

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 16, 2013

4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. March 19, 2013
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - C. Nominating Committee
 1. Present FY14 Slate of Officers
- X. Unfinished Business
- XI. New Business
 - A. Approve May 2013 through December 2013 Meeting Dates
 - B. Approve Recommendation to Foundation to Fund 2013 Summer Reading Program Costs, Reimbursement # 1, in the Amount of \$1,062.68
 - C. Discussion of Proposed Operating Budget & Plan of Service for Potential Branch
- XII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

March 19, 2013

4:30 p.m.

Minutes

I. Call to Order

President Burton called the meeting to order at 4:35pm.

II. Roll Call

MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Jan Kibler, Carol Koos, Blake Mier, Cathy Pratt

MEMBERS ABSENT: Wilma Bates, Bill Wetzel

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Patti Salch

III. Introductions/Public Comment

There were no introductions.

IV. Approval of Minutes

A. February 19, 2013

CATHY PRATT MOVED, CAROL KOOS SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 19, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Burton stated that Board members should be receiving their Statement of Economic Interest in the mail, and that it needs to be filled out and returned to the County Clerk's office by May 1.

President Burton stated that she had shared with Foundation Board members the positive response from the Council Work Session in regards to the Power Point presentation of the Synthesis of In-Depth Studies prepared by Narendra Jaggi.

Narendra stated that discussion with Council has evolved from "if" a Branch is doable to "what kind" of a Branch and "what will the operating expenses be" at a Branch. He went on to say that Board members are very pleased with this shift of recognition.

VI. Director's Report

Director Bouda distributed copies of David Sage's questions along with her answers from the Work Session. She went on to say that if Board members are in agreement with her answers, she will send them to David Sage later this week.

Director Bouda shared that staff is already looking at what services will be offered and what staffing will be needed at a branch. She will compile the information, and share it with Board members at the next meeting.

Director Bouda stated that Board member terms for Blake Mier, Narendra Jaggi, and Wilma Bates will expire at the end of April. She asked them to think about whether they wanted to be reappointed for another term.

VII. Fiscal Report

Kathy Jeakins stated the Library is at 97.5 % of the projected Revenue. She went on to say that the Per Capita Grant is yet to be received. Kathy Jeakins shared that they will be receiving \$14,800.00 for the 2012 Summer Reading program from the Foundation and this will be shown as a donation.

Kathy Jeakins shared that expenditures are at 74%; the biggest reason for being underspent is due to the Union Contract not being settled yet, which is explained in the Fiscal Narrative. She entertained questions.

VIII. Approval of Bills

BLAKE MIER MOVED, NARENDRA JAGGI SECONDED, TO APPROVE THE BILLS LIST FROM FEBRUARY 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.03 A"

IX. Committee Reports

A. Budget & Personnel

1. Approval of FY2014 Salary Scale

Carol Koos shared that the Committee met and discussed the Salary Scale, and would like to request approval for the FY2014 Salary Scale.

CAROL KOOS MOVED, NARENDRA JAGGI SECONDED TO APPROVE THE FY2014 SALARY SCALE.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI,
JAN KIBLER, CAROL KOOS, BLAKE MIER, CATHY PRATT

NAYES: NONE

ABSENT: WILMA BATES, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IX.A. 1"

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

1. Approve Meal Allowance Rate

Narendra Jaggi shared that the current language in the policy referencing the Meal Allowance Rate shows specific dollar amounts, and therefore the policy needs to be revised frequently. He went on to say that the Committee agreed that rather than putting in specific dollar amounts, the contemporaneous IRS rates should be referenced. Narendra Jaggi stated that the 3 P's Committee recommends unanimously that the Board adopt this Policy change.

NARENDRA JAGGI MOVED, NO SECOND NEEDED TO APPROVE THE REVISED MEAL ALLOWANCE RATE. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IX.B. 1"

2. Approve "Active Shooter" Plan

Narendra Jaggi shared that the Committee would like the Board members to approve Bloomington Public Library following the policy recommended by the U.S.

Department of Homeland Security as depicted in the video, "Run, Hide, Fight," produced by the City of Houston.

Director Bouda stated that all staff will be trained on this during Staff Development Day on May 2. She went on to say that Officer Dave White from BPD will be on site to present a staff involved simulation.

NARENDRA JAGGI MOVED, NO SECOND NEEDED TO APPROVE THE "ACTIVE SHOOTER" PLAN. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IX.B. 2"

3. Approve Changes to "Customer Expectations"

Narendra Jaggi reviewed both the current and proposed Customer Expectations versions with the Board members. He went on to say that the proposed version is clearer for customers because it separates what the Library expects customers to do while in the Library from what is not permitted in the Library.

NARENDRA JAGGI MOVED, NO SECOND NEEDED TO APPROVE CHANGES TO "CUSTOMER EXPECTATIONS." THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IX.B. 3"

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Appoint the Nominating Committee

President Burton appointed Patsy Bowles, Carol Koos and Bill Wetzel to the Nominating Committee.

President Burton shared with the Board members that anyone interested in being an officer or serving on a committee should fill out the "Officers and Committees for FY14" form and return it to a Nominating Committee member. She went on to say that the forms needed to be turned in to a Nominating Committee member by April 9, 2013 so as to be included in the April packet.

B. Approve Recommendation to Foundation to Purchase eBooks from Putt with the Prose Proceeds in the Amount of \$4,360.00

CATHY PRATT MOVED, PATSY BOWLES SECONDED, TO RECOMMEND THAT THE FOUNDATION PURCHASE EBOOKS IN THE AMOUNT OF \$4,360.00 FROM THE PUTT WITH THE PROSE PROCEEDS.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, JAN KIBLER, CAROL KOOS, BLAKE MIER, CATHY PRATT

NAYES: NONE

ABSENT: WILMA BATES, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B"

XII. Adjournment

President Burton adjourned the meeting at 5:20pm.

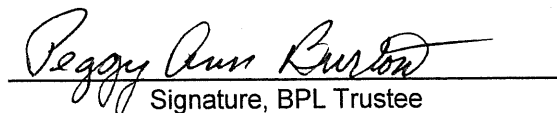
Next Meeting Date

April 16, 2013

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 19, 2013



Signature, BPL Trustee

Vendor	Line Item	Amount
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Blind Man	Building Maintenance	216.92
Bloomington Public Library Foundation	Fees & Rentals	1,248.00
Brodart Co.	Library Supplies	1,255.77
CDW Government	Computer Supplies	503.80
CDW Government	Office/Equipment Mtn	769.00
Cengage Learning	Adult Books	28.62
Center Point Large Print	Adult Books	470.34
Children's Plus, Inc.	Juvenile Books	304.89
City of Bloomington	Dental Insurance	877.48
City of Bloomington	FICA	9,416.34
City of Bloomington	Fuel	471.24
City of Bloomington	Health Insurance-HMO	7,114.58
City of Bloomington	Health Insurance-PPO	19,064.30
City of Bloomington	IMRF	20,662.02
City of Bloomington	Life Insurance	234.37
City of Bloomington	Medicare	2,202.26
City of Bloomington	Payroll	162,237.92
City of Bloomington	Vision Insurance	202.20
City of Bloomington	Water	539.84
Comcast	Telecommunications	86.90
Cummins Crosspoint	Vehicle Maintenance	625.19
Dell Marketing	Computer Supplies	3,560.84
Demco	Library Supplies	463.91
Frontier	Telecommunications	1,516.99
Gale Group	Adult Books	2,115.72
Genalogical.com	Adult Books	59.70
H-O-H Water Technology, Inc.	Building Maintenance	752.23
Illinois Wesleyan University	Other Purchased Services	699.54
Imaging Office Systems, Inc.	Office Equipment	9,328.00
KCN Solutions, LLC	Rentals	175.00
Library Information Network of Clackamas County	Miscellaneous Expenses	26.95
Midwest Tape	A/V Materials	3,294.84
Miller Janitorial Supply	Janitorial Supplies	846.49
Nicor/Northern Illinois Gas	Natural Gas	3,703.41
Officemax	Computer Supplies	(222.59)
Officemax	Copier Supplies	106.60
Officemax	Employee Relations	53.73
Officemax	Library Supplies	172.68

Officemax
 Officemax
 Penworthy Co.
 Praxair Distribution, Inc.
 Presentations Direct
 Rainbow Book Co.
 Random House, Inc.
 Recorded Books, LLC
 Ricoh, USA, Inc.
 Sprint
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Wayne State University
 Weber Electric, Inc.
 Weber Electric, Inc.
 World Chamber of Commerce Directory
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Broadfoots Bookmark
 VISA - Copy Shop
 VISA - Denny's Doughnuts & Bakery
 VISA - Evacuumstore.com
 VISA - Farm & Fleet
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 VISA - Five Star Water
 VISA - Flag Guys
 VISA - Fred Pryor/CareerTrack
 VISA - Gamestop
 VISA - Gamestop
 VISA - Great Courses
 VISA - Hancock Fabrics
 VISA - Huck's Food & Fuel Stop
 VISA - Ingram
 VISA - JoAnn Fabric

Office Supplies	66.00
Other Purchased Services	48.80
Juvenile Books	342.04
Rentals	13.65
Library Supplies	252.00
Juvenile Books	3,581.37
A/V Materials	90.00
A/V Materials	199.00
Rentals	1,430.00
Telecommunications	309.23
Other Purchased Services	50.00
Building Maintenance	27.21
Other Purchased Services	626.50
Library Supplies	1,343.80
Computer Supplies	157.46
Copier Supplies	230.49
Library Supplies	115.12
Office Supplies	451.78
Miscellaneous Expenses	10.00
Building Maintenance	452.91
Vehicle Maintenance	484.69
Adult Books	86.11
A/V Materials	382.44
Computer Supplies	13.26
Employee Relations	244.23
A/V Materials	191.04
Professional Collection	190.25
A/V Materials	8,503.69
Adult Books	10,545.08
Juvenile Books	3,953.33
Employee Relations	49.95
Adult Books	469.00
Library Supplies	22.15
Other Purchased Services	13.00
Janitorial Supplies	24.98
Employee Relations	8.39
Janitorial Supplies	209.94
Library Supplies	1.99
Office/Equipment Mtn	19.99
Office Supplies	3.47
Other Purchased Services	42.50
Uniforms	144.98
Miscellaneous Expenses	70.51
Building Mtn Supplies	11.35
Professional Development	199.00
A/V Materials	931.85
Periodicals	24.98
Professional Collection	15.00
Other Purchased Services	66.04
Fuel	10.00
Adult Books	1,288.59
Library Supplies	21.96

VISA - Kohl's
 VISA - Kohl's
 VISA - Kohl's
 VISA - Library Store, Inc.
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - McLeod
 VISA - Michael's
 VISA - National Pen
 VISA - NRS
 VISA - Nybakke Vacuum Shop, Inc.
 VISA - OCLC
 VISA - Office Depot
 VISA - Office Depot
 VISA - Office Depot
 VISA - Party City
 VISA - POSPaper.com
 VISA - Rockhurst University
 VISA - Schnuck's
 VISA - Skillpath Seminars
 VISA - Skinit.com
 VISA - U-Haul Moving & Storage
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Employee Relations 55.99
 Janitorial Supplies 427.99
 Office/Equipment Mtn 19.99
 Other Purchased Services 48.33
 Janitorial Supplies 44.38
 Library Supplies 16.87
 Other Purchased Services 4.67
 Uniforms 20.96
 Telecommunications 119.60
 Other Purchased Services 161.46
 Library Supplies 188.40
 Other Purchased Services 105.60
 Janitorial Supplies 562.99
 Office/Equipment Mtn 260.00
 Library Supplies 15.12
 Office Supplies 26.77
 Other Purchased Services 10.99
 Other Purchased Services 24.95
 Library Supplies 448.19
 Professional Development 169.15
 Other Purchased Services 40.26
 Professional Collection 106.90
 Computer Supplies 246.16
 Other Purchased Services 132.87
 Postage 4.55
 Janitorial Supplies 23.85
 Library Supplies 35.13

296,924.24

DRAFT

FY2014 SALARY RANGES

Position	<u>Bottom of Range</u>		<u>Top of Range</u>	
	<u>Bi-Weekly</u>	<u>Annual</u>	<u>Bi-Weekly</u>	<u>Annual</u>
Part Time Security Officer	\$11.73/ hour		\$16.83/ hour	
Security Site Supervisor	\$ 1,036	\$ 26,936	\$ 1,650	\$ 42,900
Secretary	1,181	30,706	1,536	39,936
Network Administrator	1,372	35,672	1,785	46,410
Webmaster	1,372	35,672	1785	46,410
Unit Manager	1,726	44,876	2,729	70,954
Marketing & Public Relations Manager	1,805	46,930	2,501	65,026
Librarian II	2,220	57,720	3,552	92,352
Information Technology Services Manager	2,654	69,004	3,155	82,030
Director	3,118	81,068	4,985	129,610

Salary ranges reflect a 2% increase over FY2013.

Bloomington Public Library Personnel Code**Article 11: Training and Education****Section 11.1.4: Out of Town Library Conferences, Workshops, Seminars, and Conventions:**

Meals. The per diem rate for meals for large metropolitan areas is ~~breakfast \$13.00, lunch \$17, and dinner \$25.00.~~ The per diem rate for meals and for small, more rural areas is ~~breakfast \$10.00, lunch \$15.00, and dinner \$20.00~~ will be the contemporaneous IRS rate.

Not to appear in the Personnel Code, but for staff information:

The breakdown is as follows

	Breakfast	Lunch	Dinner	Per Diem
Large areas	\$13.00	\$20.00	\$38.00	\$71.00
Small areas	\$10.00	\$15.00	\$31.00	\$56.00

Bloomington Public Library
Active Shooter Event Policy
Drafted February 18, 2013

An Active Shooter is described as an individual actively engaged in killing or attempting to kill people in a confined and populated area.ⁱ

Bloomington Public Library follows the policy recommended by the US Department of Homeland Security as depicted in the video produced by the City of Houston, "Run, Hide, Fight." Staff are encouraged to react to an active shooter event in three possible ways: run, hide, and as a last resort, only if your life is in dangerⁱⁱ, fightⁱⁱⁱ.

The information from the video is summarized below:

Run

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

Hide

- If you cannot escape, find a place to hide
- Lock and/or blockade the door; turn off lights
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

Fight

- As a last resort, only if your life is in danger, attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

911 – When Law Enforcement Arrives

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

In the event of shots fired, immediately run, hide or fight. Do not try to investigate what has happened or round up customers. Announce to customers that they should follow you to the best exit. They may not be aware of all of the exits from the building. Encourage anyone that you pass along the way to come with you. Lead others to the nearest exit or hide in the best available place. Do not worry about setting off the fire door alarm doors, but do make sure locked security doors are closed again, if used to exit. Most importantly, proceed away from the shooter to safety. Each department will discuss possible exit routes from their location with their manager at a staff meeting.

ⁱ⁻ⁱⁱⁱ US Department of Homeland Security; IS-907 – Active Shooter: What Can You Do; training video; <http://emilms.fema.gov/IS907/AS0101000.htm>

ⁱⁱⁱ Run. Hide. Fight. Surviving an Active Shooter Event; video; <http://youtu.be/5VcSwejU2D0>

Bloomington Public Library*Books are just the beginning.*

Find

Use

See & Do

Participate

www.BloomingtonLibrary.org**CUSTOMER EXPECTATIONS**

Bloomington Public Library has established the following guidelines with the intention of providing a safe and enjoyable experience for all library users.

While in the building, please ...

- Treat people and property in a respectful manner.
- Monitor your personal belongings.
- Accompany and supervise younger children.
- Talk in moderate tones.
- Wear shoes and a shirt.
- Do not use heeys (retractable roller shoes).
- Leave pets outside.
Service animals are welcome.
- Do not sleep.
- Do not enter while under the influence of drugs or alcohol.
- Do not enter with items the general population views as threatening or that could damage library materials or property.

In addition ...

- Bloomington Public Library is smoke free. Please do not smoke on library grounds.
- Snacks that do not disturb others and non-alcoholic beverages in covered containers are allowed in the building.
- Please park bicycles in the bike rack.
- No solicitation.
- Library staff reserve the right to open and examine any bag, purse, backpack, suitcase, etc., that is brought into the Library.

Failure to abide by these rules of conduct may lead to a suspension of your Library privileges.

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Find

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www.BloomingtonLibrary.org**CUSTOMER EXPECTATIONS**

Bloomington Public Library has established the following guidelines with the intention of providing a safe and enjoyable experience for all library users.

While in the library, please ...

- Treat people and property in a respectful manner.
- Monitor your personal belongings.
- Supervise dependent persons and children at all times.
- Talk in moderate tones.
- Wear appropriate attire. Shoes and shirts are required.
- Use designated areas to consume snacks and beverages in covered containers.
- Follow library computer policies including always using headphones when listening to audio.
- Use the lobbies to conduct cell phone conversations.
- Park bicycles in the bike rack.
- Adhere to acceptable standards of personal hygiene.

The following are not permitted in the library:

- tobacco and smoking of any kind
- pets or animals, other than authorized service animals
- extensive personal grooming
- solicitation of any kind
- persons under the influence of alcohol or illegal drugs
- disorderly, disruptive, or boisterous conduct
- threatening, harassing, or intimidating language or behavior
- dozing, sleeping, or loitering
- weapons or other items the general public views to be threatening

Failure to abide by these rules of conduct may lead to a suspension of your Library privileges.

The library reserves the right to respond to any and all conduct not expressly set forth herein.

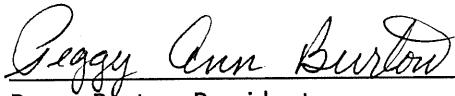
XI.B

Purchase of Additional eBooks

The success of the Putt With the Prose fund raising event has allowed the Library to purchase ebooks for customers. Attached is the Financial Statement for this year's event, netting a profit of \$4,360.00. Again this year, the Library would like to use the proceeds from the 2013 event to purchase ebooks.

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation purchase ebooks in the amount of \$4,360.00 from the proceeds of the 2013 Putt With the Prose fund raising event.

Approved on this 19th day of February 2013

A handwritten signature in cursive script that reads "Peggy Ann Burton". The signature is written in dark ink and is positioned above a horizontal line.

Peggy Burton, President

Putt with the Prose

2013

Revneues		Expenses		
Source	Amount	Vendor	Description	Amount
Kelly's Bakery & Café	250.00	GDS Professional Buisness Displays	Street banner	300.00
YWCA	250.00	LePrint Express	Posters	158.75
Little Jewels Learning Center	250.00	Farm & Fleet	Water	42.50
Prairie Oak Veterinary Center	212.00	LePrint Express	Posters	205.00
State Farm Mutual Automobile Insurance	250.00	BPL (Huck's)	Fuel for U-haul truck	10.00
Golden Prairie Public Library District	500.00	BPL (U-Haul Moving & Storage)	U-Haul truck	132.87
Prairie Pride Coalition, Inc.	250.00			
Illinois Farm Bureau	250.00			
R.J. Just, Inc. DBA McDonalds	250.00			
Paul A. Funk Foundation	500.00			
Youth Edication Services DBA Kumon Math & Reading Center	250.00			
Pre-Sale Tickets	540.00			
Day of Event Tickets	685.00			
Emmett Scharf Electric Co.	250.00			
Farnsworth	250.00			
DNDC Telephone Co	250.00			
Donation	23.00			
Total	5,210.00	Total		849.12
Net Profit/Loss	4,360.88			

Bloomington Public Library Director's Report April 2013

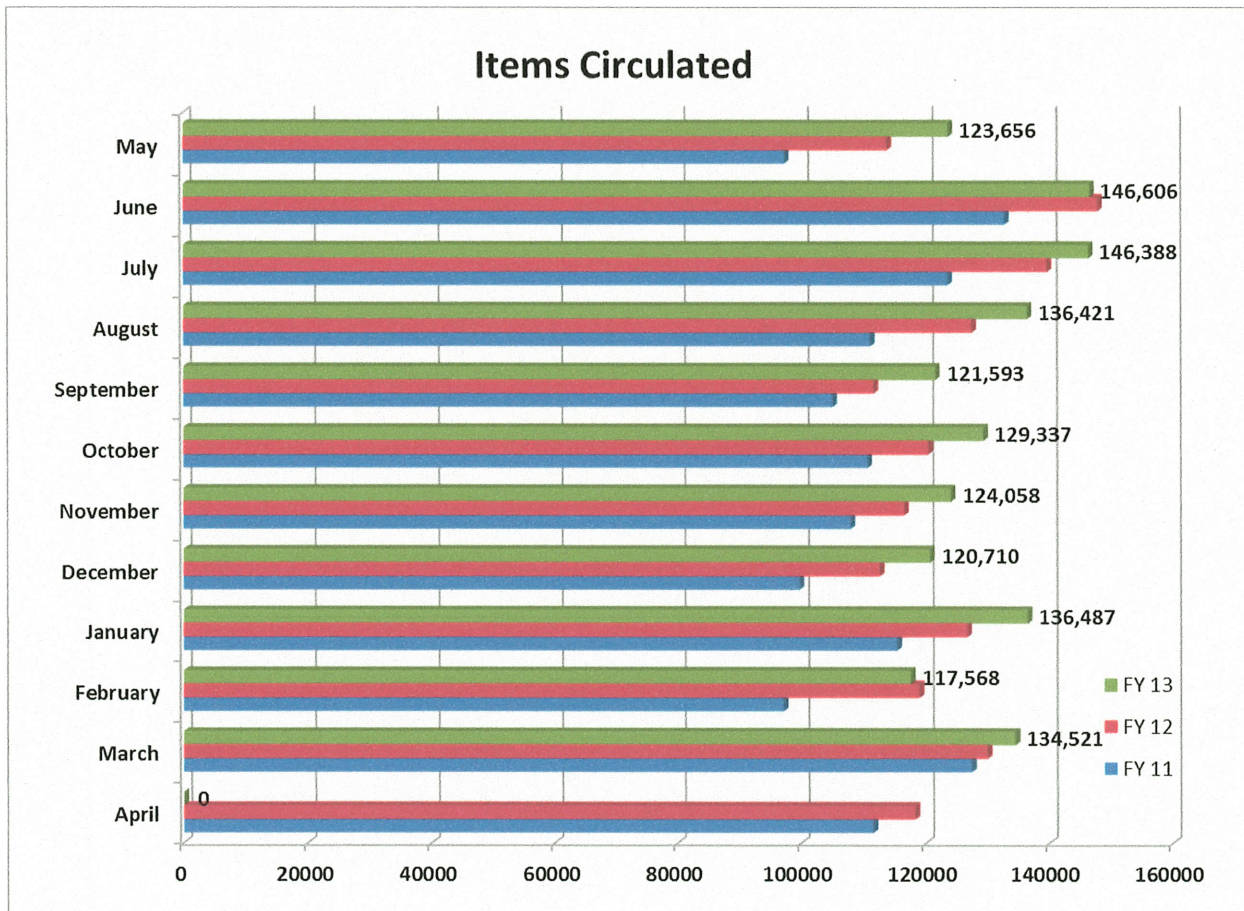
1. Fresh Market Gala on April 18th

Thank you to all of you who purchased and helped to sell tickets. At last count there were only about 35 tickets left.

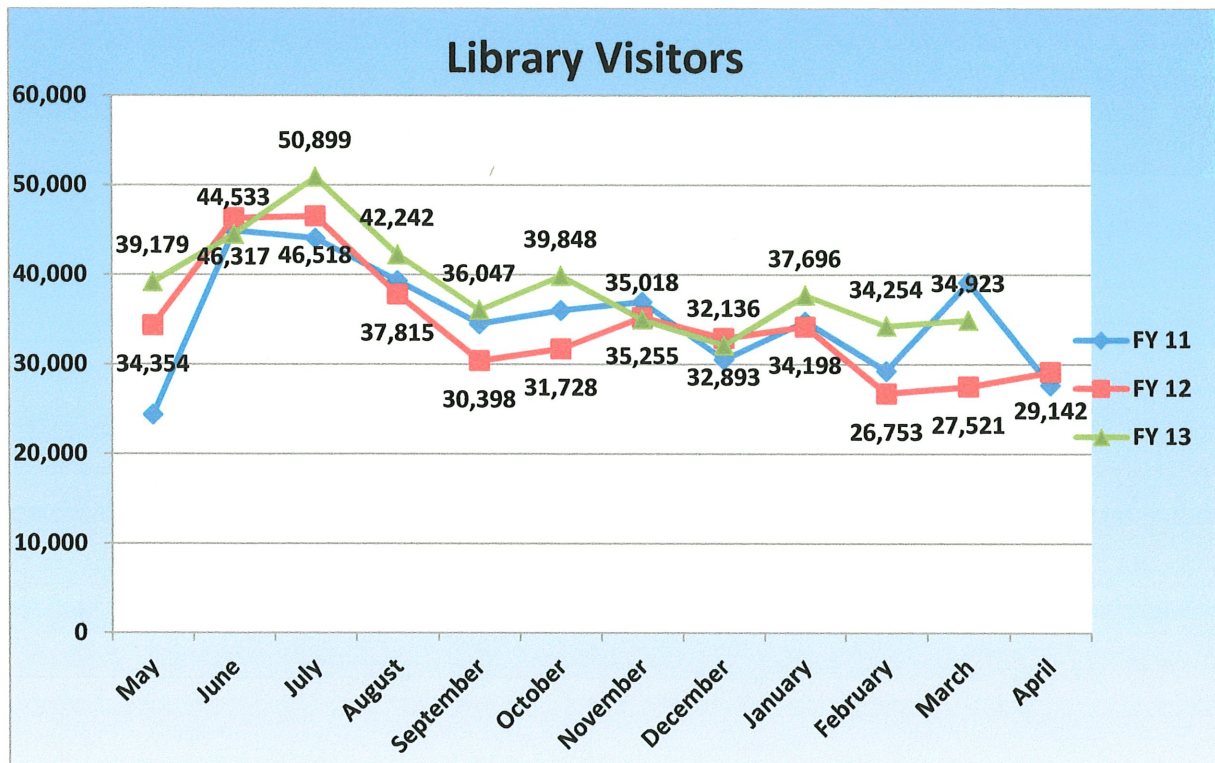
2. New Circulation & Outreach Manager

I am pleased to tell you that our new Circulation & Outreach Manager, Laura Golaszewski, (Gol-uh-chev-ski) will start on April 15th. She comes to us from Champaign Public Library where she has been the Circ Supervisor.

3. Statistics



The Library lent 134,521 items in March, an increase of 3% from the 129,948 items borrowed in March 2012. This brings our cumulative circulation for the year to 1,437,345 with only one more month to do in the fiscal year. I think we are definitely going to lend over 1.5 million items this year. There were 34,923 visitors to the Library and Bookmobile in March, a 12% increase from the 27,521 visitors in March 2012, bringing the total for the year so far to 426,775. Staff answered 4254 questions from customers this month.



Programs and Attendance in the month of March:

Children

Adlai Stevenson program – 33 attended
 Dr Seuss crafts – 120 made
 Spring Break crafts – 200 made
 Lapsit story times – 6 sessions – 39 attended
 Toddler story times – 3 sessions – 61 attended
 Preschool story times – 4 sessions – 73 attended
 Wiggle Giggle evening story time – 13 attended
 2nd Saturday family story time – 51 attended
 Trinity Lutheran 1st grade visit – 37 attended
 Visited Little Jewels Day Care – 115 attended

Teen

Teen Advisory Board – 1 session – 3 attended
 Anime Now – 2 sessions – 13 attended
 Anime movie marathon – 1 session – 24 attended
 Book Brags (teen discussion of favorite books) – 1 session – 0 attended
 Knitting for Teens – 2 session – 4 attended
 Greeting card craft with Cricut – 1 session – 8 attended
 Minecraft paper craft drop in – throughout a week – 22 crafts made
 Crescent roll cooking – 1 session – 6 attended
 Game Fest – 1 session – 12 attended

Adult

Fiction – 1 session – 9 attended
Mystery Book Club – 1 session – 9 attended
Non-Fiction Book Club– 1 session – 8 attended
Wednesday Night at the Movies – 4 sessions – 54 attended
Open Lab computer assistance – 2 sessions – 9 attended
Downloading ebooks, Nook – 1 session – 5 attended
Downloading ebooks, Kindle – 1 session – 8 attended
Women on the Western Trails – 1 session – 25 attended
Grandma, Grandpa, and Me Movie – 1 session – 4 attended
Brown Bag Business Lunch – 1 session – 4 attendee
Adult Winter Reading programs – 243 registered participants with 89 finishing

4. Business Plan FY 14

The Business Plan for FY14 is in your packet for your review. I will be happy to answer any questions you may have at the meeting.

5. Per Capita Grant

I am pleased to share that the Library has received confirmation that we have been awarded our Per Capita grant of \$78,728.27 for FY13.

6. Foundation Payment for Summer Reading

The Library has received a check from the BPL Foundation for the requested \$14,800 to reimburse the Library for Summer Reading 2012 expenses. I have sent the former Friends attorney a letter confirming that we have received payment, a copy of the check, and minutes from the Foundation meeting approving it.

Respectfully submitted,
Georgia Bouda, Director

Bloomington Public Library

Business Plan 2014



Board of Trustees

Peggy Burton, President

Blake Mier, Vice President

Narendra Jaggi, Secretary

Wilma Bates, Treasurer

Patsy Bowles

Jan Kibler

Carol Koos

Cathy Pratt

Bill Wetzel

Management Team

Georgia Bouda, Director

John Fischer, Circulation/Outreach

Allison Schmid, Technical Services

Caprice Prochnow, Support Services

Kathy Jeakins, Business Office

Rhonda Massie, Marketing

Melissa Robinson, Children's Services

Carol Torrens, Adult Services

Gayle Tucker, Human Resources

Jon Whited, Information Technology

Our Mission defines our unique role in the community. Our Vision guides our work every day.

Mission Statement

We provide our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning.

Vision Statement

Bloomington Public Library is a vital community resource.
The Library is passionate about what it is and what it does.

The library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.
In addition, the library offers relevant services and inspiring programs to meet diverse individual needs.

Through the friendly and knowledgeable staff,
the library provides exceptional service to all of our citizens.

The library and staff take an involved role in the community by partnering with organizations to enrich the quality of life.

The library uses technology to build upon traditional library and civic values to create an enduring sense of place.

To meet our community's expectations,
the library embraces its responsibility to thrive and grow.

Mirroring the exponential development of the community,
the library will expand its locations, services, collections, and programs.

The main library, located downtown, provides the full range of services and will be enhanced by branches and other access points, both physical and virtual.

The Bloomington Public Library provides a quiet space in a hectic world for interaction, communication, study, and reflection.

The Library is a destination that cannot be visited often enough.

Accomplishments

Since our last long range plan in 2000, we have:

Completed a renovation of our building in 2006, adding 7000 square feet to bring the total square footage to 51,000.

Migrated to Sirsi and established our own, independent ILS system.

RFID tagged the collection, allowing for implementation of automated check in, sorting, and checkout which has been essential to keeping up with increased usage of the Library in the past five years.

Opened a successful used book store, Book Shoppe, and found B Logistics to resell or recycle surplus donations that there is not enough room for in the Book Shoppe.

Expanded new formats, offering downloadable eBooks and audiobooks through My Media Mall and Freeding, downloadable music via Freegal, and downloadable magazines from Zinio.

Increased public access to computers by loaning laptops for use in the building. Total available is now 80 PCs and laptops.

Upgraded our wi-fi network in anticipation of the CIRBN fiber optic network.

Offered numerous opportunities to learn how to use eBook readers and download content.

Introduced a Dia de Los Ninos, Dia de los Libros and grown it to the second largest program after Summer Reading.

Led successful Tale of Two Cities, annual community wide reading programs, with Normal Public Library.

Successfully moving our TeenZone downstairs into a redesigned computer lab combining both computers and books.

Redesigned and moved the Adult Services area to better utilize the space.

Introduced nearly monthly staff training sessions on various topics. Continue to present 10 topics per year.

Created a safer environment in the building by installing security cameras and making security guards permanent library employees.

Patio expansion and refurbishment provides excellent outdoor programming space.

The Board has established a Capital fund to plan for future expansion and a policy to maintain a fund balance of 25% of the operating fund, demonstrating fiscal

responsibility.

Annual circulation has increased to nearly 1.5 million per year, yet our cost per circulation has remained steady. The library's efficiency accounts for this.

Maintained an extremely relevant service point through the Bookmobile, while other libraries have discontinued theirs.

Summer Reading Program participation has grown from 3937 registered and 2097 completions in 2007 to 7840 registered and 4471 completions in 2012. This successful program is supported by donations from the Foundation and the community.

To achieve its Mission and Vision, the Bloomington Public Library has set the following goals:

1. GOAL—To explore and implement strategies to improve access to the Library and its resources

INITIATIVES

- Continue to add to Capital Reserve Fund
- Develop a plan of service

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

Services

INITIATIVES

- Replace current bookmobile by April 30, 2014
- Meet and engage with cultural groups in the community to make the library a helpful and welcoming place for everyone
- Establish real time text reference for our library users
- Open the Digital Media Lab during May 2013. Track the number of times it's used, what it's used for, and what is requested that is not initially offered.
- Add bibliographic records for ebooks, owned by BPL, into our catalog

Collections

INITIATIVES

- Compare eBook service providers
- Evaluate and promote database collection

- Evaluate Zinio and Freading for performance and usage
- Utilize displays throughout the library to promote the collection
- Evaluate locked case materials for retention and cataloging
- Promote various collection areas and topics monthly in traditional and social media and in the newsletter

Programs

INITIATIVES

- Offer cultural program(s) celebrating diversity
- Continue core programs, such as Summer Reading, Tale, and Dia.
- Raise library awareness through celebrations such as National Library Week, Library Card Sign-Up Month, and Banned Books Week
- Continue to promote programs
- Participate in Prime Time Literacy program through Illinois Humanities Council

Performance Measures

of new card holders registered during Library Card Sign Up Week

of library card holders in last 3 FYs

of library programs and average and total annual attendance compared annually for last 3 FYs

Compare attendance at Dia to past years

participating and completion of Summer and Winter Reading programs

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

INITIATIVES

- The Staff Development Committee will continue the mini training sessions to support organizational knowledge; increase staff attendance. Focus technology training such as Outlook, Sharepoint, and Workflows to work needs.
- Implement use of Sharepoint as staff Intranet.
- Host a staff training day on May 2, and gather staff input and topics for future staff training.
- Evaluate performance review tools and processes.

- Continue to hire the right person for the right job; use background checks; develop better interviewing and evaluation of candidate tools; and use targeted job advertisements
- Conduct annual safety-oriented drills and training. Make safety resources available on Sharepoint.
- Train TS staff to use RDA which will replace AACR2.
- Interlibrary Loan coordinator will implement OCLC Worldshare.

Performance Measures

of mini training sessions held during the FY and attendance

of training videos or mini sessions for Digital Media Lab

Dates of safety drills

Date of Staff Training? Day

of staff using Share Point

Create a collection of reports from conferences and seminars and add them to Sharepoint.

4. GOAL - To work effectively through the use of technology

INITIATIVES

- Continue to improve library website usability with a focus on Children's Services
- Install a Sirsi server on the bookmobile
- Evaluate security camera system
- Utilize push technology via text messaging to reach customers
- Evaluate the effectiveness of Collection HQ
- Participate in Munis implementation
- Identify software to digitize Pantagraph index
- Explore cost savings, usability, and risk reduction of in-house lending of tablets
- Train an additional Sirsi administrator
- Identify and evaluate the technology available to provide roaming customer assistance

Performance Measures

of uses of Collection HQ by selectors

Report on progress

Number of times security references security cameras in IRs

Number of customers who sign up to receive push notification via text messaging

Produce a cost/benefit analysis of tablets

Track the number of hours spent participating in MUNIS implementation for fixed assets

5. GOAL - To administer a cost-effective public library

INITIATIVES

- Increase Other Misc. Revenue by 8 percent
- Seek alternative funding sources and fundraising opportunities
- Review workflow in each department; look for efficiencies, and evaluate ongoing costs
- Recruit, coordinate and utilize volunteers effectively
- Maintain the fund balance at no less than 25 percent of the operating budget
- Conduct an energy audit with an emphasis on our heating and controls
- Utilize volunteers to operate in-house used book store and book drop off collection

Performance Measures

\$ raised by Book Shoppe and B Logistics

of volunteers and hours worked

Donation Report

Other Revenue Report

Comparison of Selected Statistics	FY 2010	FY 2011	FY 2012
Visitors to the library	353,422	408,304	398,795
Visitors to the Bookmobile	13,694	14,401	14,097
Items Circulated	1,154,024	1,339,740	1,483,853
Cardholders	29,305	29,589	29,758
Items in the Collection			
Main	246,828	272,909	272,339
Outreach	27,819	26,387	23,157
Total	274,647	299,296	295,496
Questions Answered	69,219	80,611	73,836
Main Library Children's Programs	205	197	208
Attendance	10,239	8,906	9,559
Outreach Children's Programs	2	3	9
Attendance	92	260	336
Main Library Teen Programs	46	85	70
Attendance	1,323	1,860	1,059
Outreach Teen Programs	N/A	N/A	5
Attendance	N/A	N/A	21
Main Library Adult Programs	178	147	202
Attendance	2,584	1,670	3,211
Outreach Adult Programs	8	3	5
Attendance	288	34	143
Summer Reading Program (SRP)			
Main Library Registration	6,826	7,458	7,845
Completed	4,274	4,085	4,398
Outreach Registered	447	0	Included
Completed	162	205	Included
Computer Use	69,411	69,331	67,283
Website Hits	161,511	48,595	81,934
Contact with Community Groups	174	118	149
Training Hours	1,181	1,626	1,894
Volunteer Hours	1,390	1,165	1,183

Branch Library – Staff Recommendations

Staff envision a very self service facility of approximately 12,000 to 15,000 square feet with minimal staff where customers will find it easy to help themselves. Three staff will be needed in the building when the library is open. Possible hours would be Tuesday through Friday from 11am to 7pm and Saturday 9am to 5pm. The Branch needs to be conveniently located close to shopping or close to a major thoroughfare. Adequate parking is essential.

A multi-purpose meeting room that can be used for different ages and purposes is needed. It needs to accommodate a meeting or book club of up to 25 adults as well as a story time or program for up to 50 children. Access directly to the outside would also be desirable for use when the rest of the library is closed. Staff feel there will be great demand for programs at the branch, especially children's programs.

Staff space will include work space to sort holds, a five bin sorter, an office for the Branch Manager and a Children's Librarian, a kitchen and break room, and a staff bathroom.

The building should be constructed so that it can be doubled in size in future years, if use and growth warrants it.

Services offered will be:

Popular materials collection only of about 30,000 books and DVDs as other items will come from the main library

Large self service holds area with daily delivery of materials from the main library

Children's, Teen, and Adult areas with appropriate materials on shelving that facilitates browsing

Computers or tablets available to the public

High speed wireless available for use in the building

Space to hold adult meetings and children's story times and programs.

Self Checks

Coffee and other vending machines

Drive up book drops

Drive through window for pickups

Security gates and RFID tagging of all materials will be needed

Costs for the construction of the branch are estimated at \$200 per square foot based on the 2013 RSMeans Square Foot Costs. At 12,000 to 15,000 square feet, the construction cost is estimated at \$2,400,000 to \$3,000,000. Staffing is outlined in the chart and estimated at \$299,379. This includes 2 part time Library Assistants to man the drive up window. This may have to come later or only be open limited hours. The total estimated operating budget for the branch is \$449,739. A few staff would be transferred from the main library to the branch for some savings.



Photos are of the Rakow Branch in Elgin, IL.

BLOOMINGTON PUBLIC LIBRARY
FY 2013 FISCAL REPORT

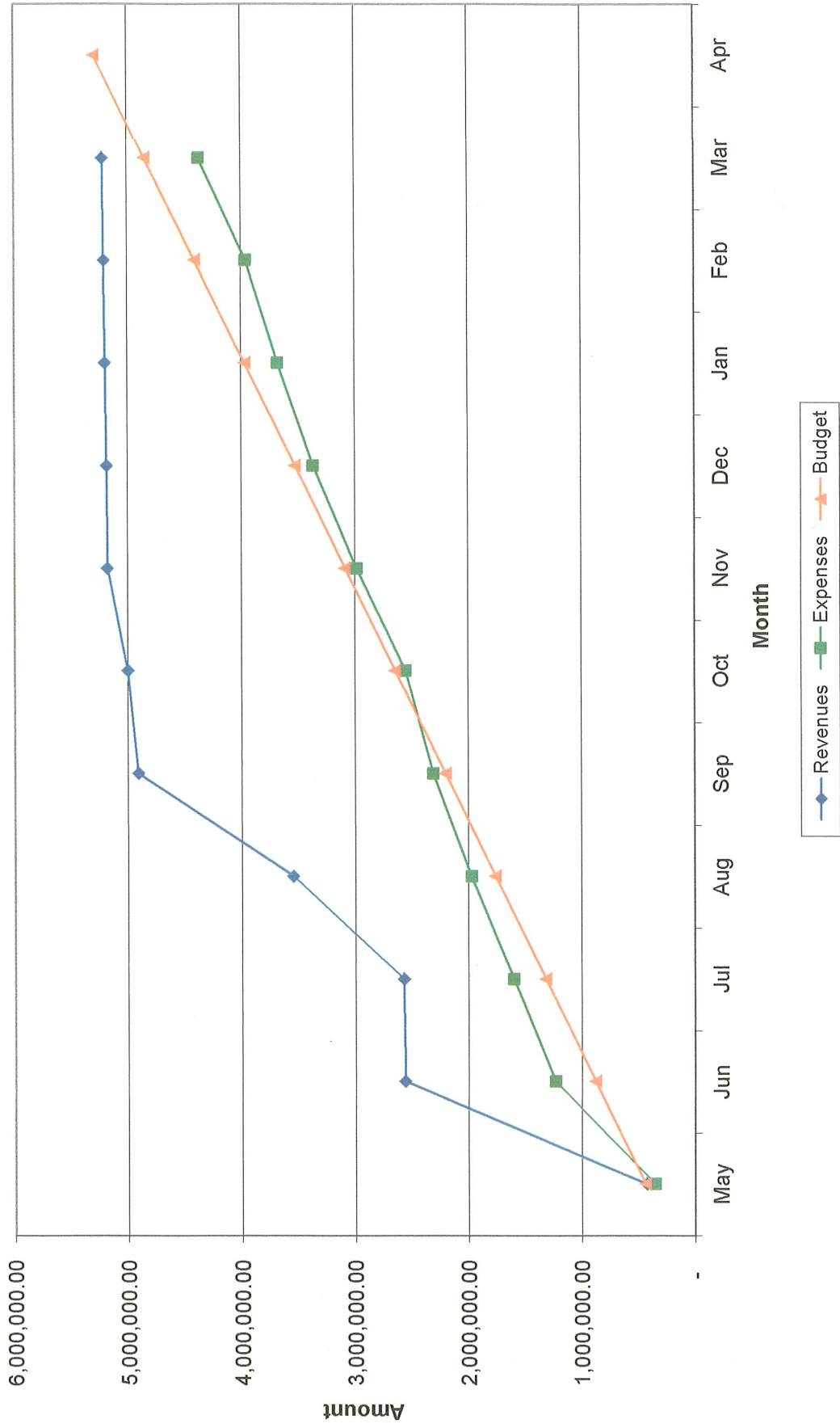
REVENUES:

ACCT NAME	BUDGET	MAR 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,519	0.00	4,512,534.79	(984.21)	100.0
Replacement Tax	130,400	0.00	100,000.00	(30,400.00)	76.7
State Grants	77,000	0.00	0.00	(77,000.00)	0.0
GPPLD	380,000	0.00	364,807.67	(15,192.33)	96.0
Fees & Rentals	70,000	7,022.13	69,128.79	(871.21)	98.8
Copies	3,600	321.80	3,680.75	80.75	102.2
Interest on Investments	4,500	136.34	3,916.51	(583.49)	87.0
Interest from Taxes	0	0.00	64.66	64.66	-----
Sale of Property	1,000	1,200.00	1,430.00	430.00	143.0
Donations	19,000	0.00	3,140.89	(15,859.11)	16.5
Other Private Grants	0	0.00	820.95	820.95	-----
Cash Over/Short	0	0.65	(54.26)	(54.26)	-----
Other	13,000	2,786.97	29,716.27	16,716.27	228.6
From Library Fixed Asset Fund	80,000	0.00	80,000.00	0.00	100.0
From Library Fund Balance	53,030	0.00	53,030.00	0.00	100.0
Total Revenues	5,345,049	11,467.89	5,222,217.02	(122,831.98)	97.7

ACCT NAME	BUDGET	MAR 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,815,500	193,515.90	1,586,366.12	(229,133.88)	87.4
Part-Time Salaries	410,255	31,221.42	322,544.84	(87,710.16)	78.6
Seasonal Salaries	45,000	797.08	35,388.15	(9,611.85)	78.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	7,001.65	31,981.97	31,981.97	-----
Total Sals & Wages	2,271,855	232,536.05	1,976,281.08	(295,573.92)	87.0
Dental Insurance	11,000	830.08	9,326.06	(1,673.94)	84.8
Vision Insurance	2,700	193.42	2,142.66	(557.34)	79.4
Health Insurance, BC/BS PPO	250,000	17,659.40	190,865.59	(59,134.41)	76.3
Health Insurance, OSF HMO	60,000	7,114.58	69,355.20	9,355.20	115.6
Life Insurance	3,500	225.32	2,839.78	(660.22)	81.1
IMRF	210,000	21,128.41	257,346.83	47,346.83	122.5
FICA	175,000	9,750.30	111,874.46	(63,125.54)	63.9
Medicare	0	2,381.71	26,257.58	26,257.58	-----
Worker's Comp	40,000	0.00	21,021.00	(18,979.00)	52.6
Uniforms	600	60.94	461.41	(138.59)	76.9
Tuition Reimb	12,000	0.00	0.00	(12,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	794,800	59,344.16	691,490.57	(103,309.43)	87.0
Rentals	25,824	929.65	16,026.20	(9,797.80)	62.1
Total Rentals	25,824	929.65	16,026.20	(9,797.80)	62.1
Building Mtnc	126,620	5,480.01	67,953.88	(58,666.07)	53.7
Vehicle Mtnc	20,000	894.53	3,914.87	(16,085.13)	19.6
Office & Computer Mtnc	160,000	716.00	93,605.65	(66,394.35)	58.5
Other Mtnc	34,340	130.00	22,898.17	(11,441.83)	66.7
Total Repair/Mtnc	340,960	7,220.54	188,372.57	(152,587.38)	55.2

ACCT NAME	BUDGET	MAR 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	0.00	4,250.48	(10,749.52)	28.3
Printing/Binding	20,000	688.75	17,768.74	(2,231.26)	88.8
Travel	10,000	798.05	4,062.19	(5,937.81)	40.6
Membership Dues	16,000	50.00	4,426.46	(11,573.54)	27.7
Professional Development	13,400	230.00	5,282.01	(8,117.99)	39.4
Other Purchased Services	103,070	12,362.07	74,814.68	(28,255.32)	72.6
Property Insurance	15,000	0.00	22,462.00	7,462.00	149.7
Vehicle Insurance	3,000	0.00	5,471.00	2,471.00	182.4
Other Insurance	3,600	0.00	4,289.00	689.00	119.1
Total Purchased Services	199,070	14,128.87	142,826.56	(56,243.44)	71.7
Office Supplies	150,000	1,260.12	7,397.33	(142,602.67)	4.9
Computer Supplies	50,000	10,973.18	38,408.39	(11,591.61)	76.8
Copier Supplies	6,000	327.98	2,962.68	(3,037.32)	49.4
Postage	23,000	12.83	4,590.16	(18,409.84)	20.0
Library Supplies	72,000	6,872.97	47,356.64	(24,643.36)	65.8
Janitorial Supplies	10,000	588.71	11,484.01	1,484.01	114.8
Gas & Diesel Fuel	8,000	576.40	6,199.82	(1,800.18)	77.5
Building Mtnc & Repair Supplies	10,000	730.43	5,184.99	(4,815.01)	51.8
Total Supplies	329,000	21,342.62	123,584.02	(205,415.98)	37.6
Natural Gas	42,000	5,196.11	21,153.08	(20,846.92)	50.4
Electricity	120,000	13,259.36	102,682.19	(17,317.81)	85.6
Water	5,500	450.90	8,330.11	2,830.11	151.5
Telecommunications	32,000	2,047.16	21,003.71	(10,996.29)	65.6
Total Utilities	199,500	20,953.53	153,169.09	(46,330.91)	76.8
Professional Collection	5,000	297.15	4,186.37	(813.63)	83.7
Total Prof Collection	5,000	297.15	4,186.37	(813.63)	83.7
Periodicals	30,000	0.00	24,921.86	(5,078.14)	83.1
Adult Books	207,600	24,488.50	179,706.29	(27,893.71)	86.6
Children's Books	130,400	6,841.78	108,335.00	(22,065.00)	83.1
A/V Materials	156,000	15,388.77	157,608.58	1,608.58	101.0
Public Access Software	156,000	4,817.00	113,685.58	(42,314.42)	72.9
Total Materials	680,000	51,536.05	584,257.31	(95,742.69)	85.9
Employee Relations	5,000	2,234.02	3,831.81	(1,168.19)	76.6
Miscellaneous Expenses	11,000	416.13	4,722.39	(6,277.61)	42.9
ERI Reimbursement	42,617	0.00	42,617.00	0.00	100.0
Fixed Asset Fund Transfer	181,199	0.00	181,199.00	0.00	100.0
To Capital Fund	259,224	0.00	259,224.00	0.00	100.0
Total Other Expenses	499,040	2,650.15	491,594.20	(7,445.80)	98.5
Total Expenses	5,345,049	410,938.77	4,371,787.97	(973,260.98)	81.8

BPL FY 2012-2013



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% - 96.7% is acceptable)
March 2013

Property Tax (100.0%): The Library has received all of the Property Tax revenue for this fiscal year.

Replacement Tax (76.7%): This may be all that the Library will receive this year.

State Grants (0.0%): The amount that was reported earlier in the year was actually credited to FY12 as per an audit adjustment.

Fees & Rentals (98.8%): This is more than projected due to the efforts of the collection company.

Copies (102.2%): This line item is more than projected.

Sale of Property (143.0%): Surplussed computers were sold to the public and staff in March, bringing the total amount collected in this line item to \$430 more than projected.

Donations (16.5%): Donations are low right now.

Other (228.6%): This is over the projected amount due to the sale of items from the Book Shoppe.

From Library Fixed Assets (100.0%): This transfer from the Fixed Asset Fund was made in June.

From Library Fund Balance (100.0%): This is the amount that is being used to fund the FY12 purchase orders that were rolled into FY 13.

Full-Time Salaries (87.4%): This is under-spent because Contract negotiations have not been settled yet.

Part-Time Salaries (78.6%): This is under-spent because Contract negotiations have not been settled yet.

Seasonal Salaries (78.6%): This is under-spent due to over-projections for the year.

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

Other Salaries: This is the line item that City is using for vacation payouts when staff leave employment.

Dental Insurance (84.8%): This line item is under-spent because not as many employees opted for this coverage as we expected.

Vision Insurance (79.4%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, BC/BS PPO (76.3%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, OSF HMO (115.6%): This is over-spent because more employees opted for this coverage than we expected.

Life Insurance (81.1%): This is under-spent for the year.

IMRF (122.5%): This is over-spent due to vacation payouts for some staff.

FICA (63.9%): This is under-spent because of the requirement that Medicare be split from FICA.

Medicare: It's now a requirement that the Medicare portion be split out from FICA.

Worker's Compensation (52.6%): The renewal for Worker's Compensation coverage was not as costly as we had projected.

Uniforms (76.9%): Charges have been minimal.

Tuition Reimbursement (0.0%): Nothing has been paid from this line item.

Other Benefits (0.0%): Nothing has been paid from this line item.

Rentals (62.1%): Charges have been minimal.

Building Maintenance (53.7%): Charges have been minimal.

Vehicle Maintenance (19.6%): Charges have been minimal.

Office & Computer Maintenance (58.5%): Charges have been minimal.

Other Property Maintenance (\$66.7%): Charges have been minimal.

Advertising (28.3%): Charges have been minimal.

Travel (40.6%): Charges have been minimal.

Membership Dues (27.7%): Charges have been minimal.

Professional Development (39.4%): Charges have been minimal.

Other Purchased Services (72.6%): Charges have been minimal.

Property Insurance (149.7%): The renewal for Property Insurance was more than we projected.

Vehicle Insurance (182.4%): The renewal for Vehicle Insurance was more than we projected.

Other Insurance (119.1%): The renewal for Other Insurance, which is the Directors and Officers Insurance, was more than we projected.

Office Supplies (4.9%): Charges have been minimal.

Computer Supplies (76.8%): Charges are minimal.

Copier Supplies (49.4%): Charges have been minimal.

Postage (20.0%): Charges have been minimal.

Library Supplies (65.8%): Charges have been minimal.

Janitorial Supplies (114.8%): This over-spent due to the purchase of a new industrial-grade vacuum cleaner and supplies.

Fuel/Vehicle Supplies (77.5%): Charges have been minimal.

Building Mtnc & Repair Supplies (51.8%): Charges have been minimal.

Natural Gas (50.4%): Charges have been minimal.

Electricity (85.6%): Charges have been minimal.

Water (151.5%): This is over-spent due to water sprinkling this past summer. The Library plans to adjust the sprinkling schedule for next summer.

Telecommunications (65.6%): Charges have been minimal.

Professional Collection (83.7%): Charges have been minimal.

Periodicals (83.1%): Charges have been minimal.

Adult Books (86.6%): Charges have been minimal in that the Library will be re-allocating some of these funds to the A/V Materials line item to pay for additional Adult A/V Materials.

Children's Books (83.1%): Charges have been minimal.

A/V Materials (101.0%): This is over-spent because the Library will re-allocate some funds from Adult Books to be spent in this line item.

Public Access Software (\$72.9%): Charges have been minimal.

Employee Relations (76.6%): Charges have been minimal.
Miscellaneous Expenses (42.9%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount of the ERI Reimbursement was made in June.
Fixed Asset Fund Transfer (100.0%): The full amount of the transfer was made in June.
To Capital Fund (100.0%): The full amount of the transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,205.00
Fountain Receipts:	8.04
State Farm Good Neighbor Grant:	500.00
Miscellaneous:	427.85
Total Donations:	\$ 3,140.89

The Other Revenue line item breaks out as follows:

Print Station:	\$ 7,658.70
Book Shoppe:	14,997.00
Sale of Reusable Bag:	396.00
Sale of Sling Backpacks:	608.00
Sale of Earbuds:	1,009.00
Sale of Flashdrives:	195.00
Sale of CD-R's:	31.50
Sale of Totebags:	40.00
Hot Beverage Station:	874.00
Test Proctoring:	1,200.00
Meeting Room Fees:	797.50
Miscellaneous:	1,909.57
Total Other Revenue:	\$29,716.27

During March, 8 batches containing 122 invoices were processed, totaling \$60,323.81 and 185 credit card charges were made totaling \$45,253.42.

Library Fund Balance Information, 3/30/13:

Operating:	916,529.77
Capital:	1,733,841.96
Fixed Assets:	654,459.35

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 16, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	13,259.36
Bloomington Public Schools	Adult Books	225.00
CDW Government	Computer Supplies	3,520.46
CDW Government	Office Supplies	385.15
Cengage Learning	Adult Books	49.92
Central Catholic High School	Adult Books	180.00
City of Bloomington	Dental Insurance	830.08
City of Bloomington	FICA	9,750.30
City of Bloomington	Fuel	576.40
City of Bloomington	Health Insurance-HMO	7,114.58
City of Bloomington	Health Insurance-PPO	17,659.40
City of Bloomington	IMRF	21,128.41
City of Bloomington	Life Insurance	225.32
City of Bloomington	Medicare	2,381.71
City of Bloomington	Payroll	232,536.05
City of Bloomington	Vision Insurance	193.42
City of Bloomington	Water	450.90
Custom Digital Imaging	Printing/Binding	688.75
Douglass, Constance	Travel	7.98
Ebsco Subscription Service	Public Access Software	4,878.00
Evergreen F.S.	Other Property Maintenance	130.00
Frontier	Telecommunications	861.00
Gale Group	Adult Books	1,703.28
Golden Prairie Public Library District	Adult Books	105.26
Handley, Robert (Photography)	Other Purchased Services	18.75
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	134.70
Innovation Experts	Other Purchased Services	205.00
Johnson Controls	Building Maintenance	6,976.86
Library Ideas LLC	Adult Books	9,000.00
Lower, Mickey	Other Purchased Services	200.00
McLean County Chamber of Commerce	Membership Dues	400.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	440.00
Midwest Tape	A/V Materials	1,797.92
Miller Janitorial Supply	Janitorial Supplies	554.86
Nicor/Northern Illinois Gas	Natural Gas	5,196.11
Oberlander	Telecommunications	48.50
Officemax	Library Supplies	176.22
Officemax	Office Supplies	58.09
Praxair Distribution, Inc.	Rentals	13.65

Prenzler Outdoor Advertising
 Proquest LLC
 Rainbow Book Co.
 Random House, Inc.
 Ricoh, USA, Inc.
 Rios, Jesus
 Ron Smith Printing Co.
 Taylor, Pamela (Seastar Aquascapes)
 Tea Ladies, Inc.
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Weber Electric, Inc.
 West Publishing
 Wilson, Jim (A-1 Security Locksmith)
 VISA - 1000Bulbs.com
 VISA - A-1 Security Locksmith
 VISA - AbeBooks.com
 VISA - AED Superstore
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Babbitt's Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Beehive Tea Room Café
 VISA - Ben & Jerry's
 VISA - Benihana
 VISA - Dell Marketing L.P.
 VISA - Dell Marketing L.P.
 VISA - Demco
 VISA - Denver Chophouse & Brewery
 VISA - Don Smith Paint Co.
 VISA - Engraving Express
 VISA - Evacuumstore.com
 VISA - Five Star Water
 VISA - Frontier Airlines
 VISA - Gamestop
 VISA - Gaylord Brothers, Inc.
 VISA - Hazelwood Gift Shop
 VISA - Heartland Community College
 VISA - Hilton Food & Beverage
 VISA - Hilton Hotel
 VISA - Hobby Lobby
 VISA - Ingram

Advertising	325.00
Public Access Software	1,090.00
Juvenile Books	1,214.55
A/V Materials	78.75
Rentals	1,430.00
Other Purchased Services	300.00
Printing/Binding	120.00
Other Purchased Services	50.00
Other Purchased Services	225.00
Building Maintenance	27.21
Other Purchased Services	510.15
Library Supplies	2,173.96
Computer Supplies	269.97
Miscellaneous Expenses	316.52
Building Maintenance	231.45
Adult Books	756.00
Building Maintenance	70.00
Building Mtnc Supplies	96.69
Building Mtnc Supplies	5.00
Adult Books	34.98
Employee Relations	1,819.85
Adult Books	87.15
A/V Materials	250.16
A/V Materials	224.92
Adult Books	195.65
Janitorial Supplies	35.99
Professional Development	135.00
Adult Books	55.00
A/V Materials	7,534.05
Adult Books	12,430.25
Juvenile Books	4,169.13
Employee Relations	99.95
Travel	17.49
Travel	4.10
Travel	20.00
Computer Supplies	2,596.00
Office/Equipment Mtnc	716.00
Other Purchased Services	104.26
Travel	21.85
Building Mtnc Supplies	37.90
Office Supplies	48.00
Janitorial Supplies	8.69
Miscellaneous Expenses	50.01
Travel	40.00
A/V Materials	1,267.22
Library Supplies	219.84
Travel	5.76
Professional Development	95.00
Travel	18.35
Travel	716.12
Other Purchased Services	55.96
Adult Books	1,822.30

VISA - JoAnn Fabric
 VISA - LD-4InkJets
 VISA - Library Store, Inc.
 VISA - Maker Media
 VISA - McLeod
 VISA - Miller Janitor Supply
 VISA - Monoprice
 VISA - NewEgg.com
 VISA - Office Depot
 VISA - Oriental Trading Co.
 VISA - OverDrive
 VISA - Paypal*Illinois Library Association
 VISA - Paypal*Route 66 Association of Illinois
 VISA - Puzzle Warehouse
 VISA - Scilia Pizza
 VISA - Sprint
 VISA - Stu Stumps
 VISA - Tailwind BMI
 VISA - Uline Shipping Supply Specialists
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Target

Total

Library Supplies	22.94
Computer Supplies	1,399.80
Other Purchased Services	48.68
Computer Supplies	250.12
Telecommunications	134.26
Janitorial Supplies	59.48
Computer Supplies	119.29
Computer Supplies	672.12
Library Supplies	43.96
Other Purchased Services	241.00
Adult Books	6,000.00
Other Purchased Services	58.63
Membership Dues	50.00
Employee Relations	69.99
Travel	5.98
Telecommunications	309.01
Other Purchased Services	438.85
Travel	11.40
Uniforms	45.94
Postage	12.83
Building Mtnc Supplies	25.24
Janitorial Supplies	61.03
Library Supplies	30.85
Miscellaneous Expenses	43.92
Other Purchased Services	55.74
Other Purchased Services	3.74

398,503.37

Bloomington Public Library
Monthly Statistics - March 2013

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	63,743	686,849	63,177	668,931
Teens	3,327	37,852	4,183	42,429
Children	55,671	597,947	50,823	556,834
OTR Adults	2,846	30,235	3,398	33,674
OTR Teens	150	1,602	188	1,878
OTR Children	4,069	44,964	5,365	44,275
e-Books	3,263	27,568	2,022	14,325
Freegal downloads	938	8,774	792	3,262
Zinio Magazines	514	1,554	0	0
TOTALS				
Adults	66,589	717,084	66,575	702,605
Teens	3,477	39,454	4,371	44,307
Children	59,740	642,911	56,188	601,109
Digital Downloads	4,715	37,896	2,814	17,587
COMBINED TOTAL	134,521	1,437,345	129,948	1,365,608
ITEMS IN THE COLLECTION				
Main	276,791	276,791	270,917	270,917
OTR	12,957	12,957	23,419	23,419
TOTAL	289,748	289,748	294,336	294,336
HOLDS FILLED	7,893	77,421	6,205	62,864
CARDHOLDERS				
Added	427	6,524	284	6,437
TOTAL NUMBER				
Adults	16,811	16,811	22,584	22,584
Teens	1,953	1,953	1,881	1,881
Children	8,108	8,108	6,024	6,024
REFERENCE QUESTIONS				
Adults	2,290	34,586	3,415	46,897
Teens	44	300	0	0
Children	1,063	11,207	932	10,613
OTR	132	2,637	127	1,155
Circulation	725	12,023	1,194	9,863
	4,254			
PROGRAMS				
Story Times	14	130	17	137
Adult	15	201	18	183
Teens	11	70	9	65
Juvenile	3	42	4	44
Outreach Adult	0	0	0	3
Outreach Teen	0	0	0	3
Outreach Juvenile	0	0	0	7
PROGRAM ATTENDANCE				
Story Times	237	3,138	515	4,218
Adult Programs	65	2,329	257	2,923

Bloomington Public Library
Monthly Statistics - March 2013

	Current Month	Cumulative	Last Year	Cumulative
Teen Programs	92	729	108	997
Juvenile Programs	253	4,143	184	4,136
Outreach Adult	0	0	0	73
Outreach Teen	0	0	0	6
Outreach Juvenile	0	0	0	271
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,696	0	4,667
Completed	0	2,832	0	2,869
TEENS				
Registered	0	783	0	846
Completed	0	431	0	421
ADULTS				
Registered	0	2,361	0	2,332
Completed	0	1,208	0	1,108
TOTAL				
Registered	0	7,840	0	7,845
Completed	0	4,471	0	4,398
**				
COMPUTER USE				
Public computer uses	4,672	60,497	5,156	61,654
Website database/catalog hits	13,369	114,932	7,281	61,372
Online Resource (Database) uses	3,522	46,472	4,684	12,286
TOTAL	21,563	221,901	17,121	135,312
INTERLIBRARY LOAN				
Borrowing Requests Received	448	4,348	323	3,606
Outgoing Loans (Lending)	305	3,185	368	3,022
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	101	4	57
Outside the library (events)	4	91	9	77
Number of people	245	16,462	411	12,250
VOLUNTEER HOURS	231	1,530	122	1,082
MEETING ROOM USAGE				
Number of meetings	73	1,000	165	1,448
Customer Visits (MAIN)	33,871	414,415	26,202	370,738
Customer Visits (OTR)	1,052	12,360	1,319	13,012
COMBINED TOTAL VISITS	34,923	426,775	27,521	383,750
TRAINING HOURS	83	1,305	168	1,770

** Winter Reading - Adults Registered: 243; Completed: 89

Golden Prairie Public Library District
Board of Trustees Meeting
January 16, 2013
7:00 am
Minutes

I. Call to Order

President Salch called the meeting to order at 7:02 am.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Lynn Gray, Adrienne Ives,
Bill McCullough, Mathew Nadakavukaren, Patti Salch

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, John Fischer, Kathy Jeakins, Caprice
Prochnow, Jon Whited

III. Introductions & Public Comment

There were none.

IV. Approval of Minutes

A. December 19, 2012

BILL MCCULLOUGH MOVED, ADRIENNE IVES SECONDED TO
APPROVE THE MINUTES FROM THE DECEMBER 19, 2012 MEETING.
THE MOTION CARRIED UNANIMOUSLY.

V. Staff Reports

A. Director's Report

Director Bouda stated that Zinio (magazine downloads) is now available for customers.

Director Bouda shared that a new ebook platform, called Freading, that tends to use small publishers will be purchased in the next few months.

Director Bouda shared that the Library will begin carrying the "Dear Reader" newsletter in the near future.

Director Bouda stated that a few databases that are under used will be cancelled, and those funds will be used for new databases.

Director Bouda shared with Board members that last night at the BPL Board meeting, Narendra Jaggi had shown a Power Point presentation on the synthesis of the in-depth studies which included the BPL Strategic Plan 2011-2021, Building on Success by Anders Dahlgren and Library Use & Service Needs Surveys (phone and online) conducted by IWU and BPL. She went on to say that she will contact the

Liaison Committee to set up a meeting to seek their input on the presentation and when to schedule a work session with the entire City Council.

Director Bouda asked which of the Board members had completed the Open Meetings Act training. The only Board members who have not completed the training were Bill McCullough and Carolyn Dail. They were encouraged to still complete it.

Director Bouda shared with the Board members that the \$75 threshold has been changed to \$50 for delinquent library accounts that are sent to Unique Management Collection Service.

B. Outreach Report

John Fischer reported that there was only one Bookmobile cancellation due to weather in December.

John Fischer shared that the Amnesty Day numbers are not available yet.

C. Fiscal Report

Kathy Jeakins shared that one of the requirements for Library District is that the fiscal year-end financial report be published in the paper within 6 months of the end of the fiscal year. She went on to say that it actually did not get published in the Pantagraph until January, but Rick Phillips stated that there were no consequences for the delay.

1. Approve December Financial Report

CAROL CAREY-ODEKIRK MOVED, BILL MCCULLOUGH SECONDED
TO APPROVE THE DECEMBER 2012 FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN
GRAY, ADRIENNE IVES, BILL MCCULLOUGH,
MATHEW NADAKAVUKAREN, PATTI SALCH

NAYES: NONE

THE MOTION CARRIED.

VI. Unfinished Business

President Salch reviewed with Board members their duties and schedule in sponsoring the 19th Hole at the Putt with the Prose event to be held at the Library on Sunday, February 10.

VII. New Business

A. Zinio Demonstration – IT Manager Jon Whited

IT Manager, Jon Whited, gave a demonstration of the new Zinio platform, which the Library currently subscribes to, containing 82 different magazines of a broad variety. He explained the initial signup process, and how the magazine selection may be downloaded immediately. Jon Whited went on to say that once the magazine is downloaded, the magazine will always be in your collection. He shared

that these magazines may be downloaded to a computer, iPad, or a true tablet, but not a Nook or Kindle. Jon Whited stated that currently 120 customers have signed up for the service since the October launch.

VIII. Adjournment

President Salch adjourned the meeting at 7:40 am.

Next Meeting Dates

February 20, 2013
&
March 20, 2013

Bloomington Public Library

Incident Summary

Date	Time	Type
03/1	10:18 AM	Staff Related Incident
03/1	11:30 AM	Other
03/1	1:32 PM	Sleeping Incident
03/1	4:01 PM	Sleeping Incident
03/2	10:09 AM	Inappropriate Behavior
03/2	10:53 AM	Stolen/Damaged Library Material
03/2	12:09 PM	Inappropriate Behavior
03/2	12:11 PM	Sleeping Incident
03/2	12:56 PM	Sleeping Incident
03/2	12:59 PM	Inappropriate Behavior
03/2	1:38 PM	Suspicious Customer or Activity
03/2	1:47 PM	Sleeping Incident
03/2	3:25 PM	Sleeping Incident
03/2	4:32 PM	Inappropriate Behavior
03/3	1:42 PM	Inappropriate Behavior
03/3	1:43 PM	Inappropriate Behavior
03/3	1:45 PM	Inappropriate Behavior
03/4	10:21 AM	Sleeping Incident
03/5	12:02 PM	Other
03/5	1:38 PM	Sleeping Incident
03/5	6:56 PM	Inappropriate Behavior
03/5	7:12 PM	Inappropriate Behavior
03/6	2:30 PM	Alcohol/Drugs Incident
03/6	5:26 PM	Inappropriate Behavior
03/7	3:26 PM	Suspicious Customer or Activity
03/7	6:11 PM	Inappropriate Behavior
03/7	9:05 PM	Inappropriate Behavior
03/8	2:56 PM	Inappropriate Behavior
03/8	4:46 PM	Alcohol/Drugs Incident
03/9	11:04 AM	Inappropriate Behavior
03/9	12:20 PM	Inappropriate Behavior
03/9	1:11 PM	Sleeping Incident
03/9	2:59 PM	Inappropriate Behavior
03/9	3:11 PM	Inappropriate Behavior
03/9	3:24 PM	Inappropriate Behavior
03/9	4:15 PM	Inappropriate Behavior
03/9	4:46 PM	Stolen/Damaged Library Material
03/9	4:53 PM	Inappropriate Behavior
03/11	2:23 PM	Inappropriate Behavior
03/12	4:32 PM	Sleeping Incident
03/14	4:12 PM	Stolen/Damaged Library Material
03/14	5:32 PM	Inappropriate Behavior
03/16	11:13 AM	Inappropriate Behavior
03/16	4:25 PM	Inappropriate Behavior
03/16	4:42 PM	Inappropriate Behavior
03/16	4:45 PM	Inappropriate Behavior
03/17	4:23 PM	Inappropriate Behavior
03/18	10:20 AM	Other
03/18	12:40 PM	Sleeping Incident

03/19	3:07 PM	Customer Suspension Violation
03/19	7:02 PM	Customer Related Illness or Accident
03/19	8:23 PM	Customer Related Illness or Accident
03/20	6:12 PM	Other
03/20	7:30 PM	Inappropriate Behavior
03/20	7:51 PM	Stolen/Damaged Library Material
03/21	7:40 PM	Inappropriate Behavior
03/21	7:57 PM	Inappropriate Behavior
03/23	9:09 AM	Library Equipment Incident
03/23	10:36 AM	Inappropriate Behavior
03/23	4:24 PM	Inappropriate Behavior
03/23	4:39 PM	Inappropriate Behavior
03/24	1:46 PM	Inappropriate Behavior
03/24	3:02 PM	Sleeping Incident
03/24	3:20 PM	Sleeping Incident
03/24	4:49 PM	Sleeping Incident
03/26	10:58 AM	Alcohol/Drugs Incident
03/27	5:39 PM	Inappropriate Behavior
03/28	6:30 PM	Inappropriate Behavior
03/28	6:34 PM	Inappropriate Behavior
03/28	9:00 PM	Inappropriate Behavior
03/30	5:44 PM	Bicycle Incident

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 2013 – DECEMBER 2013

Meetings begin at 4:30 p.m.
In the Bloomington Public Library Board Room

May 21, 2013

June 18, 2013

July 16, 2013

August 20, 2013

September 17, 2013

October 15, 2013

November 19, 2013

December 17, 2013

The City of Bloomington has requested that meeting dates be set by calendar year rather than fiscal year.

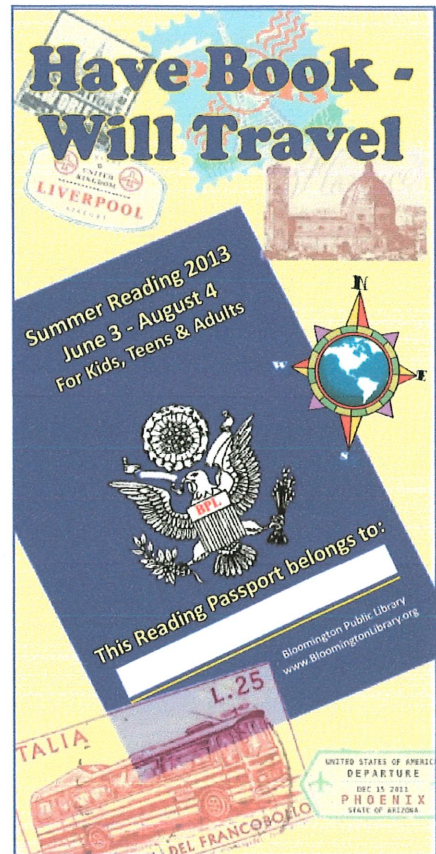
2013 Summer Reading Program Costs

The annual Summer Reading Program will take place from June 3 through August 4, 2013. Attached is a list of costs by category detailing items that have been purchased thus far for the program. Funds have been turned over to the Bloomington Public Library Foundation and the Library is now requesting reimbursement for those costs, as specified in the Agreement between the Friends and the Bloomington Public Library. "... The restricted account in the name of the Foundation shall be distributed for the benefit of the summer reading program at the rate of fifteen thousand dollars per year with an annual ten percent increase until all the funds have been extinguished. The funds held in the restricted account shall be used for no other purpose."

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation reimburse the Bloomington Public Library for the costs that have occurred thus far for the 2013 Summer Reading Program in the amount of \$1,062.68.

Approved on this 16th day of April, 2013.


Peggy Burton, President



Summer Reading Program
2013

Item	Budgeted Amount	Actual Spent
Zoo Tickets	7000	-
Décor	700	858.18
Staff T-Shirts	500	-
Sub-Total	8200	858.18
Children's:		
Treasure Chest Prizes	2400	-
Tween Programming	300	-
Children's Progams	100	-
Sub-Total	2800	-
Teens:		
Prizes	1100	54.50
Grand Prize		-
Party	400	-
Programming	500	-
Sub-Total	2000	54.50
Adults:		
Gift Card Prizes	500	125.00
Summer Concerts	1300	-
Sub-Total	1800	125.00
End of SRP Party:		
Performer	1000	-
Prizes	600	-
Sub-Total	1600	-
Other Costs	100	25.00
Grand Total	16,500	1,062.68

Branch Library – Staff Recommendations

Staff envision a very self service facility of approximately 12,000 to 15,000 square feet with minimal staff where customers will find it easy to help themselves. Three staff will be needed in the building when the library is open. Possible hours would be Tuesday through Friday from 11am to 7pm and Saturday 9am to 5pm. The Branch needs to be conveniently located close to shopping or close to a major thoroughfare. Adequate parking is essential.

A multi-purpose meeting room that can be used for different ages and purposes is needed. It needs to accommodate a meeting or book club of up to 25 adults as well as a story time or program for up to 50 children. Access directly to the outside would also be desirable for use when the rest of the library is closed. Staff feel there will be great demand for programs at the branch, especially children's programs.

Staff space will include work space to sort holds, a five bin sorter, an office for the Branch Manager and a Children's Librarian, a kitchen and break room, and a staff bathroom.

The building should be constructed so that it can be doubled in size in future years, if use and growth warrants it.

Services offered will be:

Popular materials collection only of about 30,000 books and DVDs as other items will come from the main library

Large self service holds area with daily delivery of materials from the main library

Children's, Teen, and Adult areas with appropriate materials on shelving that facilitates browsing

Computers or tablets available to the public

High speed wireless available for use in the building

Space to hold adult meetings and children's story times and programs.

Self Checks

Coffee and other vending machines

Drive up book drops

Drive through window for pickups

Security gates and RFID tagging of all materials will be needed

Costs for the construction of the branch are estimated at \$200 per square foot based on the 2013 RSMeans Square Foot Costs. At 12,000 to 15,000 square feet, the construction cost is estimated at \$2,400,000 to \$3,000,000. Staffing is outlined in the chart and estimated at \$299,379. This includes 2 part time Library Assistants to man the drive up window. This may have to come later or only be open limited hours. The total estimated operating budget for the branch is \$449,739. A few staff would be transferred from the main library to the branch for some savings.



Photos are of the Rakow Branch in Elgin, IL.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

March 25, 2013

Ms. Georgia Bouda, Library Director
Bloomington Public Library
205 East Olive Street
PO Box 3308
Bloomington, Illinois 61702

Dear Ms. Bouda:

As Secretary of State and State Librarian, I am pleased to award the Bloomington Public Library a FY2013 Illinois Public Library Per Capita Grant in the amount of \$78,728.27. Nearly \$11.9 million is being awarded this year to Illinois public libraries serving nearly 11.7 million patrons at a rate of \$1.027 per resident. These funds must be obligated and expended by June 30, 2014.

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.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are the life saver of those who need help to better their lives and provide 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,

Jesse White

JESSE WHITE, Secretary of State
and State Librarian

Ms. Peggy Ann Burton, Board President
FY13 Bloomington Per Capita File



BPL lesson a win for both generations

10 HOURS AGO

I happened to be sitting at the Bloomington Public Library reading one afternoon last week. As I glanced up I saw a young man and a senior lady sitting at a table together. I thought to myself that perhaps she was a retired teacher and was tutoring the boy in a subject in which he was struggling.

The more I watched their interaction I learned that indeed he was assisting her. She obviously wanted to know how to acquire eBooks to read on her iPad. He was so courteous and kind as he walked her step by step through the process. She had many questions and I admired his patience while instructing her. I also admired the lady's desire to learn a new skill that was beyond her comfort level.

It was such a beautiful interaction taking place between generations. Both parties seemed so pleased when the lesson ended. He seemed delighted to have been of assistance and she was looking forward to hours of future reading pleasure.

Technology is change for we seniors. The young grasp it so readily. If you are ready to step out of your comfort zone, help is as close as the Bloomington (or Normal) Public Library. Give them a call soon.

Martha Walkington

Bloomington

April 15, 2013

Georgia Bouda
Director of the Bloomington Public Library
georgiab@bloomingtonlibrary.org
(309) 557-8901

RE: Energy Assessment
Bloomington Public Library
205 E. Olive Street
Bloomington, IL 61701

Dear Georgia Bouda:

Thank you for your interest in the energy efficiency and the Smart Energy Program. Per your request, this letter summarizes an analysis of the potential energy savings achievable from upgrading to a higher efficiency boiler at the Bloomington Public Library (BPL). This letter serves as a preliminary energy use assessment and focuses primarily on potential boiler savings. SEDAC plans to conduct a whole-building analysis and complete the energy use assessment of the Bloomington Public Library in summer 2013. SEDAC would like to acknowledge Caprice Prochnow, BPL Support Services Manager, for providing the utility bill and equipment information necessary to complete this analysis.

Utility Bill Analysis Summary

Electric utility bills were provided for the months of December 2010 through February 2013 and natural gas utility bills were provided for the months of January 2011 through December 2012. BPL purchases electricity from Ameren Illinois at a rate of \$0.08 per kWh and natural gas from Nicor at a rate of \$0.51 per therm. Table 1 summarizes BPL's average annual usage and provides benchmarking metrics for comparison with other buildings and future energy usage.

Table 1: Average Annual Utility Bill Data Summary

	Annual Consumption		Annual Costs		Average Unit Cost	
Electricity	1,409,656	kWh	\$112,142	78%	\$0.08	\$/kWh
Natural Gas	60,250	Therms	\$30,990	22%	\$0.51	\$/therm
		Total Cost	\$143,132			
		Floor Area	51,000	ft ²		
Electric Use Intensity	27.64	kWh/ft ² /yr	Gas Use Intensity	1.18	therms/ft ² /yr	
Energy Use Intensity (EUI)	212.5	kBtu/ft ² /yr	Energy Cost Intensity (ECI)	\$2.81	/ft ² /yr	

In general, the benchmarking metrics illustrate that BPL is performing very poorly in energy usage relative to most other buildings. For example, the energy use intensity is typically between 80 and 100 kBtu/ft²/yr for an average building whereas BPL's EUI exceeds 200 kBtu/ft²/yr. Similarly, the natural gas use intensity for a median building is typically between 0.4 and 0.5 therms/ft²/yr whereas BPL's is approximately 1.2 therms/ft²/yr. In short, the metrics illustrate that BPL has significant potential for reducing their energy usage and costs.

SEDAC analyzed the utility bills provided by the client and compared them with degree days. Degree days are indicative of the duration and intensity of the heating and cooling seasons and are used in this analysis to track how electricity and gas usage correspond to seasonal weather changes. For the time period, Bloomington averaged 5,770 heating degree days (HDD) and 1,377 cooling degree days (CDD) annually. As shown, the energy usage does correlate well with weather patterns as expected.

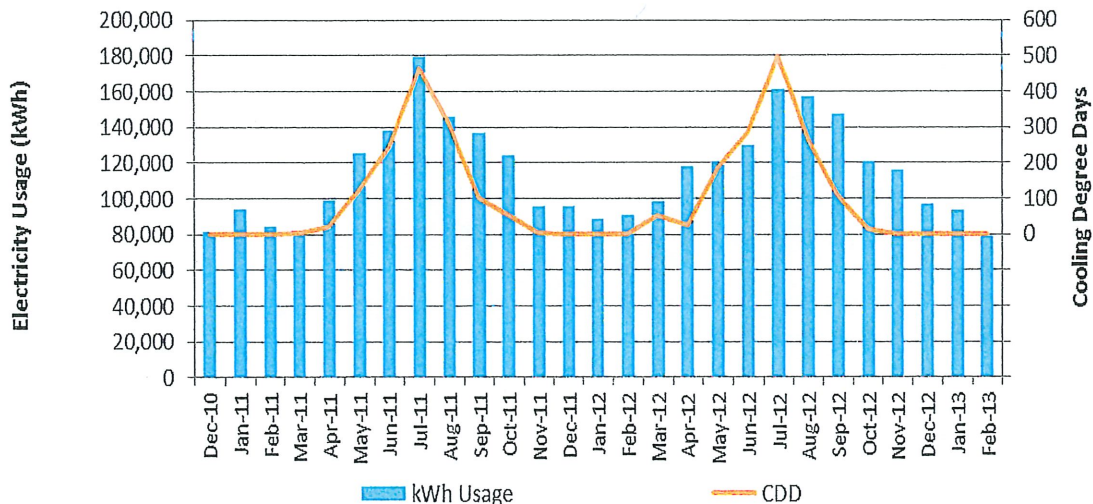


Figure 1: Electricity Usage Profile for BPL

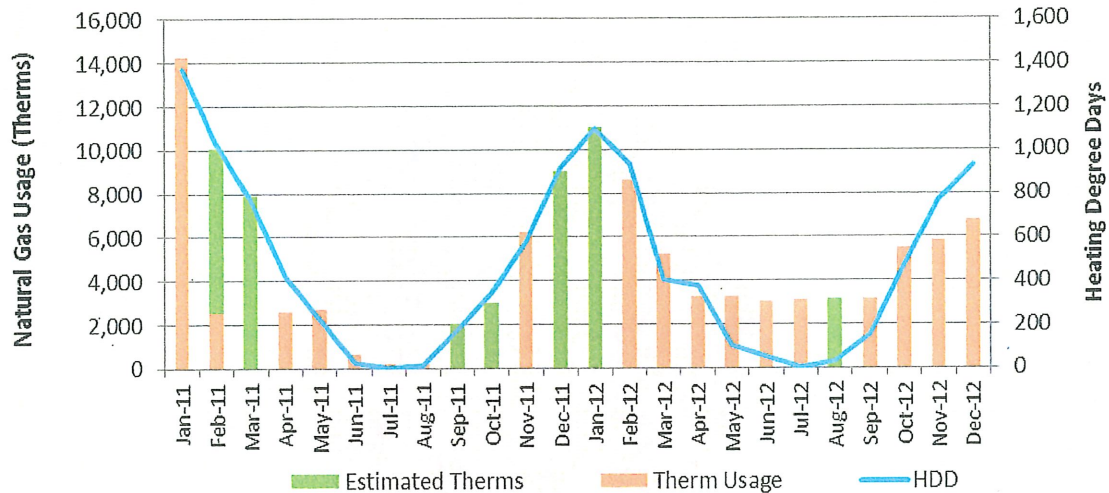


Figure 2: Natural Gas Usage Profile for BPL

Note that several months of natural gas utility data was missing from the provided information and had to be estimated.

Also, note that the 2012 summertime natural gas usage is significantly higher than that of 2011. In fact, the total June, July, and August natural gas consumption went from approximately 900 therms in 2011 to over 9,000 therms in 2012. The cause of this change is unknown but should be examined as eliminating it could result in enormous energy savings (i.e. as much as 8,100 therms or \$4,100 a year).

Natural Gas Consuming Equipment Summary

In order to estimate the potential savings from upgrading the boiler a natural gas usage breakdown needs to be determined. The client provided nameplate information for all of their natural gas consuming equipment. This consists of the hot water boiler used for space heating, a steam boiler used for humidification, and a storage tank water heater that is used to provide domestic hot water.

The hot water boiler is a 1976 Kewanee unit with a rated input capacity of 2,563 MBH, output capacity of 2,050 MBH, and thermal efficiency of 80.0%. Based on the age of this unit, SEDAC estimates the current efficiency of this unit is approximately 66.5%.

The steam boiler is a 1978 Fulton boiler with a rated input capacity of approximately 350 MBH and an assumed efficiency of 60%.

The water heater is a 74 gallon State water heater that was manufactured in 2009 and has a rated input capacity of 75,100 Btuh (i.e. 75.1 MBH) and a thermal efficiency rating of 80%.

Combining this information with the provided utility bills, SEDAC has estimated the below natural gas usage breakdown.

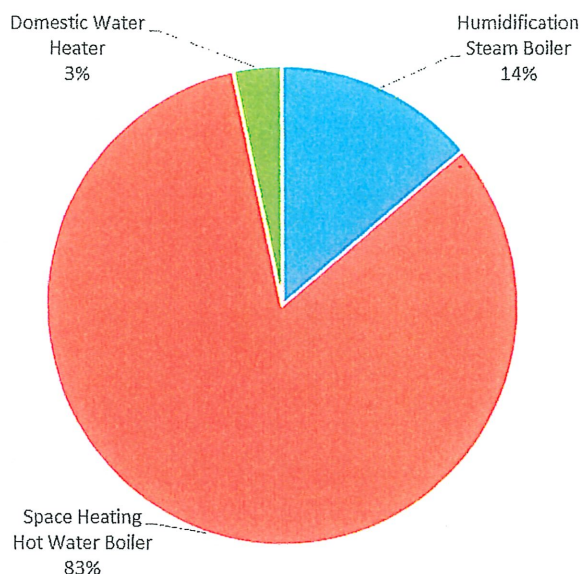


Figure 3: Natural Gas Usage Breakdown by Equipment

As shown, the hot water boiler is estimated to consume over 80% of the current natural gas usage and thus any upgrade to this boiler should result in significant gas savings.

Boiler Upgrade Energy Savings Analysis

When replacing the current hot water boiler, SEDAC recommends installing a bank of smaller high efficiency modular, condensing boilers, with a minimum thermal efficiency rating of 90%. Installing a bank of smaller modular boilers in place of one or two large condensing boilers assists in the following ways:

- the boiler system has a much higher turndown ratio and can therefore match the heating load more closely than larger units
- smaller boilers are easier to install, thereby reducing installation costs
- a multi-boiler system provides greater redundancy in the case of a boiler failure

Consulting a mechanical engineer or HVAC specialist will be required to ensure the new boiler system is properly sized for the space. Traditionally, boilers have been oversized, resulting in increased first costs and lower overall efficiencies as non-condensing boilers are less efficient at part load. Additionally, keep in mind that installing a more efficient boiler system allows for a decreased system heating capacity as less input capacity is needed to provide the same output capacity as before. Furthermore, any updates performed to the building or changes in building usage after the original boiler installation may also allow for downsizing the new boiler.

Additional energy-saving features to consider when purchasing a boiler system include:

- modulating burners, as these help optimize the boiler's part load efficiency

- outdoor reset controls, which adjust the loop temperature based upon the outdoor air temperature and thereby reduce the heating load on the boiler and can increase interior comfort conditions

Table 2 lists the estimated energy savings expected to result from replacing the current Kewanee hot water boiler with new 92% efficient modular boilers. As shown, the potential savings for this measure is significant. Note that these savings estimates represent order of magnitude savings as exact savings will vary based on the new boiler specifications and other project specific details.

Table 2: High Efficiency Boiler Annual Energy Savings Summary

kWh	kW	Therms	Cost	% Total Cost	% Total Energy
0	0	13,100	\$6,740	5%	12%

Applicable Energy Efficiency Incentives

The Illinois Department of Commerce and Economic Opportunity (DCEO) offers incentives for electric efficiency measures to public sector Ameren Illinois or ComEd customers through its Illinois Energy Now™ Program. The Illinois Energy Now Program also offers natural gas energy efficiency measures to public sector customers of Ameren Illinois, Nicor, Peoples, or North Shore gas utility.

A program overview is listed below. Please consult the DCEO website for full details.¹

- The program offers standard incentives for lighting, HVAC, refrigeration, and motor energy efficiency improvements.
- Energy efficiency improvements not covered under the standard incentive program are eligible for custom incentives.
- Incentives are limited to 75% of the total project cost and 100% of the incremental project cost (beyond standard replacement option).

For custom measures, the following applies:

- Custom Incentives are calculated based on \$0.12 per annual kWh saved for electric-measures and \$1.50 per annual therm saved for all natural gas-saving projects. Pre-approval before purchasing equipment is required.
- There is a Double-Up program which provides doubled therm incentives through May 2013. If projects eligible for gas incentives are implemented prior to May 2013, the incentive available is twice what is listed (within the limits of 75% of installation cost).
- The annual energy savings, both before and after the incentive, must show a payback between 1 and 7 years using total or incremental cost for custom measures.
- Calculations and documentation are required to estimate the energy saved for a custom project incentive.

¹ http://www.ildceo.net/dceo/Bureaus/Energy_Recycling/Energy/Energy+Efficiency/



SEDAC encourages applying to the DCEO Illinois Energy Now program. Applying to this program in advance will reserve funding. Note: To be eligible for funding, your application must be received and approved before work begins.

DCEO is currently offering an incentive of \$14 per MBH input for condensing boilers less than 1,000 MBH and \$8 per MBH input for high efficiency boilers between 1,000 MBH and 5,000 MBH.² Based on the current input capacity of 2,500 MBH this amounts to a total incentive of \$35,000 or \$20,000 for this measure based on whichever incentive is awarded. Note that the actual incentive is based on the input capacity of the new boiler which should be less than 2,500 MBH if it is properly sized. Therefore, the incentive will be less than the above amounts.

Conclusion

This letter examines the potential energy savings achievable from replacing BPL's current Kewanee hot water boiler with new 92% efficient boilers. In addition to the energy savings estimate, it includes a utility analysis, a heating equipment survey, and information on available energy efficiency incentives for this project. This analysis does not replace engineering design, which will be necessary for project implementation and bid preparation.

To demonstrate its effectiveness to the State of Illinois, SEDAC is asked to compile quarterly reports that document implementation of energy efficiency measures. We ask that you keep us apprised of all work towards implementation of our recommendations; this information will allow us to accurately reflect subsequent savings. We will also contact you periodically to discuss, answer questions, and review status.

If there are any questions about this analysis, please let us know.

Thank you for participating in the Smart Energy Design Assistance Program,

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² By purchasing a bank of boilers that are less than 1,000 MBH each, BPL will be eligible for a larger incentive than purchasing one or two boilers that exceed 1,000 MBH.