

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 16, 2014
5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. November 18, 2014
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel Committee
 - B. Planning, Policies & Programs (3 P's) (Chair's Report Attached)
 - C. Ad Hoc Committee – Library Expansion Task Force
- X. Unfinished Business
- XI. New Business
 - A. Recommend Approval of Dean's Graphics Quote for Bookmobile Wrap
 - B. Recommend Waiving Three-Quote Requirement for 2015 Director's and Officer's Insurance
 - C. Recommend Waiving Three-Quote Requirement for 2015 Property Insurance
 - D. Recommend Waiving Competitive Bidding Process for 2015 Worker's Compensation Insurance
 - E. Approve 2015 Meeting Dates
- XII. Future Agendas/Comments from Board Members
- XIII. Adjournment

Posted: 12/12/14, 4:00 p.m.

A RESOLUTION TO AUTHORIZE THE PURCHASE AND
INSTALLATION OF A FULL GRAPHIC WRAP ON THE NEW
BOOKMOBILE TO DEAN'S GRAPHICS IN THE AMOUNT OF \$9,800.00

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

1. That the Library Director be authorized to purchase and install a full graphic wrap on the new bookmobile to Dean's Graphics in the amount of \$9,800.00
2. That Library staff will design the wrap so it will be specific to Bloomington Public Library public relations material
3. That the Library will receive a 5-year warranty from 3M Company for the printed vinyl, ink and laminate
4. That Dean's Graphics uses solvent ink, which is less likely to fade over time; and is more scratch resistant
5. Maintenance of the wrap is considerably more efficient with the solvent ink—common household cleaners can be used
6. That staff have worked with Dean's Graphics in the past and have been satisfied with the previous work performed
7. That the work will be done in-state
8. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$9,800.00

Approved this 16th day of December 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS
AT A COST OF \$5,000.00 OR MORE
FIXED ASSET**

Department: Marketing

Item (Including Detailed Description & Model Number): These quotes are prices to print and install a full graphic wrap on the new Bookmobile.

Qty:

Circle One: Replacement Item or **New Item**

City Tag # of Current Item: N/A

Single Source (Y/N): No

1. **Vendor Name:** Dean's Graphics

Vendor Remit Address: 3103 Research Rd., Champaign, IL 61822

Vendor Email Address: robg@deans-graphics.com

Vendor Number: **Quote Amount:** \$9,800.

If not Single Source, at least two additional quotes needed:

2. **Vendor Name:** The Great Display Company

Vendor Remit Address: 704 S McLean St., Bloomington, IL 61701

Vendor Email Address: aaron@thegreatdisplaycompany.com

Vendor Number: **Quote Amount:** \$10,900

3. **Vendor Name:** Matthews Specialty Vehicles

Vendor Remit Address: 101 S. Swing Road, Greensboro, NC 27409

Vendor Email Address: jkalbaugh@msvehicles.com

Vendor Number: **Quote Amount (include Shipping):** \$9,115

Recommendation (Include Justification): Dean's Graphics

I recommend that this work be completed by Dean's Graphics.

- Though Dean's is not the low bidder on this quote, we feel that they are offering the best and most reliable product.
- Dean's uses solvent ink. Matthews and The Great Display Company use eco-solvent ink.
 - We were warned against using eco-solvent ink due to its tendency to fade.
 - Matthews's response to this was, "Everything fades over time."
 - A Local State Farm Agent saw his wrapped vehicle turn pink. It was printed by a local vendor which used eco-solvent ink. He tells me that he's switched vendors, and the vehicle had to be re-wrapped.
 - The research we've done indicates that eco-solvent ink doesn't penetrate as far into the vinyl as solvent ink. Solvent ink fades less and is more scratch resistant than eco solvent. Common mild household cleaners can often remove eco solvent ink with little effort while the same cleaners will do nothing to true solvent ink.
- Dean's offers a 5-year MCS 3M warranty on their ink, vinyl and laminate. Matthews offers a 1-year warranty on their ink; a 7-year 3M warranty is offered on the laminate and vinyl.

Department Manager Signature:

Rhonda Massie

Date:

12/12/14

Date Received by Business Manager:

Director: Initials:

Approve/Deny

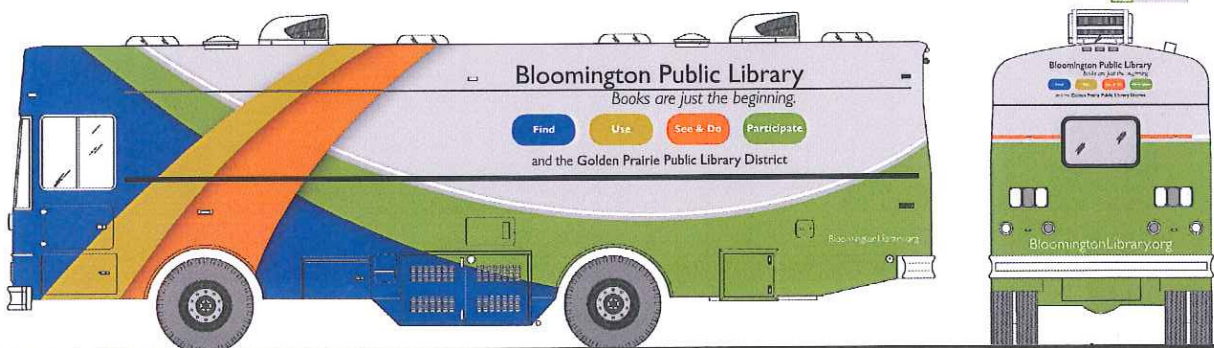
Date:

3103 Research Rd.
Champaign, IL. 61822
Phone: 217.363.1390
www.deans-graphics.com
rob@deans-graphics.com

Quote Number : 141211 BPL

Company:	Bloomington Public Library
Name:	Rhonda Massie
Phone:	309-828-6091
E-Mail:	

QTY	DESCRIPTION	RATE	TOTAL
1	Bookmobile full vehicle wrap	\$9,800.00	\$9,800.00
	Printed on 3M IJ-180Cv3 with gloss laminate		
	includes 5 year 3M MCS warranty		



Estimated Total: \$9,800.00

Thank You...



The Great Display Company, LLC.

704 S McLean St.
Bloomington, IL 61701
Ph: (309) 821-1037
FAX: (309) 827-9370
Email: info@thegreatdisplaycompany.com
Web: www.thegreatdisplaycompany.com

Estimate #: 1489

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Created Date:	9/3/2014 1:39:42PM	Prepared For:	Bloomington Public Library
Salesperson:	Aaron Hambleton	Contact:	Rhonda Massie, Director of Marketing
Email:	aaron@thegreatdisplaycompany.com	Office Phone:	(309) 828-6091
Office Phone:	(309) 821-1037	Office Fax:	(309) -
Cell Phone:	(309) 831-6407	Email:	RhondaM@bloomingtonlibrary.org
Entered by:	Aaron Hambleton	Address:	205 E. Olive St. Bloomington, IL 61702

Description: Bus Wrap Options - 1/4 Wrap, 1/2 Wrap, 3/4 Wrap, and Full Wrap (no roof)

		Quantity	Unit Price	Subtotal
1	Product: Vehicle Wraps - Detailed Panels Description: Vehicle Wraps - Detailed Panels • 1- 1/4 Wrap on a • Printed on 3M IJ180Cv3 2mil Cast Controltac Wrap Film stock material with Epson GS6000 at 720 x 720 dpi, 8-pass Bi-D • Laminated with 3M 8518 2mil Cast Gloss Lam 54" • Drivers Side, Passenger Side, Rear,	1	\$3,250.00	\$3,250.00
1.A	Product: Vehicle Graphic Installation Description: Vehicle Graphic Installation • 1- 1/4 Wrap on a • Location: In Shop: 704 S McLean St. Bloomington, IL 61701 • Install Area 296 sq ft • 8 hr of Install Time.	1	\$600.00	\$600.00
2	Product: Vehicle Wraps - Detailed Panels Description: Vehicle Wraps - Detailed Panels • 1- 1/2 Wrap on a • Printed on 3M IJ180Cv3 2mil Cast Controltac Wrap Film stock material with Epson GS6000 at 720 x 720 dpi, 8-pass Bi-D • Laminated with 3M 8518 2mil Cast Gloss Lam 54" • Drivers Side, Passenger Side, Rear,	1	\$5,995.00	\$5,995.00
2.A	Product: Vehicle Graphic Installation Description: Vehicle Graphic Installation • 1- 1/2 Wrap on a • Location: In Shop: 704 S McLean St. Bloomington, IL 61701 • Install Area 545 sq ft • 16 hr of Install Time.	1	\$1,200.00	\$1,200.00
3	Product: Vehicle Wraps - Detailed Panels Description: Vehicle Wraps - Detailed Panels • 1- 3/4 Wrap on a • Printed on 3M IJ180Cv3 2mil Cast Controltac Wrap Film stock material with Epson GS6000 at 720 x 720 dpi, 8-pass Bi-D • Laminated with 3M 8518 2mil Cast Gloss Lam 54" • Drivers Side, Passenger Side, Rear,	1	\$7,200.00	\$7,200.00

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PASSION. INTEGRITY. EXPERTISE.



The Great Display Company, LLC.

704 S McLean St.
Bloomington, IL 61701
Ph: (309) 821-1037
FAX: (309) 827-9370
Email: info@thegreatdisplaycompany.com
Web: www.thegreatdisplaycompany.com

Estimate #: 1489

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		Quantity	Unit Price	Subtotal
3.A	Product: Vehicle Graphic Installation Description: Vehicle Graphic Installation • 1- 3/4 Wrap on a • Location: In Shop: 704 S McLean St. Bloomington, IL 61701 • Install Area 720 sq ft • 24 hr of Install Time.	1	\$1,800.00	\$1,800.00
		Quantity	Unit Price	Subtotal
4	Product: Vehicle Wraps - Detailed Panels Description: Vehicle Wraps - Detailed Panels • 1- Full Wrap on a • Printed on 3M IJ180Cv3 2mil Cast Controltac Wrap Film stock material with Epson GS6000 at 720 x 720 dpi, 8-pass Bi-D • Laminated with 3M 8518 2mil Cast Gloss Lam 54" • Drivers Side, Passenger Side, Roof, Rear,	1	\$8,500.00	\$8,500.00
		Quantity	Unit Price	Subtotal
4.A	Product: Vehicle Graphic Installation Description: Vehicle Graphic Installation • 1- Full Wrap on a • Location: In Shop: 704 S McLean St. Bloomington, IL 61701 • Install Area 889 sq ft • 32 hr of Install Time.	1	\$2,400.00	\$2,400.00

Notes

Expected Performance Life: (the estimated period of time the product should perform satisfactorily)
Unprinted film with no graphic protection, applied to a flat vertical outdoor surface = 10 years Unwarranted Period
3M Performance Guarantee: (maximum period of time 3M will warrant the performance of the 3M materials used)
Printed film with the best ink and graphic protection option (3M 8518), applied to a flat, vertical, vehicle surface = 4 years Warranty Period

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Other: _____

☐ Changes required, please contact me.

SIGN: _____ Date: ____ / ____ / ____

Print Date: 9/3/2014 1:50:20PM

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PASSION. INTEGRITY. EXPERTISE.



Main Offices
 101 S. Swing Rd.
 Greensboro, NC 27409
 Toll Free: (877) 905-4678
 Fax: (336) 297-4674

MATTHEWS SPECIALTY VEHICLES PRODUCT CHANGE ORDER

Request No. 4
 Current Date December 12, 2014
 Order Date January 23, 2014

Contact Georgia Bouda
 Customer Bloomington Public Library
 Sales Person Dennis Hoag

Instructions:
 Please indicate desired options, sign, and return to your sales person.

Description of Options

Price

☐ Install a full coverage graphics package included on all sides, front, and back with design approved by customer.	\$ 9,115.00
Total	\$ 9,115.00

Notes: _____

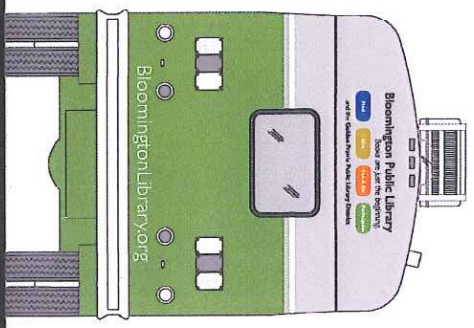
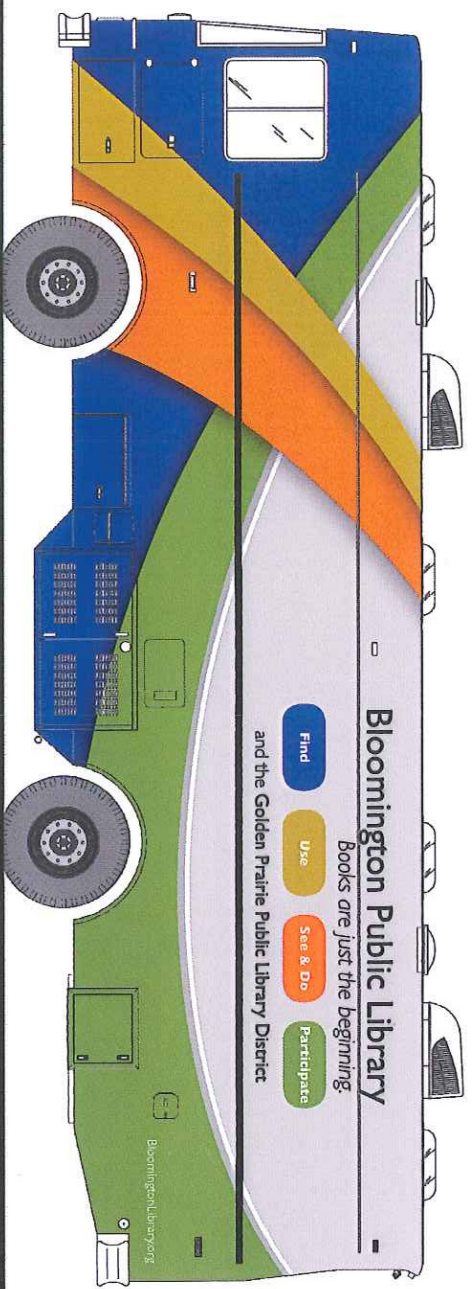
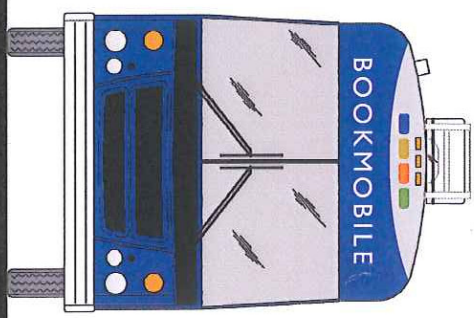
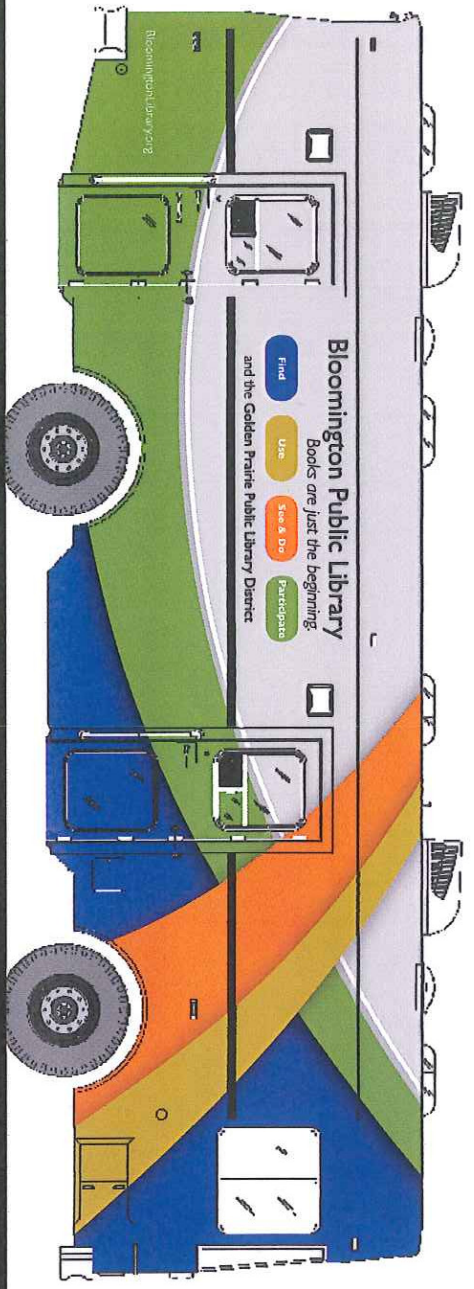
Customer Approval:

Signature _____
 Printed Name _____
 Title _____
 Date _____

Matthews Specialty Vehicles, Inc.

Signature _____
 Printed Name _____
 Title _____
 Date _____

Signature on file.
 Dennis Hoag
 Sales Director
 December 12, 2014



A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING THE LIBRARY TO RENEW DIRECTOR'S AND OFFICER'S INSURANCE
WITH SELECTIVE INSURANCE THROUGH THE VAN GUNDY AGENCY
IN THE AMOUNT OF \$5,067

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 renewing Director's and Officer's Insurance with Selective Insurance through the Van Gundy Agency for premiums due January 1, 2015 in the amount of \$5,067.00
2. That this is the second in a three-year commitment to the Van Gundy Agency for Library insurance premiums
3. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$5,067.00

Approved this 16th day of December 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING THE LIBRARY TO RENEW PROPERTY INSURANCE
WITH SELECTIVE INSURANCE THROUGH THE VAN GUNDY AGENCY
IN THE AMOUNT OF \$19,669.00

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 renewing Property Insurance with Selective Insurance through the Van Gundy Agency for premiums due January 1, 2015 in the amount of \$19,699
2. That this is the second in a three-year commitment to the Van Gundy Agency for Library insurance premiums
3. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$19,669.00

Approved this 16th day of December 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND
AUTHORIZING THE LIBRARY TO RENEW WORKER'S COMPENSATION INSURANCE
WITH SELECTIVE INSURANCE THROUGH THE VAN GUNDY AGENCY
IN THE AMOUNT OF \$29,257.00

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

1. That the competitive bidding process be waived and the Library Director authorize renewing and Worker's Compensation Insurance with Selective Insurance through the Van Gundy Agency for premiums due January 1, 2015 in the amount of \$29,257.00
2. That this is the second in a three-year commitment to the Van Gundy Agency for Library insurance premiums
3. That the increase in Worker's Compensation Insurance is due to more accurately computing the total salaries for the bookmobile drivers (it is now based on total salaries and not just on their driving time)
4. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$29,257.00

Approved this 16th day of December 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2015**

**Meetings begin at 5:00 p.m.
Quiet Reading Room
Bloomington Public Library**

January 20, 2015

February 17, 2015

March 17, 2015

April 21, 2015

May 19, 2015

June 16, 2015

July 21, 2015

August 18, 2015

September 15, 2015

October 20, 2015

November 17, 2015

December 15, 2015

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 18, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

President Jaggi called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT: Monica Brigham, Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas (arrived at 5:11 p.m.), Bill Wetzel, Narendra Jaggi

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Deb Halperin, Kathy Jeakins, Patricia Marton, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions/Public Comment

President Jaggi acknowledged the visitors. No public comments were made.

President Jaggi welcomed and introduced new Board member, Jared Brown. Jared shared with Board members a little bit about himself and why he agreed to serve on the Library Board.

IV. Approval of Minutes

A. October 21, 2014

CATHY PRATT MOVED, MONICA BRIGHAM SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 21, 2014 MEETING WITH THE AMENDATION TO THE LAST SENTENCE OF ITEM XIII, "TOOK PLACE" WAS REPLACED WITH "WAS TAKEN". THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Jaggi shared that he will be absent for both the December and January Board meetings. He asked that any agenda item suggestions sent to him, be copied to Vice President, Cathy Pratt as she will be chairing both meetings.

A. Approval of \$400 Honorarium for Facilitator, Deb Halperin

President Jaggi reviewed that at the last meeting there had been consensus that a \$400 Honorarium should be given to Deb Halperin for her willingness to facilitate a work session today on Board development.

EMILY KELAHAAN MOVED, MONICA BRIGHAM SECONDED, TO APPROVE A \$400 HONORARIUM FOR FACILITATOR, DEB HALPERIN., FOR BOARD DEVELOPMENT ON NOVEMBER 18, 2014.

AYES: Monica Brigham, Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Bill Wetzel, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas

THE MOTION CARRIED UNANIMOUSLY.

See attachment "V.A."

B. Approval of Singer Group Proposal for Director Evaluation Tool

President Jaggi reviewed that the Singer Group had submitted a proposal to develop a Director Evaluation Tool and process. He went on to say that the Singer Group had developed the evaluation tool and process for the Peoria Public Library.

CATHY PRATT MOVED, MONICA BRIGHAM SECONDED, TO APPROVE SINGER GROUP PROPOSAL FOR DIRECTOR EVALUATION TOOL OF UP TO \$4,900.00 AND REIMBURSEMENT OF TRAVEL AND MEAL EXPENSES.

AYES: Monica Brigham, Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas, Bill Wetzel, Narendra Jaggi

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

See attachment "V.B."

VI. Director's Report

Director Bouda shared that a date has been set for the middle of December to inspect the progress of the new bookmobile. She went on to say that the Bookmobile Consultant, Michael Swendrowski shared with her that he has a list of people looking for a used bookmobile and he will assist us with finding a potential buyer for our bookmobile.

VII. Fiscal Report

Kathy Jeakins shared that expenses are at about fifty percent. She went on to say that the final Tax Distribution was received in November. She entertained questions.

VIII. Approval of Bills

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE BILLS LIST FROM OCTOBER 2014. THE MOTION CARRIED.

See attachment "2014.11"

IX. Committee Reports

A. Budget & Personnel Committee

The Budget & Personnel Committee did not meet.

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

Emily Kelahan reviewed the Chair's report with the Trustees.

C. Ad Hoc Committee – Library Expansion Task Force

Emily Kelahan, Chair, entertained questions regarding the Request For Qualifications For Library Needs Assessment, Programming Site Analysis and Conceptual Design.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Recommendation to Waive Three-Quote Requirement for Property Insurance and Worker's Compensation Insurance

Director Bouda reminded the Board that our insurance consultant, Mike Nugent, last year recommended staying with the same insurance company for three years, rather than taking the insurance out for bid every year. Our current carrier, Selective, from Van Gundy is the same insurance that Normal Public Library uses. She recommended that the Library stay with Selective at least for the next year.

JARED BROWN MOVED, EMILY KELAHAAN SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT FOR PROPERTY INSURANCE AND WORKER'S COMPENSATION INSURANCE. THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.A."

B. Approve Surplus List

Narendra Jaggi shared that with the new bookmobile nearing completion it is time to think about selling the old one.

BRITTANY CORNELL MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

C. Recommendation for Approval of RFQ for Library Needs Assessment, Programming Site Analysis and Conceptual Design

Emily Kelahan reviewed that this is the conceptual phase one of the process and explained conceptual versus architectural in terms of this project.

CATHY PRATT MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE RFQ FOR LIBRARY NEEDS ASSESSMENT, PROGRAMMING SITE ANALYSIS AND CONCEPTUAL DESIGN. THE MOTION CARRIED UNANIMOUSLY.

XIV. Presentation by Facilitator, Deb Halperin

President Jaggi introduced Deb Halperin.

Deb asked each of the Board members to share their name and why they picked the Bloomington Public Library Board for their community service.

Deb shared that two main things came out of the feedback that she had received from the trustees. One was a desire to be working together with the same goals in mind. The second was the issue of conflict and how better to manage it and/or increase the comfort in dealing with conflict.

Deb had the Board members do an exercise called a "Cover Story" which is all about the vision of where do you think the Library is going. Deb asked the Trustees to imagine that the Library is on a cover of a magazine five to ten years from now, the name their magazine, what the title of the article is that features the Library, and what the image is on the cover.

Deb stated that with the results of this exercise, it seems that the Trustees share the same vision of where to go, but differ in the "how" of getting there.

Monica Brigham left the meeting at 6:33 p.m.

Monica Brigham returned to the meeting at 7:12 p.m.

It was suggested by Board members that they would like to work on the following: clarifying expectations between committees and Board, more sharing of visions for the Library, conflict resolution, clarification as to how Board members should be interacting with staff, and having ground rules and expectations in communicating.

Deb stated that she would welcome the opportunity to work alongside the group as they are working through some of the things discussed today or to be a resource for them.

XII. Future Agendas/Comments from Board Members

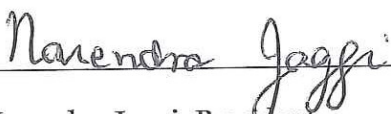
There were no future agenda items suggested or comments from Board members.

XIII. Adjournment

President Jaggi adjourned the meeting at 7:42 p.m.

Approve \$400 Honorarium for Deb Halperin, who is
facilitating Work Session on Board Development,
November 18, 2014.

Approved this 18th day of November 2014

_____

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

V.B.



Presents a Proposal to:

Develop a Director Evaluation Tool and Process

For:



205 E. Olive Street

Bloomington, IL 61702

The Singer Group, Inc.

12915 Dover Road, Reisterstown, MD 21136 (O) 410.561.7561

www.singergrp.com

Company Profile

The Singer Group, Inc. is an organizational consulting firm specializing in developing forward-thinking strategies that optimize every aspect of human resources and organization development. Established in 1983, The Singer Group is wholly owned by its President, Paula M. Singer, PhD. As HR & OD consultants committed to innovation in the field, we work with organizations in the public, social and private sectors to bridge the gaps between where they are now and where they want to be.

We have over 30 years of experience working with organizations in various industries across the United States and have an outstanding record of project success. In particular, we embody a process that inspires clients' involvement, facilitates and deepens their learning and engages them in the ownership of the end result. This process is called:



We believe clients should be encouraged to participate fully in the entire process right from the start, crafting and shaping the initiatives they will eventually adopt. Accepting innovation and adapting to change is far easier if key stakeholders play a larger developmental role. Next, rather than focusing only on implementation when adopting an HR or OD initiative such as a pay-for-performance review system, we take great pains to make sure our clients understand not only what they need to do day-to-day, but the rationale behind the initiative and the underpinnings of the strategy as well. Finally, long before an engagement comes to a close, we make sure our clients have not only agreed to adopt their new initiative, but have also taken actual ownership of it. This is critical for success because without true ownership, even the best plans can go awry. By facilitating the shift from external to internal ownership (starting in the Participate step), our clients are poised to become stewards of the initiative, act as guardians and advocates as it becomes part of the organization's culture and take responsibility for its success.

Our team members are sought-after educators and consultants, helping organizations achieve success by:

Managing Change
Creating an Effective Organization
Developing People and Performance
Designing Compensation Systems

Our areas of expertise include performance management , director evaluation, compensation, classification, human resources management, executive coaching, , organization development and change, teambuilding, management retreats, employee surveys, employee handbooks, executive recruiting, program evaluation and strategic planning.

At The Singer Group, we pride ourselves on establishing collaborative working relationships with our clients, and on giving each project our personal attention. We complete our projects on time and within budget

Paula Singer and Laura Francisco wrote “Developing a Compensation Plan for Your Library,” (2nd edition, ALA, 2009) a book detailing compensation, classification and performance management processes. Paula wrote “Human Resources for Results: The Right Person for the Right Job,” with Jeanne Goodrich and “Winning with Library Leadership: Enhancing Services with Connection, Contribution, and Collaboration” with Christi A. Olson. Paula and Gail Griffith wrote “Succession Planning in the Library: Developing Leaders, Managing Change,” (ALA, 2010) which identifies how organizations plan for change: not just at the top but at all levels of an organization.

We ensure that all consultants keep abreast of current and future trends first and foremost by consistently working with a variety of clients in a variety of settings throughout the country: urban, suburban, rural, small, large, cutting-edge, traditional, academic, public, government, etc. Secondly we keep up to date with industry journals, functional-specific publications, and industry/functional resources, such as International Public Management Association for Human Resources (IPMA-HR), state associations, and various human resource industry publications including Society for Human Resources Management (SHRM). We have written several articles for IPMA-HR’s magazine, reaching national members of the community. Experience working with a variety of clients, reviewing industry trends and sharing knowledge across the team allows us to be well-rounded and strategic consultants.

Our approach to communication includes open and transparent communications with all levels of employees throughout the engagement. As evidenced by the *Participate-Understand-Own* process described above, we believe that in order to successfully implement any initiative, employees (not just managers or executives) must understand what is happening and why. We develop communications plans for our clients and believe in using multiple avenues of communication so that every voice is heard (e-mail, web surveys, focus groups, individual interviews, large-group sessions, written communications, social media, webinars, etc.).

Background and Project Understanding

The Bloomington Public Library is a significant community resource, providing numerous services to the surrounding community since its opening in 1857. In addition to the multiple programs presented by the library that meet a variety of needs in the community, Bloomington also provides outstanding collections and the latest technologies in a relaxed and inviting atmosphere. Staff members provide high levels of customer service to all members of the community, as well as build meaningful partnerships. We understand and recognize the mission outlined by Bloomington Public Library, as it influences routine, daily, and strategic affairs within the library.

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

Bloomington Public Library has expressed a need to develop and implement an evaluation tool and process to measure the current director's performance. Identifying a series of criteria as well as the impactful areas in a position's scope of responsibility is an area which the Library has requested the additional support of a consultant.

Based on our understanding of your needs, we have provided the following proposal to develop a Director evaluation tool and process for Bloomington Public Library. All steps are included in the base project price unless noted as optional. In addition, we are happy to discuss and modify our approach to meet your needs.

Project Approach & Methodology

We've recommended a methodology that will identify criteria, develop the evaluation tool, and outline the process necessary to implement a director evaluation at Bloomington Public Library. The steps are outlined in detail in the sections below.

I. Project Planning and Kick-off

In this initial project step we will establish a working relationship with Bloomington Public Library. This will include the assignment of an Internal Project Manager, most likely the Board President or designee, and an introductory meeting (phone) to establish goals and finalize the timeline of completion. We will also work to identify any issues or concerns at the beginning of the project to ensure a successful outcome.

II. Interviews and/or Focus Groups

We will hold individual or small group (2-3 participants) interviews with all Board members to identify the important criteria on which the Library Director should be evaluated. These criteria may include goals, skills, competencies, or any other areas deemed important by the Board. This proposal includes six interviews to be held via conference call or Skype. Additionally, we will interview the Library Director to determine what she identifies as the major evaluation criteria for her position.

III. Development of Tool

Upon our review of all feedback provided from the Board members and the Library Director herself, we will schedule a conference call or Skype meeting to discuss the feedback we heard and hear any additional input. Taking this additional feedback into consideration, we will then develop a form which outlines the criteria identified and emphasized through the interviews and reactions from the Board members and Library Director. Additionally, we will outline a process which can be followed to send out the evaluation forms, collect feedback, analyze and provide recommendations.

IV. Delivery of Process and Tool

A phone conference will be scheduled with all possible attending Board members to deliver the evaluation form, discuss its contents and walk through the process recommended to implement the form. If requested and an option, we are also able to hold this delivery meeting in person with all possible attending Board members and the Director.

V. (Optional) Implement and Analyze First Year Results

As an optional and additional benefit, we are able to become the third-party service to implement, collect and analyze the feedback received from the evaluations. This analysis will end with a report summarizing the feedback and scores in the criteria areas, as well as provide recommendations for improvements and building on strengths identified for the Director.

We expect steps I – IV to be completed within 4 to 6 weeks. We are able to begin work on this project on or about December 1, 2014.

Project Fees

When establishing the fees for this proposal, we assume that Bloomington staff will complete the following activities:

- Interview scheduling.
- Responding in a timely manner to our requests for input, review, and decisions throughout the project.

The total project fee for the core project described above (exclusive of options and expenses) is \$4,200 - \$4,900.

We will invoice you for one-half of the total amount upon your acceptance of this proposal and with the final at project completion.

Cost Exception: In the event the following conditions occur, the cost will change to accommodate additional time and requirements:

- 1.) the deliverables are modified,
- 2.) Bloomington Public Library does not provide timely required information as requested (within 5 business days or as agreed upon),
- 3.) Bloomington Public Library provided documentation and/or data that is incomplete,
- 4.) Any part of the project starts, stops and is resumed more than 60 days later due to the action or inaction of the Bloomington Public Library.

Optional Tasks

If you decide to continue our partnership through the implementation and analysis of the Director Evaluation, the additional fee will be proposed in advance depending upon your needs.

We are also able to provide training depending upon your scope of needs on the evaluation form, best practices and process to the Board members or other individuals identified to complete the evaluation. The additional fee for the training will be dependent upon the scope of training requested.

Additional work may be contracted by mutual consent at the following rates:

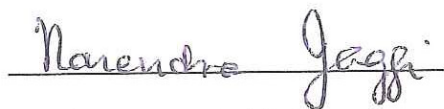
Consultant Name	Off Site	On-Site – Daily Rate
Dr. Singer	\$250/hour	\$2,800/day
Dr. Holman	\$190/hour	\$1,850/day

Terms

We will invoice Bloomington Public Library one-half of the fee (base project plus selected options) upon acceptance of this proposal.

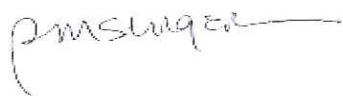
In addition to fees noted above, reasonable costs incurred by us for travel, lodgings and out-of-pocket expenses will be billable to Bloomington Public Library. Invoices shall be submitted at appropriate milestones and are due within 30 days.

The above proposal has been accepted by:



For Bloomington Public Library

Date: Nov 18, 2014



For The Singer Group, Inc.

Date: November 10, 2014

Staff Bios

We understand how critical your human resource assets are to meeting strategic organizational goals and further understand the delicate balance between motivating and retaining your qualified employees and working within fiscal constraints. Our staff, representing over 50 years of combined human resources experience, is fully capable of meeting these needs. Following are staff biography summaries.

Paula D. Singer

Present

Responsibilities

Paula M. Singer, PhD, is owner and President of The Singer Group, a management consulting firm she founded in 1983 to support a variety of clients. Her individualized approach and commitment to excellence has resulted in a track record of success with an impressive client list. With expertise in compensation and classification, organization development, staffing, strategic planning, change management, executive recruitment, leadership and board development, Paula brings a balance of broad perspective and specific focus to each project.

During her over 30 years of consulting, Paula has effectively directed a wide range of studies for clients in the public, private and non-profit sectors. She works with clients in a highly interactive, collaborative way to deliver customized products tailored to each client's needs.

Experience

Before founding The Singer Group, Paula held a variety of positions in private sector and nonprofit organizations. She was the Manager of Human Resources for a subsidiary of the Bendix Corporation, worked in the corporate HR department of Commercial Credit Company, and served as Executive Director of the Maryland Nurses Association as well as a public sector labor union representing Baltimore City employees.

Education

Paula received her doctorate in Human and Organizational Systems and MS in Organization Development from the Fielding Graduate University in Santa Barbara, CA. She also earned a Master of Administrative Sciences from The Johns Hopkins University. Her Bachelor of Science degree is in Industrial and Labor Relations from Cornell University. Paula is an Associate Faculty Member of Johns Hopkins University Bloomberg School of Public Health and has served as a National Faculty Member of Nova Southeastern University and the Johns Hopkins School of Continuing Studies.

Professional Affiliations

Paula is active in a number of professional organizations, civic groups and activities. In recognition of her significant accomplishments, Paula has been honored as one of Maryland's Top 100 Women in 1997, 1999 and 2001 and was a member of Leadership Maryland, class of 1999. Paula is on the faculty of the Johns Hopkins University Bloomberg School of Public Health and is a member of the Board of the Fund for Educational Excellence.

Publications

Dr. Singer wrote Developing a Compensation Plan for Your Library (2002, 2009), which details compensation and classification processes. The second edition of this publication was co-written with Laura Francisco of the Singer Group. Paula also co-

wrote Winning with Library Leadership: Enhancing Services with Connection, Contribution, and Collaboration (2005) and Human Resources for Results: Putting the Right Person in the Right Job (2007). Succession Planning: Developing Leaders, Managing Change was published in March 2010.

Lucy Holman

Present responsibilities

Lucy Holman is a Senior Strategist with The Singer Group, the Director of the Langsdale Library, and an associate professor in the Division of Science, Information Arts and Technologies in the Yale Gordon College of Arts and Sciences at the University of Baltimore. She also serves as chair of the Council of Library Directors, the managing body of the University System of Maryland and Affiliated Institutions (USMAI) consortium.

Experience

Prior to her career in library and information science, Lucy has had years of experience in leadership development. She has experience in strategic planning, program and performance evaluation, and organizational development.

Education

Lucy received a doctorate in Interaction Design and Information Architecture from the University of Baltimore and an MSLS from the University of North Carolina at Chapel Hill. She also earned a Master of Human Development and Learning from the University of North Carolina at Charlotte. Her Bachelor of Arts degree is in Journalism and history from the University of North Carolina at Chapel Hill.

Professional affiliations

Lucy is active in a number of professional organizations and civic groups. She is currently on the ALA Council as the Maryland Chapter Council and is on the Executive Board of the Maryland Library Association (ALA). She also serves on the governing board of the Maryland Digital Library.

Publications

Lucy has written on a variety of library and information science topics. Her works include a chapter on "How users approach discovery tools" in D. Dallis and M. P. Popp (Eds.). *Planning and implementing resource discovery tools in academic libraries*. In 2011 she published "Millennial students' mental models of information retrieval" in the *Journal of Academic Librarianship*, in 2008 wrote "Comparison of Wikipedia and other encyclopedias for accuracy, breadth, and depth in historical articles" in *Reference Services Review*, and in 2007 co-wrote "A modular approach to information literacy" in *Information Management*.

She has presented at state, regional and national conferences on topics including data visualization, career development, discovery services, usability testing for libraries, information literacy program design.

2014.11

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 18, 2014


 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	7,514.60
American Pest Control	Building Maintenance	190.00
Bound to Stay Bound Books	Juvenile Books	323.75
Brodart Co.	Library Supplies	155.76
Carroll, Robert	Travel	6.16
CDW Government	Miscellaneous Expenses	434.00
Cengage Learning	Adult Books	1,277.62
Center Point Large Print	Adult Books	563.22
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	752.96
City of Bloomington	FICA	15,219.97
City of Bloomington	Fuel	500.83
City of Bloomington	Health Insurance-HMO	7,086.09
City of Bloomington	Health Insurance-PPO	15,692.61
City of Bloomington	IMRF	32,948.40
City of Bloomington	Life Insurance	239.13
City of Bloomington	Medicare	3,559.49
City of Bloomington	Payroll	175,734.66
City of Bloomington	Vision Insurance	195.28
City of Bloomington	Water	809.57
Comcast	Telecommunications	99.85
Computype, Inc.	Library Supplies	1,174.67
Cummins	Vehicle Maintenance	209.64
Demco	Library Supplies	171.72
Ebsco Subscription Service	Periodicals	161.76
Ebsco Subscription Service	Public Access Software	3,625.00
Evanced Solutions, LLC	Office/Equipment Mtn	1,285.20
Frontier	Telecommunications	1,818.30
Genealogical.com	Adult Books	32.35
Haney, Eric (Haney Plumbing, Inc.)	Building Maintenance	372.00
Illinois Humanities Council	Other Purchased Services	75.00
Illinois Wesleyan University	Other Purchased Services	794.35
Limelight Communications, Inc.	Advertising	200.00
Matthew Bender (Lexis Nexis)	Adult Books	158.43
Matthews Specialty Vehicles	Vehicles	79,252.50
MicroMarketing, LLC	A/V Materials	25.96
Midwest Tape	A/V Materials	2,451.90
Miller Janitorial Supply	Janitorial Supplies	708.93
Multicultural Books & Videos	A/V Materials	104.80

Multicultural Books & Videos
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 Proquest, LLC
 Rainbow Book Co.
 Random House, LLC
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Sirsi-Dynix
 Sirsi-Dynix
 Taylor, Pamela (SeaStar Aquascapes)
 Tee Jay Central, Inc.
 Theobald, Marvin
 ThyssenKrupp Elevator Corp.
 U. S. Postmaster
 Unique Management Services, Inc.
 Vernon Library Supplies, Inc.
 Welcome Mat Family Yoga
 VIS - Monoprice, Inc.
 VISA - AAIM Solutions
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Cengage Learning
 VISA - Concord Custom Cleaners
 VISA - Copy Shop
 VISA - Dollar Tree
 VISA - Emmett Scharf Electric Co.
 VISA - Facebook
 VISA - Feed Store, Ltd
 VISA - Five Star Water
 VISA - Fred Pryor/CareerTrack
 VISA - GameStop
 VISA - Gareth Stevens Publishing
 VISA - Halloween City
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - Illinois Audubon Society
 VISA - Ingram
 VISA - K-Mart

Juvenile Books	171.28
Computer Supplies	1,419.23
Employee Relations	38.34
Office Supplies	214.91
Other Purchased Services	32.80
Public Access Software	4,770.00
Juvenile Books	964.15
A/V Materials	131.25
Rentals	1,888.37
Printing/Binding	280.00
Office/Equipment Mtn	2,680.00
Office & Computer Equipment	17,190.00
Other Purchased Services	50.00
Building Maintenance	106.20
Other Purchased Services	140.90
Building Maintenance	28.09
Postage	220.00
Other Purchased Services	608.60
Library Supplies	794.81
Other Purchased Services	80.00
Computer Supplies	595.25
Professional Development	(159.00)
Computer Supplies	602.44
A/V Materials	935.01
Adult Books	87.01
Computer Supplies	404.44
Library Supplies	75.50
Professional Collection	22.57
Membership Dues	205.00
Other Purchased Services	(129.00)
Uniforms	(32.35)
A/V Materials	10,229.40
Adult Books	13,961.82
Juvenile Books	5,666.43
Other Purchased Services	1,835.00
Professional Collection	46.05
A/V Materials	162.38
Adult Books	70.47
Other Purchased Services	49.35
Printing/Binding	30.00
Other Purchased Services	53.00
Building Mtn Supplies	15.78
Advertising	94.41
Travel	8.41
Miscellaneous Expenses	50.01
Professional Development	49.00
A/V Materials	933.30
Juvenile Books	65.75
Other Purchased Services	49.99
Library Supplies	10.32
Other Purchased Services	122.34
Other Purchased Services	69.99
Membership Dues	25.00
Adult Books	920.11
Janitorial Supplies	165.07

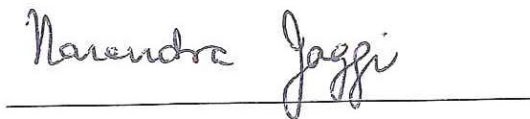
VISA - Lands' End Business Outfitters	Uniforms	244.60
VISA - Lectorum Publications, Inc.	Juvenile Books	42.45
VISA - Lowe's	Building Mtnc Supplies	199.11
VISA - Lowe's	Janitorial Supplies	112.48
VISA - Lowe's	Other Purchased Services	89.85
VISA - Makerbot.com	Other Purchased Services	100.00
VISA - Marco's Pizza	Other Purchased Services	114.00
VISA - McLean County Chamber of Commerce	Professional Development	30.00
VISA - Merry Makers, Inc.	Other Purchased Services	101.07
VISA - MicroMarketing, LLC	A/V Materials	38.61
VISA - Oriental Trading Co., Inc.	Employee Relations	70.75
VISA - Party City	Other Purchased Services	19.99
VISA - Prairie Capital Convention Center	Travel	6.00
VISA - Recorded Books, LLC	A/V Materials	18.00
VISA - School Shop	Other Purchased Services	8.97
VISA - Sprint	Telecommunications	1,059.80
VISA - Staples	Office Supplies	92.98
VISA - Uline Shipping Supply Specialists	Building Mtnc Supplies	126.30
VISA - UPS	Postage	32.29
VISA - USPS	Postage	28.96
VISA - Wal-Mart	A/V Materials	106.72
VISA - Wal-Mart	Employee Relations	41.98
VISA - Wal-Mart	Library Supplies	119.85
VISA - Wal-Mart	Office Supplies	29.64
VISA - Wal-Mart	Other Purchased Services	129.95
Total		428,456.55

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING THE LIBRARY TO RENEW PROPERTY AND WORKER'S COMPENSATION INSURANCE
WITH SELECTIVE INSURANCE THROUGH THE VAN GUNDY AGENCY

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 renewing Property and Worker's Compensation Insurance with Selective Insurance through the Van Gundy Agency for premiums due January 1, 2015
2. That staff recommend that bids be sought every three years
3. That there is an extensive amount of staff time involved with obtaining bids
4. That the Insurance Consultant, Mike Nugent, has advised that it is not cost effective to obtain bids every year
5. That the Library is satisfied with the coverage provided by Van Gundy and Selective
6. That the Library will formally request that the funds be spent once a quote is received from Van Gundy (quotes for insurance are not available until thirty days prior to renewal date)

Approved this 18th day of November 2014

A handwritten signature in cursive script, reading "Narendra Jaggi", is written over a horizontal line.

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Bloomington Public Library

Director's Report

December 2014

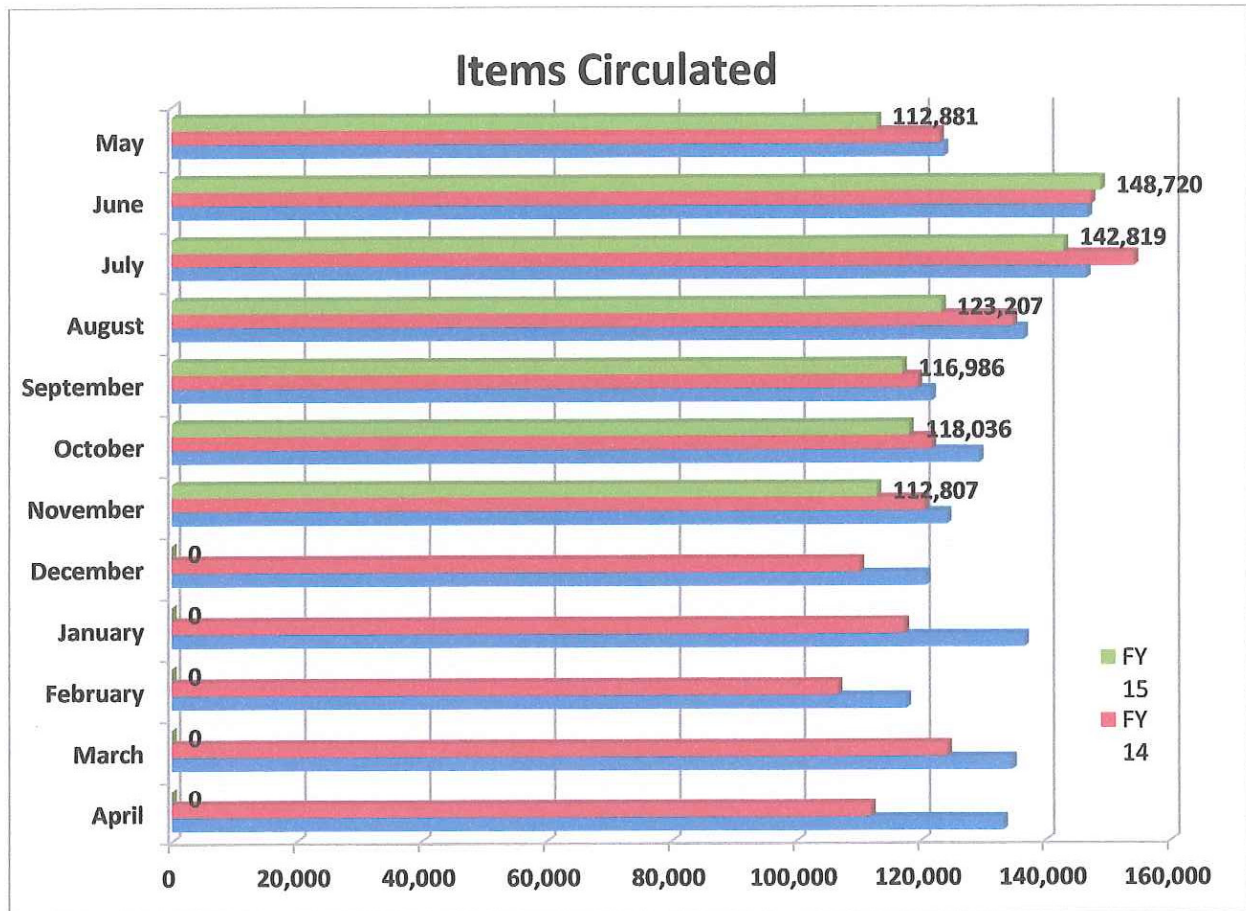
1. Conference Room

The conference room project is nearing completion and the room hopefully will be ready for staff use by next week. The project has gone very smoothly with little disruption to the operations of the Library.

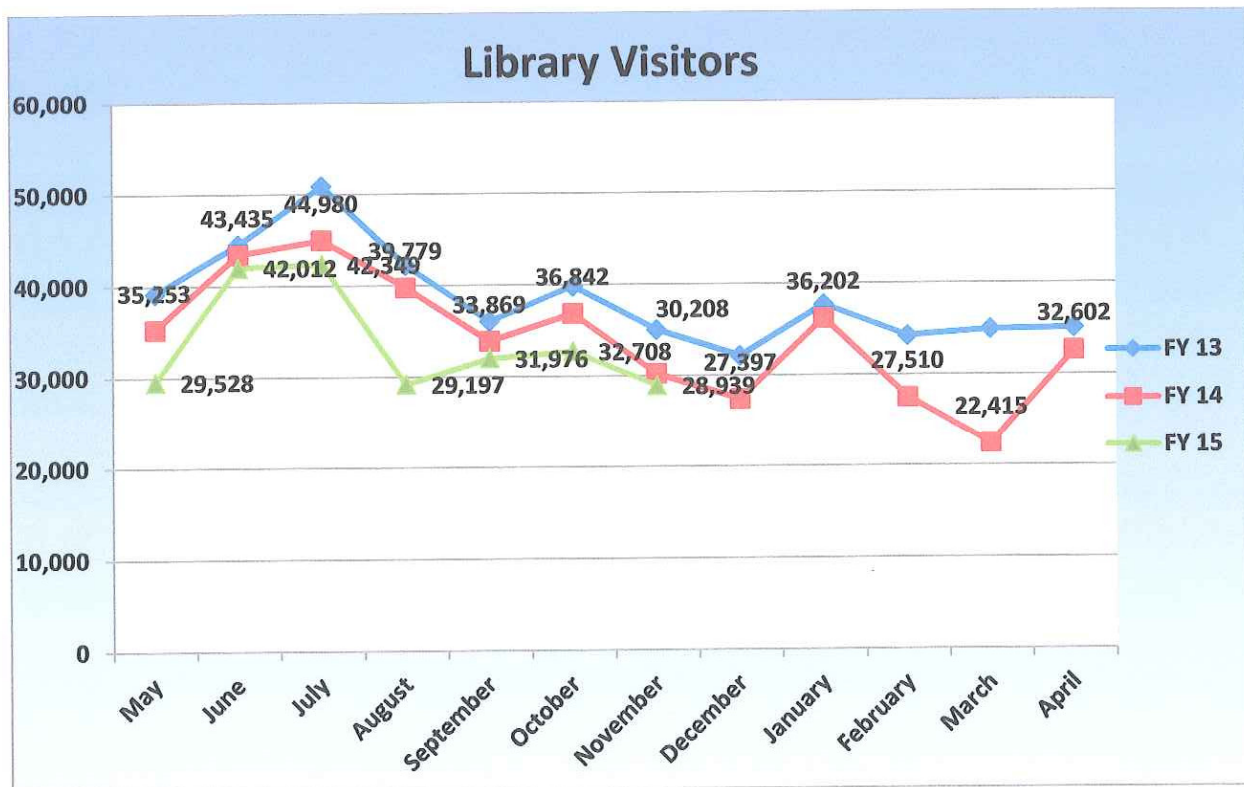
2. Bookmobile

I thought you might enjoy the latest pictures of the progress on the bookmobile. I do not have a delivery date yet, but it should be in the next month. One of our staff and our bookmobile consultant will be in North Carolina December 16 for the inspection.

3. Statistics



Customers borrowed 112,807 items in November, 2014, a decrease from the 120,493 items borrowed in November, 2013. Visitors to the Library were down from 30,208 in October 2013 to 28,939 in October 2014. Staff answered 5741 questions from customers this month compared to 3207 questions answered in November 2013.



Programs and Attendance in the month of November:

Children Programs and Attendance:

Celebration of India

Cricket Association program – 24 attended

Yoga class – 30 attended

Dance performance – 140 attended

Crafts – 200 made

Estimated attendance overall – 300

Kiddie Drive-In Movie – 52 attended

New Baby and Me story time – 4 attended

Lapsit story times – 5 sessions – 61 attended

Toddler story times – 6 sessions – 258 attended

Preschool story times – 3 sessions – 72 attended

Tails for Tales – 3 sessions – 66 attended

Beginner Reader Club – 5 attended

Singing Swinging story time – 2 sessions – 26 attended

2nd Monday Story Club – 8 attended

Cub Scout tour – 22 attended

Head Start Fun Club visit – 56 attended

Visited Milestones Preschool – 12 attended

Visited Head Start at Brigham – 35 attended

Visited Head Start at Trinity Lutheran – 60 attended

Visited Little Jewels Day Care – 29 attended

Library tables at Bent School Family Reading Night, ABC Literacy Team event, and Mid-State Reading Council Carnival of Reading

Teen Programs and Attendance:

Teen Manga/Anime Club – 2 sessions – 3 attended

DIY Holiday Candle-making – 1 session -- 6 attended

Teen Advisory Board – 1 session – 0 attended

Teen Author Neal Shusterman – 1 session – 58 attended

Hosting Neal Shusterman, a popular author of teen titles such as *Unwind*, *Everlost*, *The Schwa was Here*, and *Bruiser*, was a highlight of November. He spoke about his background & how he became a writer. He also talked about the wide variety of topics covered in his novels and how he comes up with them. The audience was then fortunate to hear him read an excerpt from his new book, which will be published in the spring. It was quite a coup to have an author of such note speak here.

Schools for Books and Bites: Our Teen Librarian and the youth librarian from NPL visited the following schools and talked with these numbers of teens: Chiddix: 63; Evans: 110; Kingsley: 83; Parkside: 122

Adult Programs and Attendance:

Fiction – 1 session – 5 attended

Mystery Book Club – 1 session – cancelled due to power outage; will be held in December

Nonfiction Book Club – 1 session – 4 attended

Science Fiction Book/Movie Club – 1 session – 5 attended

History Reads Book Club – 1 session – 12 attended

2nd Wednesday Classic Movie – 1 session – 5 attended

Anime Now for Adults – 1 session cancelled due to power outage; 1 session – 3 attended

Lunch and Learn with IWU and McLean History Museum – 1 session – 45

WWI program series:

Over Here Over There Local Boys in the Air – 1 session – 15 attended

Howard Knotts: Ace of the Prairie – 1 session – 15 attended

4. Illinois Library Association Board Nomination

The Illinois Library Association 2014 Nominating Committee has asked me and I have agreed to be a nominee on their slate for the ILA Board. The election will take place in April 2015.

5. Transcription Software

The 3Ps Committee asked me to look into transcription software for assistance with our minutes. I asked our IT Manager to look into this for me. This is what he found out from researching automatic transcription software. "There are software products out there that will transcribe voice to text, but all of them are for a single voice and require setup in advance to get it to work properly. Dragon Naturally Speaking is one of these and their web site

specially says that it is designed only to work with a single voice. There appears to be many difficulties with multiple voice recording and automatic transcription, including multiple people talking at the same time, different accents, and acronyms. I looked at several high end systems that record multiple voices and the transcription aspect still involved having a person manually transcribe of the contents of the audio. There are also several online sites that will perform this service for you but judging from the several week turnaround time they are also manually transcribing the content of the audio files. I suspect that software like this does not exist or if it does it would be priced well out of the range of what the library could reasonably purchase.” Perhaps the best solution would be for Caprice to make a copy of the recording of the Board meeting for anyone who is interested.

6. Important Dates for RFQ

Action	Date
RFQ Available	November 21, 2014
Pre-Statement Meeting	December 2, 2014 (not mandatory)
Questions Due to Library	December 5, 2014 by 3:00 PM CT
Proposed Answers from Library	December 12, 2014
Statement Due 2:00 p.m.	December 18, 2014
Interviews scheduled	January 26, 2015 to February 6, 2015
Anticipated Award Date	February 18, 2015

7. Singer Group meetings

Please respond to my email with the dates that you are available for your interview with Lucy Holman from the Singer Group as soon as possible so I can work with her to get them scheduled. Thank you!

Respectfully submitted,
Georgia Bouda

[Download](#)[Sign in](#)

Bloomington Public Library



2015 ILA Trustee Forum Workshop

Saturday, February 14; Chicago Marriott Oak Brook
Register online at ila.org/Trustee

AGENDA

8:00 – 9:00 A.M.	Continental Breakfast and Networking
9:00 – 9:15 A.M.	Welcome and Introductions
9:15 – 10:30 A.M.	Library Board Wars and Power Plays: How to Resolve Them and How to Avoid Them Britt Isaly and Julie Tappendorf, Ancel Glink
10:30 – 10:45 A.M.	Break
10:45 A.M. – NOON	Tech Trends for Trustees Monica Harris, Schaumburg Township District Library
NOON – 1:00 P.M.	Lunch and Forum Business Meeting
1:15 – 2:15 P.M.	Legislative Update Kip Kolkmeier, ILA Legislative Consultant
2:15 – 2:30 P.M.	Break
2:30 – 3:30 P.M.	Legal Q&A Phil Lenzini, Library Attorney

HOTEL INFORMATION

Chicago Marriott Oak Brook

1401 West 22nd St.

Oak Brook, IL 60523

The single/double rate is \$94, plus tax, per night.

Please call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 23.

Registration Form

ILA Member Registration: \$135*

Non-Member Registration: \$160*

Registration includes the workshop, continental breakfast, lunch, and an afternoon snack break.

** Register multiple trustees and save! Register one trustee at the full price and each additional trustee from your institution will receive a \$10 registration discount. Please send a separate form to register each trustee.*

Name: _____

Institution: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Payment Information:

Registration Amount: \$ _____

Method of Payment:

☐ Check ☐ MasterCard ☐ VISA ☐ Discover ☐ AmEx

Credit Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

Deadline for registration is January 30, 2015.

Cancellations must be received in writing before February 6 and will receive a 50% refund. No refunds will be given for cancellations received after February 6. Confirmations and additional information will be sent prior to the workshops. Send conference registration and payment to Illinois Library Association, 33 W. Grand Ave., Suite 401, Chicago, IL 60654; phone: 312-644-1896, fax: 312-644-1899.

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

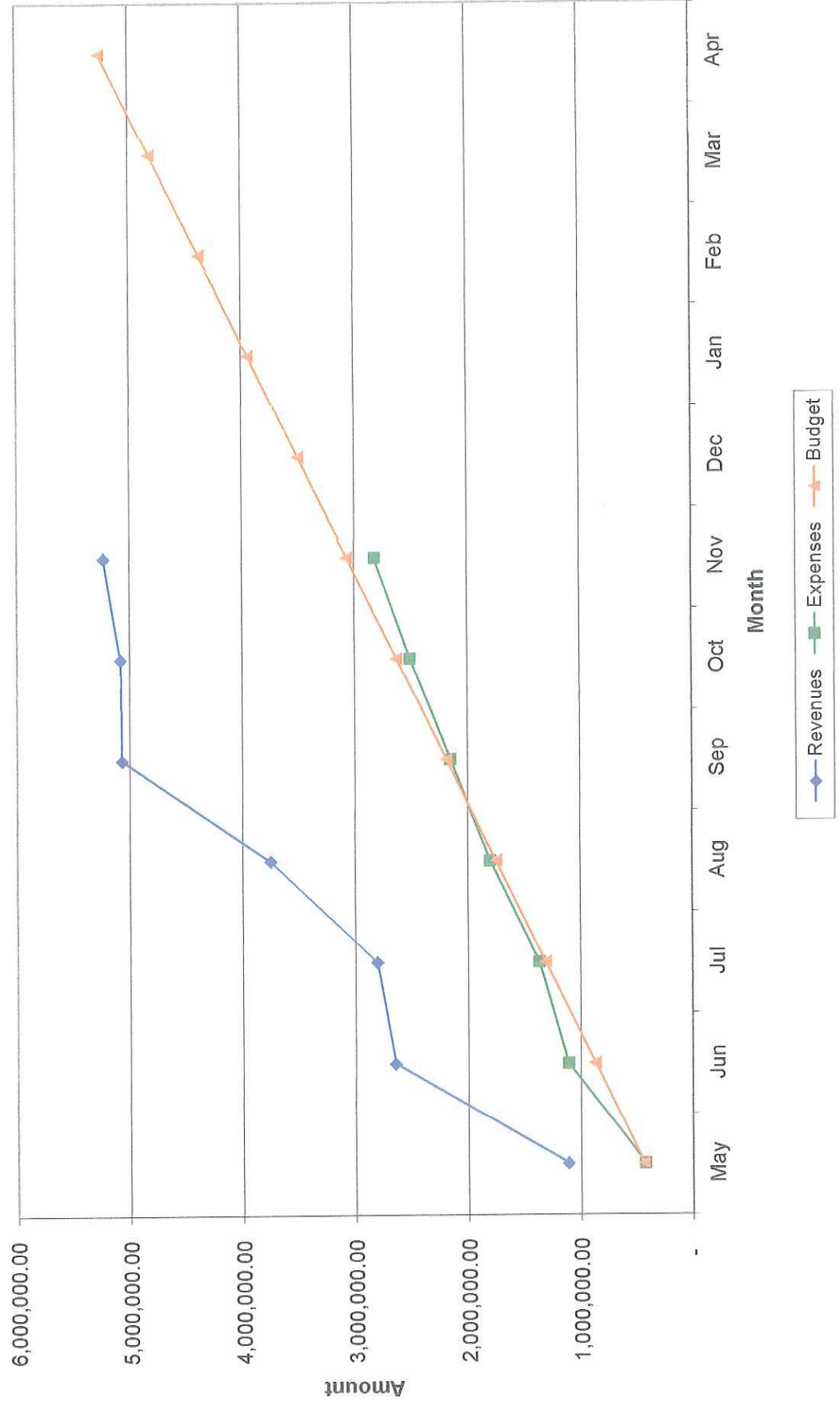
REVENUES:

ACCT NAME	BUDGET	NOV 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	127,435.06	4,541,269.54	(5,440.46)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	11,000.54	362,116.05	(12,883.95)	96.6
Fees & Rentals	75,000	6,931.14	48,203.18	(26,796.82)	64.3
Copies	3,600	327.75	1,926.70	(1,673.30)	53.5
Interest on Investments	4,000	40.83	293.86	(3,706.14)	7.3
Interest from Taxes	0	28.69	28.69	28.69	-----
Sale of Property	1,000	0.00	3,216.78	2,216.78	321.7
Donations	19,500	201.26	20,692.66	1,192.66	106.1
Other Grants	0	0.00	483.97	483.97	-----
Cash Over/Short	0	3.39	(0.60)	(0.60)	-----
Other	20,000	4,653.06	27,160.52	7,160.52	135.8
Total Revenues	5,253,210	150,621.72	5,231,553.85	(21,656.15)	99.6

ACCT NAME	BUDGET	NOV 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	149,569.30	1,070,592.55	(929,917.45)	53.5
Part-Time Salaries	384,836	31,991.11	217,565.95	(167,270.05)	56.5
Seasonal Salaries	34,648	400.77	30,212.69	(4,435.31)	87.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	4,064.19	4,064.19	-----
Total Sals & Wages	2,421,094	181,961.18	1,322,435.38	(1,098,658.62)	54.6
Dental Insurance	11,160	783.84	5,365.90	(5,794.10)	48.1
Vision Insurance	2,630	199.40	1,355.55	(1,274.45)	51.5
Health Insurance, BC/BS PPO	232,172	16,379.94	106,261.95	(125,910.05)	45.8
Health Insurance, OSF HMO	99,565	7,760.34	52,251.66	(47,313.34)	52.5
Life Insurance	4,000	239.28	1,623.15	(2,376.85)	40.6
IMRF	297,676	22,255.94	174,118.79	(123,557.21)	58.5
FICA	150,040	10,355.66	78,059.89	(71,980.11)	52.0
Medicare	35,090	2,421.86	18,255.86	(16,834.14)	52.0
Unemployment Insurance	0	0.00	6,174.00	6,174.00	-----
Worker's Comp	22,211	0.00	0.00	(22,211.00)	0.0
Uniforms	600	0.00	889.98	289.98	148.3
Tuition Reimb	30,000	0.00	11,388.00	(18,612.00)	38.0
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	60,396.26	455,744.73	(449,399.27)	50.4
Rentals	20,000	2,632.69	12,166.06	(7,833.94)	60.8
Total Rentals	20,000	2,632.69	12,166.06	(7,833.94)	60.8
Building Mtn	125,000	770.57	27,344.33	(97,655.67)	21.9
Vehicle Mtn	10,000	519.68	2,824.80	(7,175.20)	28.2
Office & Computer Mtn	158,000	3,958.95	117,825.62	(40,174.38)	74.6
Other Mtn	25,000	0.00	1,271.52	(23,728.48)	5.1
Total Repair/Mtn	318,000	5,249.20	149,266.27	(168,733.73)	46.9

ACCT NAME	BUDGET	NOV 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	94.41	9,600.06	(8,399.94)	53.3
Printing/Binding	18,000	1,192.50	8,211.46	(9,788.54)	45.6
Travel	6,000	797.64	3,251.24	(2,748.76)	54.2
Membership Dues	5,000	0.00	1,658.00	(3,342.00)	33.2
Professional Development	8,000	974.00	3,455.98	(4,544.02)	43.2
Other Purchased Services	112,000	3,319.59	35,305.26	(76,694.74)	31.5
Property Insurance	26,000	0.00	0.00	(26,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	4,500	0.00	0.00	(4,500.00)	0.0
Total Purchased Services	203,500	6,378.14	61,482.00	(142,018.00)	30.2
Office Supplies	20,000	351.24	3,675.62	(16,324.38)	18.4
Computer Supplies	90,000	2,990.31	28,130.04	(61,869.96)	31.3
Copier Supplies	4,500	125.64	2,170.99	(2,329.01)	48.2
Postage	30,000	239.34	340.07	(29,659.93)	1.1
Library Supplies	75,000	3,879.84	39,938.06	(35,061.94)	53.3
Janitorial Supplies	13,000	1,526.08	6,303.50	(6,696.50)	48.5
Gas & Diesel Fuel	8,240	330.69	4,053.10	(4,186.90)	49.2
Building Mtnc & Repair Supplies	8,000	864.90	7,548.91	(451.09)	94.4
Total Supplies	248,740	10,308.04	92,160.29	(156,579.71)	37.1
Natural Gas	35,000	1,977.75	12,072.47	(22,927.53)	34.5
Electricity	112,000	5,748.54	45,348.01	(66,651.99)	40.5
Water	8,500	651.10	4,549.35	(3,950.65)	53.5
Telecommunications	26,000	2,354.54	20,722.86	(5,277.14)	79.7
Total Utilities	181,500	10,731.93	82,692.69	(98,807.31)	45.6
Professional Collection	6,000	131.12	653.69	(5,346.31)	10.9
Total Prof Collection	6,000	131.12	653.69	(5,346.31)	10.9
Periodicals	35,000	201.17	27,882.84	(7,117.16)	79.7
Adult Books	165,300	9,057.39	91,746.07	(73,553.93)	55.5
Children's Books	120,300	4,384.39	68,094.92	(52,205.08)	56.6
A/V Materials	167,100	13,053.11	97,460.63	(69,639.37)	58.3
Public Access Software	150,000	4,770.00	120,882.07	(29,117.93)	80.6
Ebooks	61,300	0.00	0.00	(61,300.00)	0.0
Total Materials	699,000	31,466.06	406,066.53	(292,933.47)	58.1
Employee Relations	5,500	1,135.96	1,453.60	(4,046.40)	26.4
Miscellaneous Expenses	13,000	1,063.10	3,678.15	(9,321.85)	28.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	2,199.06	236,863.75	(13,368.25)	94.7
Total Expenses	5,253,210	311,453.68	2,819,531.39	(2,433,678.61)	53.7

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 53.3% to 63.3% is acceptable)
November 2014

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

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

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

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

Fees & Rentals (64.3%): Receipts continue to be good due to the efforts of the collection agency.

Interest on Investments (7.3%): Interest rates are still low.

Sale of Property (321.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (106.1%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (135.8%): The Book Shoppe continues to be a success.

Seasonal Salaries (87.2%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Dental Insurance (48.1%): This is a little under-spent due to some full-time staff vacancies.

Vision Insurance (51.5%): This is a little under-spent due to some full-time staff vacancies.

Health Insurance (HMO) (45.8%): This line is under-spent due to some full-time staff vacancies.

Health Insurance-PPO (52.5%): This is under-spent due to some full time staff vacancies.

Life Insurance (40.6%): This is under-spent due to some staff vacancies.

FICA (52.0%): This is under-spent due to some staff vacancies.

Medicare (52.0%): This is under-spent due to some staff vacancies.

Worker's Compensation (0.0%): The annual premium is paid in January.

Uniforms (148.3%): The Library needed to order replacement security and custodian shirts.

Tuition Reimbursement (38.0%): Charges have been minimal.

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

Building Maintenance (21.9%): Charges have been minimal.

Vehicle Maintenance (28.2%): Charges have been minimal.

Office/Equipment Maintenance (74.6%): This line item is over-spent because most of the expenditures are one-time annual payments for equipment maintenance.
Other Property Maintenance (5.1%): Charges have been minimal.
Printing/Binding (45.6%): Charges have been minimal.
Membership Dues (33.2%): Charges have been minimal.
Professional Development (43.2%): Charges have been minimal.
Other Purchased Services (31.5%): Charges have been minimal.
Property Insurance (0.0%): The annual premium is paid in January.
Vehicle Insurance (0.0%): The annual premium is paid in January.
Other Insurance (0.0%): This is for the Director's & Officer's Insurance—the annual premium is paid in January.
Office Supplies (18.4%): Charges have been minimal.
Computer Supplies (31.3%): Charges have been minimal.
Copier Supplies (48.2%): Charges have been minimal.
Postage (1.1%): Charges have been minimal.
Janitorial Supplies (48.5%): Charges have been minimal.
Gas & Diesel Fuel (49.2%): Charges have been minimal.
Building Maintenance Supplies (94.4%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (34.5%): Charges have been minimal.
Electricity (40.5%): Charges have been minimal.
Telecommunications (79.7%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.
Professional Collection (10.9%): Charges have been minimal.
Periodicals (79.7%): The annual subscription service payment was made in June.
Public Access Software (80.6%): Several one-time annual payments have been made for various electronic databases for the public.
Ebooks (0.0%): Nothing has been paid from this line item.
Employee Relations (26.4%): Charges have been minimal.
Miscellaneous Expenses (28.3%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer was made in June.
Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	
For 2014:	\$ 2,225.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	75.00
Fountain Receipts:	12.66
McLean Co Retired Teachers Assoc:	30.00
John Muirhead:	200.00
Total Donations:	\$ 20,692.66

The Other Revenue line item breaks out as follows:

Print Station:	\$ 6,257.35
Book Shoppe:	10,411.00
Book Shoppe Gift Certificates:	5.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	162.00
Sale of Sling Backpacks:	496.00
Sale of Earbuds:	519.00
Sale of Flashdrives:	136.50
Sale of Umbrellas:	10.00
Hot Beverage Station:	589.00
Test Proctoring:	1,065.00
Meeting Room Fees:	807.50
B Logistics Revenue:	3,710.14
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,367.03
Total Other Revenue:	\$27,160.52

During November, 9 batches containing 102 invoices were processed, totaling \$54,466.63 and 163 credit card charges were made totaling \$27,805.01.

Library Fund Balance Information, 11/30/14:

Operating:	\$ 2,910,472.75
Capital:	\$ 2,052,131.86
Fixed Assets:	\$ 936,011.36

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 16, 2014, 2014

Signature, BPL Trustee		
Vendor	Line Item	Amount
Ameren IP	Electricity	5,748.54
American Pest Control	Building Maintenance	190.00
BBA Engineering	Other Purchased Services	700.00
Brodart Co.	Library Supplies	306.80
Brush, Charles (C. K. Brush Plmg, Htg, Drain Cleaning)	Building Maintenance	190.00
CDW Government	Computer Supplies	3,399.07
Cengage Learning	Adult Books	1,347.94
Center Point Large Print	Adult Books	563.22
CIRBN	Telecommunications	466.56
City of Bloomington	Computer Supplies	160.00
City of Bloomington	Dental Insurance	783.84
City of Bloomington	FICA	10,355.66
City of Bloomington	Fuel	330.69
City of Bloomington	Health Insurance-HMO	7,760.34
City of Bloomington	Health Insurance-PPO	16,379.94
City of Bloomington	IMRF	22,255.94
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	2,421.86
City of Bloomington	Payroll	181,961.18
City of Bloomington	Vision Insurance	199.40
City of Bloomington	Water	651.10
CM Promotions, Inc.	Miscellaneous Expenses	347.93
CM Promotions, Inc.	Other Purchased Services	57.96
Comcast	Telecommunications	99.85
Connecticut College, Charles E. Shain Library	Miscellaneous Expenses	85.00
Custom Digital Imaging	Printing/Binding	1,023.20
Dell Marketing, L.P.	Computer Supplies	554.18
Ebsco Subscription Service	Periodicals	166.20
Eisenhower Public Library District	Miscellaneous Expenses	32.00
Farm & Home Publishers	Adult Books	42.50
Findaway World	A/V Materials	724.90
Francois Associates Architects, LLC	Other Purchased Services	2,947.85
Frontier	Telecommunications	1,589.11
Illinois Historical Society	Periodicals	93.00
Illinois Wesleyan University	Employee Relations	40.00
Illinois Wesleyan University	Other Purchased Services	982.82
JKM Library	Miscellaneous Expenses	75.00
Johnson Controls	Building Maintenance	503.70
KCN Solutions	Building Mtnc Supplies	619.40

Kirby, Susan
 Kone, Inc.
 Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Northern Illinois Gas/NICOR
 Oak Lawn Public Library
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 Pantagraph Publishing
 Pantagraph Publishing
 Penworthy Co.
 Rainbow Book Co.
 Recorded Books, Inc.
 Rice, Daniel
 Ricoh, USA, Inc.
 Specialty Vehicle Services, LLC
 Tea Ladies, Inc.
 ThyssenKrupp Elevator Corp.
 U. S. Postal Service
 Unique Management Services, Inc.
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 Williams, Charles (C W Associations)
 World Book, Inc.
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Continental Research Corp
 VISA - Delta Airlines
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Don Owen Tire Service, Inc.
 VISA - Engraving Express
 VISA - Facebook
 VISA - Five Star Water
 VISA - Folkmanis, Inc.
 VISA - Fred Pryor/CareerTrack
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - Hyatt Hotel
 VISA - Ingram
 VISA - Ingram
 VISA - Ingram
 VISA - Jewel
 VISA - Kelly's Bakery & Café

Other Purchased Services	100.00
Building Maintenance	410.48
Building Maintenance	322.00
Office/Equipment Mtn	137.67
A/V Materials	1,507.10
Janitorial Supplies	751.97
Juvenile Books	470.92
Natural Gas	1,977.75
Miscellaneous Expenses	24.00
Computer Supplies	437.64
Copier Supplies	125.64
Janitorial Supplies	154.08
Office Supplies	272.04
Other Purchased Services	1,306.45
Printing/Binding	169.30
Juvenile Books	1,670.10
Juvenile Books	1,918.36
A/V Materials	277.00
Travel	162.00
Rentals	1,487.11
Other Purchased Services	1,300.00
Other Purchased Services	225.00
Building Maintenance	28.09
Postage	4,000.00
Other Purchased Services	492.25
Library Supplies	1,945.89
Building Maintenance	3,753.11
Adult Books	27.95
Juvenile Books	225.00
A/V Materials	56.23
Adult Books	41.91
A/V Materials	9,624.65
Adult Books	7,905.46
Juvenile Books	3,303.56
Professional Collection	131.12
Employee Relations	49.95
Janitorial Supplies	181.50
Travel	449.20
Employee Relations	14.00
Office Supplies	11.00
Vehicle Maintenance	311.23
Other Purchased Services	24.00
Advertising	105.79
Miscellaneous Expenses	56.19
Library Supplies	125.95
Professional Development	99.00
Library Supplies	8.98
Other Purchased Services	68.12
Computer Supplies	499.00
Travel	178.14
Adult Books	411.91
Juvenile Books	70.54
Office Supplies	9.74
Employee Relations	135.97
Miscellaneous Expenses	126.00

VISA - Kroger
 VISA - LD-Inkjets
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marathon Oil
 VISA - Meijer
 VISA - Michael's
 VISA - Moe's Southwest Grill
 VISA - Motion Industries
 VISA - National Seminars/Padget Thompson
 VISA - New Republic
 VISA - OfficeMax
 VISA - OfficeMax
 VISA - Paetec Communications, Inc.
 VISA - Rockford Map Publishers
 VISA - Sam Leman, Bloomington
 VISA - School Shop
 VISA - School Shop
 VISA - Sprint
 VISA - Uline Shipping Supply Specialists
 VISA - University of Illinois
 VISA - University of Illinois Parking Dept.
 VISA - Walgreens
 VISA - Wal-Mart

Total

Employee Relations	13.67
Computer Supplies	333.29
Building Mtnc Supplies	108.52
Employee Relations	3.99
Other Purchased Services	19.97
Employee Relations	4.53
Office Supplies	5.98
Library Supplies	2.99
Employee Relations	783.89
Building Mtnc Supplies	121.20
Professional Development	727.00
Periodicals	34.97
Library Supplies	2.99
Office Supplies	59.23
Telecommunications	253.48
Adult Books	78.95
Vehicle Maintenance	208.45
A/V Materials	57.43
Library Supplies	118.86
Telecommunications	402.25
Janitorial Supplies	118.69
Professional Development	148.00
Travel	8.30
Library Supplies	23.98
Miscellaneous Expenses	25.16

319,739.77

**Bloomington Public Library
Monthly Statistics - November 2014**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	52,595	399,101	57,421	428,157
Teens	2,700	23,522	2,468	25,018
Children	47,758	364,891	51,173	388,938
OTR Adults	2,017	15,923	2,145	18,027
OTR Teens	84	1,165	106	978
OTR Children	2,993	26,102	2,922	28,702
e-Books - Freading	20	248	13	226
e-Books - Overdrive	3,672	27,099	3,132	22,605
Freegal downloads	608	4,508	746	5,285
Zinio Magazines	360	2,784	367	2,353
TOTALS				
Adults	54,612	415,024	59,566	446,184
Teens	2,784	24,687	2,574	25,996
Children	50,751	390,993	54,095	417,640
Digital Downloads	4,660	34,639	4,258	30,469
COMBINED TOTAL	112,807	865,343	120,493	920,289
ITEMS IN THE COLLECTION				
Main	295,213	295,213	285,702	285,702
OTR	12,671	12,671	13,265	13,265
TOTAL	307,884	307,884	298,967	298,967
HOLDS FILLED	7,190	54,847	7,815	55,839
CARDHOLDERS				
Added	325	3,310	368	3,808
TOTAL NUMBER				
Adults	26,537	26,537	27,409	27,409
Teens	2,340	2,340	2,344	2,344
Children	6,445	6,445	7,002	7,002
Combined Total of Active Cards	35,322	35,322	36,755	36,755
REFERENCE QUESTIONS				
Adults	2,288	17,933	2,594	21,165
Teens	137	834	30	545
Children	975	8,068	1,000	7,671
OTR	61	635	74	485
Circulation	782	5,741	345	3,207
PROGRAMS				
Story Times	17	104	19	87
Adult	9	74	13	103
Teens	4	45	6	60
Juvenile	7	60	4	34
Outreach Adult	0	2	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	1	0	0
PROGRAM ATTENDANCE				
Story Times	421	3,697	346	1,785

**Bloomington Public Library
Monthly Statistics - November 2014**

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	109	1,040	245	1,430
Teen Programs	67	472	33	381
Juvenile Programs	433	4,236	69	2,830
Outreach Adult	0	27	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	36	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,704	0	4,458
Completed	0	2,759	0	2,635
TEENS				
Registered	0	811	0	822
Completed	0	402	0	387
ADULTS				
Registered	0	2,300	0	2,261
Completed	0	1,109	0	1,077
TOTAL				
Registered	0	7,815	0	7,541
Completed	0	4,270	0	4,099
COMPUTER USE				
Public computer uses	3,661	26,974	4,745	38,394
Website database/catalog hits	23,455	128,690	6,544	45,859
Online Resource (Database) uses	3,741	25,269	4,687	27,153
TOTAL	30,857	180,933	15,976	111,406
INTERLIBRARY LOAN				
Borrowing Requests Received	346	2,571	354	2,807
Outgoing Loans (Lending)	250	1,592	256	1,873
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	1	62	4	72
Outside the library (events)	7	58	8	51
Number of people	258	10,514	998	11,179
VOLUNTEER HOURS	95	613	187	1,345
MEETING ROOM USAGE				
Study Room	65	501	84	472
Digital Media Lab	38	233	20	N/A
Customer Visits (MAIN)	28,135	228,346	29,440	255,197
Customer Visits (OTR)	804	8,363	768	49,990
COMBINED TOTAL VISITS	28,939	236,709	30,208	305,187
TRAINING HOURS	125	926	37	643

**Golden Prairie Public Library District
Board of Trustees Meeting
October 15, 2014**

5:00 p.m.

Minutes

- I. **Call to Order**
President Ives called the meeting to order at 5:00 p.m.
- II. **Roll Call**
MEMBERS PRESENT: Carol Carey-Odekirk, Tim Ervin, Stephen Peterson, Patti Salch, Adrienne Ives

MEMBERS ABSENT: Carolyn Dail, Lynn Gray

OTHERS PRESENT: Laura Golaszewski, Kathy Jeakins, Johanna Sneed, Carol Torrens
- III. **Introductions & Public Comment**
President Adrienne Ives introduced Adult Services Manager Carol Torrens.
- IV. **President's Report**
President Adrienne Ives shared a brief update about the progress of the tax exempt certificate and insurance for Golden Prairie.
- V. **Approval of Minutes**
A. September 17, 2014
 PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO
 APPROVE THE MINUTES FROM THE SEPTEMBER 17, 2014
 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. **Staff Reports**
A. Director's Report
 Carol Torrens entertained questions in Director Bouda's absence. The Board
 proceeded to discuss the previous month's programs and their turnout.

B. Outreach Report

Laura Golaszewski shared that the bookmobile is currently out of commission due to issues with the generator. She added that all bookmobile stops for the current week have been cancelled.

Laura distributed the redesigned bookmobile schedule which now incorporates both a map and calendar format.

Laura added that Tech Days held at the Outreach deposit sites have been successful.

Laura went on to entertain questions and the Board discussed the delay in the new bookmobile's delivery.

C. Fiscal Report

Kathy Jeakins shared that the Department of Revenue sent her a letter regarding the tax exempt certificate. Additionally, Kathy is waiting for a quote for Surety

Insurance from Snyder to be approved during next month's Board meeting.

Kathy added that she spoke with Carol Carey-Odekirk regarding giving her access to the bank account.

1. Approve September Financial Report

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO APPROVE THE FINANCIAL REPORT FOR SEPTEMBER 2014.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: CAROLYN DAIL, LYNN GRAY

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Approve the Donation Amount for the New Bookmobile

Tim Ervin reminded the Board that a donation amount of \$50,000.00 for the new Bookmobile was previously discussed.

There were some questions about current funds, interest rates, and library accounts. This item will be added to the next meeting's agenda for further discussion.

TIM ERVIN MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE DONATION AMOUNT OF \$50,000.00 FOR THE NEW BOOKMOBILE.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: CAROLYN DAIL, LYNN GRAY

THE MOTION CARRIED UNANIMOUSLY.

B. Election Process Update

The Board members running for re-election, Tim Ervin, Stephen Peterson, Lynn Gray, circulated their nominating petitions amongst the Board members.

The aforementioned Board members were asked to fill out a new Statement of Economic Interest and to arrive to the November 19 Board meeting at 4:45 p.m. to have their paperwork notarized.

VIII. New Business

There was no new business.

IX. Adjournment

President Ives adjourned the meeting at 5:29 p.m.

Committee on Planning, Policies, and Programs Chair's Report on the 3 December 2014 Meeting

(1) Purchasing Policy

Susan O' Rourke shared her discussion with the City's Procurement Officer regarding "local first" purchasing policies. He explained to her that Normal has a "local first" policy while Bloomington does not and that this difference is primarily attributable to Bloomington's membership in a procurement organization to which Normal does not belong. This organization advises against such policies and the City of Bloomington has taken this advice seriously.

The group discussed how the Library should move forward and ultimately decided that the status quo is satisfactory.

The group commended the BPL Staff for their support of local businesses when possible and appropriate.

(2) Follow-Up Meeting with Facilitator

The group discussed the retreat held at the last BPLB meeting. The feedback was positive and all agreed that we could benefit from additional meetings with Deborah Halperin. In particular, the group identified committee roles and responsibilities, board member roles and responsibilities, and forward-looking "brainstorming" activities as future topics. The group also agreed that it would be helpful to have Deborah help us revise our bylaws to better reflect the understanding we reach on board and committee roles and responsibilities.

(3) Strategic Plan

The group discussed undertaking revision of the Strategic Plan between the present and phase 1 of the expansion project. For "homework" it was proposed that each trustee could read carefully through the current plan and craft some proposed revisions.

No action was taken. No motions come before you from the 3 Ps Committee.

BLOOMINGTON PUBLIC LIBRARY EXPANSION TASK FORCE

Minutes from Wednesday, October 29, 2014
Bloomington City Hall, 2nd Floor Conference Room

Task Force Members Present: Emily Kelahan, Chair; Joni Painter;
Karen Schmidt, Brittany Cornell, Susan O'Rourke

Members absent: None

Others present: Georgia Bouda, David Hales, Laura Golaszewski,
Caprice Prochnow, Carol Torrans, Melissa Waltrip, Allison Schmid,
Rhonda Massie, Patricia Marton

- I. Chair Kelahan called the meeting to order at 5:06 pm and asked for any comments from the Public.
 - * Patricia Wharton stated she was glad to see this group get started.
- II. Opening comments included:
 - A. All are happy to get started on this project!
 - B. It is important for Library Staff to be included in Task Force work.
 - C. We will begin the process of planning for a new Library by engaging an Architect or Library Expert to help facilitate gathering information and determining what space may be needed/wanted.
 - D. All agreed that if we hire a Specialist and begin working with them, if they are not meeting our needs, we will agree to move on to another Specialist.
- III. Chair Kelahan proposed the first task is for a Request for Proposal/Request for Qualifications to be prepared and published to appropriate Architects and Library Consultants.
- IV. There was general discussion about qualifications and/or experience we should seek in an Architect and what studies have been done concerning Library space for Bloomington. All these studies should be reviewed for pertinent information.
- V. The group reviewed an aerial map of the area surrounding the current Library with all City owned property marked in yellow. Mr. Hales reminded the group there is no final agreement to purchase the Sugar Creek property.

APPROVED BY TASK FORCE ON 11.13.2014

- VI. A discussion of the Scope of Phase I of this project ensued. All recognize and agree that the scope of this RFQ will be conceptual in nature and focus on what kind of space and how much of it may be needed
- VII. It was decided that the Task Force will ask Director Bouda to create the RFQ to obtain a Building Programming Study for the Library. The Architect(s) will report to the Library Board (who will be approving payment for the Study) with daily/ordinary contact to be with Director Bouda.
- VIII. A rough timeline was established including:
 - A. Director Bouda will prepare a draft of the RFQ document to be reviewed, revised and approved by the Task Force on November 13.
 - B. The RFQ will be presented for approval to the Library Board of Trustees at their meeting on November 18.
- IX. Plans for the next Task Force meeting include:
 - A. Meeting on Nov 13 at 5:30 pm
 - B. Karen Schmidt will prepare a presentation to help the rest of the Task Force understand the Visuals of new and great Libraries.
 - C. David Hales will check with the City Attorney about any rules that may apply to this Task Force while visiting other Libraries and then report back.
 - D. Next meeting we will also discuss which Libraries (where/when/how and who) to visit
 - E. Susan offered to draft an outline of the timeline for the Task Force.
- X. Chair Kelahan adjourned the meeting at 6:39.

Respectfully submitted by Susan O'Rourke.

BLOOMINGTON PUBLIC LIBRARY EXPANSION TASK FORCE

Minutes from Thursday, November 13, 2014 5:30 pm
Bloomington City Hall, 2nd Floor Conference Room

Task Force Members Present: Emily Kelahan, Chair; Joni Painter;
Karen Schmidt, Brittany Cornell, Susan O'Rourke

Members absent: None

Others present: Georgia Bouda, Kathy Jeakins, Caprice Prochnow,
Carol Torrens, Cynthia Arnold, Melissa Waltrip, Rhonda Massie, Patricia
Marton

I. Chair Emily Kelahan called the meeting to order at 5:35

II. Public Comments:

A. Patricia Wharton said she is involved in the BringItOn
Bloomingtona Public Safety Group. She and her group are concerned
with the BPL's physical structure and the congestion of the entrance
and approach area and its impact for Seniors.

B. Emily confirmed to BPL staff that the task force considers
them subject matter experts in what we are discussing and she invited
them to participate openly in Task Force meetings and work.

III. Review of minutes from November 5, 2014.

Emily Kelahan moved and Karen Schmidt seconded a motion to
approve these minutes. Motion passed unanimously.

IV. Review of Task Force for Library Expansion Request for Quotation
for BPL Expansion.

- A. Georgia Bouda passed out the RFQ she created and
also the forms including the City's requirements for
any building RFQ.
- B. Director Bouda indicated Page 2 of the RFQ is what will
be sent to the Pantagraph as public notice. The
remainder of the documents is "boilerplate"
- C. Karen Schmidt asked about ex parte communication.
Task force members should not answer questions
other than referring to Georgia. All questions should
be answered to all potential Architects by Georgia.

APPROVED BY LETF ON DECEMBER 4, 2014

- D. Reviewed time frame, RFQ mailed to list of City's 20 or so Architects. Blueprints are available via City Dept of Bldg Safety.
 - E. Any Architect may respond. We should choose 4 to 5 Architects to interview. Give them about an hour each to present.
 - F. Task force reached consensus to go forward with RFQ and thanks to Georgia for completing it so quickly.
- V. Karen presented a slide show of new trends: Windows! Eleven Emerging trends and photos of many different styles of Libraries.

Comments elicited as a result:

EK: Cooking and cooking demonstrations are included in some libraries.

KS: Intrigued by all the Children's Spaces and capitalizing on fantasy aspects.

JP: Let's don't get too far along the path of a playhouse.

KS: Children's area may need its own Mission Statement

EK: Discovery Museum is a bit "elitist" with admission charges. Would be ok to duplicate some of Discovery Museum's features for a Public Library.

BC: Likes the interactive spaces for children

EK: Some of these concepts may be startling for members of the public.

SO: Are we looking for LEEDS certification? Or just sustainability?

EK: Sustainable building is highly valued.

KS: Several IWU buildings are sustainable and the higher cost paid for itself with sustainable features.

BC: It has taken a long time to get to this point; we need to be sure it lasts

EK: We will have to make choices. If Sustainability is one of our values, we should be talking about it all along.

KS: Are we talking about adding on to current building or building new? Ames Library is such a flexible space, books or no books.

GB: Current BPL is at capacity. Glad much of current space is unobstructed so usage can be changed.

EK: Windows v. caves—need both!

JP: Too much glass is beautiful but can be a danger if there is a shooter.

KS: Teen population is difficult to reach. How do we get them engaged?

EK: Are teens going back to handcrafts and things they identify with their grandparents?

APPROVED BY LETF ON DECEMBER 4, 2014

KS: Youth need ways to learn in different ways as opposed to sitting and being talked to. May need an Architect who is familiar with youth needs.

Carol T: We get lots of teens at certain times of the day/year. It can be very difficult to get youth to participate in formal surveys.

EK: Maybe we need to offer a Focus group for teens with examples of furniture.

GB: Talked to David Hales today about scope of work and he thinks this RFQ is just on target.

VI. Chair Kelahan asked if we should start talking about visiting Libraries? She will start an e-communication about schedules among the group. We will wait on further direction from City Attorney before any visits actually take place.

VII. Will "Bring it On Bloomington" give us much info?

A. Perhaps a review of their report on Existing Conditions is in order

B. Should we invite Vasu to one of our meetings for her input and techniques? Could she give us her feedback on what they have learned about the Library? Emily to check with Vasu on availability and advise.

VIII. Reminder/Clarification: All Task Force members should be at Interviews conducted by BPL Trustees if possible.

IX. Emily adjourned the meeting at 6:43.

NEXT MEETING: TBA

Respectfully submitted,

Susan O'Rourke

Incident Reports

Date	Time	Type
11/1	11:38 AM	InappropriateBehavior
11/1	12:08 PM	InappropriateBehavior
11/1	2:42 PM	StolenDamagedLibraryMaterial
11/1	3:15 PM	InappropriateBehavior
11/2	2:04 PM	SleepingIncident
11/2	2:14 PM	InappropriateAttire
11/2	3:46 PM	CustomerLibraryCardAbuse
11/3	2:29 PM	StolenDamagedLibraryMaterial
11/7	4:08 PM	StolenDamagedLibraryMaterial
11/7	4:19 PM	AlcoholDrugs
11/8	1:03 PM	CustomerComplaint
11/10	4:13 PM	SuspiciousCustomerActivity
11/10	7:58 PM	StolenDamagedLibraryMaterial
11/15	4:16 PM	InappropriateBehavior
11/18	4:22 PM	InappropriateBehavior
11/20	9:50 AM	InappropriateBehavior,Hounding parents with infants to hold the child and touching w/o permission.
11/20	9:58 AM	InappropriateBehavior,Inappropriate questions, being rude and getting too close to staff.
11/21	9:32 AM	SleepingIncident
11/21	11:14 AM	StolenDamagedLibraryMaterial
11/22	10:01 AM	InappropriateAttire
11/24	2:24 PM	TobaccoUse,Possible marijuana use
11/24	6:39 PM	InappropriateBehavior
11/25	3:32 PM	AlcoholDrugs
11/26	12:16 PM	InappropriateBehavior
11/29	1:26 PM	Other

Suspension Reports

Date	Time	violation
11/25	9:43 AM	InappropriateBehavior
11/25	8:27 AM	Other,test
11/2	2:15 PM	InappropriateAttire
11/25	3:28 PM	AlcoholDrugs
11/26	12:11 PM	InappropriateBehavior