

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, March 15, 2016

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Executive Session to Review Executive Session Recordings
- VI. Approval of Minutes
 - A. February 16, 2016
- VII. President's Report
 - A. Appoint Nominating Committee
- VIII. Director's Report
- IX. Fiscal Report
- X. Approval of Bills
- XI. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 1. Presentation and Approval of Strategic Plan
 - C. Bookmobile Ad Hoc Committee
- XI. Unfinished Business
- XII. New Business
 - A. Presentation on Story Times by Childrens Librarian, Laurel Halfar
 - B. Appointment of two Directors to Library Foundation Board
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted: 3/10/2016 3:50 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, February 16, 2016
5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:35 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas, Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Ali Bousquet, Kathy Jeakins, John Keister (Keister & Associates), Terry Lindberg, Patricia Marton (resident), Caprice Prochnow, Danny Rice, Carol Torrens, Jon Whited

President Koos proposed moving Item XII.E. before Item XII.A under New Business.

MIKE RAIKES MOVED, SUSAN O'ROURKE SECONDED TO MOVE ITEM XII.E. BEFORE ITEM XII.A. UNDER NEW BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

III. Introductions

President Koos introduced the guests.

IV. Public Comment

Patricia Marton, resident, commented on the multi-cultural and multi-generational community and the County program that Tom Barr from the Center for Human Services is involved with that deals with emotional intelligence.

V. Approval of Minutes

A. January 19, 2016

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 19, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. January 27, 2016

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 27, 2016 MEETING WITH THE EMENDATION OF REMOVAL OF ITEM V.B.. THE MOTION CARRIED UNANIMOUSLY.

C. February 2, 2016

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 2, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos had nothing to report.

VII. Director's Report

Director Lindberg shared that John Keister was in attendance most of the day meeting with community leaders and staff. He shared some of the comments received.

John Keister shared that he had a great day here at the Library, and he was very pleased with the positive attitude of staff. He went on to say, that his daughter, Sarah, will be here on Saturday as well to get a feel for the Library and take some photos.

Director Lindberg shared that he and Caprice Prochnow will be going through the list of repairs/updates that Farnsworth noted in the Facilities Study. He went on to say, that he also shared with the City the updates recommended for the lower lot.

VIII. Fiscal Report

Kathy Jeakins reported that Revenues are at 99.7% and Expenditures are at 71.4%, and ideally they should be at 75%. She entertained questions.

IX. Approval of Bills

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE BILLS LIST FROM JANUARY 2016. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2016.02"

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget and Personnel Committee did not meet. Robert Porter shared that the Committee plans to meet on Tuesday, March 22 at 5:30 p.m.

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

The 3 P's Committee did not meet. Emily Kelahan reported that the 3 P's will be meeting on Wednesday, March 2 at 5:30 p.m. She went on to say, that Director Lindberg and staff have prepared a draft of the Strategic Plan for the Committee's review and the Committee will recommend the Strategic Plan for approval to the full Board at the March 15 meeting.

C. Bookmobile Ad Hoc Committee

The Bookmobile Ad Hoc Committee did not meet. Alex Cardona shared that the Committee will be meeting either the first or second week of March.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Discussion with John Keister Regarding Director Search

John Keister shared that he had a good day at the Library meeting with both Community leaders and staff. He went on to say, that the main goal for him today was to pick out areas that may need a little work because good leaders like something to do.

Some attributes staff would like to see in the new Director: a good ambassador for the Library; allow staff to take educated risks; enhancement on internal communication; encourage Board/Staff relations;

John asked that the Board Trustees forward to him the different traits or attributes that they would like to see in the next Director. Along with this, he would like to know if he has missed anything in what he should be looking for in a Director.

John shared that he is focusing on a local (Midwest) search versus national search as his desire is to find an individual that is familiar with the area, is from here, or has ties to community. He went on to say, that after what he heard today, it is very important that candidates understand the Library climate and the State of Illinois, and not just the politics, but the finances, and the library laws.

B. Presentation on Lynda.com Software by Ali Bousquet, Adult Services Librarian

Ali Bousquet presented a Power Point of the Lynda.com online instruction database. Along with this, she pulled up the database for the Trustees to see some of the course instructions offered.

She entertained questions.

C. Waive Three Quote Requirement for Lynda.com Software

MIKE RAIKES MOVED, EMILY KELAHAAN SECONDED, TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT FOR THE PURCHASE OF LYNDACOM SOFTWARE IN THE AMOUNT OF \$13,125.00.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, CAROL KOOS

NAYES: JULIAN WESTERHOUT

ABSENT: NONE

THE MOTION CARRIED.

See Attachment "XII.C."

D. Waive Three Quote Requirement for Optical Disc Repair System, Danny Rice, Circulation and Outreach Services Supervisor

Danny Rice stated that the Library has had the current disc cleaner for 8 years. He went on to say, that these units have a 3 year warranty, and the company recommends replacing it after 5 years.

Danny shared that the Library plans to purchase the same model of disc cleaner as this model has all the features that are needed. He went on to say that the current disc cleaner would be traded in on the new model for a trade-in value of \$6,500.00.

He entertained questions.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT TO PURCHASE THE RTI MASTER OPTICAL DISC REPAIR SYSTEM FROM RESEARCH TECHNOLOGY INTERNATIONAL IN THE AMOUNT OF \$11,495.00.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.D."

E. Approve Surplus List (Jon Whited, IT Manager)

Jon Whited shared that according to the policy, any items for surplus with a purchase price over \$1,000 need to be approved by the Board, and that there are a number of technology items for surplus, and all of them are over five years old. He went on to say that the items will either be recycled or sold.

He entertained questions.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.E."

- XIII. Comments from Board Trustees
There were no comments from Board Trustees.

XIV. Adjournment

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

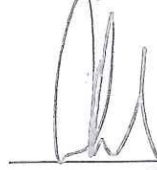
President Koos adjourned the meeting at 6:42 p.m.

2016.02

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 16, 2016



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	345.00
Ameren IP	Electricity	5,629.86
American Pest Control	Building Maintenance	80.00
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
CDW Government	Computer Supplies	1,195.67
Cengage Learning	Adult Books	1,917.84
Center Point Large Print	Adult Books	938.28
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	835.28
City of Bloomington	FICA	11,194.40
City of Bloomington	Gas & Diesel Fuel	17.36
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	24,741.28
City of Bloomington	IMRF	22,113.87
City of Bloomington	Life Insurance	264.80
City of Bloomington	Medicare	2,618.09
City of Bloomington	Payroll	273,870.45
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	358.23
Comcast	Telecommunications	102.85
Cumulus Broadcasting	Advertising	838.00
Dell Marketing, L.P.	Computer Supplies	5,284.00
Ebsco Subscription Services	Periodicals	15.40
Farnsworth Group	Other Purchased Services	24,271.81
Frontier	Telecommunications	1,567.13
Illinois Wesleyan University	Other Purchased Services	190.21
King, Oba William	Other Purchased Services	500.00
Lee Enterprises-Central Illinois	Other Purchased Services	1,252.56
Lindberg, Walter F	Other Purchased Services	10,497.50
McLean County Chamber of Commerce	Advertising	75.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	257.70
Midwest Tape	A/V Materials	635.27
Miller Janitorial Supply	Janitorial Supplies	396.83
OfficeMax	Computer Supplies	238.99
OfficeMax	Copier Supplies	343.40
OfficeMax	Office Supplies	232.61
OverDrive	Ebooks	9,800.00
Penguin Random House, LLC	A/V Materials	145.42
Penworthy Company	Children's Books	1,156.98

Rainbow Book Company
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 U. S. Postage Service
 U. S. Postmaster
 Unique Management Services, Inc.
 Weaver's Rent-All
 Weber Electric, Inc.
 Weber Electric, Inc.
 Weis, Warren Michael
 Whiteside, Kent (Miller Whiteside Woodworking)
 Woelfel, Corrine (Twin City Trivia)
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - AWE Digital Learning Solutions
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bill's Key & Lock Shop
 VISA - Blind Man
 VISA - Brochure Holders 4 U
 VISA - City of Bloomington
 VISA - CVS
 VISA - Delta Airlines
 VISA - Denny's Doughnuts & Bakery
 VISA - Dollar Treee.com
 VISA - DropBox
 VISA - Ebsco Subscription Services
 VISA - Engraving Express
 VISA - ESPN, the Magazine
 VISA - Facebook
 VISA - Fastenal Co.
 VISA - Federal Express
 VISA - Five Star Water
 VISA - Fred Pryor/Career Track Seminars
 VISA - GameStop
 VISA - GameStop
 VISA - Gingerbread House
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Kirby Risk Electrical Supplies
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - McLean County Chamber of Commerce
 VISA - Menards
 VISA - Menards
 VISA - Michael's

Children's Books	1,946.79
A/V Materials	860.76
Rentals	1,709.85
Other Purchased Services	50.00
Building Maintenance	30.02
Postage	2,000.00
Postage	2,318.00
Other Purchased Services	984.50
Building Mtnc Supplies	656.00
Building Maintenance	4,581.37
Vehicle Maintenance	705.72
Other Purchased Services	75.00
Other Purchased Services	330.00
Other Purchased Services	250.00
A/V Materials	235.43
Computer Supplies	31.61
Library Supplies	84.85
A/V Materials	1,613.61
Computer Supplies	103.79
Office Supplies	58.35
Professional Development	125.00
Computer Supplies	2,735.00
A/V Materials	7,475.56
Adult Books	9,520.15
Children's Books	7,267.57
Building Mtnc Supplies	10.77
Building Maintenance	1,513.17
Library Supplies	229.13
Other Purchased Services	300.00
Office Supplies	14.49
Travel	722.20
Other Purchased Services	103.50
Other Purchased Services	35.00
Office/Equipment Mtnc	750.00
Periodicals	201.68
Other Purchased Services	24.00
Periodicals	39.95
Advertising	35.39
Office Supplies	2.52
Postage	43.80
Miscellaneous Expenses	48.10
Professional Development	49.00
A/V Materials	276.53
Other Purchased Services	117.57
Library Supplies	56.98
Other Purchased Services	211.53
Professional Development	40.00
Adult Books	219.72
Building Mtnc Supplies	284.90
Other Purchased Services	49.94
Other Purchased Services	370.16
Professional Development	100.00
Building Mtnc Supplies	10.82
Janitorial Supplies	5.38
Other Purchased Services	33.72

VISA - NewEgg.com
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading Co.
 VISA - Plastic Products Mfg.
 VISA - POS Supply Solutions
 VISA - Rockford Map Publishers
 VISA - Schnuck's
 VISA - Skillpath/National Seminars
 VISA - Sprint
 VISA - SteamPowered.com
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Computer Supplies	679.97
Copier Supplies	52.95
Office Supplies	19.99
Other Purchased Services	22.97
Library Supplies	68.99
Office Supplies	40.83
Adult Books	68.45
Other Purchased Services	6.06
Professional Development	159.20
Telecommunications	407.29
Other Purchased Services	100.00
Telecommunications	122.84
Janitorial Supplies	82.95
Library Supplies	37.34
Other Purchased Services	58.16
Telecommunications	124.33

464,428.66

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR LYNDA.COM ELECTRONIC DATABASE

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

1. That the three quote requirement is waived and the Library Director authorizes payment for Lynda.com, an electronic database.
2. That Lynda.com is a single source for this specific database.
3. That Lynda.com allows Library customers to learn about or advance their knowledge of various software, business, and creative skills.
4. That Lynda.com contains over 2400 courses.
5. That Lynda.com provides video and tutorial-based courses.
6. That Lynda.com allows job seekers to learn new and relevant skills for today's workplace.
7. That the funds come from the following source:

Bloomington Library Maintenance & Operating Budget: \$13,125.00

Approved this 16th day of February, 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

Expiration Date March 9, 2016

Prepared By Julie Palmer

Email jpalmer@lynda.com

Account Name Bloomington Library, Illinois

Bill To Ali Bosquet

Master Admin Ali Bosquet

Address 205 E Olive Street
Bloomington, Illinois
61701
United StatesAddress 205 E Olive Street
Bloomington, Illinois
61701
United States

Phone (309) 557-8944

Phone (309) 557-8944

Email alib@bloomingtonlibrary.org

Email alib@bloomingtonlibrary.org

Accounts Payable
Email

Subscription Information

Start Date April 29, 2016

End Date April 28, 2017

PO Required*

Billing Frequency Upfront

PO Number

Payment Terms Net 30

PO Amount

Subscription Start Date will be the later of the Start Date described above or the date the Order Form is fully executed. *If PO Required = Yes, then provisioning will occur when we receive your PO document.

Product	Description	UOM	QTY	Unit Price	Amount
lyndaLibrary		Users	35	USD 375.000	USD 13,125.00
Master Admin Complimentary User		1 User		0.00	0.00
Total Order Amount					\$13,125.00

This Order Form does not reflect any taxes that may apply. Organizations that are tax exempt may email a copy of their tax exemption certificates to taxexemption@lynda.com

Terms

Bloomington Library, Illinois

Signature _____
Name _____
Business Title _____
Authority Level _____
Date _____

lynda.com, a LinkedIn Company

Signature Emory Wu
Name Emory Wu
Business Title Sr. Revenue Analyst
Date 2/8/2016

XII. D.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR A RTI MASTER OPTICAL DISC REPAIR SYSTEM
TO RESEARCH TECHNOLOGY INSTITUTE

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

1. That the three quote requirement is waived and the Library Director authorize payment for an RTI Master Optical Disc Repair System to Research Technology Institute (RTI).
2. That RTI is a single source for this Optical Disc Repair System.
3. That this Optical Disc Repair System can repair and clean 50 cd's, dvd's, cd-rom's, books on cd, and game discs at one time.
4. That the current Optical Disc Repair System is in need of frequent repairs.
5. That the Optical Disc Repair System significantly extends the life of the Library's discs.
6. That the funds come from the following source:

Bloomington Library Fixed Asset Budget: \$11,495.00

Approved this 16th day of February, 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

Ship to: Bloomington Public Library 205 E. Olive St. Bloomington, IL 61701 Attn: Mr. Danny Rice Circulation Services Supervisor	Bill to: Bloomington Public Library 205 E. Olive St. Bloomington, IL 61701 Attn: Mr. Danny Rice Circulation Services Supervisor
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Quotation Number: SRJ-7811	F.O.B. Ex-Factory, Lincolnwood, USA	Terms: Net 30 Days
Quotation Expires: 30 Days	Date of Quote: February 8, 2016	Delivery: 15 to 30+ Days ARO

QUANTITY	CATALOG #	DESCRIPTION	UNIT PRICE	AMOUNT
1	10431s	New RTI Master Optical Disc Repair System for Maintenance <u>through</u> Deep Scratch Repair of <u>all</u> DVDs, CDs, CD-ROMs, Books-on-Disc, Blu-ray, & Game Discs. ➤ Full Automatic Operation Handling up to 50 Discs Unattended ➤ Selectable Repairs of all 50 Discs in the Batch ➤ Precision Computer Controlled Flat Polishing Technology ➤ 3 Stage Water Recycling System ➤ 'Hi-Vision' Color Touch Screen Control Center ➤ On-Screen History Reporting of All Discs Repaired ➤ Includes Supplies to repair approx. 500 Discs ➤ 3 Year Parts/Factory Labor Warranty ➤ Selectable 4-Level Precision Blu-ray Repair	\$ 17,995.00	\$ 17,995.00
		Motor Freight Shipping		\$ <u>200.00</u>
			Subtotal	\$ 18,195.00
		Less Loyalty Discount and old RTI Master Trade-in		<u>-6,700.00</u>
			Total	\$ 11,495.00
		Pricing does not include applicable Taxes, Duties, and Fees. Delivery time is based on CURRENT production load & is subject to change.		

Please sign and return it to RTI, Attention: Scott

ACCEPTED:
 Signature: _____
 Title: _____
 Name: _____
 Date Accepted: ____/____/____

Research Technology International

By Scott Jahnke
 Authorized Representative

APPROVED: February 8, 2016

XII. E.

Surplus list February 2016

City Tag	Description	Age(years)	Recommendation
004825	Smartboard	13	Recycle
005388	Dell PowerEdge Server	11	Recycle
007752	Dell PowerEdge T300	7	Recycle
007570	Dell PowerEdge T300	7	Recycle
007751	Dell PowerEdge T300	7	Recycle
005071	Dell PowerEdge 700	12	Recycle
008555	Dell PowerEdge 700	11	Recycle
	Dell PowerEdge SC 440	8	Recycle
007105	Dell XPS M1710	9	Recycle
	Dell PowerEdge T105	9	Recycle
	Dell PowerEdge T100	7	Recycle

PC desktops

Number	Description	Age(years)	Recommendation
11	Dell Laptops	5	Sell to the public
1	Dell XPS Desktop	7	Sell to the Public

Bloomington Public Library

Director's Report

February 2016

1. Introduction

I logged a total of 108.5 hours from February 1, 2016 through February 29, 2016.

2. Meetings

I continue to lead weekly Library Department Managers Meetings, bi-weekly Library Executive Committee Meetings, and attend bi-weekly City Department Heads Meetings, monthly BLP Trustees and GPPLD Trustees meetings, BPL Foundation Meetings, and Board Committee Meetings.

Several managers and I met with Grant Anderson from the Boys & Girls Club to identify collaborative opportunities. I did a 30 minute interview with Charlie Schlenker of WGLT; we discussed Library expansion, the Bookmobile and the Director Search process and timetable. We met with several community representatives to discuss collaboration on STEM projects. Rhonda Massie and I attended the Illinois Library Association Legislative Update. I hosted Sarah Armstrong of Keister & Associates on Saturday, February 20. I met with Connect Transit officials to discuss their planned elimination of the bus stop on East Street next to the Library.

3. Director Search

John Keister and Associates began their Director Search engagement with a Community meeting at Noon on February 16, 2016; there were 30 people in attendance. The Community meeting was followed up with four staff sessions, and the day concluded with Mr. Keister briefing the Trustees at their regular meeting. We provided Mr. Keister with a lot of background material for the custom website for our Director Search.

4. Virtual Library

One of the challenges with expanding our reach via technology is to be as cost-effective as possible with our software selections. We constantly monitor the usage and costs of our systems. For example, we have been monitoring the usage of a virtual biography reference tool we lease from EBSCO at a cost of \$ 3,000 per year. Monthly usage did not justify renewal so we have dropped that product and saved the \$3,000.. Another example is that we switched our collection selection system from "SelectReads" to "NextReads," which saved us over \$1,500 per year while providing a more streamlined way for our selectors to add to our collection. Also, in the process of rolling out our new Lynda database, we have upgraded our connection system that links our various internal and external software products to our main database, which is called SIRSI. This will make it easier to add and terminate software in the future, and will also speed up the customer experience in many cases; one example would be the Freegal music download system.

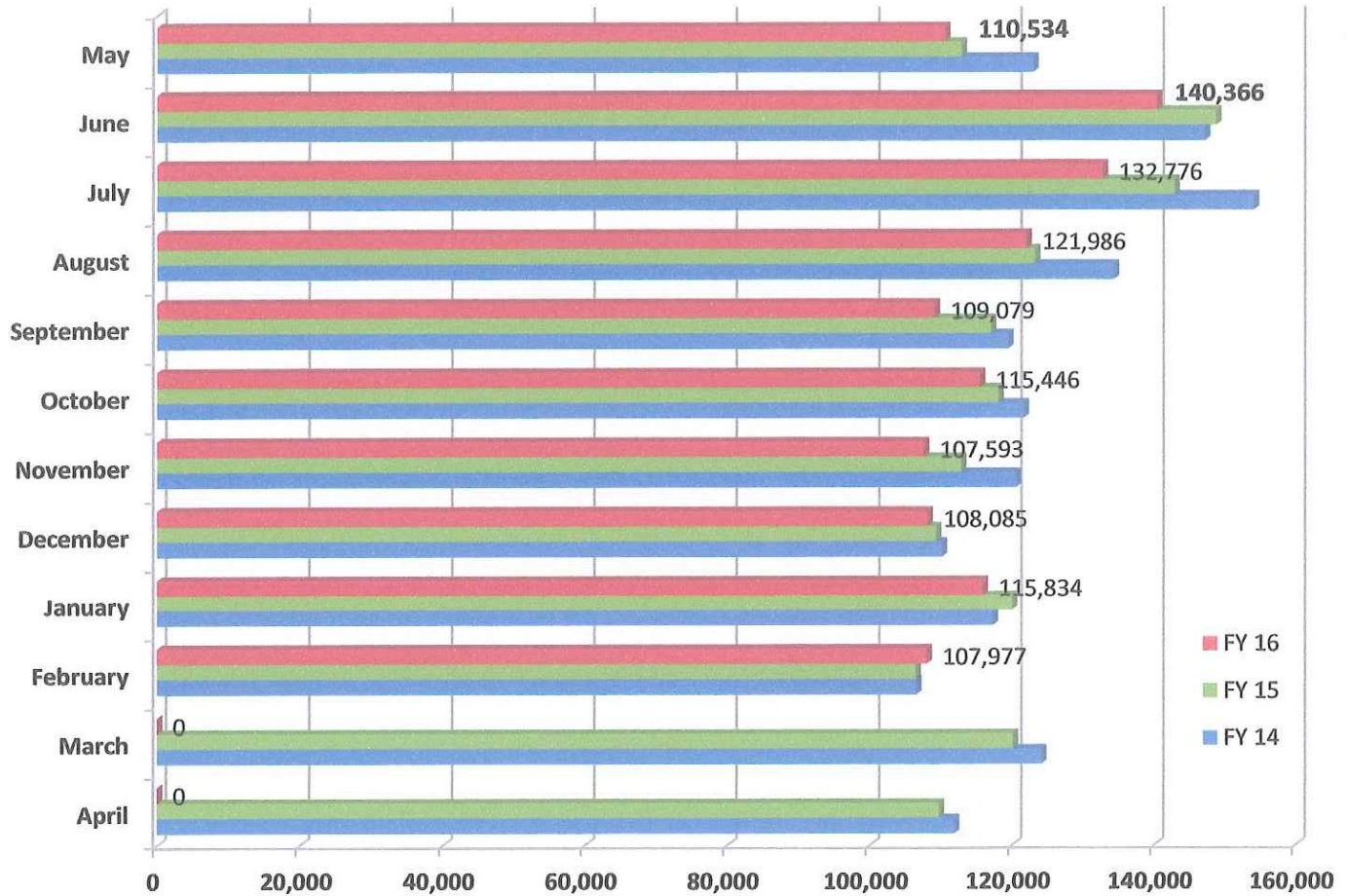
The cost increase for upgrading our SIP (Session Initiation Protocol) will be approximately \$2,000 for start-up and it will add approximately \$400 to our ongoing annual costs.

5. Availability

My e-mail is terryl@bloomingtonlibrary.org. My direct Library line is 309-557-8901. My cell number is 309-287-5857. I will respond as promptly as possible whether I am “on the clock” or not.

6. Department Reports and Statistics follow.

Items Circulated



Library Visitors



Adult Services - February, 2016

Carol Torrens, Manager

Collections

Marcie completed shifting the mysteries and Julie shifted the paperback mysteries to create even space throughout these collections to accommodate growth.

After a delay on behalf of Library Aware, the company that provides Next Reads, we're well underway to get this new material listing service up on the website. Library Aware has adjusted our renewal date forward one month to compensate for the lost time. Marcie worked on collection maintenance using CollectionHQ dead item reports for urban fiction, inspirational fiction, and large print (weeding driven by collection space constraints) and grubby item report for authors A – B in fiction.

Programs

Displays in Adult Services included romance, Black History Month, Ready Player One tie ins, and American Heart Month. The display in the DVD area was Escape the Cold (movies set in warm climates). IL Collection displays with a local focus supported current and upcoming programs: Black History Month, Peoria State Mental Hospital, Eastland ship disaster.

Teen librarian Tiffany visited schools for Books & Bites and to promote library events. The indicated number of teens attended these lunchtime presentations.
Chiddix –46; Evans –32; BJHS—26; NCHS –12

Marcie promoted library programs and services to Delta Kappa Gamma Teacher Organization - 17 people.

Karen M met with the Lincoln Festival Coalition – 6 people. She also met with Candace Summers of the Historical Museum to review library information about poet Clara Louise Kessler. Summers will give a couple programs soon on this local author.

Karen and volunteer Nancy Miller created a list of library directors from 1857 to the present for Terry.

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 2 attended

Books on Tap – included below with Comm. Read series

History Reads Book Club – 1 session – 11 attended

Second Wednesday Classic Movie – 1 session – 12 attended

Small Business series with SCORE: Funding – 1 session – 11 attended

DIY Record Album Journal – 1 session – 7 attended

What's Coming Down the Line, Local Railroad History – 1 session – 24 attended

Computer Basics – 1 session – 10 attended

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

Black History Month

Literature and Culture – 1 session – 4 attended

Uncovering Bloomington's Segregationist Secret – 1 session – 34 attended

Community Read series with Ready Player One by Ernest Cline

Book circulation:

58 print copies – 176 checkouts

3 audio CD copies – 18 checkouts

ebook– 45 checkouts

digital audio -- 35 checkouts

Book discussion – 2 sessions – 11 attended

80s Movie Marathon & crafts – 3 sessions – 5 attended

80s Trivia with Twin City Trivia – 1 session – 0 attended

Music of the 80s with Michael Weis – 1 session – 9 attended

Video game consoles – innumerable games played and memories shared

Teen programs

Speed Dating with Books – 1 day – 8 attended

FAFSA Workshop – 1 session – 3 attended

Training & Technology

There were 15 individual appointments with an Adult Services staffer. Topics: ebooks, Craigslist, Facebook, email, resumes & job applications, Ancestry.com and Newspapers.com, and a blind customer filling out an application.

Karen gave three refresher sessions to AS desk staff so that we can all ably help the Tri Valley History students find primary resources for their research projects.

Along with a two other managers, I'm taking a 6-part supervisory training course at City.

Other

I attended a Library Board meeting.

With Gayle, I've interviewed several shelve applicant; the search is continuing.

BUSINESS OFFICE - February 2016
Kathy Jeakins, Manager

- The Library continued to sell bus passes to the public
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
- Completed arrangements for Golden Prairie's new checking account—it will be with Commerce Bank
- Completed annual worker's compensation audit and submitted it to Kathy Burtle at Selective Insurance
- The Library cancelled its post office box rent; this will save the Library over \$2,000 annually
- The new credit card machine for Adult Services has not yet arrived
- Prepared 2 expense batches in MUNIS
- Prepared 14 deposit batches in MUNIS
- Entered 1 journal entry in MUNIS
- Entered 12 expense batches in account files
- Entered 25 deposit batches in account files
- Meetings:
 - Department Managers: 2/3; 2/10; 2/17; 2/24
 - BPL Board Meeting: 2/16
 - Special BPL Board Meeting, 2/2
 - Golden Prairie Board Meeting: 2/17
 - Terry and I met with Van Gundy Insurance representative Mike McGrew, 2/5
 - I participated in the Administration staff group meeting with John Keister, 2/16
 - Renny McBride and I work on wording for a Liability Waiver for a program with the Tool Library, 2/26
- As of February 29, the Library's Maintenance & Operating Fund Balance is \$2,739,773.80; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in February: Robert (2/1 & 2/8); Susan (2/15); Mike (2/23) and Alex (2/29)

Children's Services – February 2016

Melissa Waltrip, Manager

Programs

- Storyteller Oba William King – 39 attended
- My First Reading Program
 - 199 participated
 - 47 completed
- Toddler time – 13 sessions – 419 attended
- Preschool story time – 4 sessions – 107 attended
- Singing Swinging story time – 2 sessions – 16 attended
- Move and Learn story time – 4 sessions – 63 attended
- Tinker Tots – 4 sessions – 117 attended
- *pagina por pagina* bilingual story time – 2 sessions – 34 attended
- Tales for Tails – 3 sessions – 38 attended
- Global Story Time – 3 sessions – 57 attended
- Head Start Fun Club visit – 50 attended
- Early Head Start visit – 22 attended
- Oakland School visit – 17 attended
- Visited Katie's Kids – 44 attended
- Visited Milestones Preschool – 68 attended
- Visited Headstart Brigham – 93 attended
- Visited Little Jewels – 38 attended
- Provided library information, book-related craft, and story time at Books Alive – Attendance not available yet

Training

- Laurel attended a workshop with well-known children's musician Jim Gill, "Music: Play with Purpose."
- Staff attended the mini morning sessions on home delivery.
- I attended a webinar called "Gossip, Power Struggles, and More."
- I began attending training provided by the City called "Effective Supervisory Practices."

Staff and Volunteers

- A new Wesleyan work-study student, Lauren Zanoni, started work.
- Career Link provided us with another worker, Laurishia Meister.

Other

- Children's staff attended the director search meeting.

- Jesse and I met with Sylvan Learning Center to discuss a possible robotics demo during a future Tinker Lab.
- Various blog entries were written and posted. Topics included our STEAM programs, twisted fairy tales, video games, and our upcoming Dr. Seuss birthday party.
- Laurel began contacting the schools to schedule assemblies to promote our summer reading program.
- February book displays included Black History Month, Valentine's Day, Tell a Fairy Tale Day, and Chill Out with a Good Book (winter-themed titles).

Circulation and Outreach Services - February 2016
Laura Golaszewski, Manager

1) Staff, committees, and training

2) Outreach news

- We attended the Fox Creek Carnival at Fox Creek School this month to sign up kids and parents for library cards, as well as show them the bookmobile. Many of the students there live in the Turnberry Village apartment complex where we have a new bookmobile stop, so we were excited to do this event. We estimate that we were able to talk to about 150 parents and kids about the library/bookmobile at this event.
- We have placed some of our Spanish language brochures out in more prominent areas on the Circ desk so that they are easily accessible for our Spanish-speaking patrons.
- 562 items were delivered to 49 Home Delivery customers this month.

3) Technology

- We received our new disc cleaner this month and have finally caught up on our backlog of AV cleaning. Our new machine has been functioning well and is much quieter than our old one, much to the relief of Circ staff.
- Circ staff processed 144 AV snags this month.
- The AV snag procedure was also tweaked a bit to make our record-keeping more accurate. We will now be resolving snags via SharePoint.

Door Count: 23,896

Bookmobile Customers: 1,033

Training Hours: 11

Volunteer Hours: 14.5

Human Resources - February, 2016
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Some Orientation documents are available
 - I contribute news to the monthly staff newsletter
- In February, I participated in eight interviews and provided orientations for three new staff members
- In February, there were two in-house job announcements and two website/Facebook ads
- I conducted a Salary Survey of Directors of area like-sized libraries
- I met with John Keister in a staff group regarding the Director search
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new time clocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Finance Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers to help in our Book Shoppe and to be Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 0 hours

Information Technology – February 2016

Jon Whited, Manager

Operational

We upgraded the SirsiDynix test server to the latest version of the software. The process went smoothly and we are preparing to perform the same upgrade on the main production server. This process will take place at night and we be completed at about midnight.

Met with Steve Krause from Envisionware. Expressed our need to be able to take credit cards for more than just fines through the online system. Got several quotes including one for the upstairs gates. We will be contacting Bibliotheca and another vendor to get additional quotes.

We have been working on getting everything ready for the computer sale. We have rearranged the back area of the IT department to accommodate another desk.

We are in the process of moving to Nextreads for our library newsletters. Kerrie is helping to setup on site on the web page.

We are in the process of getting the necessary lines, both phone and network, moved to accommodate the new copier/fax machine for the public.

Got a quote for expanding the wireless access points for inside the library. The wireless signal still has problems in certain areas of the library. Extra access points will help expand the signal penetration of the wifi.

We replaced the staff workstation in the TeenZone.

We discussed adding two additional security cameras to provide surveillance of the children's game and video areas. These two cameras will be added in the next few weeks as time allows.

Marketing - February 2016
Rhonda Massie, Manager

New Promotion:

Schools

- Unit 5 has agreed to add "A Public Library Card" as a recommended (but not required) school supply for the 2016-2017 school year via its school supply lists.
- District 87 is also open to the idea. A meeting between Library representatives and a District 87 representative is scheduled for March 2.

Radio

- A radio script highlighting our FAFSA (Free Application for Federal Student Aid) workshop was written and submitted to WJBC. The FAFSA Workshop was also promoted via social media, The Pantagraph's daily calendar, The Pantagraph's online calendar, and the PATH-O-Gram.

Movie Screen Ads

- The library now has a contract with ScreenVision to run a 30-second commercial before every movie that plays at both Ovation (10 screens) and Wehrenberg (14 screens) for 32 weeks. (May 27, 2016 - January 06, 2017) We will have a Summer Reading commercial created to run in June & July. We will then switch over and run the commercial we had for last year's WMBD campaign.

Pandora

- The Golden Prairie Public Library District agreed to split with Bloomington Public Library a one-month advertising campaign on Pandora. The campaign will be targeted at those living in the following zip codes: 61701, 61704, 61705, 61722, 61736, 61737, and 61772. The ad names all the towns in which a person can live and still be entitled to a library card at Bloomington Public Library: *Arrowsmith, Bentown, Ellsworth, Holder, Covell, Shirley, parts of Downs, and of course, Bloomington*. This campaign runs March 1-March 31.
 - Marketing created two pieces of artwork that will run with the advertisement.

New Resident Postcards

- Quarterly, the library sends a "new resident postcard" to people who move into the 61701, 61704, and 61705 zip codes. As we intend to now add the 61722, 61736, 61737, and 61772 zip codes (GPPLD areas) to our mailing area, the new resident postcard was redesigned to include the names of the GPPLD towns the library serves.
- New resident postcards were mailed during the month of February and will next be mailed out in June.

GPPLD Postcards

- During the month of March, the Marketing Department will present to the GPPLD Board an idea to blanket the 61722, 61736, 61737, and 61772 zip codes with a GPPLD-specific postcard. Printing and mailing would cost \$390-\$425. The mailer would be delivered to the 1,350 addresses located inside these four zip codes.

GPPLD Radio

- During the month of March, the Marketing Department will present to the GPPLD Board an idea to run radio commercials on WBNQ which would specifically promote that GPPLD residents are entitled to library cards at Bloomington Public Library. There are two versions of this proposal. One costs \$495 per month for 12 months; the other costs \$250 per month for 12 months and includes less air time.

Electronic Outreach:

- During the past month, the Library added 68 Facebook fans, for a total of 4,096.
- During the past month, the Library added 23 Twitter followers, for a total of 1,398.
- During the past month, the Library added 48 Instagram followers, for a total of 227.
- During the past month, 41 people have signed up to receive Bookmobile texts for a total of 372.
- During the past month, 17 people signed up for Library texts, for a total of 87.

Ongoing Promotion:

- The Library has contracted with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Library programs appear on *The Pantagraph's* online calendar.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

Print Materials created for programs:

- | | |
|--|--|
| • March Calendars | • Dr. Seuss' Birthday Party |
| • Minecraft Mania Materials | • Social Security Classes |
| • Ad for the Community Players Program promoting Minecraft Mania | • Choosy Eater Program |
| • SS Eastland Disaster Program | • Smartphone Microscopes Program |
| • Teen Book Bingo | • Handouts for the Fox Creek Carnival/Bookmobile Visit |
| • Oculus Rift Demo | • Fractured Spirits Program |
| • Teen Minecraft Materials | • Computer Classes |

Additional Printing:

- | | |
|---------------------------|---|
| • 200 Freegal handouts | • 100 Book Adventures handouts |
| • 100 Story time handouts | • 100 Tales for Tails handouts |
| • 200 Dr. Seuss handouts | • 200 How to Read a Book in 10 Minutes handouts |

Signage:

- At the request of Support Services, Jim created a new floor plan/map of both floors of the library.
- Marketing changed out all the labels on the Spinner Wheel for the Tinker Bots program.
- Marketing created a banner to explain the presence of the arcade games on the upper level.
- Marketing created signs to let people know that they can now use our computers even if they owe us money.
- Marketing created laminated labels for the Fiction Book Club.
- Marketing created instructional table tents for the microfilm scanner/reader work station.
- Marketing created the following display signs
 - Staff Movie Picks
 - Save Your Vision, Read Large Print - this display will be filled with popular titles in the large print section.
 - Easter
 - Spring Has Erupted!
 - Be Healthy! March is National Nutrition Month
 - Get Crafty! National Craft Month
 - March Madness (basketball)
 - National Women's History Month
 - National Pi Day 3/14
 - Saint Patrick's Day
 - "I-rish I had more time to read..."
 - National Nutrition Month

Other:

- Planning for the annual Summer Reading Program is underway. A decorating plan was hashed out in late February. Jim will design the majority of these materials during the month of March.
- Marketing created all the digital artwork for Facebook, Twitter, the plasma television in the lobby, and the website
- The Library Display Case was changed to promote the Bloomington Reads Community Reading Program with items from the 1980s.
- The ISU Art Department occupied the Community Display Case during the month of February.
- Marketing organized a BPL clothing order in which Library staff were given the opportunity to order fleece jackets with the library's 4-color logo embroidered on the pocket area. Jacket costs were paid by the interested employees.
- Marketing met with Eric Shellito of Magic Blue Box on February 2.
- Marketing attended the quarterly Community Collaboration Meeting of area non-profit organizations at the YWCA on February 10.

- Marketing met with our new Radio Bloomington ad representative, Sue Goodwin, on February 18.
- Rhonda and Terry Lindberg attended the ILA Legislative Meet-Up Luncheon on February 19.

Headlines:

Assessment: Bloomington Library building sound enough for expansion – February 1, 2016 (The Pantagraph)

ISU's TV-10 aired a piece about the Library's possible expansion – February 2, 2016 (TV-10)

Search firm hired to recruit library director candidates, February 3, 2016 (The Pantagraph)

Library study reveals facility in good shape – February 10, 2016 (The Pantagraph; editorial)

Challenges ahead for Bloomington Public Library – February 26, 2016 (WGLT; Sound Ideas)

WebTeam:

- The WebTeam did not meet during the month of February as its scheduled meeting conflicted with John Keister's staff meetings.

B Logistics:

- Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's used Book Shoppe. In the past, we would pay Midwest Fiber to recycle these materials. Through B Logistics, we receive \$.05 per pound for them. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises (we have no space to store overstock), and we no longer pay for recycling of these materials.
 - From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library's Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Support Services – February 2016
Caprice Prochnow, Manager

- Caprice attended the following training this month:
 - February 4 – Supervisor Role as Trainer & Coach seminar
 - February 10 & 24 – Effective Supervisory Practices webinar This is ongoing training offered thru the City. There are two sessions in March and two in April.
 - February 18 – Gossip, Power Struggles & More: Stop Workplace Drama Before It Starts webinarCaprice has also signed up for the annual Star 12 program which offers unlimited training through seminars and webinars (both past and present).
- Custodial staff extras:
 - Installed some shelving behind the Circulation desk in order to get computer equipment off of the floor;
 - Installed some wood pieces at the back of the audiobook shelving in order to keep the items at the front of the shelf for easy title reading, this was also done on some of the bookmobile shelving;
 - Installed a stained glass window panel;
 - Assisted IT staff with the reorganization of their workroom;
 - Reorganized both custodial closets;
 - Snow removal;
- The Safety Committee did not meet in February. However, they did update (adding new locations of safety equipment, room changes, etc.) the floor plans for the Library, and asked Jim Lovell from Marketing to produce new color coded versions, and Jim did a great job! The floor plans will be posted at the entrance for emergency personnel, added in the Disaster Plan, and a pdf copy was sent to BFD.
- We have had some bed bug sightings in both the Circulation workroom and the Circulation Annex workroom. American Pest Control was on site within hours of the sightings. Staff is being very proactive and thorough in inspecting materials that are returned in the Home Delivery bags and in the audio visual materials.
- Caprice had been conferring with Russ Waller, City of Bloomington Facilities Manager regarding a new rate for our natural gas. The Water Department and the BCPA were asked to consider a new rate as well, as these three facilities use the most natural gas amongst City facilities. We had the option of going with the Rate 74 Plan (which would have required an extra expense for a monitor on the meter) or the Choice Plan. Since the Choice Plan had savings which were just nominally lower than the Rate 74 Plan, we decided to go with it, and save the expense of the additional phone line and installation cost for the meter monitor. The other two facilities went with this plan as well.

- Caprice is now dealing with Nick Anderson from Philip McCully in regards to the fixtures in the stairwell that are failing. Apparently, these fixtures may still be under warranty, and he is looking into what this means for us. He is somewhat certain that the company will provide us with new fixtures, but is unsure about labor costs for installation being covered. When the current fixtures were installed, the labor cost was substantial with two electricians and a daily lift charge.
- We have been having issues with the rooftop air handler. Alpha Controls discovered that the refrigerant had leaked out of the Stage 1 compressor (they currently have stage 1 bypassed, so stage 2 will kick on if needed). Along with this, the exhaust fan variable frequency drive occasionally trips out. Very soon, Mid-Illinois will be conducting the spring preventative maintenance on the unit, and we'll then have a clearer idea if the unit can still be repaired without major expense or it is time to consider a new unit.
- Mid-Illinois Mechanical installed a new pump motor for the hot water loop for the HVAC system to replace the motor that burnt up during the overnight power outage on January 26. MIM also replaced actuators in two VAV boxes located in the Circulation Annex.
- Weber Electric installed new (properly sized) motor overloads for the two pump motors on the hot water loop, repaired a few fluorescent fixtures, and replaced a cover on a floor receptacle.
- On February 15, Tyco reprogrammed our Tyco/Simplex Fire Alarm panel as they are going to be doing our panel monitoring rather than ADT as a third party doing the monitoring.

Volunteer hours: 30 Training: 11

Technical Services – February 2016
Allison Schmid, Manager

- TS has been super busy this month cataloging and discarding. Since last month we've had a 34% increase in items cataloged and a 72% increase in items discarded!
- Allison has taken back mending duties. A huge thank you goes to Tura for keeping it going while Allison was out.
 - Mending reminders:
 - All items that are damaged or need mending should be properly routed. Even if it seems like a simple tape or copy fix, please send it on to mending to prevent confusion.
 - There should be no hand written notes on item damage anymore. If a book is damaged, but still in good enough shape to be circulated, TS has a stamp that is used, dated, and initialed.
- The magazine sale went well again this year thanks to Theresa and Colleen. It didn't make as much money as last time, but we think that may be due to having it later in February. We've already booked the Community Room for the first Saturday in January next year (1/7/2017).
- We no longer have a work study student, and we will not be finding another this school year. Instead, we have Juan, from children's, doing some discarding/processing for us around 7 hours a week.
- 2/16/16 – All TS staff attended the Keister meeting to discuss the open director position.
- 2/23/16 – All TS staff attended a mini-morning session on deposit collections, hosted by Sara E.
- 2/25/16 – Allison attended a meeting for the Summer Reading Committee.
- We are now using an online tool in B&T TS360 to return items due to duplicates, damage in shipment, etc... We still have a few kinks to work out, but it beats waiting on hold for 10 minutes per item.
- We're very sad to see our long-time (and very reliable) volunteer Jessica Gaines leave us. She's moving on to bigger and better things at State Farm.
- Currently we have no volunteers, but if we find the need for one in a few months, we will start accepting applications.

Volunteer hours – 4 Training hours – 10

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

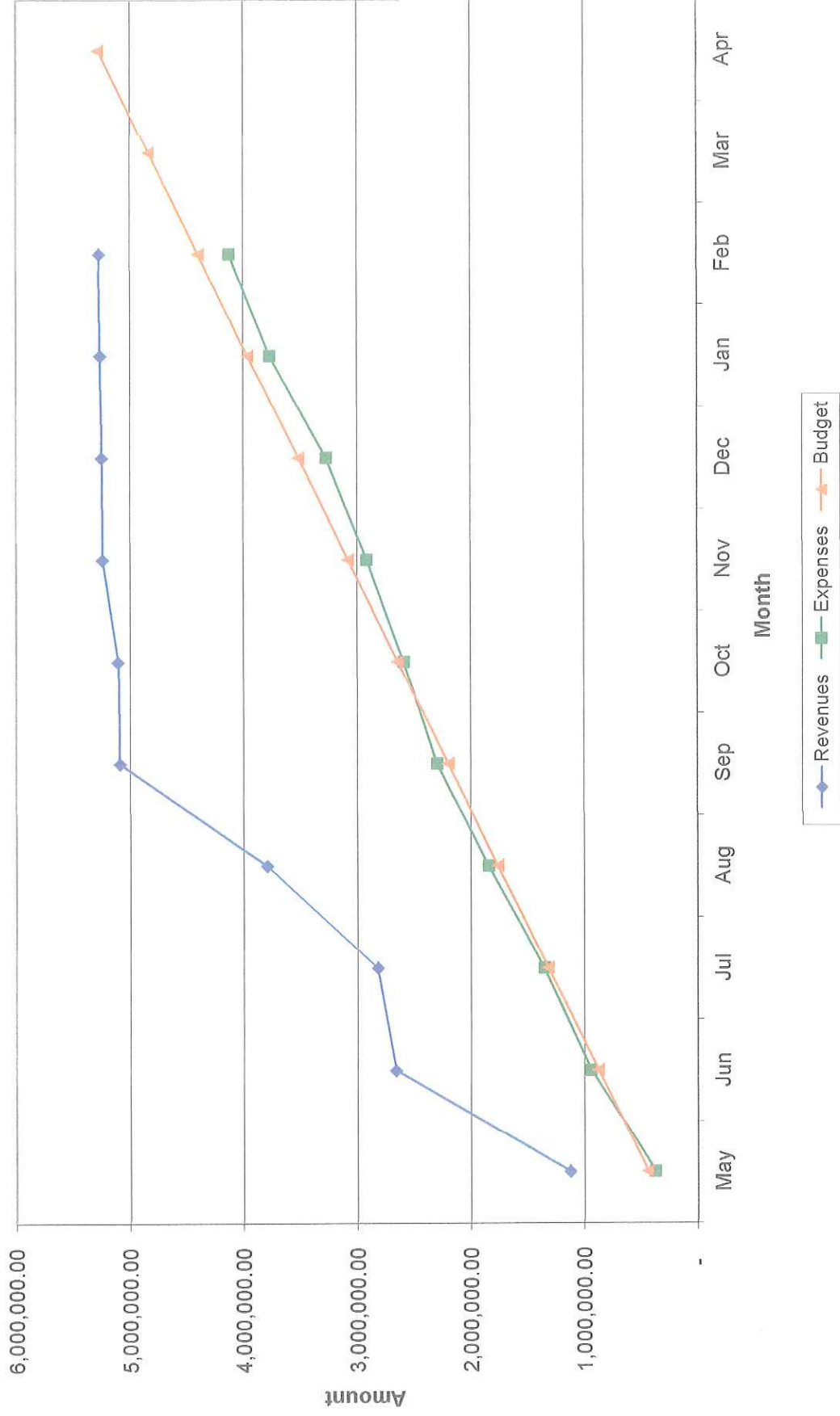
REVENUES:

ACCT NAME	BUDGET	FEB 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,544,764.95	(1,945.05)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	0.00	373,125.41	3,125.41	100.8
Fees & Rentals	80,000	7,715.73	67,110.44	(12,889.56)	83.9
Copies	3,800	316.60	2,921.95	(878.05)	76.9
Interest on Investments	1,000	2.84	2,816.66	1,816.66	281.7
Interest from Taxes	0	0.00	26.50	26.50	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	0.00	24,165.38	4,165.38	120.8
Other Grants	0	0.00	1,150.00	1,150.00	-----
Cash Over/Short	0	11.78	(14.86)	(14.86)	-----
Other	30,000	3,785.99	32,481.33	2,481.33	108.3
Total Revenues	5,277,910	11,832.94	5,274,710.26	(3,199.74)	99.9

ACCT NAME	BUDGET	FEB 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	144,816.09	1,677,655.09	(337,577.91)	83.2
Part-Time Salaries	453,600	25,466.84	302,471.07	(151,128.93)	66.7
Seasonal Salaries	35,586	1,669.82	42,174.65	6,588.65	118.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	171,952.75	2,022,300.81	(483,218.19)	80.7
Dental Insurance	11,273	835.28	8,100.26	(3,172.74)	71.9
Vision Insurance	2,894	196.00	1,987.46	(906.54)	68.7
Health Insurance, BC/BS PPO	210,104	23,247.06	203,999.94	(6,104.06)	97.1
Health Insurance, OSF HMO	118,062	5,889.06	67,110.92	(50,951.08)	56.8
Life Insurance	3,097	252.41	2,466.06	(630.94)	79.6
IMRF	299,867	20,039.48	228,639.99	(71,227.01)	76.2
FICA	162,368	10,058.85	114,477.97	(47,890.03)	70.5
Medicare	36,315	2,411.01	26,831.83	(9,483.17)	73.9
Worker's Comp	37,675	0.00	13,188.00	(24,487.00)	35.0
Uniforms	600	17.25	346.92	(253.08)	57.8
Tuition Reimb	30,000	0.00	36,252.00	6,252.00	120.8
Other Benefits	0	0.00	7,134.27	7,134.27	-----
Total Benefits	912,255	62,946.40	710,535.62	(201,719.38)	77.9
Rentals	22,000	1,846.42	15,992.29	(6,007.71)	72.7
Total Rentals	22,000	1,846.42	15,992.29	(6,007.71)	72.7
Building Mtnc	135,000	9,634.31	48,164.58	(86,835.42)	35.7
Vehicle Mtnc	5,000	768.62	6,175.91	1,175.91	123.5
Office & Computer Mtnc	165,000	858.00	122,072.76	(42,927.24)	74.0
Other Mtnc	25,000	0.00	357.75	(24,642.25)	1.4
Total Repair/Mtnc	330,000	11,260.93	176,771.00	(153,229.00)	53.6

ACCT NAME	BUDGET	FEB 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	1,668.39	14,585.93	(4,414.07)	76.8
Printing/Binding	19,000	0.00	14,452.92	(4,547.08)	76.1
Travel	6,000	0.00	6,551.44	551.44	109.2
Membership Dues	5,000	232.00	3,630.00	(1,370.00)	72.6
Professional Development	8,000	628.00	6,074.21	(1,925.79)	75.9
Other Purchased Services	100,000	20,721.57	88,653.80	(11,346.20)	88.7
Property Insurance	23,000	0.00	19,669.00	(3,331.00)	85.5
Vehicle Insurance	5,000	0.00	3,063.00	(1,937.00)	61.3
Other Insurance	5,000	0.00	5,067.00	67.00	101.3
Total Purchased Services	190,000	23,249.96	161,747.30	(28,252.70)	85.1
Office Supplies	20,000	931.78	11,596.32	(8,403.68)	58.0
Computer Supplies	85,000	3,992.28	40,326.23	(44,673.77)	47.4
Copier Supplies	3,300	0.00	2,702.33	(597.67)	81.9
Postage	12,000	1,994.40	5,571.19	(6,428.81)	46.4
Library Supplies	72,000	1,198.15	72,812.64	812.64	101.1
Janitorial Supplies	16,000	937.95	8,553.74	(7,446.26)	53.5
Gas & Diesel Fuel	8,000	285.55	2,802.79	(5,197.21)	35.0
Building Mtnc & Repair Supplies	10,000	181.63	11,635.44	1,635.44	116.4
Total Supplies	226,300	9,521.74	156,000.68	(70,299.32)	68.9
Natural Gas	35,000	4,969.50	15,082.09	(19,917.91)	43.1
Electricity	95,000	6,134.53	75,946.96	(19,053.04)	79.9
Water	8,500	344.42	7,635.46	(864.54)	89.8
Telecommunications	26,000	2,601.02	27,151.45	1,151.45	104.4
Total Utilities	164,500	14,049.47	125,815.96	(38,684.04)	76.5
Professional Collection	7,000	189.00	531.54	(6,468.46)	7.6
Total Prof Collection	7,000	189.00	531.54	(6,468.46)	7.6
Periodicals	35,000	161.68	30,782.31	(4,217.69)	87.9
Adult Books	170,000	13,847.00	127,610.02	(42,389.98)	75.1
Children's Books	125,000	11,235.33	87,846.98	(37,153.02)	70.3
A/V Materials	168,000	12,998.14	116,929.51	(51,070.49)	69.6
Public Access Software	140,000	5,312.00	132,308.46	(7,691.54)	94.5
Ebooks	70,000	14,700.00	58,800.00	(11,200.00)	84.0
Total Materials	708,000	58,254.15	554,277.28	(153,722.72)	78.3
Employee Relations	6,000	8.98	1,613.82	(4,386.18)	26.9
Miscellaneous Expenses	13,000	568.73	4,807.25	(8,192.75)	37.0
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	577.71	199,757.07	(12,578.93)	94.1
Total Expenses	5,277,910	353,848.53	4,123,729.55	(1,154,180.45)	78.1

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2016

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

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

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

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

Copies (76.9%): This line item is a little under at this point.

Interest on Investments (281.7%): The Library adjusted the budgeted amount. We have exceeded the projected amount.

Sale of Property (0.0%): The Library has not sold any items yet.

Donations (120.8%): The Library received its annual amount for the Summer Reading Program in July.

Other (108.3%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (66.7%): This is under-spent because when a part-time employee leaves the Library it is not possible to fill the position right away—there is always a little time between the time an employee leaves and a new person is hired.

Seasonal Salaries (118.5%): This is over-spent because the Library found it necessary to hire additional Seasonal employees to fill voids created when staff needed extended leaves of absences.

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

Dental Insurance (71.9%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (68.7%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, PPO (97.1%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (56.8%): This is under-spent because fewer staff chose this option for health insurance coverage.

IMRF (76.2%): This is under-spent because we are just a little under-spent in Full-Time Salaries.

FICA (70.5%): This is under-spent because of the under-spending in Part-Time Salaries.

Medicare (73.9%): This is under-spent because of the under-spending in Part-Time Salaries.

Worker's Compensation (35.0%): The annual premium was paid in January, which was less than we budgeted.

Uniforms (57.8%): Charges have been minimal.

Tuition Reimbursement (120.8%): The Library has paid for summer, fall, and spring classes for staff who are enrolled in the U of I's MLS program.

Rentals (72.7%): Charges have been minimal.

Building Maintenance (35.7%): Charges have been minimal.

Vehicle Maintenance (123.5%): City paid two invoices for warranty work on the bookmobile. Matthews (the company we purchased the bookmobile from) will be reimbursing the City for those invoices. When that occurs, City will credit the Library's account.

Office & Computer Maintenance (74.0%): Charges have been minimal.

Other Property Maintenance (1.4%): Charges have been minimal.

Advertising (76.8%): Charges have been minimal.

Printing/Binding (76.1%): Charges have been minimal.

Travel (109.2%): This is over-spent because staff have made travel arrangements to attend the Public Library Association (PLA) Conference in April.

Membership Dues (72.6) %: Charges have been minimal.

Professional Development (75.9%): Charges have been minimal.

Other Purchased Services (88.7%): This is now over-spent due to payments to Farnsworth, to the Stanton Group (for the Director Search), and to Terry Lindberg, Interim Director.

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

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

Office Supplies (58.0%): Charges have been minimal.

Computer Supplies (47.4%): Charges have been minimal.

Postage (46.4%): Charges have been minimal.

Library Supplies (101.1%): This is over-spent because some large orders were placed recently in anticipation of some staff taking maternity leave soon.

Janitorial Supplies (53.5%): Charges have been minimal.

Gas & Diesel Fuel (35.0%): Charges have been minimal.

Building Maintenance Supplies (116.4%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.

Natural Gas (43.1%): Charges have been minimal.

Water (89.8%): This reflects the fact that more water is used during the summer months to water the Library's lawn.

Telecommunications (104.4%): This is over-spent because CIRBN requires payment one month in advance.

Professional Collection (7.6%): Charges have been minimal.

Adult Books (75.1%): Charges have been minimal.

Children's Books (70.3%): Charges have been minimal.

A/V Materials (69.6%): Charges have been minimal.

Public Access Software (94.5%): This is over-spent due to payment of annual fees for various electronic data-bases.

Employee Relations (26.9%): Charges have been minimal.

Miscellaneous Expenses (37.0%): Charges have been minimal.

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

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

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	17.60
State Farm Good Neighbor Grant (for Miller):	500.00
John Muirhead:	200.00
McLean Co Retired Teachers Assoc:	35.00
Rainbow Girls, Bloomington Chapter:	212.38
Miscellaneous Donations:	115.70
Total Donations:	\$ 24,165.38

The Other Revenue line item breaks out as follows:

Print Station:	\$ 8,993.20
Book Shoppe:	15,339.00
Sale of Blankets:	30.00
Sale of Reusable Bags:	168.00
Sale of Sling Backpacks:	260.00
Sale of Earbuds:	544.50
Sale of Flashdrives:	136.50
Hot Beverage Station:	858.00
Test Proctoring:	1,400.00
Meeting Room Fees:	180.00
Book Pick-Up:	1,722.70
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	1,399.43
Total Other Revenue:	\$32,481.33

During February, 12 batches containing 102 invoices were processed, totaling \$78,844.16 and 206 credit card charges were made totaling \$39,675.37.

Library Fund Balance Information, 2/29/16:

Operating:	\$ 3,130,662.84
Capital:	\$ 2,287,773.72
Fixed Assets:	\$ 823,257.95

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 15, 2016

Signature, BPL Trustee

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

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

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

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

Bloomington Public Library
Monthly Statistics - February 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	50,362	536,567	50,933	562,665
Teens	3,020	37,156	2,403	31,714
Children	42,747	475,208	44,163	504,139
OTR Adults	2,350	23,921	1,719	21,630
OTR Teens	131	1,575	110	1,504
OTR Children	3,841	39,927	2,056	33,292
e-Books - Freading	15	228	13	303
e-Books - Overdrive	4,648	44,816	4,050	35,479
Freegal downloads	585	5,552	608	6,223
Zinio Magazines	233	4,187	359	4,010
Tumblebooks	45	539	0	0
TOTALS				
Adults	52,712	560,488	52,652	584,295
Teens	3,151	38,731	2,513	33,218
Children	46,588	515,135	46,219	537,431
Digital Downloads	5,526	54,783	5,030	46,015
COMBINED TOTAL	107,977	1,169,137	106,414	1,200,959
ITEMS IN THE COLLECTION				
Main	300,897	300,897	293,486	293,486
OTR	10,994	10,994	12,508	12,508
TOTAL	311,891	311,891	305,994	305,994
HOLDS FILLED	7,932	78,312	7,204	77,196
CARDHOLDERS				
Added	344	4,312	343	4,354
TOTAL NUMBER				
Adults	25,354	25,354	26,729	26,729
Teens	2,056	2,056	2,295	2,295
Children	5,752	5,752	6,292	6,292
Combined Total of Active Cards	33,162	33,162	35,316	35,316
REFERENCE QUESTIONS				
Adults	2599	24,038	2567	25,482
Teens	126	1,642	99	950
Children	710	8,686	803	10,734
OTR	136	1,073	51	789
Circulation	707	7,438	702	8,163
PROGRAMS				
Story Times	23	168	20	161
Adult	18	136	14	111
Teens	2	37	4	54
Juvenile	15	96	9	80
Outreach Adult	0	0	0	2
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	1
PROGRAM ATTENDANCE				

Bloomington Public Library
Monthly Statistics - February 2016

	Current Month	Cumulative	Last Year	Cumulative
Story Times	605	5,583	545	5,176
Adult Programs	152	1,874	252	1,519
Teen Programs	11	400	57	549
Juvenile Programs	308	5,733	458	5,212
Outreach Adult	0	0	0	27
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	36
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	4,704
Completed	0	0	0	2,759
TEENS				
Registered	0	0	0	811
Completed	0	0	0	402
ADULTS				
Registered	0	0	0	2,300
Completed	0	0	0	1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	3,825	42,916	3,902	39,411
Website database/catalog hits	24,792	284,912	24,989	204,748
Online Resource (Database) uses	4,343	47,634	3,739	36,681
TOTAL		375,462	32,630	280,840
INTERLIBRARY LOAN				
Borrowing Requests Received	543	5,217	397	3,957
Outgoing Loans (Lending)	288	2,756	295	2,501
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	67	4	69
Outside the library (events)	8	90	11	94
Number of people	455	14,294	741	12,523
VOLUNTEER HOURS				
	70	1,419	142	1,065
MEETING ROOM USAGE				
Study Room	51	601	75	701
Digital Media Lab	32	270	9	285
Customer Visits (MAIN)	23,896	216,660	20,835	307,045
Customer Visits (OTR)	1,033	43,015	491	10,198
COMBINED TOTAL VISITS	24,929	259,675	21,326	317,243
TRAINING HOURS				
	169	1,242	87	1,138

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 20, 2016
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

MINUTES

- I. Call to Order
President Lynn Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Tim Ervin, Stephen Peterson, Patti Salch (departed at 5:33 p.m.), Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Carol Carey-Odekirk

OTHERS PRESENT: Laura Golaszewski, Kathy Jeakins, Carol Koos, Terry Lindberg, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Lynn Gray reported on the BPL Board meeting that she attended last night. She added that a Director Search Committee was formed which includes herself, Mary-Ann Webb from the Foundation Board, City Alderman Karen Schmidt, and BPL Board Members Julian Westerhout and Alex Cardona. President Gray added that Farnsworth attended the BPL Board meeting and reported on the status of the building which included a history and evolution of the structure.
President Gray informed the Board that the firm John Keister & Associates was approved to be interviewed for the director search. The interview is scheduled for next week on Wednesday, January 27 at 5:30 p.m.
President Gray informed the Board that as per Robert's Rules, no action or approval of a financial report is required from the Board during the monthly Board meetings.
- VI. Approval of Minutes
A. December 16, 2015

PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 16, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Terry Lindberg distributed copies of the latest Event Guide and the January-February issue of the Foreword newsletter. Director Lindberg informed the Board that he will be busy attending many meetings in the upcoming weeks, and can be contacted at any time if needed.

B. Outreach Report

Laura Golaszewski reported on the Bookmobile Ad Hoc Committee meeting. Laura shared that a survey will be handed out on the Bookmobile. Questions are currently being formulated to find out how patrons discovered the Bookmobile and what improvements can be made to the Bookmobile service. For non-patrons, the survey will uncover whether or not they are aware of the Bookmobile service, and, if so, what can be done to make them use it in the future. Laura informed the Board that the committee will look to reach out to new communities not currently being served. Laura proceeded to entertain questions.

C. Fiscal Report

Kathy Jeakins reported that the Year-End Financial Report appeared in the newspaper in December.

1. Presentation of December Financial Report

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

2. Selection of Checking Account Facility

Kathy Jeakins informed the Board that due to changes with the Illinois Funds, the Board will need to select a new checking account facility. Although the Illinois Funds will continue to offer investment account options, they will no longer offer checking accounts. The Board reviewed and discussed checking account options.

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO APPROVE AUTHORIZATION FOR KATHY JEAKINS TO OPEN A CHECKING ACCOUNT AT COMMERCE BANK.

AYES: TIM ERVIN, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK

THE MOTION CARRIED UNANIMOUSLY.

VIII. Unfinished Business

A. Discuss Finding New Trustee to Fill Unexpired Term

The Board discussed the continuing search for a new Trustee.

B. Approve Freedom of Information (FOIA) Officer

As per last month's discussion, the Board discussed approving an additional GPPLD Board Trustee and a staff member from the Library to be appointed as FOIA Officers.

TIM ERVIN MOVED, JODI SHERMAN SECONDED, TO APPROVE APPOINTING STEPHEN PETERSON AND LAURA GOLASZEWSKI AS FOIA OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

C. Approve FOIA Request Process

Tim Ervin advised that the Board review the FOIA Request Process draft so that it can be sent to Phil Lenzini for final review. The Board will then approve the final draft during the next Board meeting.

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE INSTRUCTING KATHY JEAkins TO SUBMIT THE FOIA REQUEST POLICY DRAFT FOR REVIEW TO PHIL LENZINI AND AUTHORIZE ALL REASONABLE SUBSEQUENT LEGAL FEES. THE MOTION CARRIED UNANIMOUSLY.

AYES: TIM ERVIN, STEPHEN PETERSON, JODI SHERMAN, LYNN GRAY

NAYES : NONE

ABSENT: CAROL CAREY-ODEKIRK, PATTI SALCH

THE MOTION CARRIED UNANIMOUSLY.

IX. New Business

A. Approval of Gift for Georgia Bouda

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE REIMBURSING CAROL CAREY-ODEKIRK FOR GEORGIA BOUDA'S RETIREMENT GIFT IN THE AMOUNT F \$55.00.

AYES: TIM ERVIN, STEPHEN PETERSON, JODI SHERMAN, LYNN GRAY

NAYES : NONE

ABSENT: CAROL CAREY-ODEKIRK, PATTI SALCH

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Capital Reserve Transfer

Kathy Jeakins shared that in FY04 and annually thereafter, the Board established a policy to transfer 3.5% of the fiscal year's total tax collected from the Operating Fund to the Capital Fund. Upon further discussion, the Board requested that they discuss reserve levels during the next meeting.

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE TRANSFER OF \$13,765.89 FROM OPERATING FUND INTO CAPITAL FUND

AYES: TIM ERVIN, STEPHEN PETERSON, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK, PATTI SALCH

THE MOTION CARRIED UNANIMOUSLY.

C. Review Strategic Plan

President Lynn Gray requested that the Board review the Strategic Plan goals. The Board proposed the following changes:

- Goal 1 – Remove item “b. Invest in an efficient wireless device for great internet connection on the Bookmobile” as the goal is currently not feasible due to consistent connectivity issues with the Bookmobile.
- Goal 2 - Can be removed as it has been accomplished.
- Goal 3 – The Board feels that they have been accomplishing this goal and will continue to do so.
- Goal 4 – The Board feels that they should add reviewing investment options to this goal.

X. Adjournment

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:05 p.m.

What is a Mission Statement?



**Our Mission Statement defines our unique role in the
community.**

The Bloomington Public Library

Mission Statement

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

What is a Vision Statement?



Our Vision Statement guides our work every day.

The Bloomington Public Library

Vision Statement

The Bloomington Public Library is a vital community resource.

The Library is passionate about what it is and what it does.

The library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.

The library offers relevant services and inspiring programs to meet diverse individual needs.

The Bloomington Public Library

Vision Statement



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

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

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

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

The Bloomington Public Library

Vision Statement

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

City Council Policy

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

City Council Policy

The Bloomington Public Library

Vision Statement

Recognizing the community-building potential of the Bookmobile, it will continue to provide convenient access to Library materials and services for customers of all ages.

Ad Hoc Bookmobile Task Force

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

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

What is a Goal?



Our Goals are broad action statements that guide us in carrying out our mission.

The Bloomington Public Library's Goals



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

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

Access includes physical and virtual resources. Our physical resources include books and other tangible media, as well as

Halperin #3

Our virtual resources include a variety of e-resources we are able to offer to individuals who otherwise would be economically or technologically unable to access them.

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

We will continue to address physical access issues through expansion of outreach services, coordination with all forms of public and private transit, and sensitivity to any other barriers that impede access to our headquarters facility, now and in the future.

3 P's

We will be a catalyst for urban redevelopment and community development.

Halperin #5

We will provide a safe and inclusive environment for everyone to enjoy the library.

Halperin #2

The Bloomington Public Library's Goals



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

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

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

Our hard copy collection will grow at a slower rate than our other tangible media collections, and these will grow less rapidly than our virtual services and technology tools. Our specialized programs and services will continue to expand, especially those targeted at teens and users whose primary language may not be English. We will include

Halperin #2 *stakeholders in the development of our programs, services, outreach and collections.*

The Bloomington Public Library's Goals



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

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

Recruit, train and develop a knowledgeable, collaborative staff.



Recruit, train and develop a knowledgeable, collaborative staff.

We will continue to strengthen our human resources staff with ongoing training and external support as required. We will maintain a strong presence in the professional librarian community and enhance our reputation as a good place to work. Staff will have an important role in developing and programming spaces for our future building projects.

The Bloomington Public Library's

Goals

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

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

Recruit, train and develop a knowledgeable, collaborative staff.

Work effectively through the use of technology.

Work effectively through the use of technology.

We will continue to seek the cutting edge of technology, maintaining a state-of-the-art website, growing our user hardware inventory, and identifying how users can increase collaboration and creativity by applying our hardware and software. We will increase our emphasis on technology

Halperin #4 training, especially by employing virtual resources.

The Bloomington Public Library's

Goals



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

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

Recruit, train and develop a knowledgeable, collaborative staff.

Work effectively through the use of technology.

Administer a cost-effective public library.



Administer a cost-effective public library.

We will maintain our tradition of efficient and cost-effective service delivery by continuing to blend high quality personal service with modern technology.

Incident Reports

Date	Time	Type
02/2	9:52 AM	StolenDamagedLibraryMaterial
02/2	2:04 PM	StolenDamagedLibraryMaterial
02/2	4:17 PM	StolenDamagedLibraryMaterial
02/3	6:23 PM	InappropriateBehavior
02/5	2:32 PM	StolenDamagedLibraryMaterial
02/6	5:21 PM	InappropriateBehavior,Fighting
02/7	1:22 PM	InappropriateBehavior,Fighting
02/7	1:50 PM	InappropriateBehavior
02/7	1:58 PM	InappropriateBehavior,roughhousing/fighting
02/8	8:06 PM	SuspiciousCustomerActivity
02/10	4:44 PM	StolenDamagedLibraryMaterial
02/11	12:37 PM	PoliceAmbulanceCall
02/11	12:45 PM	StolenDamagedLibraryMaterial
02/11	7:08 PM	InappropriateBehavior
02/11	8:31 PM	
02/15	5:47 PM	
02/18	12:36 PM	InappropriateBehavior
02/18	2:15 PM	StolenDamagedLibraryMaterial
02/20	2:27 PM	SuspiciousCustomerActivity
02/21	3:06 PM	InappropriateBehavior
02/22	5:38 PM	InappropriateBehavior
02/22	6:41 PM	PoliceAmbulanceCall
02/26	3:25 PM	Other,Fight
02/27	2:31 PM	InappropriateBehavior
02/27	2:44 PM	Other,Suspension violation/name calling
02/27	3:34 PM	PoliceAmbulanceCall,aggravated suspension violation

Suspension Reports

Date	Time	violation
02/11	2:04 PM	StolenDamagedLibraryMaterial,See IR 3097
02/11	2:06 PM	StolenDamagedLibraryMaterial,See IR 3097
02/27	11:17 AM	InappropriateBehavior,Fighting
02/22	5:40 PM	InappropriateBehavior
02/27	2:42 PM	Other,Suspension violation/arguing
02/26	3:27 PM	Other,Fight