

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 17, 2015
5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. February 17, 2015
 - B. March 4, 2015
 - C. March 14, 2015
- V. President's Report
 - A. Nominations to Foundation Board
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel Committee
 - 1. Set standing meeting time
 - B. Planning, Policies & Programs (3 P's)
 - C. Nominating Committee
 - D. Ad Hoc Committee – Library Expansion Task Force
- X. Unfinished Business
 - A. Discuss Singer Group Report on Director Evaluation Process (Lucy Holman will join the meeting on Skype)
 - B. Discuss Future Work Session/Retreat with Deb Halperin
- XI. New Business
 - A. Approval of Library Expansion RFQ Firm
 - B. Approve Transfer of Funds from Maintenance and Operating Fund to Capital Reserve Fund
 - C. Approve Recognition of Trustee
- XII. Future Agendas/Comments from Board Members
- XIII. Adjournment

Posted: 3/12/2015 11:50 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 17, 2015

5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

President Jaggi called the meeting to order at 5:17 p.m.

II. Roll Call

MEMBERS PRESENT: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAAN,
SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL
WETZEL, NARENDRA JAGGI

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Melissa
Robinson, Carol Torrens, Gayle Tucker

III. Introductions/Public Comment

There were no introductions or public comments.

IV. Approval of Minutes

A. January 20, 2014

EMILY KELAHAAN MOVED, CATHY PRATT SECONDED, TO APPROVE THE
MINUTES FROM THE JANUARY 20, 2015 MEETING. THE MOTION CARRIED
UNANIMOUSLY.

B. January 28, 2014

WHITNEY THOMAS MOVED, EMILY KELAHAAN SECONDED, TO APPROVE
THE MINUTES FROM THE JANUARY 28, 2015 MEETING. THE MOTION
CARRIED UNANIMOUSLY.

V. President's Report

President Jaggi announced that Jared Brown has agreed to be the newest member of the
Budget & Personnel Committee meeting.

President Jaggi announced that Monica Brigham had submitted a resignation from the
Bloomington Public Library Board and it is with regret that President Jaggi accepts her
resignation.

President Jaggi announced that Van Miller will be finishing Monica Brigham's term, and will be appointed to the Bloomington Public Library Board at the February 23 Council meeting. Van is an alumnus of Illinois Wesleyan University and serves as the Director of Annual Giving in the Development Office. President Jaggi stated that Van will be present at the March 17 Board meeting, and with all his financial experience, he intends to appoint Van to the Budget & Personnel Committee.

President Jaggi shared that he will be resigning from the Bloomington Public Library Board at the end of this fiscal year, which is the end of April, so he will not be serving the last year of his three year term.

Jared Brown shared that his term will expire on April 30 and he has declined being reappointed for another term. He went on to say that the Mayor has been made aware of this.

A. Committee Appointment

President Jaggi asked if the following would be willing to serve on the Nominating Committee: Brittany Cornell, Bill Wetzel, and Whitney Thomas. They all agreed to serve and were appointed as the Nominating Committee, with Brittany Cornell serving as the Chair.

VI. Director's Report

Director Bouda shared that the Circulation numbers were up in January after leveling off for several months.

Director Bouda shared that there were many successful programs this past month.

Director Bouda stated that the bookmobile inspection was completed earlier this month by Michael Swendrowski and Danny Rice and as you can see by the report that Michael discovered a number of items that needed to be addressed. She went on to say that a big celebration to roll out the new bookmobile is scheduled for April during National Library Week.

A. Presentation by Melissa Robinson, Children's Services Manager

Melissa Robinson, Children's Services Manager, shared that the Children's Department is intended for children aged 11 and under and the Librarians gear their collection development accordingly. She reviewed the materials that are offered in the department and how the development of the child is taken into account with the floor plan of the department.

Melissa shared that there are six full-time, five part-time, work study students from Illinois Wesleyan and seasonal help in the summer that work in the department. There are four Librarians in the department, two of which handle material selection. The Librarians do most of the programming, although a few of the Library Associates help with programming as well. Melissa shared with the Trustees the many wonderful story times offered on a regular basis as well as other well attended programs offered. A number of the programs, such as Dia de los Libros, are offered annually and are very popular and well attended. Melissa entertained questions.

VII. Fiscal Report

Kathy Jeakins entertained questions.

VIII. Approval of Bills

CATHY PRATT MOVED, JARED BROWN SECONDED, TO APPROVE THE BILLS LIST FROM JANUARY 2015. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2015.02"

IX. Committee Reports

A. Budget & Personnel Committee

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet.

C. Ad Hoc Committee – Library Expansion Task Force

The Library Expansion Task Force did not meet.

X. Unfinished Business

A. Approve Selection Process for Final Firm Selection

President Jaggi shared that a few points that still needed to be determined on the RFQ Interviews were handled by Director Bouda. She consulted with Jeff Jurgens, City Attorney, and Jon Johnston, City Procurement Officer, and confirmed that cost may not be discussed during the interview process and that the interviews and the discussion amongst Trustees after each interview must be conducted as an open meeting.

Director Bouda stated that as far as the scoring, she would like to see the same format used that was used in determining the firms to be interviewed. She went on to say that there can be much discussion on what firm to select, but the final process should be quantitative so that the process is defensible to the competing firms. Director Bouda stated that she had had Johanna Sneed prepare a packet including the four questions to be asked of each firm along with a quantitative scoring sheet at the end. The four questions will be given to each firm in advance, so that they may prepare their presentations accordingly. Questions that have to do with their presentation may be asked of each of the firms. President Narendra Jaggi will be the one asking the questions of the firms.

Director Bouda stated that scoring will be done individually and the final firm will be decided at the March 17 Board meeting by adding together the individual scorings.

There was discussion as to start time for the meeting, time frame for each interview, and time for sandwiches to be served. The consensus was to start the interview process at 9:15 a.m., allow an hour for each interview with 10 minutes in between, with interviews wrapping up between 12:30 and 1:00 p.m., with sandwiches and discussion from that point.

XI. Executive Session to Discuss Bargaining Unit Contract

CATHY PRATT MOVED, EMILY KELAHAAN SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS BARGAINING UNIT CONTRACT.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAAN,
SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL
WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 6:04 p.m., the Board went into Executive Session.

Cathy Pratt departed the meeting at 6:23 p.m.

At 6:24 p.m., the Board resumed regular session. President Jaggi stated that no action was taken during Executive Session.

XII. New Business

A. Approve Bargaining Unit Contract

EMILY KELAHAAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE
THE BARGAINING UNIT CONTRACT FOR THE PERIOD OF MAY 1, 2014 –
APRIL 30, 2017.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAAN,
SUSAN O'ROURKE, WHITNEY THOMAS, BILL WETZEL,
NARENDRA JAGGI

NAYES: SUSAN O'ROURKE

ABSENT: CATHY PRATT

THE MOTION CARRIED.

B. Discuss Singer Group Report on Director Evaluation Process

President Jaggi shared that a conference call can be arranged with the Singer Group for questions and edits of the Director Performance Review. Once the Board as a whole is satisfied with the document, the instrument must be adopted. With this process, too much time may go by, and it may become necessary to use the current tool for this year's evaluation.

There was much discussion on the evaluation tool that was prepared by the Singer Group.

Some topics that came up were:

Anonymity for the Trustees with possibly a mediator to field any questions.

Should Management use the same form as the Trustees or should it be modified.

For this next evaluation, perhaps the bottom half of page 5 in reference to the Goals be taken out, and instead add a narrative of goals accomplished in the past year. It was proposed that the Director report on the goals set for the year within her monthly

Director's report. There was also a proposal of having a Trustee conduct a quarterly or bi-annual review of goals with the Director to check on the progress of goals. This agenda item will be tabled until the next meeting.

C. Update from Susan O'Rourke on Bloomington Comprehensive Plan Community Facilities Workgroup

There was some discussion on this, and then President Jaggi proposed that a special meeting be called to allow time for a rich discussion on this. There was consensus to have both Susan O'Rourke and Brittany Cornell (Chair of Downtown Work Group) present at a BPL Board Special Meeting on March 4 at 5:15 p.m..

XIII. Future Agendas/Comments from Board Members

There were no future agendas or comments from Board Members.

XIV. Adjournment

President Jaggi adjourned the meeting at 7:19 p.m.

2015.02

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 17, 2015


Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	145.00
Ameren IP	Electricity	8,710.44
American Pest Control	Building Maintenance	160.00
Aussiekers	Other Purchased Services	1,175.00
Bell Techlogix	Computer Supplies	1,252.97
Bloomington Rotary Club	Membership Dues	300.00
Bound to Stay Bound Books	Juvenile Books	66.69
Brodart Co.	Library Supplies	453.00
CDW Government	Computer Supplies	11,221.46
CDW Government	Miscellaneous Expenses	497.99
CDW Government	Office/Equipment Mtn	255.35
Cengage Learning	Adult Books	366.79
Central Catholic High School	Adult Books	320.00
Children's Plus	Juvenile Books	26.88
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,230.03
City of Bloomington	FICA	14,993.71
City of Bloomington	Fuel	294.13
City of Bloomington	Health Insurance-HMO	11,192.79
City of Bloomington	Health Insurance-PPO	28,630.35
City of Bloomington	IMRF	29,687.85
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	3,623.53
City of Bloomington	Payroll	256,109.10
City of Bloomington	Vision Insurance	301.95
City of Bloomington	Water	382.38
Comcast	Telecommunications	102.85
Dell Marketing, L.P.	Computer Supplies	3,020.72
Demco	Library Supplies	585.40
Ebsco Subscription Services	Periodicals	76.74
Frontier	Telecommunications	1,407.97
Gorham, Linda	Other Purchased Services	400.00
Halperin, Deborah	Other Purchased Services	400.00
Illinois Association for Advancement of Archaeology	Membership Dues	30.00
Illinois Wesleyan University	Other Purchased Services	193.10
Lansing Public Library	Miscellaneous Expenses	19.00
Lincolnland Architectural Graphics	Other Purchased Services	104.00
Manufacturer's News, Inc.	Adult Books	222.90
Massie, Rhonda	Other Purchased Services	222.23

McLean County Glass & Mirror, Inc.
 MicroMarketing LLC
 Midwest Tape
 Miller Janitorial Supply
 Niemann-Boehle, Deborah
 Northern Illinois Gas/NICOR
 NuAir Corp
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive, Inc.
 Pantagraph
 Pantagraph
 PATH
 Postmaster, Bloomington, Illinois
 Rainbow Book Co.
 Random House, LLC
 Rice, Danny
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Tarter Construction Co., LLC
 Taylor, Pamela (Aquarium Aquascapes)
 Tee Jay Central, Inc.
 ThyssenKrupp Elevator Corp.
 U. S. Postal Service
 Unique Management Services, Inc.
 University of Illinois
 Vernon Library Supplies
 Weber Electric, Inc.
 Widmer Interiors
 WMBD TV
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 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 - Barracuda Networks, Inc.
 VISA - Beck's Family Florist
 VISA - Best Buy
 VISA - Best Buy.com
 VISA - Bobzbuy, LLC
 VISA - Brochure Holders 4 U
 VISA - Casey's Garden Shop & Florist
 VISA - CVS Pharmacy
 VISA - Delta Air
 VISA - DEVMYND.com

Building Maintenance	175.22
A/V Materials	29.97
A/V Materials	2,034.65
Janitorial Supplies	789.58
Other Purchased Services	100.00
Natural Gas	6,593.60
Building Mtnc Supplies	211.42
Computer Supplies	275.90
Copier Supplies	91.15
Employee Relations	68.64
Janitorial Supplies	48.00
Office Supplies	402.90
Other Purchased Services	20.36
Ebooks	10,000.00
Advertising	1,000.00
Other Purchased Services	1,460.15
Professional Development	105.00
Postage	880.00
Juvenile Books	999.99
A/V Materials	86.25
Travel	142.00
Rentals	1,992.24
Printing/Binding	240.00
Other Capital Improvements	36,208.00
Other Purchased Services	50.00
Building Maintenance	914.80
Building Maintenance	29.01
Postage	4,000.00
Other Purchased Services	483.30
Tuition Reimbursement	8,904.00
Library Supplies	1,999.40
Building Maintenance	698.04
Office Supplies	4,545.24
Advertising	7,500.00
Computer Supplies	60.00
A/V Materials	1,016.81
Adult Books	217.79
Computer Supplies	98.99
Library Supplies	74.05
Professional Collection	134.33
Professional Development	255.00
Adult Books	115.00
A/V Materials	10,371.73
Adult Books	9,679.22
Juvenile Books	8,438.76
Office/Equipment Mtnc	699.00
Employee Relations	89.90
Other Purchased Services	269.98
Other Purchased Services	149.99
Adult Books	124.00
Library Supplies	349.87
Other Purchased Services	132.37
Office Supplies	13.99
Travel	449.20
Professional Development	360.00

VISA - DIOISH DAY	Professional Development	110.00
VISA - Dollar Tree	Other Purchased Services	10.00
VISA - Dollar Tree.com	Other Purchased Services	35.10
VISA - ESPN	Periodicals	29.95
VISA - Facebook	Advertising	107.39
VISA - Five Star Water	Miscellaneous Expenses	83.19
VISA - Fred Pryor/Career Track	Professional Development	298.00
VISA - Game Informer Magazine	Periodicals	19.98
VISA - GameStop	A/V Materials	803.81
VISA - Harvard Business Review	Periodicals	89.00
VISA - Hobby Lobby	Library Supplies	1.75
VISA - Hobby Lobby	Other Purchased Services	20.00
VISA - Hyatt Place Greensboro	Travel	107.11
VISA - Ingram	Adult Books	459.41
VISA - Lowe's	Building Mtnc Supplies	127.27
VISA - Lowe's	Employee Relations	9.56
VISA - Lowe's	Janitorial Supplies	148.67
VISA - Meijer	Janitorial Supplies	23.97
VISA - Meijer	Library Supplies	21.96
VISA - Meijer	Miscellaneous Expenses	5.38
VISA - Meijer	Office Supplies	10.24
VISA - Michael's	Other Purchased Services	105.64
VISA - National Enquirer	Periodicals	109.20
VISA - Naturally Yours Grocery	Other Purchased Services	37.56
VISA - Nybakke Vacuum	Building Mtnc Supplies	47.97
VISA - Office Depot	Janitorial Supplies	129.64
VISA - Office Depot	Library Supplies	598.91
VISA - Office Depot	Office Supplies	49.47
VISA - OfficeMax	Employee Relations	11.99
VISA - OfficeMax	Office Supplies	134.66
VISA - Oriental Trading Co.	Library Supplies	28.99
VISA - Paetec Communications, Inc.	Telecommunications	168.55
VISA - Party City	Library Supplies	38.93
VISA - Paypal*Denise Crews	Library Supplies	17.29
VISA - Paypal*TrimbleEve.com	Other Purchased Services	12.00
VISA - Pentrex Media Group	Adult Books	88.80
VISA - Petco	Other Purchased Services	26.97
VISA - Presentations Direct	Library Supplies	160.22
VISA - PrizeWheel.com	Library Supplies	19.95
VISA - Recorded Books	A/V Materials	39.99
VISA - Skinit.com	Computer Supplies	108.56
VISA - Sprint	Telecommunications	405.69
VISA - Target	Other Purchased Services	21.98
VISA - Upstart	Library Supplies	29.85
VISA - USPS.com	Postage	21.19
VISA - Walgreens	Library Supplies	12.00
VISA - Wal-Mart	Other Purchased Services	148.56
Total		510,117.00

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

March 4, 2015

5:15 p.m.

Quiet Reading Room

Minutes

I. Call to Order

President Jaggi called the meeting to order at 5:16 p.m.

II. Roll Call

MEMBERS PRESENT: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAHAN,
SUSAN O'ROURKE, CATHY PRATT, BILL WETZEL,
NARENDRA JAGGI

MEMBERS ABSENT: WHITNEY THOMAS

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Caprice
Prochnow, Gayle Tucker, Van Miller, Jon Whited

III. Introductions/Public Comment

President Jaggi stated that Kathy Jeakins, Jon Whited, Gayle Tucker and Laura Golaszewski are present. He also welcomed newest Trustee, Van Miller, and asked that those present introduce themselves to Van. President Jaggi asked that Van Miller serve on the Budget & Personnel Committee, and he agreed to serve on this Committee.

President Jaggi stated that the Nominating Procedures given to Britney Cornell, Chair of the Nominating Committee, are incorrect as they do not follow the dictate of the By-Laws. The Nominating Procedures incorrectly stated that the election for Officers of the Board be held at the April Board meeting, when in fact it should have stated that the election is to be held at the May Board meeting as stated in the By-Laws.

IV. New Business

A. Update from Brittany Cornell on Bloomington Comprehensive Plan Downtown Work Group

Brittany Cornell shared the background of the Comprehensive Plan and how the Work Groups came to be. She serves as the Chair of the Downtown Work Group for the

Comprehensive plan. She went on to say that their group is tasked with goals and objectives for the Downtown area that will be included in the Comprehensive Plan. Brittany stated that economic development, multi-modal transportation, marketing and safety are some of the main objectives for the Downtown Work Group. She entertained questions. It was suggested that the Library be included in the Live, Work and Play slogan for downtown. Brittany stated that she will bring this up to the Work Group.

B. Update from Susan O'Rourke on Bloomington Comprehensive Plan Community Facilities Work Group

Susan O'Rourke shared that she is serving as Co-Chair on the Community Facilities Work Group. She had produced a spreadsheet depicting the action items for the group, and had shared this with the Trustees at the last Board meeting. Susan stated that the work group had decided that the action items (in red) on the spreadsheet must apply to all the community facilities across the board, not specifically the Library. She went on to say, that a community facility is any publicly owned building that is controlled by a public agency and any profit or not for profit organization who works on objectives to better the community.

Some examples are the Boys & Girls Club, all the parks, the trail, schools, government buildings, etc.. Susan stated that an issue the Work Group is dealing with is that several facilities that really need to expand are currently landlocked, such as the Library, City Hall, and Public Works. She entertained questions. It was suggested that the limited parking for the Library be recommended as an urgent matter to be addressed.

V. Executive Session to Discuss The Possible Purchase of Property

CATHY PRATT MOVED, JARED BROWN SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE POSSIBLE PURCHASE OF PROPERTY.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAAN, SUSAN O'ROURKE, CATHY PRATT, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 6:05 p.m., the Board went into Executive Session.

Brittany Cornell departed the meeting at 6:17 p.m..

At 6:25 p.m., the Board resumed regular session. President Jaggi stated that no action was taken during Executive Session.

VI. Adjournment

President Jaggi adjourned the meeting at 6:26 p.m.

Bloomington Public Library Director's Report January 2015

1. Bookmobile



The big news is the delivery of the bookmobile! This is a mockup of what it will look like with the wrap on it. It goes to be wrapped on Monday, March 16 and should be back by the end of the week. The bookmobile drivers are going out daily to get comfortable driving it.

2. Security Gates

Our new wider security gates will be installed on March 24. This will complete our \$50,000 grant from the state.

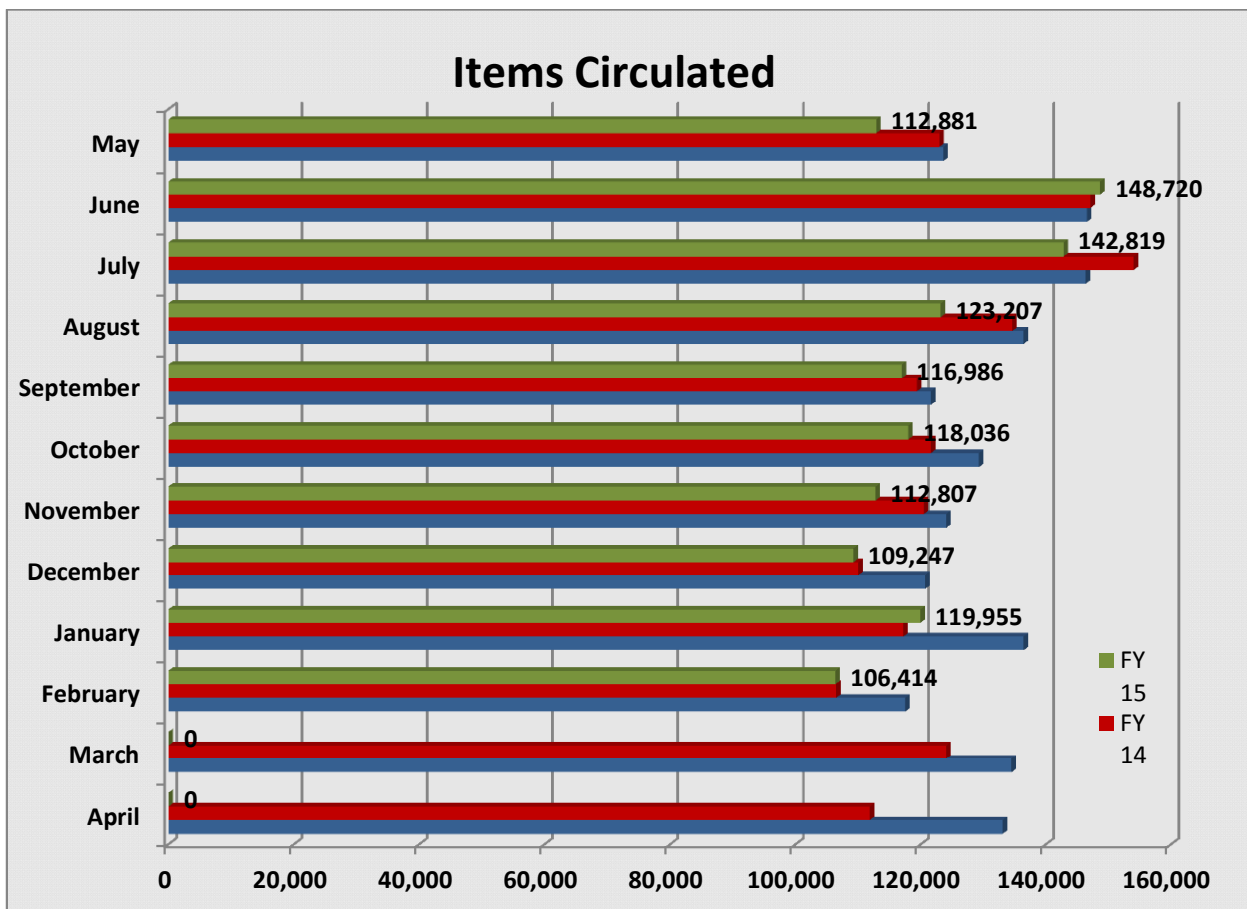
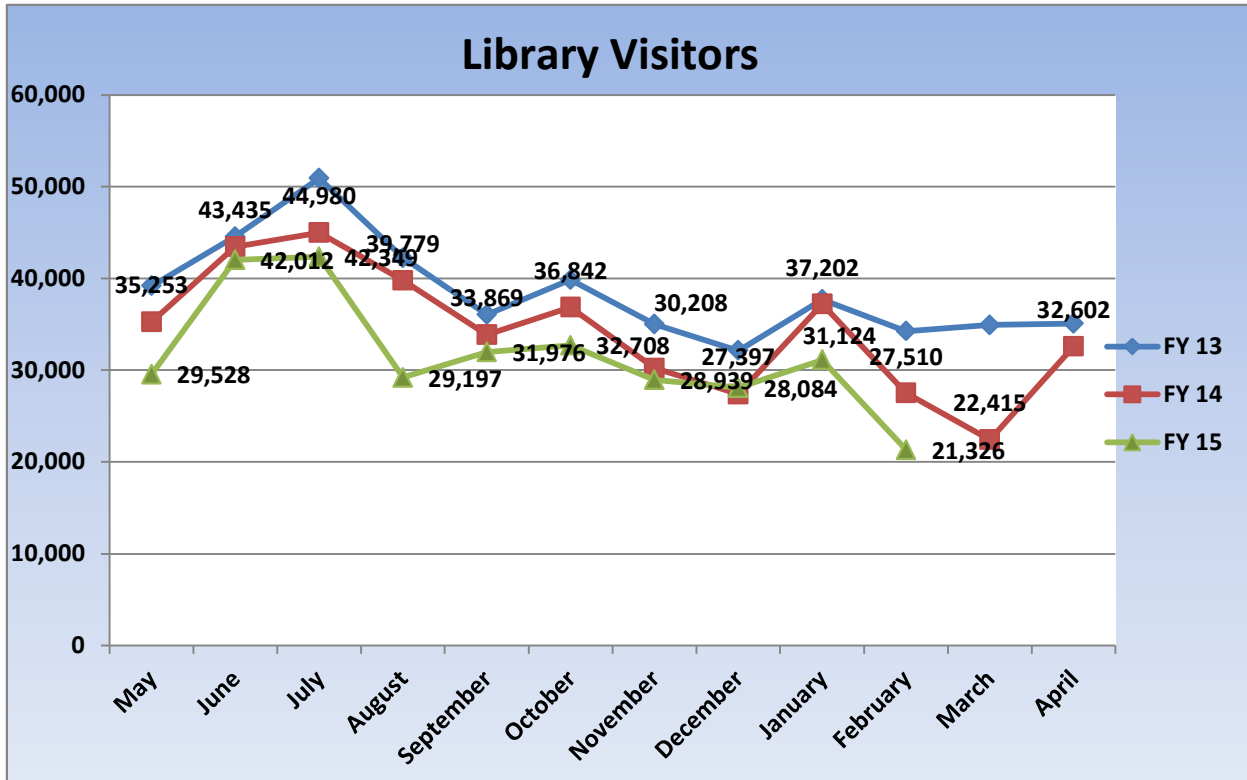
3. District 87 Art Fair

The District 87 Art Fair is going up March 11 and will be up through April 3. Do walk by the Children's area and admire the wonderful art work that the children of our community create.

4. Mark your Calendar!

Plans are under way for the reception for the four departing BPL trustees following the April 21st Library Board meeting. It will be held in the new conference room. You should receive an invitation shortly.

5. Statistics



Customers borrowed 11 items in February, 2015, an increase from the 11 items borrowed in February, 2014. Visitors to the Library were down from 37,202 in February 2014 to 31,124 in February 2015. Staff answered 4749 questions from customers this month compared to 4435 questions answered in February 2014.

Programs and Attendance in the month of February:

Children Programs and Attendance:

Mo Willems party – 200 attended (estimated)
Dr Seuss party – 200 attended (estimated)
Toddler story time – 11 sessions – 334 attended
Preschool story time – 4 sessions – 113 attended
Move and Learn story time – 3 sessions – 72 attended
Tails for Tales – 4 sessions – 43 attended
Beginning Reader Book Club – 2 sessions – 11 attended
2nd Monday Story Club – 4 attended
Singing Swinging story time – 2 sessions – 26 attended
Scott Early Learning Center visit – 7 attended
Children's Home and Aid visit – 2 classes – 39 attended
Wesleyan children's literature class visit – 10 attended
Head Start Fun Club visit – 100 attended
Provided flyers to Kindercare for family literacy event
Visited Katie's Kids – 74 attended
Visited Milestones Preschool – 36 attended
Visited Brigham Head Start – 87 attended
Visited Islamic Center of Bloomington Normal preschool – 9 attended
Visited Little Jewels – 125 attended



Teen Programs and Attendance:

Teen Thursday – 1 sessions – 0 attended
DIY Window/Locker magnets – 1 session -- 10 attended
Unvalentines Day Party, cosponsored with NPL & at NPL – 1 session – 30 attended
FAFSA Financial Aid workshop – 1 session – 17 attended

Schools for Books and Bites: the Teen Librarian and the NPL youth librarian talked with these numbers of teens:

Chiddix: 60; Evans: 55; Kingsley 70 ; Parkside 98

Two librarians did an onsite visit to Tri Valley Middle School 7th graders, telling 71 people about the Illinois Collection and pertinent online resources on February 5. The students then do a local history research project.

Adult Programs and Attendance:

Fiction Book Club – 1 session – 7 attended

Mystery Book Club – 1 session – 7 attended

Nonfiction Book Club – 1 session – 3 attended

Books on Tap – 1 session – 11 attended

History Book Club – 1 session – 10 attended

Classic Movie Wednesday – 1 session – 12 attended

Anime Now for Adults – 2 sessions – 7 attended

Living Well Series: Food Patriots Documentary/Green Top Grocery – 1 session – 86 attended

Essentials in Business: Funding Your Small Business – 1 session – 15 attended

Computer Basics, Getting Started – 1 session – 9 attended

Dazzle Camouflage – 1 session – 26 attended

Midwestern Presidents: Truman – 1 session – 31 attended

Harambee, African American Dance – 1 session – 28 attend

Respectfully submitted,

Georgia Bouda

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

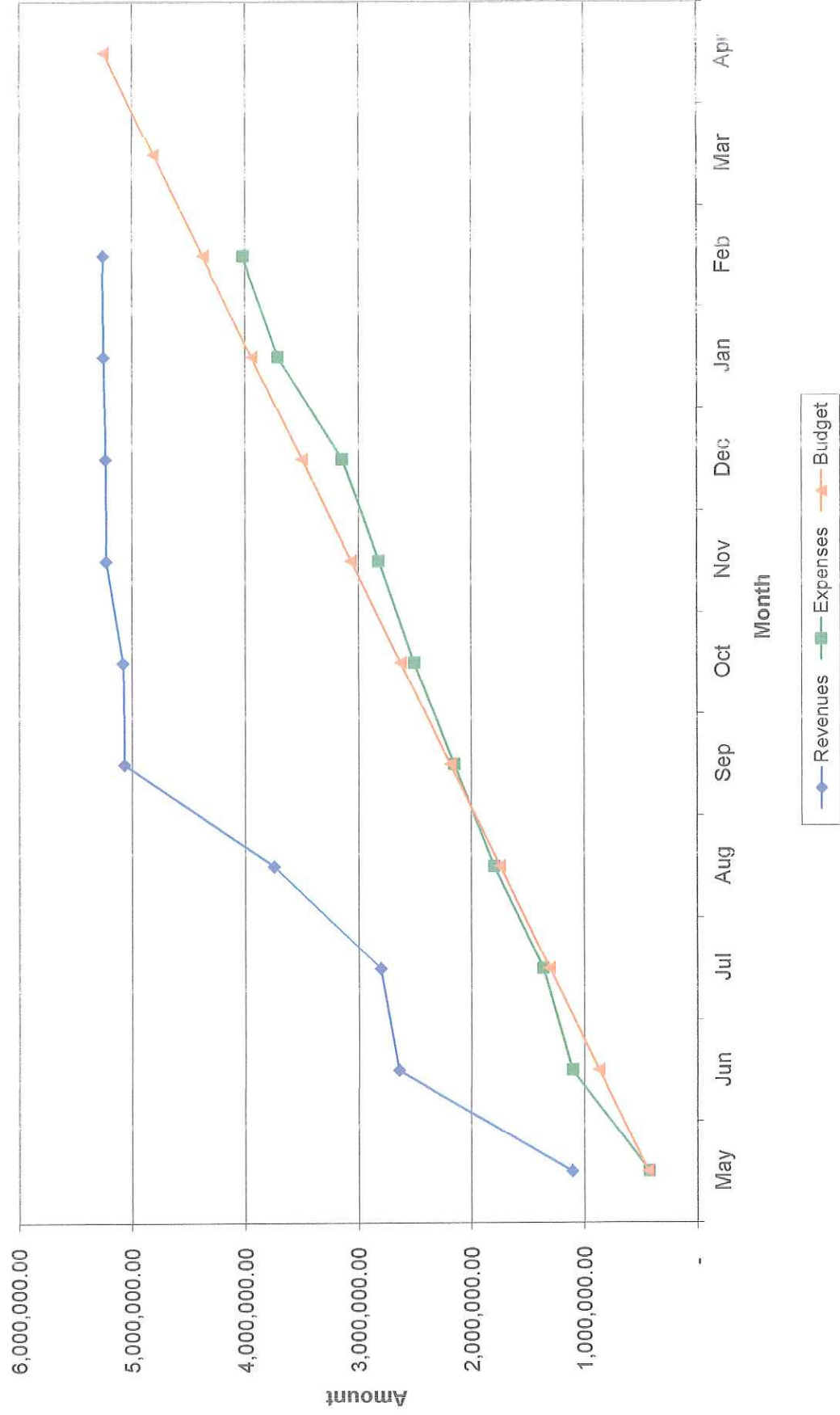
REVENUES:

ACCT NAME	BUDGET	FEB 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,541,269.54	(5,440.46)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	0.00	362,116.05	(12,883.95)	96.6
Fees & Rentals	75,000	6,958.88	68,633.34	(6,366.66)	91.5
Copies	3,600	345.13	2,679.78	(920.22)	74.4
Interest on Investments	4,000	44.64	445.33	(3,554.67)	11.1
Interest from Taxes	0	0.00	28.69	28.69	-----
Sale of Property	1,000	0.00	3,236.78	2,236.78	323.7
Donations	19,500	300.00	21,812.66	2,312.66	111.9
Other Grants	0	0.00	483.97	483.97	-----
Cash Over/Short	0	(0.28)	38.41	38.41	-----
Other	20,000	3,268.39	36,757.27	16,757.27	183.8
Total Revenues	5,253,210	10,916.76	5,263,664.32	10,454.32	100.2

ACCT NAME	BUDGET	FEB 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	149,635.10	1,592,124.54	(408,385.46)	79.6
Part-Time Salaries	384,836	26,315.11	297,129.32	(87,706.68)	77.2
Seasonal Salaries	34,648	1,858.74	36,081.84	1,433.84	104.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	-	0.00	-	-----
Total Sals & Wages	2,421,094	177,808.95	1,925,335.70	(495,758.30)	79.5
Dental Insurance	11,160	410.01	7,789.78	(3,370.22)	69.8
Vision Insurance	2,630	100.65	1,957.55	(672.45)	74.4
Health Insurance, BC/BS PPO	232,172	9,543.45	160,815.69	(71,356.31)	69.3
Health Insurance, OSF HMO	99,565	3,730.93	74,935.72	(24,629.28)	75.3
Life Insurance	4,000	239.28	2,340.99	(1,659.01)	58.5
IMRF	297,676	10,061.53	236,126.68	(61,549.32)	79.3
FICA	150,040	5,613.82	108,884.11	(41,155.89)	72.6
Medicare	35,090	1,312.92	25,581.69	(9,508.31)	72.9
Unemployment Insurance	0	0.00	10,143.00	10,143.00	-----
Worker's Comp	22,211	0.00	12,619.00	(9,592.00)	56.8
Uniforms	600	0.00	909.97	309.97	151.7
Tuition Reimb	30,000	0.00	20,292.00	(9,708.00)	67.6
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	31,012.59	662,396.18	(242,747.82)	73.2
Rentals	20,000	1,481.79	17,953.70	(2,046.30)	89.8
Total Rentals	20,000	1,481.79	17,953.70	(2,046.30)	89.8
Building Mtnc	125,000	8,164.37	44,505.70	(80,494.30)	35.6
Vehicle Mtnc	10,000	1,104.88	5,105.53	(4,894.47)	51.1
Office & Computer Mtnc	158,000	255.35	119,691.22	(38,308.78)	75.8
Other Mtnc	25,000	555.50	1,827.02	(23,172.98)	7.3
Total Repair/Mtnc	318,000	10,080.10	171,129.47	(146,870.53)	53.8

ACCT NAME	BUDGET	FEB 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	2,352.25	20,490.24	2,490.24	113.8
Printing/Binding	18,000	709.52	14,839.54	(3,160.46)	82.4
Travel	6,000	370.38	4,157.93	(1,842.07)	69.3
Membership Dues	5,000	0.00	3,023.98	(1,976.02)	60.5
Professional Development	8,000	159.20	4,883.18	(3,116.82)	61.0
Other Purchased Services	112,000	10,534.25	56,508.38	(55,491.62)	50.5
Property Insurance	26,000	0.00	19,669.00	(6,331.00)	75.7
Vehicle Insurance	6,000	0.00	1,841.00	(4,159.00)	30.7
Other Insurance	4,500	0.00	5,067.00	567.00	112.6
Total Purchased Services	203,500	14,125.60	130,480.25	(73,019.75)	64.1
Office Supplies	20,000	128.23	9,372.37	(10,627.63)	46.9
Computer Supplies	90,000	5,708.66	82,172.88	(7,827.12)	91.3
Copier Supplies	4,500	91.15	2,854.10	(1,645.90)	63.4
Postage	30,000	(2,478.01)	11,010.25	(18,989.75)	36.7
Library Supplies	75,000	8,151.20	56,726.30	(18,273.70)	75.6
Janitorial Supplies	13,000	1,115.02	9,072.28	(3,927.72)	69.8
Gas & Diesel Fuel	8,240	308.55	5,252.23	(2,987.77)	63.7
Building Mtnc & Repair Supplies	8,000	990.74	9,057.07	1,057.07	113.2
Total Supplies	248,740	14,015.54	185,517.48	(63,222.52)	74.6
Natural Gas	35,000	5,514.22	20,705.37	(14,294.63)	59.2
Electricity	112,000	4,335.48	63,729.27	(48,270.73)	56.9
Water	8,500	354.82	5,937.65	(2,562.35)	69.9
Telecommunications	26,000	1,718.47	24,928.05	(1,071.95)	95.9
Total Utilities	181,500	11,922.99	115,300.34	(66,199.66)	63.5
Professional Collection	6,000	(188.49)	669.53	(5,330.47)	11.2
Total Prof Collection	6,000	(188.49)	669.53	(5,330.47)	11.2
Periodicals	35,000	775.15	29,091.85	(5,908.15)	83.1
Adult Books	165,300	12,867.72	129,634.07	(35,665.93)	78.4
Children's Books	120,300	8,672.64	101,288.05	(19,011.95)	84.2
A/V Materials	167,100	14,171.27	137,921.28	(29,178.72)	82.5
Public Access Software	150,000	1,340.00	138,218.07	(11,781.93)	92.1
Ebooks	61,300	20,000.00	40,000.00	(21,300.00)	65.3
Total Materials	699,000	57,826.78	576,153.32	(122,846.68)	82.4
Employee Relations	5,500	126.05	920.94	(4,579.06)	16.7
Miscellaneous Expenses	13,000	315.71	5,779.52	(7,220.48)	44.5
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	441.76	238,432.46	(11,799.54)	95.3
Total Expenses	5,253,210	318,527.61	4,023,368.43	(1,229,841.57)	76.6

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2015

Property Tax (99.9%): The Library has received seven distributions.

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

State Grants (122.8%): The Per Capita Grant was more than we projected.

GPPLD (96.6%): Golden Prairie has received seven distributions.

Fees & Rentals (91.5%): This is higher than projected due to the efforts of the collection company.

Copies (74.4%): Copy revenue continues to be under the projected amount.

Interest on Investments (11.1%): Interest rates are still low.

Sale of Property (323.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (111.9%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (183.8%): The Book Shoppe continues to be a success.

Part-Time Salaries (77.2%): This line item is just slightly under-spent due to the fact that negotiations had not settled yet.

Seasonal Salaries (104.1%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Dental Insurance (69.8%): This is a little under-spent due to some full-time staff vacancies and not as many staff selected this insurance coverage.

Vision Insurance (74.4%): This is a little under-spent due to some full-time staff vacancies and not as many staff selected this insurance coverage.

Health Insurance-PPO (69.3%): This is under-spent due to some full time staff vacancies and not as many staff selected this insurance coverage.

Health Insurance-HMO (75.3%): This is under-spent due to some staff vacancies and not as many staff selected this insurance coverage.

Life Insurance (58.5%): This is under-spent due to some staff vacancies.

FICA (72.6%): This is under-spent because contract negotiations are not finalized yet.

Medicare (72.9%): This is under-spent because contract negotiations are not finalized yet.

Worker's Compensation (56.8%): Charges were minimal.

Uniforms (151.7%): The Library needed to order replacement security and custodian shirts.

Tuition Reimbursement (67.6%): Charges have been minimal.

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

Rentals (89.8%): This is over-spent due to a high number of color copies made during the month.

Building Maintenance (35.6%): Charges have been minimal.

Vehicle Maintenance (51.1%): Charges have been minimal.

Office/Equipment Maintenance (75.8%): Charges have been minimal.

Other Property Maintenance (7.3%): Charges have been minimal.

Advertising (113.8%): This is over-spent due to some television advertising purchased by the Library.

Travel (69.3%): Charges have been minimal.

Membership Dues (60.5%): Charges have been minimal.

Professional Development (61.0%): Charges have been minimal.

Other Purchased Services (50.5%): Charges have been minimal.

Property Insurance (75.7%): The annual premium was less than projected.

Vehicle Insurance (30.7%): The annual premium was less than projected.

Other Insurance (112.6%): The annual premium for Directors and Officers insurance was higher than projected.

Office Supplies (46.9%): Charges have been minimal.

Computer Supplies (91.3%): This is over-spent due to the scheduled purchase of replacement computers.

Copier Supplies (63.4%): Charges have been minimal.

Postage (36.7%): Charges have been minimal.

Library Supplies (75.6%): Charges have been minimal.

Janitorial Supplies (69.8%): Charges have been minimal.

Gas & Diesel Fuel (63.7%): Charges have been minimal.

Building Maintenance Supplies (113.2%): This is over-spent due to the recent purchase of fluorescent light bulbs.

Natural Gas (59.2%): Charges have been minimal.

Electricity (56.9%): Charges have been minimal.

Water (69.9%): Charges have been minimal.

Telecommunications (95.9%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.

Professional Collection (11.2%): Charges have been minimal.

Public Access Software (92.1%): Several one-time annual payments have been made for various electronic databases for the public.

Ebooks (65.3%): Charges have been minimal.

Employee Relations (16.7%): Charges have been minimal.

Miscellaneous Expenses (44.5%): Charges have been minimal.

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

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

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	
For 2014:	\$ 2,225.00
For 2015:	100.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	95.00
State Farm Good Neighbor Grant for	
Nancy Miller:	500.00
Fountain Receipts:	12.66
McLean Co Retired Teachers Assoc:	30.00
John Muirhead:	200.00
Country Kids Day Care:	100.00
Cent Ill Downs Syndrome Org:	200.00
Caroline Denny, Appreciates Fine Free Privilege	200.00
Total Donations:	\$ 21,812.66

The Other Revenue line item breaks out as follows:

Print Station:	\$ 8,654.05
Book Shoppe:	15,464.30
Book Shoppe Gift Certificates:	15.00
Sale of Blankets:	105.00
Sale of Reusable Bags:	211.50
Sale of Sling Backpacks:	560.00
Sale of Earbuds:	676.50
Sale of Flashdrives:	165.75
Sale of Umbrellas:	10.00
Hot Beverage Station:	947.00
Test Proctoring:	1,440.00
Meeting Room Fees:	1,077.50
B Logistics Revenue:	4,093.25
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,727.42
Total Other Revenue:	\$36,757.27

During February, 10 batches containing 138 invoices were processed, totaling \$74,165.32 and 181 credit card charges were made totaling \$36,954.46.

Library Fund Balance Information, 2/28/15:

Operating:	\$ 2,199,755.07
Capital:	\$ 2,052,201.90
Fixed Assets:	\$ 986,044.01

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 17, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	580.00
Ameren IP	Electricity	4,335.48
American Pest Control	Building Maintenance	80.00
Anderson, Michael	Other Purchased Services	275.00
Bibliotheca	Library Supplies	4,685.00
Bloomington Public Schools	Adult Books	90.00
CDW Government	Computer Supplies	408.31
CDW Government	Office/Equipment Mtn	3,369.55
Cengage Learning	Adult Books	2,024.88
Center Point Large Print	Adult Books	469.14
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN	Telecommunications	145.05
City of Bloomington	Dental Insurance	410.01
City of Bloomington	FICA	5,613.82
City of Bloomington	Fuel	308.55
City of Bloomington	Health Insurance-HMO	3,730.93
City of Bloomington	Health Insurance-PPO	9,543.45
City of Bloomington	IMRF	10,061.53
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	1,312.92
City of Bloomington	Payroll	177,808.95
City of Bloomington	Vision Insurance	100.65
City of Bloomington	Water	354.82
Comcast	Telecommunications	102.85
Continental Research Corp.	Janitorial Supplies	182.22
Cummins Mid State	Vehicle Maintenance	1,104.88
Cumulus Broadcasting	Advertising	1,102.25
Custom Digital Imaging	Printing/Binding	709.52
Dell Marketing, L.P.	Computer Supplies	8,229.20
Demco	Library Supplies	330.27
Ebsco Subscription Services	Periodicals	755.20
Ebsco Subscription Services	Public Access Software	1,340.00
Ebsco Subscription Services	Professional Collection	(188.49)
Frontier	Telecommunications	711.31
Gibbons, Jim	Other Purchased Services	250.00
Gill, Jim, Inc.	Other Purchased Services	1,850.00
Halperin, Deborah	Other Purchased Services	172.49
Holy Trinity Church	Miscellaneous Expenses	55.00
Hubbard, Daniel	Other Purchased Services	200.00

Illinois Wesleyan University
 KCN Solutions
 Kone, Inc.
 Limelight Communications, Inc.
 Lower, Mickey
 McLean County Glass & Mirror, Inc.
 McLean County Museum of History
 Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc
 Midwest Tape
 Miller Janitorial Supply
 Northern Illinois Gas/NICOR
 OfficeMax
 OfficeMax
 OverDrive, Inc.
 Pyne, Edward (The Normalite)
 Rainbow Book Co.
 Random House, LLC
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Smith, Vicki
 Taylor, Pamela (Aquarium Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 U. S. Postmaster
 Unique Management Services, Inc.
 Vernon Library Supplies
 Weber Electric, Inc.
 Wilson, Glenn
 World Chamber of Commerce Directory
 VISA - Abe Books
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bloomington Meats
 VISA - Bloomington-Normal Mulberry School Corp
 VISA - Conservation Center
 VISA - DearReader.com
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Grand & Benedicts, Inc.
 VISA - Hobby Lobby
 VISA - Holiday Inn Chicago
 VISA - HR Direct/G Neil
 VISA - Ingram
 VISA - K K Manufacturing, LLC
 VISA - Kohls.com
 VISA - Michael's
 VISA - National Seminars/Padgett Thompson

Other Purchased Services	697.22
Building Mtnc Supplies	972.80
Building Maintenance	231.01
Advertising	200.00
Other Purchased Services	200.00
Building Maintenance	4,900.00
Adult Books	29.60
Building Maintenance	2,173.86
Office/Equipment Mtnc	137.67
A/V Materials	3,996.47
Janitorial Supplies	522.46
Natural Gas	5,514.22
Computer Supplies	631.75
Janitorial Supplies	171.84
Ebooks	20,000.00
Periodicals	19.95
Juvenile Books	4,037.76
A/V Materials	52.50
A/V Materials	261.00
Library Supplies	2,074.95
Rentals	1,481.79
Adult Books	90.00
Other Purchased Services	50.00
Building Maintenance	29.01
Other Property Mtnc	555.50
Postage	1,496.00
Other Purchased Services	429.60
Library Supplies	2,956.28
Building Maintenance	1,603.56
Other Purchased Services	400.00
Adult Books	60.00
Adult Books	50.38
A/V Materials	863.56
Juvenile Books	10.19
Other Purchased Services	98.99
Membership Dues	135.00
A/V Materials	9,780.41
Adult Books	11,019.50
Juvenile Books	6,208.76
Other Purchased Services	25.00
Advertising	50.00
Postage	170.00
Other Purchased Services	3,699.00
Advertising	78.74
Miscellaneous Expenses	53.27
A/V Materials	137.96
Library Supplies	32.66
Other Purchased Services	18.56
Travel	462.34
Office Supplies	130.75
Adult Books	390.05
Library Supplies	584.61
Other Purchased Services	84.99
Other Purchased Services	42.21
Professional Development	159.20

VISA - NewEgg.com	Computer Supplies	605.33
VISA - Nybakke Vacuum	Office/Equipment Mtnc	91.96
VISA - Office Depot	Miscellaneous Expenses	35.94
VISA - Office Depot	Office Supplies	(224.00)
VISA - OfficeMax	Library Supplies	96.23
VISA - Oriental Trading Co.	Library Supplies	8.75
VISA - Oriental Trading Co.	Other Purchased Services	232.55
VISA - Paetec Communications, Inc.	Telecommunications	163.21
VISA - Party City	Other Purchased Services	47.50
VISA - Philly's Best	Travel	7.12
VISA - POS Supply Solutions	Library Supplies	577.38
VISA - Sprint	Telecommunications	405.69
VISA - Subway	Travel	7.68
VISA - University of Illinois-Springfield	Adult Books	17.95
VISA - USPS.com	Postage	31.28
VISA - Wal-Mart	Building Mtnc Supplies	17.94
VISA - Wal-Mart	Employee Relations	2.41
VISA - Wal-Mart	Janitorial Supplies	69.94
VISA - Wal-Mart	Library Supplies	19.67
VISA - Wal-Mart	Office Supplies	39.82
VISA - Wal-Mart	Other Purchased Services	388.98
VISA - Zoup	Other Purchased Services	25.00
Total		335,860.28

Bloomington Public Library
Monthly Statistics - February 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	50,933	562,665	52,942	597,192
Teens	2,403	31,714	2,890	33,711
Children	44,163	504,139	42,275	517,596
OTR Adults	1,719	21,630	1,741	23,548
OTR Teens	110	1,504	89	1,275
OTR Children	2,056	33,292	2,114	36,031
e-Books - Freading	13	303	3,468	30,196
e-Books - Overdrive	4,050		19	3,731
Freegal downloads	608	6,223	625	7,246
Zinio Magazines	359	4,010	357	3,613
TOTALS				
Adults	52,652	584,295	54,683	620,740
Teens	2,513	33,218	2,979	34,986
Children	46,219	537,431	44,389	553,627
Digital Downloads	5,030	10,536	4,469	44,786
COMBINED TOTAL	106,414	1,165,480	106,520	1,254,139
ITEMS IN THE COLLECTION				
Main	293,486	293,486	284,791	284,791
OTR	12,508	12,508	12,327	12,327
TOTAL	305,994	305,994	297,118	297,118
HOLDS FILLED	7,204	77,196	7,382	79,057
CARDHOLDERS				
Added	343	4,354	357	4,810
TOTAL NUMBER				
Adults	26,729	26,729	28,018	28,018
Teens	2,295	2,295	2,427	2,427
Children	6,292	6,292	7,137	7,137
Combined Total of Active Cards	35,316	35,316	37,582	37,582
REFERENCE QUESTIONS				
Adults	2567	25,482	2,594	28,775
Teens	99	1,168	47	713
Children	803	10,734	779	10,113
OTR	51	789	79	666
Circulation	702	8,163	936	5,005
PROGRAMS				
Story Times	20	161	21	134
Adult	14	111	10	133
Teens	4	54	2	70
Juvenile	9	80	5	45
Outreach Adult	0	2	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	1	0	0
PROGRAM ATTENDANCE				
Story Times	545	5,176	483	2,696

Bloomington Public Library
Monthly Statistics - February 2015

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	252	1,519	75	1,700
Teen Programs	57	549	17	450
Juvenile Programs	458	5,212	208	3,456
Outreach Adult	0	27	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	36	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		4,704	0	4,458
Completed		2,759	0	2,635
TEENS				
Registered		811	0	822
Completed		402	0	387
ADULTS				
Registered		2,300	0	2,261
Completed		1,109	0	1,077
TOTAL				
Registered	0	7,815	0	7,541
Completed	0	4,270	0	4,099
COMPUTER USE				
Public computer uses	3,902	39,411	4,026	50,924
Website database/catalog hits	24,989	204,748	14,542	82,001
Online Resource (Database) uses	3,739	36,681	4,016	40,950
TOTAL	32,630	280,840	22,584	173,875
INTERLIBRARY LOAN				
Borrowing Requests Received	397	3,957	358	3,868
Outgoing Loans (Lending)	295	2,501	267	2,607
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	4	69	3	75
Outside the library (events)	11	94	7	77
Number of people	741	12,523	328	12,469
VOLUNTEER HOURS				
	142	1,065	154	1,764
MEETING ROOM USAGE				
Study Room	75	701	63	667
Digital Media Lab	9	285	35	N/A
Customer Visits (MAIN)	20,835	307,045	26,968	345,499
Customer Visits (OTR)	491	10,198	542	51,797
COMBINED TOTAL VISITS	21,326	317,243	27,510	397,296
TRAINING HOURS				
	87	1,138	66	807

**Golden Prairie Public Library District
Board of Trustees Meeting
January 21, 2015
5:00 p.m.**

Minutes

- I. Call to Order
President Ives called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Lynn Gray, Stephen Peterson, Patti Salch, Adrienne Ives

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Johanna Sneed
- III. Introductions & Public Comment
There were no introductions or public comments.
- IV. President's Report
President Ives reported on the Bloomington Public Library Board meeting that she attended last night. She stated that the City's Procurement Specialist, Jon Johnston, facilitated the discussion regarding the RFQ scoring. President Ives went on to commend Laura Golaszewski for the presentation that she gave during the meeting.
- V. Approval of Minutes
A. December 17, 2014
CAROL CAREY-ODEKIRK MOVED, LYNN GRAY SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 17, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. Staff Reports
A. Director's Report
Director Georgia Bouda reported on the Bloomington Public Library meeting that she attended. She shared that the Board voted to approve replacement of the #1 compressor on the chiller to ensure that there will be air conditioning this summer. The Board also voted to approve the installation of a new security gate. Director Bouda shared that Deb Halperin will be facilitating another work session with the

Board.

Director Bouda informed the Board that the Bookmobile inspection has been rescheduled to the first week in February. She added that the Marketing department has been working on a kick-off event to take place on or around April 4th.

B. Outreach Report

Laura Golaszewski did not have anything to report.

C. Fiscal Report

Kathy Jeakins informed the Board that the \$50,000.00 transfer was made out of the Capital Fund to the Bloomington Public Library for the new Bookmobile.

Kathy added that the Golden Prairie Year-End Financial Report appeared in the newspaper as per required.

1. Approve December Financial Report

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO
APPROVE THE FINANCIAL REPORT FOR DECEMBER 2014.

AYES: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Lynn
Gray, Stephen Peterson, Patti Salch, Adrienne Ives

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Election Process Update

Johanna Sneed reported that the election paperwork for Lynn Gray, Stephen Peterson, and Tim Ervin has been filed with the County Clerk's Office. However, Carolyn Dail will need to complete additional paperwork and file as a write-in candidate. The Board was advised to vote for Carolyn during the April elections.

B. Discussion of Interest Rates Earned by Golden Prairie Bank Accounts

Stephen Peterson reported that he has been checking online quotes for interest bearing CDs. Neither he nor Carol Carey-Odekirk has had the opportunity to review restrictions that may be in place for the Library. Kathy Jeakins has been asked to contact other libraries of similar sizes to compare and discuss their accounts. Carol Carey-Odekirk stated that the next step is to develop an investment policy.

VIII. New Business

A. Approve Transfer of 3.5% from Operating Fund into Capital Fund

Kathy Jeakins shared that in FY04 and annually thereafter, the Board approved moving 3.5% of the fiscal year's total tax collected from the Operating Fund to the Capital Fund.

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE
THE TRANSFER OF \$13,478.83 FROM OPERATING FUND INTO
CAPITAL FUND.

AYES: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Lynn
Gray, Stephen Peterson, Patti Salch, Adrienne Ives

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

IX. Adjournment

President Ives adjourned the meeting at 5:37 p.m.

Incident Reports

Date	Time	Type
01/30	11:12 AM	AlcoholDrugs
01/30	4:01 PM	PoliceAmbulanceCall
01/30	4:39 PM	StolenDamagedLibraryMaterial
01/31	1:14 PM	SleepingIncident
01/31	2:17 PM	Vandalism
02/2	1:08 PM	SleepingIncident
02/3	7:57 PM	StolenDamagedLibraryMaterial
02/8	3:22 PM	CustomerComplaint,suspected porn
02/10	3:22 PM	StolenDamagedLibraryMaterial
02/11	2:09 PM	StolenDamagedLibraryMaterial
02/12	12:23 PM	TobaccoUse,test
02/12	1:59 PM	TobaccoUse,test
02/12	2:01 PM	TobaccoUse,test
02/12	2:01 PM	TobaccoUse,test
02/12	2:33 PM	TobaccoUse,test
02/12	2:34 PM	TobaccoUse,test
02/12	2:34 PM	TobaccoUse,test
02/12	2:34 PM	TobaccoUse,test
02/12	2:37 PM	TobaccoUse,test
02/12	3:06 PM	AlcoholDrugs,test
02/12	8:05 PM	InappropriateBehavior
02/14	12:07 PM	Other
02/16	4:47 PM	PoliceAmbulanceCall
02/18	12:52 PM	StolenDamagedLibraryMaterial
02/20	4:54 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
02/13	3:21 PM	CustomerSuspensionViolation,(third suspension violation), threats to staff, suspension ends 5/2/2017
02/20	4:56 PM	InappropriateBehavior,Threatening towards staff.
02/16	4:47 PM	PoliceAmbulanceCall
02/2	1:09 PM	SleepingIncident
01/31	1:14 PM	SleepingIncident

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 \$76,119.11 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 \$2,128,321.01.

Approved the 17th day of March 2015

Narendra Jaggi, President

Bloomington Public Library Board of Trustees