

Bloomington Public Library

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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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. January 19, 2016
 - B. January 27, 2016
 - C. February 2, 2016
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - C. Bookmobile Ad Hoc Committee
- XI. Unfinished Business
- XII. New Business
 - A. Presentation on Lynda.com Software by Ali Bousquet, Adult Services Librarian
 - B. Waive Three Quote Requirement for Lynda.com Software
 - C. Waive Three Quote Requirement for Optical Disc Repair System (Danny Rice, Circulation and Outreach Services Supervisor)
 - D. Approve Surplus List (Jon Whited, IT Manager)
 - E. Discussion with John Keister Regarding Director Search
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted: 2/11/2016 5:40 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, January 19, 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 5:33 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas (arrived at 5:58 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Ed Barry (Farnsworth Group), Chad Frankenberger (Farnsworth Group), Lynn Gray (GPPLD Board President), Kathy Jeakins, Terry Lindberg, Patricia Marton (resident), Renee Nestler (AFSCME Union Representative), Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton, resident, commented on the continuation of creating an open and responsive environment here at the Library that began last summer. Along with this, she shared some of the attributes she hopes the new Director will possess.

President Koos asked for a motion to move "Unfinished Business" right after the Director's report.

SUSAN O'ROURKE MOVED, EMILY KELAHAN SECONDED, TO MOVE "UNFINISHED BUSINESS" TO RIGHT AFTER THE DIRECTOR'S REPORT. THE MOTION CARRIED UNANIMOUSLY.

V. Approval of Minutes

A. December 15, 2015

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos shared that she had attended the bilingual Story Hour called Pagina Por Pagina that was provided by Conexiones Latinas de McLean County and the Lawyers in the Classroom Program. She went on to say, that this was a very good program that had two presenters with one reading in English and the other in Spanish.

President Koos encouraged the Trustees to attend program(s) or participate in the Bloomington Reads, the Community Reading program that highlights "Ready Player One" by Ernest Cline.

A. Appointment of Search Committee

President Koos stated that Mary Ann Webb, Foundation Board President, Lynn Gray, Golden Prairie Public Library District Board President, Julian Westerhout, BPL Trustee and Alex Cardona, BPL Trustee will serve on the Search Committee for the new Director. The two BPL Trustees will sit on the Search Committee alternately.

VII. Director's Report

Director Lindberg distributed the new Program Guide, and shared that another bilingual Story Hour is happening right now in the Story Room.

Director Lindberg stated that there are a lot of meetings underway, and he attempts to attend most of them. He went on to say, that he is enjoying his time here, and everyone has been kind to him.

XI. Unfinished Business

A. Farnsworth Update on the Needs Assessment, Programming, Site Analysis and Conceptual Design

Ed Barry presented both the "Existing Building Assessment" and "Long Range Vision for the Future" reports, and reviewed the contents of each. A copy was available for each of the Trustees along with some extras. Ed Barry also distributed a document that outlined the timeline for the remainder of the Study.

President Koos stated that any questions that the Trustees may have once they have read the reports, should be directed to her, and she will filter them to the Director, who will pass them along to Ed Barry and Chad Frankenberger.

VIII. Fiscal Report

Kathy Jeakins stated that Expenses should be about 66% to 67%, but it is at 62%, and almost all the Revenues have been received for the year. She went on to say, that only half of the \$12,500 Project Next Generation Grant money applied for will be received this year from the State.

IX. Approval of Bills

SUSAN O'ROURKE MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM DECEMBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

Susan O'Rourke inquired as to whether the Director's goals should be established and in place for when a new Director is in place.

Emily Kelahan shared that this point had been addressed at the 3 P's Committee meeting as they were looking at the revision of the Bylaws to reflect the duties and responsibilities of committees along with a timeline for said responsibilities.

There was some discussion on this, and it was determined that the development of the Director's goals will be on hold until after the Strategic Plan is in place in the next few months. All the Trustees are in agreement that goals need to be in place for both the Director and the Board.

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

Emily Kelahan stated that the Chair's report was included in the packet. She went on to say, that the Committee is taking on two important projects which are the Strategic Plan and coming up with a few measures to assist Chairs as they take over new committees, make communication between committees and full Board a little more efficient.

C. Bookmobile Ad Hoc Committee

Alex Cardona reviewed some highlights of the January meeting. He went on to say, that they have a draft of the community survey that they have been working on, and that he is going to have some experts review it before sending it out to the community. The survey will be in both electronic and paper form. Alex stated that they will be reviewing the progress of the bookmobile stops that were added. He also shared that it was decided that they will allow one full year to measure the success of the added stops.

XII. New Business

A. Approve Selection of Director Search Firms to Interview

President Koos stated that only one proposal was received, and it was from John Keister & Associates, and that the Board needs to discuss whether to grant his firm an interview or to send out a new RFP with a new timeline.

Kathy Jeakins stated that the proposal would not need to be redone, but rather they would just re-advertise, and they could send it to particular groups or organizations if they chose to. She went on to say, that she would check with Misty at City for some direction, but most likely this would send the timeline out another month.

Director Lindberg stated that if the Board did decide to re-advertise the RFP that he would ask that they vote to not accept the Keister proposal in order to close out this proposal process. He went on to say, that there is no guarantee that a better response will be received next time.

There was discussion on the proposal submitted by John Keister and Associates firm whether to interview them or to close out this proposal session and start a new one.

EMILY KELAHAAN MOVED, VAN MILLER SECONDED, TO INTERVIEW JOHN KEISTER AND ASSOCIATES FIRM. THE MOTION CARRIED.

B. Approve Dates to Interview Director Search Firms

President Koos stated that a special meeting needs to be set prior to the award date of February 3 in order to conduct the interview. There was discussion on possible dates.

The two possible dates to propose to John Keister & Associates for the interview are Wednesday, January 27 at 5:30 p.m. or Friday, January 29 at noon.

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE CONDUCTING AN INTERVIEW WITH JOHN KEISTER & ASSOCIATES ON EITHER WEDNESDAY, JANUARY 27 AT 5:30 P.M. OR FRIDAY, JANUARY 29 AT NOON. THE MOTION CARRIED UNANIMOUSLY.

XIII. Comments from Board Trustees

Alex Cardona shared that he attended the other bilingual Story Hour that was presented by international students at Illinois Wesleyan that was well attended, and it was a very good program.

Alex stated that as an entity, the Library is doing a really good job in expanding our Outreach Services and Programming. He went on to say that Carol Torrens did a great job in representing the Library when presenting the Library Annual Report to City Council.

Alex added that in the last six months, staff has done a great job in engaging the media, and having some positive media impressions in the community.

XIV. Adjournment

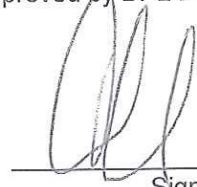
VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:49 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 19, 2016



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	12,975.13
American Pest Control	Building Maintenance	180.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Brush, Charles (C.K. Brush Plumbing)	Building Maintenance	135.00
CDW Government	Computer Supplies	3,138.01
Cengage Learning	Adult Books	753.73
Center Point Large Print	Adult Books	469.14
Central Supply Co.	Office/Equipment Mtn	49.00
City Directories (Info Group)	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	11,121.62
City of Bloomington	Gas & Diesel Fuel	45.46
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,978.68
City of Bloomington	Life Insurance	256.36
City of Bloomington	Medicare	2,601.03
City of Bloomington	Payroll	183,097.64
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	572.29
Comcast	Telecommunications	102.85
Continental Research Corp	Janitorial Supplies	164.00
Cumulus Broadcasting	Advertising	737.00
Custom Digital Imaging	Printing/Binding	5,431.54
Dell Marketing, L.P.	Computer Supplies	8,134.25
Ebsco Subscription Services	Periodicals	23.38
Findaway World, LLC	A/V Materials	84.98
Flynn's Delivery, Inc.	Other Purchased Services	248.00
Frontier	Telecommunications	1,460.57
Illinois Wesleyan University	Other Purchased Services	698.38
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	345.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	259.32
Lander Van Gundy Insurance	Other Insurance	5,067.00
Lander Van Gundy Insurance	Property Insurance	19,669.00
Lander Van Gundy Insurance	Vehicle Insurance	3,409.00
Lander Van Gundy Insurance	Worker's Compensation	13,188.00
Limelight Communications, Inc.	Advertising	200.00
Lindberg, Walter F	Other Purchased Services	3,060.00
Massie, Rhonda	Advertising	137.77

Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Nicor
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Pantagraph
 Postmaster, Bloomington
 ProQuest, LLC
 Rainbow Book Company
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 SimplexGrinnell
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Illinois
 Weber Electric, Inc.
 Yates, John (Arcadia Museum)
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Amtrak
 VISA - Argo Tea Garden
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Beggar's Pizza
 VISA - Bill's Key 7 Lock Shop
 VISA - Blackstone Library
 VISA - Bloomington Galaxy Theatre
 VISA - Brochure Holders 4 U
 VISA - Chicago Taxi
 VISA - Choice Taxi
 VISA - Concord Custom Cleaners
 VISA - Curbside Flash Cab
 VISA - Demco
 VISA - Dollar Treee.com
 VISA - EnvisionWare

Building Maintenance	184.00
Office/Equipment Mtnc	137.67
A/V Materials	574.90
Janitorial Supplies	568.29
Natural Gas	2,688.40
Building Mtnc Supplies	86.24
Computer Supplies	910.27
Copier Supplies	343.40
Employee Relatons	178.32
Janitorial Supplies	23.12
Office Supplies	438.36
Ebooks	4,900.00
Printing/Binding	221.30
Postage	225.00
Public Access Software	2,779.00
Children's Books	1,549.23
A/V Materials	56.99
Library Supplies	291.85
Rentals	1,121.71
Printing/Binding	60.00
Building Maintenance	3,839.63
Other Purchased Services	50.00
Building Maintenance	30.02
Other Purchased Services	492.25
Tuition Reimbursement	11,448.00
Building Maintenance	4,909.38
Other Purchased Services	600.00
Adult Books	101.88
A/V Materials	217.93
Computer Supplies	56.06
Office Supplies	8.99
A/V Materials	1,079.37
Adult Books	73.71
Children's Books	26.99
Library Supplies	86.83
Other Purchased Services	206.97
Professional Development	755.00
Travel	95.00
Travel	5.74
A/V Materials	7,539.89
Adult Books	7,498.45
Children's Books	7,589.52
Employee Relatons	20.00
Travel	6.93
Building Mtnc Supplies	6.81
A/V Materials	172.22
Other Purchased Services	15.00
Library Supplies	55.45
Travel	45.20
Travel	13.70
Other Purchased Services	49.35
Travel	13.81
Library Supplies	72.63
Other Purchased Services	37.61
Office/Equipment Mtnc	725.00

VISA - Facebook	Advertising	66.24
VISA - Five Star Water	Miscellaneous Expenses	42.05
VISA - Galls, LLC	Uniforms	150.97
VISA - GameStop	A/V Materials	382.44
VISA - GameStop	Other Purchased Services	19.99
VISA - Heartland Parking	Travel	14.00
VISA - Hobby Lobby	Other Purchased Services	193.03
VISA - Hoyt's Restaurant	Travel	12.84
VISA - Ingram	Adult Books	573.50
VISA - Michael's	Library Supplies	5.98
VISA - Michael's	Office Supplies	18.49
VISA - Office Depot/OfficeMax	Computer Supplies	28.32
VISA - Office Depot/OfficeMax	Copier Supplies	86.51
VISA - Office Depot/OfficeMax	Office Supplies	59.34
VISA - Olalekan Kazeem	Travel	25.13
VISA - Parkway Auto Laundry	Vehicle Maintenance	22.00
VISA - Paypal*Illinois State Genealogical Society	Periodicals	35.00
VISA - Paypal*Melissa Alcorn	Advertising	415.00
VISA - PF Chang's China Bistro	Travel	22.07
VISA - Scoop Advant Resources	Professional Development	199.00
VISA - Skillpath/National Seminars	Professional Development	199.00
VISA - Skinit.com	Computer Supplies	152.46
VISA - Speed Lube	Vehicle Maintenance	64.90
VISA - Sprint	Telecommunications	811.96
VISA - Steam Games.com	Other Purchased Services	100.00
VISA - Subway	Travel	5.87
VISA - USPS	Postage	5.54
VISA - Veridesk, LLC	Office Supplies	1,480.00
VISA - Verizon Wireless	Telecommunications	122.84
VISA - Vernon Library Supplies	Library Supplies	249.18
VISA - VTS Globe Taxi	Travel	19.05
VISA - Wal-Mart	Building Mtnc Supplies	2.97
VISA - Wal-Mart	Employee Relations	289.14
VISA - Wal-Mart	Janitorial Supplies	106.95
VISA - Wal-Mart	Miscellaneous Expenses	68.78
VISA - Wal-Mart	Library Supplies	61.51
VISA - Wal-Mart	Office Supplies	12.97
VISA - Wal-Mart	Other Purchased Services	130.63
VISA - Wal-Mart.com	Other Purchased Services	51.76
VISA - Wendell Niepagen Greenhouse	Library Supplies	24.00
VISA - Windstream	Telecommunications	122.66
VISA - Wyndham Chicago	Travel	409.27
Total		412,285.62

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Wednesday, January 27, 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 5:46 p.m.

II. Roll Call

MEMBERS PRESENT: Emily Kelahan, Van Miller, Susan O'Rourke, Whitney Thomas,
Carol Koos

MEMBERS ABSENT: Alex Cardona, Robert Porter, Mike Raikes, Julian Westerhout

OTHER PRESENT: Kathy Jeakins, John Keister (via Skype), Terry Lindberg,
Patricia Marton (resident), Maria Nagle (Pantagraph),
Caprice Prochnow, Jon Whited

III. Introductions

President Koos introduced those present.

IV. Public Comment

There were no public comments.

V. New Business

A. Director Search Firm Interview (by Skype) – John Keister & Associates

President Koos distributed a revised list of questions that the Trustees will be asking John Keister, and assigned questions to each Trustee to ask John.

John Keister shared that his firm is a family business which includes him, his wife Beth, and their daughter Sarah. John shared his background and his philosophy on the search process.

President Koos was the first to start the round of interview questions for John.

Emily Kelahan departed the meeting at 6:35 p.m.
John Keister finished answering the last of the questions, and thanked the Trustees.

Since a quorum was lost with a Trustee leaving, the meeting was concluded.

B. Discussion and Approval of Next Step in Director Search Firm Process

VI. Adjournment

VAN MILLER MOVED, SUSAN O'ROURKE SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:46 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, February 2, 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, Susan O'Rourke, Mike Raikes, Whitney Thomas (arrived at 5:39 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: Van Miller, Robert Porter

OTHERS PRESENT: Kathy Jeakins, Terry Lindberg, Patricia Marton (resident), Maria Nagle (Pantagraph), Caprice Prochnow
- III. Introductions
President Koos introduced those present.
- IV. Public Comment
Patricia Marton, resident commented on the recent Pantagraph article regarding Library expansion. Along with this, she commented on the article "Going off the Rails" that she had shared with both the Board and City Council.
- V. New Business
 - A. Discussion and Approval of Next Step in Director Search Firm Process

EMILY KELAHAN MOVED, ALEX CARDONA SECONDED, TO HIRE JOHN KEISTER AND ASSOCIATES TO CONDUCT A LIBRARY DIRECTOR SEARCH, IN THE AMOUNT OF \$19,500.00.

AYES: ALEX CARDONA, EMILY KELAHAAN, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: VAN MILLER, ROBERT PORTER

THE MOTION CARRIED.

Director Lindberg will contact John Keister to put a schedule together, and then share with the Trustees sometime tomorrow.

VI. Adjournment

MIKE RAIKES MOVED, EMILY KELAHAAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 5:44 p.m.

**Bloomington Public Library
Director's Report
January 2016**

1. Introduction

I logged a total of 94.5 hours from January 4, 2016 through January 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 BPL Trustees and GPPLD Trustees meetings, BPL Foundation Meetings, and Board Committee Meetings.

3. Director Search

Proposals for the Director Search were due January 15, 2016. We received only one proposal from John Keister & Associates. Staff reviewed the proposal and found it in compliance with the requirements of the RFP. The BPL Board interviewed Mr. Keister via Skype during a special meeting on January 27, 2016, and voted to hire Keister at a special meeting on February 2, 2016.

4. Facilities Plans

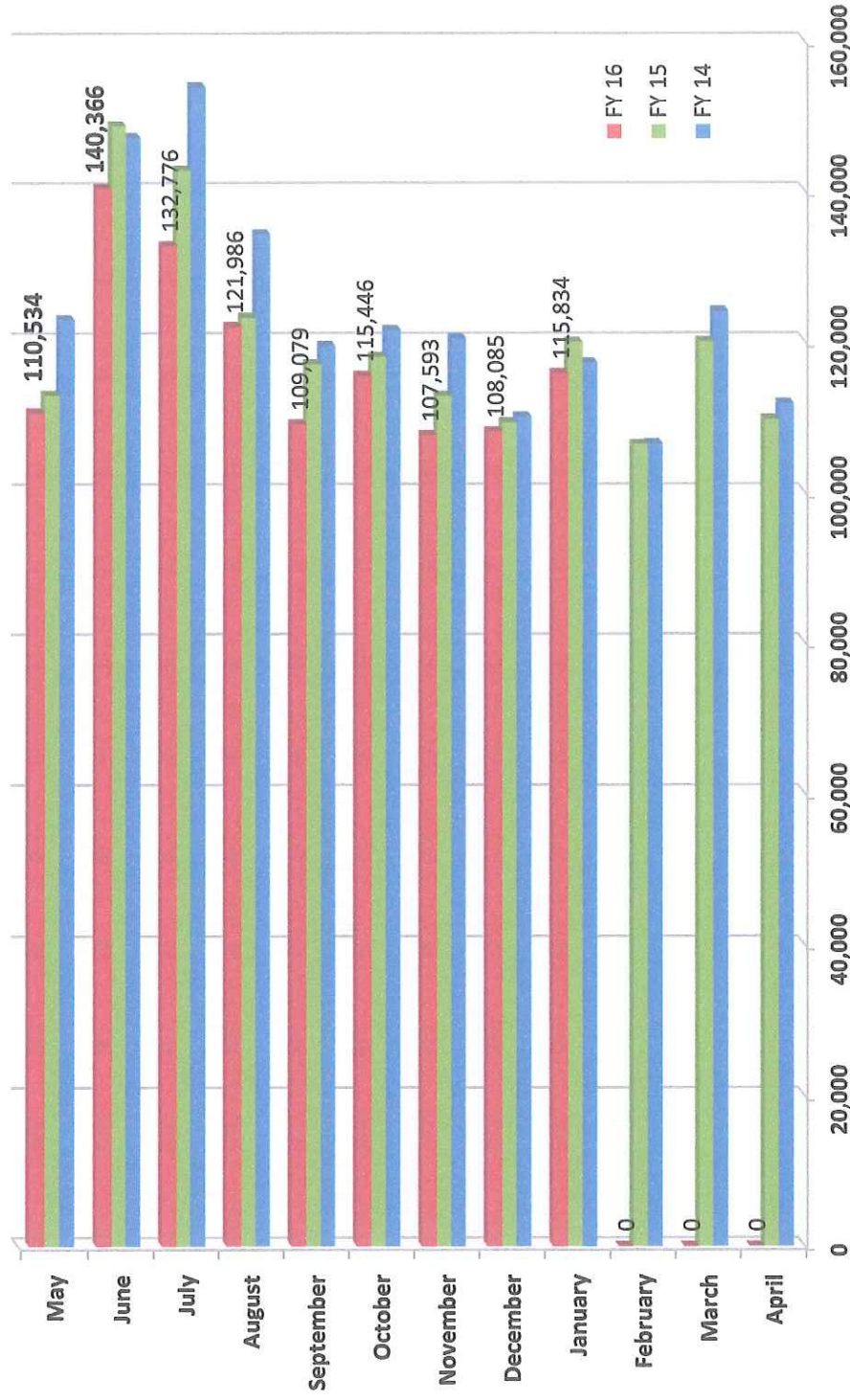
The Farnsworth Group presented an interim report on their review of our current facility at the BPL Board's January 19 meeting. I shared relevant sections of the report with City officials. Caprice Prochnow and I are reviewing Farnsworth's recommendations for maintenance on our current building, and I highlighted maintenance items that would be city responsibilities with Deputy City Manager Steve Rasmussen and Public Works Director Jim Karch.

5. Availability

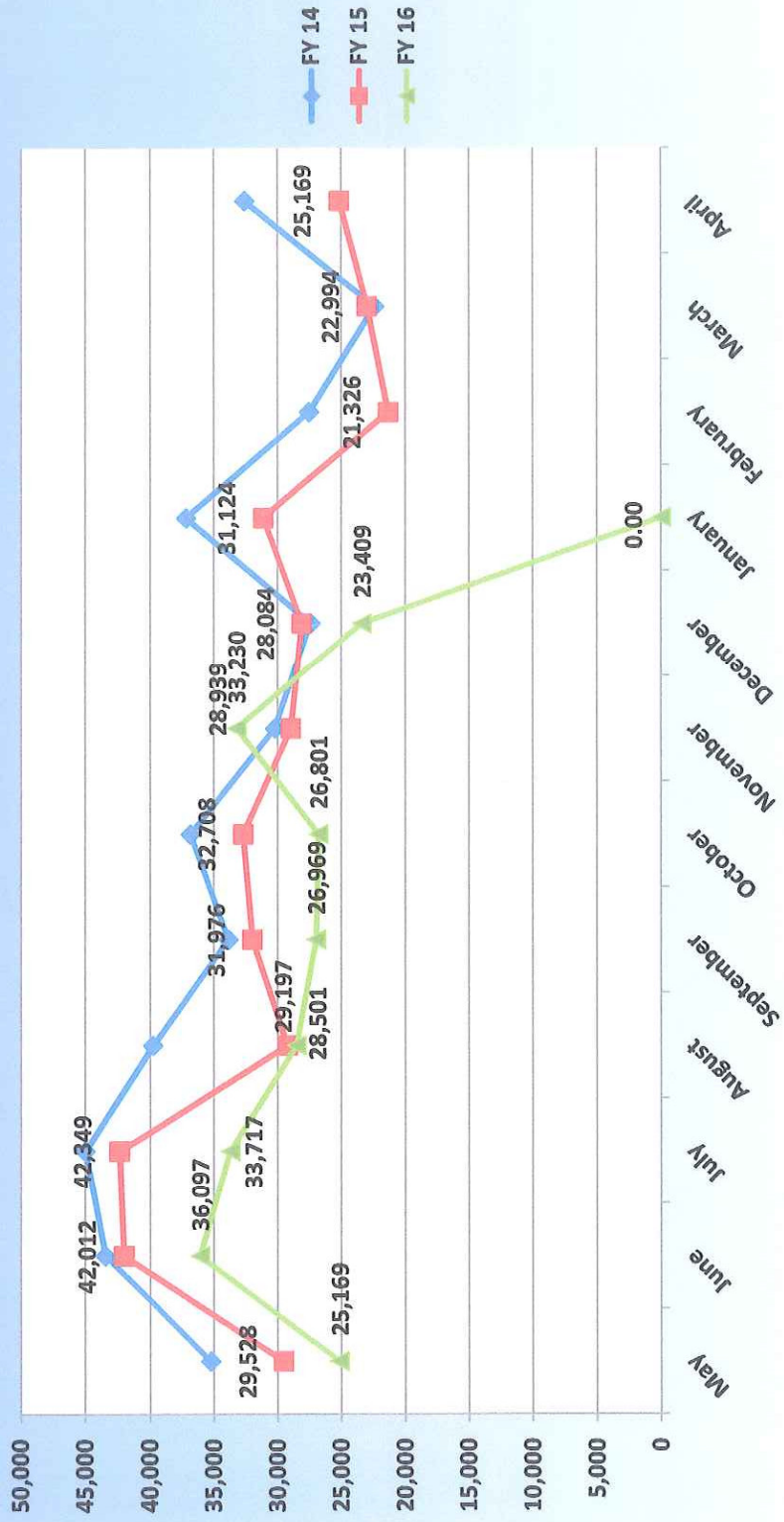
My e-mail is terryl@bloomingtonlibrary.org. My direct Library line is 309-557-8901. My cell number is 309-287-5857. I will respond as promptly as possible whether I am "on the clock" or not.

6. Department Reports and Statistics follow.

Items Circulated



Library Visitors



Adult Services - January, 2016

Carol Torrens, Manager

Collections

The shifting of the Fiction collection is complete. An entire side of a stack was left empty so that the Mystery section can expand. That shift is now underway.

Along with staff from other departments, I've looked at a service called Next Reads as a replacement for our current new book listing service Select Reads. Next Reads is less expensive, connects directly to B & T to facilitate book ordering, and appears much easier to update. February will be a month of switch-over to get Next Reads up and running.

Programs

Displays in Adult Services included best books of 2015; New Year for a New Series (1st books from series); scifi; Money Matters; New Year, New You. The display in the DVD area was Happy Mew Year (movies featuring cats).

Teen librarian Tiffany visited these schools for Books & Bites and to promote library events. The number of teens who attended is listed.

Chiddix -59; Evans -54; Kingsley -92; Parkside -105; BJHS—cancelled; Uhigh -9; NCHS -cancelled

Adult/Family programs

Fiction Book Club – 1 session – 9 attended
Mystery Book Club – 1 session – 3 attended
Books on Tap book discussion – 1 session – 9 attended
Read 'n Watch book/movie discussion – 1 session – 0 attended
Screwball Comedy Movie – 4 session – 54 attended
Small Business series with SCORE: starting a business – 1 session – 15 attended
Tabletop 101: Settlers of Catan – 1 session – 6 attended
Get Organized! – 1 session – 21 attended
Tea Talking Sunday --- 1 session – 33 attended
DIY Macrame Wall Hanging – 1 session – 10 attended

Teen programs

Anime Movie Marathon – 1 day – 12 attended
DIY Create a Mug – 1 session – 8 attended

Training & Technology

There were 12 individual appointments with an Adult Services staffer. Topics: ebooks, smartphone apps, email set up, and resumes & job applications.

All AS staff attended Staff Day to learn about services for homeless customers.

Other

Karen M. and Tiffany visited four classes, talking with 91 seventh grade students at Tri Valley middle school in preparation for their local history projects. This is an annual assignment, and the students heavily use our library's local history collection. The Reference Desk is busier in February due to these research projects.

I completed performance reviews for two staff and spent many hours on shelving training.

I attended: 3Ps committee meeting; Library Board meeting; phone introduction to our new Collection HQ rep. along with two other staff.

I toured a high school student from Mark Anderson's class around the building.

BUSINESS OFFICE - January 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; reported problems staff had accessing their accounts; cancelled cards for staff leaving the Library
- The Library received a donation in the amount of \$212.38 from the local chapter of the Rainbow Girls
- Worked on changing checking account for Golden Prairie
- Jon and I completed the revised budget for the PNG grant, based on the State awarding half of the original amount; the new amount for PNG Grant is \$6,250
- I ordered a credit card machine for the Adult Services Reference Desk; this will allow customers to pay for fines, printing, copying, earbuds, etc. with their credit cards on the upper level
- Prepared 5 expense batches in MUNIS
- Prepared 13 deposit batches in MUNIS
- Entered 11 expense batches in account files
- Entered 26 deposit batches in account files
- Meetings:
 - Department Managers: 1/13; 1/20; 1/27
 - BPL Board Meeting: 1/19
 - Special BPL Board Meeting: 1/27
 - Golden Prairie Board Meeting: 1/20
 - Executive Team Meeting: 1/25
 - Participated in Staff Training Day, 1/12/16
- As of January 31, the Library's Maintenance & Operating Fund Balance is \$3,389,476.53; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in January: Emily (1/4; 1/18), Van (1/11), and Susan (1/25)

Children's Services - January 2016

Melissa Waltrip, Manager

Programs

- Winter Wonderland – 140 attended
- Kiddie Drive-In Movie – 2 sessions – 106 attended
- Singing Swinging story time – 2 sessions – 74 attended
- Toddler time – 8 sessions – 326 attended
- Preschool story time – 3 sessions – 90 attended
- Move and Learn story time – 3 sessions – 84 attended
- *pagina por pagina* bilingual story time – 2 sessions – 43 attended
- Global story time – 3 sessions – 79 attended
- Tinker Lab – 18 attended
- Head Start Fun Club visit – 42 attended
- Early Head Start visit – 18 attended
- YWCA visit – 12 attended
- Children's Home and Aid visit – 2 classes – 36 attended
- Irving school visit – 16 attended
- Visited Milestones preschool – 62 attended
- Visited Headstart Brigham – 2 classes – 93 attended
- Visited Little Jewels Williamsburg – 49 attended
- My 1st Reading program began.

Training

- Staff attended staff development day.
- Laurel and Jesse attended STEAM training at the Central Illinois Regional Children's Librarians meeting.

Staff and Volunteers

- Two Unit 5 students are volunteering with their job coach to shelve DVDs, clean toys, and straighten up the department.
- Work-study students, Gabby and Amy, returned to work after winter break.

Other

- Laurel created two videos for the Library's Facebook page to promote the Tinker Lab programs.

- Jesse attended the first Tech Team meeting.
- Rondalea attended a Collection HQ conference call.
- Various blog entries were written and posted. Topics included our Martin Luther King Day bulletin board, author Roald Dahl, Caldecott and Newbery winners, and recommended kids' movies.
- January book displays included Martin Luther King Day, International Creativity Month, Roman history, and Chill Out with a Good Book (winter-themed titles).
- I did the book talk on WJBC this month and highlighted titles from our 4th grade reading list on our website.

Circulation and Outreach Services - January 2016

Laura Golaszewski, Manager

1) Staff, committees, and training:

- Clare Baez will be leaving the department as of 2/14. Ann-Marie Dittmann also resigned.
- We currently have two open part time positions.
- Liz Eversizer and Swati Chalam have both been flying through their training and are adapting very well to Circ. We are happy to have them here!

2) Outreach news

- A World Languages shelf has been added to the bookmobile to include materials in the following languages: Spanish, Hindi, Marathi, and Telegu. We have already seen some success with these materials being checked out!
- Deposit staff hosted two programs this month and delivered 1,015 books to 13 sites.
- Home Delivery staff delivered 546 items to 52 patrons.

3) Technology:

- Our disc cleaner is having some issues so we are going to look into purchasing a new one, most likely from the same company that makes our current model.
- Circ staff processed 150 AV snags this month.

Door Count: N/A (gate malfunction)

Bookmobile Customers: 853

Training Hours: 20

Volunteer Hours: 28

Human Resources - January, 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
 - I attended Staff Training Day, focusing on local resources for homelessness, workplace violence prevention, and fire extinguisher training
- 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 January, I participated in two interviews and provided orientations for five new employees
- In January, there were two in-house job announcements
- 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
 - Johanna and I reviewed Job Classifications as recorded in Munis to streamline future processes
 - I attended a demonstration from Kronos, the only responder to the City's RFP for a new timeclock/timekeeping system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers to help in our Book Shoppe
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 7 hours

Information Technology – January 2016
Jon Whited, Manager

Operational

We are currently upgrading the graphics cards in the TeenZone gaming PCs as part of the PNG grants so that the PCs are capable of doing the Virtual Reality program that is scheduled for April.

We are in the process of replacing two PCs in Childrens (the reservation station, and Catalog). One PC in adult service (ASL 2). We are also going to be replacing the staff workstation in the teenzone.

We added a button to see all of the Book Club Kits in the catalog.

We added multiple languages to the web site. Both Hindi and Spanish are available along with several other languages. The catalog is also able to be viewed in Spanish, currently Hindi is not one of the options. The self checks will also display in English, Spanish and Hindi.

IT Manager came in on New Year's Day to assist with cleaning out the book drops.

Marketing - January 2016

Rhonda Massie, Manager

Promotion

Advertising

- Radio scripts highlighting our series of nine Bloomington Reads/*Ready Player One* programs were written and submitted to Great Plains Media and Radio Bloomington. Commercials are running on WBNQ, B104, WJBC, Magic 99.5, and 107.7 The Bull.
- A radio script highlighting our three Black History Month programs was written and submitted to Radio Bloomington. A commercial ran on WJBC.
- Marketing met with a representative of ScreenVision about advertising before every movie at both Ovation(10 screens) and Wehrenberg (14 screens) for 26-36 weeks beginning in May. At this writing, we are on the fence about this package. Numbers were written up incorrectly, and the new package being discussed is possibly less enticing than what was discussed face-to-face.
- Marketing has been in conversation with a representative from Pandora about a possible one-month advertising package.
 - Marketing intends to approach GPPLD to gauge their interest in splitting this package. If so, the message would mention that people living in each GPPLD town, as well as Bloomington, are eligible to receive a library card. Without GPPLD interest, BPL will not move forward at this time but may revisit Pandora in FY17.
- Marketing met with a representative of WMBD/CiProud/Fox 43 about renewing our television ad campaign for 2016. We will not be renewing this package.
- Marketing spoke with two representatives from *The Pantagraph* about renewing our discounted advertising package with the newspaper. As the discounted rate is no longer being offered, we will no longer be running a weekly ad in *The Pantagraph*.
- Marketing met with a representative from *Eastside Neighbors*, a new magazine that targets the area bound by Hershey, Towanda Barnes, GE Road, and Fort Jesse. *Eastside Neighbors* binds its advertisers to a minimum 1-year contract. Due to the cost, we will not be advertising in *Eastside Neighbors* at this time.

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

- | | |
|--|--|
| • Create-a-Mug (for teens) | • February program calendars |
| • Anime Movie Marathon (for teens) | • 2 nd Wednesday Classic Movie Series |
| • Get Organized | • FAFSA Workshop |
| • Small Business Series | • Speed Dating with Books (for teens) |
| • Tax Assistance | • Tinker Tots |
| • Tea Talking Sunday | • 2016 Donation Days |
| • Outside the Crayon Box | • What's Coming Down the Line? |
| • Black History Month (three programs) | • Bloomington Reads/ <i>Ready Player One</i> |
| • Books on Tap bookmarks | |

Press Release

- A press release focusing on the nine-programs being offered as part of Bloomington Reads/*Ready Player One* was submitted to *The Pantagraph* which led to a story appearing in the newspaper on January 19.

Signage

- Artwork for the Story Room door which includes Story Times dates and times
- A new floor map of the Library was created at the request of the Safety Committee.
- Books on Tap table tents
- Labels to be used on the bags used to route Inter Library Loan items.
- Table Tents to reserve the microfilm reader/scanner station for those who are using the equipment
- Table Tents to reserve the catalog/database computer for those who are using that equipment.
- Bloomington Reads/*Ready Player One* promotion
 - Artwork created for the rotating bar on the website
 - Multiple *Ready Player One* signs for multiple *Ready Player One* displays
 - Banner made to hang above video games
- Sign requests for book displays:
 - President's Day
 - Valentine's Day
 - Chinese New Year
 - Tell a Fairy Tale Day
 - Escape the Cold
 - American Heart Month
 - New Year; New You
 - Celebrate Science Fiction and Fantasy
- Shelf Talkers (labels) highlighting books that are available as a Book Club Kit were created.
- Shelf labels were created for the Illinois Collection.

Other

- All digital artwork for Facebook, Twitter, the plasma television in the lobby, and the website
- The Library Display Case was changed to promote the Book Shoppe.
- The McLean County Arts Center occupied the Community Display Case during the month of January.

Headlines

- *Council considers demolition deal for vacant Sugar Creek plant* - January 11, 2016
- Stand-alone photo package of people enjoying our first Global Story Time – January 16, 2016
- *Book chosen for Bloomington Reads futuristic, 1980s retro* – January 19, 2016
- *Library board decision on search firm delayed* – January 28, 2016

WebTeam

- An option to translate our website into one of 90 languages was added to the website.
- A link was added to the website to show all of the Book Club Kits that the Library owns. It's basically a link to the catalog with the search for the kits already sorted. View this at bit.ly/1NiXARU
- During January, the WebTeam reminded folks of the Website Content Inventory Spreadsheet and asked those responsible for outdated portions of the website to get their pieces updated.
 - The WebTeam also asked that all areas be assigned to a specific person as opposed to a department in an effort to make sure someone is on top of these updates.
 - Areas that remains outdated include the "State of the Library" and the "Return on Investment." These areas are to be updated by the director each year after the annual report is completed. As we are currently without a permanent director, Rhonda will work to replace FY14 numbers with FY15 numbers during early February.
- The WebTeam has requested that IT research and possibly implement different online calendar software. The software the committee is most interested in is eVance. Jon Whited has attempted to contact eVance multiple times with no luck. We hear that eVance somehow pairs with Next Reads/Library Aware (a service we are switching to as we leave Select Reads/Dear Reader).

- The WebTeam would like to offer text opt-ins on our website. IT has learned that it would have to build a separate form for each of the 49 opt-ins offered. This will be discussed at the next WebTeam meeting.
- A Video Library including songs and rhymes that are commonly used during our story times will be launched at the request of Children's Librarian Jesse Wyer. CS staff will try to get this online before Summer Reading begins (once SRP begins, the project would have to be put on hold).
 - IT will record the sessions.
 - Past Principal Reads recordings will be added to the Video Library. Principals who participate in the coming year will be given the option to be recorded. If they were recorded previously, they'll have the option to make a new recording or have their past recording moved to the new library.

Electronic Outreach

- During the past month, the Library added 52 Facebook fans, for a total of 4,028.
- During the past month, the Library added 15 Twitter followers, for a total of 1,375.
- During the past month, the Library added 24 Instagram followers, for a total of 179.
- During the past month, the Library added 1 Pinterest followers, for a total of 55.
- During the past month, 24 people have signed up to receive Bookmobile texts for a total of 331.
- During the past month, 6 people signed up for Library texts, for a total of 70.

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.

- Most of Support Services staff were able to attend Staff Development Day on January 12. The general consensus was that this was a very informative Staff Day as all that was shared really was useful to our department.
- Gary Abfalder attended "Strengthening Your People Skills in the Workplace" on January 19. Abby seemed to get a lot out of the training, and had much to share with both Gayle and I. From what he stated, the training will help him better understand the behavior of others, and how to interact with them.
- On Staff Development Day, the Safety Committee presented a video on Workplace Violence that focused on "See something, Say something" to tie in with the new policies that are in place. We also presented the video, "Run, Hide, Fight" that covered an Active Shooter event. As a group, we went to different areas of the Library, and played "what if" a shooter was in this area, what would you do. Stuart Blade from BFD made a short presentation and conducted fire extinguisher training. The Safety Committee met on January 26, and discussed progress on the Disaster Plan, and revising the floorplans for the building as fire equipment locations have been changed or added and some areas have been divided or now called something different. The Committee will next meet on February 23.
- Caprice had Miller-Whiteside make some wood accent pieces to attach to the sectional pieces in Childrens.
- On Friday, January 22, we had a blockage in the plumbing, causing water to come up in the floor drains in the boiler room. C K Brush was finally able to release the blockage by going thru a clean out in one of the staff restrooms. BJ's Restoration took care of cleanup in the boiler room and restroom.
- On Tuesday, January 26 we discovered that we had temporarily lost a phase of power sometime overnight, which caused the elevator to not work and it also burnt up pump #1 on the hot water loop for the HVAC system. The elevator power was finally restored in the afternoon. Pump #2 was activated for the hot water loop, and a new motor is on order for pump #1.
- It is time to renew the service contract for the York chiller, and there is quite a price increase with our current provider, so Caprice is seeking out prices from other contractors.
- Weber Electric repaired some high fixtures in Adult Services and worked on replacing soffit HID fixtures on the west side of the building with LED fixtures.
- Weaver's Rent-All filled up our salt container at the end of the month. Hopefully, that will be it for this season!

Volunteer hours: 27

Training: 67

Technical Services – January 2016
Allison Schmid, Manager

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

-

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

- We have a new work study, Annie Crumbaugh as of January 29th. Welcome to TS
- All TS staff attended Staff Day.
- Theresa Denham will return from maternity leave on Thursday, February 4.
- Allison Schmid plans to return from maternity leave on Monday, February 8. She may only work half days at first. After that, she plans to work (5) 6-hours days and use (1) vacation day each week through March and possibly part of April.

GOAL - To work effectively through the use of technology

-

GOAL - To administer a cost-effective public library.

- Volunteer hours – 6

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

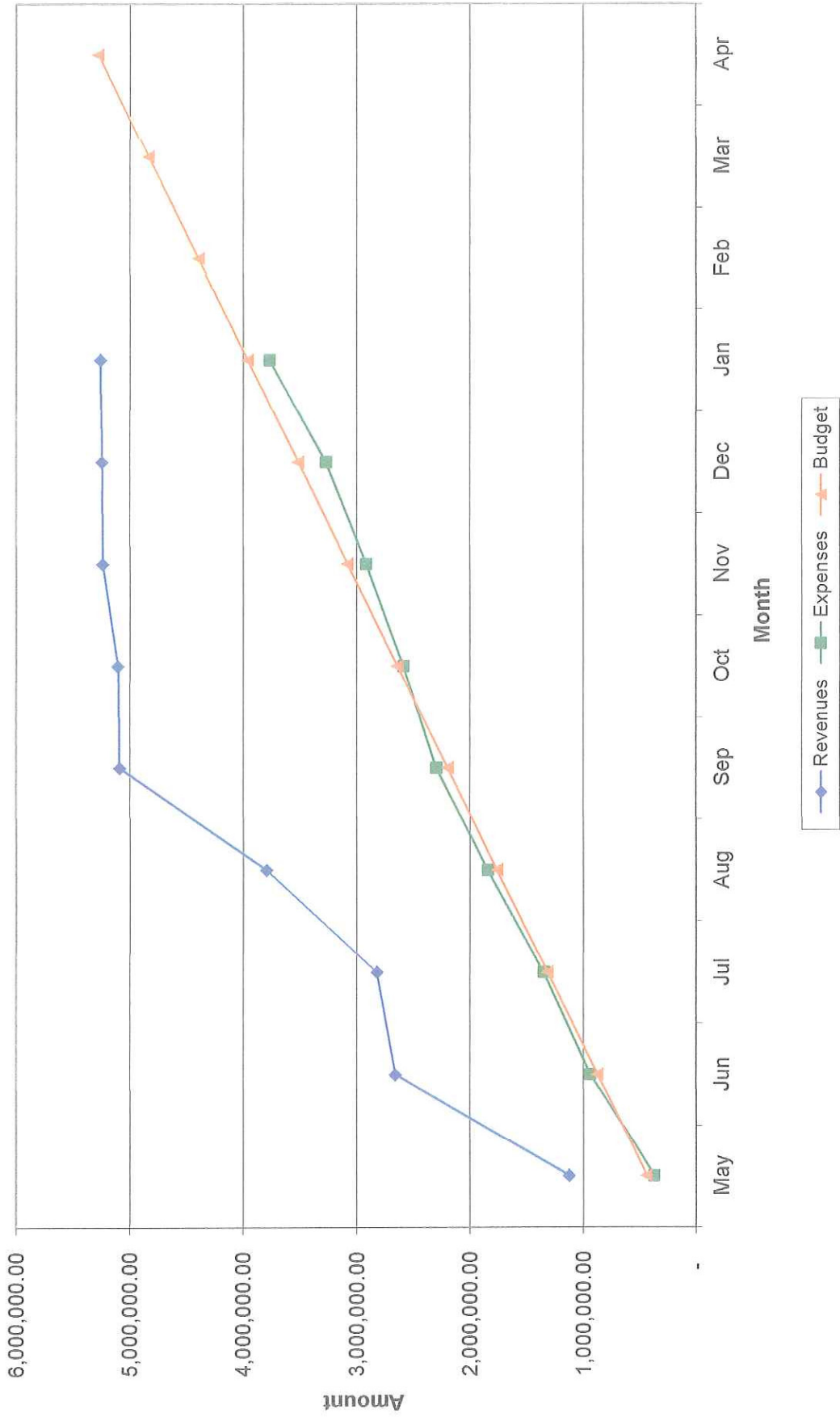
REVENUES:

ACCT NAME	BUDGET	JAN 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	6,581.07	59,394.71	(20,605.29)	74.2
Copies	3,800	291.00	2,605.35	(1,194.65)	68.6
Interest on Investments	1,000	931.94	2,813.82	1,813.82	281.4
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	212.38	24,165.38	4,165.38	120.8
Other Grants	0	0.00	1,150.00	1,150.00	-----
Cash Over/Short	0	0.81	(26.64)	(26.64)	-----
Other	30,000	3,187.00	28,695.34	(1,304.66)	95.7
Total Revenues	5,277,910	11,204.20	5,262,877.32	(15,032.68)	99.7

ACCT NAME	BUDGET	JAN 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	230,106.67	1,532,839.81	(482,393.19)	76.1
Part-Time Salaries	453,600	34,586.45	277,004.23	(176,595.77)	61.1
Seasonal Salaries	35,586	2,964.80	40,504.83	4,918.83	113.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	267,657.92	1,850,348.87	(655,170.13)	73.9
Dental Insurance	11,273	835.28	7,264.98	(4,008.02)	64.4
Vision Insurance	2,894	196.00	1,791.46	(1,102.54)	61.9
Health Insurance, BC/BS PPO	210,104	24,741.28	180,752.88	(29,351.12)	86.0
Health Insurance, OSF HMO	118,062	5,889.06	61,221.86	(56,840.14)	51.9
Life Insurance	3,097	264.80	2,213.65	(883.35)	71.5
IMRF	299,867	22,113.87	208,600.51	(91,266.49)	69.6
FICA	162,368	11,194.40	104,419.12	(57,948.88)	64.3
Medicare	36,315	2,618.09	24,420.82	(11,894.18)	67.2
Worker's Comp	37,675	13,188.00	13,188.00	(24,487.00)	35.0
Uniforms	600	0.00	329.67	(270.33)	54.9
Tuition Reimb	30,000	11,448.00	36,252.00	6,252.00	120.8
Other Benefits	0	6,212.53	7,134.27	7,134.27	-----
Total Benefits	912,255	98,701.31	647,589.22	(264,665.78)	71.0
Rentals	22,000	792.29	14,145.87	(7,854.13)	64.3
Total Rentals	22,000	792.29	14,145.87	(7,854.13)	64.3
Building Mtn	135,000	3,906.63	38,530.27	(96,469.73)	28.5
Vehicle Mtn	5,000	705.72	5,407.29	407.29	108.1
Office & Computer Mtn	165,000	750.00	121,214.76	(43,785.24)	73.5
Other Mtn	25,000	0.00	357.75	(24,642.25)	1.4
Total Repair/Mtn	330,000	5,362.35	165,510.07	(164,489.93)	50.2

ACCT NAME	BUDGET	JAN 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	477.01	12,917.54	(6,082.46)	68.0
Printing/Binding	19,000	4,430.23	14,452.92	(4,547.08)	76.1
Travel	6,000	722.20	6,551.44	551.44	109.2
Membership Dues	5,000	300.00	3,398.00	(1,602.00)	68.0
Professional Development	8,000	473.20	5,446.21	(2,553.79)	68.1
Other Purchased Services	100,000	35,551.74	67,932.23	(32,067.77)	67.9
Property Insurance	23,000	19,669.00	19,669.00	(3,331.00)	85.5
Vehicle Insurance	5,000	3,409.00	3,063.00	(1,937.00)	61.3
Other Insurance	5,000	5,067.00	5,067.00	67.00	101.3
Total Purchased Services	190,000	70,099.38	138,497.34	(51,502.66)	72.9
Office Supplies	20,000	282.55	10,664.54	(9,335.46)	53.3
Computer Supplies	85,000	6,717.66	36,333.95	(48,666.05)	42.7
Copier Supplies	3,300	358.03	2,702.33	(597.67)	81.9
Postage	12,000	43.80	3,576.79	(8,423.21)	29.8
Library Supplies	72,000	698.88	71,614.49	(385.51)	99.5
Janitorial Supplies	16,000	969.43	7,615.79	(8,384.21)	47.6
Gas & Diesel Fuel	8,000	17.36	2,517.24	(5,482.76)	31.5
Building Mtnc & Repair Supplies	10,000	976.77	11,453.81	1,453.81	114.5
Total Supplies	226,300	10,064.48	146,478.94	(79,821.06)	64.7
Natural Gas	35,000	0.00	10,112.59	(24,887.41)	28.9
Electricity	95,000	5,629.86	69,812.43	(25,187.57)	73.5
Water	8,500	358.23	7,291.04	(1,208.96)	85.8
Telecommunications	26,000	1,971.98	24,550.43	(1,449.57)	94.4
Total Utilities	164,500	7,960.07	111,766.49	(52,733.51)	67.9
Professional Collection	7,000	0.00	342.54	(6,657.46)	4.9
Total Prof Collection	7,000	0.00	342.54	(6,657.46)	4.9
Periodicals	35,000	(596.42)	30,620.63	(4,379.37)	87.5
Adult Books	170,000	10,257.96	113,763.02	(56,236.98)	66.9
Children's Books	125,000	7,835.19	76,611.65	(48,388.35)	61.3
A/V Materials	168,000	10,685.99	103,931.37	(64,068.63)	61.9
Public Access Software	140,000	0.00	126,996.46	(13,003.54)	90.7
Ebooks	70,000	4,900.00	44,100.00	(25,900.00)	63.0
Total Materials	708,000	33,082.72	496,023.13	(211,976.87)	70.1
Employee Relations	6,000	(221.02)	1,604.84	(4,395.16)	26.7
Miscellaneous Expenses	13,000	173.59	4,238.52	(8,761.48)	32.6
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	(47.43)	199,179.36	(13,156.64)	93.8
Total Expenses	5,277,910	493,673.09	3,769,881.83	(1,508,028.17)	71.4

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 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 (68.6%): This line item is a little under at this point.

Interest on Investments (281.4%): 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 (95.7%): 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 (61.1%): 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 (113.8%): 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 (64.4%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (61.9%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, PPO (86.0%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (51.9%): This is under-spent because fewer staff chose this option for health insurance coverage.

IMRF (69.6%): This is under-spent because of the under-spending in Part-Time Salaries.

FICA (64.3%): This is under-spent because of the under-spending in Part-Time Salaries.

Medicare (67.2%): 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 (54.9%): 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 (64.3%): Charges have been minimal.

Building Maintenance (28.5%): Charges have been minimal.

Vehicle Maintenance (108.1%): 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.

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

Advertising (68.0%): 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 (68.0) %: Charges have been minimal.

Professional Development (68.1%): Charges have been minimal.

Other Purchased Services (67.9%): Charges have been minimal.

Property Insurance (85.5%): The Library paid the annual Property Insurance in January.

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 Office Insurance in January.

Office Supplies (53.3%): Charges have been minimal.

Computer Supplies (42.7%): Charges have been minimal.

Copier Supplies (81.9%): This is over-spent because a large order for paper was placed and paid for just before the end of the month.

Postage (29.8%): Charges have been minimal.

Library Supplies (99.5%): This is over-spent because some large orders were placed recently in anticipation of some staff taking maternity leave soon.

Janitorial Supplies (47.6%): Charges have been minimal.

Gas & Diesel Fuel (31.5%): Charges have been minimal.

Building Maintenance Supplies (114.5%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.

Natural Gas (28.9%): Charges have been minimal.

Water (85.8%): This reflects the fact that more water is used during the summer months to water the Library's lawn.

Telecommunications (94.4%): This is over-spent because CIRBN requires payment one month in advance.

Professional Collection (4.9%): Charges have been minimal.

Periodicals (87.5%): This is over-spent due to payment of the annual subscription service.

Adult Books (66.9%): Charges have been minimal.

Children's Books (61.3%): Charges have been minimal.

A/V Materials (61.9%): Charges have been minimal.

Public Access Software (90.7%): This is over-spent due to payment of annual fees for various electronic data-bases.

Ebooks (63.0%): Charges have been minimal.
Employee Relations (26.7%): Charges have been minimal.
Miscellaneous Expenses (32.6%): 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:	\$ 8,269.25
Book Shoppe:	13,658.00
Sale of Blankets:	30.00
Sale of Reusable Bags:	154.50
Sale of Sling Backpacks:	228.00
Sale of Earbuds:	495.00
Sale of Flashdrives:	126.75
Hot Beverage Station:	771.00
Test Proctoring:	1,210.00
Meeting Room Fees:	180.00
Book Pick-Up:	1,576.65
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	546.19
Total Other Revenue:	\$28,695.34

During January, 11 batches containing 102 invoices were processed, totaling \$119,435.90 and 202 credit card charges were made totaling \$37,203.19.

Library Fund Balance Information, 1/31/16:

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, 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 Mtn 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 Mtn 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 Mtn	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 Mtn Supplies	284.90
Other Purchased Services	49.94
Other Purchased Services	370.16
Professional Development	100.00
Building Mtn 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

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 16

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Copy Shop	250.00	0.00	0.00	0.00	250.00
Bloomington Educaiton Association	500.00	0.00	0.00	0.00	500.00
Kurt's Autobody	250.00	0.00	0.00	0.00	250.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00	0.00	0.00	30.00
Golden Prairie Public Library District	1,000.00	0.00	0.00	0.00	1,000.00
Total Summer Reading Program Community Donations	2,280.00	0.00	0.00	0.00	2,280.00
Memorial Donations:					
	0.00	0.00	0.00	0.00	0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Fountain Receipts	5.02	12.58	0.00	0.00	17.60
Thomas Atkinson (Miscellaneous)	30.00	0.00	0.00	0.00	30.00
Anonymous (for statue to honor Patsy Bowles)	834.00	0.00	0.00	0.00	834.00
McLean Co Retired Teachers Association	35.00	0.00	0.00	0.00	35.00
Robert Starckovich (Miscellaneous)	0.00	25.00	0.00	0.00	25.00
Anonymous Donations	5.70	10.00	0.00	0.00	15.70
State Farm Good Neighbor Grant (for Nancy Miller)	0.00	500.00	0.00	0.00	500.00
Verlyn Zachow, Don for Recvng Good Homebound Srv	0.00	0.00	50.00	0.00	50.00
John Muirhead, Miscellaneous	0.00	0.00	200.00	0.00	200.00
Rainbow Girls, Bloomington Chapter	0.00	0.00	212.38	0.00	212.38
Anonymous, Miscellaneous Donation	0.00	0.00	0.70	0.00	0.70
Total Other Donations	909.72	547.58	463.08	0.00	1,920.38
Foundation:					
Summer Reading Program, 2015	19,965.00	0.00	0.00	0.00	19,965.00
Staff Appreciation Day, 11/17/15	0.00	0.00	1,050.56	0.00	1,050.56
Staff Training Day, 1/12/16	0.00	0.00	541.38	0.00	541.38
Total Foundation	19,965.00	0.00	1,591.94	0.00	21,556.94
Total Donations	23,154.72	547.58	2,055.02	0.00	25,757.32

Bloomington Public Library
Monthly Statistics - January 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	54,529	486,205	58,514	511,732
Teens	3,460	34,136	2,792	29,311
Children	45,459	432,461	48,858	459,976
OTR Adults	2,306	21,571	2,177	19,911
OTR Teens	110	1,444	118	1,394
OTR Children	3,332	36,086	2,950	31,236
e-Books - Freading	18	213	30	290
e-Books - Overdrive	5,392	40,168	3,405	31,429
Freegal downloads	667	4,967	565	5,615
Zinio Magazines	433	3,954	546	3,651
Tumblebooks	128	494	0	0
TOTALS				
Adults	56,835	507,776	60,691	531,643
Teens	3,570	35,580	2,910	30,705
Children	48,791	468,547	51,808	491,212
Digital Downloads	6,638	49,302	4,546	40,985
COMBINED TOTAL	115,834	1,061,205	119,955	1,094,545
ITEMS IN THE COLLECTION				
Main	302,684	302,684	292,729	292,729
OTR	10,993	10,993	12,254	12,254
TOTAL	313,677	313,677	304,983	304,983
HOLDS FILLED	8,711	70,380	8,190	69,992
CARDHOLDERS				
Added	458	3,968	417	4,011
TOTAL NUMBER				
Adults	25,594	25,594	26,947	26,947
Teens	2,077	2,077	2,303	2,303
Children	5,789	5,789	6,362	6,362
Combined Total of Active Cards	33,460	33,460	35,612	35,612
REFERENCE QUESTIONS				
Adults	2,441	21,439	2,689	22,915
Teens	139	1,516	98	950
Children	866	7,976	1,006	9,931
OTR	94	937	56	738
Circulation	754	6,731	900	7,461
			4,749	
PROGRAMS				
Story Times	16	145	25	141
Adult	13	118	15	97
Teens	2	35	2	50
Juvenile	12	81	7	71
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 - January 2016

	Current Month	Cumulative	Last Year	Cumulative
Story Times	574	4,978	567	4,631
Adult Programs	160	1,722	174	1,267
Teen Programs	20	389	7	492
Juvenile Programs	472	5,425	277	4,754
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		4,704
Completed	0	0		2,759
TEENS				
Registered	0	0		811
Completed	0	0		402
ADULTS				
Registered	0	0		2,300
Completed	0	0		1,109
TOTAL				0
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	3,861	39,091	4,399	35,509
Website database/catalog hits	25,785	260,120	27,999	179,759
Online Resource (Database) uses	4,982	43,291	3,879	32,942
TOTAL		342,502	36,277	248,210
INTERLIBRARY LOAN				
Borrowing Requests Received	558	4,674	488	3,560
Outgoing Loans (Lending)	304	2,468	329	2,206
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	4	62	2	65
Outside the library (events)	9	82	13	83
Number of people	680	13,839	542	11,782
VOLUNTEER HOURS				
	83	269	155	269
MEETING ROOM USAGE				
Study Room	48	550	67	626
Digital Media Lab	21	238	17	276
Customer Visits (MAIN)	n/a(gate malfunction)	192,764	30,341	286,210
Customer Visits (OTR)	853	41,982	783	9,707
COMBINED TOTAL VISITS	853	234,746	31,124	295,917
TRAINING HOURS				
	301		86	1,050

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 16, 2015
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 5:04 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Laura Golaszewski, Kathy Jeakins, Carol Koos, Terry Lindberg, Johanna Sneed
- III. Introductions
President Lynn Gray introduced interim Library Director Terry Lindberg and BPL Board President Carol Koos.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Lynn Gray shared a Pantagraph article regarding the appointment of interim Director Terry Lindberg.
President Gray went on to distribute copies of the BPL and GPPLD Strategic Plans in preparation for the discussion during the next Board meeting.
President Gray reported that the GPPLD webpage has been updated to no longer include Board member addresses and private information.
President Gray informed the Board that ILA will be hosting conferences in Bloomington and presented a copy of the ILA Reporter for Board members to review.
- VI. Approval of Minutes
 - A. November 18, 2015
PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE NOVEMBER 18, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

BPL Board President Carol Koos informed the Board that an RFP for a Director Search Firm has been sent out, and proposals are due by January 15 at 3 p.m. Central Time.

Carol Koos added that the site feasibility study is tentatively on hold until a permanent Director is hired, as per the recommendation from Farnsworth.

B. Outreach Report

Laura Golaszewski reminded the Board that during poor winter weather conditions, the Bookmobile may not be in operation. She suggested that Board members encourage people in their community to register for text message alerts.

Laura Golaszewski shared a picture of the Withers Bookmobile. The Board went on to briefly discuss Bookmobile history.

C. Fiscal Report

Kathy Jeakins reported that the final Property Tax Distribution was received. She added that a grant from the David Davis Foundation and reimbursement for the Lincoln Festival were received as well. Kathy entertained questions.

1. Approve November Financial Report

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE FINANCIAL REPORT FOR NOVEMBER 2015.

AYES: CAROL CAREY-ODEKIRK, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: TIM ERVIN

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.

IX. New Business

A. Approve Freedom of Information (FOIA) Officer

Patti Salch reported that Tim Ervin volunteered to be a FOIA Officer. Additionally, she was given a recommendation by Phil Lenzini to appoint two Board members and a Library employee as FOIA officers. Patti suggested that Laura Golaszewski be the designated representative from the Library. Further discussion and approval will continue during the next meeting.

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE TIM ERVIN AS A FREEDOM OF INFORMATION (FOIA) OFFICER. THE MOTION CARRIED UNANIMOUSLY.

B. Approve FOIA Request Process

This item will be tabled until next month's meeting.

C. Approve FY 16 & 17 Vice President

Patti Salch slated Tim Ervin as Vice President for FY16 & 17.

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE APPOINTMENT OF TIM ERVIN AS VICE PRESIDENT FOR FY16 & 17. THE MOTION CARRIED UNANIMOUSLY.

D. Approve Revised 2016 Spring Program Guide Insertion Fees

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE ADDITIONAL COST OF INSERTING THE 2016 SPRING PROGRAM GUIDE IN THE AMOUNT OF \$13.46.

AYES: CAROL CAREY-ODEKIRK, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

X. Adjournment

PATTI SALCH MOVED, CAROL CAREY-ODEKIRK SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:43 p.m.

Incident Reports

Date	Time	Type
01/29	12:50 PM	Vandalism
01/29	3:30 PM	Vandalism
01/4	2:08 PM	InappropriateBehavior
01/17	1:15 PM	StolenDamagedLibraryMaterial
01/21	6:19 PM	InappropriateBehavior
01/25	11:01 AM	StolenDamagedLibraryMaterial
01/26	1:13 PM	PoliceAmbulanceCall

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR LYND.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 States

 Address 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

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



Quotation

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
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Quotation Expires: 30 Days	Date of Quote: February 8, 2016	Delivery: 15 to 30+ Days ARO
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QUANTITY	CATALOG #	DESCRIPTION	UNIT PRICE	AMOUNT
1	10431s	New RTI Master Optical Disc Repair System for Maintenance through Deep Scratch Repair of all 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		\$ 200.00
		Subtotal		\$ 18,195.00
		Less Loyalty Discount and old RTI Master Trade-in		-6,700.00
		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 <u>Scott Jahnke</u> Authorized Representative APPROVED: February 8, 2016
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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