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BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, December 15, 2015

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. November 17, 2015
 - B. December 1, 2015
 - C. December 8, 2015
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - C. Bookmobile Ad Hoc Committee
- XI. Executive Session to Discuss Salary/Start Date for Interim Director
- XII. New Business
 - A. Approve Salary/Start Date for Interim Director
- XIII. Unfinished Business
 - A. Discuss Progress on Finding a Facilitator for Developing Goal #1 of Strategic Plan
 - B. Discussion of Electronic Communication Among Board Members
 - C. Discussion on Purpose of Committee Meetings
- XIII. Comments from Board Trustees
- XIV. Adjournment

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, November 17, 2015

5:30 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:31 p.m.

President Koos stated that Susan O'Rourke could not be present due to illness, and would like to join the meeting by phone and asked for a motion.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO ALLOW SUSAN O'ROURKE TO JOIN THE BPL BOARD MEETING BY TELEPHONE. THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT:

Alex Cardona, Emily Kelahan (arrived at 5:35 p.m.), Van Miller, Susan O'Rourke (by phone), Mike Raikes, Whitney Thomas, Julian Westerhout, Carol Koos

MEMBERS ABSENT:

Robert Porter

OTHERS PRESENT:

Georgia Bouda, Patsy Bowles, Kathy Jeakins, Lynn Gray, Maria Nagle, Rhonda Massie, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

There were no public comments.

V. Approval of Minutes

A. October 20, 2015

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 20, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. Adopt Sick Leave Buyback Program Language for Classified Employees

Director Bouda reviewed the document that was included in the packet.

JULIAN WESTERHOUT MOVED, WHITNEY THOMAS SECONDED, TO ADOPT SICK LEAVE BUYBACK PROGRAM LANGUAGE FOR CLASSIFIED EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.B."

C. Review Chapter 5, "Technology," of Serving Our Public 3.0: Standards for Illinois Public Libraries for the FY16 Per Capita Grant requirements.

Director Bouda stated that the Library does not have a TTY machine on the premises but the Library supports IP-Relay services for both phone calls and via the internet for our hearing impaired customers. She went on to say that we are in compliance with the standards in this chapter and no policy changes or equipment purchases are recommended at this time.

D. Approve 2016 Meeting Dates

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MEETING DATES FOR 2016. THE MOTION CARRIED UNANIMOUSLY.

E. Report on Illinois Library Association conference

Julian Westerhout shared what sessions that he had attended at the ILA Conference Trustee Day. He had previously sent out a document to the Trustees on both Parliamentary Procedures and Board Governance. He went on to say that the handout on Board Governance should prove to be most useful as it covers what the Board's role is and how the Board should function. Julian stated that the information on Board Governance should be especially helpful to each individually as we move forward, how we are operating as a Board, our relationship with staff, and how we are setting up our Strategic Plan. Julian added that the presenter on Board Governance was Nancy Sylvester and that she offers facilitating services, and along with this, she offers information that is free and accessible on her website, nancysylvester.com. He entertained questions.

XII. Unfinished Business

A. Development of Strategic Plan and Possible Approval of Draft Plan

President Koos reminded them that they still have just an outline of the Strategic Plan and still need to consider having a facilitator help the Board with developing item #1 of the outline. There was some discussion on having Nancy Sylvester or another facilitator, and if so, are there enough funds in the Professional Services budget to pay for this. There is still concern with having a facilitator volunteer their time rather than having a contract with expectations that a facilitator needs to accomplish. Along with this, there was discussion on whether the Board should just take responsibility of developing the plan, whether it should be the full Board or through Committee work.

EMILY KELAHAN MOVED, JULIAN WESTERHOUT SECONDED, TO HAVE A FACILITATED SESSION TO DISCUSS ITEM ONE OF THE DRAFT STRATEGIC PLAN AS A FULL BOARD IN THE NEXT TWO MONTHS. THE MOTION CARRIED UNANIMOUSLY.

JULIAN WESTERHOUT MOVED, EMILY KELAHAN SECONDED, TO ASSIGN ITEMS TWO THROUGH FIVE OF THE DRAFT STRATEGIC PLAN TO THE 3 P'S COMMITTEE FOR FURTHER DEVELOPMENT AND REPORT BACK TO THE BOARD. THE MOTION CARRIED UNANIMOUSLY.

- B. Discussion of Current Goals for the Director
This item will be tabled.

- C. Discussion of Electronic Communication Among Board Members
Susan O'Rourke stated that there is still a problem with some of the Trustees receiving emails from the Library.
President Koos stated that she will investigate this with Library staff.

- D. Discussion of Purpose of Committee Meetings
Susan O'Rourke shared that there is a question as to how this Board works, whether this is a Committee focused Board or works as a Board of the whole. There was a brief discussion about having the facilitator tackle this and it was decided to table this until the next regular meeting.

XIII. Comments from Board Trustees

The Trustees wished Director Bouda well in her retirement.

Alex Cardona brought up the subject of how Director Bouda's retirement affects the Farnsworth Study. Director Bouda stated that once it gets into the Programming part of the Study that a Director really should be in place.

Patsy Bowles, former Board President, expressed her heartfelt gratitude to Director Bouda for all of her years of service.

XIV. Adjournment

VAN MILLER MOVED, EMILY KELAHAN SECONDED TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:59 p.m.

2015.10

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 17, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,423.54
Ameren IP	Electricity	7,396.78
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Library Supplies	3,920.00
Brodart Co.	Library Supplies	1,075.12
CDW Government	Computer Supplies	697.27
Cengage Learning	Adult Books	1,571.87
Center Point Large Print	Adult Books	497.60
Central Catholic High School	Adult Books	160.00
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	16,170.54
City of Bloomington	Gas & Diesel Fuel	291.92
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,805.84
City of Bloomington	IMRF	38,768.84
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	3,781.85
City of Bloomington	Payroll	193,237.86
City of Bloomington	Vehicle Maintenance	291.92
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,007.31
CM Promotions, Inc.	Miscellaneous Expenses	799.66
Comcast	Telecommunications	102.85
Custom Digital Imaging	Printing/Binding	3,187.70
Dell Marketing, LLC	Office/Equipment Mtn	636.79
Demco	Library Supplies	440.41
Ebsco Subscription Services	Periodicals	179.83
Fisk, Terry	Other Purchased Services	325.00
Frontier	Telecommunications	1,418.07
Illinois Association for the Advancement of Archaeology	Membership Dues	30.00
Illinois Wesleyan University	Other Purchased Services	734.80
Limelight Communications, Inc.	Advertising	200.00
Matthew Bender (Lexis Nexis)	Adult Books	174.51
Mid Illinois Mechanical Services, Inc.	Building Maintenance	92.00
Midwest Tape	A/V Materials	2,293.98
Miller Janitorial Supply	Janitorial Supplies	397.74
Multicultural Books & Videos	Children's Books	77.70
NICOR/Northern Illinois Gas	Natural Gas	1,348.17

OfficeMax
 OfficeMax
 OfficeMax
 Osacky, Michael
 Pantagraph
 Penworthy Co.
 Postmaster, Bloomington
 Rainbow Book Company
 Recorded Books, Inc.
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 Value Line Publishing, LLC
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 Welcome Mat Family Yoga
 VISA - Abe Books
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
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 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - B & H Photo
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Blue Duck Barbeque Tavern
 VISA - CandyStore.Com
 VISA - ChiliFresh.com
 VISA - Facebook
 VISA - Five Star Water
 VISA - FNU*Official Xbox Magazine
 VISA - Fred Pryor/Career Track Seminars
 VISA - Game Informer Magazine
 VISA - Halloween city
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - HyVee
 VISA - Illinois Agricultural Association
 VISA - Illinois Audubon Society
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Kirby Risk Electrical Supplies
 VISA - Lowe's
 VISA - Lowe's
 VISA - MakerBot.com

Janitorial Supplies	52.86
Library Supplies	25.48
Office Supplies	630.27
Other Purchased Services	285.00
Printing/Binding	90.40
Children's Books	1,304.53
Postage	225.00
Children's Books	3,125.81
A/V Materials	896.79
Periodicals	10,935.77
Library Supplies	2,194.95
Rentals	1,824.96
Printing/Binding	457.50
Other Purchased Services	74.00
Building Maintenance	29.01
Other Property Mtn	118.26
Other Purchased Services	608.60
Public Access Software	4,800.00
Library Supplies	844.48
Building Maintenance	1,762.96
Other Purchased Services	150.00
Adult Books	106.26
A/V Materials	104.24
Children's Books	6.15
Library Supplies	45.00
Professional Collection	30.02
A/V Materials	879.26
Adult Books	39.95
Professional Collection	43.77
Membership Dues	209.00
Professional Collection	70.00
Computer Supplies	184.75
A/V Materials	9,413.15
Adult Books	14,444.78
Children's Books	3,051.33
Travel	28.91
Library Supplies	724.44
Office/Equipment Mtn	1,200.00
Advertising	63.87
Miscellaneous Expenses	48.10
Periodicals	39.90
Professional Development	323.00
Periodicals	24.98
Other Purchased Services	55.97
Other Purchased Services	34.32
Other Purchased Services	69.99
Employee Relations	63.51
Adult Books	45.00
Membership Dues	25.00
Professional Development	35.00
Adult Books	1,159.12
Building Mtn Supplies	1,960.56
Building Mtn Supplies	43.49
Other Purchased Services	14.87
Computer Supplies	381.55

VISA - McLean County Museum of History	Adult Books	54.00
VISA - Menards	Janitorial Supplies	10.76
VISA - Monoprice, Inc.	Computer Supplies	127.64
VISA - National Seminars/Padgett Thompson	Professional Collection	105.00
VISA - Office Depot/OfficeMax	Copier Supplies	192.86
VISA - Office Depot/OfficeMax	Library Supplies	95.38
VISA - Office Depot/OfficeMax	Office Supplies	308.92
VISA - Oriental Trading	Other Purchased Services	62.97
VISA - Party City	Other Purchased Services	8.64
VISA - Paypal*LibraryWork	Professional Development	39.00
VISA - Paypal*Telugunaadi	Periodicals	48.00
VISA - Peoria Civic Center	Travel	14.00
VISA - Plastic Products Mfg.	Library Supplies	173.29
VISA - POS Supply Solutions	Library Supplies	82.85
VISA - Richard's on Main	Travel	13.83
VISA - Rosie's Pub	Travel	45.96
VISA - Shocases	Library Supplies	996.52
VISA - Springfield Electric Supply Company	Building Mtnc Supplies	576.00
VISA - Uline Shipping Supplies	Office Supplies	301.01
VISA - Ulrich's Rebellion	Travel	41.00
VISA - UPS	Postage	16.53
VISA - USBorne Books	A/V Materials	250.81
VISA - USBorne Books	Children's Books	996.87
VISA - USPS	Postage	5.23
VISA - Verizon Wireless	Telecommunications	122.88
VISA - Wal-Mart	Employee Relatons	19.78
VISA - Wal-Mart	Janitorial Supplies	22.94
VISA - Wal-Mart	Library Supplies	102.17
VISA - Wal-Mart	Miscellaneous Expenses	79.44
VISA - Wal-Mart	Office Supplies	36.84
VISA - Wal-Mart	Other Purchased Services	32.75
VISA - Wal-Mart	Vehicle Maintenance	47.88
VISA - Windstream	Telecommunications	112.72
Total		382,172.90

XI.A.

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

"The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects."

BE IT RESOLVED THAT \$158,264.53 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$2,286,720.57.

Approved the 17th day of November 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

X.I.B.

Bloomington Public Library

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205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

Personnel Code

- 5.1. Sick Leave Buy Back Program.** All employees hired prior to May 1, 1997 will be grandfathered to the current City of Bloomington language as regards to Sick Leave Buy Back. Employees who retire or leave the employment of the Library under honorable circumstances and with 20 or more continuous years of service and at age 55 may choose to be paid at their final rate of pay for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
400-499	50%
500-599	55%
600-699	60%
700-799	65%
800 or more	70%

All employees hired May 1, 1997 and thereafter, who are at least 55 years of age with twenty (20) years of service as a Library employee, may choose to be paid at their final hourly rate for all accumulated unused sick leave according to the following schedule:

<u>Total Hours Available</u>	<u>Percentage</u>
Less than 400	0%
Next 100 Hours (400-499)	50%
Next 100 Hours (500-599)	55%
Next 100 Hours (600-699)	60%
Next 100 Hours (700-799)	65%
Next 161 Hours (800-960)	70%

Effective as of December 1, 2015

Classified employees hired by the Library on or after December 1, 2015 are not eligible to receive payment of accrued sick leave upon retirement under the Library's Sick Leave Buy Back Program.

Approved the 17th day of November 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, December 1, 2015

5:30 p.m.

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

Minutes

- I. Call to Order
President Koos called the meeting to order at 5:33 p.m.
- II. Roll Call
MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes (arrived at 5:54 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: Whitney Thomas

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Karen Moen, Maria Nagle, Caprice Prochnow, Gayle Tucker, Jon Whited
- III. Introductions
President Koos introduced those present.
- IV. Public Comment
Director Bouda distributed an article to the Trustees from Library Journal in regards to Library construction projects.
- V. Old Business
 - A. Discussion of Electronic Communication Among Board Members
ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO TABLE THIS AGENDA ITEM UNTIL THE NEXT MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. New Business

A. Approve Recommendation to Foundation to Use Unused Funds from Staff Appreciation Day for Staff Development Day

Director Bouda shared that since Hy-Vee had delivered the meal over an hour late for Staff Appreciation Day that the catering costs were free, so the Library would like to use these remaining funds for expenses for Staff Development Day on Tuesday, January 12.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE UNSPENT FUNDS OF \$888.30 REMAINING FROM STAFF APPRECIATION DAY BE ALLOCATED FOR EXPENSES FOR STAFF DEVELOPMENT DAY.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: MIKE RAIKES, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "VI.A."

B. Approve the Closing of the Library on January 12, 2016 for Staff Development Day

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO CLOSE THE LIBRARY ON TUESDAY, JANUARY 12, 2016 FOR STAFF DEVELOPMENT DAY.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, ROBERT PORTER, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: MIKE RAIKES, WHITNEY THOMAS

THE MOTION CARRIED.

See Attachment "VI.A."

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED TO ADDRESS AGENDA ITEM D BEFORE ITEM C. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Selection of Interim Director

President Koos stated that since potential candidate names will be brought up during discussion that the Board needs to go into Executive Session.

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE SELECTION OF AN INTERIM DIRECTOR.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 6:33 p.m., the Board went into Executive Session.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO RESUME REGULAR SESSION.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ROBERT PORTER, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 7:30 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

Julian Westerhout stated that with the timing of the Director Bouda's retirement and the holidays, the Board really needs to get more information on potential candidates in order to make a decision on an Interim Director. He went on to say, that since Director Bouda is officially still the Director until January 8, 2016, the Board has decided to hold another Special Board meeting on Tuesday, December 8 in order to go through responses from potential candidates in order to make a choice for an Interim Director.

D. Approve Selection of Director Search Firm

President Koos shared that they will be calling Dee Brennan from RAILS regarding a Search Firm. She distributed a list of qualities and skills for a new Director, that Director Bouda provided, along with handouts on four firms to consider hiring in the search for a new Director. The four firms were Bradbury Associates, John Keister & Associates, Lynn Elam Consulting, and Calaberry Consulting. President Koos shared that the last search for a Director cost approximately \$20,000. There was much discussion on the firms that were presented, and what the Library would be getting for their money.

Dee Brennan joined the meeting by phone to assist the Trustees with what is involved with working with a search firm and what the process consists of.

President Koos shared with Dee, the firms that she had come up with and shared with the Board. Dee shared her knowledge of each firm, along with the expectation that they

will probably not find a firm that will charge any less than \$10,000.00. Dee went on to say, that the Board should make sure that they clarify with potential firms exactly what it is that they are looking for in a Director. Dee suggested that they have a very brief, formal RFP sent to each firm that they are interested in. She went on to say, that she could send some templates to be used.

President Koos asked Dee if it is acceptable to hire an Interim Director that is not a Librarian but perhaps someone who has worked for a School District, such as a Superintendent. Dee responded that as long as the Library has no existing big problems that need to be fixed or big projects to work through, this may be an option.

There was some discussion as to what was shared by Dee Brennan.

There was general consensus that an RFP be published in the Pantagraph, sent to the four firms and advertised on the appropriate websites and library journals. Director Bouda shared that if any assistance was needed in writing the RFP beyond the samples that Dee sends, they could most likely enlist Jon Johnston's (City of Bloomington Procurement Manager) help with it. There was consensus to get the RFP drawn up in the next few days and send to the Trustees to peruse, then edit and approve at the December 15 meeting, then have it published in the paper and sent out to prospective firms on December 16. Along with this, the expected date for return of responses would be January 8, 2016 so that a special Board meeting tentatively may be held on January 12. There was also discussion on developing a Search Committee and how many meetings may be needed to interview the firms that respond.

VII. Adjournment

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:32 p.m.

Proposal for Staff Development Day January 12, 2016

I would like to recommend that the Board approve a Staff Development Day for January 12, 2016 featuring guest presenters from various local organizations that offer homeless services. The presenters will give advice and suggestions on how to best serve the homeless population in the Library. They will also provide detailed procedures on how each organization deals with the homeless population in Bloomington.

I would like to request the Library be closed on January 12, 2016 so that all staff will be able to attend the training.

I would like to request that a light breakfast (donuts/coffee) and lunch be provided.

I would like to request the Library Board approve a recommendation to the Foundation to use the unspent funds from Staff Appreciation Day (due to a mix-up with HyVee, lunch for Staff Appreciation Day was free) which amounts to \$888.30. The funds would be used for the following:

Proposed costs for the day:

Presentations from Local Organizations:	Free
Fire Safety Training:	\$213.30
Breakfast/Lunch:	\$675.00

Unspent Funds from Staff Appreciation Day: \$888.30

Total Projected for the day: Not to Exceed: \$888.30

The Bloomington Public Library Board of Trustees approves closing the Library on Tuesday, January 12, 2016 to provide a Staff Development Day and further recommends that the Bloomington Public Library Foundation fund the 2016 Staff Development Day (which includes light breakfast and lunch) at a cost not to exceed \$888.30.

Approved on this 1st day of December 2015



Carol Koos, President
Bloomington Public Library Board of Trustees

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, December 8, 2015

5:30 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:36 p.m.

II. Roll Call

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

MEMBERS ABSENT: Mike Raikes

OTHERS PRESENT: Kathy Jeakins, Patricia Marton, Caprice Prochnow

III. Introductions

President Koos introduced resident, Patricia Marton.

IV. Public Comment

Patricia Marton made a statement regarding attributes she would like to see in a new Director. Patricia also shared that she has been working on a project of public poster displays called Proper and Considerate Treatment of the Elderly.

V. Executive Session to Discuss Selection of Interim Director

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE SELECTION OF AN INTERIM DIRECTOR.

AYES: ALEX CARDONA, EMILY KELAHAHAN, VAN MILLER, SUSAN O'ROURKE, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

At 5:40 p.m., the Board went into Executive Session.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO RESUME REGULAR SESSION.

AYES: ALEX CARDONA, EMILY KELAHAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

At 6:23 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

VI. Old Business

A. Approve Selection of Interim Director

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO SELECT WALTER F. "TERRY" LINDBERG AS THE INTERIM DIRECTOR.

AYES: ALEX CARDONA, EMILY KELAHAHAN, VAN MILLER, SUSAN O'ROURKE, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSTAIN: ROBERT PORTER

ABSENT: MIKE RAIKES

THE MOTION CARRIED.

There was some discussion as to the salary range and start date for the Interim Director. President Koos distributed the FY16 and FY17 Salary Ranges that had previously been approved by the Board. President Koos will be contacting Walter "Terry" Lindberg tomorrow to discuss salary expectations and a potential start date. Along with this, President Koos will ask him to attend the regular meeting next week on December 15.

VII. New Business

A. Approve RFP for Director Search Firm

President Koos distributed a draft of the Request For Proposal to the Trustees.

Kathy Jeakins reviewed with the Trustees the timetable that was set for the RFP. She shared that the Assistant Procurement Officer at the City had suggested that the timetable be extended to allow enough time for the Questions and Responses to be received, and to allow for the holidays.

EMILY KELAHAAN MOVED, JULIAN WESTERHOUT SECONDED, THAT ON PAGE TWO, JANUARY 8, 2016 BE REPLACED WITH JANUARY 15, 2016 AND 4:00 P.M. BE REPLACED WITH 3:00 P.M. THE MOTION CARRIED UNANIMOUSLY.

The Trustees reviewed the document and suggested edits for the final document. There was some discussion as to whether the full Board will select the Search Firm.

JULIAN WESTERHOUT MOVED, EMILY KELAHAAN SECONDED, THAT THE FULL BOARD SELECT THE SEARCH FIRM. AFTER THE SEARCH FIRM HAS BEEN SELECTED, THE FULL BOARD WILL DEFER TO THE SEARCH COMMITTEE TO WORK WITH THE SEARCH FIRM AND REPORT BACK TO THE BOARD WHEN APPROPRIATE. THE MOTION CARRIED UNANIMOUSLY.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE DIRECTOR SEARCH FIRM REQUEST FOR PROPOSAL AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

See attachment "VII.A."

VII. Adjournment

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

Carol Koos adjourned the meeting at 6:50 P.M.

Bloomington Public Library

Books are just the beginning.

VII.A.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

REQUEST FOR PROPOSAL

PROFESSIONAL EXECUTIVE RECRUITMENT SERVICES BY BY QUALIFIED INDIVIDUALS AND/OR FIRMS FOR THE POSITION OF LIBRARY DIRECTOR FOR BLOOMINGTON PUBLIC LIBRARY

Mailing Address: Bloomington Public Library
205 East Olive
P. O. Box 3308
Bloomington, IL 61702-3308

Contact Person(s): Carol Koos
President, Library Board of Trustees
309-830-9382
Carolkoos12@gmail.com

Proposals Due: Friday, January 15, no later than 3:00 p.m. Central Time

**LEGAL NOTICE OF
REQUEST FOR PROPOSAL
BLOOMINGTON PUBLIC LIBRARY
BLOOMINGTON, ILLINOIS**

Sealed proposals will be received at the office of the Johanna Sneed, Bloomington Public Library, 205 East Olive Street, Bloomington, Illinois 61701, until 4:00 p.m. Central time on Friday, January 8, 2016 for the following:

**PROFESSIONAL EXECUTIVE RECRUITMENT SERVICES BY
BY QUALIFIED INDIVIDUALS AND/OR
FIRMS FOR THE POSITION OF LIBRARY DIRECTOR OR
BLOOMINGTON PUBLIC LIBRARY**

RFP documents are to be obtained from Johanna Sneed, Bloomington Public Library by sending an email to johannas@bloomingtonlibrary.org, or by calling 309-557-8905, or by accessing the Bloomington Public Library website, at www.bloomingtonlibrary.org, and click on RFP. Respondents must provide their complete name, company name, street address, telephone number, fax number and their email address.

The Bloomington Public Library reserves the right to reject any and all proposals and to waive technicalities. The award will not be based solely on the "low proposal." The award will be based on the criteria for selection contained within this document.

The Bloomington Public Library requires all contractors and offerors doing business with the Library not to discriminate on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation.

Carol Koos, President, Board of Trustees

Published 12/18/15 Bloomington, Illinois

TERMS AND CONDITIONS FOR OFFERORS

Background: The Bloomington Public Library is a municipal library, under the auspices of the City of Bloomington. The current library building was constructed in 1976 with a 4,300 square foot addition in 2006.

Do **not** submit proposals by fax or electronically. Proposals submitted by fax or electronically cannot be accepted or considered for award. Sealed proposals are required.

Definitions:

1. "Library" shall mean the Bloomington Public Library, Illinois.

2. "Requests for Proposals (RFP) is a method of procurement permitting discussions with responsive, responsible offerors and revisions to proposals prior to award of contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Questions regarding proposal procedures shall be directed to Carol Koos, during regular working hours (M-F 8am-5pm), telephone 309-830-9382

Questions will be answered in the form of written addenda and provided to all Offerors, as per State of Illinois statutes.

The Bloomington Public Library Board of Trustees reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Library may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that the RFP and all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations may be held by the Library as contractually binding on the successful offeror.

When the Evaluation Committee determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

The Bloomington Public Library will not be liable in any way for any costs incurred by respondents in replying to this RFP.

NON DISCRIMINATION: The City of Bloomington requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation. Offerors shall comply with the Illinois Human Rights Act, 775 ILCS 5.101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44 Part 750 (Appendix A) 775 ILCS 5/1-102 and constituting of a written EEO policy and workforce profile that demonstrates its EEO practices. Furthermore, the offeror shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The offeror must have a written sexual harassment policy, which meets Illinois Compiled State Statutes, 775 ILCS 15/3.

SECURITY: The offeror represents and warrants to the City of Bloomington that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The offeror further represents and warrants to the City of Bloomington that the offeror and its principals, shareholders, members, partners or affiliates, as applicable, are not directly or indirectly engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The offeror hereby agrees to defend, indemnify, and hold harmless the City of Bloomington and all City of Bloomington elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses including reasonable attorney's fees and costs arising from or related to any breach of the foregoing representation and warranties.

EX PARTE COMMUNICATION: Please note that to insure the proper and fair evaluation of a proposal or bid, the City of Bloomington prohibits exparte communication (i.e., unsolicited) initiated by the Offeror to a City Official (i.e. City Aldermen, Mayor, etc.) or Employee evaluating or considering the proposal/bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone calls, email and personal visit. Communication between Offeror and the City will be directed in writing to the Procurement Manager or designated contact person only. The Procurement Manager will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Offeror from consideration or award of the proposal and repeat offenders may be disqualified from future projects.

NO PROPOSAL: Offerors who are not able to submit a proposal for this service, but wish to receive proposal tabulation or to be assured of remaining on the City's proposal list for similar services should clearly indicate on the envelope the designation "**NO PROPOSAL**". Envelopes so marked will not be considered as a formal proposal, but the contents will be responded to in the appropriate manner by City of Bloomington staff. The City will issue a purchase order to the successful Offeror.

PROPOSAL PRICE: Please quote your best net price including delivery and discounts to meet the approval of the City. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.

All prices and notations shall be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the proposal. In case of error in the extension of prices, the unit price shall govern.

PAYMENT TERMS: If payment terms are not indicated, terms of NET 30 days shall be applied by the City. Payment terms to apply after receipt of invoice or final acceptance of the products/services, whichever is later. Payment terms offering less than 20 days for payment

will not be considered. Please note: the City of Bloomington offers Electronic Funds Transfers (EFTs) for offerors receiving multiple payments. Please indicate whether you are or are not capable of accepting EFT payments: Yes ____ or No _____. If yes, you may receive information later if this process will apply to you.

PROPOSAL EVALUATION: Products/Services will be purchased from the Offeror providing the best proposal per product/service or total package, whichever is in the best interest of the Library. The quality of the products/services, conformity with the specifications, suitability to the requirements, delivery terms including length of time for delivery, qualifications and references will be taken into consideration in making an award.

CRITERIA FOR MAKING SELECTION: Proposals may be evaluated based upon, but not limited to, the following criteria. This criteria shall be used by the City to determine the firm or individual(s) most qualified and best suited to perform the work. The Evaluation Committee may, in its sole discretion and in the course of its evaluation, arrange a site visit or request presentations or demonstrations with one or more selected offerors:

- Firm expertise and competence including experience with similar projects
- Professional qualifications and experience of the key personnel assigned to the project
- Time required to accomplish the requested services
- References
- Ability to work effectively with Library Board of Trustees, and representatives
- Proposed cost

The Library retains sole discretion to evaluate proposals and may make an award to the consultant the Library deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the Library in any way to engage any consultant and the Library reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The Library shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the Library shall bear no financial or other responsibility in the event of such abandonment. The Library reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreements entered into.

Add City of champ Eval Criteria 1.6

INVESTIGATION: Offeror's must acquaint themselves with the policies of the Library and may do so by contacting the Carol Koos. All questions as to the meaning of the scope of work must be resolved prior to the proposal submission deadline. It is the Offeror's responsibility to check with Carol Koos prior to submitting their proposal to ensure that they have received all Addenda that may be issued.

PROOF OF LICENSE, PERMIT, CERTIFICATIONS, ETC.: Offeror's must provide proof of conformance with any applicable Federal/State/Local permits, licenses, certifications, etc., or the ability to obtain any applicable Federal/State/Local permits, licenses, certifications, etc., within a reasonable time after the proposal award and prior to the performance of the work. It is the offeror's responsibility to inquire about requirements of performing the job with the

requesting department contact person.

PROPOSAL FORM: This entire package shall be returned complete and intact with all information requested and all questions answered. The amount of the proposal shall be stated on the form(s) provided. Variations from the specification/scope of work shall be noted on a separate sheet of paper. If more space is required to furnish a description of the service offered or delivery/start terms, the offeror may attach a letter hereto, which will be made a part of the proposal.

SPECIFICATION: The Specification may, in some areas, be unique to a particular brand of product or type of service. If this situation exists, equal consideration will be given to all Offeror's whose items, in the opinion of the Library, meets or exceeds performance in these areas.

PROPOSAL OPENING: TELEPHONE/FAX/VERBAL OFFERS WILL NOT BE ACCEPTED. Proposals are opened and evaluated in private. Proposals are not publicly opened and read at the time and date set. It is the responsibility of the offeror to see that the proposal is submitted to the Johanna Sneed, Bloomington Public Library, by the specified time and date. The date of the postmark will not be considered. Proposals received after the time and date set will be returned unopened to the Offeror. This includes Proposals not received as a result of mail delays. In the event that the Library is closed for business at the time scheduled for the proposal submission, sealed proposals will be accepted on the next business day of the Library, up to the originally scheduled time.

DEFAULT BY OFFEROR: In the event of default by offeror, the Library reserves the right to procure the services from other sources, and hold the offeror liable for any excess costs occasioned thereby. Additionally, a contract shall not be assignable by the Offeror in whole or in part without the written consent of the Bloomington Public Library.

CANCELLATION: Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The Library will give a written notice of unsatisfactory performance and the contractor or vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty (30) days, the Library deems that the contractor or vendor's performance is still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellation shall not limit the Library's right to seek any other remedies allowed by law.

WITHDRAWAL OF PROPOSAL: An offeror may withdraw a proposal prior to the deadline for proposal submittal by submitting a request for its withdrawal. Proposals received after the time for opening proposals or received at any place other than the place specified will not be considered. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of proposals, or to cancel awards or contracts based on proposal mistakes, will be submitted in writing and will be supported by a written determination made by the Procurement Manager. The request shall then be forwarded to the Library's legal staff for final recommendation.

REJECTION OF PROPOSALS, WAIVERS AND IRREGULARITY: The Bloomington Public Library reserves the right to reject any or all proposals, to waive irregularities, and to accept that proposal which is considered in the best interest of the Library. Any such decision shall be final.

PROTESTS: Any actual or prospective offeror who is aggrieved in connection with this proposal or award may protest to the Bloomington Public Library Board of Trustees during the public Board of Trustees meeting only. The protest will be submitted in writing to the Office of the Carol Koos President, Board of Trustees immediately after such aggrieved person knows or should have known of the facts giving rise and the President of the Board of Trustees will place same on the Bloomington Public Library Board of Trustees agenda if not resolved prior to that time.

INDEMNIFICATION: Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of Illinois and will survive termination of this Agreement.

REFERENCES:

Five (3) references are **required** with your proposal. The references shall be from three different sources where you have provided the minimum specifications as required in this proposal.

(1.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(2.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(3.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:

The offeror certifies by signing this statement that this Proposal is made without prior understanding, agreement or accord with any other person submitting a Proposal for the same product or service and that this Proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The offeror also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Print Name & Date

Authorized Signature

Company Name

INSURANCE:

Offerors providing a service or installing equipment on or about City property shall provide to the City Clerk evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on City property. The offeror guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee.

Furthermore, the offeror hereby agrees to save and hold harmless and indemnify the City from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Offeror, its employees, agents or sub-offerors. This agreement extends to all claims, of any nature, whether made by the Offeror's employees or third parties.

Print Name & Date

Authorized Signature

Company Name

GIFT BAN ACT:

I certify that _____ (print company name), its officers, employees and agents, have not made any gifts to officers or employees of the City of Bloomington in violation of Illinois Compiled Statutes, 5 ILCS 430/Article 10, State Officers and Employees Ethics Act (commonly known as the "Gift Ban Act"). The Act is available online at: <http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=000504300HArt%2E+10&ActID=2529&ChapterID=2&SeqStart=1700000&SeqEnd=2200000> under.

I further certify that as an Offeror, I have not violated the Bloomington City Code Chapter 2, Administration; Article I, Section 8: Officers and Employees Generally: Section 8a Prohibition on the Solicitation and Acceptance of Gifts; and 8b State Officials and Employees Ethics Act. This section of the Bloomington City Code is available online at <http://www.cityblm.org/code.asp?show=section&id=3450>.

Print Name & Date

Authorized Signature

EQUAL OPPORTUNITY GUIDELINES:

The City requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non job-related disabilities. This program was approved by the City Council on May 27, 1974. In accordance with this program the City shall require that the offeror or contractor be familiar and comply in every respect with the provisions of this program. Information regarding the program may be obtained by contacting the Human Relations Department 309/434-2218.

CITY OF BLOOMINGTON, IL
GENERAL INSURANCE REQUIREMENTS FOR VENDORS/CONTRACTORS/BIDS

Prior to the commencement of work governed by any contract between the CITY and the vendor/contractor, the contractor shall provide the CITY satisfactory evidence of insurance coverage. A Certificate of Insurance AND any contract stating the CITY, its employees and officials as additional named insureds will be required and will also denote the description of the job. **The vendor's/contractor's insurance shall be primary and non-contributory.**

All insurance coverage should be placed with a solid carrier who has no less than an A- VIII Best's Rating. The Contractor's program shall hold the CITY, its employees and officials harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom).

All coverage, as follows shall be maintained through the life of the contract and include, as a minimum:

General Liability - \$1,000,000 Bodily Injury and Property Damage (Combined Single Limit) with \$1,000,000 GL annual aggregate and will include:

- Medical payments - \$5,000
- Premises Operations
- Products and Completed Operations
- Blanket Contractual Liability
- Personal Injury Liability
- Expanded Definition of Property Damage

Workers' Compensation and Employer's Liability -

- \$500,000 Bodily Injury by Accident
- \$500,000 Bodily Injury by Disease, policy limits
- \$500,000 Bodily Injury by Disease, each employee

Automobile Liability - \$1,000,000 Bodily Injury and Property Damage (CSL) (Owned, Non-owned and Hired vehicles should be included) and include \$10,000 medical pay per passenger.

Umbrella Liability Coverage - \$1,000,000 each occurrence, \$1,000,000 aggregate. (These limits will be excess over all underlying coverage documents and would be the minimum required). **Increased limits may be required on "larger contracts" and would be at the discretion, and approval of the, CITY'S legal counsel.**

All Liability (General Liability/Auto) insurance certificates should include a "blanket additional insured" endorsement, must specify that should described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this Equal Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), or the City of Bloomington's Contract Compliance Program, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, including the City of Bloomington, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute, ordinance or regulation. During the performance of this contract, the contractor agrees as follows:

- (1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under-utilization.
- (2) That, if it hires additional employees in order to perform this contract any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations or those of the Human Relations Commission) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- (3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, familial status, or an unfavorable discharge from military service.
- (4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and Human Relations Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- (5) That it will submit reports as required by the Department's Rules and Regulations and Human Relations Commission, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.
- (6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.
- (7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency, the Department and the Human Relations Commission in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission or Human Relations Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations including the City of Bloomington.



Community Relations
109 E. Olive St.
Bloomington, IL 61701-3157
(309) 434-2215 (TTY) 829-5115

To Whom It May Concern:

The City of Bloomington's Equal Opportunity in Purchasing Ordinance and the Bloomington Human Relations Ordinance requires that any company doing business with the City in the excess of \$25,000 during one year, must submit an Equal Opportunity Report Form or an Equal Opportunity Plan.

It is my understanding that your company will be or are presently a contractor/vendor for the City of Bloomington. In order for this office to approve your company to continue to conduct business with the City of Bloomington, all of the enclosed forms must be submitted to the Community Relations Division within 14 days after receipt of the requested information. If you are bidding for the opportunity to work for the City of Bloomington, the Contract Compliance Report Form enclosed in the bid packet must be completed, signed and returned in the bid packet.

Please complete the enclosed information in its entirety and return it to the Community Relations Office or with your bid packet. If your company has an approved Equal Opportunity Plan, you may submit it instead of completing the enclosed Contract Compliance Form. You must also include a breakdown of your present workforce by race and gender.

If the information requested is not submitted, your company may not be approved to do business with the City of Bloomington and could subsequently not be placed on the "Approved Contractor/Vendor List."

If you should have any questions regarding either of the forms, please feel free to contact me at (309) 434-2215.

Sincerely,

Ernestine Jackson
Equal Opportunity Associate

**CITY OF BLOOMINGTON
COMMUNITY RELATIONS DIVISION**

City of Bloomington
Community Relations Division
109 E. Olive Street
Bloomington, IL 61701

(309) 434-2215

(309) 434-2831 (Fax)

Failure to properly complete this form prior to the execution of a contract with the City of Bloomington, or within 7 days after a request for submission of this report, will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid or do business with the City of Bloomington.

Section I. Identification

1. Company Name and Address:

Name: _____

D/b/a: _____

Address: _____

City/State/Zip: _____

Telephone Number(s) Area Code: _____

Check one of the following:

☐ Corporation ☐ Partnership ☐ Individual Proprietorship ☐ Limited Liability Corp.

2. Name and Address of the Company's Principal Office (answer only if not the same as above).

Name: _____

Address: _____

City/State/Zip: _____

3. Major activity of your company (product or service):

Section II. Policies and Practices

Description of EEO Policies and Practices

- A. Is it the Company's policy to recruit, hire, train, upgrade, and discipline persons without regard to race, sex, color, religion, national origin, age, mental and/or physical disability, and sexual orientation?

YES _____ NO _____

- B. Has someone been assigned to develop procedures, which will assure that the EO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the charged with this responsibility.

Name: _____

Title: _____

Telephone: _____

- C. Has the Company developed a written Equal Opportunity Plan? **Note: A copy of the Equal Opportunity Plan must be submitted with this form in order to be considered eligible to do business with the /city of Bloomington.** If you would need technical assistance in developing your plan, please contact the Community Relations Office at: (309) 434-2215.

YES _____ NO _____

- D. Has the Company developed a written policy statement prohibiting Sexual Harassment? Please attach a copy of the policy statement.

YES _____ NO _____

- E. Have all recruitment sources been notified that the Company will consider all qualified applicants without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES _____ NO _____

- F. If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES _____ NO _____

- G. Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontractors or purchase orders?

YES _____ NO _____

H. Is the Company a state certified minority/female owned business? If yes, please attach a copy of the state certification.

YES _____ NO _____

I. Does the Company have collective bargaining agreements with labor organizations?

YES _____ NO _____

J. Has the labor organization been notified of the Company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts by the City of Bloomington?

YES _____ NO _____

Section III. Employment Information

A. Please complete the company workforce analysis form on the bottom of this page. Use the number of employees as of the most recent payroll period. Be sure to complete all applicable columns.

B. Job Classifications (See descriptions attached)

C. Identify the geographical area(s) from which the company may reasonably recruit employees (use city, county, SMSA, or distance in miles from your company location).

D. If minorities and women are currently under-utilized in your workforce, please attach a copy of an explanation for your plan to recruit and hire minorities and women.

Section IV. Certification

The Company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief. The Company also agrees that it will comply and abide by the City of Bloomington's Contract Compliance Ordinance and the City of Bloomington Human Relations Ordinance.

Signature:	Print Name & Title	Telephone Number	Date

CITY OF BLOOMINGTON COMMUNITY RELATIONS DIVISION

CONTRACT COMPLIANCE WORKFORCE ANALYSIS

Job Categories	Overall Totals		White(Not Of Hispanic origin)		Black of African American (Not of Hispanic Origin)		Hispanic of Latino		Asian of Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Managers												
Professionals												
Technicians												
Office & Clerical												
Craft Workers (skilled)												
Operatives (semi-skilled)												
Laborers (unskilled)												
Service Workers												
TOTAL												

M= Male, Column B is sum of rows D, F, H, J, and L

F= Female, Column C is sum of Rows E, G, I, K, and M

Date of above: _____

Name of person that compiled the above data: _____

SCOPE OF WORK

PROFESSIONAL EXECUTIVE RECRUITMENT SERVICES BY BY QUALIFIED INDIVIDUALS AND/OR FIRMS FOR THE POSITION OF LIBRARY DIRECTOR FOR BLOOMINGTON PUBLIC LIBRARY

Date Issued: December 18, 2015

Purpose: Through this RFP, the Bloomington Public Library in Bloomington, Illinois, is soliciting proposals from highly qualified firms or individuals to provide excellent recruitment and selection services in order to identify qualified candidates for the position of Library Director.

The Bloomington Public Library is located in Bloomington, Illinois, a vibrant, high growth, and diverse community of approximately 77,000 people in central Illinois, approximately 2 hours south of Chicago. The Library has one facility, approximately 55,000 square feet in size. The Library also owns a bookmobile, which makes 48 stops in the community. The Library and the Bookmobile average 413,520 visitors annually and circulates approximately 1.43 million items per year. The Library currently contracts with the Golden Prairie Public Library District to provide Library services to the residents of Old Town, Dale, Dawson, Bloomington, and Arrowsmith Townships, receiving approximately \$400,000 annually from Golden Prairie. The Library Director reports to the Library Board of Trustees, and supervises a team of nine (9) Department Managers. The Library Director attends the Board meetings for the Library Foundation, which meets 6 times per year. There are approximately 45 full-time staff, 35 part-time staff, 15 temporary staff, and 40 volunteers. The Library Director oversees a budget of \$5.2 million. The Library is a union organization with 62 bargaining unit members.

The current Library Director retired on December 4, 2015. The Board of Trustees wishes to conduct a national search to appoint a new Director.

The Library Board of Trustees is requesting professional assistance to develop a recruitment strategy and selection process with specific emphasis on and advertising/marketing strategy to promote the Library as an attractive place to work and Bloomington as an attractive place to live, direct outreach to prospective candidates, and personal contact with applicants. Consideration should be given to the methods necessary to identify and attract qualified career library services candidates from varying backgrounds, locations, and types of libraries with at least a Master's of Library Sciences degree from and ALA-accredited program and five years of progressively responsible experience in public library management and supervision.

The selected vendor will work under the direction of the Board of Trustees to create, develop, and implement a strategic recruitment plan. The selected vendor will be expected to utilize the attached position description, but may be asked to develop additional recruitment and advertisement materials to supplement the position description.

Minimum Qualifications: All services undertaken by the Vendor/Contractor shall conform to

professional best practices and complete with all relevant legal authority, including state and federal laws and guidelines for employee promotion. Vendor must have demonstrated Library Director executive recruitment experience.

Scope of Work: The scope of work shall include any separate and/or all of the specific phases outline below:

Phase I – Organizational Overview:

- Meet with the Library Board of Trustees prior to commencement of the recruitment to receive information and feedback from the Library Board and designated staff regarding the culture of the Library, the challenges and opportunities of this position, and the professional and interpersonal qualifications of the preferred candidate

Phase II – Recruitment of Qualified Candidates:

- Conduct a national recruitment and search for qualified candidates utilizing best practices for executive searches of this type with particular emphasis on direct outreach and personal contact. The vendor shall be responsible for developing and implementing an advertising plan including prepare and placing recruitment notices as proposed to and agreed upon by the Library Board of Trustees.
- Communicate with interested applicants and follow up on requests for information regarding the recruitment and selection process.

Phase III – Selection Process:

- Collect and review all applications.
- In conjunction with the Library Board of Trustees devise and utilize a legally-defensible application evaluation criteria and selection process to evaluate applicants for the position and develop a pool of four to ten best-qualified applicants for further consideration and evaluation.
- Prepare and submit preliminary screening and progress report.
- Conduct preliminary professional reference checks prior to in-person interviews and provide a written summary to the Library Board of Trustees.

Phase IV – Pre-Interview Preparation:

- Disseminate all reference materials provided by the Library Board of Trustees to the candidates prior to in-person interviews.
- Collect additional materials/information from candidates and forward to the Library Board of Trustees prior to interviews including but not limited to:
 - Updated reference list
 - Writing samples (memos, reports, policies, etc. for which the candidate is primary author)
 - Links to newspaper articles in which the candidate has been quoted
 - Links to videos of media interviews the candidate has provided

- Coordinate the completion of any personality assessments selected by the Library Board of Trustees to be completed by the candidates prior to interview, such as DiSC and Workplace Personality Inventory.

Phase V – Interviews:

- Coordinate in-person interviews with final candidates including but not limited to: candidate communication, development of interview questions, and interview schedule.
- Assist candidates with travel arrangements for in-person interviews.
- Be on-site to facilitate in-person interviews including post-interview debriefing with the Library Board of Trustees.
- Develop and facilitate assessment center in consultation with Library staff. Provide a written report of each candidate's performance including identified strengths and weaknesses compared to the qualifications as stated in the position description for Library Director.

Phase VI – Reference/Background Checks:

- Secure authorization forms and releases to complete and report on background checks including:
 - Comprehensive state and federal criminal history record information
 - National, state, and county civil and criminal court searches
 - Education verification
 - Driving record history
- Conduct thorough professional reference checks and provide summary report.

Phase VII – Hiring/Negotiation:

- The Library Board of Trustees is responsible for negotiation the salary, benefits, and other terms and conditions of employment with the successful applicant
- The Library staff will complete the onboarding process for the selected candidate

Submission Requirements: Respondents are asked to submit evidence of their experience and qualifications to perform the work identified in the document. Responses must include a detailed explanation of the following items:

1. Consultant name and/or business name, DBA (if applicable), and principal contact person including office location, address, telephone number and e-mail address.
2. Qualification information which demonstrates the knowledge, experience, and capability that will enable the respondent to provide the services outlines in the scope of work, including a brief description and history of the firm and/or individual, number of years in business, number of Library Director recruitments, and range of services offered. Where relevant, key individuals who may be involved in providing or developing the services should be identified and listed. Please provide resumes for all proposed key personnel.
3. Description of proposed strategy and methodology for each Phase of the project.

4. Proposed timetable for each Phase separately. The goal is to have a replacement in place by May 1, 2016 or as close to this date as possible.
5. Description of success in recruiting candidates with diverse backgrounds.
6. At least three (3) references that can be contact for verification of the respondent's experience and qualifications. The references will be public sector agencies for which the individual and/or firm have successfully placed candidates in executive positions, especially Library Director positions.
7. The proposed compensation rate and structure for each Phase. The Library Board of Trustees reserves the right to contract with the vendor for the entire project or by Phase. Provide pricing for Vendor travel and other expenses.

Schedule:

- a. RFP Issued (Advertising Date): December 18, 2016
- b. Questions Due from Vendors: 4:00 p.m., Central Time December 30, 2015
- c. Responses Due From Library: 4:00 p.m., Central Time, January 6, 2016
- d. Proposal Deadline: 3:00 p.m. Central Time, January 15, 2016
- e. Vendor Selection: February 3, 2016
- f. Contract Start Date: February 8, 2016

Review and Selection Criteria: Proposals received will be evaluated based on the following criteria:

1. Understanding of the scope of work and overall executive recruitment goals including Vendor's strategy for carrying out the needed work tasks to meet the goals.
2. Skills and experience of assigned personnel, availability, and motivation of staff; experience and performance of Vendor on similar executive recruitments related to quality of candidates, placement, and retention of finalists.
3. Vendor's expertise and ability to successfully handle communication with Library staff relative to all Phases of the recruitment.
4. The present workload of the consultant and their ability to meet the proposed schedule.
5. Clarity of presentation and content of the responses to this request. Elaborate or costly submissions are not required.
6. Record of performance of successful recruitment of candidates, including candidates of diverse backgrounds, for executive positions, especially Library Director positions.
7. Proposed plan for completing the work in a timely and professional manner.
8. Ability to present, develop, and successfully implement innovative and/or creative solutions or strategies.

PROPOSAL FORM

CONSULTING SERVICES FOR DIRECTOR SEARCH FIRM FOR BLOOMINGTON PUBLIC LIBRARY

The proposer agrees to contract with the Bloomington Public Library to provide all necessary services, labor, documents and any other means to do all the work and furnish all the materials specified in the proposal in the manner and time therein as set forth by the proposer and that the proposer will take in full payment the amount set forth hereon. The cost of all labor, material and equipment necessary for the completion of the proposed work, even though not shown or specified, shall be included in the total price for the various items shown herein.

We further agree to complete all of the above work in a complete, neat, and workmanlike manner. The proposer certifies by signature below that it has not been barred from contracting with a unit of State or Local government in the State of Illinois as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

Contract Price: \$ _____

Name of Company

Authorized Signature

Address

City

State

Zip

Telephone Number

Fax Number

Email Address

Date

PROPOSAL CHECKLIST:

1. Return the entire packet – not just your response
2. Sign and Attach all addenda if any were issued
3. Sign and date all required forms
4. Include a copy of your certificate of insurance for your business and any other required certificates, permits, etc.
5. Seal the envelope and attach the label or print in the lower left corner of the outer envelope the proposal name and date due
6. Your (1) original and nine (9) required copies.
7. Anything else relative to this proposal.

Tentative Proposal Schedule:

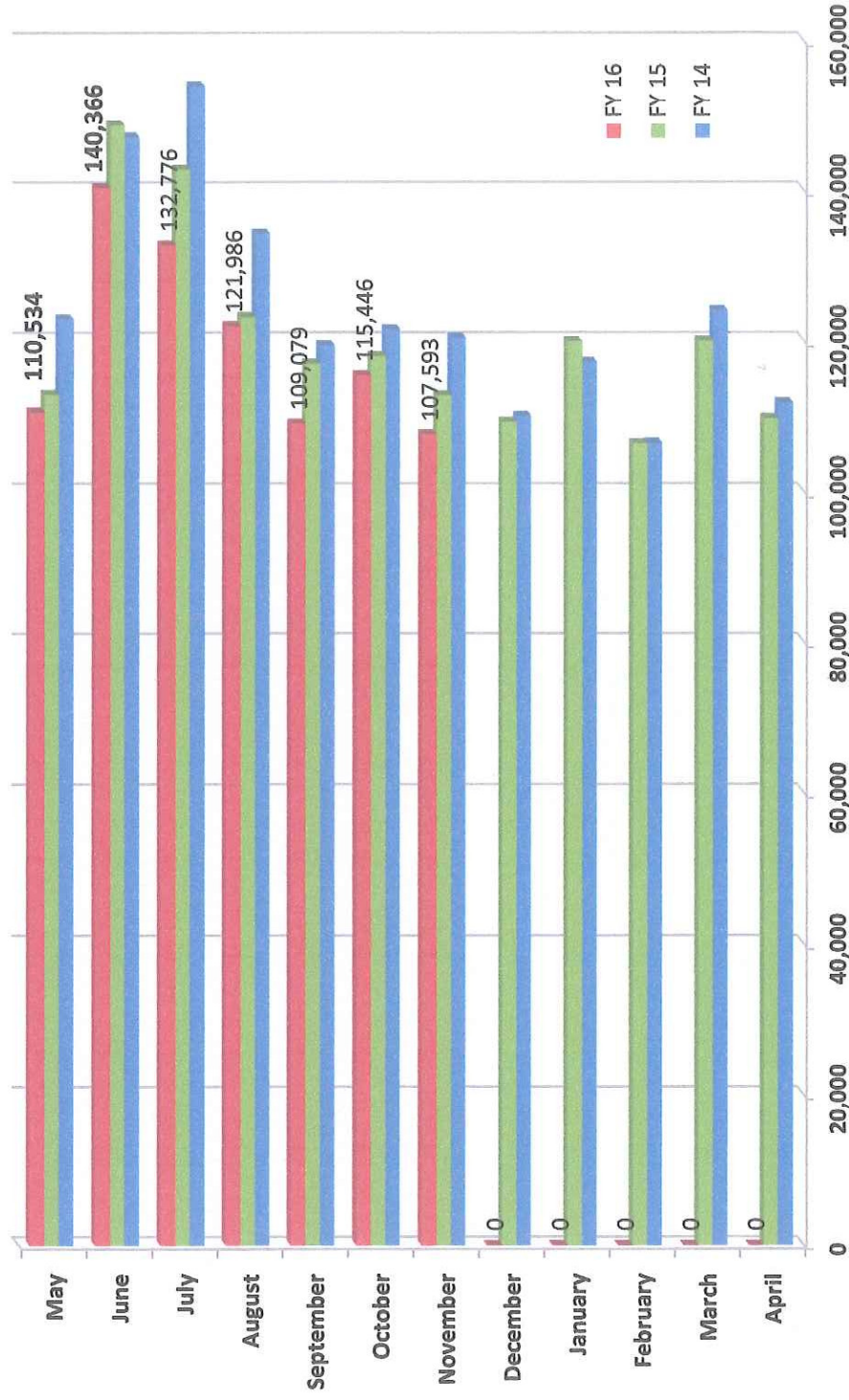
1. The following projected timetable should be used as a working guide for planning purposes. The Library reserves the right to adjust this timetable as required during the course of this proposal process.

Action	Due Date	Due Time
RFP Released	12/18/15	N/A
Questions Due to Library	12/30/15	4:00 Central Time
Response from Library	1/6/16/16	4:00 Central Time
Proposals Due	1/15/16	3:00 Central Time
Anticipated Award Date	2/3/16	N/A

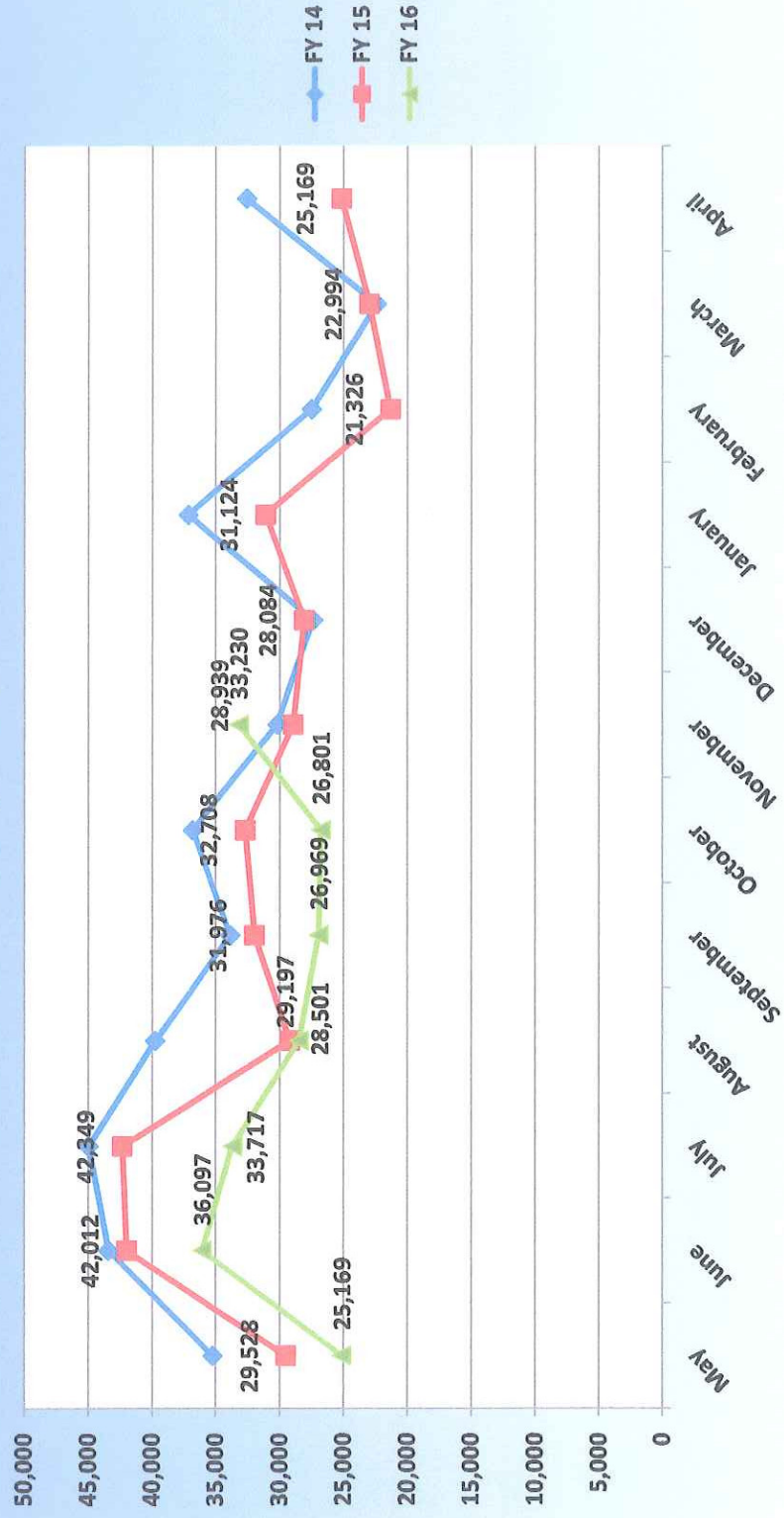
2. Questions will be answered in the form of written addenda and provided to all Offeror's, as per State of Illinois statutes. Submit questions regarding the proposal in writing to Carol Koos, 309-830-9382, or carolkoos12@gmail.com no later than 4:00 p.m. Central Time, on December 28, 2015.

END OF DOCUMENT

Items Circulated



Library Visitors



Adult Services - November 2015

Carol Torrens, Manager

Collections

All remaining sections of the Illinois Collection are RFID tagged!!! This has been a long process. Along the way, Karen M. and Allison corrected errors in catalog records, too.

DVD genres were shifted, placing Horror Blu-ray after Foreign. Then one vertical section became Horror DVD, another is Musicals, and two are SciFi.

Programs

Karen met with the B/N Lincoln Coalition/Lincoln's Festival.

Displays in Adult Services included NaNoWriMo—National Novel Writing Month; giving thanks, National Adoption Month, and National Diabetes Month. The display in the DVD area was No Shave November, featuring movies with prominent beards and mustaches.

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

NCHS – 20; Chiddix – 60; Evans – 54; Kingsley – 126; Parkside – 96; BJHS--56

Adult/Family programs

Fiction Book Club – 1 session – 4 attended

Mystery Book Club – 1 session – 9 attended

Books on Tap book discussion – 1 session – 9 attended

SciFi Movie/Book discussion – 1 session – 6 attended

History Reads Book Club – 1 session – 17 attended

Second Wednesday Classic Movie – 1 session – 9 attended

Jim Gibbons: Similarities of Presidents Lincoln and Kennedy – 1 session – 31 attended

Centerpiece Arranging with U of I's Mclean County Extension office – 1 session – 11 attended

DIY Christmas Ornament – 1 session – 8 attended

Small Business with SCORE: Working with the Government – 1 session – cancelled due to presenter emergency

History of Comic Book Super Heroes with Terry Fisk – 1 session – 11 attended

Computer 101: Social Media – 1 session – 8 attended

Brew, Tour, and Pair series

Beer and Food Pairings – 1 session – 21 attended

Teen programs

Superhero magnet drop-in craft – 1 day – 8 attended

Training & Technology

There were 16 individual appointments with an Adult Services staffer. Topics: ebooks, email & basic computer use, Facebook, resumes & job applications.

Several staff attended a webinar from Novelist about ways to engage customers in continued use of the library. Among the suggestions were: emailing people a month before their library card expires, which we've implemented; sending a welcome letter to new customers; use texts to alert customers to happenings & services, which we're now doing for BKM stops; sending different messages about library offerings a few times a year to infrequent and inactive customers.

Other

I attended: Farnsworth brainstorming session about library expansion; Bookmobile Ad Hoc Committee; Library Board.

Along with other managers, I provided breakfast food for and helped with Staff Appreciation Day set up and clean up.

BUSINESS OFFICE MONTHLY REPORT - November 2015

Kathy Jeakins, Manager

- The Library continued to sell bus passes to the public
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts
- Prepared two expense batches in MUNIS
- Prepared 13 deposit batches in MUNIS
- Entered 9 expense batches in account files
- Entered 18 deposit batches in account files
- Prepare 2 journal entries for City
- Helped organize/decorate for Staff Appreciation Day, 11/17/15
- Meetings:
 - Department Managers: 11/11
 - BPL Board Meeting: 11/17
 - Golden Prairie Board Meeting: 11/18
 - Met with Lynn Gray (of Golden Prairie Board) to discuss Robert's Rules of Order
- As of November 30, the Library's Maintenance & Operating Fund Balance is \$3,983,060.62; twenty-five percent of the Library's FY16 budget is \$1,319,477.50
- Bills review in November: Robert (11/3), Julian (11/10 & 11/30), Van (11/16), and Whitney (11/23)

Children's Services Monthly Report - November 2015

Melissa Waltrip, Manager

Programs

- Celebration of India – 187 attended
- Superhero Academy – 129 attended
- Cupcake Day – 80 attended
- Lapsit story time – 6 sessions – 72 attended
- Toddler story time – 10 sessions – 332 attended
- Preschool story time – 5 sessions – 120 attended
- Move and Learn story time – 3 sessions – 88 attended
- Tales for Tails – 3 sessions – 49 attended
- Singing Swinging Story Time – 13 attended
- Early Head Start visit – 25 attended
- Sheridan K visit– 65 attended
- Oakland school visit – 10 attended
- Visited Milestones Preschool – 37 attended
- Visited Brigham Head Start – 2 classes – 96 attended
- Visited Little Jewels Williamsburg – 47 attended
- Visited Katie's Kids – 55 attended

Training

- Jesse attended the Central Illinois Regional Children's Librarians performer's showcase.

Circulation and Outreach Services Monthly Report - November 2015

Laura Golaszewski, Manager

1) Staff, committees, and training

- Circ still currently has two open positions in the department. Interviews have been taking place over the past month, but we have not found the right person for the job quite yet. The hunt continues!
- Staff processed 131 AV snags this month.

2) Outreach news:

- Home Delivery staff delivered 548 items to 53 home delivery patrons this month.
- Deposits staff gave 4 programs this month at Luther Oaks, Miller Park (2), and Lincoln Leisure Center. They also collected 1,168 books for 14 total deposit sites.
- We have been working with some of the teachers at Fox Creek School to tweak our bookmobile stop at Turnberry Village to best serve their students who live there. Updates on this as we get into the new year!
- We moved the Fell Park stop until 4:15 to accommodate the requests of two patrons in the neighborhood. We are hoping this will increase the amount of visitors we receive at this stop.
- On 11/10, I attended the Bookmobile Ad Hoc Committee meeting.

3) Technology:

- After our 3M software change, our gates seem to be having a bit of trouble. With Jon, Danny and I have been helping him troubleshoot to pinpoint the problem. Big thank you to Jon for all of his work on this!
- The bookmobile drivers, along with Caprice and Weber Electric, troubleshot a way to decrease the heat on the Bookmobile. We now have it working how we want it to.

Door Count: 32,122

Bookmobile Customers: 1,108

Training Hours: 35

Volunteer Hours: 40

Human Resources Departmental Report - November 2015

Gayle Tucker, Manager

- Staff Milestones
 - Clare Baez celebrated 5 years of service
- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended an HR Bootcamp training session on 11/19
- Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Orientation documents will be available
 - I contribute news to the monthly staff newsletter
- In November, there were two website/Facebook job announcements
- In November, I participated in 7 interviews
- I attended the November 17 BPL Board Meeting
- I share relevant training opportunities with Department Managers
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new time clocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Finance Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
 - We'll have input into a new timeclock vendor
 - We worked around a few early payroll deadlines due to City holidays
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers to help in our Book Shoppe
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 6.50 hours

Information Technology Monthly Report – November 2015

Jon Whited

Programs

The IT department had a 3-D cookie cutter printing program. After a brief introduction to 3-D printing, 24 students spent 2 hours creating cookie cutters that were then printed on the 3-D printer.

The IT department has been supervising the printout of the cookie cutters in the Adult Services area. We currently print out a couple of the cookie cutters a day so that the public can see the printer work and ask questions. The printer is available to be viewed by the public from 1-5 Monday through Friday.

Operational

A new closing notification system was developed for the web site. The notice is more prominently displayed on the site and offers the user the option to disregard any further notifications.

IT is working on replacing several of the catalog PCs in the Children's department along with adding an additional 10 tablets to replace the Children's preschool computers.

IT is working on a new system for replacing the captcha on our forms in order for them to be able to avoid spam robots.

IT has been working with 3M and Bibliotheca to determine an issue with the security tags not being turned off consistently in the new selfcheck out software.

Monthly Marketing Report - November 2015

Rhonda Massie, Manager

Program Guide

- The Spring programming deadline was November 13. Since that date, Marketing has spent much time compiling and designing the 2016 January-May Program Guide.
- The Guide will be sent to the printer on December 7.
- Program Guides will be inserted into Bloomington editions of *The Pantagraph* on Saturday, January 2. Program Guides will also be inserted into editions of *The Pantagraph* that are distributed in the GPPLD towns of Arrowsmith, Bentown, Downs, Ellsworth, and Holder.
 - The guide:
 - covers 5 months
 - has grown to 12 pages (from 8 pages in January 2015).
 - includes 356 programs.

Promo Materials

- Program Guides were compiled and designed. 14,000 copies will be printed in early December.
- Created 49 separate signs promoting text reminders (these are being displayed and changed at each Bookmobile stop as they're stop specific)

Advertising

- (5) Pantagraph ads – these run each Sunday
- WJBC – Baseball in the Attic program
- 107.7 The Bull – Superhero Academy (via Santa Calls promotion with Great Plains Media)
- Ad created for the January edition of *Pastelle* to promote Community Reading program which highlights *Ready Player One*

Press Releases

- Press release promoting the Baseball in the Attic program were sent to The Pantagraph, The Vidette, WJBC, and The Argus
- Retirement of Library Director Georgia Bouda

Program Materials Created

- All digital artwork for Facebook, the plasma television in the lobby, and the website
- December Calendars
- Handouts about our new text-in option
- DIY program for Teens
- Hugo Kringle program
- Anime Movie Marathon
- Star Wars Party for Teens
- Cupcake Fun program
- Poster making teens aware that there are now tablets available in teenZone
- History Book Club materials for first half of 2016
- Sounds of the Seasons programs
- Baseball in the attic

Other

- Designed and printed Thank You Cards
- New screen image needed for Envisionware

Signs

- Signs and digital artwork promoting our Thanksgiving closures

- Copying/Printing sign to remind people to make sure they have only their documents as the machine both prints and copies from multiple customers at simultaneously.
- Banner for Georgia's Retirement Party
- Book display signs
 - Best Books of the Year
 - "There's a book for that" (plays off, "there's an app for that")
 - Cabin Fever
 - Holiday Movies

WebTeam

- The WebTeam did not meet in November.

Social Media

- The Marketing Department continues to promote the Library via Facebook and Twitter.
 - During the past month, the Library added 54 Facebook fans (for a total of 3,929).
 - During the past month, the Library added 11 Twitter followers (for a total of 1,334).
 - During the past month, the Library added 34 Instagram followers (for a total of 124).
 - During the past month, the Library added 1 Pinterest followers (for a total of 54).
 - 270 people have signed up to receive Bookmobile reminder texts.
 - 40 people have signed up to receive library texts.

Out and About

- November 12 – Rhonda met with a representative of the BCPA to talk about Marketing
- November 14 – the Library's mascot costumes were borrowed by Washington Grade School
- November 18 – Rhonda gave a power point presentation to the residents of Wood Hill Towers

Ongoing Promotion:

- The Library has contracted with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of the Bookmobile stop.
- The Library has a 12-month advertising package with WMBD/CiProud/Fox 43 via their "Excellence in Education" promotion. This began airing in March 2015.
- Weekly ads run in the Sunday edition of the *The Pantagraph* at a severely reduced rate.
- The Library runs an ad in each Community Players playbill.
- Library programs continue to appear on the Library's website and on the plasma television in the Library's lobby.
- Programs appear on *The Pantagraph's* online calendar.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

B Logistics

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

Support Services Monthly Report - November 2015
Caprice Prochnow, Manager

- Caprice attended "How to Deal with Difficult People" seminar on November 4.
- Caprice completed the "Open Meetings Act" training on November 28.
- Howard Jackson was hired as a part-time Security Officer. He comes to us with over 20 years of experience.
- The Safety Committee has lined up some Safety Training for staff on Staff Development Day to be held on Tuesday, January 12, 2016. Stuart Blade from the Fire Department will be on site to conduct fire extinguisher training. Along with this, staff will be shown a video on Blood Borne Pathogens and how to protect against exposure and proper disposal.
- Weber Electric completed the re-lamping and repair of fixtures in Adult Services and Childrens Services, replaced a receptacle in the garage that had been damaged, adjusted heater temps on the bookmobile, and replaced some rocker switches on the bookmobile that had been poorly installed and were a potential fire hazard.
- The Blind Man Company installed blinds in Allison's office, one set in the Community Room and some UV blocking blinds on the west windows of Adult Services.
- Custodial staff shampooed the Community Room carpet along with the Preschool area carpet and area rug.
- We received our salt box from Kickapoo Creek Nursery just in time for the first snow of the season. Rick and Maddy did a great job of keeping the sidewalks safe for customers and staff.
- Custodial staff assisted with setup and breakdown of rooms for Staff Appreciation Day.

Volunteer hours: 27

Training: 9

Technical Services Monthly Report – November 2015

Allison Schmid

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

- 11/4/15 – Met with TS staff to discuss Farnsworth questions.
- 11/11/15 – Met with Department Managers and Farnsworth to discuss future expansion possibilities.
- Jon helped us move all of the PBKNFIC to PBKTC which stands for True Crime.
- Jon helped us move all of the IRPLAT books to IRNFIC.

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

- Colleen Malone joined us as a temporary staff member to take care of the magazines in Theresa's absence.
- 11/17/15 – Despite a major fail on Hyvee's part, we had a happy Staff Appreciation Day complete with the gift of "squids," cake, and chocolate!
- 11/25/15 – Held an impromptu Executive Meeting to handle a few quick issues, one of them being on-order home delivery holds.
- 11/27/15 – Tura worked a shift in the Teen Zone.
- 11/30/15 – TS staff attended a mini-morning session on Novelist held by Ali B.
- Allison worked with Laurel to reorganize the firefighting books and their Dewey numbers.
- A reminder: The plan for Allison and Theresa's maternity leave (due dates – 12/15/15). Full time staff will be picking up extra duties. Robbin, Tura, and Margaret will remain the only catalogers, but we will utilize our work study, a temporary worker, and volunteers to do more processing. Colleen Malone, our temporary worker, will take care of processing, cataloging, weeding, and shelving magazines. We will postpone the magazine sale until February 13th.
Allison will **not** be checking her e-mail for at least the first 2 weeks or so, please refer to the following people with questions or problems. When in doubt, e-mail Robbin.
 - Robbin – OCLC batch delete, monthly statistics, AV
 - Tura – mending, children's books
 - Margaret – OCLC on-order records, adult books
 - Kathy – newspapers
 - Colleen - magazines
- Training hours – 3

GOAL - To work effectively through the use of technology

- Thanks to Johanna, the Professional Collection can now be found on SharePoint for perusal and checkout.
- **GOAL - To administer a cost-effective public library.**
- With Allison's absence and winter weather, Bette will be taking a break from volunteering. She will return in March.
- Volunteer hours – 10

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

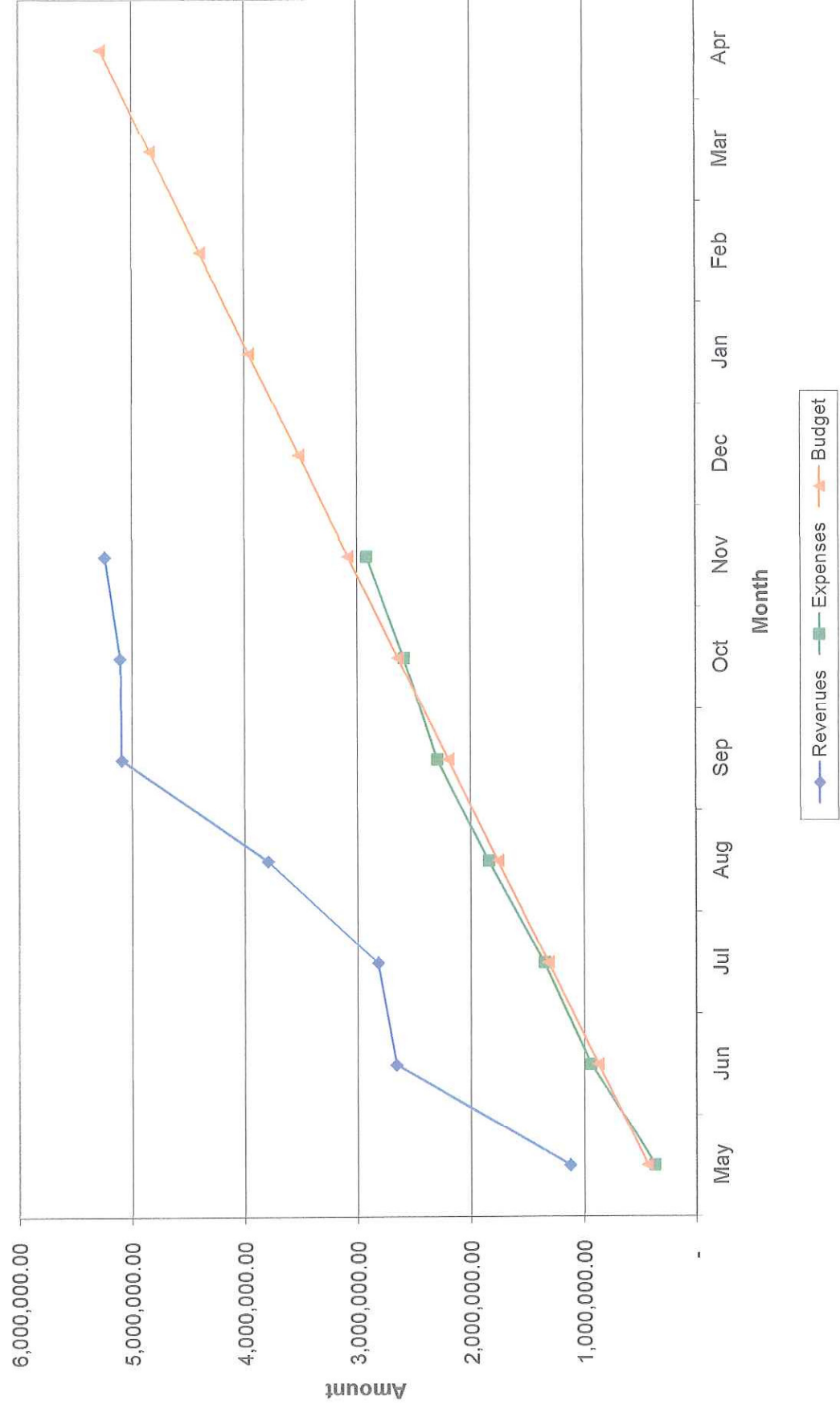
REVENUES:

ACCT NAME	BUDGET	NOV 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	113,609.04	4,544,764.95	(1,945.05)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	13,182.20	373,125.41	3,125.41	100.8
Fees & Rentals	80,000	5,845.23	47,727.09	(32,272.91)	59.7
Copies	3,800	340.00	1,979.20	(1,820.80)	52.1
Interest on Investments	1,000	189.80	1,364.13	364.13	136.4
Interest from Taxes	0	26.50	26.50	26.50	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	50.00	23,752.30	3,752.30	118.8
Other Grants	0	0.00	1,150.00	1,150.00	-----
Cash Over/Short	0	(5.26)	(69.32)	(69.32)	-----
Other	30,000	2,552.35	22,715.48	(7,284.52)	75.7
Total Revenues	5,277,910	135,789.86	5,242,698.24	(35,211.76)	99.3

ACCT NAME	BUDGET	NOV 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	155,622.91	1,146,757.67	(868,475.33)	56.9
Part-Time Salaries	453,600	27,482.65	216,817.53	(236,782.47)	47.8
Seasonal Salaries	35,586	766.48	36,018.11	432.11	101.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	183,872.04	1,399,593.31	(1,105,925.69)	55.9
Dental Insurance	11,273	807.72	5,621.98	(5,651.02)	49.9
Vision Insurance	2,894	199.62	1,395.84	(1,498.16)	48.2
Health Insurance, BC/BS PPO	210,104	19,796.84	136,214.76	(73,889.24)	64.8
Health Insurance, OSF HMO	118,062	6,966.60	48,416.20	(69,645.80)	41.0
Life Insurance	3,097	245.02	1,692.49	(1,404.51)	54.6
IMRF	299,867	20,931.25	165,507.96	(134,359.04)	55.2
FICA	162,368	10,809.72	82,103.10	(80,264.90)	50.6
Medicare	36,315	2,528.12	19,201.70	(17,113.30)	52.9
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	9.95	9.95	(590.05)	1.7
Tuition Reimb	30,000	0.00	24,804.00	(5,196.00)	82.7
Other Benefits	0	0.00	921.74	921.74	-----
Total Benefits	912,255	62,294.84	485,889.72	(426,365.28)	53.3
Rentals	22,000	4,056.75	12,231.87	(9,768.13)	55.6
Total Rentals	22,000	4,056.75	12,231.87	(9,768.13)	55.6
Building Mtnc	135,000	4,875.64	24,016.31	(110,983.69)	17.8
Vehicle Mtnc	5,000	624.04	4,614.67	(385.33)	92.3
Office & Computer Mtnc	165,000	2,934.29	119,553.09	(45,446.91)	72.5
Other Mtnc	25,000	178.24	357.75	(24,642.25)	1.4
Total Repair/Mtnc	330,000	8,612.21	148,541.82	(181,458.18)	45.0

ACCT NAME	BUDGET	NOV 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	1,513.87	11,261.53	(7,738.47)	59.3
Printing/Binding	19,000	3,735.60	8,936.23	(10,063.77)	47.0
Travel	6,000	1,899.05	5,140.63	(859.37)	85.7
Membership Dues	5,000	663.00	2,476.00	(2,524.00)	49.5
Professional Development	8,000	809.00	3,820.01	(4,179.99)	47.8
Other Purchased Services	100,000	3,074.48	26,277.74	(73,722.26)	26.3
Property Insurance	23,000	0.00	0.00	(23,000.00)	0.0
Vehicle Insurance	5,000	(346.00)	(346.00)	(5,346.00)	-6.9
Other Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Total Purchased Services	190,000	11,349.00	57,566.14	(132,433.86)	30.3
Office Supplies	20,000	704.33	8,610.02	(11,389.98)	43.1
Computer Supplies	85,000	1,709.83	17,371.03	(67,628.97)	20.4
Copier Supplies	3,300	(41.15)	1,876.07	(1,423.93)	56.9
Postage	12,000	238.42	3,302.45	(8,697.55)	27.5
Library Supplies	72,000	7,055.84	65,970.12	(6,029.88)	91.6
Janitorial Supplies	16,000	910.49	5,867.13	(10,132.87)	36.7
Gas & Diesel Fuel	8,000	344.40	2,454.42	(5,545.58)	30.7
Building Mtnc & Repair Supplies	10,000	2,377.16	10,379.84	379.84	103.8
Total Supplies	226,300	13,299.32	115,831.08	(110,468.92)	51.2
Natural Gas	35,000	0.00	7,434.19	(27,565.81)	21.2
Electricity	95,000	0.00	51,207.44	(43,792.56)	53.9
Water	8,500	1,055.65	6,360.52	(2,139.48)	74.8
Telecommunications	26,000	2,610.93	18,967.63	(7,032.37)	73.0
Total Utilities	164,500	3,666.58	83,969.78	(80,530.22)	51.0
Professional Collection	7,000	0.00	342.54	(6,657.46)	4.9
Total Prof Collection	7,000	0.00	342.54	(6,657.46)	4.9
Periodicals	35,000	462.51	31,193.67	(3,806.33)	89.1
Adult Books	170,000	12,111.21	92,304.57	(77,695.43)	54.3
Children's Books	125,000	9,151.47	60,646.67	(64,353.33)	48.5
A/V Materials	168,000	10,878.48	82,748.00	(85,252.00)	49.3
Public Access Software	140,000	2,385.00	110,967.46	(29,032.54)	79.3
Ebooks	70,000	4,900.00	34,300.00	(35,700.00)	49.0
Total Materials	708,000	39,888.67	412,160.37	(295,839.63)	58.2
Employee Relations	6,000	744.92	1,541.72	(4,458.28)	25.7
Miscellaneous Expenses	13,000	342.42	4,064.93	(8,935.07)	31.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	1,087.34	198,942.65	(13,393.35)	93.7
Total Expenses	5,277,910	328,126.75	2,915,069.28	(2,362,840.72)	55.2

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 53.3% to 63.3%% is acceptable)
November 2015

Property Tax (100.0%): The Library has received seven distributions.

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

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

GPPLD (100.8%): The Library has received seven distributions from Golden Prairie.

Copies (52.1%): This line item is a little under at this point.

Interest on Investments (136.4%): The Library adjusted the budgeted amount. We have exceeded the projected amount.

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

Donations (118.8%): The Library received its annual amount for the Summer Reading Program in July.

Other (75.7%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (47.8%): This is under-spent because when a part-time employee leaves the Library it is not possible to fill the position right away--there is always a little time between the time an employee leaves and a new person is hired.

Seasonal Salaries (101.2%): This is over-spent because the Library found it necessary to hire additional Seasonal employees to fill voids created when staff needed extended leaves of absences.

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

Dental Insurance (49.9%): This is under-spent because fewer staff chose to sign up for dental insurance.

Vision Insurance (48.2%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, PPO (64.8%): This is over-spent because more staff chose this option for health insurance coverage.

Health Insurance, OSF HMO (41.0%): This is under-spent because fewer staff chose this option for health insurance coverage.

FICA (50.6%): This is under-spent because of the under-spending in Part-Time Salaries.

Medicare (52.9%): This is under-spent because of the under-spending in Part-Time Salaries.

Worker's Compensation (0.0%): Nothing has been paid from this line item yet.

Uniforms (1.7%): Charges have been minimal.

Tuition Reimbursement (82.7%): The Library has paid for summer and fall classes for staff who are enrolled in the U of I's MLS program.

Building Maintenance (17.8%): Charges have been minimal.

Vehicle Maintenance (92.3%): City paid two invoices for warranty work on the bookmobile. Matthews (the company we purchased the bookmobile from) will be reimbursing the City for those invoices. When that occurs, City will credit the Library's account.

Office/Equipment Maintenance (72.5%): This line item is over-spent due to payments for annual service of equipment maintenance.

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

Printing/Binding (47.0%): Charges have been minimal.

Travel (85.7%): This is over-spent because staff have made travel arrangements to attend the Public Library Association (PLA) Conference in April.

Membership Dues (49.5%): Charges have been minimal.

Professional Development (47.8%): Charges have been minimal.

Other Purchased Services (26.3%): Charges have been minimal.

Property Insurance (0.0%): Nothing has been paid from this line item yet.

Vehicle Insurance (-6.9%): The Library received a refund for insurance on the old bookmobile.

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

Office Supplies (43.1%): Charges have been minimal.

Computer Supplies (20.4%): Charges have been minimal.

Postage (27.5%): Charges have been minimal.

Library Supplies (91.6%): This is over-spent because some large orders were placed recently in anticipation of some staff taking maternity leave soon.

Janitorial Supplies (36.7%): Charges have been minimal.

Gas & Diesel Fuel (30.7%): Charges have been minimal.

Building Maintenance Supplies (103.8%): This is over-spent due to a large purchase of fluorescent light bulbs and replacement ballasts.

Natural Gas (21.2%): Charges have been minimal.

Water (74.8%): This reflects the fact that more water is used during the summer months to water the Library's lawn.

Telecommunications (73.0%): This is over-spent because CIRBN requires payment one month in advance.

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

Periodicals (89.1%): This is over-spent due to payment of the annual subscription service.

Children's Books (48.5%): Charges have been minimal.

A/V Materials (49.3%): Charges have been minimal.

Public Access Software (79.3%): This is over-spent due to payment of annual fees for various electronic data-bases.

Ebooks (49.0%): Charges have been minimal.

Employee Relations (25.7%): Charges have been minimal.

Miscellaneous Expenses (31.3%): Charges have been minimal.

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

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

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	17.60
State Farm Good Neighbor Grant (for Miller):	500.00
McLean Co Retired Teachers Assoc:	35.00
Miscellaneous Donations:	115.00
Total Donations:	\$ 23,752.30

The Other Revenue line item breaks out as follows:

Print Station:	\$ 6,214.05
Book Shoppe:	10,749.00
Sale of Blankets:	30.00
Sale of Reusable Bags:	133.50
Sale of Sling Backpacks:	204.00
Sale of Earbuds:	400.50
Sale of Flashdrives:	97.50
Hot Beverage Station:	587.00
Test Proctoring:	1,020.00
Meeting Room Fees:	120.00
Book Pick-Up:	1,253.90
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	456.03
Total Other Revenue:	\$22,715.48

During November, 9 batches containing 144 invoices were processed, totaling \$44,593.65 and 216 credit card charges were made totaling \$36,807.45.

Library Fund Balance Information, 11/30/15:

Operating:	\$ 3,983,060.62
Capital:	\$ 2,128,905.22
Fixed Assets:	\$ 823,040.47

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 16, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	725.00
American National Skyline, Inc. (Clearly Windows)	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
CDW Government	Computer Supplies	162.12
Cengage Learning	Adult Books	938.83
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	10,809.72
City of Bloomington	Gas & Diesel Fuel	344.40
City of Bloomington	Health Insurance-HMO	6,966.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,931.25
City of Bloomington	Life Insurance	245.02
City of Bloomington	Medicare	2,528.12
City of Bloomington	Payroll	183,872.04
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,055.65
Comcast	Telecommunications	102.85
ComputType, Inc.	Library Supplies	1,034.50
Continental Research Corp	Janitorial Supplies	182.06
Cummins Mid State	Vehicle Maintenance	624.04
Demco	Library Supplies	3,879.54
Ebsco Subscription Services	Periodicals	33.50
Farm & Home Publishers, Ltd	Adult Books	43.70
Findaway World, LLC	A/V Materials	843.87
Founder's Grove Neighborhood Association	Advertising	100.00
Frontier	Telecommunications	1,210.33
Harlan Vance Company	Library Supplies	595.44
Illinois Wesleyan University	Other Purchased Services	886.27
Imaging Office Systems, Inc.	Office/Equipment Mtn	650.00
Johnson Controls	Building Maintenance	543.40
Kone, Inc.	Building Maintenance	1,376.76
Leary, Donna	Travel	67.62
Limelight Communications, Inc.	Advertising	200.00
McLean County Chamber of Commerce	Membership Dues	587.00
MicroMarketing, LLC	A/V Materials	29.85
Midwest Tape	A/V Materials	717.88
Miller Janitorial Supply	Building Mtn Supplies	20.90
Miller Janitorial Supply	Janitorial Supplies	552.45

Multicultural Books & Videos
 OfficeMax
 OfficeMax
 OfficeMax
 Osacky, Michael
 OverDrive
 PATH, Inc.
 Penguin Random House, LLC
 Pilot Media, LLC (Great Plains Media)
 ProQuest, LLC
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Tucker, Gayle
 Vernon Library Supplies, Inc.
 Weaver's Rent-All
 Weaver's Rent-All
 Westerhout, Julian
 Wilson, Emily
 Woelfel, Corrine (Twin City Trivia)
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Library Association
 VISA - B & H Photo
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Biaggi's
 VISA - Chocolatier, Inc.
 VISA - Concord Custom Cleaners
 VISA - Dallas & Company
 VISA - Delta Airlines
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - ESPN, the Magazine
 VISA - Evanced Solutions, LLC
 VISA - Five Star Water
 VISA - GameStop
 VISA - GameStop
 VISA - Harvard Business Review
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - Illinois Chamber of Commerce
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jewel
 VISA - Kirby Risk Electrical Supplies

Children's Books	27.95
Computer Supplies	68.64
Janitorial Supplies	270.00
Office Supplies	(222.44)
Other Purchased Services	149.50
Ebooks	4,900.00
Adult Books	40.00
A/V Materials	33.00
Advertising	1,250.00
Public Access Software	2,385.00
A/V Materials	461.06
Rentals	1,481.79
Other Purchased Services	67.00
Building Maintenance	29.01
Other Property Mtnc	59.98
Travel	139.10
Library Supplies	349.34
Building Mtnc Supplies	464.00
Rentals	750.00
Travel	51.85
Travel	6.33
Other Purchased Services	50.00
Computer Supplies	162.50
Library Supplies	15.92
A/V Materials	1,194.65
Adult Books	57.32
Travel	555.20
Membership Dues	558.00
Professional Development	560.00
Computer Supplies	1,297.00
A/V Materials	6,101.18
Adult Books	9,483.60
Children's Books	7,706.30
Other Purchased Services	447.32
Travel	43.55
Employee Relations	173.68
Other Purchased Services	70.17
Other Purchased Services	26.99
Travel	1,035.40
Office Supplies	13.00
Other Purchased Services	20.00
Periodicals	26.00
Office/Equipment Mtnc	1,350.00
Miscellaneous Expenses	48.10
A/V Materials	725.75
Other Purchased Services	59.98
Periodicals	89.00
Library Supplies	18.44
Other Purchased Services	42.90
Office/Equipment Mtnc	297.50
Professional Development	249.00
Membership Dues	75.00
Adult Books	264.13
Employee Relations	10.46
Building Mtnc Supplies	1,116.00

VISA - Koldaire Equipment Co.	Employee Relations	8.70
VISA - Kroger	Employee Relations	23.73
VISA - Land's End Business Outfitters	Uniforms	178.70
VISA - Lectorum Publications, Inc.	Children's Books	95.01
VISA - Lowe's	Library Supplies	167.74
VISA - Meijer	Miscellaneous Expenses	67.92
VISA - Michael's	Library Supplies	39.27
VISA - Michael's	Other Purchased Services	51.72
VISA - Namaster Plaza	Other Purchased Services	59.50
VISA - National Enquirer	Periodicals	109.20
VISA - Office Depot/OfficeMax	Copier Supplies	(41.15)
VISA - Office Depot/OfficeMax	Library Supplies	77.94
VISA - Office Depot/OfficeMax	Miscellaneous Expenses	4.49
VISA - Office Depot/OfficeMax	Office Supplies	43.49
VISA - Oriental Trading	Employee Relations	90.71
VISA - Party City	Employee Relations	163.08
VISA - Paypal*RSZILAGY	Other Purchased Services	19.28
VISA - Roy Huff Company	Other Purchased Services	259.41
VISA - Schnuck's	Employee Relations	14.98
VISA - Sprint	Telecommunications	405.98
VISA - SteamPoweed.com	Other Purchased Services	100.00
VISA - Target	Other Purchased Services	30.97
VISA - Things Remembered	Employee Relations	281.00
VISA - Things Remembered	Other Purchased Services	205.00
VISA - Toys R Us	Library Supplies	35.98
VISA - Verizon Wireless	Telecommunications	122.84
VISA - Wal-Mart	Employee Relations	59.58
VISA - Wal-Mart	Janitorial Supplies	49.67
VISA - Wal-Mart	Office Supplies	10.97
VISA - Wal-Mart	Other Purchased Services	36.84
VISA - Windstream	Telecommunications	140.86
Total		314,383.78

Bloomington Public Library
Monthly Statistics - November 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	49,730	381,096	52,595	399,101
Teens	3,141	27,202	2,700	23,522
Children	42,812	344,532	47,758	364,891
OTR Adults	2,311	17,226	2,017	15,923
OTR Teens	146	1,204	84	1,165
OTR Children	3,805	29,493	2,993	26,102
e-Books - Freading	5	182	20	248
e-Books - Overdrive	4,667	29,867	3,672	27,099
Freegal downloads	608	3,697	608	4,508
Zinio Magazines	307	3,068	360	2,784
Tumblebooks	61	213		
TOTALS				
Adults	52,041	398,322	54,612	415,024
Teens	3,287	28,406	2,784	24,687
Children	46,617	374,025	50,751	390,993
Digital Downloads	5,648	36,814	4,660	34,639
COMBINED TOTAL	107,593	837,567	112,807	865,343
ITEMS IN THE COLLECTION				
Main	301,588	301,588	295,213	295,213
OTR	11,563	11,563	12,671	12,671
TOTAL	313,151	313,151	307,884	307,884
HOLDS FILLED	7,648	54,016	7,190	54,847
CARDHOLDERS				
Added	296	3,231	325	3,310
TOTAL NUMBER				
Adults	25,027	25,027	26,537	26,537
Teens	2,055	2,055	2,340	2,340
Children	5,714	5,714	6,445	6,445
Combined Total of Active Cards	32,796	32,796	35,322	35,322
REFERENCE QUESTIONS				
Adults	2,123	16,879	2,288	17,933
Teens	122	1,262	137	715
Children	829	6,441	975	8,068
OTR	88	792	61	635
Circulation	836	5,057	782	5,741
PROGRAMS				
Story Times	25	113	17	104
Adult	13	97	9	74
Teens	1	30	4	45
Juvenile	6	65	7	60
Outreach Adult	0	0	0	2
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	1
				0
PROGRAM ATTENDANCE				

Bloomington Public Library
Monthly Statistics - November 2015

	Current Month	Cumulative	Last Year	Cumulative
Story Times	700	3,966	421	3,697
Adult Programs	144	1,443	109	1,040
Teen Programs	8	324	67	472
Juvenile Programs	451	4,882	433	4,236
Outreach Adult	0	0	0	27
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	36
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	4,704
Completed	0	0	0	2,759
TEENS				
Registered	0	0	0	811
Completed	0	0	0	402
ADULTS				
Registered	0	0	0	2,300
Completed	0	0	0	1,109
TOTAL				
Registered	0	0	0	7,815
Completed	0	0	0	4,270
COMPUTER USE				
Public computer uses	3,832	31,744	3,661	26,974
Website database/catalog hits	24,299	211,373	23,455	128,690
Online Resource (Database) uses	4,471	34,379	3,741	25,269
TOTAL		277,496	30,857	180,933
INTERLIBRARY LOAN				
Borrowing Requests Received	452	3,641	346	2,571
Outgoing Loans (Lending)	232	1,940	250	1,592
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	4	56	1	62
Outside the library (events)	11	65	7	58
Number of people	751	12,618	258	10,514
VOLUNTEER HOURS	135	1,190	95	613
MEETING ROOM USAGE				
Study Room	56	447	65	501
Digital Media Lab	20	194	38	233
Customer Visits (MAIN)	1,108	170,060	28,135	228,346
Customer Visits (OTR)	32,122	40,424	804	8,363
COMBINED TOTAL VISITS	33,230	210,484	28,939	236,709
TRAINING HOURS	70	744	125	926

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, October 21, 2015
5:00 p.m.

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

Minutes

- I. Call to Order
President Lynn Gray called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Stephen Peterson, Patti Salch, Lynn Gray

MEMBERS ABSENT: Jodi Sherman

OTHERS PRESENT: Georgia Bouda, Carol Koos, Laura Golaszewski, Kathy Jeakins, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Lynn Gray distributed copies of library related catalogs and magazines that may be of interest to the Board.
President Gray informed the Board that she attended the Downs Town Hall meeting and reported on the redevelopment project that she received notice of.
- VI. Approval of Minutes
 - A. September 16, 2015
PATTI SALCH MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 16, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Georgia Bouda shared that invitations were sent out for the Farnsworth Input Session to be held from 6-9 p.m. on October 29. She added that the GPPLD Board members in attendance can volunteer to help record ideas.

As requested during last month's meeting, Director Bouda reported on the programming budgets for Bloomington Public Library and Golden Prairie. Director Bouda recounted the Bookmobile Ad Hoc Committee meeting. The committee discussed the Bookmobile schedule, metrics, promotion, and public comments. The committee's next steps include sending out an informational packet and discussing a survey. The committee's purpose is to retrieve and review data that will allow the BPL Board to make informed decisions about the Bookmobile in the future.

Director Bouda shared that the BPL budget will be brought before the City Council on October 26 for approval.

B. Outreach Report

Laura Golaszewski distributed copies of the new Bookmobile schedule. She proceeded to entertain questions.

C. Fiscal Report

Kathy Jeakins reported that a Property Tax Distribution was received in September. She added that the audit was completed and went well. A recommendation was made for the Board to appoint a FOIA officer. Kathy went on to entertain questions.

1. Approve September Financial Report

TIM ERVIN MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE FINANCIAL REPORT FOR SEPTEMBER 2015.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, TIM ERVIN,
STEPHEN PETERSON, PATTI SALCH, LYNN GRAY

NAYES: NONE

ABSENT: JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

VIII. Unfinished Business

A. Discussion of Board Members' Information

Director Georgia Bouda suggested that an e-mail group be created that will automatically forward e-mails to each Board member. The Board agreed to approve this during next month's meeting.

Patti Salch will follow up with Phil Lenzini to get more information about whether elected officials must list a mailing address online.

IX. New Business

A. Approve Freedom of Information (FOIA) Officer

CAROLYN DAIL MOVED, STEPHEN PETERSON SECONDED, TO APPROVE APPOINTING THE BPL DIRECTOR AS THE FOIA OFFICER. THE MOTION CARRIED UNANIMOUSLY.

X. Adjournment

CAROLYN DAIL MOVED, PATTI SALCH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:46 p.m.