

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 19, 2015

OATH OF OFFICE FOR NEW TRUSTEES
5:00 – 5:15 p.m.

REGULAR MEETING

5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
Emily Kelahan called the meeting to order at 5:15 p.m.
She shared with the Trustees that on page 2 of the 3 P's Chair report that there is a proposed amendment to item e. of the Bylaws to include the following after "the Vice President shall preside". "In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside." She went on to say that this will be brought before the full Board at the June meeting and asked if there are any objections to her, being the Secretary, presiding over the first few items on the Agenda. There were no objections.

- II. Roll Call
MEMBERS PRESENT: Brittany Cornell, Emily Kelahan, Carol Koos, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas (arrived at 5:20 p.m.)

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Maria Nagle, Caprice Prochnow, Carol Torrens, Gayle Tucker

- III. Introductions/Public Comment
Emily Kelahan asked for any public comments. There were none.

- IV. Nominating Committee
 1. Approve FY16 Slate of Officers
Brittany Cornell presented the Slate and said all Trustees are willing to serve, if they are elected. The FY16 Slate of Officers are Carol Koos as President, Brittany Cornell as Vice President, Susan O'Rourke as Treasurer, and Emily Kelahan as Secretary.

BRITTANY CORNELL MOVED, NO SECOND NEEDED, TO APPROVE THE FY16 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

V. Approval of Minutes

A. April 21, 2015

EMILY KELAHER MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE MINUTES WITH EMENDATIONS FROM THE APRIL 21, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

Carol Koos shared that she is happy to be back on the Board and that she is looking forward to working with everyone on the Board.

1. Appoint Committees

President Koos appointed the FY16 Committees and they will be as follows:

Budget & Personnel – Robert Porter, Chair, Susan O'Rourke, Mike Raikes and the new trustee that has not yet been appointed.

3 P's – Emily Kelahan, Chair, Brittany Cornell, Whitney Thomas, and Van Miller

Nominating – Brittany Cornell, Chair and the others will be appointed at a later date

VII. Director's Report

Director Bouda shared that the City is putting out an RFP for demolition of the Sugar Creek Bacon factory in hopes that it will be demolished and gone in 90 days, which would be good for the Library.

Director Bouda shared that she and WGLT reporter Charlie Schlenker had met last week for coffee and they discussed what had transpired with the bookmobile interview.

VIII. Fiscal Report

Kathy Jeakins stated that the report in the packet is not the final report for FY15 as the audit has not yet taken place and some bills have yet to come through. She entertained questions.

IX. Approval of Bills

MIKE RAIKES MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE BILLS LIST FROM APRIL 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports

A. Budget & Personnel

1. Executive Session to Discuss Director's Performance and Annual Evaluation

BRITTANY CORNELL MOVED, SUSAN O'ROURKE SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS DIRECTOR'S PERFORMANCE AND ANNUAL EVALUATION.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:29 p.m., the Board went into Executive Session.

Emily Kelahan moved, Susan O'Rourke seconded, to resume regular session. The motion carried unanimously.

At 6:48 p.m., the Board resumed regular session.

President Koos stated that no action took place during Executive Session.

2. Approve Director's Salary for FY16

Susan O'Rourke stated that the recommendation from the Budget & Personnel Committee was to rate the Director as expected and award the Director a 2.25% Cost of Living increase with a .75% merit raise.

SUSAN O'ROURKE MOVED, NO SECOND NEEDED, TO APPROVE A 2.25% COST OF LIVING INCREASE WITH A .75% MERIT RAISE FOR FY16.

AYES: NONE

NAYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

ABSENT: NONE

THE MOTION FAILED.

Susan O'Rourke stated that since the Board had not established any goals for the Director at the beginning of FY15 there was no way to rate her on goal accomplishments for the year, of course through no fault of the Director.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, THAT THE DIRECTOR BE RATED FOR FY15 WITH NO RATING. THE MOTION CARRIED UNANIMOUSLY.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO GRANT THE DIRECTOR THE SAME COST OF LIVING INCREASE THAT WAS APPROVED IN THE UNION CONTRACT OF 2.25% FOR FY16.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

Susan O'Rourke stated that due to the fact that no expectations had been set for the Director and because the Board was not in a position to rate performance, Susan put forth that the Board is not in a position to determine a merit increase. She went on to say that there needs to be a discussion on this.

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED THAT THE BUDGET & PERSONNEL COMMITTEE COMPILE A DEVELOPMENTAL NARRATIVE FOR THE DIRECTOR TO BE APPROVED AT THE NEXT BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

3. Approve Standing Date and Time for Committee

The Budget & Personnel Committee had some discussion on a standing time for the meetings. It was decided that the standing time will be the first Tuesday of the month at 5:30 p.m.

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

Emily Kelahan shared that the Chair's report is in packet. She entertained questions. There was some discussion regarding the dialogue that has been opened with B.J. Wilken of the YMCA and Grant Anderson of the Boys and Girls Club about our mutual interests as our organizations seek to expand. For any future dialogue with these organizations, President Koos asked that both she and Director Bouda be included.

1. Process for Revising the Director's Evaluation Tool for Future Use

Emily Kelahan reviewed history of this being brought forward as to which committee should be responsible for this or if it is a shared task between two committees.

After some discussion it was decided to have the Budget & Personnel take the lead on this, then share the revisions with the 3 P's Committee for any changes prior to being presented to the full Board.

2. Amending Item f. of the Bylaws to include the Annual Development of Goals and Greater Specificity Concerning the Director's Evaluation and Evaluation Schedule.

Emily Kelahan stated that goals really need to be established for the Director. This also will be handled by the Budget & Personnel Committee initially and shared with the 3 P's Committee prior to presenting to the full Board.

3. Discussion of the Bookmobile Routes

Emily Kelahan shared that there had been preliminary discussion on this topic at the 3 P's Committee meeting in May and she welcomed a discussion on what was included in the Chair's report. There was a suggestion of having staff physically go to different venues to promote the Bookmobile.

4. Approve Standing Date and Time for Committee

Emily Kelahan shared that the current standing time is the first Wednesday of the month at 5:30p.m. and it will continue at this time.

A. Continue Selection Process of Library Expansion RFQ

There was much discussion on whether the new Trustees really felt that they had enough knowledge of the firms in order to make an informed decision.

EMILY KELAHAN CALLED THE QUESTION. THERE WAS A TWO-THIRDS MAJORITY CONSENSUS TO CALL THE QUESTION.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO SELECT NAGLE HARTRAY AS THE ARCHITECTURAL FIRM TO BE ENGAGED TO MOVE THIS PROCESS FORWARD. THE MOTION FAILED.

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO BRING BACK BOTH NAGLE HARTRAY AND FARNSWORTH GROUP FOR ANOTHER PRESENTATION. THE MOTION CARRIED.

There was discussion on a setting a date for the presentations to be made. The agreed upon date was June 3 at 5:30p.m. The agenda will also reflect that a vote will take place after the presentations.

XII. New Business

A. Waive Three-Quote Requirement to Purchase Public Access Software Packages

Director Bouda reviewed that this is for databases that the public has access to from the Library.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO PURCHASE PUBLIC ACCESS SOFTWARE PACKAGES IN THE AMOUNT OF \$129,035.00.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Waive Three-Quote Requirement for Annual Subscription Service Renewal

Director Bouda stated that EBSCO is the vendor that provides most of the Library's magazine subscriptions. The Library receives a discount if renewed by a certain date.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT FOR ANNUAL SUBSCRIPTION SERVICE RENEWAL IN THE AMOUNT OF \$17,225.00.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XII. Future Agendas/Comments from Board Members

Susan O'Rourke shared that she has been approached by Sara McCubbins, Research Assistant for ISU Center for Mathematics, Science and Technology who had been on the Community Facilities Group for the Comprehensive Plan with Susan. She went on to say that Sara is working on a proposal for their Innovation Hub project and she is trying to get a feel for what the needs of the Library are. Susan also shared that Linda Darby who is also working on the project is looking into both the Library's Vision and Mission Statement for the future as they put together the information.

There was talk of some of the Trustees meeting with Sara and Linda at some point or perhaps inviting them both to the 3 P's Committee meeting in July.

XIII. Adjournment

VAN MILLER MOVED, BRITTANY CORNELL SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:44 p.m.

2015.04

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 19, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	5,075.00
Ameren IP	Electricity	6,284.22
American Pest Control	Building Maintenance	80.00
Balmer, J.	Other Purchased Services	75.00
Berchtold, David	Other Purchased Services	225.00
Bloomington Fence	Building Maintenance	580.00
Carrigan, Terry (TKJSEC Enterprises)	Periodicals	1,422.20
CB Bloomington Operations, LLC (East Street Hardware & Tools)	Building Mtns Supplies	74.52
CDW Government	Computer Supplies	1,430.35
CDW Government	Library Supplies	1,498.14
CDW Government	Telecommunications	490.31
Cengage Learning	Adult Books	1,241.04
Center Point Large Print	Adult Books	469.14
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	410.01
City of Bloomington	FICA	10,642.05
City of Bloomington	Gas/Fuel	341.87
City of Bloomington	Health Insurance-HMO	3,730.93
City of Bloomington	Health Insurance-PPO	9,543.45
City of Bloomington	IMRF	20,712.56
City of Bloomington	Life Insurance	243.81
City of Bloomington	Medicare	2,488.85
City of Bloomington	Payroll	220,539.73
City of Bloomington	Vehicle Maintenance	24.00
City of Bloomington	Vision Insurance	100.65
City of Bloomington	Water	554.64
Comcast	Telecommunications	102.85
Community Players	Other Purchased Services	75.00
Confidential On Site Paper Shredding	Other Purchased Services	157.95
Cumulus Broadcasting	Advertising	882.79
Custom Digital Imaging	Other Purchased Services	1,115.29
Custom Digital Imaging	Printing/Binding	1,828.58
Dvorak, Mark	Other Purchased Services	190.00
Evergreen Park Public Library	Miscellaneous Expenses	14.00
Frontier	Telecommunications	1,415.30
Getz Fire Equipment	Building Maintenance	393.65
Gibbons, Jim	Other Purchased Services	172.49
Higginson Book Co., LLC	Adult Books	360.25
Illinois Wesleyan University	Other Purchased Services	653.86

Jeakins, Kathy	Travel	155.83
Johnson Controls	Capital Equipment	10,444.00
Koster, Theresa (Fonziba Koster)	Other Purchased Services	600.00
Leary, Donna	Travel	80.05
Lincolnland Architectural Graphics	Building Maintenance	165.00
Lincoln's Festival	Advertising	50.00
Lockett, Michael	Other Purchased Services	300.00
Lower, Mickey	Other Purchased Services	75.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	2,440.62
Midwest Tape	A/V Materials	1,101.53
Miller Janitorial Supply	Building Mtnc Supplies	46.97
Miller Janitorial Supply	Janitorial Supplies	426.93
Multicultural Books & Videos	Juvenile Books	37.40
Northern Illinois Gas/NICOR	Natural Gas	3,169.14
OfficeMax	Computer Supplies	1,005.45
OfficeMax	Copier Supplies	395.76
OfficeMax	Office Supplies	467.17
Pantagraph	Advertising	1,786.00
Penguin Random house, LLC	A/V Materials	63.75
Penworthy Co.	Juvenile Books	1,241.36
Pilot Media, LLC (Great Plains Media)	Advertising	1,870.00
POS Supply Solutions, Inc.	Library Supplies	3,427.68
ProQuest, LLC	Periodicals	4,645.50
Rainbow Book Co.	Juvenile Books	904.81
Research Technology International	Library Supplies	144.99
Ricoh, USA, Inc.	Rentals	1,765.85
Ron Smith Printing Co.	Printing/Binding	300.00
Schneider, Michael (Pint Size Polkas)	Other Purchased Services	340.00
ThyssenKrupp Elevator Corp.	Building Maintenance	29.01
Tumbleweed Press, Inc.	Public Access Software	299.50
Unique Management Services, Inc.	Other Purchased Services	384.85
Verizon Wireless	Telecommunications	158.55
Weber Electric, Inc.	Building Maintenance	3,950.00
Wherry Machine & Welding, Inc.	Building Maintenance	531.00
WMBD TV	Other Purchased Services	400.00
VISA - Abe Books	Adult Books	18.00
VISA - Ace Hardware	Vehicle Maintenance	1.50
VISA - Alibris Books	A/V Materials	64.03
VISA - Amazon Marketplace	Other Purchased Services	92.48
VISA - Amazon.com	Adult Books	119.12
VISA - Amazon.com	A/V Materials	68.69
VISA - American Library Association	Professional Development	54.00
VISA - Babbitt's Books	Adult Books	57.00
VISA - Baker & Taylor Books	A/V Materials	9,178.47
VISA - Baker & Taylor Books	Adult Books	14,069.59
VISA - Baker & Taylor Books	Juvenile Books	8,118.97
VISA - Best Buy	Computer Supplies	189.99
VISA - Champaign Telephone Co.	Telecommunications	1,067.86
VISA - Chicago Tribune	Periodicals	455.00
VISA - ChicoParty.com	Other Purchased Services	24.95
VISA - Container Store	Library Supplies	119.92
VISA - Cummins Crosspoint	Vehicle Maintenance	12.98
VISA - DearReader.com	Other Purchased Services	100.00
VISA - Destihl	Other Purchased Services	50.00
VISA - Ebsco Subscription Services	Public Access Software	2,412.00

VISA - Facebook	Advertising	99.44
VISA - Five Star Water	Miscellaneous Expenses	21.37
VISA - GameStop	A/V Materials	211.45
VISA - Global Government/Education Solutions	Computer Supplies	506.35
VISA - Hobby Lobby	Library Supplies	13.27
VISA - Hobby Lobby	Office Supplies	5.99
VISA - Hobby Lobby	Other Purchased Services	92.99
VISA - Hy-Vee	Employee Relations	50.99
VISA - Hy-Vee	Other Purchased Services	70.97
VISA - Illinois Library Association	Membership Dues	375.00
VISA - Ingram	Adult Books	316.21
VISA - Jewel	Other Purchased Services	11.17
VISA - Kelly's Bakery & Café	Other Purchased Services	100.00
VISA - LD-InkJets	Computer Supplies	338.97
VISA - Lectorum Publications, Inc.	Juvenile Books	34.28
VISA - LogMeIn.com	Computer Supplies	249.00
VISA - Lowe's	Building MtnC Supplies	330.15
VISA - Lowe's	Office/Equipment MtnC	6.97
VISA - Lowe's	Other Purchased Services	84.81
VISA - Marco's Pizza	Employee Relations	184.36
VISA - McLean County Chamber of Commerce	Professional Development	105.00
VISA - Mini Science	Computer Supplies	504.97
VISA - Oculus VR, Inc.	Computer Supplies	744.00
VISA - Office Depot/OfficeMax	Office Supplies	54.96
VISA - Office Depot/OfficeMax	Other Purchased Services	107.94
VISA - Oriental Trading Co	Library Supplies	11.98
VISA - Oriental Trading Co	Other Purchased Services	54.21
VISA - PayPal*EBayMarketplace	Other Purchased Services	32.10
VISA - Plumbing Deals	Building MtnC Supplies	41.90
VISA - POS Supply Solutions	Library Supplies	246.08
VISA - Rockford Map Publishers	Adult Books	78.95
VISA - Scholastic Book Fairs	Other Purchased Services	661.46
VISA - School Shop	Library Supplies	6.57
VISA - Skillpath Seminars	Professional Development	99.00
VISA - Sprint	Telecommunications	405.88
VISA - Station 220	Other Purchased Services	50.00
VISA - Stu*Stumps	Other Purchased Services	332.89
VISA - Things Remembered	Other Purchased Services	164.00
VISA - Uncle Bill's Self Storage	Other Purchased Services	120.00
VISA - USPS.com	Postage	25.31
VISA - Verizon Wireless	Telecommunications	82.36
VISA - Wal-Mart	Building MtnC Supplies	0.97
VISA - Wal-Mart	Library Supplies	58.01
VISA - Wal-Mart	Miscellaneous Expenses	7.44
VISA - Wal-Mart	Office Supplies	61.87
VISA - Wal-Mart	Other Purchased Services	95.12
VISA - Wal-Mart	Periodicals	44.91
VISA - Wal-Mart	Vehicle Maintenance	35.91
VISA - Windstream	Telecommunications	152.19
Total		383,027.78

XII. A.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE PURCHASE OF VARIOUS ELECTRONIC SOFTWARE DATABASES
TO THE ATTACHED LIST OF VENDORS

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

1. That the three quote requirement be waived and the Library Director authorize payment for Electronic Software Databases (see attached list) in the amount of \$129,035.00 for all products listed
2. That the vendors listed are the only source for the particular product
3. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$129,035.00

Approved this 19th day of May 2015



President
Bloomington Public Library Board of Trustees

Bloomington Public Library
 Electronic Databases
 Approved by BPL Board of Trustees
 May 19, 2015

These are estimates for the cost of software packages in the amount of \$5,000 or more.
 These amounts include a 10% increase as we do not know what the exact cost will be at this point.

Vendor	Database	Amount
Grolier Publishing	America the Beautiful	7,500.00
Info USA	Reference USA	14,575.00
Learning Express, LLC	Job & Career Center	5,300.00
Library Partnership Trust	My Media Mall	11,300.00
Newsbank	America's Newspapers from Newsbank	14,290.00
Proquest	Historical, Chicago Tribune	8,877.00
Proquest	Discovery Package	18,510.00
Proquest	PQD Newsstand	14,765.00
Brainfuse	Online Tutoring Service	7,150.00
Infobase Learning	Online History Packages	6,388.00
Creative Empire (Mango Languages)	Foreign Language Learner	8,470.00
Value Line Publications	Investment Survey	5,200.00
Standard & Poor's	Netadvantage	6,710.00
Total		129,035.00

XII.B.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

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

1. That the three quote requirement be waived and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$17,225.00
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$17,225.00

Approved this 19th day of May 2015



President
Bloomington Public Library Board of Trustees



PAYMENT PROCESSING CENTER 800-633-4604 205-991-1211
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INVOICE

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BLOOMINGTON IL 61702

Account No.	Date	Invoice No.	Page No.
CG-S-16084-00	06-01-2015	4136	1

Subscription Renewals at current rates	16,352.20
Estimated publisher price increases	981.13
Amount Due	17,333.33

EBSCO records your customer tax exempt #: E9994-9903-06
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Less Discount -108.33
(from attached
pg. -0.625%)

Total: 17,225.00

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WELLS FARGO BANK, SAN FRANCISCO, CALIFOR
ACCOUNT NUMBER: 200027339684
ABA FOR WIRES: 121000248
ABA FOR ACH'S: 121000248



Received Date: 5/11/15
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Account: 71420
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June 1, 2015

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<u>Payment Received By:</u>	<u>Receive a Credit of:</u>
June 30, 2015	0.625%
July 31, 2015	0.50%
August 31, 2015	0.375%
September 30, 2015	0.25%

For example, if we receive a \$10,000 payment by June 30, 2015, we will add 0.625 % of \$10,000, or \$62.50, and credit your account for \$10,062.50.

ACT NOW! Do not wait until your renewal list has been reviewed and returned.
Send your prepayment now to **maximize your savings.**

After you return the renewal authorization, a definitive invoice will be generated which includes the amount of your payment plus the additional credit as "**Cash/Credit Applied.**" Any balance due or overpayment from you will be indicated. The definitive invoice will be based on the publishers' prices in effect at the time of invoicing. We suggest that payments be posted in your system against the definitive invoice and not against prices appearing on the Annual Renewal List.

If you have any questions about our prepayment program or this offer, please contact us.

Sincerely,

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ar@ebsco.com