 12/31/17 listed in several places. That should be through 1/31/18 instead. All figures are correct. Kathy also shared that GPPLD received its Per Capita Grant funds.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Ary Anderson reported that Ruth has been corresponding with the GPPLD lawyer on this matter. Ary will be scheduling an appointment with Director Hamilton and will report more in March.

IX. New Business

A. Approve Rollover of CD

The Board discussed whether they should investigate moving the CD to a national bank that has higher rates. They decided to stay with the local bank for now and to investigate when the next renewal is up.

Patti Salch stated that we are not here to grow money. We should be ready to support BPL. The rest of the Board agreed but with no capital project ready right now, it makes sense to invest wisely.

PATTI SALCH MOVED, LYNN GRAY SECONDED, TO APPROVE ROLLING OVER CD #XXXX6181 FOR 24 MONTHS AT A RATE OF 1.50% EFFECTIVE FEBRUARY 22, 2018 AND ADDING \$13,960.22 TO CD #XXXX6181.

AYES: ARY ANDERSON, LYNN GRAY, STEPHEN
PETERSON, PATTI SALCH, AND JODI
SHERMAN

NAYES: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY.

- B. Approve Cost of Completion of FY 17 Comprehensive Annual Financial Report
The audit was budgeted for \$1,500. Since the amount exceeds the budgeted amount,
the Board has to approve the payment. The last audit increase was six years ago.

PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO APPROVE THE COST
OF COMPLETION OF THE FY 17 COMPREHENSIVE ANNUAL FINANCIAL
REPORT IN THE AMOUNT OF \$1,600.00.

AYES: ARY ANDERSON, LYNN GRAY, STEPHEN
PETERSON, PATTI SALCH, AND JODI
SHERMAN

NAYES: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY.

- C. Approve Cost of Legal Services, 1/18-19/18

This invoice covers the expenses accrued through discussions with the GPPLD
attorney about the gap area. This invoice causes the expenses to exceed the
budgeted amount by \$55, so the Board must approve the expense.

LYNN GRAY MOVED, PATTI SALCH SECONDED, TO APPROVE THE COST OF
LEGAL SERVICES IN THE AMOUNT \$360.00.

AYES: ARY ANDERSON, LYNN GRAY, STEPHEN PETERSON,
PATTI SALCH, AND JODI SHERMAN

NAYES: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY.

- D. Approve Appointment of Vice President to Fill the Unexpired Term

With Tim Ervin's recent resignation, the Vice President seat is vacant. President
Peterson suggested that Jodi Sherman or Ruth Novosad were the primary
candidates for the role because of their longevity on the Board and they have not
served as VP or President. Jodi mentioned that she is currently Secretary/Treasurer.
Patti Salch thinks anyone could fill the role, regardless of longevity. It was decided
that this discussion should be moved to next month's meeting when Ruth Novosad
returns.

- E. Approve Appointment of FOIA Officer

With Tim Ervin's recent resignation, one of the FOIA Officer roles is vacant. Director
Peterson is currently the other FOIA Officer. President Peterson shared that it is a
fairly easy commitment. There was discussion about potentially having Director

Hamilton as a FOIA Officer for GPPLD. The Board decided to table the appointment until next month.

F. Discuss Finding New Trustee to Fill Unexpired Term

President Peterson told visitors that they had attended a fairly typical board meeting, usually completed in about an hour. There are some special projects that come up from time to time, but generally, serving on the Board is not a large time commitment and decisions are usually unanimous. There was brief discussion on the appointment and the election processes.

X. Comments from Board Trustees

Patti Salch pointed out that on March 21, GPPLD is sponsoring the BPL Jazz concert. She mentioned that Board members could go to the concert together after the meeting. The concert is part of Bloomington Reads, which is centered around the book *Hotel on the Corner of Bitter and Sweet*.

XI. Adjournment

PATTI SALCH MOVED, ARY ANDERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:06 p.m.

Incident Report Summary for March 2018

2018-03-31 23:59:00

2018-03-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
3763	2018-03-02 10:58:25	StolenDamagedLibraryMaterial
3764	2018-03-08 19:34:22	CustomerSuspensionViolation
3765	2018-03-10 15:18:24	CustomerComplaint
3766	2018-03-12 16:54:10	InappropriateBehavior
3767	2018-03-14 13:09:25	InappropriateBehavior
3768	2018-03-14 14:58:41	InappropriateBehavior
3769	2018-03-14 16:47:25	UnattendedChild
3770	2018-03-20 12:42:15	StolenDamagedLibraryMaterial
3771	2018-03-21 19:36:14	InappropriateBehavior
3772	2018-03-21 21:07:31	StolenDamagedLibraryMaterial
3773	2018-03-22 11:25:58	StolenDamagedLibraryMaterial
3774	2018-03-22 13:02:23	StolenDamagedLibraryMaterial
3775	2018-03-26 11:32:50	AlcoholDrugs

SleepingIncident

2018-03-29 12:25:33

3776

Suspension Report Summary for March 2018

2018-03-31 09:46:07am
 2018-03-01 09:46:07am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
136	2018-03-12 00:00:00	InappropriateBehavior
137	2018-03-12 00:00:00	InappropriateBehavior
138	2018-03-14 00:00:00	InappropriateBehavior
139	2018-03-14 00:00:00	InappropriateBehavior
141	2018-03-22 00:00:00	StolenDamagedLibraryMaterial
142	2018-03-26 00:00:00	AlcoholDrugs

Purchasing Policy

Approved 04/18/17

These purchasing policies are to be followed in the purchasing of materials, supplies, construction, and services for Bloomington Public Library.

Purchases of the Bloomington Public Library are governed by the State of Illinois statutes. Further, it is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder or supplier considering conformity with specifications, terms of delivery, quality, and serviceability.

The Library, like the City of Bloomington, is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, and/or physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices.

All employees shall be responsible for adherence to these purchasing policies and to the National Institute of Government Purchasing Code of Ethics.

All purchases of goods and services should be made within the parameters of the approved working budget and shall be approved by the Library Board of Trustees in the form of a monthly bills list.

PROCEDURES

For Purchase Amounts of:	Description of Purchase:	Proper Procedure to make the purchase:
<u>Up to \$4,999.99</u>	<u>eResources (typically purchased from the Public Access Software budget line)</u>	<u>Complete the EResource Evaluation Form and Column 1 of the Resources Comparison Form (i.e. evaluation of only one source is required).</u>
Up to \$4,999.99 <u>(continued)</u>	Any <u>purchase not described above</u>	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances.
\$5,000 - \$9,999.99	• Travel advances • Employee reimbursements • Utilities • Postage • Advertising, as mandated • Employment related memberships & dues • Insurance premiums	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances. These purchases shall be highlighted in Business

	• Temporary employment services • Artist fees • Payments to instructors and other independent contractors • Resale or concessions	Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	• Construction/building repairs • Professional services, such as architectural & engineering, land surveying consulting, etc. • Annual Building Maintenance Contracts, e.g., elevator, HVAC, etc. • Software licensing and maintenance contracts	Requires a signed purchasing memo and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	Any purchase, <u>excluding eResources</u> , with three quotes not described above	Requires a quote comparison form and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	Any purchase, <u>excluding eResources</u> , without three quotes not described above	Requires a written memo, the Library Director's approval, and the Library Board of Trustees' approval.
<u>\$5,000 - \$24,999.99</u>	<u>Any eResources (typically purchased from the Public Access Software budget line) with three quotes</u>	<u>Complete the EResource Evaluation Form and the Resources Comparison Form (i.e. evaluation of at least three sources is required).</u> <u>Purchases over \$5,000 in this category shall be highlighted in Business Manager's monthly board report.</u>
<u>\$5,000 - \$24,999.99</u>	<u>Any eResources (typically purchased from the Public Access Software budget line) with one of the following documented exemptions:</u> • <u>Sole Source*</u>	<u>Complete the EResource Evaluation Form, Column 1 of the Resources Comparison Form, and attach documentation of the exemption.</u>

	Limited Source* <u>Per State/Federal Statute*</u>	<u>Purchases over \$5,000 in this category shall be highlighted in Business Manager's monthly board report.</u>
\$10,000 - \$ 1924 ,999.99	Any purchase procured through a joint/co-op purchase agreement	Requires a written memo, the Library Director's approval, and the Library Board of Trustees' approval.
\$10,000 - \$ 1924 ,999.99 (continued)	Any purchase with three quotes not described above	Requires a written memo, the Library Director's approval, and the Library Board of Trustees' approval.
\$10,000 - \$ 1924 ,999.99 (continued)	Any purchase without three quotes, not described above, and with one of the following exemptions: - Sole Source* - Limited Source*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Library Board of Trustees' approval.
\$ 250 ,000.00+	Any purchase with one of the following documented exemptions: - Sole Source* - Limited Source* - Per State/Federal Statute*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Library Board of Trustees' approval.
\$ 250 ,000.00+	Any other purchase	Requires a competitive bid.
Any	Any purchase during emergencies involving public health or safety	The Director is authorized to waive the requirements of the purchasing policies, including the bid process, without the prior approval of the Board of Trustees.
<u>Any</u>	<u>Multi-year agreements</u>	<u>For the first year of the agreement, follows the appropriate purchasing policy guidelines listed above. The Director is authorized to approve the subsequent payments for the remainder of the agreement period.</u>

Once the proper procedure to make a purchase has been completed, staff making the purchase recommendation may work with the vendor to finalize the purchase and sign any applicable vendor contracts.

*Explanations of exemptions:

- Sole Source: Only one sole vendor exists. If there is truly one vendor, then the transaction being considered is non-biddable and a bid exemption can be granted. This rarely occurs. A signed quote from the vendor must be obtained.
- Limited Source: A much more common exemption may be granted if a good or service provided by a specialized supplier meets or exceeds the Library's specifications, or for improved public service or 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.
 - A good example: The Library uses Dell computers and Microsoft software products and licensing and has invested years of money and training into these purchases. Therefore creating a limited source for operational reasons.
- Per State/Federal Statute: Explicit Bid Exemptions exist within the law for legal and employment related services (testing, occupational, employment contracts), collection agencies, employment related trade and professional organizations, and lobbying groups.

PROCUREMENT CARDS (P CARDS)

Procurement cards (P cards) are essentially credit cards and are issued to employees who are responsible for making purchases or paying bills on behalf of the Library.

- Library P card holders will follow the City policies and guidelines for P cards unless specified otherwise in this policy.
- The purchasing procedures listed above also apply to any purchase made with a P card.
- P cards are not to be used for personal purchases under any circumstances.
- ~~P cards are not to be used for purchases/payments if the vendor attaches a processing fee or if by using the P card, the Library loses a discount for prompt payment.~~ While it is preferred that P cards are not used if the vendor attaches a processing fee, a P card purchase with a processing fee is acceptable if it is the only accepted method of payment or the only method of payment that will meet a payment deadline.
- Most P Card holders have a monthly maximum of \$1,000; those with higher than a monthly maximum of \$1,000 must be justified and approved by the Director.

FIXED ASSETS

The procedures listed above also apply to the purchase of fixed assets. The Library maintains a fixed asset replacement schedule which is revised annually to reflect the addition of new items. A dollar amount is transferred each year from the operating budget to the fixed asset replacement fund to plan for the replacement of fixed assets, such as furniture and equipment. The threshold for determining if an item is a fixed asset is:

1. The item is not consumable and has a useful life expectancy of greater than one year.
2. The cost of the item, which includes delivery and set-up charges, is greater than \$5,000.
3. Individual parts that cannot stand alone or be used individually may be grouped together to be considered a fixed asset. For example, the individual components of a desk may not cost \$5,000 each, but the sum of the parts together, if over \$5,000, make the item a fixed asset.

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

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

1. That the competitive bidding process be waived and the Library Director authorize payment for renewal of annual maintenance of the Library's Integrated Library System (Catalog) to Sirsi-Dynix in the amount of \$50,675.13
2. That the Integrated Library System is what enables Bloomington Public Library to loan and check out materials
3. That this must renewed in order to guarantee continued service from Sirsi-Dynix, as per the agreement with the vendor signed in 2006
4. That the funds come from the following source:
Maintenance and Operating Budget: \$50,675.13

Approved on this 17th day of April 2018

Alex Cardona, President
Bloomington Public Library Board of Trustees



SCHEDULE/EXHIBIT "A"
Bloomington Public Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price	Price
M-1983	Addl Branch Fee Per Agency		1	1/Jul/18 - 30/Jun/19		451.95	
M-1987	Authority Control		1	1/Jul/18 - 30/Jun/19		0.00	
M-2012	Bath Profile Compliance iLink		1	1/Jul/18 - 30/Jun/19		603.17	
M-2066	Collection Agency Interface(per institution)		1	1/Jul/18 - 30/Jun/19		180.44	
M-2345	PocketCirc Sirsi Software (Per License)		1	1/Jul/18 - 30/Jun/19		0.00	
M-2370	Reporting Module and MARC Import/Export Utilities		1	1/Jul/18 - 30/Jun/19		12,811.41	
M-2480	Unicorn Basic Package		1	1/Jul/18 - 30/Jun/19		0.00	
M-2638	User Request Module		37	1/Jul/18 - 30/Jun/19		3,910.07	
M-2660	WorkFlows for Windows Concurrent User License		1	1/Jul/18 - 30/Jun/19		0.00	
M-2713	Z39.50 Version 3 Server		1	1/Jul/18 - 30/Jun/19		0.00	
12320	Symphony Web Services			Symphony		17,957.04	17,957.04
M-2604	Unicorn Test System Package		1	1/Jul/18 - 30/Jun/19		1,281.14	
				Test system		1,281.14	1,281.14
M-2326	Outreach Services		1	1/Jul/18 - 30/Jun/19		814.53	
				Outreach/Homebound		814.53	814.53
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)		800	1/Jul/18 - 30/Jun/19		4,004.53	
				Enriched Content-Basic Subscription		4,004.53	4,004.53
11170	Oracle Embedded License		1	1/Jul/18 - 30/Jun/19		0.00	
M-2909	Oracle Embedded Annual Support		1	1/Jul/18 - 30/Jun/19		0.00	
				Oracle Renewal		0.00	0.00
M-2016	Bibliographic and Inv. Control		1	1/Jul/18 - 30/Jun/19		0.00	
				Cataloging		0.00	0.00
M-2002	Backup Circulation		1	1/Jul/18 - 30/Jun/19		0.00	
M-2044	Circulation Control		1	1/Jul/18 - 30/Jun/19		0.00	
				Circulation		0.00	0.00
10034	SirsiDynix Symphony Universal SIP2		1	1/Jul/18 - 30/Jun/19		4,614.42	
				SIP/SIP2 License		4,614.42	4,614.42
13040	SirsiDynix eResource Central Gateway Services - Annual Subscription		1	1/Jul/18 - 30/Jun/19		4,059.00	
13137	SirsiDynix eRC Connector for OverDrive - Annual Subscription		1	1/Jul/18 - 30/Jun/19		0.00	
				E-Resource Central		4,059.00	4,059.00
11681	SirsiDynix Enterprise, Annual Subscription		1	1/Jul/18 - 30/Jun/19		5,618.40	
				Enterprise Subscription		5,618.40	5,618.40
M-2192	iBistro/iLink Suite		1	1/Jul/18 - 30/Jun/19		0.00	
				SirsiDynix PAC		0.00	0.00
11175	Consulting - API, Annual Recurring Services Package		1	1/Jul/18 - 30/Jun/19		7,612.17	
				API Services		7,612.17	7,612.17
10158	Dell Level 1 Production Server Package, Rack, Windows, 1 CPU	2L98Q22	1	1/Jul/18 - 30/Jun/19	29/Sep/19	1,647.57	
				Hardware Peripheral-Server		1,647.57	1,647.57
11331	SirsiDynix Operating System Support per Server		1	1/Jul/18 - 30/Jun/19	29/Sep/19	3,066.33	
				Software Renewal-OS support		3,066.33	3,066.33
						T total	50,675.13
							50,675.13

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

Any questions regarding this schedule can be directed to:
Barbara Caradine
Barbara.Caradine@sirsidynix.com

A RESOLUTION TO REJECT THE FORMERLY ACCEPTED COMPETITIVE BID FOR
SELF-CHECK STATIONS

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

1. That the formerly approved vendor (approved on November 21, 2017) has required the Bloomington Public Library to purchase additional equipment at a cost of \$3,980.00, not part of the original proposal, in order to complete the installation of the self-check stations;
2. That the vendor failed to deliver what was expected and did not include the additional equipment in the original bid;
3. That the Bloomington Public Library rejects the formerly accepted competitive bid for Self-Check Stations.

Approved this 17th day of April

Alex Cardona, President,
Bloomington Public Library Board of Trustees