

**BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

April 15, 2014

4:30 p.m.

Agenda

**Reception Honoring Board Members
Patsy Bowles, Jan Kibler, Carol Koos, Joni Painter
Community Room
5:30PM to 6:30PM**

Trustees of the Bloomington Public Library Board, Bloomington Public Library Foundation, Golden Prairie Public Library District, Mayor and City Council of Bloomington may be in attendance at the reception. No business will be discussed and no action will be taken.

- I. Call to Order**
- II. Roll Call**
- III. Introductions/Public Comment**
- IV. Approval of Minutes**
 - A. March 18, 2014**
- V. President's Report**
- VI. Director's Report**
- VII. Fiscal Report**
- VIII. Approval of Bills**
- IX. Committee Reports**
 - A. Budget & Personnel**
 - 1. Executive Session to Discuss Director's Performance Evaluation**
 - 2. Approve Director's Salary for FY15**
 - B. Planning, Policies & Programs (3 P's)**
 - C. Nominating Committee**
 - 1. Present FY15 Slate of Officers**
- X. Unfinished Business**
- XI. New Business**
 - A. Approve Change Order for Pipeworks, Inc. for \$1,380.00**
 - B. Approve Use of Quiet Reading Room for Board Meetings**
 - C. Approve Change Order for Matthews Specialty Vehicles for a credit of \$804.00**
 - D. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund**
- XII. Adjournment**

Posted 4/10/14 11:55 a.m.

Bloomington Public Library
Board of Trustees Meeting

March 18, 2014
4:30 p.m.

Minutes

- I. Call to Order
President Jaggi called the meeting to order at 4:31 p.m.
- II. Roll Call
MEMBERS PRESENT: Peggy Burton, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos, Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: Brittany Cornell

OTHERS PRESENT: Georgia Bouda, David Hales, Kathy Jeakins, Renee Nestler, Caprice Prochnow, Carol Torrens
- III. Introductions/Public Comment
President Jaggi introduced Renee Nestler, AFSCME Local 31 Staff Representative, David Hales, City Manager and Carol Torrens, Adult Services Manager.
- IV. Approval of Minutes
A. February 18, 2014
EMILY KELAHAN MOVED, CATHY PRATT SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 18, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi shared that Georgia suggested they take a look at the Quiet Reading Room to determine if it would be suitable to use for future Board meetings. He went on to say that anyone wishing to take a look at this room could do so after the meeting is over.
- VI. Director's Report
Director Bouda thanked David Hales for coming to the meeting. David Hales shared with Board members, the progress of plans for future use of property around the Library and the projected timeline for these plans. He stated that they would have to look into land acquisition, source of financing, and then the design of any facilities. David Hales summed up that realistically it would be a number of years before anything concrete would be happening with the land south of the Library. Director Bouda asked the Board members that whether they choose to look at the Quiet Reading Room today or not, she would just like to have a sense from them as to whether she should pursue going ahead with plans for utilizing this room for a meeting room. The Board members decided that they would like to look at the Quiet Reading Room at the end of the meeting, discuss the feasibility of the room, then adjourn the meeting.

The Board members took a tour of the Quiet Reading Room and encouraged Director Bouda to come back with a detailed plan for the room.

VII. Fiscal Report

Kathy Jeakins shared with Board members that with all the extreme temperatures and snow that we have had, that natural gas was over \$17,000 for two months and there were two additional salt purchases for the salt system. She entertained questions.

VIII. Approval of Bills

PEGGY BURTON MOVED, JAN KIBLER SECONDED, TO APPROVE THE BILLS LIST FROM FEBRUARY 2014. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2014.03"

IX. Committee Reports

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

Jan Kibler shared that all the Board members should be working on the Director's Performance Evaluation which is due on Friday. The committee plans to meet on Tuesday, March 25 at 4:30pm.

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

The 3 P's Committee did not meet.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Appoint Nominating Committee

President Jaggi shared with Board members that a Nominating Committee does not need to be appointed as Jan Kibler, Carol Koos and Peggy Burton are the current committee members. With terms ending and a new member yet to join the Board, he felt the Nominating Committee should wait until April to make a motion deferring nominations to May. The Board members were in agreement with this. President Jaggi pointed out that they may need to amend procedures, if the interpretation of the State Statutes indicating terms end on June 30 is incorporated into the Term Ordinance.

B. Approve Policy Regarding Concealed Carry of Guns on Library Property

President Jaggi reviewed with Board members that it is state law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. Director Bouda recommended that we adopt this as policy stating this.

CATHY PRATT MOVED, EMILY KELAHAN SECONDED, TO APPROVE POLICY REGARDING CONCEALED CARRY OF GUNS ON LIBRARY PROPERTY. THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY15 Salary Schedule

President Jaggi reviewed the FY2015 Salary Ranges which reflects a 2.25% increase from the previous year.

CAROL KOOS MOVED, JAN KIBLER SECONDED, TO APPROVE THE FY15 SALARY SCHEDULE.

AYES: PEGGY BURTON, EMILY KELAHAAN, JAN KIBLER,
CAROL KOOS, CATHY PRATT, BILL WETZEL,
NARENDRA JAGGI

NAYES: NONE

ABSENT: BRITTANY CORNELL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.C."

D. Approve Ticket Price for Art Week Event

President Jaggi reviewed with Board members that the ticket price for the Art Week Event will be \$15 or 2 for \$25.

EMILY KELAHAAN MOVED, JAN KIBLER SECONDED, TO APPROVE THE TICKET PRICE FOR ART WEEK EVENT. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.D."

E. Approve Resolution Allowing a Cash Bar at the Art Week Event

President Jaggi reviewed the Resolution with the Board members, stating that the liability will reside with A. Renee, but the Board still needs to vote and approve the consumption of alcohol on the property. There was some discussion amongst Board members as to whether the Library needed to get Dram Shop coverage or if A. Renee had it.

BILL WETZEL MOVED, JAN KIBLER SECONDED, TO APPROVE THE RESOLUTION ALLOWING A CASH BAR AT THE ART WEEK EVENT, SUBJECT TO APPROPRIATE DRAM SHOP COVERAGE BEING EXTENDED TO COVER THE LIABILITY ISSUES FOR THE LIBRARY.

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.E."

F. Approve Change Order for Matthews Specialty Vehicles for \$1,297.00

Director Bouda shared that the change order was due to changing the area for magazine shelving to regular shelving as paper magazines will be getting phased out in the coming years.

EMILY KELAHAAN MOVED, CATHY PRATT SECONDED, TO APPROVE CHANGE ORDER FOR MATTHEWS SPECIALTY VEHICLES FOR \$1,297.00.

AYES: PEGGY BURTON, EMILY KELAHAH, JAN KIBLER,
CAROL KOOS, CATHY PRATT, BILL WETZEL,
NARENDRA JAGGI

NAYES: NONE

ABSENT: BRITTANY CORNELL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.F."

- G. Approve Recommendation to the Foundation for 2013 SRP Costs, \$15,437.32
President Jaggi reviewed that the former Friends of the Library had given monies to the Foundation with the understanding it is to be used for Summer Reading Program costs each year until the funds are exhausted.

CATHY PRATT MOVED, EMILY KELAHAH SECONDED, TO APPROVE
RECOMMENDATION TO THE FOUNDATION FOR 2013 SRP COSTS OF
\$15,437.32.

AYES: PEGGY BURTON, EMILY KELAHAH, JAN KIBLER,
CAROL KOOS, CATHY PRATT, BILL WETZEL,
NARENDRA JAGGI

NAYES: NONE

ABSENT: BRITTANY CORNELL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.G."

XII. Adjournment

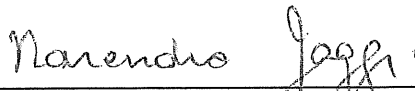
President Jaggi adjourned the meeting at 5:34 p.m.

2014.03

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 18, 2014



 Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Locksmiths & Security, Ltd	Building Maintenance	75.00
Ameren IP	Electricity	10,262.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Bibliotheca	Library Supplies	3,360.00
Bill's Key & Lock Shop	Building Maintenance	94.55
Bouda, Georgia	Travel	266.00
Bound to Stay Bound Books	Juvenile Books	1,482.17
Brodart Company	Library Supplies	2,029.51
CDW Government	Computer Supplies	(141.83)
Cengage Learning	Adult Books	1,964.58
Center Point Large Print	Adult Books	563.22
Children's Plus, Inc.	Juvenile Books	1,294.05
City of Bloomington	Dental Insurance	817.36
City of Bloomington	FICA	10,022.73
City of Bloomington	Health Insurance-HMO	9,214.58
City of Bloomington	Health Insurance-PPO	17,043.08
City of Bloomington	IMRF	21,470.78
City of Bloomington	Life Insurance	459.08
City of Bloomington	Medicare	2,344.06
City of Bloomington	Payroll	175,434.17
City of Bloomington	Vision Insurance	204.96
City of Bloomington	Water	491.95
Cummins Crosspoint	Vehicle Maintenance	988.11
Demco	Library Supplies	375.07
Farnsworth Group	Other Purchased Services	2,097.00
Findaway World, LLC	A/V Materials	450.41
Frontier	Telecommunications	1,637.51
Genealogical Publishing	Adult Books	13.45
Glen Ellyn Public Library	Miscellaneous Expenses	4.19
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	478.34
Henricksen	Library Supplies	325.18
Henricksen	Other Purchased Services	350.00
Hunter, Rebecca	Other Purchased Services	150.00
Illinois Wesleyan University	Other Purchased Services	677.57
KCN Solutions	Building Mtnic Supplies	789.00
Matthews Specialty Vehicles	Vehicles	52,835.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	620.27
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnic	137.67
Midwest Tape	A/V Materials	4,695.55
Miller Janitorial Supply	Janitorial Supplies	503.36
Nicor/Northern Illinois Gas	Natural Gas	17,270.75
Officemax	Computer Supplies	773.77
Officemax	Janitorial Supplies	123.36

OverDrive
 PATH
 Penworthy Company
 Pyne, Edward (The Normalite)
 Random House, LLC
 Recorded Books, LLC
 Research Technology International
 Ricoh, USA, Inc.
 Schaumburg Township District Library
 Schmidt, James
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 U S Postage Service
 Unique Management Services, Inc.
 Weber Electric, Inc.
 Weber Electric, Inc.
 VISA - 1000Bulbs.com
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Comcast
 VISA - Demco
 VISA - Denny's Doughnuts
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Don Smith Paint Co.
 VISA - Dungarees
 VISA - Engraving Express
 VISA - Federal Express
 VISA - Hobby Lobby
 VISA - Huck's Food & Fuel
 VISA - Hulbert Financial Digest
 VISA - Ingram
 VISA - Jewel Osco
 VISA - K-Mart
 VISA - Kroger
 VISA - Lowe's
 VISA - Maker Media
 VISA - Mantra Lingua
 VISA - McLeod
 VISA - Menards
 VISA - Michael's
 VISA - Network Solutions

Ebooks	9,000.00
Professional Development	35.00
Juvenile Books	1,511.96
Periodicals	19.95
A/V Materials	26.25
A/V Materials	715.80
Library Supplies	3,337.45
Rentals	1,079.92
Miscellaneous Expenses	25.00
Other Purchased Services	23.05
Other Purchased Services	106.00
Building Maintenance	56.18
Other Property Mtnc	520.75
Postage	4,500.00
Other Purchased Services	1,020.30
Building Maintenance	661.36
Vehicle Maintenance	281.28
Building Mtnc Supplies	657.93
Adult Books	92.26
A/V Materials	558.16
A/V Materials	226.59
Adult Books	99.97
Computer Supplies	412.96
Other Purchased Services	47.95
Membership Dues	331.00
Professional Development	35.00
A/V Materials	8,881.99
Adult Books	8,950.67
Juvenile Books	5,713.54
Other Purchased Services	21.48
Professional Collection	137.31
Telecommunications	69.85
Library Supplies	154.00
Other Purchased Services	15.00
Employee Relations	6.00
Janitorial Supplies	34.00
Library Supplies	6.00
Other Purchased Services	30.00
Building Mtnc Supplies	29.99
Uniforms	132.94
Office Supplies	24.00
Postage	10.84
Other Purchased Services	22.97
Fuel	56.19
Periodicals	59.00
Adult Books	1,005.66
Employee Relations	49.99
Janitorial Supplies	141.84
Employee Relations	165.86
Building Mtnc Supplies	13.98
Computer Supplies	230.85
Juvenile Books	495.66
Telecommunications	130.66
Building Mtnc Supplies	89.99
Other Purchased Services	36.84
Office/Equipment Mtnc	588.73

VISA - NewEgg.com
 VISA - News Gazette, Inc.
 VISA - Nybakke Vacuum Shop
 VISA - Officemax
 VISA - Oriental Trading Co.
 VISA - Orkin Pest Control
 VISA - Party City
 VISA - Party City
 VISA - POS Supply Solutions
 VISA - Regional Help Wanted.com
 VISA - Rockford Map Publishers
 VISA - Sprint
 VISA - Two Men & a Truck
 VISA - U-Haul Moving & Storage
 VISA - USBoone Books
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart.com
 VISA - World Book, Inc.
 VISA - World Label.com

Computer Supplies	3,056.03
Adult Books	119.00
Building Mtnc Supplies	71.94
Library Supplies	289.10
Library Supplies	62.99
Building Maintenance	400.00
Employee Relations	36.44
Other Purchased Services	27.90
Library Supplies	894.66
Advertising	260.00
Adult Books	114.95
Telecommunications	308.95
Other Purchased Services	1,111.25
Library Supplies	21.80
Juvenile Books	2,183.03
Postage	6.49
Employee Relations	1.84
Janitorial Supplies	7.94
Library Supplies	42.59
Miscellaneous Expenses	15.92
Other Purchased Services	12.19
Other Purchased Services	109.84
Juvenile Books	191.70
Library Supplies	44.50

Total

406,501.51

Bloomington Public Library
Policy on Carrying Guns on Library Property
Approved March 18, 2014

The Bloomington Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

DRAFT

FY2015 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	\$11.99/ hour		\$17.21/ hour	
Security Site Supervisor	\$ 1,060	\$ 27,560	\$ 1,688	\$ 43,888
Secretary	1,208	31,408	1,571	40,846
Network Administrator	1,403	36,478	1,826	47,476
Webmaster	1,403	36,478	1,826	47,476
Unit Manager	1,765	45,890	2,791	72,566
Marketing & Public Relations Manager	1,846	47,996	2,558	66,508
Librarian II	2,270	59,020	3,632	94,432
Information Technology Services Manager	2,714	70,564	3,226	83,876
Director	3,189	82,914	5,098	132,548

Salary ranges reflect a 2.25% increase over FY2014.

Art Week May 16 – 24, 2014

The Library will host A Novel Night of Art & Jazz followed by a one-week silent auction of the Library's Circulating Art Collection in late May.

We are hoping that each member of the Library Board of Trustees will sell/buy 10 tickets to the event on May 16 in an effort to build our crowd and stir momentum for the event.

Since alcohol will be available at a cash bar at the Friday night event, the Board will need to approve a resolution approving this. The resolution will be on the agenda for this meeting.

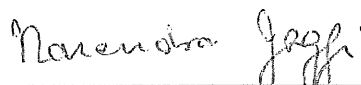
A Novel Night of Art & Jazz

- From 6-9 pm on Friday, May 16, the Library will host A Novel Night of Art & Jazz. The event will include an evening of live jazz with Glenn Wilson's four-piece band (music from 6:30-8:30), hors d'oeuvres catered by A. Renee, and viewing of the Library's extensive McCurdy Art Collection which includes etchings and dry points from well-known artists such as Mary Cassatt, Edgar Degas, James Whistler, Joseph Pennell, and many others.
- Attendees will be given the first chance to bid on (or buy outright) pieces from the Library's Circulating Art Collection which is being disbanded.
- Three circulating art prints will be door prizes at A Novel Night of Art & Jazz.
- A cash bar of wine and craft beer will also be available.
- This will be a ticketed event with tickets costing \$15 per person or 2 for \$25.
- Tickets will be sold at the Circulation Desk and on the Bookmobile in advance and not available at the door.

Silent Auction

- From Saturday, May 17 through Saturday, May 24, the remains of the Library's Circulating Collection will be sold to the public via silent auction in the Community Room.
- The silent auction will end at 2pm on Saturday, May 24. Winners will be notified and asked to pick up their picture.

Approved this 18th day of March, 2014



Narendra Jaggi, President

Bloomington Public Library

Books are just the beginning.

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See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

FOR BOARD OF TRUSTEES: March 18, 2014

SUBJECT: Approval to Allow Consumption of Alcohol at the Bloomington Public Library event, A Novel Night of Art & Jazz, from 6 to 9 pm on May 16, 2014.

RECOMMENDATION/MOTION: That the consumption of Alcohol be Allowed at the Bloomington Public Library event, A Novel Night of Art & Jazz, from 6 to 9 pm on May 16, 2014 in the Library.

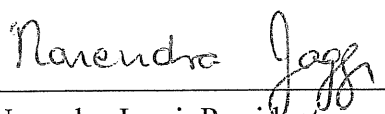
BACKGROUND: From 6 to 9 pm on May 16, 2014, the Bloomington Public Library will host A Novel Night of Art & Jazz. The event will include an evening of live jazz with Glenn Wilson's band, hors d'oeuvres and cash bar of beer and wine catered by A Renee, silent auction of pieces from the Library's circulating art print collection which is being disbanded, and display of the Library's McCurdy collection of charcoal drawings and etchings from a variety of artists including Mary Cassatt, Edgar Dega, James Whistler and others. This will be a ticketed event with proceeds going to the Library. Estimated attendance is 150.

Respectfully submitted for consideration.

Prepared by: Georgia Bouda, Director

Recommended by: Georgia Bouda, Director

Approved this 18th day of March, 2014



Narendra Jaggi, President



X.I.F.

Main Offices
101 S. Swing Rd.
Greensboro, NC 27409
Toll Free: (877) 905-4678
Fax: (336) 297-4674

MATTHEWS SPECIALTY VEHICLES PRODUCT CHANGE ORDER

Request No. 1 (Revised)
Current Date February 28, 2014
Order Date January 23, 2014

Contact Georgia Bouda
Customer Bloomington Public Library
Sales Person Dennis Hoag

Instructions:

Please indicate desired options, sign, and return to your sales person.

Description of Options	Price
☒ Install tall closet at rear of vehicle to include concealed hinge, side swing door, fixed sh- w/keeper edge, and closet rod.	NC
☒ Install 1 upright and 2-9" shelves above desk on driver's seat in lieu of upper cabir	\$ 158.00
☒ Install additional metal shelving as indicated on revised drawings to include: 1 upright, 4-9" shelves, 3-11" shelves.	\$ 1,589.00
☒ Delete installation of Cat's Eye Tire Pressure Monitor as requested in specification	\$ (450.00)
☒ CLARIFICATION: Vehicle is a 32'-11" front engine in lieu of 33'-6" rear engine	NC
☒ CLARIFICATION: Generator to maintain a 9-1/2" ground clearance minimum in lieu of 12	NC
Total	<u>\$ 1297.00</u>

Notes:

Customer Approval:

Signature Narcencha Jazzi
Printed Name Narcencha Jazzi
Title BPL Board President
Date 3/18/14

Matthews Specialty Vehicles, Inc.

Signature	Signature on file.
Printed Name	Dennis Hoag
Title	Sales Director
Date	March 11, 2014

XI.G.

Bloomington Public Library*Books are just the beginning.*

Find

Use

See & Do

Participate

Bloomington Public Library

205 East Olive Street
 Bloomington, IL 61701-5218
 (309) 828-6091
www.BloomingtonLibrary.org

INVOICE

DATE: MARCH 11, 2014

INVOICE # 106

TO: Bloomington Public Library Foundation
 Bloomington, IL 61702-0067

REMIT TO: Bloomington Public Library
 ATTN: Kathy Jeakins
 Business Manager
 P.O. Box 3308
 Bloomington, IL 61702-3308

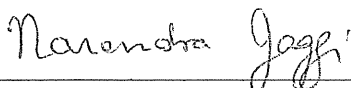
SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
						4/15/14

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Summer Reading Program Donation			\$16,500.00
		Less Amount Paid			-\$1,062.68
		Balance Due			\$15,437.32

TOTAL DISCOUNT

Make all checks payable to Bloomington Public Library

SUBTOTAL	\$15,437.32
SALES TAX	NA
TOTAL	\$15,437.32

Approved this 18th day of March, 2014


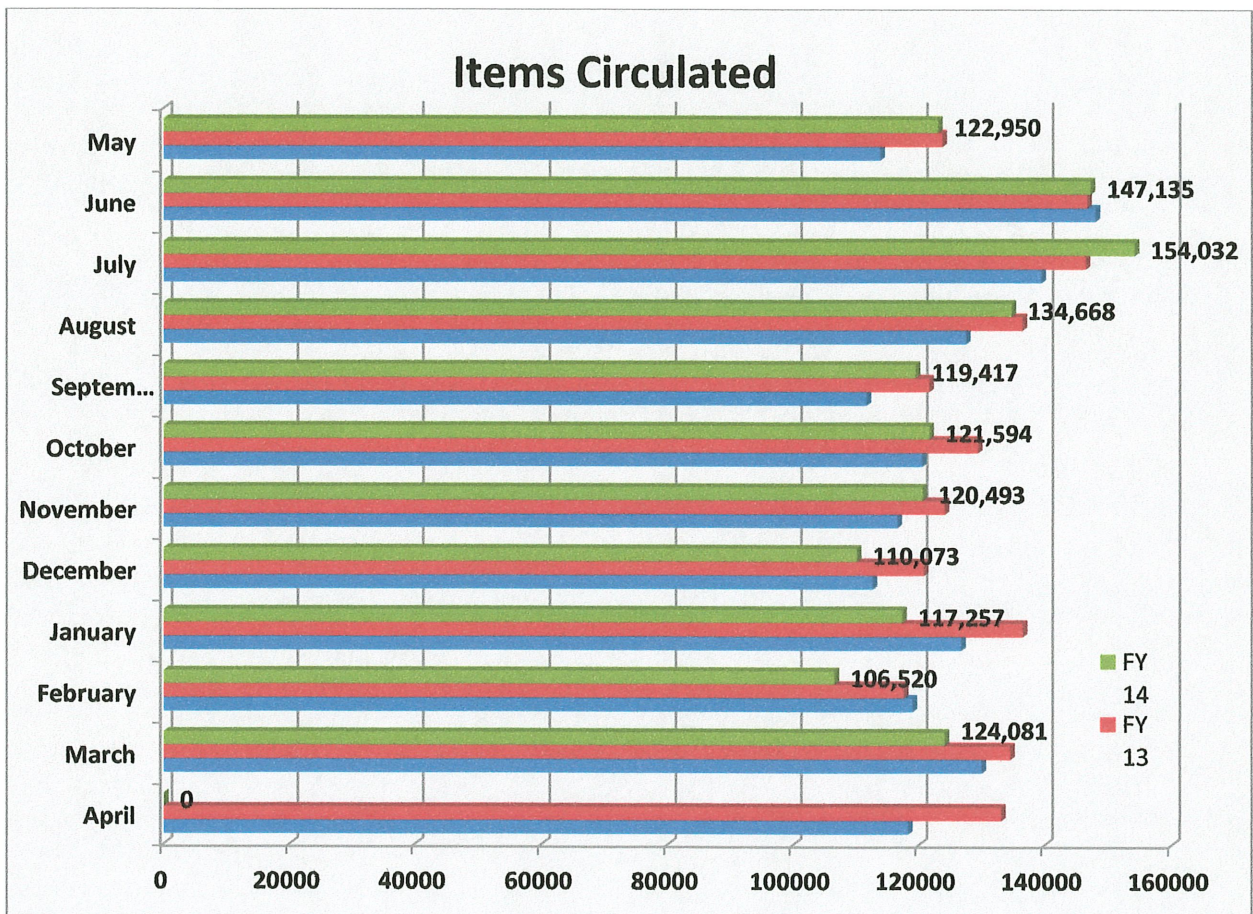
Narendra Jaggi, President

Bloomington Public Library Director's Report March 2014

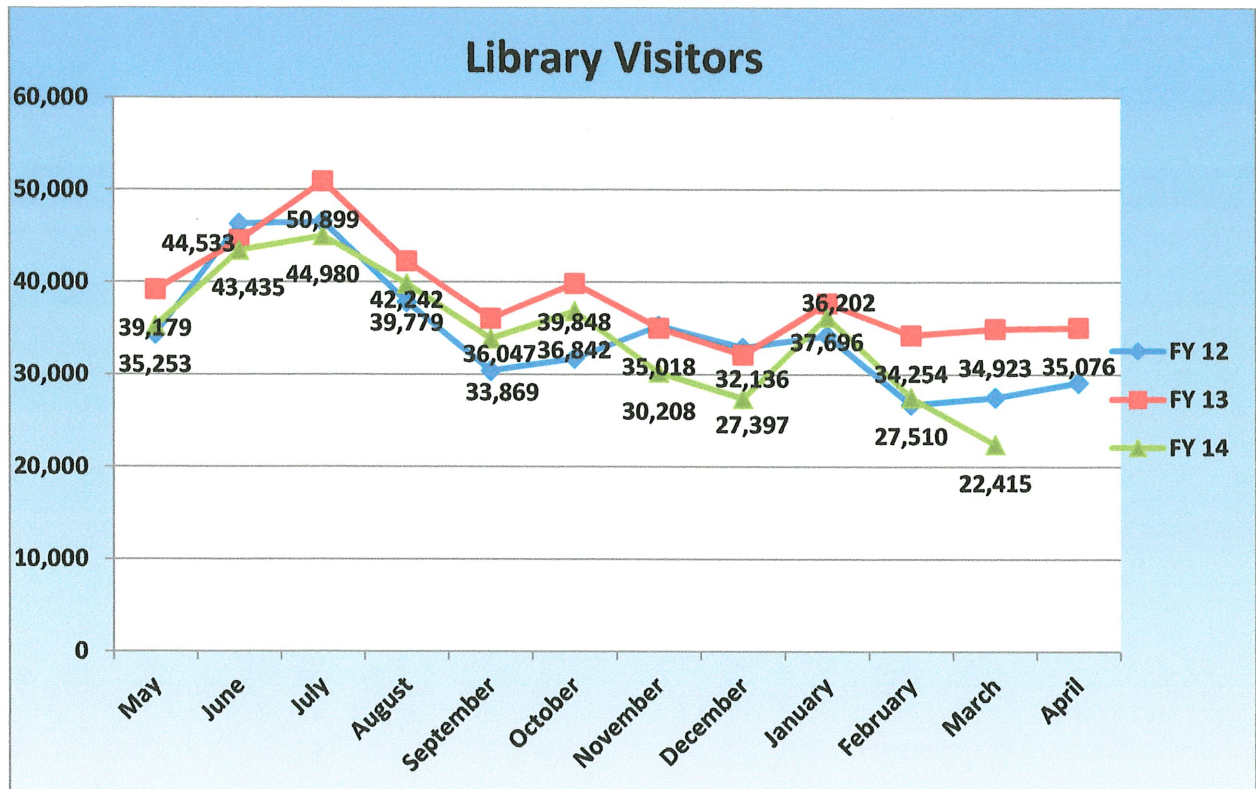
1. Art Week

The Library will host A Novel Night of Art & Jazz followed by a one-week silent auction of the Library's Circulating Art Collection on May 16. Tickets are now on sale at the Circulation Desk and on the Bookmobile, \$15 each or 2 for \$25. You must buy your ticket in advance; no tickets will be sold at the door. I will bring some tickets to the meeting.

2. Statistics



A total of 124,081 items were borrowed in March 2014 compared to 134,521 items lent in March 2013. The Library and Bookmobile had 22,415 visitors in March, a large decrease from the 34,923 visitors in March 2013.



Staff answered 5052 questions from customers this month.

Programs and Attendance in the month of March:

Children Programs and Attendance

Dr Seuss Birthday Celebration – 250 attended
 Prime Time Family Literacy Grant – 3 sessions – 253 attended
 Lapsit story times – 6 sessions – 43 attended
 Preschool story time – 4 sessions – 65 attended
 Toddler story time – 6 sessions – 130 attended
 2nd Saturday story time – 18 attended
 Wiggle Giggle evening story time – 8 attended
 Tales for Tails (read to dogs) – 14 attended
 Trinity Lutheran 1st grade visit – 40 attended
 Stevenson 5th grade visit – 67 attended
 Visited Brigham Head Start – 2 classes – 70 attended
 Visited Little Jewels Day Care – 157 attended
 Visited Milestones Preschool – 13 attended
 Visited Stillwell Head Start – 24 attended

Teen Programs and Attendance

Anime Now – 2 sessions – 12 attended

Teen Tech Week: Stop Motion Animation – 1 session – 2 attended
Project Create: Ductivities – 1 session – 10 attended
Divergent Film Release Party (cosponsored with NPL) – 1 session – 14 attended

The Teen Librarian went to the following schools and promoted books to the teens:

Chiddix Junior High: 60
Parkside Junior High: 85

Adult Programs and Attendance

Fiction – 1 session – 13 attended
Mystery Book Club – 1 session – 8 attended
Nonfiction Book Club – 1 session – 5 attended
Books on Tap – 1 session – 5 attended
History Book Club – 1 session – 9 attended
Sci Fi Book/Movie Club – 1 session – 6 attended
Classic Movie – 1 session – 5 attended
Small Business Series: Social Media Marketing – 1 session – 21 attended
Books, Hooks, and Needles – 1 session – 3 attended
Finances for Women – 1 session – 7 attended
Mail Order Homes – 1 session – 69 attended
16 requests for individual appointments with customers. Topics included the usual of job applications, resumes, email, basic computer & Internet skills, ereaders and converting VHS recordings to DVD.

3. Building Maintenance

The Library has several building maintenance projects in the works for this spring. The windows have already been washed. The cork floor in the circulation area has worn out and is very difficult to clean so it will be replaced with a vinyl floor. Several desks and work surfaces have been moved in Circulation to assist them with their work flow. A second swinging door will be installed at the other end of the Circulation Desk to also facilitate staff in assisting customers and not having to walk all the way around the desk. The parking lot has suffered this winter and will be resealed and restriped.

Respectfully submitted,
Georgia Bouda, Director

BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

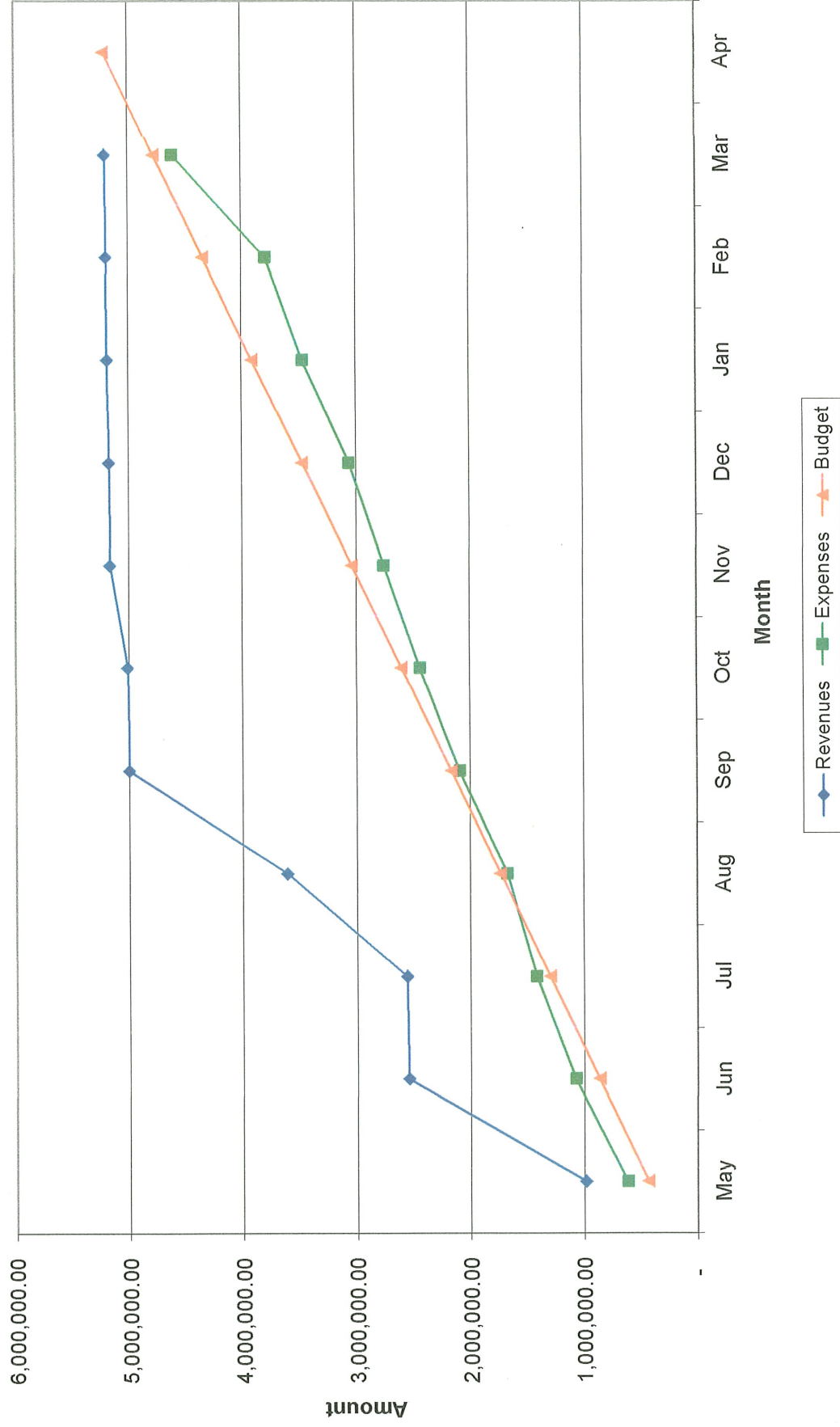
REVENUES:

ACCT NAME	BUDGET	MAR 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	0.00	4,508,035.24	(5,441.76)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	77,000	0.00	78,728.27	1,728.27	102.2
GPPLD	380,000	0.00	363,927.62	(16,072.38)	95.8
Fees & Rentals	80,000	7,521.30	78,370.44	(1,629.56)	98.0
Copies	3,600	282.95	3,696.85	96.85	102.7
Interest on Investments	3,000	0.00	584.57	(2,415.43)	19.5
Interest from Taxes	0	0.00	52.18	52.18	-----
Sale of Property	1,000	36.83	841.83	(158.17)	84.2
Donations	10,000	75.00	4,663.08	(5,336.92)	46.6
Other Private Grants	0	0.00	1,000.00	1,000.00	-----
Cash Over/Short	0	11.99	33.74	33.74	-----
Other	14,000	3,110.60	38,325.17	24,325.17	273.8
Total Revenues	5,212,477	11,038.67	5,208,658.99	(3,818.01)	99.9

ACCT NAME	BUDGET	MAR 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	226,968.76	1,693,780.57	(183,869.43)	90.2
Part-Time Salaries	381,725	52,436.78	334,107.29	(47,617.71)	87.5
Seasonal Salaries	35,990	1,205.72	34,278.45	(1,711.55)	95.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	(39,500.00)	4,971.34	4,971.34	-----
Total Sals & Wages	2,296,465	241,111.26	2,067,137.65	(229,327.35)	90.0
Dental Insurance	11,050	1,134.78	9,525.24	(1,524.76)	86.2
Vision Insurance	2,600	288.67	2,272.00	(328.00)	87.4
Health Insurance, BC/BS PPO	234,700	24,122.36	195,601.96	(39,098.04)	83.3
Health Insurance, OSF HMO	79,100	12,359.37	91,972.75	12,872.75	116.3
Life Insurance	3,900	218.85	2,598.08	(1,301.92)	66.6
IMRF	299,300	31,770.46	278,351.97	(20,948.03)	93.0
FICA	142,320	13,988.70	124,364.50	(17,955.50)	87.4
Medicare	33,290	3,439.17	29,253.33	(4,036.67)	87.9
Worker's Comp	30,000	8,991.00	8,991.00	(21,009.00)	30.0
Uniforms	600	0.00	193.73	(406.27)	32.3
Tuition Reimb	10,000	0.00	7,512.00	(2,488.00)	75.1
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	876,860	96,313.36	750,636.56	(126,223.44)	85.6
Rentals	26,000	2,118.08	17,017.69	(8,982.31)	65.5
Total Rentals	26,000	2,118.08	17,017.69	(8,982.31)	65.5
Building Mtnc	125,000	3,720.47	39,020.77	(85,979.23)	31.2
Vehicle Mtnc	20,000	1,525.00	3,428.12	(16,571.88)	17.1
Office & Computer Mtnc	155,000	5,303.26	145,641.85	(9,358.15)	94.0
Other Mtnc	25,000	130.00	1,462.12	(23,537.88)	5.8
Total Repair/Mtnc	325,000	10,678.73	189,552.86	(135,447.14)	58.3

ACCT NAME	BUDGET	MAR 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	1,779.04	12,355.94	(2,644.06)	82.4
Printing/Binding	17,000	1,119.60	13,974.28	(3,025.72)	82.2
Travel	13,200	1,908.71	4,326.62	(8,873.38)	32.8
Membership Dues	8,500	229.99	4,424.99	(4,075.01)	52.1
Professional Development	12,000	532.50	4,618.50	(7,381.50)	38.5
Other Purchased Services	90,000	(736.47)	66,014.75	(23,985.25)	73.3
Property Insurance	25,000	19,400.00	19,352.00	(5,648.00)	77.4
Vehicle Insurance	6,000	1,639.00	1,639.00	(4,361.00)	27.3
Other Insurance	3,600	0.00	4,889.00	1,289.00	135.8
Total Purchased Services	190,300	25,872.37	131,595.08	(58,704.92)	69.2
Office Supplies	52,000	1,860.79	7,519.44	(44,480.56)	14.5
Computer Supplies	80,000	16,779.56	49,490.15	(30,509.85)	61.9
Copier Supplies	6,000	0.00	2,298.99	(3,701.01)	38.3
Postage	28,000	4,513.19	10,837.14	(17,162.86)	38.7
Library Supplies	77,500	5,669.72	57,749.71	(19,750.29)	74.5
Janitorial Supplies	13,500	918.07	11,989.12	(1,510.88)	88.8
Gas & Diesel Fuel	8,000	575.69	6,573.12	(1,426.88)	82.2
Building Mtnc & Repair Supplies	7,500	815.76	10,730.05	3,230.05	143.1
Total Supplies	272,500	31,132.78	157,187.72	(115,312.28)	57.7
Natural Gas	40,000	4,656.97	41,632.27	1,632.27	104.1
Electricity	105,000	5,247.78	74,731.04	(30,268.96)	71.2
Water	7,500	491.95	7,723.97	223.97	103.0
Telecommunications	30,000	2,226.79	23,073.30	(6,926.70)	76.9
Total Utilities	182,500	12,623.49	147,160.58	(35,339.42)	80.6
Professional Collection	7,000	0.00	3,955.73	(3,044.27)	56.5
Total Prof Collection	7,000	0.00	3,955.73	(3,044.27)	56.5
Periodicals	32,000	1,422.20	20,322.15	(11,677.85)	63.5
Adult Books	165,300	15,219.22	149,549.16	(15,750.84)	90.5
Children's Books	120,300	9,646.12	109,844.52	(10,455.48)	91.3
A/V Materials	167,100	12,392.10	156,027.92	(11,072.08)	93.4
Public Access Software	178,800	4,817.00	132,173.95	(46,626.05)	73.9
Ebooks	33,300	9,000.00	51,300.00	18,000.00	154.1
Total Materials	696,800	52,496.64	619,217.70	(77,582.30)	88.9
Employee Relations	5,000	44.70	1,500.89	(3,499.11)	30.0
Miscellaneous Expenses	12,000	49.62	3,880.80	(8,119.20)	32.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	170,768	200,000.00	370,768.00	200,000.00	217.1
To Capital Fund	114,552	114,552.00	114,552.00	0.00	100.0
Total Other Expenses	339,052	314,646.32	527,433.69	188,381.69	155.6
Total Expenses	5,212,477	786,993.03	4,610,895.26	(601,581.74)	88.5

BPL FY 2013-2014



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% - 96.7% is acceptable)
March 2014

Property Tax (99.9%): The Library has received all of its distributions for the year.

Replacement Tax (100.0%): The Library received its total projected amount in July.

State Grants (102.2%): The Library received a little more than projected.

Fees & Rentals (98.0%): This is higher than projected due to the success of the collection agency.

Copies (102.7%): Copies are higher than projected due to allowing the public to make color copies at a higher price than the black and white copies.

Interest on Investments (19.5%): Interest rates are still low.

Sale of Property (84.2%): This is a little less than projected because the Library has only had one computer sale to the public this year.

Donations (46.6%): This is less than projected at this point.

Other (273.8%): This is over the projected amount due to the sale of items from the Book Shoppe.

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

Dental Insurance (86.2%): This is under-spent because fewer staff enrolled in the program than projected.

Health Insurance - PPO (\$83.3%): This is under-spent because fewer staff than expected have enrolled in this program.

Health Insurance - HMO (116.3%): This is over-spent because more staff enrolled in this program than projected.

Life Insurance (66.6%): Charges have been minimal.

Worker's Compensation (30.0%): The annual worker's compensation premium came in at less than projected. In addition, based on the 2013 worker's compensation audit, the Library received a refund of \$2,153.00.

Uniforms (32.3%): Charges have been minimal.

Tuition Reimbursement (75.1%): We recently paid the spring tuition for two staff enrolled in the MLS program at the U of I.

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

Rentals (65.5%): Charges have been minimal.

Building Maintenance (31.2%): Charges have been minimal.

Vehicle Maintenance (17.1%): Charges have been minimal.

Other Property Maintenance (5.8%): Charges have been minimal.

Advertising (82.4%): Charges have been minimal.

Printing/Binding (82.2%): Charges have been minimal.

Travel (32.8%): Charges have been minimal.

Membership Dues (52.1%): Charges have been minimal.

Professional Development (38.5%): Charges have been minimal.

Other Purchased Services (73.3%): Charges have been minimal.

Property Insurance (77.4%): The annual premium for property insurance was less than projected.
Vehicle Insurance (27.3%): the annual premium for vehicle insurance was less than projected.
Other Insurance (135.8%): This was higher than what we projected.
Office Supplies (14.5%): Charges have been minimal.
Computer Supplies (61.9%): Charges have been minimal.
Copier Supplies (38.3%): Charges have been minimal.
Postage (38.7%): Charges have been minimal.
Library Supplies (74.5%): Charges have been minimal.
Gas & Diesel Fuel (82.2%): Charges have been minimal.
Building Maintenance Supplies (143.1%): This is higher than projected due to the purchase of additional ice melt.
Natural Gas (104.1%): This is over-spent because of the high winter heating bills.
Electricity (71.2%): Charges have been minimal.
Water (103.0%): This is over-spent at this point because of the watering that was done over the summer months.
Telecommunications (76.9%): Charges have been minimal.
Professional Collection (56.5%): Charges have been minimal.
Periodicals (63.5%): Charges have been minimal.
Public Access Software (73.9%): Charges have been minimal.
Ebooks (154.1%): The Library deposited additional funds into the OverDrive account, based on customer demand for downloadable materials.
Employee Relations (30.0%): Charges have been minimal.
Miscellaneous Expenses (32.3%): Charges have been minimal.
ERI Reimbursement (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
Fixed Asset Fund Transfer (217.0%): A second transfer was made.
To Capital Fund (100.0%): This transfer was made.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,405.00
Fountain Receipts:	8.08
State Farm Good Neighbor Grant (Nancy Miller & Denyce Berg):	1,000.00
Unitarian Universalist Church, Donation for Spanish Books:	400.00
Memorial Donations:	200.00
Central Ill Downs Syndrome Assoc, Donation For Books:	200.00
Luther Oaks, Donation for Bi-Folkal Kits:	250.00
Miscellaneous:	200.00
Total Donations:	\$ 4,663.08

The Other Revenue line item breaks out as follows:

Print Station:	\$ 8,748.75
Book Shoppe:	18,472.00
Sale of Reusable Bags:	300.00

Sale of Sling Backpacks:	585.75
Sale of Earbuds:	930.50
Sale of Flashdrives:	146.50
Sale of CD-R's:	45.00
Sale of Totebags:	0.00
Hot Beverage Station:	1,090.00
Test Proctoring:	1,480.00
Meeting Room Fees:	737.50
B Logistics Revenue:	2,667.57
Amazon.com (Online materials sales):	1,434.64
Bloomington-Normal-Opoly Game:	400.00
Miscellaneous:	1,287.21
Total Other Revenue:	\$38,325.17

During March, 8 batches containing 112 invoices were processed, totaling \$56,349.49 and 242 credit card charges were made totaling \$40,496.96.

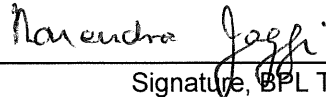
Library Fund Balance Information, 3/31/14:

Operating:	\$ 1,374,894.94
Capital:	\$ 1,848,754.58
Fixed Assets:	\$ 825,388.77

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 15, 2014


Signature, BPL Trustee

Vendor	Line Item	Amount
Ace-Hi Glass Company	Building Mtns Supplies	302.72
Ameren IP	Electricity	5,247.78
Blue Beacon International, Inc.	Vehicle Maintenance	48.00
Bouda, Georgia	Travel	33.60
Bound to Stay Bound Books	Juvenile Books	285.40
Carrigan, Terry (TKJSEC Enterprises)	Periodicals	1,422.20
Carroll, Rob	Travel	8.96
CDW Government	Computer Supplies	11,043.48
Cengage Learning	Adult Books	462.59
CIRBN, LLC	Other Purchased Services	466.57
City of Bloomington	Dental Insurance	1,134.78
City of Bloomington	FICA	13,988.70
City of Bloomington	Gas & Diesel Fuel	513.47
City of Bloomington	Health Insurance-HMO	12,359.37
City of Bloomington	Health Insurance-PPO	24,122.36
City of Bloomington	IMRF	31,770.46
City of Bloomington	Life Insurance	218.85
City of Bloomington	Medicare	3,439.17
City of Bloomington	Payroll	241,111.26
City of Bloomington	Vision Insurance	288.67
City of Bloomington	Water	491.95
CoLibri Systems North America, Inc.	Library Supplies	3,509.00
Continental Research Corp.	Janitorial Supplies	181.50
Cummins Crosspoint	Vehicle Maintenance	214.47
Cumulus Broadcasting	Advertising	384.04
Custom Digital Imaging	Printing/Binding	1,703.35
Dean's Superior Blueprints	Building Maintenance	2,200.00
Dell Marketing L.P.	Computer Supplies	5,935.67
Evergreen FS, Inc.	Other Property Mtns	130.00
Findaway World, LLC	A/V Materials	123.22
Frontier	Telecommunications	1,517.32
Genealogical Publishing	Adult Books	52.50
Global Government/Education Solutions, Inc.	Computer Supplies	732.81
Illinois Wesleyan University	Other Purchased Services	754.46
Johnson Controls	Building Maintenance	4,150.00
Learning Express, LLC	Public Access Software	4,817.00
Lower, Mickey	Other Purchased Services	200.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	184.00
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtns	137.67
Midwest Tape	A/V Materials	2,976.98
Miller Janitorial Supply	Janitorial Supplies	670.00

Montgomery County Memorial Library System
 Nicor/Northern Illinois Gas
 Oberlander Communications
 Officemax
 Officemax
 OverDrive
 PATH
 Pipeworks, Inc.
 Prenzler Outdoor Advertising
 Rainbow Book Company
 Random House, LLC
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Van Gundy Insurance
 Van Gundy Insurance
 Van Gundy Insurance
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 West Publishing
 Whited, Jon
 Wild Ones
 Williams, Charles (CW Associates)
 VISA - Adobo Grill
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bee Coffee Roasters
 VISA - Bill's Key & Lock Shop
 VISA - Bob Evan's Restaurant
 VISA - Bound to Stay Bound Books
 VISA - Bru Burger Bar
 VISA - Café Patachou Park Place
 VISA - Cerulean
 VISA - Chick-Fil-A
 VISA - ChiliFresh.com
 VISA - Comcast
 VISA - Community Link
 VISA - Crowne Plaza Food/Beverage
 VISA - Crowne Plaza Hotel
 VISA - Demco
 VISA - Dollar Tree
 VISA - Dollar Tree

Miscellaneous Expenses	19.98
Natural Gas	4,656.97
Telecommunications	57.50
Janitorial Supplies	(31.32)
Office Supplies	847.53
Ebooks	9,000.00
Professional Development	105.00
Other Capital Improvements	51,854.00
Advertising	300.00
Juvenile Books	2,724.41
A/V Materials	82.50
Rentals	2,118.08
Printing/Binding	120.00
Other Purchased Services	50.00
Building Maintenance	28.09
Other Purchased Services	456.45
Property Insurance	19,400.00
Vehicle Insurance	1,639.00
Worker's Compensation	11,228.00
Library Supplies	1,181.94
Building Maintenance	2,939.17
Adult Books	846.60
Travel	188.16
Other Purchased Services	50.00
Adult Books	104.13
Travel	50.69
A/V Materials	341.49
Computer Supplies	632.50
A/V Materials	268.74
Adult Books	38.23
Computer Supplies	1,054.21
Janitorial Supplies	48.99
Library Supplies	330.92
Library Supplies	39.60
Membership Dues	165.00
Professional Development	25.00
A/V Materials	7,227.52
Adult Books	10,744.08
Juvenile Books	5,691.85
Travel	10.54
Building Mtnc Supplies	15.60
Other Purchased Services	50.00
Juvenile Books	507.47
Travel	49.06
Travel	30.14
Travel	37.43
Travel	8.56
Office/Equipment Mtnc	1,200.00
Telecommunications	89.95
Advertising	1,095.00
Travel	70.12
Travel	665.64
Other Purchased Services	256.00
Employee Relations	5.00
Janitorial Supplies	6.00

VISA - Dollar Tree
 VISA - Domino's
 VISA - Engraving Express
 VISA - Folkman's Puppets
 VISA - GameStop
 VISA - Gingerbread House
 VISA - Harry & Izzy's
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Huck's Food & Fuel
 VISA - Huck's Food & Fuel
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jewel
 VISA - Jewel
 VISA - Koldaie Equipment Co
 VISA - Kroger
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marriott Food & Beverage
 VISA - Marriott Hotel
 VISA - McLean County Chamber of Commerce
 VISA - McLeod
 VISA - Meijer
 VISA - Meijer
 VISA - Monoprice, Inc.
 VISA - Motion Picture Licensing Corp.
 VISA - MSC Industrial Supplies
 VISA - National Seminars/Padgett Thompson
 VISA - NewEgg.com
 VISA - OCLC
 VISA - Office Depot
 VISA - Oriental Trading Co.
 VISA - PanAm Plaza
 VISA - Party City
 VISA - PayPal*Creative Framing & Scrapbooking
 VISA - PayPal*Route 66 Association
 VISA - Rock Bottom Brewery
 VISA - SchoolsIn.com
 VISA - Sprint
 VISA - Starbucks
 VISA - Stone Creek Dining Co
 VISA - Target
 VISA - Tyco Integrated Security, LLC
 VISA - U-Haul Moving & Storage
 VISA - Uline Shipping Supplies
 VISA - USborne Books
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart

Office Supplies	2.00
Other Purchased Services	69.93
Office Supplies	96.00
Library Supplies	35.20
Membership Dues	380.30
Library Supplies	12.99
Travel	18.30
Library Supplies	40.95
Other Purchased Services	83.76
Fuel	27.79
Vehicle Maintenance	8.00
Other Purchased Services	93.26
Adult Books	1,755.17
Employee Relations	27.77
Other Purchased Services	57.60
Other Purchased Services	36.00
Other Purchased Services	116.88
Building Mtn Supplies	43.25
Janitorial Supplies	(4.38)
Office Supplies	24.98
Library Supplies	9.94
Travel	63.88
Travel	761.67
Professional Development	20.00
Telecommunications	132.44
Library Supplies	24.91
Other Purchased Services	51.32
Computer Supplies	105.91
Other Purchased Services	228.38
Library Supplies	14.36
Professional Development	367.50
Computer Supplies	1,347.76
Office/Equipment Mtn	267.00
Office Supplies	340.86
Other Purchased Services	368.30
Travel	14.00
Other Purchased Services	82.96
Office Supplies	294.15
Membership Dues	50.00
Travel	39.36
Office Supplies	260.79
Telecommunications	309.39
Travel	34.82
Travel	35.52
Library Supplies	3.57
Building Maintenance	232.99
Building Mtn Supplies	21.80
Building Mtn Supplies	463.55
Adult Books	123.03
Postage	13.19
Employee Relations	11.93
Janitorial Supplies	37.92
Library Supplies	43.59
Miscellaneous Expenses	50.64
Office Supplies	44.91

VISA - Wal-Mart	Other Purchased Services	293.36
VISA - Wal-Mart	Vehicle Maintenance	9.14
VISA - West Music	Library Supplies	109.70
Total		529,666.14

Bloomington Public Library
Monthly Statistics - March 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	59,790	656,982	63,743	686,849
Teens	3,005	36,716	3,327	37,852
Children	51,010	568,606	55,671	597,947
OTR Adults	1,999	25,547	2,846	30,235
OTR Teens	149	1,424	150	1,602
OTR Children	3,026	39,057	4,069	44,964
e-Books - Freading	45	323	3,263	27,568
e-Books - Overdrive	4,034		N/A	N/A
Freegal downloads	728	7,541	938	8,774
Zinio Magazines	295	3,908	514	1,554
TOTALS				
Adults	61,789	682,529	66,589	717,084
Teens	3,154	38,140	3,477	39,454
Children	54,036	607,663	59,740	642,911
Digital Downloads	5,102	11,772	4,715	37,896
COMBINED TOTAL	124,081	1,340,104	134,521	1,437,345
ITEMS IN THE COLLECTION				
Main	286,659	286,659	276,791	276,791
OTR	12,159	12,159	12,957	12,957
TOTAL	298,818	298,818	289,748	289,748
HOLDS FILLED	8,047	87,104	7,893	77,421
CARDHOLDERS				
Added	444	5,254	427	6,524
TOTAL BY TYPE				
Adults	28,701	28,701	16,811	16,811
Teens	2,453	2,453	1,953	1,953
Children	7,224	7,224	8,108	8,108
Combined Total of Active Cards	38,378	38,378	26,872	26,872
REFERENCE QUESTIONS				
Adults	3,063	31,838	2,290	34,586
Teens	79	792	44	300
Children	991	11,104	1,063	11,207
OTR	92	758	132	2,637
Circulation	827	5,832	725	12,023
PROGRAMS				
Story Times	19	153	14	130
Adult	11	144	15	201
Teens	5	75	11	70
Juvenile	5	50	3	42
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	283	2,979	237	3,138

Bloomington Public Library
Monthly Statistics - March 2014

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	151	1,851	65	2,329
Teen Programs	38	488	92	729
Juvenile Programs	517	3,973	253	4,143
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,458	0	4,696
Completed	0	2,635	0	2,832
TEENS				
Registered	0	822	0	783
Completed	0	387	0	431
ADULTS				
Registered	0	2,261	0	2,361
Completed	0	1,077	0	1,208
TOTAL				
Registered	0	7,541	0	7,840
Completed	0	4,099	0	4,471
COMPUTER USE				
Public computer uses	4,701	55,625	4,672	60,497
Website database/catalog hits	14,645	96,646	13,369	114,932
Online Resource (Database) uses	3,411	44,361	3,522	46,472
TOTAL	22,757	196,632	21,563	221,901
INTERLIBRARY LOAN				
Borrowing Requests Received	491	4,359	448	4,348
Outgoing Loans (Lending)	328	2,935	305	3,185
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	80	3	101
Outside the library (events)	9	86	4	91
Number of people	542	13,011	245	16,462
VOLUNTEER HOURS	97	1,861	231	1,530
MEETING ROOM USAGE				
Study Room	84	751	73	1,000
Digital Media Lab	42	477	0	0
Customer Visits (MAIN)	21,597	367,096	33,871	414,415
Customer Visits (OTR)	818	11,794	1,052	12,360
COMBINED TOTAL VISITS	22,415	378,890	34,923	426,775
TRAINING HOURS	78	885	83	1,305

Golden Prairie Public Library District
Board of Trustees Meeting
February 19, 2014

5:00 p.m.

Minutes

- I. Call to Order
In President Ives' absence, Vice President Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carolyn Dail, Tim Ervin, Lynn Gray,
Stephen Peterson, Patti Salch

MEMBERS ABSENT: Carol Carey-Odekirk, Adrienne Ives

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins,
Patricia Marton, Caprice Prochnow
- III. Introductions & Public Comment
Vice President Gray introduced Bloomington resident, Patricia Marton.
- IV. Approval of Minutes
A. January 15, 2014
PATTI SALCH MOVED, CAROLYN DAIL SECONDED, TO APPROVE
THE MINUTES FROM THE JANUARY 15, 2014 MEETING. THE
MOTION CARRIED UNANIMOUSLY.
- V. President's Report
Vice President Gray reported that a lovely time was had by all at the Putt with the Prose event. She went on to say that all of the Board members participated in the sponsorship of the 19th hole.
- VI. Staff Reports
A. Director's Report
Director Bouda shared that a letter was received stating that the Per Capita Grant application was accepted and GPPLD will receive \$10,232.50, which is a little more than what was received last year.
Director Bouda shared that the boiler project was bid and it was approved by the BPL Board last night. She went on to say that the bid was \$141,700 which was under budget and a grant of \$31,500 was received for the project as well.

B. Outreach Report

Laura Golaszewski shared that the Spring bookmobile schedule is in the final draft. They are changing the parking locations for two stops because of connectivity issues.

Laura shared that a bookmobile schedule by date will be added on the website.

Laura stated that Rachel Park and Rob Carroll are both training to be bookmobile drivers. Rachel Park will be a regular driver and Rob will primarily be a backup driver.

Laura stated that the new bookmobile is under construction.

C. Fiscal Report

Kathy Jeakins shared that the bill listed on the Fiscal Report is for the printing of the Legal Notice for Board Meeting Change of Time. She entertained questions.

1. Approve January Financial Report

TIM ERVIN MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE JANUARY FINANCIAL REPORT.

AYES: CAROLYN DAIL, TIM ERVIN, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK, ADRIENNE IVES

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

There was no new business.

IX. Adjournment

Vice President Gray adjourned the meeting at 5:16 p.m.

Incident Reports

Date	Time	Type
03/1	12:38 PM	Other
03/1	3:15 PM	SleepingIncident
03/1	4:09 PM	Loitering
03/1	4:21 PM	InappropriateBehavior
03/2	3:43 PM	StolenDamagedLibraryMaterial
03/3	9:43 AM	InappropriateBehavior
03/3	10:54 AM	Other
03/4	10:38 AM	SleepingIncident
03/4	7:44 PM	InappropriateBehavior
03/4	8:09 PM	InappropriateBehavior
03/5	4:31 PM	AlcoholDrugs
03/6	9:57 AM	LostFound
03/6	3:02 PM	InappropriateBehavior
03/6	7:18 PM	CustomerSuspensionViolation
03/6	9:09 PM	CustomerSuspensionViolation
03/7	5:08 PM	PoliceAmbulanceCall
03/9	12:17 PM	InappropriateAttire
03/9	3:17 PM	InappropriateAttire
03/9	3:17 PM	InappropriateAttire
03/9	3:30 PM	InappropriateBehavior
03/10	11:03 AM	InappropriateAttire
03/11	12:58 PM	CustomerComplaint
03/12	4:34 PM	InappropriateBehavior
03/12	5:17 PM	InappropriateAttire
03/13	10:44 AM	PoliceAmbulanceCall
03/14	1:54 PM	InappropriateBehavior
03/14	1:59 PM	Other
03/14	2:03 PM	InappropriateAttire
03/14	2:06 PM	SleepingIncident
03/15	11:00 AM	InappropriateBehavior
03/16	1:48 PM	SleepingIncident
03/17	9:09 AM	SleepingIncident
03/17	9:11 AM	SleepingIncident
03/17	10:43 AM	InappropriateBehavior
03/17	12:06 PM	InappropriateAttire
03/17	12:17 PM	InappropriateBehavior
03/18	2:25 PM	StolenDamagedLibraryMaterial
03/18	4:01 PM	SleepingIncident
03/18	4:29 PM	SleepingIncident
03/18	5:01 PM	InappropriateAttire
03/19	2:43 PM	SleepingIncident
03/19	2:48 PM	SleepingIncident
03/19	5:02 PM	InappropriateAttire
03/19	5:08 PM	InappropriateAttire
03/20	8:31 AM	AlcoholDrugs
03/20	8:53 AM	StolenDamagedLibraryMaterial
03/20	5:11 PM	InappropriateBehavior
03/20	5:18 PM	InappropriateBehavior
03/20	7:22 PM	InappropriateAttire
03/21	2:53 PM	Other
03/22	9:35 AM	InappropriateAttire
03/22	2:14 PM	InappropriateBehavior
03/23	1:25 PM	Vandalism
03/23	1:30 PM	AlcoholDrugs
03/23	1:45 PM	InappropriateBehavior
03/24	11:44 AM	InappropriateBehavior
03/24	11:51 AM	InappropriateBehavior
03/24	1:10 PM	Food Incident
03/24	7:23 PM	StolenDamagedLibraryMaterial
03/25	2:38 PM	SleepingIncident
03/26	4:48 PM	SleepingIncident

03/29	1:51 PM	InappropriateBehavior
03/29	1:56 PM	InappropriateAttire
03/29	3:10 PM	InappropriateBehavior
03/30	1:09 PM	InappropriateAttire
03/30	1:12 PM	InappropriateBehavior
03/30	1:18 PM	InappropriateBehavior
03/31	11:31 AM	Other
03/31	11:40 AM	Other

Suspension Reports

Date	Time	violation
03/4	7:46 PM	InappropriateBehavior
03/11	8:44 AM	StalkingIncident
03/19	2:55 PM	SleepingIncident

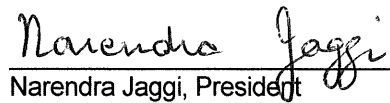
Memo

To: Library Board
From: Georgia Bouda, Director
CC:
Date: 4/9/2014
Re: Pipeworks Change Order

Based on Tim Gilles' explanation, I recommend we accept the change order for \$1380.00 from Pipeworks. Tim had explained that one of the most difficult parts of this project would be how to route the flue from basement to the roof.

Pipeworks has proposed relocating the conduits in order to have a clean vertical path for the flue. The other option was to offset the flue which would have been more of a cost and would have increased the size of the wall in Adult Services.

Approved this 15th day of April 2014


Narendra Jaggi, President



AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address):*

Bloomington Public Library Primary
Space Heating Hot Water and Control
System Software Project
205 E. Olive Street
Bloomington, IL 61701

CHANGE ORDER NUMBER: 001

DATE: March 20, 2014

OWNER: ☐
ARCHITECT: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐
TO CONTRACTOR *(Name and address):*

Pipeworks, Inc.
700 S. Gridley Street
Bloomington, IL 61701

ARCHITECT'S PROJECT NUMBER: 0131113.00

CONTRACT DATE: February 18, 2014

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Relocate existing electrical conduits at mechanical room ceiling to allow unobstructed vertical routing of new boiler and humidifier flues.

The original Contract Sum was	\$	141,700.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	141,700.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,380.00
The new Contract Sum including this Change Order will be	\$	143,080.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Farnsworth Group, Inc.

ARCHITECT *(Firm name)*

200 W. College Ave., Ste. 301, Normal, IL
61761

ADDRESS

BY *(Signature)*

Tim Gilles

(Typed name)

DATE

3.20.14

Pipeworks, Inc.

CONTRACTOR *(Firm name)*

700 S. Gridley Street
Bloomington, IL 61701

ADDRESS

BY *(Signature)*

Erik Graybeal

(Typed name)

DATE

3/26/14

Bloomington Public Library

OWNER *(Firm name)*

205 E. Olive Street
Bloomington, IL 61701

ADDRESS

BY *(Signature)*

Georgia Bouda

(Typed name)

DATE

4/15/14

Memo

To: Library Board

From: Georgia Bouda, Director

CC:

Date: 4/8/2014

Re: Quiet Reading Room

Based on your direction following our tour of the Quiet Reading Room at last month's meeting, I am recommending that future Library Board meetings be held in the Quiet Reading Room. To accomplish this, the following will need to occur:

1. Two rows of magazine shelving will be taken down. Four lounge chairs will be relocated to just outside the Quiet Reading Room into the space freed up by the shelving. The 4 small 2 person tables in the Quiet Reading Room will remain in the room.
2. An electrical outlet will be installed in the floor to allow power in two locations in the table. Customers using laptops in the room will find this a huge benefit.
3. A new 14 foot table racetrack shape will need to be purchased. We already have three quotes: Widmer - \$2,196.87, Henricksen's - \$2,233.86, and KI - \$2,468.96. The lowest is Widmer at \$2,196.87. I have attached a photo of the Hon table proposed. Our will have a light wood looking laminate top and black legs. Twelve office style chairs will be used around the table. We have measured and the table and chairs will fit diagonally in the room.
4. When not in use by the Boards or the Library for meetings, the room will remain open to be used as a Quiet Reading Room.

My recommendation is that the Board approve using the Quiet Reading Room for Board meetings as soon as it is ready.



CONNECTIONS MADE EASY

In collaborative settings, people need to stay connected, not just with each other but also with the technology they rely on to be fully and actively engaged. To do so, they need to be plugged in—literally—to make use of all the technological tools at their disposal today. With Preside, people can have immediate access to power and data for right-then, right-there use.



1520 College Ave.
Normal, IL 61761
309-807-5920
(f) 309-862-4054

April 7, 2014

Caprice Prochnow
Bloomington Public Library
205 E. Olive St.
Bloomington, IL 61701

Quote Subject:
Conference Table—Rev. 1

Project Scope:

Manufacturer: HON
Series: Preside
Laminate: D Natural Maple
Edge Profile: H Drop
Base: P Black

<u>Item:</u>	<u>Description:</u>	<u>Qty:</u>
HTLC54168	54" x 168" Racetrack table with 2 electrical G1 cutouts	1
HTLHP168	Hollow Panel Base	1
HTPWRGROM1	Pop-up port; includes 3 power ports in each unit	2

Total Suggested List: \$4,293.00

Library Cost with TCPN: \$1,858.87

Delivery & Installation: \$338.00

TOTAL: \$2,196.87

Additional Notes:
Freight charges are prepaid.
Allow 2-3 weeks for shipment from the factory.
Pricing is based on using the TCPN contract.

Proj. #:213398



401 SW Water Street Suite 205
Peoria, Illinois 61602
P: 309.636.0033 F: 309.636.0034

Quote Number: 84040115

www.henricksen.com

Date: 4/4/2014

Quoted To:

**BLOOMINGTON PUBLIC
LIBRARY**
205 E. OLIVE
BLOOMINGTON, IL 61701

Ship To:

**BLOOMINGTON PUBLIC
LIBRARY**
205 E. OLIVE
BLOOMINGTON, IL 61701

Sales Person:

TERI THOMAS
T.THOMAS@HENRICKSEN.COM

Customer Support

KELLY GRUBER
K.GRUBER@HENRICKSEN.COM

Ln#	Qty	Model#	Description	Unit Sell	Ext Sell
1	1		TCPN Contract Pricing	\$0.00	\$0.00
2	1	HTLHP168	Preside Laminate Hollow Panel Base For 168" W Table Tops	\$723.53	\$723.53
		.H	LAM: Bourbon Cherry		
		.P	Black		
3	1	HTLA54168	Preside 168W x 54D Racetrack Shaped Laminate Top	\$872.93	\$872.93
		.H	Drop		
		D	LAM: Natural Maple		
		.G1	Cut out for Pop Up Port		
		.D	LAM: Maple		
4	2	HTPWRGROM1	Preside Pop Up Port-MHO	\$131.20	\$262.40
5	1	FREIGHT	Includes Freight Charge	\$0.00	\$0.00
6	1	INSTALL	Plus Delivery and Installation	\$375.00	\$375.00
Subtotal:					\$2,233.86

Total: \$2,233.86

50% deposit required upon order placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.
Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: _____ Organization: _____ Date: _____

QUOTATION

CREATED
 LID THROUGH
 Prepared By
 Quote Filename

3/28/2014
 5/7/2014
 Jim Heyden
 Bloomington Library-Conf Room - 11JLH-211231/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1							
Conf Room							
1.1	S357F-74P	Synthesis Boat Table Fixed Leg,Rect,TT Base,Lam Left Top,74P Edge,42x60x84", left power up	1		\$1,234.48	\$1,234.48	
		Edge Color >>To Be Determined TBD<< Surface Finish >>To Be Determined TBD<< Base Finish >>To Be Determined TBD<< Wire Management Options Under table wire mngmt & leg wireways /HW Grommet Option No grommets -NOGRM Rolling Base Option Rolling base /R MK: S14577916 Price Description: Delivered/Open Market					
1.2	S357F-74P	Synthesis Boat Table Fixed Leg,Rect,TT Base,Lam right Top,74P Edge,42x60x84", right power up	1		\$1,234.48	\$1,234.48	
		Edge Color >>To Be Determined TBD<< Surface Finish >>To Be Determined TBD<< Base Finish >>To Be Determined TBD<< Wire Management Options Under table wire mngmt & leg wireways /HW Grommet Option No grommets -NOGRM Rolling Base Option Rolling base /R MK: S14578174 Price Description: Delivered/Open Market					
Tag 1						WorkGroup Product Subtotal	\$2,468.96
Conf Room							

Product SubTotal:		\$2,468.96
Tax Exempt		\$0.00
Estimated Sales Tax:		See Note Below
Quote Total:		\$2,468.96
Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.		
Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customers's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.		

Memo

To: Library Board

From: Georgia Bouda, Director

CC:

Date: 4/8/2014

Re: Bookmobile

There is not room to locate the 12 six volt batteries and dedicated generator battery that we had proposed in our specifications in our new bookmobile. Matthews has suggested the 8 six volt batteries auxiliary battery bank in this change order as a solution. This results in a credit of \$1355.00. After checking with Michael Swendrowski, our consultant, I recommend we accept this proposal. The change to the shorecord is also a result of the location and space needed. This will result in an additional cost of \$498. Lastly, the laminate that has been selected will result in a slight upcharge of \$53.

These changes result in a final credit of \$804.00 for this change order. I recommend approval of the change order.



Main Offices
101 S. Swing Rd.
Greensboro, NC 27409
Toll Free: (877) 905-4678
Fax: (336) 297-4674

MATTHEWS SPECIALTY VEHICLES PRODUCT CHANGE ORDER

Request No. 2 (Revised)
Current Date April 2, 2014
Order Date January 23, 2014

Contact Georgia Bouda
Customer Bloomington Public Library
Sales Person Dennis Hoag

Instructions:
Please indicate desired options, sign, and return to your sales person.

Description of Options	Price
☒ CLARIFICATION: Xantrex Freedom SW3012 inverter/charger will be installed in the base of tall closet at rear of vehicle with access panel.	NC
☒ CLARIFICATION: Xantrex Freedom SW3012 will be used as the battery charging system.	NC
☒ Install eight (8) 6-volt batteries to be used as auxilliary battery bank and generator battery in lieu of twelve (12) 6-volt batteries and one (1) Group 24 dedicated generator battery.	\$ (1,355.00)
☒ Install one (1) 50amp, 15ft shorecord with twistloc outlet to be installed at rear of vehicle on passenger side in lieu of one (1) 50amp, 15ft hardwired shorecord.	\$ 498.00
☒ Install upgraded laminate (Wilsonart Belle Reale 1821K-35) at three (3) desktops.	\$ 53.00
Total	<u>\$ 804.00</u>

Notes:

Customer Approval:

Signature Narendra Jaggi
Printed Name Narendra Jaggi
Title BPL Board President
Date 4/15/14

Matthews Specialty Vehicles, Inc.

Signature	Signature on file.
Printed Name	Dennis Hoag
Title	Sales Director
Date	April 2, 2014

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

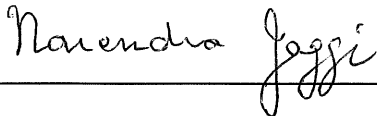
“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$203,205.50 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$2,051,960.08.

Approved by Bloomington Public Library Board of Trustees on the 15th day of April 2014

A handwritten signature in cursive script, reading "Narendra Jaggi", is written over a horizontal line.

Narendra Jaggi, President