

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 22, 2013
4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Executive Session – To Discuss Bargaining Unit Negotiations
- IV. Introductions/Public Comment
- V. Approval of Minutes
A. December 18, 2012
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 1. Synthesis of In-Depth Studies
- XI. Unfinished Business
- XII. New Business
 - A. Recommend Approval to Foundation Balance of \$175.57 for Board Mixer
 - B. Approve Resolution for Wirtz Beverage Tax Abatement
 - C. Approve Recommendation to Foundation to Fund up to \$1,500.00 for Staff Development Day
 - D. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund
- XIII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

December 18, 2012
4:30 p.m.

Minutes

- I. Call to Order
President Burton called the meeting to order at 4:34pm.
- II. Roll Call
MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Jan Kibler, Blake Mier, Bill Wetzel (arrived at 4:37 pm)

MEMBERS ABSENT: Wilma Bates, Carol Koos, Cathy Pratt

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Allison Schmid, Rachel Wells
- III. Introductions/Public Comment
President Burton introduced new Technical Services Manager, Allison Schmid and Rachel Wells from the Pantagraph.
- IV. Approval of Minutes
A. November 6, 2012
PATSY BOWLES MOVED, BLAKE MIER SECONDED TO APPROVE THE MINUTES FROM THE NOVEMBER 6, 2012 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Burton stated that she is glad to be back after her surgery.
- VI. Director's Report
Director Bouda stated that the Tax Abatement for Wirtz Beverage was discussed at the Council meeting last night.
Director Bouda shared with the Board members that Marketing Manager, Rhonda Massie, has been working with Fresh Market to set up a fundraising event. She went on to say that the event is to take place on April 18, 2013 from 6 - 8pm, the tickets will sell for \$20.00, and all proceeds from ticket sales will go to the Library.
- VII. Fiscal Report
Kathy Jeakins shared with Board members that both the October and November Fiscal Reports were included in their packet. She went on to say that the November report reflects that the Library is at 97% in Revenue. Kathy Jeakins added that all the Property Tax has been collected for the year, which ended up being just about \$1,000.00 less than what was projected. She shared that Expenditures were about 56%, which is about 2% less, meaning the Library is actually underspent. She explained that one reason is due to personnel, as the bargaining unit contract has not been settled yet.

Kathy Jeakins entertained questions.

VIII. Approval of Bills

PATSY BOWLES MOVED, JAN KIBLER SECONDED TO APPROVE THE BILLS LIST FROM NOVEMBER 2012. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2012.12 A"

IX. Committee Reports

A. Budget & Personnel

1. Recommend Approval of Revised FY14 Maintenance and Operating Budget

BLAKE MIER MOVED, PATSY BOWLES SECONDED TO APPROVE THE REVISED FY14 MAINTENANCE AND OPERATING BUDGET, IN THE AMOUNT OF \$5,212,477.00.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI,
JAN KIBLER, BLAKE MIER, BILL WETZEL

NAYES: NONE

ABSENT: WILMA BATES, CAROL KOOS, CATHY PRATT

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2012.12 B".

2. Recommend Approval of 2013 Insurance Policies

Blake Mier shared with the Board members that both Jack Bowles and Consultant Mike Nugent had made themselves available to answer questions regarding insurance for the Library. The Committee recommends that the Library stay with the current insurance carriers.

BLAKE MIER MOVED, JAN KIBLER SECONDED TO APPROVE THE 2013 INSURANCE BID FROM SNYDER INSURANCE CONSISTING OF PROPERTY (INCLUDING LIABILITY, EXCESS & CRIME) FOR \$27,435.00, AUTO FOR \$4,787.00 WITH CHUBB; AND WORKERS COMPENSATION WITH ZENITH INSURANCE FOR \$21,021.00 FOR A TOTAL OF \$53,243.00.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI,
JAN KIBLER, BLAKE MIER, BILL WETZEL

NAYES: NONE

ABSENT: WILMA BATES, CAROL KOOS, CATHY PRATT

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2012.12 C".

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

1. Review Consultant Report, Building on Success

Narendra Jaggi shared that the Committee agreed that the following should be presented to the City Council: The Strategic Plan 2012-2021 that was presented to Council 15 months ago, Anders' study, and the results of the phone and online surveys. Narendra Jaggi would like the Board to approve the 3 P's Committee producing a synthesized summary of the findings from all of the studies. He went on to say that the 3 P's Committee would present the prepared summary at the January Board meeting. Narendra Jaggi will be producing a Power Point presentation of the summary. The target date for presenting to City Council is February 11, 2013. Director Bouda shared with the Board that David Hales suggested having the Liaison Committee preview the presentation prior to it going before the City Council. After some discussion it was decided to invite the Liaison Committee to attend the January 22 Board meeting.

BILL WETZEL MOVED, JAN KIBLER SECONDED TO APPROVE THE 3 P'S COMMITTEE PREPARING A SYNTHESIZED SUMMARY OF THE FINDINGS FROM ALL THREE OF THE STUDIES. THE MOTION CARRIED UNANIMOUSLY.

Narendra shared with the Board members that he asked the 3P's Committee to consider adding two items to a future Agenda. The first item is the formalizing of procedures for the Nominating Committee. The second item is to discuss the Ad Hoc Committees.

C. Ad Hoc Fund Development Committee

The Ad Hoc Fund Development Committee did not meet.

D. Ad Hoc Liaison Committee

The Ad Hoc Liaison Committee did not meet.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Approve Surplus List

Director Bouda shared with Board members that Jon Whited, IT Manager is cleaning out the IT Department, and our surplus policy calls for items that cost over \$1,000.00 to be approved by the BPL Board for surplus. She went on to say that the Library is replacing both public and staff computer, and this is what is generating many items on the list. Director Bouda shared that the Library attempts to sell most of the items and the rest are disposed of.

PATSY BOWLES MOVED, NARENDRA JAGGI SECONDED TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2012.12D"

2012.12 A

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 18, 2012



Signature, BPL Trustee

Vendor	Line Item	Amount
Algonquin Area Public Library	Miscellaneous Expenses	10.99
Arlington Heights Memorial Library	Miscellaneous Expenses	14.94
Baker & Taylor	Professional Collection	1,835.00
Bound to Stay Bound Books	Juvenile Books	1,315.38
CDW Government	Computer Supplies	653.36
Cengage Learning	Adult Books	126.11
Center Point Large Print	Adult Books	427.80
City of Bloomington	Dental Insurance	890.87
City of Bloomington	FICA	14,237.23
City of Bloomington	Fuel	662.96
City of Bloomington	Health Insurance-HMO	6,589.62
City of Bloomington	Health Insurance-PPO	17,703.66
City of Bloomington	IMRF	28,906.48
City of Bloomington	Life Insurance	270.69
City of Bloomington	Medicare	3,329.63
City of Bloomington	Payroll	246,502.34
City of Bloomington	Vision Insurance	205.73
City of Bloomington	Water	2,957.41
City of Bloomington-Petty Cash	Employee Relations	28.10
City of Bloomington-Petty Cash	Library Supplies	13.12
City of Bloomington-Petty Cash	Miscellaneous Expenses	50.00
City of Bloomington-Petty Cash	Other Purchased Services	63.42
City of Bloomington-Petty Cash	Over/Short	150.95
City of Bloomington-Petty Cash	Travel	90.63
Dell Marketing, L.P.	Computer Supplies	4,999.12
Demco	Library Supplies	181.72
Dinner Bell	Other Purchased Services	173.47
Ebsco Subscription Services	Periodicals	433.61
Evergreen FS	Other Property Mtn	49.50
Express Employment Professionals	Other Purchased Services	438.81
Findaway World, LLC	Miscellaneous Expenses	548.20
Frontier	Telecommunications	3,044.12
Gale Group	Adult Books	1,217.50
Gaylord Brothers, Inc.	Library Supplies	116.95
Henricksen and Company	Office Supplies	1,280.29
Hermes Service & Sales, Inc.	Building Maintenance	550.00
Highsmith, LLC	Library Supplies	55.38
Illinois Wesleyan University	Other Purchased Services	1,138.33
JanWay Company USA, Inc.	Other Purchased Services	112.69

Kickapoo Creek Nursery, Inc.
 Kickapoo Creek Nursery, Inc.
 Kone, Inc.
 Matthew Bender & Company
 McCaw, Sam (Rewes Drain Cleaning)
 McLean County Chamber of Commerce
 Merritt & Edwards Corp (Copy Shop)
 MicroMarketing, LLC
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supplies
 Notaries Association of Illinois
 Officemax
 Officemax
 Officemax
 OverDrive
 Pantagraph
 Pilot Radio
 Postmaster
 Praxair Distribution, Inc.
 Random House
 Recorded Books, LLC
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Simplex-Grinnell
 Sprint
 Tea Ladies, Inc.
 Technical Solutions & Services, Inc.
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Iowa
 Vernon Library Supplies
 Weber Electric
 Williams, Charles (CW Associates)
 World Book, Inc.
 Zeller Digital Innovations
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Automotive Workwear
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Batchelor Business Machines
 VISA - Beck's Family Florist
 VISA - Book Wholesalers, Inc.
 VISA - Book Wholesalers, Inc.
 VISA - Cash Register Guys

Building Mtnc Supplies	842.80
Rentals	175.00
Building Maintenance	2,118.48
Adult Books	134.94
Building Maintenance	259.50
Membership Dues	570.00
Printing/Binding	151.53
A/V Materials	166.40
Office/Equipment Mtnc	137.67
A/V Materials	3,253.12
Janitorial Supplies	1,570.73
Membership Dues	13.00
Computer Supplies	445.18
Copier Supplies	1,475.38
Office Supplies	453.06
Adult Books	54.41
Advertising	457.84
Advertising	300.00
Postage	2,050.00
Rentals	12.55
A/V Materials	82.50
A/V Materials	36.99
Rentals	400.00
Printing/Binding	60.00
Building Maintenance	3,227.00
Telecommunications	308.90
Other Purchased Services	50.00
Building Maintenance	270.00
Building Maintenance	52.84
Other Purchased Services	975.55
Miscellaneous Expenses	15.00
Library Supplies	140.00
Building Maintenance	1,578.10
Adult Books	66.34
Juvenile Books	1,092.95
Building Maintenance	4,562.44
Juvenile Books	71.56
Other Purchased Services	60.19
A/V Materials	80.94
Adult Books	75.84
Professional Collection	170.16
Membership Dues	190.00
Professional Collection	(3.03)
Uniforms	137.04
A/V Materials	8,883.67
Adult Books	11,810.37
Juvenile Books	3,989.95
Office Supplies	136.85
Employee Relations	107.40
Adult Books	150.30
Juvenile Books	677.42
Library Supplies	38.57

VISA - Comcast
 VISA - Concord Custom Cleaners
 VISA - Dell
 VISA - Demco
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Five Star Water
 VISA - Genealogical Publishing
 VISA - Gingerbread House
 VISA - Gingerbread House
 VISA - Hextronik Limited
 VISA - Highsmith, LLC
 VISA - Hobby Lobby
 VISA - Huck's Food & Fuel
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - JoAnn Fabric
 VISA - Lincoln Library & Museum
 VISA - Lincoln Library & Museum
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Maximum
 VISA - McLeod
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Menards
 VISA - National Enquirer
 VISA - Newegg.com
 VISA - NRS
 VISA - Officemax
 VISA - Parallax, Inc.
 VISA - Paypal*BlueSkyRC
 VISA - PC Gamer
 VISA - POSPaper.com
 VISA - POSPaper.com
 VISA - Smart Computing CPU
 VISA - Speed Lube
 VISA - Standard & Poor's
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Telecommunications 86.90
 Other Purchased Services 34.45
 Office/Equipment Mtn 498.00
 Library Supplies 474.32
 Employee Relations 3.50
 Office Supplies 21.00
 Building Mtn Supplies 97.37
 Janitorial Supplies 9.99
 Miscellaneous Expenses 41.87
 Adult Books 25.45
 Library Supplies 142.74
 Other Purchased Services 148.29
 Other Purchased Services 151.67
 Library Supplies 181.60
 Library Supplies 73.38
 Vehicle Maintenance 33.53
 Membership Dues 115.00
 Adult Books 1,340.81
 Other Purchased Services 7.17
 A/V Materials 17.46
 Adult Books 19.47
 Building Mtn Supplies 337.67
 Janitorial Supplies 16.95
 Office Supplies 5.61
 Vehicle Maintenance 4.98
 Periodicals 29.95
 Telecommunications 112.23
 Employee Relations 54.45
 Janitorial Supplies 56.22
 Library Supplies 66.80
 Miscellaneous Expenses 7.99
 Janitorial Supplies 53.65
 Periodicals 101.40
 Other Purchased Services 67.19
 Other Purchased Services 240.90
 Office Supplies 120.42
 Other Purchased Services 122.52
 Other Purchased Services 17.00
 Periodicals 19.95
 Library Supplies 112.15
 Office Supplies 40.30
 Periodicals 58.00
 Vehicle Maintenance 55.45
 Public Access Software 6,709.80
 Postage 31.75
 Building Mtn Supplies 24.42
 Library Supplies 17.60
 Office Supplies 9.97
 Other Purchased Services 137.11

407,669.94

2012.12 B

LIBRARY MAINTENANCE & OPERATING BUDGET							
FY 14							
REVISED							
Account Number	Account Title	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Budget	FY 14 Total Req
50110	Property Taxes	4,376,819	4,491,185	4,513,080	4,518,200	4,513,519	4,513,477
50150	Mobile Home Tax	4,764	-	-	-	-	-
53020	Replacement Tax	130,400	130,400	130,400	130,400	130,400	130,400
53110	Federal Grants	-	-	-	-	-	-
53120	State Grants	90,705	76,557	76,724	78,564	77,000	77,000
53370	From Golden Prairie PL Dist	282,184	304,268	363,051	363,270	380,000	380,000
53990	Other Intergovernmental Rev	-	-	-	-	-	-
54490	Library Fees & Rentals	58,734	59,028	65,245	79,967	70,000	80,000
54720	Copies	3,145	4,149	6,800	3,323	3,600	3,600
56010	Int from Investments	31,809	4,609	4,568	2,339	4,500	3,000
57110	Sale of Property	2,193	1,245	2,489	2,045	1,000	1,000
57310	Donations	26,013	23,451	19,703	29,554	19,000	10,000
57350	Other Private Grants	2,499	3,000	11,648	79	-	-
57610	Cash Over/Short	(121)	248	5	(133)	-	-
57990	Other Misc Income	9,516	14,147	13,097	14,731	13,000	14,000
	Fr Library Fund Balance	-	-	200,000	160,000	53,030	-
	Fr Library Fixed Asset Fund	-	-	-	50,000	80,000	-
	Total Revenues	5,018,660	5,112,287	5,406,810	5,432,339	5,345,049	5,212,477
61100	Full Time Salaries	1,725,376	1,682,455	1,741,659	1,659,040	1,815,500	1,877,650
61110	Part Time Salaries	265,711	294,873	303,297	329,778	410,255	381,725
61130	Seasonal Salaries	37,376	37,010	34,380	33,424	45,000	35,990
61150	Overtime Salaries	148	380	-	-	1,100	1,100
61190	Other Salaries	-	-	-	-	-	-
62101	Dental Insurance	10,033	10,028	9,932	9,816	11,000	11,050
62102	Vision Insurance	2,170	2,152	2,262	2,166	2,700	2,600
62104	Health Insurance PPO BC/BS	191,021	191,761	203,249	202,223	250,000	234,700
62106	Health Insurance HAMP HMO	31,448	39,148	54,672	65,079	60,000	79,100
62110	Life Insurance	3,252	3,116	3,016	1,928	3,500	3,900
62120	IMRF	184,078	183,324	210,333	229,823	210,000	299,300
62130	FICA	151,146	149,054	152,938	145,796	175,000	142,320
62140	Medicare	-	-	-	2,257	-	33,290
62160	Worker's Comp	12,415	14,453	6,853	17,701	40,000	30,000
62190	Staff Uniforms	402	300	145	600	600	600
62210	Tuition Reimbursement	13,119	1,952	-	1,110	12,000	10,000
62990	Other Benefits	17,875	(4,605)	12,177	11,760	30,000	30,000
70210	Other Medical Services	1,885	-	-	-	-	-
70095	Credit Card Fees	-	-	582	-	-	-
70020	Other Prof & Tech Svcs	-	-	-	4,314	-	-
70420	Equipment Rental	5,688	7,544	10,751	16,971	25,824	26,000
70510	Building Maintenance	76,893	187,416	163,816	87,168	126,620	125,000
70520	Vehicle Maintenance	14,258	26,615	7,048	8,104	20,000	20,000
70530	Office/Equipment Maintenance	129,409	107,614	147,637	138,087	160,000	155,000
70590	Other Property Maintenance	262	2,110	3,118	3,688	34,340	25,000
70610	Advertising	9,366	7,045	6,360	13,089	15,000	15,000
70611	Printing/Binding	11,720	18,614	16,777	16,928	20,000	17,000
70630	Travel	14,199	13,154	5,277	10,920	10,000	13,200
70631	Membership Dues	8,070	8,552	8,137	4,749	16,000	8,500
70632	Professional Development	15,925	(3,079)	2,371	2,693	13,400	12,000
70690	Other Purchased Services	87,353	75,116	87,830	82,316	103,070	90,000
70714	Property Insurance	14,754	13,268	12,857	21,031	15,000	25,000
70715	Vehicle Insurance	1,641	1,888	1,993	5,189	3,000	6,000
70790	Other Insurance	2,830	2,830	3,386	3,386	3,600	3,600
71010	Office Supplies	107,857	76,130	86,212	46,095	200,000	52,000
71013	Computer Supplies	-	-	-	85,551	-	80,000
71015	Copier Supplies	3,302	4,672	6,109	4,865	6,000	6,000
71017	Postage	27,928	18,240	12,030	27,734	23,000	28,000
71020	Library Supplies	58,545	84,197	94,021	79,635	72,000	77,500
71024	Janitorial Supplies	10,289	12,896	7,372	13,725	10,000	13,500
71070	Fuel	-	4,289	5,402	6,562	8,000	8,000
71076	Telecommunications Repairs	-	-	-	-	-	-
71077	Water Repairs	-	-	-	-	-	-
71078	Electricity Repairs	-	-	-	-	-	-
71079	Natural Gas Repairs	-	-	-	-	-	-
71080	Bldg & Maint Supplies	5,987	6,771	16,606	8,645	10,000	7,500
71310	Natural Gas	34,881	35,778	38,811	34,337	42,000	40,000
71320	Electricity	116,871	112,379	112,747	98,049	120,000	105,000
71330	Water	3,305	4,846	5,172	6,817	5,500	7,500
71340	Telecommunications	24,070	23,912	26,971	24,510	32,000	30,000
71410	Professional Collection	7,881	5,103	5,478	6,646	5,000	7,000
71420	Periodicals	29,295	25,337	30,949	33,948	30,000	32,000
71430	Adult Books	113,992	144,533	161,996	173,977	207,600	165,300
71440	Juvenile Books	69,368	87,507	118,661	135,753	130,400	120,300
71450	Outreach Books	31,277	45,024	46,039	6,241	-	-
71460	Standing Orders	33,297	-	-	-	-	-
71470	AV Materials	131,272	161,703	191,513	166,178	156,000	167,100
71480	Public Access Software	123,635	148,442	175,532	108,031	156,000	178,800
	Ebooks	-	-	-	-	-	33,300
72530	Street Constr & Improvements	29,648	-	-	-	-	-
73990	Other Int Expense	34,914	44,685	35,817	22,403	-	-
79120	Employee Relations	5,556	3,922	2,776	4,359	5,000	5,000
79150	Bad Debt	-	236	-	270	-	-
79990	Other Misc. Expenses	4,016	7,077	6,687	2,641	11,000	12,000
85711	From Working Cash	-	-	(126,679)	-	-	-
89112	To ERI Reimbursement	-	-	-	42,617	42,617	36,732
89237	To Library Equip Replacement	245,456	229,041	140,174	115,301	181,199	170,768
89409	Lib Expansion Project Fund	365,086	480,315	584,183	550,585	-	-
	To Capital Fund	-	-	694,996	204,505	259,224	114,552
	Total Expenses	4,657,551	4,841,123	5,672,425	5,141,114	5,345,049	5,212,477
	Total Revenues	5,018,660	5,112,287	5,406,810	5,432,339	5,345,049	5,212,477
	Rev Over Exp (Surplus)	361,109	271,164	(265,615)	291,225	-	-

2012.12 C

PROPOSED INSURANCE FOR LIBRARY FOR 2014

As recommended by the BPL Budget & Personnel Committee on 12/12/12:

Chubb Insurance for:

Property (Including Liability, Excess & Crime): \$27,435.00

Auto: \$4,787.00

Zenith Insurance for:

Worker's Compensation: \$21,021.00

Grand Total: \$53,243.00

Decision based on the following:

- Chubb Insurance Company has an excellent reputation
- Sewer Back-Up coverage is contained within the Flood Coverage (Chubb can do this because they are a larger carrier that can facilitate the needs of Flood and Back-up coverage at a higher limit)
- Chubb Insurance offers institutional insurance coverage specifically for libraries
- From Mike Nugent—probably not a good idea to switch agents for worker's compensation coverage at this time—perhaps when the Library's mod reduces (in 2 years) would be a better time to shop for other coverage
- From Mike Nugent—Chubb Insurance Company has an excellent history for paying claims in a timely manner

2012.12.D

SURPLUS LIST
Over \$1000
December 12, 2012

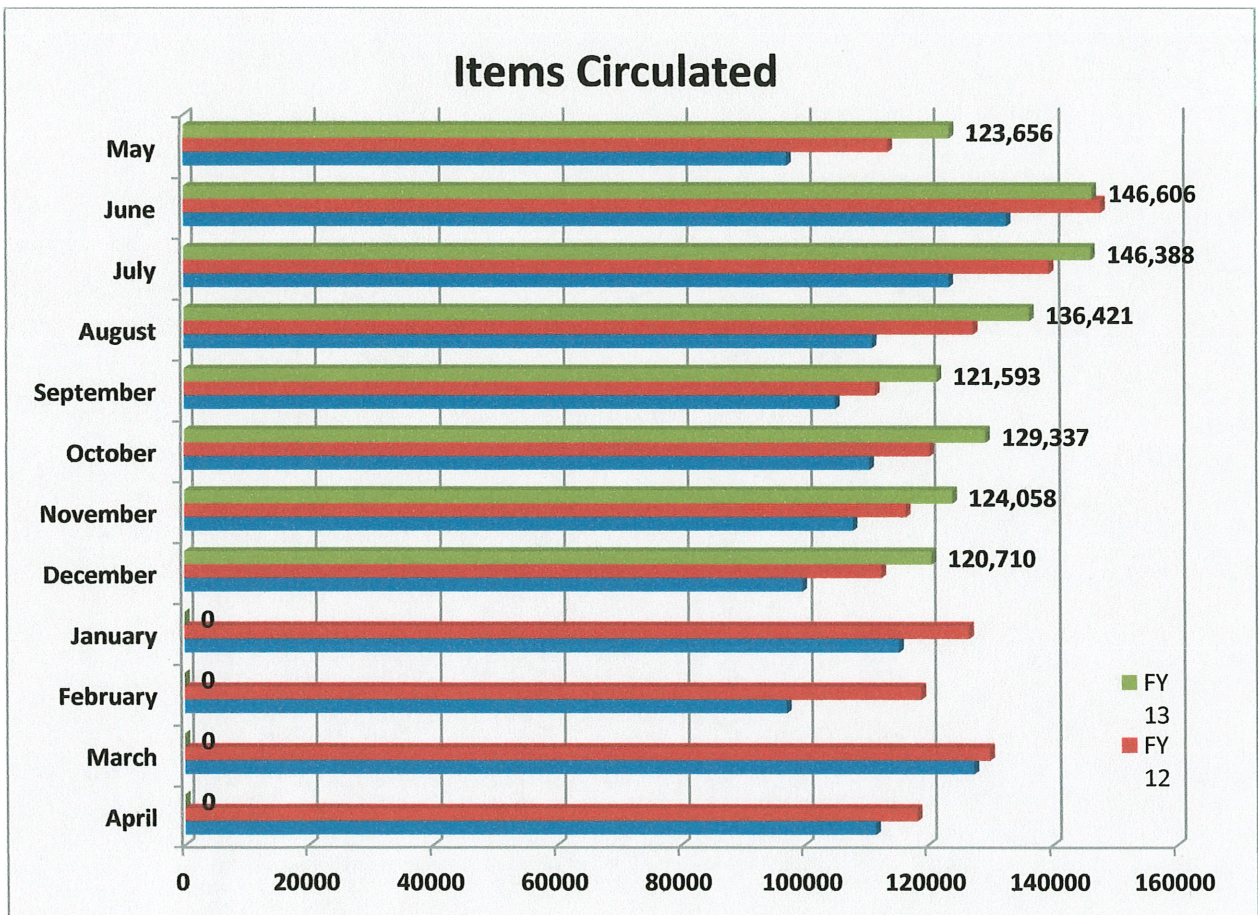
Computer Type	Quantity	City Code	Service Code	Type of Equipment	Current State
Vostro 200	3	007245	FRLHRD1	PC	To be Sold
Vostro 200		007244	JRLHRD1	PC	To be Sold
Vostro 200		007246	DRLHRD1	PC	To be Sold
Vostro 1000	8	A11908 506854	HQG3FF1	PC	To be Sold
Vostro 1000		A11908 689416	3RG3FF1	PC	To be Sold
Vostro 1000		A11908 506896	C6894F1	PC	To be Sold
Vostro 1000		A11908 506812	DQG3FF1	PC	To be Sold
Vostro 1000		A11908 506935	8QG3FF1	PC	To be Sold
Vostro 1000		007249	JRVXVD1	PC	To be Sold
Vostro 1000		007274	7XMXFD1	PC	To be Sold
Vostro 1000		007250	CSVXD1	PC	To be Sold
Vostro 1000			96894F1	PC	To be Sold
Dimension E520	2	007121	GPS15D1	PC	To be Sold
Dimension E520		007120	JPS15D1	PC	To be Sold
Dimension 5150C	4	006696	1MPX1C1	PC	To be Sold
Dimension 5150C		006449	31C1CB1	PC	To be Sold
Dimension 5150C		006697	6MPX1C1	PC	To be Sold
Dimension 5150C		006698	6NPX1C1	PC	To be Sold
Dimension 9200	3	006735	3WK77C1	PC	To be Sold
Dimension 9200		007041	CQZBZC1	PC	To be Sold
Dimension 9200		007044	9QZBZC1	PC	To be Sold
Dimension 9200c	6	007430	2CSDQF1	PC	To be Sold
Dimension 9200c		007431	9BD8NF1	PC	To be Sold
Dimension 9200c		006696	1MPX1C1	PC	To be Sold
Dimension 9200c		006449	31C1CB1	PC	To be Sold
Dimension 9200c		006697	6MPX1C1	PC	To be Sold
Dimension 9200c		006698	6NPX1C1	PC	To be Sold
Inspiron 531s		007411	2VKC6F1	PC	To be Sold
Cisco Express 520g	2			Network Switch	Beyond Repair
Cisco Catalyst 2950		004459		Network Switch	Beyond Repair
Cisco Catalyst 2950		005179		Network Switch	Beyond Repair
Cisco Catalyst 2950	4			Network Switch	Beyond Repair
Poweredge 2600	1	004515		Server	Beyond Usable L
Poweredge 1800	1	006193		Server	Beyond Usable L
HP LaserJet 4250	1	006104		Printer	Beyond Repair
HP LaserJet 4100n	1	003885		Printer	Beyond Repair

Bloomington Public Library Director's Report January 2013

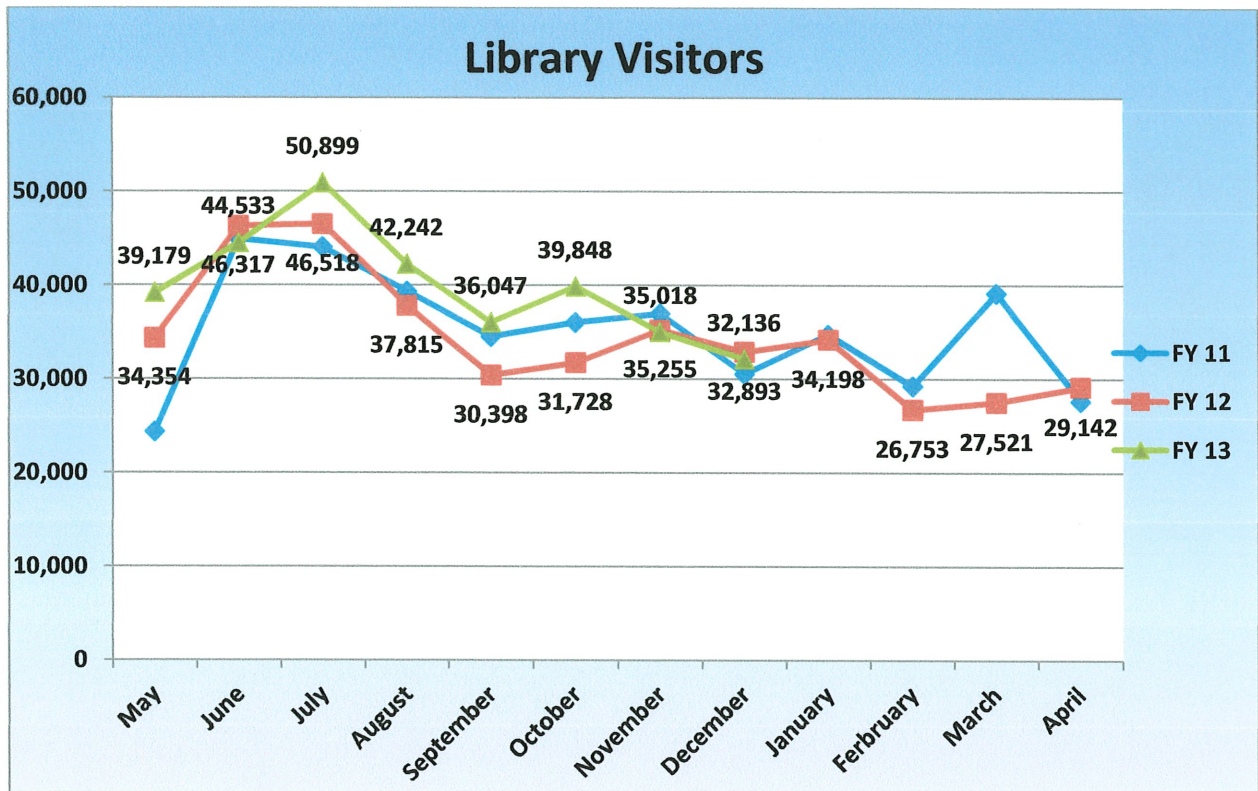
1. January 15th

January 15th was a busy day. It was a jeans day for staff. At least \$1 is collected from each staff member wearing jeans on that day and the proceeds are donated to United Way. We also raised about \$160 from a staff bake sale also for United Way. The Library also held a fine free day. Customers may return any number of overdue items on that day and have the fines forgiven. This does not apply to interlibrary loan items. Lost books will still need to be paid for.

2. Statistics



The Library lent 120,710 items in December, an increase of 7% more than the 112,586 items borrowed in December 2011. There were 32,136 visitors to the Library and Bookmobile in December, a slight decrease from the 32,893 visitors in December 2011. Staff answered 4678 questions from customers this month.



3. Changes

Because of unhappiness with our current email newsletter, staff have researched and recommended a change. The Library will be dropping Book Letters and replacing it with Dear Reader in the next month. Based on usage, AS staff have also recommended dropping several databases. The funds for these will be used to start a new eBook service, Freading. The vendor is the same as our music download service, Freegal. Freading offers ebooks from many of the smaller publishers and will be a good complement to My Media Mall.

4. Staff Development Day

I had asked the Staff Development Committee to work on a Staff Development Day for this spring. Their recommendation is in the packet.

5. Presentation to Council

I have sent out a Doodle to the City Manager and Councilmen Sage, McDade, and Fazzini as well as appropriate Board members to try to schedule a meeting at the end of the month or beginning of February to review the PowerPoint presentation and its findings and gather suggestions. No date has been set for a presentation to the entire City Council at this time.

Respectfully submitted,

Georgia Bouda
Director

BLOOMINGTON PUBLIC LIBRARY
FY 2013 FISCAL REPORT

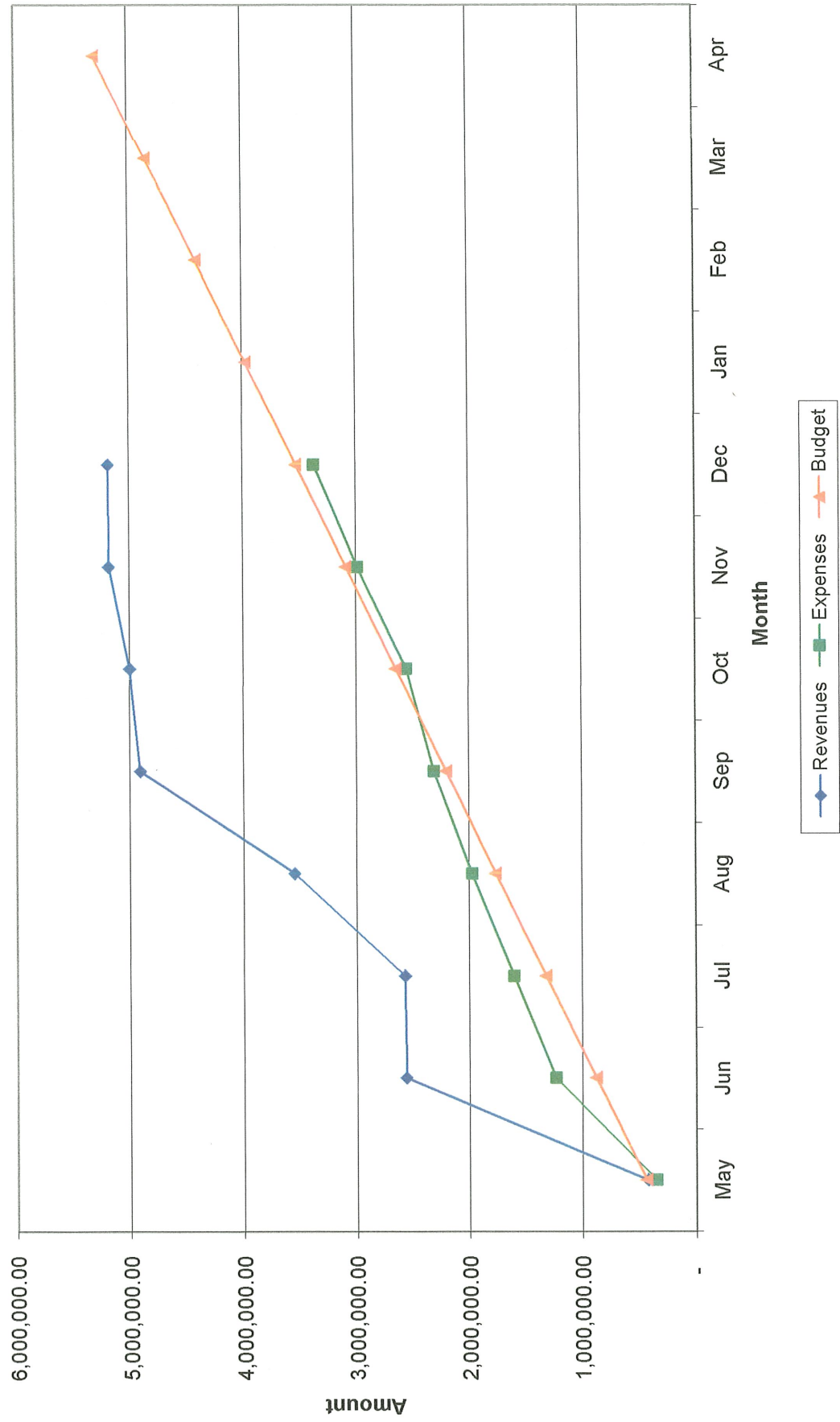
REVENUES:

ACCT NAME	BUDGET	DEC 2012	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,519	0.00	4,512,534.79	(984.21)	100.0
Replacement Tax	130,400	0.00	100,000.00	(30,400.00)	76.7
State Grants	77,000	0.00	0.00	(77,000.00)	0.0
GPPLD	380,000	0.00	364,807.67	(15,192.33)	96.0
Fees & Rentals	70,000	3,612.37	47,188.32	(22,811.68)	67.4
Copies	3,600	245.80	2,661.80	(938.20)	73.9
Interest on Investments	4,500	354.12	3,503.85	(996.15)	77.9
Interest from Taxes	0	0.00	64.66	64.66	-----
Sale of Property	1,000	0.00	230.00	(770.00)	23.0
Donations	19,000	525.00	3,023.89	(15,976.11)	15.9
Other Private Grants	0	0.00	820.95	820.95	-----
Cash Over/Short	0	(149.44)	(129.67)	(129.67)	-----
Other	13,000	2,506.83	19,453.00	6,453.00	149.6
From Library Fixed Asset Fund	80,000	0.00	80,000.00	0.00	100.0
From Library Fund Balance	53,030	0.00	53,030.00	-	100.0
Total Revenues	5,345,049	7,094.68	5,187,189.26	(157,859.74)	97.0

ACCT NAME	BUDGET	DEC 2012	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,815,500	135,511.66	1,126,079.34	(689,420.66)	62.0
Part-Time Salaries	410,255	26,774.85	235,513.60	(174,741.40)	57.4
Seasonal Salaries	45,000	1,327.81	32,618.98	(12,381.02)	72.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	8,812.31	24,980.32	24,980.32	-----
Total Sals & Wages	2,271,855	172,426.63	1,419,192.24	(852,662.76)	62.5
Dental Insurance	11,000	881.09	6,710.42	(4,289.58)	61.0
Vision Insurance	2,700	210.40	1,537.09	(1,162.91)	56.9
Health Insurance, BC/BS PPO	250,000	16,911.38	135,077.59	(114,922.41)	54.0
Health Insurance, OSF HMO	60,000	6,391.24	47,803.08	(12,196.92)	79.7
Life Insurance	3,500	282.66	2,145.72	(1,354.28)	61.3
IMRF	210,000	20,320.85	194,949.00	(15,051.00)	92.8
FICA	175,000	10,117.82	83,281.95	(91,718.05)	47.6
Medicare	0	2,366.28	19,476.85	19,476.85	-----
Worker's Comp	40,000	21,021.00	21,021.00	(18,979.00)	52.6
Uniforms	600	87.52	224.56	(375.44)	37.4
Tuition Reimb	12,000	0.00	0.00	(12,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	794,800	78,590.24	512,227.26	(282,572.74)	64.4
Rentals	25,824	1,792.55	11,845.60	(13,978.40)	45.9
Total Rentals	25,824	1,792.55	11,845.60	(13,978.40)	45.9
Building Mtnc	126,620	5,814.41	50,877.94	(75,742.01)	40.2
Vehicle Mtnc	20,000	260.34	2,757.93	(17,242.07)	13.8
Office & Computer Mtnc	160,000	1,384.65	74,518.16	(85,481.84)	46.6
Other Mtnc	34,340	0.00	22,768.17	(11,571.83)	66.3
Total Repair/Mtnc	340,960	7,459.40	150,922.20	(190,037.75)	44.3

ACCT NAME	BUDGET	DEC 2012	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	(181.80)	4,250.48	(10,749.52)	28.3
Printing/Binding	20,000	266.55	11,420.45	(8,579.55)	57.1
Travel	10,000	152.73	2,801.10	(7,198.90)	28.0
Membership Dues	16,000	238.00	3,964.46	(12,035.54)	24.8
Professional Development	13,400	79.00	3,564.86	(9,835.14)	26.6
Other Purchased Services	103,070	1,564.23	48,246.52	(54,823.48)	46.8
Property Insurance	15,000	22,462.00	22,462.00	7,462.00	149.7
Vehicle Insurance	3,000	5,471.00	5,471.00	2,471.00	182.4
Other Insurance	3,600	4,289.00	4,289.00	689.00	119.1
Total Purchased Services	199,070	34,340.71	106,469.87	(92,600.13)	53.5
Office Supplies	150,000	184.22	5,433.44	(144,566.56)	3.6
Computer Supplies	50,000	401.53	25,617.52	(24,382.48)	51.2
Copier Supplies	6,000	725.92	2,151.77	(3,848.23)	35.9
Postage	23,000	2,271.90	2,542.84	(20,457.16)	11.1
Library Supplies	72,000	2,624.16	31,157.71	(40,842.29)	43.3
Janitorial Supplies	10,000	461.50	7,559.98	(2,440.02)	75.6
Gas & Diesel Fuel	8,000	1,606.61	4,555.85	(3,444.15)	56.9
Building Mtnc & Repair Supplies	10,000	257.26	4,102.41	(5,897.59)	41.0
Total Supplies	329,000	8,533.10	83,121.52	(245,878.48)	25.3
Natural Gas	42,000	5,732.33	12,253.56	(29,746.44)	29.2
Electricity	120,000	18,043.76	82,021.44	(37,978.56)	68.4
Water	5,500	662.99	6,560.06	1,060.06	119.3
Telecommunications	32,000	2,095.44	14,894.38	(17,105.62)	46.5
Total Utilities	199,500	26,534.52	115,729.44	(83,770.56)	58.0
Professional Collection	5,000	170.16	3,889.22	(1,110.78)	77.8
Total Prof Collection	5,000	170.16	3,889.22	(1,110.78)	77.8
Periodicals	30,000	92.77	24,866.90	(5,133.10)	82.9
Adult Books	207,600	13,918.82	126,993.40	(80,606.60)	61.2
Children's Books	130,400	12,607.40	82,821.66	(47,578.34)	63.5
A/V Materials	156,000	10,637.13	137,791.33	(18,208.67)	88.3
Public Access Software	156,000	15,789.42	105,193.58	(50,806.42)	67.4
Total Materials	680,000	53,045.54	477,666.87	(202,333.13)	70.2
Employee Relations	5,000	396.23	1,258.82	(3,741.18)	25.2
Miscellaneous Expenses	11,000	471.07	3,620.53	(7,379.47)	32.9
ERI Reimbursement	42,617	0.00	42,617.00	0.00	100.0
Fixed Asset Fund Transfer	181,199	0.00	181,199.00	0.00	100.0
To Capital Fund	259,224	0.00	259,224.00	0.00	100.0
Total Other Expenses	499,040	867.30	487,919.35	(11,120.65)	97.8
Total Expenses	5,345,049	383,760.15	3,368,983.57	(1,976,065.38)	63.0

BPL FY 2012-2013



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% - 71.7% is acceptable)
December 2012

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

Replacement Tax (76.7.0%): The Library has received \$100,000 and this may be the total for the fiscal year.

State Grants (0.0%): The amount that was reported last month was actually credited to FY12 as per an audit adjustment.

GPPLD (96.0%): This is the total for the year.

Copies (73.9%): This line item is just slightly more than projected.

Interest (77.9%): Even though this line item is at 77.9%, Interest rates are still low.

Sale of Property (23.0%): This line item is under-spent until the Library offers surplus computers to the public.

Donations (15.9%): Donations are low right now.

Other (149.6%): This is over the projected amount due to the sale of items from the Book Shoppe.

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

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

Part-Time Salaries (57.4%): This is under-spent because Contract negotiations have not been settled yet.

Seasonal Salaries (72.5%): This is over-spent because the majority of these funds are spent in the summer when we hire additional seasonal employees to help with the Summer Reading Program.

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

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

Dental Insurance (61.0%): This line item is under-spent because not as many employees opted for this coverage as we expected.

Vision Insurance (56.9%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, BC/BS PPO (54.0%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, OSF HMO (79.7%): This is over-spent because more employees opted for this coverage than we expected.

Life Insurance (61.3%): This is just slightly under-spent for the year.

IMRF (92.8%): This is over-spent due to vacation payouts for some staff.

FICA (47.6%): This is under-spent because of the requirement that Medicare be split from FICA.

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

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

Uniforms (37.4%): Charges have been minimal.

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

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

Rentals (45.9%): Charges have been minimal.

Building Maintenance (40.2%): Charges have been minimal.

Vehicle Maintenance (13.8%): Charges have been minimal.

Office & Computer Maintenance (46.6%): Charges have been minimal.

Advertising (28.3%): Charges have been minimal.

Printing/Binding (57.1%): Charges have been minimal.

Travel (28.0%): Charges have been minimal.

Membership Dues (24.8%): Charges have been minimal.

Professional Development (26.6%): Charges have been minimal.

Other Purchased Services (46.8%): Charges have been minimal.

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

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

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

Office Supplies (3.6%): Charges have been minimal.

Computer Supplies (51.2%): Charges are minimal.

Copier Supplies (35.9%): Charges have been minimal.

Postage (11.1%): Charges have been minimal.

Library Supplies (43.3%): Charges have been minimal.

Janitorial Supplies (75.6%): This over-spent due to the purchase of needed cleaning and general janitorial supplies.

Fuel/Vehicle Supplies (56.9%): Charges have been minimal.

Building Mtnc & Repair Supplies (41.0%): Charges have been minimal.

Natural Gas (29.2%): Charges have been minimal.

Water (119.3%): This is over-spent due to water sprinkling this past summer. The Library plans to adjust the sprinkling schedule for next summer.

Telecommunications (46.5%): Charges have been minimal.

Professional Collection (77.8%): This is over-spent because the annual payment for Title Source III was paid.

Periodicals (82.9%): This is over-spent because the annual payment to Ebsco for the circulation magazines and newspapers was paid in June.

Adult Books (61.2%): Charges have been minimal in that the Library will be re-allocating some of these funds to the A/V Materials line item to pay for additional Adult A/V Materials.

A/V Materials (88.3%): This is over-spent at this point due to the one-time payment for Freegal, the downloadable music service. Also, the Library will re-allocate some funds from Adult Books to be spent in this line item.

Employee Relations (25.2%): Charges have been minimal.

Miscellaneous Expenses (32.9%): Charges have been minimal.

ERI Reimbursement (100.0%): The full amount of the ERI Reimbursement was made in June.

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

To Capital Fund (100.0%): The full amount of the transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,205.00
Fountain Receipts:	8.04
State Farm Good Neighbor Grant:	500.00
Miscellaneous:	310.85
Total Donations:	\$ 3,023.89

The Other Revenue line item breaks out as follows:

Print Station:	\$ 5,524.25
Book Shoppe:	10,095.50
Sale of Reusable Bag:	289.50
Sale of Sling Backpacks:	464.00
Sale of Earbuds:	743.00
Sale of Flashdrives:	175.50
Sale of CD-R's:	27.00
Sale of Totebags:	40.00
Hot Beverage Station:	547.00
Test Proctoring:	750.00
Meeting Room Fees:	525.00
Miscellaneous:	272.25
Total Other Revenue:	\$19,453.00

During December, 10 batches containing 100 invoices were processed, totaling \$98,399.07 and 182 credit card charges were made totaling \$36,996.44.

Library Fund Balance Information, 12/31/12:

Total Library Fund:	1,841,345.56
Capital:	1,641,317.50
Fixed Assets:	654,373.91

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 22, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Wayne Cain & Sons	Building Maintenance	5,368.00
Ameren Illinois Power	Electricity	18,043.76
Bibliotheca ITG LLC	Library Supplies	4,066.00
Bibliotheca ITG LLC	Office/Equipment Mtno	697.50
Bloomington Rotary Club	Membership Dues	300.00
CDW Government	Computer Supplies	93.60
Center Point Large Print	Adult Books	213.90
Childer's Door Service of Central Illinois, LLC	Building Maintenance	120.50
Children's Plus, Inc.	Juvenile Books	7,006.43
City of Bloomington	Dental Insurance	881.09
City of Bloomington	FICA	10,117.82
City of Bloomington	Fuel	1,606.61
City of Bloomington	Health Insurance-HMO	6,391.24
City of Bloomington	Health Insurance-PPO	16,911.38
City of Bloomington	IMRF	20,320.85
City of Bloomington	Life Insurance	282.66
City of Bloomington	Medicare	2,366.28
City of Bloomington	Payroll	172,426.63
City of Bloomington	Vehicle Maintenance	260.34
City of Bloomington	Vision Insurance	210.40
City of Bloomington	Water	662.99
Computype, Inc.	Library Supplies	1,028.24
Creative Empire	Public Access Software	3,675.00
Findaway World, LLC	A/V Materials	471.64
Frontier	Telecommunications	1,513.23
Gale Group	Adult Books	340.35
Gorham, Linda	Other Purchased Services	450.00
Hermes Service & Sales, Inc.	Building Maintenance	1,523.00
Humane Society of Central Illinois	Employee Relations	40.00
ID Label, Inc.	Library Supplies	260.00
Illinois Wesleyan University	Other Purchased Services	357.86
Ingram	Other Purchased Services	785.58
JanWay Company USA, Inc.	Other Purchased Services	282.45
Manufacturer's News, Inc.	Adult Books	216.45
McLean County Genealogical Society	Membership Dues	20.00
MicroMarketing, LLC	A/V Materials	51.44
Midwest Tape	A/V Materials	1,700.61
Morningstar	Public Access Software	2,539.42
Nicor/Northern Illinois Gas	Natural Gas	5,732.33

Oberlander Communications
 Officemax
 Officemax
 Officemax
 Postmaster
 Recorded Books, LLC
 Rice, Danny
 Ricoh, USA, Inc.
 Schmid, Allison
 Snyder & Snyder Insurance
 Snyder & Snyder Insurance
 Snyder & Snyder Insurance
 Snyder & Snyder Insurance
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Automotive Workwear
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Buy
 VISA - Book Wholesalers, Inc.
 VISA - Buyonlinenow.com
 VISA - Central Illinois Newspaper Group
 VISA - Central Illinois Newspaper Group
 VISA - Cleverbridge.net
 VISA - Comcast
 VISA - Concord Custom Cleaners
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - EnvisionWare, Inc.
 VISA - Farm & Fleet
 VISA - Five Star Water
 VISA - Gamestop
 VISA - Greathall Productions, Inc.
 VISA - Hobby Lobby
 VISA - Ingram
 VISA - Janet's Cakes, Inc.
 VISA - Jewel-Osco
 VISA - Kroger
 VISA - Maxim Magazine
 VISA - McLeod
 VISA - Nu Air Corp
 VISA - Officemax
 VISA - Officemax
 VISA - Officemax
 VISA - Overdrive

Telecommunications	48.50
Copier Supplies	422.63
Library Supplies	203.84
Office Supplies	57.70
Postage	190.00
A/V Materials	231.00
Travel	3.33
Rentals	1,430.00
Travel	100.00
Other Insurance	4,289.00
Property Insurance	22,462.00
Vehicle Insurance	5,471.00
Worker's Compensation	21,021.00
Building Maintenance	27.21
Other Purchased Services	545.95
Library Supplies	35.00
Adult Books	71.96
Adult Books	61.53
A/V Materials	665.70
Adult Books	47.90
Membership Dues	158.00
Uniforms	87.52
A/V Materials	7,789.44
Adult Books	8,430.03
Juvenile Books	3,615.00
A/V Materials	44.97
Juvenile Books	74.33
Janitorial Supplies	262.20
Advertising	276.04
Printing/Binding	191.00
Computer Supplies	52.46
Telecommunications	86.90
Other Purchased Services	17.20
Employee Relations	9.00
Other Purchased Services	5.00
Office/Equipment Mtn	1,384.65
Building Mtn Supplies	33.94
Miscellaneous Expenses	29.64
A/V Materials	692.51
A/V Materials	65.90
Employee Relations	10.44
Adult Books	746.41
Employee Relations	56.50
Employee Relations	30.64
Other Purchased Services	48.10
Periodicals	45.97
Telecommunications	135.48
Building Mtn Supplies	54.00
Employee Relations	54.95
Janitorial Supplies	139.98
Office Supplies	58.33
Adult Books	5,500.00

VISA - Overdrive
 VISA - Paypal*ISGS
 VISA - Paypal*Look Photo
 VISA - POSPaper.com
 VISA - Potbelly
 VISA - Praxair Distribution, Inc.
 VISA - Press Books
 VISA - Ron Smith Printing Co.
 VISA - Schnuck's
 VISA - School Shop
 VISA - School Shop
 VISA - Skillpath Seminars
 VISA - Sprint
 VISA - Target
 VISA - USPS
 VISA - Victoria Supply, Inc.
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Juvenile Books	4,500.00
Membership Dues	30.00
Periodicals	35.80
Library Supplies	186.80
Miscellaneous Expenses	128.00
Rentals	12.55
Adult Books	74.11
Printing/Binding	240.00
Other Purchased Services	6.00
Library Supplies	71.39
Other Purchased Services	24.50
Professional Development	79.00
Telecommunications	309.12
Miscellaneous Expenses	15.96
Postage	3.55
Library Supplies	49.62
Employee Relations	147.15
Janitorial Supplies	2.83
Library Supplies	14.94
Miscellaneous Expenses	27.50
Office Supplies	4.00

382,870.18

Bloomington Public Library
Monthly Statistics - December 2012

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	60,589	498,705	57,748	481,344
Teens	3,028	28,767	3,141	32,295
Children	47,673	440,530	43,055	410,863
OTR Adults	2,448	21,852	2,675	24,009
OTR Teens	124	1,192	130	1,366
OTR Children	3,239	33,541	3,512	30,838
e-Books	2,796	18,180	1,492	8,452
Freegal downloads	813	6,002	833	833
TOTALS				
Adults	63,037	520,557	60,423	505,353
Teens	3,152	29,959	3,271	33,661
Children	50,912	474,071	46,567	441,701
Digital Downloads	3,609	24,182	2,325	9,285
COMBINED TOTAL	120,710	1,048,769	112,586	990,000
ITEMS IN THE COLLECTION				
Main	276,012	276,012	270,602	270,602
OTR	15,418	15,418	25,034	25,034
TOTAL	291,430	291,430	295,636	295,636
HOLDS FILLED	6,834	54,254	5,376	44,546
CARDHOLDERS				
Added	391	5,033	432	5,049
TOTAL NUMBER				
Adults	21,921	175,470	22,462	173,849
Teens	1,939	15,485	1,860	15,165
Children	5,963	47,641	6,085	48,837
REFERENCE QUESTIONS				
Adults	2,479	25,987	3,253	36,495
Teens	47	163	0	0
Children	755	8,173	754	7,901
OTR	62	691	95	913
Circulation	1,335	9,973	699	6,543
Total	4,678	44,987		
PROGRAMS				
Story Times	10	90	9	95
Adult	15	155	13	127
Teens	1	44	5	46
Juvenile	1	31	1	35
Outreach Adult		0	1	3
Outreach Teen		0	1	3
Outreach Juvenile		0	1	7
PROGRAM ATTENDANCE				
Story Times	190	2,291	279	2,996
Adult Programs	176	1,966	262	2,111

Bloomington Public Library
Monthly Statistics - December 2012

	Current Month	Cumulative	Last Year	Cumulative
Teen Programs	9	527	45	800
Juvenile Programs	75	3,198	90	3,327
Outreach Adult	0	0	28	73
Outreach Teen	0	0	2	6
Outreach Juvenile	0	0	16	271
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,696	0	4,667
Completed	0	2,832	0	2,869
TEENS				
Registered	0	783	0	846
Completed	0	431	0	421
ADULTS				
Registered	0	2,361	0	2,332
Completed	0	1,208	0	1,108
TOTAL				
Registered	0	7,840	0	7,845
Completed	0	4,471	0	4,398
COMPUTER USE				
Public computer uses	5,284	44,445	5,474	45,122
Website database/catalog hits	11,205	76,006	3,537	37,107
Online Resource (Database) uses	3,049	36,250	0	0
TOTAL	19,538	156,701	9,011	82,229
INTERLIBRARY LOAN				
Borrowing Requests Received	290	3,099	280	2,623
Outgoing Loans (Lending)	202	2,208	238	1,931
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	90	2	41
Outside the library (events)	6	69	7	61
Number of people	609	14,866	514	10,935
VOLUNTEER HOURS	100	906	107	743
MEETING ROOM USAGE				
Number of meetings	111	727	144	981
Customer Visits (MAIN)	31,412	310,528	32,040	285,219
Customer Visits (OTR)	724	9,374	853	10,059
COMBINED TOTAL VISITS	32,136	319,902	32,893	295,278
TRAINING HOURS	88	991	120	1,343

Golden Prairie Public Library

Board of Trustees

November 14, 2012

7:00 am

Minutes

I. Call to Order

President Salch called the meeting to order at 7:06 am.

II. Roll Call

MEMBERS PRESENT: Carolyn Dail, Carol Carey-Odekirk, Lynn Gray, Patti Salch

MEMBERS ABSENT: Adrienne Ives, Bill McCullough, Mathew Nadakavukaren

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

III. Introductions & Public Comment

There were no comments.

IV. Approval of Minutes

A. October 17, 2012

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 17, 2012 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. Staff Reports

A. Director's Report

Director Bouda shared with the Board members that a tax increase for BPL was not approved by the City Council, therefore the Tax Levy will remain flat for another year. She went on to say that it will be up to the BPL Board as to how the budget is adjusted for the reduction.

Director Bouda stated that Anders' Executive Summary was shared with the City Council, but the final report is still a draft. She went on to say that Anders conducted a Power Point presentation on the key points of the Executive Summary to the BPL Board at their November meeting.

Director Bouda shared that the Friends signed the Agreement and they have fifteen days to turn over the funds. Director Bouda also stated that the monies would go to the Foundation and each year funds would be distributed for Summer Reading.

Director Bouda shared the B-Logistics report listing what was sold, and for how much, during September. The total was about \$1,100.00. She went on to say that the Book Shoppe is doing well.

B. Outreach Report

John Fischer reported that once again he is looking at specifications for a new Bookmobile and with Director Bouda's approval, will start working with different vendors.

C. Fiscal Report

Kathy Jeakins distributed a revised October Financial Report showing several bills that she had added under "Bills to be Submitted". Kathy Jeakins shared that the Per Capita Grant was received in October. She entertained questions.

1. Approve Revised October Financial Report

CAROL CAREY-ODEKIRK MOVED, LYNN GRAY SECONDED, TO
APPROVE THE REVISED FINANCIAL REPORT FOR OCTOBER 2012.

AYES: DAIL, GRAY, CAREY-ODEKIRK, SALCH

NAYES: NONE

ABSENT: IVES, MCCULLOUGH, NADAKAVUKAREN

THE MOTION CARRIED.

VI. Unfinished Business

There was no unfinished business.

VII. New Business

A. Acceptance of FY12 Audit

Kathy Jeakins distributed a revision of page 10 showing a correction of Note 3, Levy Date from August 18, 2010 to August 17, 2011.

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO
APPROVE THE REVISED FY12 AUDIT. THE MOTION CARRIED
UNANIMOUSLY.

VIII. Adjournment

President Salch adjourned the meeting at 7:34 am.

Next Meeting Dates

December 19, 2012

&

January 23, 2012

Bloomington Public Library
Board of Trustees
Planning, Policies, & Programs Committee
August 7, 2012
12 noon
Library Board Room
Minutes

I. Call to Order

The meeting was called to order at 12:05 pm.

II. Roll Call

PRESENT: Chairwoman Wilma Bates, Patsy Bowles, Peggy Burton, Narendra Jaggi,
and Cathy Pratt

OTHERS: Georgia Bouda

III. Review Chapter 9 on Programming

As requested in the Per Capita Grant application, the Committee reviewed Chapter 9 of Serving Our Public 2.0: Standards for Illinois Public Libraries. This chapter is on Programming. The Library is able to answer yes to all of the items on the Programming Checklist. Narendra motioned and Cathy seconded to report to the Library Board that the Committee has reviewed the standards for programming and meets them.

Narendra also had reviewed the ALA Standards on Programming and reported that they are stricter. ALA recommends that the Library's Mission Statement be reviewed every two years. Since our Library is currently involved in a study, the Committee discussed the current Mission Statement. Patsy moved, Narendra seconded that the Committee recommend to the Board that the Mission Statement be reaffirmed in its current language.

IV. Adjournment

The meeting was adjourned at 12:40 pm.

Bloomington Public Library
Board of Trustees
Planning, Policies, & Programs Committee
December 5, 2012
Noon
Library Board Room
Minutes

I. Call to Order

The meeting was called to order at 12:03 pm.

PRESENT: Narendra Jaggi, Patsy Bowles, Peggy Burton, Jan Kibler

OTHERS: Georgia Bouda, Caprice Prochnow

II. Review consultant report, Building on Success

An email sent by Chair Wilma Bates with her thoughts on the consultant's report was distributed to the members present.

There was discussion as to whether Anders report contained vital information that City Council needed to know, and if so, was the report pared down enough for a presentation. Director Bouda was directed to work with Anders as to the readability of the document and what must be corrected in the report.

The Committee agreed that the following should be presented to the City Council: The Strategic Plan 2012 -2021 that was presented to Council 15 months ago, Anders study, and the results of the surveys. Narendra Jaggi will prepare a summary of the findings from these three studies.

Narendra Jaggi brought up two items that he would like to see added to a future agenda. One is that the Nominating Committee develop procedures for the election of officers. The other is to discuss whether ad hoc committees, such as the Fundraising Committee, should become a permanent committee and be included in the By-Laws.

III. Adjournment

The meeting was adjourned at 12:48pm.

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

January 9, 2013
12:00 pm
Library Board Room

I. Call to Order

Wilma Bates, Chair called the meeting to order at 12:01pm.

PRESENT: Wilma Bates, Patsy Bowles, Narendra Jaggi, Cathy Pratt

OTHERS: Georgia Bouda, Jan Kibler, Rhonda Massie, Caprice Prochnow

II. Review Draft of Report to be Presented to Council

Narendra Jaggi reviewed with Committee members that the BPL Board had commissioned the 3 P's Committee to prepare a synthesis of the 3 in-depth studies to be ready by the January 22 Board meeting. He went on to say that the 3 in-depth studies included the BPL Strategic Plan 2011-2021, Building on Success by Anders Dahlgren and Library Use & Service Needs Surveys (phone and online) conducted by IWU and BPL.

Narendra Jaggi showed a draft of a Power Point presentation on the synthesis of the in-depth studies. The presentation was followed by a rich discussion of clarifications, comments, questions, compliments and suggestions. Narendra Jaggi will revise the presentation, and the Committee will review it at the next meeting to be held on Wednesday, January 16 at noon.

III. Review Nominating Procedures

The consensus was to table the discussion until a later date.

IV. Review Ad Hoc Committees

This consensus was to table the discussion until a later date.

V. Adjournment

The meeting was adjourned at 1:10pm.

Adult Services December, 2012

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

Collections

ACTIONS

Staff continue to talk about various titles and collections on the bi-monthly Book Talk on WJBC.

Zinio, our electronic database of periodicals launched with 85 titles. An instructional handout for this is available and introductory sessions for the public are upcoming.

Throughout the month, customers signed up to receive weeded 2011 magazines. These will be available for distribution in early January.

The transition of juvenile and teen standing orders from BWI to Baker & Taylor wrapped up.

- Utilize displays throughout the library to promote the collection
 - Program-related displays were for Victorian Christmas Splendor, the updated Overdrive ebook service & Ereader Drop In Day, and Bill Kemp's upcoming author presentation.
 - General displays were holiday crafts, foods, and AV materials.

Programs

- Maria visited these junior highs for book talks called Books & Bites. The number of kids at each: Chiddix-78; Evans-77; Parkside-133.
- Karen met with 4 others for the Lincoln Festival planning committee.

Adult/Family programs

Fiction & Mystery Book Club combined – 1 session – 10 attended

Non-Fiction Book Club– 1 session – 5 attended

Wednesday Night at the Movies – 3 sessions – 36 attended

Open Lab computer assistance – 3 sessions – 11 attended

Victorian Christmas Splendor – 1 session – 28 attended

Grandma, Grandpa, and Me Movie – 1 session – 6 attended

Sunday Holiday movie series – 4 sessions – 57 attended

Ereader Drop In Day – 1 session – 25 attended

Teen programs

Anime Now – 1 session – 9 attended

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

ACTIONS

- Carol met with Danny on a recent Sunday morning for backing training on the Bookmobile. Danny passed his CDL driving test with flying colors at the end of the month.

- Overdrive updated their interface right before the holidays. Lindsay quickly revised our ebook instructional handouts and trained staff working at Ereader Drop In Day.

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

ACTIONS

Lindsay and Robin attended a webinar about ereading devices.

Carol and Lindsay attended a presentation by a Freegal/Freading rep. Freading is another vendor of ebooks; we may start a contract with them in January.

Carol and others attended a presentation from Scan Pro representatives, looking into providing scanning services for customers.

Lindsay, Carol, and Georgia reviewed database usage and identified several underused resources that can be cancelled.

Marcie and Hillary evaluated various e-newsletter resources and determined the best choice to replace Bookletters is Dear Reader. The new service should begin in January.

Carol attended a webinar about marketing ebooks.

Selectors continue to use Collection HQ to evaluate the library's holdings.

Carol, Lindsay, and Maria met with the Webteam.

BUSINESS OFFICE DEPARTMENTAL REPORT

December 2012

GOAL: To work more effectively through the use of technology

- Notified Security to activate prox cards for new staff and to de-activate cards for resigned staff
- Made journal entries in MUNIS when necessary
- Made arrangements for new staff to have voice mail & asked staff with voice mail to re-record their names as part of a voice mail upgrade

GOAL: To administer a cost-effective public library

- Credit card usage: 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; arranged for staff to receive replacement cards as their current credit cards expire
- Entered transactions daily in account and departmental files
- Georgia and I met with Jack Bowles on 12/3/12 related to insurance quotes
- I attended the Budget & Personnel Committee meeting on 12/4/12
- Sent invoices to Putt With the Prose sponsors
- Received checks from Putt With the Prose sponsors—these checks were sent to the Foundation's bank account
- The day after the December Board meeting, I contacted Shawn Maxson at Snyder Insurance to let her know that the Board had voted to renew the insurance policies with Snyder Insurance. At that time, Shawn informed me that the premium cost for the Vehicle and the Directors & Officers insurance policies were different that we had presented to the Board. However, the total cost was the same.
- The Library's Maintenance & Operating Fund Balance is \$1,841,345.56; twenty-five percent of the Library's FY13 budget is \$1,323,005.
- Bills review in December: Jan, Blake, Narendra, and Cathy
- Tracked worker's compensation claims for one staff member

Respectfully submitted,

Kathy Jeakins
Business Manager

**Children's Services Monthly Report
December 2012**

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

- Magician Rick Eugene – 75 attended
- Preschool story time – 4 sessions – 110 attended
- Toddler story time – 2 sessions – 46 attended
- Wiggle Giggle Wednesday evening story time – 9 attended
- 2nd Monday Story Club – 9 attended
- Sheridan K visit – 44 attended
- Milestones Preschool visit – 28 attended
- YWCA Head Start visit – 20 attended
- Head Start Fun Club visit – 84 attended
- Visited Brigham Head Start – 73 attended
- Visited Katie's Kids – 60 attended

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

- Children's staff attended the sessions on e-books and the long-range plan.

Respectfully submitted,
Melissa Waltrip

**Circulation and Outreach Services Monthly Report
December 2012**

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

- Circulation and Outreach Services staff met weekly at department meetings.
- Danny provided ongoing training for staff, including many new.
- Available staff attended either the morning or afternoon staff training on the library's eBooks.
- John met with Danny concerning department operations, workflow and workflow.
- John and Danny met to explore improving our customer holds workflow and processes.

GOAL – To work more efficiently through the use of technology

- Danny continues schedule posting to Sharepoint and continues to explore its helpfulness to the department.
- John met with the Website Committee.

GOAL – To administer a cost-effective public library

- We were joined by Rachel Park for three weeks as seasonal help over the winter break and continued to get help from Katrina Sturtevant.
- Clara Jones was out all of the month of December due to recovery from her accident.
- We continue to get excellent assistance from our volunteer staff every day.
- John met with the Executive Committee.
- John met with the Golden Prairie Public Library District board.
- John met as part of union negotiations.

Door Count: 31,412

Bookmobile Customers: 724

Training Hours: 60

Volunteer Hours: 64

Respectfully submitted,
John Fischer, Circulation and Outreach Services Manager

December 2012 Circulation and Outreach Services Statistics

Total Circ BPL	120710
Total Circ Main	111290
Adults	60589
Teens	3028
Children	47673
Total Circ Outreach	5811
OTR Adults	2448
OTR Teens	124
OTR Children	3239
Total Circ eBooks	2796
Total Circ Freegal	813
Borrowers Registered	391
Total Active Cardholders	31274
Children	5963
Teen	1939
Adult	21921
GPPLD	1451
Total Holds Filled	6834
Main Holds	6260
Outreach Holds	574
Door Count	31412

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	487
WED	1.25	RAINBOW AVE	267
SAT	2.5	FREEDOM OIL	231
THUR	1	WINGOVER APTS (MORNING)	227
TUE	1.25	GOLDEN EAGLE	184
MON	1	EKSTAM DR	177
MON	1.25	OLD FARM LAKES	172
WED	1.5	HERSHEY GROVE	166
MON	1	ARBORS APTS	156
WED	1.5	EAGLE CREST	148

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
SAT	0.75	ELLSWORTH	19
WED	0.75	TRACY DRIVE	15
WED	1	SPRING RIDGE	15
TUE	1	JC PARKWAY	13
SAT	0.75	ELLSWORTH	10

Due to inclement weather on December 20, 2012, two evening stops were canceled.

Circulation Questions Answered: 1335

Outreach Questions Answered: 62

Total Questions Answered: 1397

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2005	59656	56435	63858	57897	55528	77407	73816	67437	61190	64908	63990	51088
2006	66180	59667	67708	58980	58707	75927	73696	60908	58922	63357	62362	51536
2007	63486	56638	71276	67456	64676	84513	82463	73283	67021	71845	66370	57670
2008	74944	69512	79236	74750	72639	93863	97686	77875	83572	85531	69968	73667
2009	86494	81578	94331	86355	80793	115727	111370	94316	87787	89948	93447	85290
2010	99082	93417	106741	96106	97362	132756	123584	111144	105071	110670	107915	99752
2011	115385	97146	127415	111540	113801	147948	139639	127426	111617	120449	116534	111753
2012	126703	118957	129948	118245	123656	146606	146388	136421	121593	129337	124058	120710
Main Circ												
2005	52701	49199	56118	50164	46330	66516	62326	55344	50034	53376	50303	41238
2006	52577	47030	54572	46292	46079	67729	65068	51092	50586	55485	53870	45786
2007	56168	50335	63105	58809	57300	77119	74727	65759	59658	64367	61147	52520
2008	67388	63335	72079	67220	65994	86415	88617	70476	74902	77868	63161	68530
2009	80039	74425	87137	78275	74672	107592	103044	87016	80379	82253	86244	78028
2010	92063	86371	98354	88147	88588	122581	114537	102832	96622	101397	100489	92846
2011	108048	90644	118297	103707	105258	138875	132635	118800	103660	112216	109114	103944
2012	116608	108901	118183	109640	112845	136237	137032	124877	112684	118807	114230	111290
Active Users												
2005	23727	24098	24244	24430	24512	24751	25102	25556	25820	25942	26023	26144
2006	26276	26267	26576	26706	26852	30992	30369	29577	29827	29800	29998	30566
2007	29951	29754	29755	29800	29801	29910	30128	30119	30211	30372	30378	30324
2008	30477	30651	30658	30814	30939	30217	30040	29948	30100	30103	30074	29975
2009	30147	30304	30277	30409	30451	30725	30811	30839	30809	30808	30898	31014
2010	30985	30991	31080	30943	31088	31221	31344	31519	31398	31408	31430	31388
2011	31323	31257	31226	31158	31223	31193	31258	31170	31222	31276	31306	32003
2012	32013	32082	32039	31305	31401	31269	31358	31337	31280	31303	31264	31274

Human Resources Departmental Report
FY13 Goals in Progress
December, 2012

Goal: To expand the library's locations to meet the demands of the community.

- Determine services, programs, collections, staffing, and technology
 - Help develop a staffing plan
 - I will help develop an ongoing staffing plan, and regularly review needs when openings occur

Goal: To recruit, train and develop a knowledgeable, collaborative staff.

- Evaluate workflows and staff duties
 - Recommend changes to balance staff as needed
 - I review job openings to determine if duties are still appropriate for needs
- Staff Development Committee will continue the mini training sessions to support organizational knowledge
 - Attend and suggest session topics
 - I attended an update on the Long Range Plan in December
- Promote staff use of Sharepoint as staff Intranet
 - Provide updated information for Intranet
 - I hope to have the Staff Directory and Orientation documents available (upcoming)
 - Until Sharepoint is up and running, I contribute news to the monthly staff newsletter and post and distribute photos of new staff members so staff is aware of who the new folks are
- Coordinate a Staff Training Day
 - Assist as needed
- Revise performance review tools and processes
 - Evaluate tools offered by Munis and new timeclock software
 - None are available at this time
 - The form developed by staff is in use for Librarians
- Continue to hire the right person for the right job, use background checks, develop better interviewing and evaluation of candidate tools, and use targeted job advertisements
 - Continue practices currently in place
 - In December, there was 1 in-house announcement posted for a union position
 - In December, I participated in 4 job interviews and conducted 1 exit interview
 - In December, I conducted one orientation session for a new employee
 - Two summer seasonal employees returned to help us out over their college winter break

Goal: To work more effectively through the use of technology.

- Participate in Munis implementation
 - Attend sessions, develop procedures
 - The timekeeping system remains delayed. Until the new timeclocks automate the data entry, we continue a double-checking system for time entry. Susie Vigil normally assists me.
 - Since the Munis upgrade, it is necessary to do more specific data entry for each staff member. This will remain cumbersome until a new timeclock exports hours automatically.
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation

- Year-end tax information (W2's) will be available electronically for staff members who elect to receive it that way
- I communicated regularly with the City's Compensation & Benefits manager to make sure that all eligible BPL staff members were signed up for insurance benefits through Employee Self Service, and I assisted several staff members with sign-up
- Several payroll errors came to light after the fact, and I worked with the affected individuals and the payroll department at City to correct them

Goal: To administer a cost-effective public library.

- Seek alternative funding sources and fundraising opportunities (e.g., community-wide lemonade stand)
 - Brainstorm, assist as needed (upcoming)
- Review workflow in each department, look for efficiencies, and evaluate ongoing costs
 - Suggest savings in workflow/staffing
 - I track part-time hours every month and inform managers of where their employees should be, budget-wise
 - All part-time staff were under the 1,000 hour threshold for the calendar year
 - We have 10 IWU Work Study students on board for this school year. Student workers each cost us about \$2.50 per hour.
- Recruit and utilize volunteers effectively
 - Solicit, screen, and forward applications
 - I share new volunteer applications at weekly Department Manager meetings
- I participate in Union negotiations and prepare all documents on management's behalf

Training hours received: .5

Respectfully submitted,

Gayle Tucker
Human Resources Manager

Monthly Report –
Information Technology
Jon Whited

GOAL - To better serve the customer and work more efficiently through the use of technology

We are in the process of replacing all of the Adult Services Public PCs. The new PCs have windows 7 and the latest version of Microsoft Office on them. Currently half of them have been replaced and the rest should be completed by the end of January.

We added the Winter Reading sign up to the web site along with an admin site for staff to interact with the database.

We setup the Adult and Children's staff to be able to print to the new color copier. We setup a new locking feature that allows staff chooses when to release their print jobs so that they don't interfere with the public printing their documents.

Monthly Marketing Report December 2012

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

Program Guide

- The Library's January-May 2013 Program Guide was compiled, designed, printed, and sent out to the Library's eList. In addition to being available online and in paper form at the Library, the guide was inserted into December 29 editions of *The Pantagraph* in Bloomington as well as some GPPLD areas which lie south and east of Bloomington.

GOAL - To administer a cost-effective public library

Book Shoppe

- The Book Shoppe brought in a record \$1,944 during the month of December. This brings its to-date tally to \$10,614.
- During the month of November (reports were received at the end of December), the materials BPL sent to B Logistics brought in \$447.18 for the Library.

Putt with the Prose

- We are gearing up for the 4th Annual Putt with the Prose indoor mini golf fundraiser. To date (January 2), we've secured 13 sponsors and door prizes from 15 area businesses. The fundraiser will take place from 1-5pm on Sunday, February 10, 2013. Golfers will again pay \$5 per person unless they buy presale tickets for \$4 each which will be for sale at the Circulation Desk and on the Bookmobile from January 13- February 9, 2013.

Volunteers

- Volunteers continue to man our monthly materials donation drives. These are being held on the 2nd Saturday of each month.
- Volunteers continue to stock and straighten the Book Shoppe.
- Rochelle Gridley, the woman who started the Book Shoppe, is now a BPL employee and can no longer serve as the shop's coordinator. These duties will be split by volunteers Denyce Berg and Val Knapp.

Advertising

- We've again negotiated a severely reduced advertising package with *The Pantagraph*. This package will run 31 weeks (October 14, 2012-May 12, 2013). At that time, we will renegotiate for a larger ad which we like to run during Summer Reading. We will essentially pay \$40 per week for a 2 column x 3.5" color ad to run in each Sunday's newspaper. The retail cost of this ad is approximately \$480 per week.
- Snyder Companies offered a billboard promotion during the holidays. We've secured digital billboard space on Veterans Parkway for both Putt with the Prose (1 month; \$250 investment) and Summer Reading (1 month; \$500 investment; with this ad appearing with more frequently than the Putt ad).
- We will also be having a banner created for Putt with the Prose. That will fly over Center Street from February 4-11.

GOAL - To work more efficiently through the use of technology

- We continue to promote the Library via Facebook and Twitter. These are free means of advertising the Library's services. During the month of September we added 15 Facebook fans (for a total of 1,139) and 20 Twitter followers (for a total of 472).
- We continue to promote the BookMyne App via Facebook and with posters in the Library. This app can be used on iPhones, iPads, Android phones and Android tablets. The App is able to link customers to our catalog and allow them to see if the book they want is available, put an item on hold, view their account, view checkouts, view their fines, view their hold list, etc.
- The Plasma TV in our lower level lobby is being used to promote programs.
- Programs are also present on our website.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Library's programs continue to appear on *The Pantagraph* online calendar, and on the McDonalds' Trayliners' monthly calendar. Additionally, select programs are added to PATHs bi-weekly e-newsletter, the Path-O-Gram, The Pantagraph's printed version of the paper, and the Downtown Bloomington Association's newsletter.

Promotion/Networking via Community:

- The Marketing Department manned booth space at the OSF Health Fair on Wednesday, December 12.
- The Marketing Department decorated the tree that was put in the Library's Adopt-a-Pot in Downtown Bloomington in time for the Downtown Bloomington Association's annual Once Upon a Holiday festivities.
- Rhonda attends weekly meetings of B-N Sunrise Rotary. She is now the club's president elect. She will be the club's president beginning July 1, 2013.
- Marilyn attends monthly planning meetings for the annual Parent Expo. In 2013, this annual expo will take place on Saturday, February 16

Respectfully submitted,
Rhonda Massie

Library Use & Service Needs Survey Results

The Library wishes to thank those who took the time to provide feedback to our Library Use & Services Needs Survey. The survey was administered both online and via telephone. We also wish to thank those who attended either a focus group or a key-informant interview conducted by Library Planning Associates, Inc.

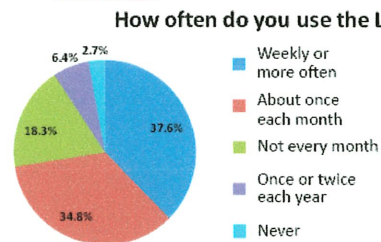
Library Planning Associates, Inc. was hired by the Library Board this spring to help the Library develop a long-term plan. This plan is in its final stages and will be presented to the Bloomington City Council during an upcoming work session.

Results from this survey, as well as ideas and trends identified via comparison data, focus groups, and key-informant interviews conducted by Library Planning Associates will be extremely valuable as the Library plans for its future.

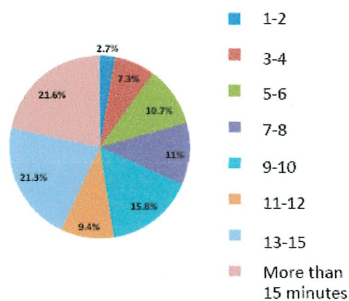
The Library also thanks the Action Research Center at IWU for its assistance in conducting this survey.

Survey takers were not required to provide an answer to every question on the survey. The results below and on Page 5 reflect the opinions of those who chose to answer each of the questions that are highlighted.

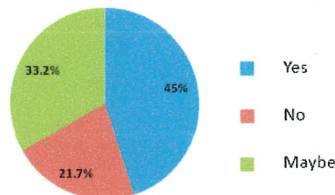
Online



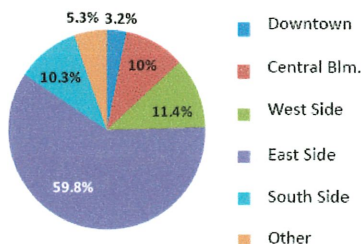
In minutes, how long does it take you to drive to the current Library?



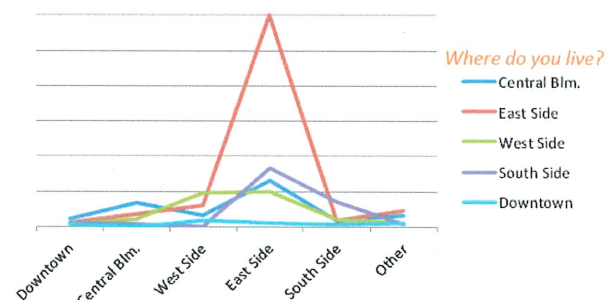
Should the Library add a branch?



If the Library were to build a branch, where should it be?



Where do survey takers live compared to where they think a branch should be located?



If a Library branch were to become a reality, where should be located?

Support Services Monthly Report
December 2012

1. GOAL - To provide sustainable services, collections, and programs to meet the diverse needs of the community
 - a. Surveillance video is now being utilized to capture individual's faces to attach to Incident Reports.
 - b. The magnifying machine for the vision impaired has been moved to a table in the QRR to be more accessible for those who need it.
2. GOAL - To recruit, train and develop a knowledgeable, collaborative staff
 - a. Custodial staff assisted in the setup and breakdown of the break room for the Holiday Potluck.
 - b. Security Officers are monitoring inappropriate attire (pants hanging low), and asking customers to adjust their clothing.
 - c. The Summer Reading Committee members met for a preliminary meeting.
 - d. Holiday Potluck Committee arranged for food, gifts and entertainment to be provided for staff on December 11.
3. GOAL - To work more efficiently through the use of technology
 - a. Caprice Prochnow ordered box lunches on-line (from Potbelly's) for the City Directors meeting.
 - b. Caprice Prochnow made changes to the Economic Interest for GPPLD Board, scanned and emailed to the County Recorder.
4. GOAL - To administer a cost-effective public library
 - a. The annual Backflow Prevention testing was conducted.
 - b. Simplex conducted a semi-annual testing of the fire alarm system.
 - c. Hermes Service replaced the Inducer Motor in the Steam Boiler.
 - d. The old Security desk (that was blocking an aisle) was moved to the Quiet Reading Room.
 - e. All the soffit fixtures in the Community Room were re-lamped.
 - f. Three All Steel desk chairs were repaired (under warranty) to be distributed to departments as needed.
 - g. The public restroom odor control service provided from a vendor has been cancelled, and will be handled by Custodial staff.

Respectfully submitted,

Caprice Prochnow

Bloomington Public Library

Incident Summary

Date	Time	Type
12/1	11:02 AM	Inappropriate Behavior
12/1	11:46 AM	Inappropriate Behavior
12/1	3:09 PM	Sleeping Incident
12/1	4:16 PM	Inappropriate Behavior
12/1	4:18 PM	Inappropriate Behavior
12/1	4:34 PM	Internet Abuse
12/1	4:41 PM	Sleeping Incident
12/2	2:39 PM	Inappropriate Behavior
12/2	3:35 PM	Inappropriate Behavior
12/2	3:40 PM	Sleeping Incident
12/2	4:21 PM	Sleeping Incident
12/2	4:24 PM	Inappropriate Behavior
12/2	4:55 PM	Sleeping Incident
12/3	12:04 PM	Other
12/3	7:41 PM	Inappropriate Behavior
12/3	8:10 PM	Stolen/Damaged Library Material
12/4	11:47 AM	Alcohol/Drugs Incident
12/4	6:04 PM	Other
12/4	8:24 PM	Inappropriate Behavior
12/5	11:40 AM	Stolen/Damaged Library Material
12/6	3:03 PM	Alcohol/Drugs Incident
12/6	3:43 PM	Vandalism
12/6	7:25 PM	Other
12/8	10:11 AM	Inappropriate Behavior
12/8	12:18 PM	Sleeping Incident
12/8	12:43 PM	Sleeping Incident
12/8	12:52 PM	Inappropriate Behavior
12/8	1:19 PM	Sleeping Incident
12/8	4:22 PM	Stalking Incident
12/9	2:36 PM	Inappropriate Behavior
12/10	12:18 PM	Sleeping Incident
12/10	12:44 PM	Sleeping Incident
12/10	6:16 PM	Stolen/Damaged Library Material
12/10	6:31 PM	Stolen/Damaged Library Material
12/11	11:57 AM	Stolen/Damaged Library Material
12/11	4:09 PM	Stolen/Damaged Library Material
12/12	6:16 PM	Sleeping Incident
12/12	7:36 PM	Internet Abuse
12/12	8:35 PM	Inappropriate Behavior
12/12	9:05 PM	Other
12/12	9:08 PM	Other
12/13	4:18 PM	Other
12/13	8:53 PM	Other
12/14	8:59 AM	Other
12/14	12:40 PM	Other
12/15	9:57 AM	Police/Ambulance Call
12/15	12:46 PM	Internet Abuse
12/15	2:35 PM	Inappropriate Behavior
12/15	3:47 PM	Inappropriate Behavior

12/15	4:17 PM	Customer Library Card Abuse
12/15	4:38 PM	Internet Abuse
12/15	4:46 PM	Inappropriate Behavior
12/16	2:13 PM	Customer Suspension Violation
12/16	2:45 PM	Inappropriate Behavior
12/16	3:20 PM	Other
12/16	3:55 PM	Inappropriate Behavior
12/16	4:01 PM	Other
12/17	10:08 AM	Customer Suspension Violation
12/17	10:48 AM	Other
12/17	12:23 PM	Customer Suspension Violation
12/17	2:01 PM	Other
12/17	2:13 PM	Sleeping Incident
12/17	2:33 PM	Library Equipment Incident
12/17	4:22 PM	Suspicious Customer or Activity
12/18	8:47 PM	Inappropriate Behavior
12/18	9:09 PM	Other
12/19	6:11 PM	Other
12/19	8:20 PM	Inappropriate Behavior
12/19	9:05 PM	Other
12/20	12:27 PM	Alcohol/Drugs Incident
12/20	2:30 PM	Stolen/Damaged Library Material
12/20	4:51 PM	Other
12/20	6:11 PM	Internet Abuse
12/20	8:13 PM	Other
12/20	8:31 PM	Other
12/21	3:33 PM	Other
12/22	11:43 AM	Sleeping Incident
12/22	11:52 AM	Inappropriate Behavior
12/22	1:02 PM	Sleeping Incident
12/22	1:26 PM	Sleeping Incident
12/22	3:43 PM	Sleeping Incident
12/23	4:32 PM	Inappropriate Behavior
12/23	4:52 PM	Other
12/26	12:07 PM	Other
12/26	2:28 PM	Other
12/26	2:33 PM	Sleeping Incident
12/26	2:43 PM	Other
12/26	4:51 PM	Other
12/26	5:31 PM	Other
12/26	7:14 PM	Other
12/26	8:33 PM	Other
12/26	9:20 PM	Other
12/27	1:11 PM	Inappropriate Behavior
12/27	1:27 PM	Sleeping Incident
12/27	3:34 PM	Sleeping Incident
12/27	3:56 PM	Other
12/27	4:06 PM	Sleeping Incident
12/27	5:41 PM	Inappropriate Behavior
12/27	5:49 PM	Other
12/27	7:08 PM	Other
12/27	7:14 PM	Other
12/28	10:31 AM	Inappropriate Behavior
12/28	10:35 AM	Inappropriate Behavior
12/28	11:05 AM	Sleeping Incident
12/28	1:53 PM	Inappropriate Behavior
12/29	10:22 AM	Vandalism
12/29	10:36 AM	Inappropriate Behavior
12/29	12:22 PM	Alcohol/Drugs Incident
12/29	12:30 PM	Inappropriate Behavior

Monthly Report – December 2012

Technical Services

Allison Schmid

GOAL – To expand the library's locations to meet the demands of the community.

Our department attended Georgia's report on the long-range planning findings.

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

I have been talking with Curt Leppert from Baker & Taylor to get more information on push notification carts for the juvenile standing orders. We are still working on making sure the series we are getting on standing order from B & T are correct. There was some confusion in the switch from BWI.

Patrons could sign up for 2011 weeded magazines in December. We will be pulling them early January and putting them on the hold shelf for patrons to pick up within 5 days.

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

I met with Staff Development Committee and discussed moving forward with Sharepoint, Outlook training in February, and other continuing mini-morning sessions.

I sat in on Tura's performance review with Linda.

I met with the Webteam Committee to discuss current issues with our website and our options to move out of enterprise on the website.

All TS staff attended the mini-session on the changes to the My Media Mall website.

We met as a department to talk briefly about my management style, a few housekeeping things, and if we'd like to continue having monthly meetings.

I attending e-book training with Lindsay to get ready for the e-reader drop in day.

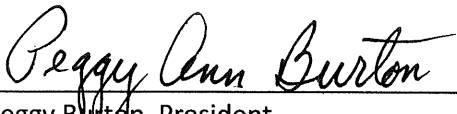
GOAL - To administer a cost-effective public library

2012 Board/Staff Mixer Additional Cost

The Board/Staff Mixer, which was held at the Bloomington Country Club on 11/14/12, exceeded the previously approved amount of "up to \$1,000.00" by \$175.57.

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation pay the additional cost of \$175.57 for the 2012 Board/Staff Mixer.

Approved on this 22nd day of January, 2013.



Peggy Burton, President

FOR LIBRARY BOARD: January 22, 2013

SUBJECT: Wirtz Beverage Property Tax Abatement

RECOMMENDATION/MOTION: Recommendation to the Bloomington City Council that the proposed property tax abatement be approved, the Resolution adopted and the Agreement executed.

BACKGROUND: Wirtz Beverage Illinois is an affiliate of Chicago-based Wirtz Corporation, which has interests in banking, real estate, insurance, sports, entertainment and wholesale distribution. The project in question would build a new mid-state headquarters facility for Wirtz Beverage Illinois on the west side of Bloomington-Normal, just north of IL-9.

This facility would serve several functions. First, it would serve as a warehouse facility for the company's distribution of wine, spirits and beer to many customers in the Bloomington/Normal area as well as other downstate communities. Secondly, the facility would serve as a sales headquarters, wherein representatives from all around the region could gather for regular meetings. Lastly, the facility would include office space in order to support operations.

In all, this new-construction project would invest a minimum of \$7.25 million into taxable property in Bloomington and would locate at least 120 jobs here. These jobs would carry an average wage of \$46,100, which is significantly higher than the area per-capita income level of \$28,167.¹ Further, this project would fall into the category of logistics and warehousing – one of five industries specifically targeted as part of the new five-year strategic plan for economic development in the twin cities.

Wirtz is requesting a five-year freeze on the real taxes owed on the site in question. The freeze, if approved by the taxing bodies, would allow Wirtz to pay the same amount of taxes as was owed on the site in 2011 and hold that amount steady for the next five years while the company invests into the site. After the period of five years is over, the company's taxes will rise to take into account the new investment. At that point, all taxing bodies would begin to collect the full amount of post-investment taxes.

This incentive is necessary in order to make the project financially viable. The company has options to either build fresh in Peoria or upgrade an existing facility in Peoria to accommodate the project. The company has indicated their preference to locate in Bloomington if they can make the project feasible.

As proposed, this arrangement protects the taxing bodies by guaranteeing that they will collect the existing pre-project level of property taxes throughout the next five years. Simultaneously, this would allow Wirtz to realize the economic benefits of their new investment for five years before paying the full amount of property taxes on that investment.

¹ US Census Bureau, American Community Survey 5-year estimate for McLean County, Table B19301

The amount of abated tax will vary from taxing body to taxing body based on the size of each taxing body's specific levy (an estimate of said breakdown is provided within the Financial Impact section of this memo). If one or more taxing bodies choose not to participate, this will have no effect whatsoever on taxing bodies that do choose to participate. The EDC believes that most of the taxing bodies affecting the property will support this conservative, limited-term tax incentive.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Economic Development Council for the Bloomington-Normal Area: the EDC supports this project because it will support job growth in Bloomington-Normal and will increase the property tax base through new investment. The total proposed incentive package to Wirtz is both reasonable in size and will be effective in winning the project. They strongly encourage local leaders to support this ordinance.

FINANCIAL IMPACT: The tables below were provided by the EDC and demonstrate the potential value of the capital investment and related property tax abatement as proposed for each of the taxing bodies affecting the parcel.

Project Assumptions:			
Current EAV on property:	\$5,195		
New Construction on Building:	\$7,250,000		
EAV Increase on Building:	\$2,416,667	estimated @ 1/3 new investment cost	
Final EAV after Project:	\$2,421,862		

Taxing Body	Tax Rate 2011	Real Tax 2011	Est. Future Tax (same rate)	Abatement (per year)
McLean County	0.91571	\$48	\$22,177.23	\$22,130
City of Bloomington	1.05955	\$55	\$25,660.84	\$25,606
BN Water Reclamation Dist.	0.1639	\$9	\$3,969.43	\$3,961
BLM-NRM Airport Authority	0.15486	\$8	\$3,750.49	\$3,742
CUSD Unit 5 Normal	4.73499	\$246	\$114,674.91	\$114,429
City of Bloomington Township	0.14328	\$7*	\$3,470.04	\$3463
City of Bloomington Library	0.25073	\$13	\$6,072.33	\$6,059
Heartland Community College	0.47584	\$25	\$11,524.19	\$11,499
Total	7.89886	\$403	\$191,299	\$190,890

Value of abatement after 5 years:	% of Project Costs
\$954,448	13.16%

**Estimated based on township levy existing EAV on property*

There are a number of other ways in which this project will be beneficial to the community outside of the basic jobs and capital investment figures. As these aspects are difficult to quantify, an overview of the potential positive effects of this project are outlined below:

- An informal economic impact analysis via IMPLAN shows that the payroll spending associated with this project will support 43.3 additional jobs in the community. This is a very rough estimate derived from using the company's list of positions and the stock IMPLAN matrix of consumer expenditures.
- The facility will serve as a mid-state sales headquarters, which means the building will be the meeting point for the entire mid-state sales team. This will bring a continual stream of visitors to the facility and will entail opportunities for local firms to provide catering and entertainment for sales meetings.
- As the dispatch point for delivery vehicles, it could be expected that fuel sales near the facility will increase; possibly also an increase in nearby vehicle maintenance services.
- The building project is being designed by a local engineering/architectural firm.
- Local labor may be used in the construction of the facility.
- Employees may ultimately buy or rent housing in the Bloomington-Normal Area.

Respectfully submitted for Library Board consideration.

Prepared by: Justine Robinson, Economic Development Coordinator, City of Bloomington

Recommended by:

Georgia Bouda
Director
Bloomington Public Library

Attachments: Attachment 1. Property Survey
Attachment 2. Parcel Assessment Information
Attachment 3. Resolution
Attachment 4. Tax Abatement Agreement

Motion: Blake Mier Seconded by: Jan Kibler

	Aye	Nay	Other		Aye	Nay	Other
Peggy Burton	✓			Jan Kibler	✓		
Blake Mier	✓			Carol Koos	✓		
Wilma Bates			✓	Cathy Pratt			✓
Narendra Jaggi	✓			Bill Wetzels			✓
Patsy Bowles			✓				



MCLEAN COUNTY ILLINOIS



Parcel Information Search System

Display Control

NOTE: If you plan on printing information, it is best to click the Printer Friendly button before you select items in the Display Control.

- ☒ Assessment History ☐ Forfeiture Information ☐ Parcel Photos ☐ Tax Sale and Redemption
☐ Billing and Payment ☒ General Information ☐ Soil Survey Information ☒ Taxing Body
☐ Exemption History ☐ GIS Map Information

Check the items you want to display and click "Update Display".
If an item is greyed out, no information is available for that section.

Update Display

Search Again

Printer Friendly

Property Details

Parcel Number	13-36-400-012
Township	CITY OF BLOOMINGTON
Property Class	0021 - Farmland
Tax Status	Taxable
Acres	19.8200
Tax Code	4054
Legal Description	SEC 36 24 1E PT SE - BEG 2295.04' N SE COR, W713.45', S1112.94', E TO E LN, N TO POB
Direct Link to This Parcel	http://webapp.mcleancountyil.gov/webapps/Tax/taxparcelinfo.aspx?parcel=1336400012

Notice Mailing Address

1805 W WASHINGTON ST
BLOOMINGTON IL 617013703
Change of Address Form

Property Address

Click the button below for Property Address information.

Map The Selected Parcel

Tax Bill Mailing Address

Same as Notice Address

Parcel Assessment Information

Year	Farm Land	Farm Building	Land/Lot	Buildings	Total
2011 Payable in 2012	\$5,195.00	\$0.00	\$0.00	\$0.00	\$5,195.00
2010 Payable in 2011	\$4,723.00	\$0.00	\$0.00	\$0.00	\$4,723.00
2009 Payable in 2010	\$4,294.00	\$0.00	\$0.00	\$0.00	\$4,294.00
2008 Payable in 2009	\$3,774.00	\$0.00	\$0.00	\$0.00	\$3,774.00
2007 Payable in 2008	\$3,431.00	\$0.00	\$0.00	\$0.00	\$3,431.00
2006 Payable in 2007	\$3,953.00	\$0.00	\$0.00	\$0.00	\$3,953.00
2005 Payable in 2006	\$3,953.00	\$0.00	\$0.00	\$0.00	\$3,953.00
2004 Payable in 2005	\$4,392.00	\$0.00	\$0.00	\$0.00	\$4,392.00
2003 Payable in 2004	\$4,880.00	\$0.00	\$0.00	\$0.00	\$4,880.00
2002 Payable in 2003	\$5,422.00	\$0.00	\$0.00	\$0.00	\$5,422.00
2001 Payable in 2002	\$6,025.00	\$0.00	\$0.00	\$0.00	\$6,025.00

Taxing Entity Information

Select Year Range

- ☒ 2011 and 2010 ☐ 2010 and 2009 ☐ 2009 and 2008 ☐ 2008 and 2007 ☐ 2007 and 2006
☐ 2006 and 2005 ☐ 2005 and 2004 ☐ 2004 and 2003

Taxing Body	2011 Rate	2011 Tax	2010 Rate	2010 Tax
MCLEAN COUNTY	0.915710	\$47.58	0.916730	\$43.30
CITY OF BLOOMINGTON	1.059550	\$55.04	1.060130	\$50.07
B-N WATER RECLAMATION DIST	0.163900	\$8.51	0.163910	\$7.74
BLM-NRM AIRPORT AUTH	0.154860	\$8.04	0.098550	\$4.65
CUSD 5 NORMAL	4.734990	\$245.98	4.763830	\$225.00
DRY GROVE TOWNSHIP	0.117550	\$6.11	0.113720	\$5.37
DRY GROVE TWP ROAD	0.273570	\$14.21	0.277360	\$13.10
DRY GROVE-WHITE OAK MTAD	0.014260	\$0.74	0.014200	\$0.67
CITY OF BLOOMINGTON LIBRARY	0.250730	\$13.03	0.250870	\$11.85
HEARTLAND COMM COLLEGE 540	0.475840	\$24.72	0.473610	\$22.37
Totals	8.16096	\$423.96	8.13291	\$384.12

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BLOOMINGTON PUBLIC LIBRARY, CONDITIONALLY AND PARTIALLY ABATING PROPERTY TAX FOR BLOOM HEARTLAND, LLC AND WIRTZ BEVERAGE ILLINOIS, LLC

WHEREAS, the Board of Trustees of the Bloomington Public Library (the "Board of Trustees") is a local taxing district; and

WHEREAS, tax abatement is a versatile tool economic developers use for projects related to business retention and attraction; and

WHEREAS, the promise of financial assistance can make the difference in a company's decision regarding the location of their project or their eagerness to expand; and

WHEREAS, the Economic Development Council of the Bloomington-Normal Area ("EDC"), along with Bloom Heartland, LLC ("Bloom Heartland") and Wirtz Beverage Illinois, LLC, ("Wirtz Beverage") have asked for tax abatements on the part of the local taxing bodies in support of Wirtz Beverage's relocation to Bloomington; and

WHEREAS, all parties believe the economic development impact of this project will ultimately be advantageous to the community as a whole, through capital investment and job growth which stimulates retail growth, sales tax generation, diversification and economic vitality; and

WHEREAS, Wirtz Beverage wishes to relocate its mid-state headquarters facility to a new facility to be constructed (the "New Facility") on a parcel of land within Interchange West Subdivision, Bloomington, Illinois, which land is defined in the Tax Abatement Agreement attached hereto and incorporated herein by reference (the "Agreement") as the "Property"; and

WHEREAS, the current equalized assessed value of the tax parcel, of which the Property is a part, is described in the Parcel Assessment Information attached hereto; and

WHEREAS, Illinois Statute 35 ILCS 200/18-165(a), in pertinent part, provides that:

Any taxing district, upon a majority vote of its governing authority, may, after the determination of the assessed valuation of its property, order the clerk of that county to abate any portion of its taxes on the following types of property:

(1) *Commercial and industrial.*

(A) *The property of any commercial or industrial firm. . . . The abatement shall not exceed a period of 10 years and the aggregate amount of abated taxes for all taxing districts combined shall not exceed \$4,000,000[;]*

WHEREAS, Wirtz Beverage is a distributor of spirits, wine, and beer that has an opportunity to relocate its operations; and

WHEREAS, an estimated \$7.25 million of investment will be made into the Property during the course of this Agreement; and

WHEREAS, Bloom Heartland and Wirtz Beverage are requesting that the Board of Trustees grant their request for said abatement as such abatement is more particularly described in this Resolution,

provided Bloom Heartland and Wirtz Beverage satisfy the further terms and conditions set forth herein and in the Agreement; and

WHEREAS, the Board of Trustees is willing to grant such an abatement to Bloom Heartland and Wirtz Beverage in accordance with the terms and conditions set forth in this Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BLOOMINGTON PUBLIC LIBRARY, AS FOLLOWS:

SECTION ONE: The Agreement is hereby approved and the Mayor is hereby authorized and directed to enter into the Agreement on behalf of the Board of Trustees.

SECTION TWO: The McLean County Clerk is hereby ordered to abate that portion of real estate taxes levied against the Property that are attributable to an increase in assessed value arising solely from capital improvements made by Bloom Heartland or Wirtz Beverage to the Property after execution of the Agreement and prior to December 31, 2014 ("Eligible Improvements"), beginning with taxes levied in 2014 (payable in 2015) and continuing for taxes levied in 2015 (payable in 2016), 2016 (payable in 2017), 2017 (payable in 2018), and 2018 (payable in 2019), subject however to cancellation and termination as hereafter provided.

SECTION THREE: The partial tax abatement provided in Section Two shall terminate immediately upon written notice from the Superintendent that, at any time during the term of the Agreement after December 31, 2014:

1. Wirtz Beverage has failed to employ at least 120 employees at the New Facility;
or
2. Wirtz Beverage and Bloom Heartland have failed to expend at least \$7.25 million for land acquisition and capital improvements related to the New Facility, including without limitation costs of land acquisition, site work, building construction, furniture, fixtures, and equipment.

In addition, at the sole discretion of the Board of Trustees, the Board of Trustees may terminate the Agreement at any time when Bloom Heartland or Wirtz Beverage is in material breach of this Agreement and has not cured such material breach within 60 days after written notice thereof from the Board of Trustees.

SECTION FOUR: The following conditions apply to the ongoing obligation to partially abate real estate taxes set forth in Section One above:

- a. Bloom Heartland and Wirtz Beverage agree, warrant and represent that they shall comply with all applicable federal, state and local laws, rules, regulations, ordinances, charters, statutes, codes, orders, policies and procedures relating to the Property.
- b. Bloom Heartland and Wirtz Beverage shall provide access to and authorize inspection of the Property upon request of the City to ensure that the improvements are made according to the specifications and conditions of the Agreement. This audit will be the responsibility of the EDC to perform, and will occur no more than once annually.

SECTION FIVE: In the event the Agreement is terminated prior to its natural expiration due to Bloom Heartland's or Wirtz Beverage's material breach of any provision of the Agreement, including, but

not limited to Wirtz Beverage relocating all or substantially all of the New Facility outside the taxing district, then all taxes abated by the Board of Trustees pursuant to this Ordinance shall be due and payable to the Board of Trustees and the abatement of taxes pursuant to Section Two shall immediately cease.

SECTION SIX: Pursuant to the Agreement, the Board of Trustees may extend the date set forth in Section Three a.1. and 2. of the Agreement if Bloom Heartland or Wirtz Beverage reasonably demonstrates the necessity for any such extension(s).

SECTION SEVEN: Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

SECTION EIGHT: This Resolution shall be in full force and effect upon its passage.

**PASSED BY THE BOARD OF TRUSTEES OF THE BLOOMINGTON PUBLIC LIBRARY,
THIS ____TH DAY OF JANUARY, 2013.**

AYES: _____

NAYS: _____

ABSENT: _____

Mayor

ATTEST:

City Clerk

TAX ABATEMENT AGREEMENT

This Tax Abatement Agreement (the "Agreement") is made this ___ day of _____, 2013, between the Board of Trustees of the Bloomington Public Library (the "Board of Trustees") acting herein _____, its _____, hereunto authorized, Bloom Heartland, LLC ("Bloom Heartland"), a Delaware limited liability company, acting herein by _____, its _____, hereunto authorized, and Wirtz Beverage Illinois, LLC, ("Wirtz Beverage") an Illinois limited liability company, acting herein by _____, its _____, hereunto authorized.

WHEREAS, tax abatement is a versatile tool economic developers use for projects related to business retention and attraction; and

WHEREAS, the promise of financial assistance can make the difference in a company's decision regarding the location of their project or their eagerness to expand; and

WHEREAS, the Economic Development Council of the Bloomington-Normal Area ("EDC"), along with Bloom Heartland and Wirtz Beverage, have asked for tax abatements on the part of the local taxing bodies in support of Wirtz Beverage's relocation to Bloomington; and

WHEREAS, all parties believe the economic development impact of this project will ultimately be advantageous to the community as a whole, through capital investment and job growth which stimulates retail growth, sales tax generation, diversification and economic vitality; and

WHEREAS, Wirtz Beverage wishes to relocate its mid-state headquarters facility to a new facility to be constructed (the "New Facility") on a parcel of land within Interchange West Subdivision, Bloomington, Illinois, which land is generally depicted on the survey attached hereto (the "Property"); and

WHEREAS, Bloom Heartland is the contract purchaser of the Property; and

WHEREAS, Bloom Heartland and Wirtz Beverage intend to enter into a lease agreement pursuant to which Bloom Heartland, as lessor, will lease the New Facility to Wirtz Beverage (the "Lease"); and

WHEREAS, the Property is a portion of a larger parcel designated as tax parcel 13-36-400-012 (the "Tax Parcel"), which is 19.820 acres in size; and

WHEREAS, for purposes of this Agreement, the "Base EAV" of the Property will be deemed to be the 2011 assessed value of the Tax Parcel multiplied by a percentage equal to the ratio of the acreage of the Property to the acreage of the Tax Parcel (19.820 acres); and

WHEREAS, Illinois Statute 35 ILCS 200/18-165(a), in pertinent part, provides that:

Any taxing district, upon a majority vote of its governing authority, may, after the determination of the assessed valuation of its property, order the clerk of that county to abate any portion of its taxes on the following types of property:

- (1) *Commercial and industrial.*

(A) The property of any commercial or industrial firm. . . . The abatement shall not exceed a period of 10 years and the aggregate amount of abated taxes for all taxing districts combined shall not exceed \$4,000,000[.]

WHEREAS, Wirtz Beverage is a distributor of spirits, wine, and beer that has an opportunity to relocate its operations; and

WHEREAS, an estimated \$7.25 million of investment will be made into the Property during the course of this Agreement; and

WHEREAS, Bloom Heartland and Wirtz Beverage have requested a partial abatement of real estate property taxes for a period of five (5) years based on their improvements to the Property; and

WHEREAS, Bloom Heartland and Wirtz Beverage are requesting that the Board of Trustees grant their request for said abatement as such abatement is more particularly described in this Agreement, provided Bloom Heartland and Wirtz Beverage satisfy the further terms and conditions set forth herein; and

WHEREAS, the Board of Trustees is willing to grant such an abatement to Bloom Heartland and Wirtz Beverage in accordance with the terms and conditions set forth in this Agreement;

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED AND OTHER VALUABLE CONSIDERATION, THE PARTIES HEREBY AGREE AS FOLLOWS:

SECTION ONE: The Board of Trustees has adopted a resolution conditionally and partially abating the property taxes for the Property for a period of five years in the form attached hereto (the "Resolution"). The Board of Trustees agrees to adopt and file any other documents that may be required from time to time to effectuate the abatements, including (if necessary) annual abatement resolutions. Pursuant to Section Two of the Resolution, the portion of real estate taxes levied against the Property that are attributable to an increase in assessed value arising solely from Eligible Improvements (as defined in the Resolution) will be all real estate taxes levied against the Property, excluding only taxes arising from (i) the Base EAV or (ii) any improvements made after December 31, 2014.

SECTION TWO: This Agreement shall become effective upon (i) Bloom Heartland's acquisition of the Property and (ii) the execution of the Lease by Bloom Heartland and Wirtz Beverage and shall be for a term commencing upon the full approval and execution of this Agreement and continuing until the property taxes to be abated pursuant to the Resolution are fully abated.

SECTION THREE:

a. This Agreement is subject to early termination by the Board of Trustees immediately if, at any time during the term of this Agreement after December 31, 2014:

1. Wirtz Beverage fails to employ at least 120 employees at the New Facility; or
2. Wirtz Beverage and Bloom Heartland have failed to expend at least \$7.25 million for land acquisition and capital improvements related to the New Facility, including without limitation costs of land acquisition, site work, building construction, furniture, fixtures, and equipment.

b. In addition, at the sole discretion of the Board of Trustees, the Board of Trustees may terminate this Agreement at any time when Bloom Heartland or Wirtz Beverage is in material breach of this Agreement and has not cured such material breach within 60 days after written notice thereof from the Board of Trustees.

SECTION FOUR: Bloom Heartland and Wirtz Beverage agree, warrant and represent that they shall comply with all applicable federal, state and local laws, rules, regulations, ordinances, charters, statutes, codes, orders, policies and procedures relating to the Property.

SECTION FIVE: For so long as this Agreement shall remain in full force and effect, Bloom Heartland and Wirtz Beverage agree to provide access to and authorize inspection of the Property upon request of the Board of Trustees to ensure that the improvements are made according to the specifications and conditions of this Agreement. This audit will be the responsibility of the EDC to perform, and will occur no more than once annually.

SECTION SIX: In the event this Agreement is terminated prior to its natural expiration due to Bloom Heartland's or Wirtz Beverage's material breach of any provision of this Agreement, including, but not limited to Wirtz Beverage's relocating all or substantially all of the New Facility outside the taxing district, then all taxes abated by the Board of Trustees pursuant to this Agreement shall be repaid to the Board of Trustees within 30 days of Board of Trustees' request. Additionally, any remaining abatement shall be cancelled and the City shall direct the County Clerk to not abate any portion of property taxes on the Property.

SECTION SEVEN: The Board of Trustees may extend the date set forth in Section Three a.1. and 2. of this Agreement, if Bloom Heartland or Wirtz Beverage reasonably demonstrate the necessity for any such extension(s).

SECTION EIGHT: The Agreement constitutes the entire contract between the parties hereto, and no oral statements or promises and no understanding not embodied in this writing shall be valid or binding. Any modification of this Agreement shall be in writing and executed with the same formality as this Agreement.

SECTION NINE: This Agreement shall be governed by the laws of the State of Illinois. It is agreed by the parties that if any party commences suit, action or any other legal proceeding against the other, the venue shall be the Circuit Court of McLean County, Illinois. Each prevailing party in such suit, action, or proceeding has a right to recover from any adverse party its attorney's fees, court costs, and other costs of litigation.

SECTION TEN: Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

SECTION ELEVEN: Any notice required under this Agreement shall be given to the respective parties as follows:

To Wirtz Beverage and Bloom Heartland:

To Board of Trustees of the Bloomington Public Library:

Bloomington Public Library
Attn: Georgia Bouda
205 East Olive Street
Bloomington, IL 61701

With a copy to:

Economic Development Council of the Bloomington/Normal Area
Attn: Mr. Marty Vanags
200 West College Ave., Suite 402
Normal, IL 61761

Board of Trustees of the Bloomington Public Library

By Peggy Ann Burton

Attest:

Date: January 22, 2013

Wirtz Beverage Illinois, LLC

By _____

Attest:

Date: _____, 2013

Bloom Heartland, LLC

By _____

Attest:

Date: _____, 2012

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