

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 18, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. October 21, 2014
- V. President's Report
 - A. Approval of \$400 Honorarium for Facilitator, Deb Halperin
 - B. Approval of Singer Group Proposal for Director Evaluation Tool
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel Committee
 - C. Planning, Policies & Programs (3 P's) (Chair's Report Attached)
 - D. Ad Hoc Committee – Library Expansion Task Force
- X. Unfinished Business
- XI. New Business
 - A. Recommendation to Waive Three-Quote Requirement for Property Insurance and Worker's Compensation Insurance
 - B. Approve Surplus List
 - C. Recommendation for Approval of RFQ for Library Needs Assessment, Programming Site Analysis and Conceptual Design
- XIV. Presentation by Facilitator, Deb Halperin
- XII. Future Agendas/Comments from Board Members
- XIII. Adjournment

Posted: 11/13/14 3:30 p.m.

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

Wednesday

October 1, 2014

5:15 p.m.

Immediately following the BPL Board Special Meeting

Quiet Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
Chair Emily Kelahan called the meeting to order at 5:15 p.m.
- II. Roll Call
PRESENT: Brittany Cornell, Cathy Pratt, Emily Kelahan

ABSENT: Monica Brigham, Whitney Thomas, Narendra Jaggi

OTHERS: Peggy Burton, Georgia Bouda, Patricia Marton, Susan O'Rourke, Caprice Prochnow
- III. Introductions/Public Comment
Emily Kelahan introduced resident, Patricia Marton, Board members Susan O'Rourke and Peggy Burton.
- IV. Approval of Minutes
A. September 3, 2014
Cathy Pratt moved, Brittany Cornell seconded, to approve the Minutes from the September 3, 2014 meeting. The motion carried unanimously.
- V. Unfinished Business
A. Discuss Retreat with Facilitator
Emily Kelahan suggested that the facilitator, Debbie Delgado, seems like the best bet for a facilitator as the ones that Susan O'Rourke had in mind are not available. Director Bouda stated that she had another recommendation, Deb Halperin, who is well known to the Library. There was some discussion as to who the facilitator would be and whether to have a facilitator speak to the Board soon or wait until there are 2 or 3 new Board members in place. The committee members agreed that Deb Halperin would be a good choice for the job, and they would like her to present to the Board soon, and then have her return after the new Board members are in place.

B. Discuss Accessibility of Board
Once the Board has an email address that allows the public to access the Board as a whole, there needs to be recommendation as to how the Board will respond to these emails. Emily Kelahan suggests that this should be a practice rather than a policy.

After some discussion, the 3 P's Committee agreed upon the practice of relying upon the Board Secretary to respond to emails on behalf of the Board or direct them to staff. There will be a recommendation to the full Board that the Board Secretary duties will include responding to emails addressed to the Board on behalf of the Board. The Secretary will be certain to communicate to the sender only the process by which their question or concern will be addressed rather than a position on such, unless the question or concern is one which the Board has already considered and reached a position either by consensus or vote.

C. Discuss Library Expansion

Emily Kelahan shared that three trustees had been appointed to the Task Force at the last Board meeting and efforts to schedule the first meeting are underway. She said that the Trustee members of the Task Force have been informed by the Council members of the Task Force that the BPL Trustees are responsible for leading the expansion of the library and the Council is responsible only for providing feedback about the feasibility of the Trustees' proposal. After some discussion, Director Bouda was asked to consult with department managers to provide a "wish list". Along with this, Director Bouda will research architects to help develop a needs assessment and building program statement. The Task Force plans to visit libraries in the future to get some ideas.

VI. New Business

There was no new business.

VII. Comments from Committee Members/Future Agendas

Susan O'Rourke reported on the Budget & Personnel Committee held earlier in the day in regards to the Director Evaluation tool.

There was discussion as to whether the Director Evaluation falls under the Budget & Personnel Committee or the 3 P's Committee or possibly both. Most agreed that the evaluation tool should be developed by the Budget & Personnel Committee. Since there did not seem to be consensus between committee members on the Budget & Personnel Committee it was suggested that the matter of the Director Evaluation tool be brought before the full Board.

VIII. Adjournment

Chair Emily Kelahan adjourned the meeting at 7:02 p.m.

Incident Reports

Date	Time	Type
10/5	3:39 PM	InappropriateBehavior
10/6	5:18 PM	InappropriateBehavior
10/7	12:42 PM	CustomerRelatedIllnessAccident
10/7	9:22 PM	InappropriateBehavior
10/8	3:43 PM	InternetAbuse
10/8	9:26 PM	StolenDamagedLibraryMaterial
10/9	2:41 PM	SleepingIncident
10/10	1:20 PM	InappropriateBehavior
10/11	5:29 PM	StolenDamagedLibraryMaterial
10/13	4:38 PM	AlcoholDrugs
10/14	2:40 PM	Vandalism
10/14	4:32 PM	Other,Feces found on returned DVD cases
10/15	12:55 PM	SleepingIncident
10/15	3:10 PM	StolenDamagedLibraryMaterial
10/15	3:43 PM	InappropriateBehavior
10/15	5:15 PM	StolenDamagedLibraryMaterial
10/15	7:01 PM	InappropriateBehavior
10/16	9:42 AM	StolenDamagedLibraryMaterial
10/17	4:12 PM	AlcoholDrugs
10/17	5:20 PM	StolenDamagedLibraryMaterial
10/18	11:24 AM	StolenDamagedLibraryMaterial
10/19	2:21 PM	StolenDamagedLibraryMaterial
10/19	5:07 PM	StolenDamagedLibraryMaterial
10/20	8:30 PM	InappropriateBehavior
10/21	10:12 AM	InappropriateBehavior
10/23	1:17 PM	StolenDamagedLibraryMaterial
10/24	11:27 AM	StolenDamagedLibraryMaterial
10/26	3:15 PM	InappropriateBehavior
10/27	5:04 PM	StolenDamagedLibraryMaterial
10/27	5:17 PM	BicycleIncident
10/27	6:34 PM	InappropriateBehavior
10/28	7:34 PM	StolenDamagedLibraryMaterial
10/29	8:14 AM	StolenDamagedLibraryMaterial
10/29	8:53 AM	StolenDamagedLibraryMaterial
10/29	3:43 PM	AlcoholDrugs
10/30	9:28 AM	StolenDamagedLibraryMaterial
10/31	11:15 AM	AlcoholDrugs
10/31	3:44 PM	AlcoholDrugs
11/1	11:38 AM	InappropriateBehavior
11/1	12:08 PM	InappropriateBehavior
11/1	2:42 PM	StolenDamagedLibraryMaterial
11/1	3:15 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
10/6	5:19 PM	InappropriateBehavior
10/8	11:56 AM	Other
10/8	3:26 PM	InternetAbuse
10/10	1:03 PM	InappropriateBehavior,Cussing at Security for being asked to leave due to his phone conversation.
10/12	5:20 PM	StolenDamagedLibraryMaterial
10/15	12:58 PM	SleepingIncident
10/15	3:45 PM	InappropriateBehavior
10/20	8:31 PM	InappropriateBehavior,Messing with the settings on the patron computers downstairs.
10/30	2:21 PM	StolenDamagedLibraryMaterial,man in the picture was an accomplice to Jordan Rodriguez.
10/27	6:37 PM	InappropriateBehavior
10/28	2:01 PM	BicycleIncident,Stolen Bike
10/29	3:28 PM	StolenDamagedLibraryMaterial,Theft of several Bleach graphic novels over course of 7 days.
10/29	3:40 PM	AlcoholDrugs
10/31	11:11 AM	AlcoholDrugs

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

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

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

Approved this 18th day of November 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

**Bloomington Public Library
Surplus List
November 18, 2014**

Surplus List

Item	Reason
1998 International Bookmobile	To be Sold

Public Library Association 2008 Spring Conference

Topic: **Selecting an Architect; The Qualifications-Based Selection Process**

The Need	The following procedure is required by Illinois Law: (50 ILCS 510/4).
The Goal	The purpose of Qualifications Based Selection (QBS) is to ensure that Public agencies select architects and engineers based primarily upon their qualifications. The goal is to ensure that professional firms are selected on the basis of qualifications and not by "price shopping".
The Rationale	The rationale for this is best described by the old adage that says "You get what you pay for", and the fact that the lowest price often equates to the least service. The aim of QBS is to prevent public agencies from unwittingly bargaining away essential services in the quest for the lowest professional fees.
QBS	Qualifications Based Selection is required in many states for projects using public funds. The library's attorney can advise you if it is required in your situation. Even where local law does not mandate it, this process can provide you with a thorough and systematic method for the selection of professional services.

The basic process for QBS can be broken down into eleven steps.

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| 1. Identify the proposed scope of work | The range of architectural services can encompass nearly anything from an initial feasibility study to complete architectural services for a new library building. |
| 2. Request Statements of Qualifications from architectural firms | Send your request for qualifications to several architectural firms. You may invite firms that are in your geographic area or target firms that have expertise in library design |
| 3. Appoint a selection committee | Make sure that the members of the committee are prepared to spend the time that it will take. Several meetings may be required. Prior experience with selection of professional firms is a plus but not mandatory. |
| 4. The architect's statements are evaluated and a short | The selection committee should use a prepared evaluation form to insure that you apply the same standards for each interview. Base your evaluations on |

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| list of firms is established | <p>a point system.</p> <p>Select the top ranking three or, at most, four firms and invite them for interviews. Contact firms not on the shortlist and thank them for their interest. Schedule the interviews.</p> |
| 5. Contact the short-listed architects and schedule interviews. | <p>Send the firms to be interviewed information on the format for the interviews. Tell them the order of the interviews and how much time will be allotted for each one.</p> <p>Try to have 60 minute interviews back to back so you will remember them well enough to compare them afterward. Leave yourselves 10 or 15 minutes between each interview to allow for some discussion.</p> |
| 6. Begin interviews. Make tours of their buildings as desired | <p>As you did when you established the shortlist, prepare an assessment forms ahead of time to insure that the same evaluation standards are used throughout. The forms should again use a point system with each subject weighted with its relative importance. Refer to the attached bibliography for books that will assist you in developing evaluation forms and establishing your evaluation criteria.</p> <p>Make sure that the architect's project manager is at the interview as he or she is the person who you will work with on a day to day basis.</p> <p>During the interview you should not ask direct questions on fees, concentrate instead on the architects' qualifications and methodology.</p> |
| 7. The top three firms are ranked in order of qualifications | <p>After the interviews are completed add up the scores for each of the firms. The sum of these scores will give you an objective ranking of the candidates.</p> |
| 8. Negotiate with the top-ranked firm | <p>Be sure that both parties understand the scope of the work. Go over the phases of an architectural project with the architect and arrive at a mutual understanding of what will be included in the contract. With the architect's input you may want to revise the scope that you previously developed. Discuss potential additional costs and how the architect proposes to handle cost overruns, errors and omissions.</p> |
| 9. Arrive at a fee | <p>Arrive at a mutually agreed upon scope of services and</p> |

arrangement

a fee arrangement. If you are unable to agree on a fee, proceed to step 10A. Otherwise go on to step 11.

10. If you cannot agree upon a fee...

If you cannot agree on a fee you may move on to negotiations with the second-highest rated firm, after beginning these negotiations you cannot resume negotiations with the first architectural firm. If you cannot agree upon a fee with the second ranked firm you may go on to the third-ranked one but cannot resume negotiations with either of the first two.

10A Prepare a contract

Usually the architect will prepare a contract using a standard AIA form of agreement. Have your attorney review and approve the contract. Avoid the temptation to write your own contract unless your attorney is very experienced with construction practices.

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

Request for Qualifications (RFQ) for Library Needs Assessment, Programming Site Analysis and Conceptual Design for the Bloomington Public Library

Mailing Address: Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701-5218

Contact Person Georgia Bouda
Library Director
309-557-8901
GeorgiaB@BloomingtonLibrary.org

Statements Due: December 18, 2014 by 2:00 PM

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
BLOOMINGTON PUBLIC LIBRARY
CITY OF BLOOMINGTON, ILLINOIS**

Statement of Qualifications (RFQ) will be received at the Business Office of the Bloomington Public Library, 205 East Olive Street, Bloomington, Illinois 61701, until 2:00 PM CT December 18, 2014 for the following:

**Library Needs Assessment, Programming Site Analysis and Conceptual Design
for the Bloomington Public Library**

Documents may be obtained at the Business Office of the Library, Monday through Friday between the hours of 9:00 AM and 5:00 PM CT or by sending an email to GeorgiaB@BloomingtonLibrary.org.

You may not respond with a faxed or electronic submission. All statements must be submitted in a sealed envelope, with original signatures.

One (1) original and fifteen (15) copies of the complete statement are to be submitted.

Bloomington Public Library reserves the right to reject any and all statements and to waive technicalities. The award will be based on the criteria for selection contained within this document.

Contractors shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

The City of Bloomington requires all contractors and offerors doing business with the City 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.

Georgia Bouda, Director

Published **November 21, 2014** Bloomington, Illinois

TERMS AND CONDITIONS FOR OFFERORS

Background:

The Bloomington Public Library, 205 E. Olive Street, Bloomington, IL is located in McLean County, Illinois. The original facility was built in 1976. The results of the 2010 Census show the City now has a population of 76,610 citizens. The population of Bloomington Public Library service area is 86,610, including both Bloomington and the Golden Prairie Public Library District which contracts for service with the Bloomington Public Library.

Statement Identification:

Offerors are required to use the enclosed label on the outside of the statement envelope, placed in the lower left corner. If no label is available, please legibly write the statement name and due date in the lower left corner. Do **not** submit statements by fax or electronically. Statements submitted by fax or electronically cannot be accepted or considered for award. Sealed statements are required.

Definitions:

1. "City" shall mean the City of Bloomington, Illinois.
2. "Library" shall mean the Bloomington Public Library.
2. "Requests for Statements" (RFQ) is a method of procurement permitting discussions with responsive, responsible offerors and revisions to statements prior to award of contract. Statements will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Acceptance/Rejection of Submittals:

Questions regarding bid/statement procedures shall be directed to Georgia Bouda, Director, during regular working hours (M-F 9am-5pm), telephone 309-557-8901 or GeorgiaB@BloomingtonLibrary.org.

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

If you have obtained this statement from a source other than directly from the Library, you are not on record as a plan holder. The Library takes no responsibility to provide addenda to parties not listed by the Library as plan holders. It is the Offeror's responsibility to check with our office prior to submitting your statement to ensure that you have a complete, up-to-date package. The original copy maintained and on file in the Library's Business Office shall be considered the official copy. **Addenda copies shall be attached to your statement as proof of receipt.**

Bloomington Public Library reserves the right to reject any and all statements and to waive technicalities, and to accept that statement which is to be considered in the best interest of the Library. Any such decision shall be considered final.

Statements shall be opened in private so as to avoid disclosure of contents to competing offerors. The Library Board may conduct discussions with any offeror who submits an

acceptable or potentially acceptable statement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements. During the course of such discussions, the Library Board shall not disclose any information derived from one statement to any other offeror.

Bloomington Public Library reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. The Library may require the RFQ and the offeror's statement be incorporated in full or in part as Contract Documents. This implies that the RFQ 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 Library Board determines an offeror's statement to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its statement.

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

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 Bloomington Public Library and all Library trustees, 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.

PREVAILING WAGE: N/A

The State of Illinois requires under public works contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with the Prevailing Wage Act (820 ILCS 130) as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the subcontractor under the Contractor. A copy of the most current monthly prevailing wage rates by County is posted on the Illinois Department of Labor website at www.state.il.us/agency/idol. Note that the Prevailing Wage rates change monthly and it is the Contractor's responsibility to ensure the correct wage is paid.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515) N/A

Effective August 10, 2005, contractors and subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate for that County and that the contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project, the name, address, telephone number, social security number, job classification, hourly wages paid in each period, number of hours worked each day, and starting and ending time of each work day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number and social security number. Any contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

OSHA REQUIREMENTS:

The Occupational Safety and Health Act of 1970 (OSHA), "guarantees workers the right to a safe and healthful workplace." Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to its employees."

There are times when the City must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the City must perform their duties in a manner that is compliant with all State and Federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all State and Federal health and safety laws, regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency and the Department of Transportation.

PURCHASE EXTENSION:

This contract shall be offered for purchases to be made by other governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the offeror. The Library shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

EX PARTE COMMUNICATION:

Please note that to insure the proper and fair evaluation of a statement or bid, the Library prohibits ex parte communication (i.e., unsolicited) initiated by the Offeror to a Library Trustee or Employee evaluating or considering the statement/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 Library will be directed in writing to the Director or designated contact person only. The Director will obtain the information or clarification needed. Ex parte communication may be grounds for disqualifying the offending Offeror from consideration or award of the statement and repeat offenders may be disqualified from future projects.

NO STATEMENT:

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

STATEMENT EVALUATION:

Products/Services will be purchased from the Offeror providing the best statement 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.

Bloomington Public Library intends to award this work to the firm who best satisfies the needs of the Library. This RFQ does not commit the Library to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. The Library reserves the right to reject any or all submittals, to waive any irregularities, and to make the final determination as to the best firm for the Needs Assessment.

Evaluation and Selection Process:

- A. A Qualifications Based Selection (QBS) process will be used and is intended to comply with the requirements of the State of Illinois (50 ILCS 510/0.01-510.7).
- B. Responses to this solicitation will be reviewed and evaluated by the Library Director and

members of the Board of Trustees.

C. Personal interviews may be conducted with short-listed firms. All interview and RFQ expenses incurred by selected firms will be borne by the firms.

D. Following interviews, the most qualified Consultant will be contacted to finalize the Scope of Work and enter into contract and fee negotiations. If a mutually satisfactory contractual agreement is not reached, the Library may, at any time, select and enter into negotiation with another firm.

INVESTIGATION:

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

PROOF OF LICENSE, PERMIT, CERTIFICATIONS, ETC.:

Offerors 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 statement 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.

STATEMENT FORM:

This entire package shall be returned complete and intact with all information requested and all questions answered. The amount of the statement 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 statement.

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 Offerors whose items, in the opinion of the Library, meets or exceeds performance in these areas.

STATEMENT OPENING:

TELEPHONE/FAX/VERBAL OFFERS WILL NOT BE ACCEPTED. Statements are opened and evaluated in private. They are not publicly opened and read at the time and date set. It is the responsibility of the offeror to see that the statement is in the Business Office of the Library, by the specified time and date. The date of the postmark will not be considered. Statements received after the time and date set will be returned unopened to the Offeror. This includes Statements not received as a result of mail delays. In the event that the Library is closed for business at the time scheduled for the statement submission, sealed statements 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 STATEMENT:

An offeror may withdraw a statement prior to the deadline for statement submittal by submitting a request for its withdrawal. Statements received after the time for opening statements 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 statements, or to cancel awards or contracts based on bid mistakes, will be submitted in writing and will be supported by a written determination made by the Director. The request shall then be forwarded to the City's legal staff for final recommendation.

REJECTION OF STATEMENTS, WAIVERS AND IRREGULARITY:

Bloomington Public Library reserves the right to reject any or all statements, to waive irregularities, and to accept that statement 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 statement or award may protest to the Library Board during the public Library Board meeting only. The protest will be submitted in writing to the Office of the Library Director immediately after such aggrieved person knows or should have known of the facts giving rise and the Director will place same on the Library Board agenda, if not resolved prior to that time.

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 contractor 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 Relation 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.

THIS PAGE IS MANDATORY

REFERENCES:

Five (5) references are **required** with your statement. The references shall be from the last five (5) different sources where you have provided the minimum specifications as required in this statement. Offeror may use Bloomington Public Library or the City of Bloomington as a reference if the Offeror has provided this equipment or service since January 1, 2010.

(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: _____

THIS PAGE IS MANDATORY

(4.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(5.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

STATEMENT SUBMISSION: PLEASE SUBMIT (1) ORIGINAL AND (15) FIFTEEN COPIES OF THE ENTIRE STATEMENT PACKET.

THIS PAGE IS MANDATORY

*****NOTE: FAILURE TO SIGN THE FOLLOWING CONTRACTOR COMPLIANCE
AND INSURANCE SECTIONS WILL DISQUALIFY YOUR STATEMENT.**

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:

The offeror certifies by signing this statement that this Statement is made without prior understanding, agreement or accord with any other person submitting a Statement for the same product or service and that this Statement 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 Library property shall provide to the Director evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Library property. The offeror guarantees to save the Library, 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

THIS PAGE IS MANDATORY

GIFT BAN ACT:

I certify that _____ (print company name), its officers, employees and agents, have not made any gifts to officers or employees of Bloomington Public Library 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.



Community Relations
109 E. Olive St.
Bloomington, IL 61701-3157
(309) 434-2218 (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 entity doing business with the City in the excess of \$10,000 during one year, must submit an Affirmative Action Report Form and an Affirmative Action Plan.

It is my understanding that your company will be or are presently a contractor/offeror 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.

Please complete the enclosed information in its entirety and return it to the Community Relations Office. If your company has an approved Affirmative Action Plan, you may submit it instead of completing the enclosed forms. 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/Offeror List."

If you should have any questions regarding either of the forms, please feel free to contact me at (309) 434-2468

Sincerely,

Ernestine Jackson
Equal Opportunity Associate

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

(309) 434-2218

(309) 434-2831 (fax)

CONTRACT COMPLIANCE REPORT FORM

Failure to properly complete this form prior to the execution of a contract with the City, 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) include 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

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

YES _____ NO _____

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

Name: _____

Title: _____

Telephone: _____

Has the Company developed a written Affirmative Action Plan? **Note: a copy of the Affirmative Action 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) 434-2218.

YES _____ NO _____

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, national origin, age, religion, sexual orientation mental/and or physical disability?

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 subcontracts or purchase orders?

YES _____ NO _____

H. In the Company a state certified minority/women 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. Have the labor organizations 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 work force analysis 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 company location, etc.)
D. If minorities and women are currently under -utilized in your work force, please attach a copy of an explanation for your plan to recruit and hire minorities and women.

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 or 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 date: _____

Name of person that compiled the above data _____

Title of Person that compiled the above data _____

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's Contract Compliance Ordinance and the City of Bloomington Human Relations Ordinance.

Signature:	Typed Name & Title	Telephone Number	Date

SCOPE OF WORK:

The proposed scope of work includes the following:

- A. An assessment of the existing library building located at 205 E. Olive Street to evaluate the condition of the structure and identify upcoming capital improvements.
- B. Review the building program prepared by Library Planning Associates in 2012 and suggest modifications based upon subsequent changes in technology and contemporary library usage trends.
- C. Prepare a visioning document outlining a service-based vision for a new or expanded library.
- D. Prepare a Library Needs Assessment and outline Building Program based upon the Visioning document and relevant data from the original building program. This document shall address 21st-century technology, operational solutions designed to maximize the efficiency of the library, while providing exceptional patron service, and incorporating contemporary library trends and local demographics.
- E. Prepare a conceptual design and site analysis exploring the capacity of the library building and site to meet the requirements of the building program with a conceptual cost estimate.
- G. Provide documentation that the Library can utilize to educate and inform the public about the project

III. Proposed Format and Content

- A. Description of the Consultant's firm including company history, current number of employees and contact information for the person who shall serve as the firm's principal contact with Library staff.
- B. A description of the methodology proposed to conduct the scope of work.
- C. Five references with names, addresses, telephone numbers, and email addresses of library directors.
- D. Resumes of professionals who will be assigned to the project.
- E. Any additional information, ideas, or recommendations that the Consultant believes makes him or her uniquely qualified for this project.

THIS PAGE IS MANDATORY

STATEMENT FORM

Request for Qualifications (RFQ) for Library Needs Assessment, Programming Site Analysis and
Conceptual Design
For the Bloomington Public Library

The offeror 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.

Offeror further agrees to complete all of the above work in a complete, neat, and workmanlike manner.

Estimated start date after contract is awarded _____

Estimated days to completion _____

Name of Company Authorized Signature

Address City State Zip

Telephone Number Fax Number

Email Address Date

STATEMENT 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 bid/statement name and date due
6. Your (1) original and 15 required copies.

Tentative Statement Schedule:

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

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

END OF DOCUMENT

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 21, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

President Jaggi called the meeting to order at 5:01 p.m.

II. Roll Call

MEMBERS PRESENT: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

MEMBERS ABSENT: Whitney Thomas, Bill Wetzel

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

President Jaggi stated that with no objection, he would like to move Agenda item III to after "New Business" items. There was no objection, so Agenda Item III will become Agenda item XIII.

III. Introductions/Public Comment

There were no introductions or public comments.

IV. Approval of Minutes

A. September 16, 2014

EMILY KELAHAH MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 16, 2014 MEETING WITH THE AMENDATION TO ITEM IX.A., 6TH PARAGRAPH. THE MOTION CARRIED UNANIMOUSLY.

B. October 1, 2014

EMILY KELAHAH MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 1, 2014 MEETING. THE MOTION CARRIED.

V. President's Report

President Jaggi requested that Board members please respond to emails from Caprice Prochnow indicating whether they will be attending meetings or not. This helps determine whether we will have a quorum or not for the meeting.

President Jaggi reported that the Mayor spoke to the Council at its last meeting about the scope of the Library Expansion Task Force that has been created. He asked that those who were present report on it. Brittany Cornell shared that Mayor Renner clarified that the Task Force is tasked with coming up with a proposal for expansion or renovation at the current location and that this is not to include anything to do with procedures or personnel. Brittany added that the Mayor suggested a timetable of nine months. Brittany shared that the Mayor also stated that, of course, library staff would be invited to all of the meetings and that the Task Force was expected to abide by the Open Meetings Act.

President Jaggi shared that the 3 P's Committee report indicates that the 3 P's Committee has recommended that the Board use Deb Halperin as a facilitator for one of our sessions in the future. He suggested the November 18 Board meeting. After some discussion, it was agreed to have Deb Halperin as a facilitator at the November 18 Board meeting. Once the regular Board business is finished, pizza or sandwiches will be provided and Deb Halperin's presentation will commence.

President Jaggi stated that he would like the 3 P's Committee to consider compensation for Deb Halperin. He suggested an honorarium for her. Emily Kelahan, 3 P's Chair stated that she was agreeable to discussing the honorarium issue now rather than waiting for the 3 P's meeting. After some discussion, it was decided that the honorarium amount would be \$400, and the approval for the honorarium will be placed at the beginning of the agenda for the November 18 Board Meeting.

VI. Director's Report

Director Bouda shared that Golden Prairie Public Library District will donate \$50,000 towards the cost of the new bookmobile and thanked Adrienne Ives for their donation.

President Jaggi reviewed that the Library had budgeted \$200,000 for a new bookmobile and the actual cost is around \$250,000.

VII. Brief Presentation by Adult Services Manager Carol Torrens

Carol Torrens stated that she has been a librarian for 27 years and she continues to be amazed by what libraries have to offer. Carol reviewed the services offered by Adult Services and talked a little bit about the Illinois Collection, the Pantagraph on microfilm, genealogical research, the Digital Media Lab, the Teen Zone, interlibrary loans, and the various Adult and Teen programs offered by the Library. Carol stated that those that work the Reference Desk help everyone whether it is in person, on the phone, or via email.

VIII. Fiscal Report

Kathy Jeakins entertained questions.

IX. Approval of Bills

PEGGY BURTON MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE BILLS LIST FROM SEPTEMBER 2014. THE MOTION CARRIED.

See Attachment "2014.10"

X. Committee Reports

A. Budget & Personnel Committee

1. Consideration of Modifications to Director Evaluation Form and/or Process

In Bill Wetzel's absence, President Jaggi invited Susan O'Rourke to summarize what transpired at the Budget & Personnel Committee meeting.

Susan stated that the committee was unable to come to any consensus on the Director evaluation tool at the October 1 meeting.

President Jaggi reviewed once again that the revising of the Director evaluation may not just fall to the Budget & Personnel Committee as it involves a new procedure and a new document which is appropriate for the 3 P's Committee to consider.

Emily Kelahan suggested the Board needs to examine the committee structure making sure that it is effective and work is distributed equally.

Narendra Jaggi stated that his sense is that a new Director Evaluation tool is desired and he proposed that the Board make a commitment to make this a full Board discussion. Since Deb Halperin is scheduled for the November meeting, time should be allotted at the December meeting for this.

There was much discussion in regards to this proposal covering the same concerns about the evaluation tool that have been discussed before.

President Jaggi stated that the extent and quality of disagreement and dissension is such that it would be helpful to have a consultant to guide the Board on the evaluation tool. Between now and the next Board meeting he will work on finding a professional to help the Board with revising the evaluation instrument and addressing the issue of whether the Board can delay the delivery of the instrument to later in the year.

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

1. Recommend that the Board Secretary Respond to Board Directed Emails on Behalf of the Board

President Jaggi reviewed that the 3 P's Committee unanimously supports the practice of relying upon the Board Secretary to respond to Board directed emails on behalf of the Board.

THE 3 P'S COMMITTEE MOVED, NO SECOND NEEDED, THAT THE SECRETARY OF THE BOARD SHALL RESPOND TO EMAILS ADDRESSED TO THE BOARD ON BEHALF OF THE BOARD, MAKING SURE TO EXPRESS TO THE RECIPIENT ONLY THE PROCESS BY WHICH HIS/HER QUESTION OR CONCERN WILL BE ADDRESSED AND NOT A POSITION ON THE QUESTION OR CONCERN UNLESS THE QUESTION OR CONCERN IS RELATED TO A

MATTER ABOUT WHICH THE BOARD HAS ALREADY DELIBERATED AND REACHED A POSITION EITHER THROUGH CONSENSUS OR A VOTE. THE MOTION CARRIED UNANIMOUSLY.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Accept Bid for Outreach Conference Room Wall

NARENDRA JAGGI MOVED, EMILY KELAHAAN SECONDED, TO AWARD THE CONTRACT FOR THE OUTREACH CONFERENCE ROOM WALL TO TARTER CONSTRUCTION, LLC IN THE AMOUNT OF \$36,208.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.A."

B. Approval of FY15 Maintenance & Operating Budget Amendment

President Jaggi shared that at mid fiscal year a \$50,000 Grant was received and these additional funds are being distributed into the different budget lines, so therefore the budgets need to be amended and approved by the Board.

EMILY KELAHAAN MOVED, CATHY PRATT SECONDED, TO APPROVE THE FY15 MAINTENANCE & OPERATING BUDGET AMENDMENT, TO INCREASE TOTAL EXPENSES AND TOTAL REVENUES BY \$7,050.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.B."

C. Approval of FY15 Fixed Asset Budget Amendment

CATHY PRATT MOVED, MONICA BRIGHAM SECONDED, TO APPROVE THE FY15 FIXED ASSET BUDGET AMENDMENT, TO INCREASE TOTAL EXPENSES AND TOTAL REVENUES BY \$42,950. 00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.C."

Cathy Pratt left at 6:11 p.m.

D. Approval of FY15 Project Next Generation Budget Amendment

President Jaggi shared that the Library had budgeted \$12,500 for Project Next Generation, but the Library was awarded \$15,000, so the budget has been amended to reflect this.

PEGGY BURTON MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE FY15 PROJECT NEXT GENERATION BUDGET AMENDMENT, TO INCREASE TOTAL REVENUES AND TOTAL EXPENSES BY \$2,500.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Narendra Jaggi

NAYES: None

ABSENT: Cathy Pratt, Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.D."

E. Waive Three Quote Requirement for Security Gates

Director Bouda shared that the security gate at the entrance is being replaced with an upgraded double gate that will work with more advanced security tagging. She went on to say, the motivation for this is the move to stingray security tags for the audio visual material, as the 3M un-lockers are always jamming and breaking down.

SUSAN O'ROURKE MOVED, EMILY KELAHAH SECONDED, TO WAIVE THE THREE QUOTE REQUIREMENT FOR REPLACEMENT SECURITY GATES TO BIBLIOTHECA IN THE AMOUNT OF \$9,035.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Narendra Jaggi

NAYES: None

ABSENT: Cathy Pratt, Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.E."

- XIII. Executive Session - Review Executive Session Recordings and Discuss a Personnel Matter
EMILY KELAHAH MOVED, SUSAN O'ROURKE SECONDED, TO GO INTO EXECUTIVE SESSION TO REVIEW EXECUTIVE SESSION RECORDINGS AND DISCUSS A PERSONNEL MATTER.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Narendra Jaggi

NAYES: None

ABSENT: Cathy Pratt, Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

Monica Brigham left at 6:15 p.m.

At 6:15 p.m., the Board went into Executive Session.

At 7:02 p.m., the Board resumed regular session. President Jaggi stated that no action took place during Executive Session.

- XIV. Future Agendas/Comments from Board Members
There were no comments from Board Members.

- XV. Adjournment
President Jaggi adjourned the meeting at 7:04 p.m.

2014.10

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, October 21, 2014

Narendra Jaggi
 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	7,262.08
American Pest Control	Building Maintenance	190.00
Bound to Stay Bound Books	Juvenile Books	287.61
Brodart Co.	Library Supplies	85.28
CDW Government	Computer Supplies	6,907.49
Cengage Learning	Adult Books	2,074.95
Center Point Large Print	Adult Books	1,126.44
Childer's Door Service of Central Illinois, LLC	Building Maintenance	210.56
Children's Plus, Inc.	Juvenile Books	77.70
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	738.12
City of Bloomington	FICA	10,056.07
City of Bloomington	Fuel	661.75
City of Bloomington	Health Insurance-HMO	6,411.84
City of Bloomington	Health Insurance-PPO	15,055.86
City of Bloomington	IMRF	21,143.71
City of Bloomington	Life Insurance	230.07
City of Bloomington	Medicare	2,351.85
City of Bloomington	Payroll	172,049.48
City of Bloomington	Unemployment Insurance	6,174.00
City of Bloomington	Vehicle Maintenance	177.43
City of Bloomington	Vision Insurance	187.04
City of Bloomington	Water	871.58
Comcast	Telecommunications	99.85
Community Players Theatre	Advertising	240.00
Continental Research Corp	Janitorial Supplies	161.85
Cummins	Vehicle Maintenance	413.36
Cumulus Broadcasting	Advertising	1,337.80
Custom Digital Imaging	Printing/Binding	3,866.15
Dell Marketing LLC	Computer Supplies	1,643.40
Dell Marketing LLC	Office/Equipment Mtn	3,698.59
Demco	Library Supplies	528.90
Emery, Tom	Other Purchased Services	150.00
Findaway World, LLC	A/V Materials	356.92
Fisk, Terry	Other Purchased Services	300.00
Frankfort Public Library	Miscellaneous Expenses	30.00
Frontier	Telecommunications	1,814.78
Georgia Holdings (McGraw Hill Education)	Juvenile Books	83.95
Global Government/Education Solutions, Inc.	Computer Supplies	169.99

Green Hills Public Library District
 HOH Water Technology, Inc.
 Illinois Wesleyan University
 KCN Solutions
 Keystone US Management
 Lido Deck Productions
 McLean County Asphalt Co., Inc.
 MicroMarketing, LLC
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural books & Videos
 Nicor/Northern Illinois Gas
 Nu Air Corp
 Oberlander Communications
 Officemax
 Officemax
 Officemax
 Officemax
 Pantagraph
 PATH, Inc.
 Peek-A-Book, LLC
 Prochnow Landscaping, Inc.
 Rainbow Book Co.
 Random House, LLC
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 S & S Builders Hardware Co.
 ThyssenKrupp Elevator Corp.
 Twin City Tale Spinners
 Unique Management Services, Inc.
 Value Line Publishing
 Vernon Library Supplies, Inc.
 Weber Electric
 VISA - 1000 Bulbs.com
 VISA - AAIM Solutions
 VISA - Ace Hardware
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Flag & Gift
 VISA - American Library Association
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bill's Key & Lock Shop
 VISA - Engraving Express
 VISA - Facebook
 VISA - Financial & Banking Systems
 VISA - Five Star Water
 VISA - Galls Intern
 VISA - GameStop
 VISA - Global Government/Education Solutions

Miscellaneous Expenses	14.00
Building Mtnc Supplies	385.88
Other Purchased Services	101.17
Rentals	700.00
Building Maintenance	245.80
Other Purchased Services	1,000.00
Building Maintenance	6,608.00
A/V Materials	222.93
Building Maintenance	394.37
A/V Materials	4,771.43
Building Mtnc Supplies	103.32
Janitorial Supplies	917.45
Juvenile Books	450.74
Natural Gas	3,421.41
Building Mtnc Supplies	803.80
Telecommunications	48.50
Computer Supplies	366.14
Copier Supplies	282.78
Employee Relations	23.82
Office Supplies	376.14
Printing/Binding	208.20
Adult Books	40.00
Public Access Software	1,195.00
Other Property Mtnc	880.00
Juvenile Books	1,883.85
A/V Materials	197.25
Periodicals	10,713.06
Rentals	1,659.00
Building Mtnc Supplies	6.86
Building Maintenance	28.09
Other Purchased Services	100.00
Other Purchased Services	832.35
Public Access Software	4,700.00
Library Supplies	1,615.99
Building Maintenance	181.56
Building Mtnc Supplies	168.75
Professional Development	159.00
Building Mtnc Supplies	93.94
Computer Supplies	39.63
A/V Materials	438.39
Employee Relations	20.15
Office Supplies	134.95
Other Purchased Services	160.93
Uniforms	368.32
A/V Materials	11,367.53
Adult Books	13,521.27
Juvenile Books	9,869.11
Building Mtnc Supplies	4.26
Other Purchased Services	48.00
Advertising	113.27
Office Supplies	24.74
Miscellaneous Expenses	41.87
Uniforms	52.90
A/V Materials	239.96
Computer Supplies	408.93

VISA - Griffin Technology Corp.
 VISA - Home Depot
 VISA - Hooked on Phonics
 VISA - Illinois Library Association
 VISA - Illinois Secretary of State's Office
 VISA - Ingram
 VISA - Jewel-Osco
 VISA - K-Mart
 VISA - K-Mart
 VISA - MakerMedia
 VISA - Maximum Magazine
 VISA - Neopost USA
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Paypal*Wallstreetgod.com
 VISA - POS Supply Solutions
 VISA - Rainstorm
 VISA - Sears
 VISA - Shell Oil
 VISA - Stu Stumps
 VISA - Things Remembered
 VISA - Thrasher Magazine
 VISA - TJ Maxx
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wayfair
 VISA - WPY Constant Contact

Total

Computer Supplies	715.36
Other Purchased Services	31.84
A/V Materials	432.60
Membership Dues	270.00
Miscellaneous Expenses	51.18
Adult Books	537.58
Library Supplies	38.42
Janitorial Supplies	20.37
Office Supplies	32.05
Computer Supplies	929.72
Periodicals	19.95
Postage	295.00
Other Purchased Services	310.79
Telecommunications	160.69
Library Supplies	13.24
Library Supplies	886.17
Vehicle Maintenance	30.00
Building Mtn Supplies	12.98
Fuel	53.82
Other Purchased Services	43.94
Other Purchased Services	59.00
Periodicals	17.95
Library Supplies	33.97
Postage	5.12
Library Supplies	37.94
Other Purchased Services	23.34
Library Supplies	139.00
Professional Development	237.98

357,887.80

XIII. A.

F R A N C O I S
A S S O C I A T E S
A R C H I T E C T S
L L C

118 W WASHINGTON BLOOMINGTON, IL 61701
309.828.4055

October 16, 2014

Ms. Georgia Bouda, Director
Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701

Re: Recommendation for award of bid

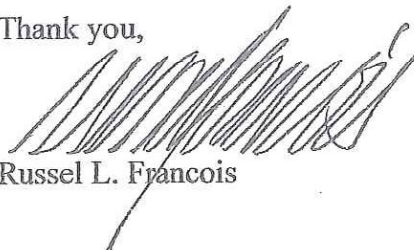
Georgia,

Construction Documents for the Bloomington Public Library - Outreach Department wall construction/interior renovation project were prepared and issued on September 18, 2014. We received and read the following bids at the Bloomington Public Library at the scheduled time, Thursday, October 16, 2014 at 2:00 pm. The following General Contractors submitted bids for the project:

<u>General Contractor</u>	<u>Base Bid amount</u>	<u>Alt. 1 Bid amount</u>	<u>Total</u>
Felmley-Dickerson Co.	\$29,500.00	\$8,450.00	\$37,950.00
Tarter Construction, LLC	\$27,143.00	\$9,065.00	\$36,208.00

Given the intent of the Bloomington Public Library to accept both the Base Bid and Alternate 1 Bids at this time, I recommend to the Bloomington Public Library Board of Trustees that they approve the combined lowest bid total received and award the contract for construction to Tarter Construction, LLC of Bloomington, Illinois.

Thank you,



Russel L. Francois

Attachment: BPL_Outreach Dept. - Bid Tabulation 10.16.14

Copies: FAA.BPL_Outreach Dept.

BID TABULATION
FOR
COMPLETE WORK

OUTREACH DEPARTMENT RENOVATION
BLOOMINGTON PUBLIC LIBRARY
205 East Olive Street Bloomington, Illinois

Bid Date: October 16, 2014

Contractor	Base Bid	Alt. No. 1 Upgraded HVAC Controls	Performance Bond	Bid Bond	Comments
Felmley-Dickerson Co.	\$29,500.00	\$8,450.00	Possible within 10 days of award	Received	Cost Plus by GC: 15%; Cost Plus by Sub: 10% Time of Completion: December 1, 2014; 15 days
Tarter Construction, LLC	\$27,143.00	\$9,065.00	Possible within 10 days of award	Received	Cost Plus by GC: 15%; Cost Plus by Sub: 15% Time of Completion: December, 2014; 45 days

BLOOMINGTON PUBLIC LIBRARY
FY 2014-2015 BUDGET

REVENUES:

ACCT NAME	ORIGINAL BUDGET	REVISED BUDGET	AMOUNT OF INCREASE
Property Tax	4,546,710	4,546,710	
Replacement Tax	130,400	130,400	
State Grants	78,000	85,050	7,050
GPPLD	375,000	375,000	
Fees & Rentals	75,000	75,000	
Copies	3,600	3,600	
Interest on Investments	4,000	4,000	
Sale of Property	1,000	1,000	
Donations	19,500	19,500	
Cash Over/Short	0	0	
Other	20,000	20,000	
Total Revenues	5,253,210	5,260,260	7,050

ACCT NAME	ORIGINAL BUDGET	REVISED BUDGET	AMOUNT OF INCREASE
Full-Time Salaries	2,000,510	2,000,510	
Part-Time Salaries	384,836	384,836	
Seasonal Salaries	34,648	34,648	
Overtime Salaries	1,100	1,100	
Other Salaries	0	0	
Total Sals & Wages	2,421,094	2,421,094	
Dental Insurance	11,160	11,160	
Vision Insurance	2,630	2,630	
Health Insurance, BC/BS PPO	232,172	232,172	
Health Insurance, OSF HMO	99,565	99,565	
Life Insurance	4,000	4,000	
IMRF	297,676	297,676	
FICA	150,040	150,040	
Medicare	35,090	35,090	
Unemployemnt Insurance	0	0	
Worker's Comp	22,211	22,211	
Uniforms	600	600	
Tuition Reimb	30,000	30,000	
Other Benefits	20,000	20,000	
Total Benefits	905,144	905,144	
Rentals	20,000	20,000	
Total Rentals	20,000	20,000	
Building Mtnc	125,000	126,950	1,950
Vehicle Mtnc	10,000	10,000	
Office & Computer Mtnc	158,000	158,000	
Other Mtnc	25,000	25,000	
Total Repair/Mtnc	318,000	319,950	

ACCT NAME	ORIGINAL BUDGET	REVISED BUDGET	AMOUNT OF INCREASE
Advertising	18,000	18,000	
Printing/Binding	18,000	18,000	
Travel	6,000	6,000	
Membership Dues	5,000	5,000	
Professional Development	8,000	8,000	
Other Purchased Services	112,000	117,100	5,100
Property Insurance	26,000	26,000	
Vehicle Insurance	6,000	6,000	
Other Insurance	4,500	4,500	
Total Purchased Services	203,500	208,600	5,100
Office Supplies	20,000	20,000	
Computer Supplies	90,000	90,000	
Copier Supplies	4,500	4,500	
Postage	30,000	30,000	
Library Supplies	75,000	75,000	
Janitorial Supplies	13,000	13,000	
Gas & Diesel Fuel	8,240	8,240	
Building Mtnc & Repair Supplies	8,000	8,000	
Total Supplies	248,740	248,740	
Natural Gas	35,000	35,000	
Electricity	112,000	112,000	
Water	8,500	8,500	
Telecommunications	26,000	26,000	
Total Utilities	181,500	181,500	
Professional Collection	6,000	6,000	
Total Prof Collection	6,000	6,000	
Periodicals	35,000	35,000	
Adult Books	165,300	165,300	
Children's Books	120,300	120,300	
A/V Materials	167,100	167,100	
Public Access Software	150,000	150,000	
Ebooks	61,300	61,300	
Total Materials	699,000	699,000	
Employee Relations	5,500	5,500	
Miscellaneous Expenses	13,000	13,000	
ERI Reimbursement	36,732	36,732	
Fixed Asset Fund Transfer	195,000	195,000	
Total Other Expenses	250,232	250,232	
Total Expenses	5,253,210	5,260,260	7,050

Approved this 21st day of October 2014

Narendra Jaggi

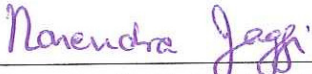
Narendra Jaggi, President
Bloomington Public Library Board of Trustees

XIII. C.

**LIBRARY
FIXED ASSET BUDGET
FISCAL YEAR 2014 - 2015**

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	REVISED BUDGET	AMOUNT OF INCREASE
REVENUES				
56010	INTEREST ON INVESTMENTS	\$ 600	\$ 600	\$ -
53120	STATE GRANTS	\$ -	\$ 42,950	\$ 42,950
81160	FROM LIBRARY M & O FUND	\$ 195,000	\$ 195,000	\$ -
	TOTAL REVENUE	\$ 195,600	\$ 238,550	\$ 42,950
EXPENSES				
72120	EQUIPMENT	\$ 108,050	\$ 113,050	\$ 5,000
72130	LICENSED VEHICLES	\$ 200,000	\$ 200,000	\$ -
72140	CAPITAL OUTLAY-NON OFFICE	\$ -	\$ 37,950	\$ 37,950
	TOTAL EXPENSE	\$ 308,050	\$ 351,000	\$ 42,950
	NET REVENUE/(EXPENSE)	\$ (112,450)	\$ (112,450)	\$ -
	% OF REVENUE TO EXPENSE	63.50%	67.96%	\$ 0

Approved this 21st day of October 2014


 Narendra Jaggi, President
 Bloomington Public Library Board of Trustees

XIII. D.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

June 25, 2014

Mr. Jon Whited
Bloomington Public Library
205 E Olive Street
Bloomington, Illinois 61701

Dear Mr. Whited,

You should have recently received a letter from Secretary of State and State Librarian Jesse White, awarding Bloomington Public Library an FY15 grant in the amount of \$15,000.00 for your project titled *Bloomington Public Library Project Next Generation*. Congratulations on your award!

Three copies of a contract will be sent to your agency's headquarters for signature. To accept this award, all copies must be signed by an authorized person and returned in whole to the Illinois State Library. One fully executed copy of the agreement will be returned for your agency's files as soon as all signatures are affixed.

As outlined in the contract, funds from this grant project must be encumbered 07/01/2014 through 06/30/2015. All grant funded activities must end and all funds must be obligated or disbursed by 06/30/2015.

The required reporting forms are all post on the following webpage. You will be receiving more details shortly.
http://www.cyberdriveillinois.com/departments/library/grants/grant_reports.html

If you have any questions, please contact Library Development at 1-800-665-5576 x 2.

Please accept my congratulations. I applaud your efforts to enhance library services in the State of Illinois.

Sincerely,

A handwritten signature in cursive script that reads "Anne Craig".

Anne Craig
Director

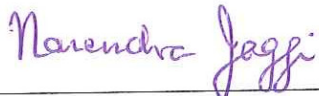
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Grant Project Number: 15-3502-PNG

**LIBRARY
PROJECT NEXT GENERATION BUDGET
FISCAL YEAR 2014 - 2015**

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	REVISED BUDGET
REVENUES			
53120	STATE GRANTS	\$ 12,500	\$ 15,000
	TOTAL REVENUE	\$ 12,500	\$ 15,000
EXPENSES			
61100	SALARIES-FULL TIME	\$ 4,000	\$ 6,000
61110	SALARIES-PART TIME	\$ 3,000	\$ 3,000
62120	IMRF	\$ 400	\$ 500
62130	FICA	\$ 400	\$ 500
70770	TRAVEL	\$ -	\$ 50
70990	OTHER PURCHASED SRV	\$ 500	\$ 600
71013	COMPUTER SUPLIES	\$ 4,200	\$ 4,350
	TOTAL EXPENSE	\$ 12,500	\$ 15,000
	NET REVENUE/(EXPENSE)	\$ -	\$ -
	% OF REVENUE TO EXPENSE	100.00%	100.00%

Approved this 21st day of October 2014



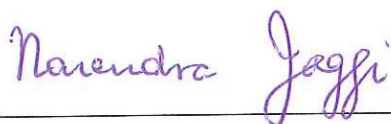
Narendra Jaggi, President
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE REPLACEMENT OF LOWER LEVEL SECURITY GATES
TO BIBLIOTHECA

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

1. That the three quote requirement be waived and the Library Director authorize payment for the replacement of the lower level security gates to Bibliotheca
2. That the existing lower level security gates can be replaced using the same company, Bibliotheca
3. That the replacement security gates will be wider, allowing better flow of customers in and out of the Library
4. That switching to a different CD and DVD security system necessitates the new gates
5. That the funds come from the following source:
 - Bloomington Public Library Fixed Asset: \$4,035.00
 - Bloomington Library DCEO Grant: \$5,000.00
 - Total Amount: \$9,035.00

Approved this 21st day of October 2014



Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Customer Official System Quote

Proprietary & Confidential

To	From
Library Name: Bloomington Public Library (IL)	Name: Dustin Lamm
Contact Name: Georgia Bouda	Email: d.lamm@bibliotheca.com
Address: 205 East Olive Street,	Telephone: 678-336-7980 Ext. 154
City, State, ZIP: Bloomington, IL 61701-5218	Quote Information
Country: United States of America	
	Quote Date: September 15, 2014
	Quote Number: QUO-18043-J2L4, Rev: 0

Summary

Quote Expiration:	Quote expires ninety (90) days from Quote Date above.	Payment Terms:
Quote Name:	Bloomington smartgate 400 upgrade special pricing	
Quote Details:		

Item ID	Item Type	Category	Quantity	List Price	Sale Price	Sub Total
SVC000001-000-US	On-Site Installation and/or Training (per training site)	Services	1	\$0.000	\$1,500.000	\$1,500.00
SHP000001-000-US	Shipping, Handling, and Administration	Services	1	\$0.000	\$235.000	\$235.00
GAT000008-B01-US	smartgate™ 400 Dual Aisle Security Gate (Bundled)	Security	1	\$13,875.000	\$7,300.000	\$7,300.00
Grand Total (Less Sales Tax):						\$9,035.00

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.

Standard Bibliotheca Terms and Conditions Apply

Prices quoted above include a standard Bibliotheca one year warranty. Refer to Bibliotheca Sales and Maintenance Agreement for additional Terms and Conditions. However, any required SIP configuration or ILS renewal fees are not covered by the Bibliotheca warranty. Please note that there may be an additional charge for electrical work.

Shipping is estimated and calculated using today's rates to one receiving location, unless otherwise noted. Additional shipping charges may apply.

Annual Support and Maintenance costs following the standard Bibliotheca one year warranty period:

17% Software Licenses: Percentage of unit price
 12% Bundled (Hardware with Software) Products: Percentage of unit price
 8% Hardware Only Components: Percentage of unit price

Annual Support and Maintenance Charges automatically increase by 5% per year after the initial first year of paid Annual Support and Maintenance costs. Customer may qualify for savings of 3% for every year, up to five years, of pre-paid annual Support and Maintenance charges. Discount is based on the annual fee of the first year for which support and maintenance is charged (year 2) so that prepayment program also protects customer from yearly pricing escalations.

Manager Approval:

Georgia Bouda

Customer Official System Quote

Bibliotheca, 3169 Holcomb Bridge Road, NW, Suite 200, Norcross, GA 30071, USA

Toll free: 1-877-207-3127 * Fax: 1-877-207-3129 * www.bibliotheca.com

Submit Purchase Order by fax to 877-207-3129 or by email to orders-us@bibliotheca.com.

Accepted By: Georgia Bruda

Accepted Date: 10/22/14

Customer Purchase Order Number: _____

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

Approved this 18th day of November 2014

Narendra Jaggi, President
Bloomington Public Library Board of Trustees



Presents a Proposal to:

Develop a Director Evaluation Tool and Process

For:



205 E. Olive Street

Bloomington, IL 61702

The Singer Group, Inc.

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

www.singergrp.com

Company Profile

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

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



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

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

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

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

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

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

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

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

Background and Project Understanding

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

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

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

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

Project Approach & Methodology

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

I. Project Planning and Kick-off

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

II. Interviews and/or Focus Groups

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

III. Development of Tool

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

IV. Delivery of Process and Tool

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

V. (Optional) Implement and Analyze First Year Results

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

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

Project Fees

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

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

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

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

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

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

Optional Tasks

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

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

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

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

Terms

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

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

The above proposal has been accepted by:

For Bloomington Public Library

Date: _____



For The Singer Group, Inc.

Date: November 10, 2014

Staff Bios

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

Paula D. Singer	Paula M. Singer, PhD, is owner and President of The Singer Group, a management consulting firm she founded in 1983 to support a variety of clients. Her individualized approach and commitment to excellence has resulted in a track record of success with an impressive client list. With expertise in compensation and classification, organization development, staffing, strategic planning, change management, executive recruitment, leadership and board development, Paula brings a balance of broad perspective and specific focus to each project.
<i>Present Responsibilities</i>	During her over 30 years of consulting, Paula has effectively directed a wide range of studies for clients in the public, private and non-profit sectors. She works with clients in a highly interactive, collaborative way to deliver customized products tailored to each client's needs.
<i>Experience</i>	Before founding The Singer Group, Paula held a variety of positions in private sector and nonprofit organizations. She was the Manager of Human Resources for a subsidiary of the Bendix Corporation, worked in the corporate HR department of Commercial Credit Company, and served as Executive Director of the Maryland Nurses Association as well as a public sector labor union representing Baltimore City employees.
<i>Education</i>	Paula received her doctorate in Human and Organizational Systems and MS in Organization Development from the Fielding Graduate University in Santa Barbara, CA. She also earned a Master of Administrative Sciences from The Johns Hopkins University. Her Bachelor of Science degree is in Industrial and Labor Relations from Cornell University. Paula is an Associate Faculty Member of Johns Hopkins University Bloomberg School of Public Health and has served as a National Faculty Member of Nova Southeastern University and the Johns Hopkins School of Continuing Studies.
<i>Professional Affiliations</i>	Paula is active in a number of professional organizations, civic groups and activities. In recognition of her significant accomplishments, Paula has been honored as one of Maryland's Top 100 Women in 1997, 1999 and 2001 and was a member of Leadership Maryland, class of 1999. Paula is on the faculty of the Johns Hopkins University Bloomberg School of Public Health and is a member of the Board of the Fund for Educational Excellence.
<i>Publications</i>	Dr. Singer wrote <u>Developing a Compensation Plan for Your Library (2002, 2009)</u> , which details compensation and classification processes. The second edition of this publication was co-written with Laura Francisco of the Singer Group. Paula also co-

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

Lucy Holman

Present responsibilities

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

Experience

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

Education

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

Professional affiliations

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

Publications

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

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

Bloomington Public Library

Director's Report

November 2014

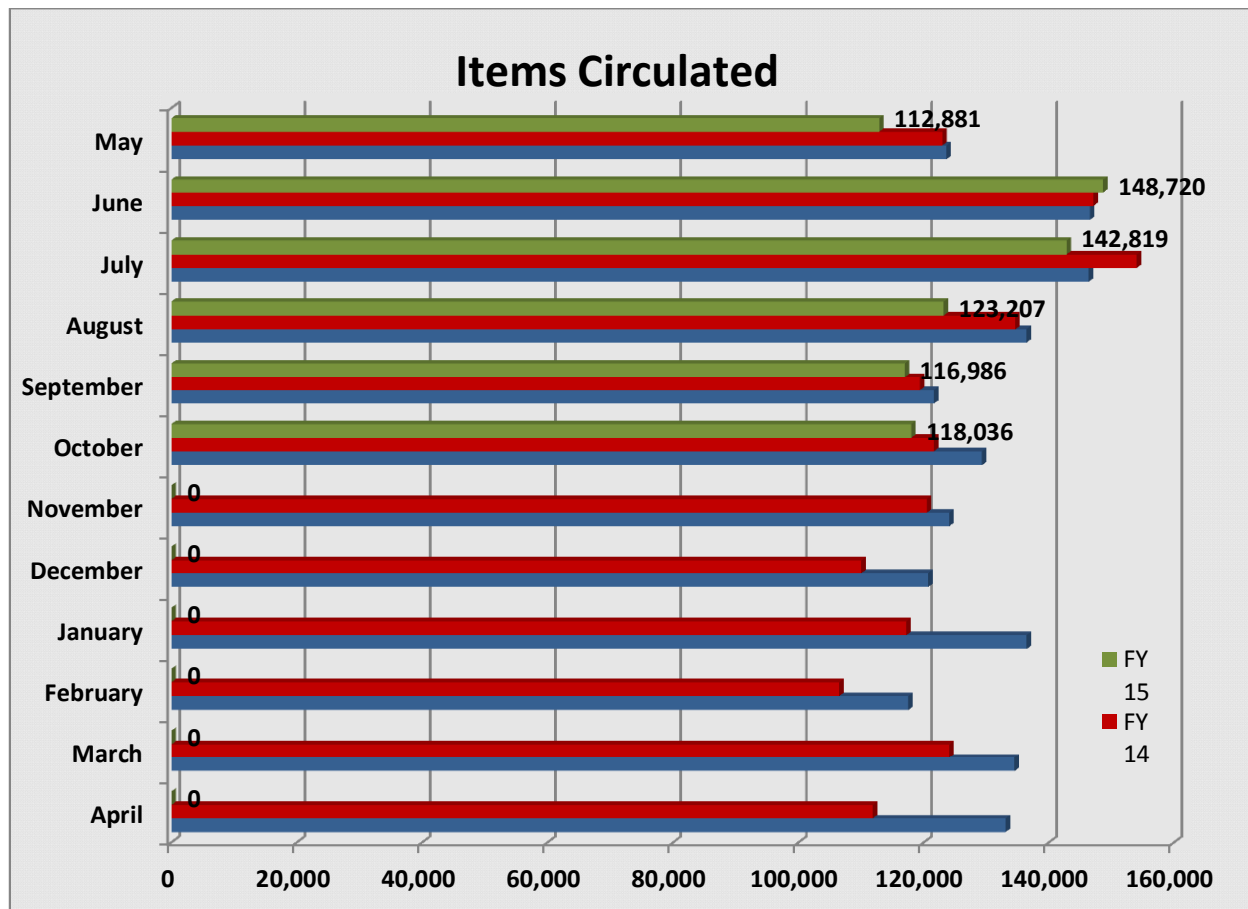
1. Staff Appreciation Day

Staff Appreciation Day on November 4th was a big success. Pat Perkins celebrated 25 years with the Library and Aleshia Phifer celebrated 20 years. Children's Services Manager Melissa Waltrip has been at BPL for ten years. Paul Spitz, Tom Drewry, Bill Tetreault, and Donna Leary celebrated their 5th anniversary. A big thank you to the Foundation for their support of this event.

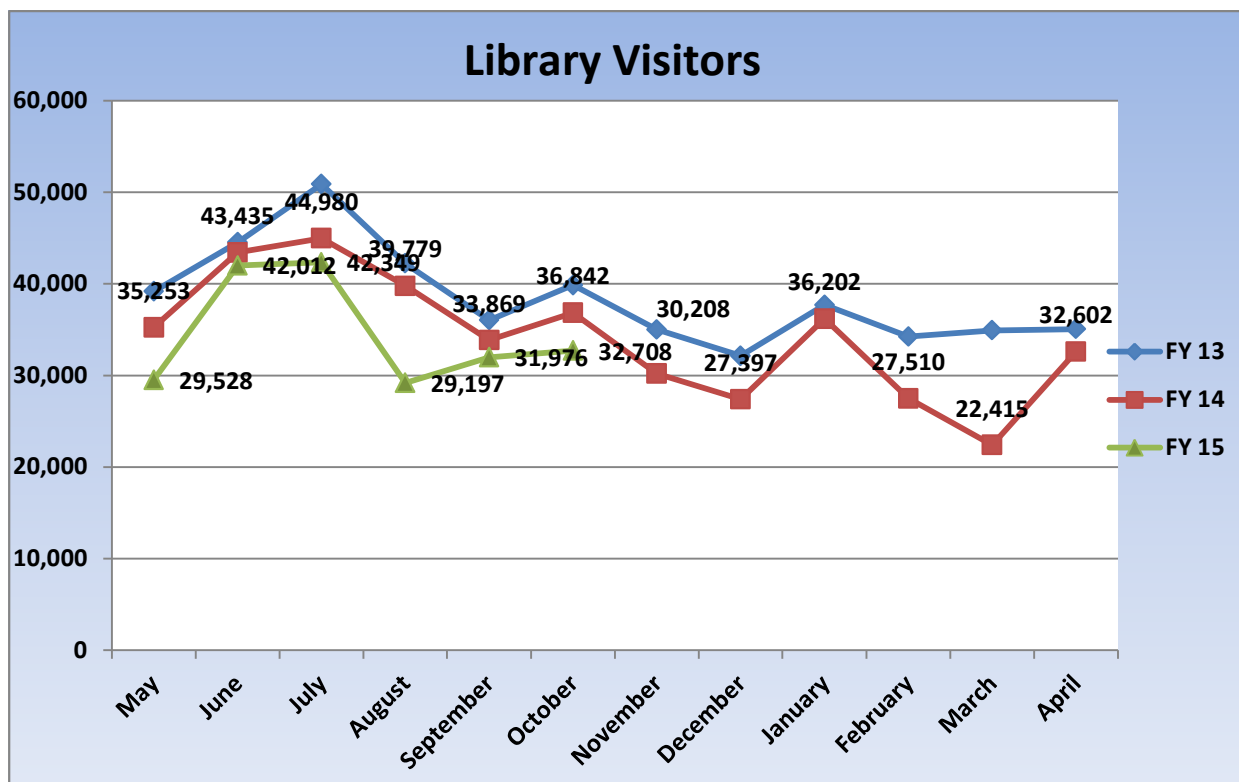
2. Electrical Outage

The Library had to close on November 11 at about 3:30 due to an electrical outage. Ameren was notified and responded quickly. It turned out to be a broken wire in the neighborhood, but caused havoc with much of our equipment and took IT all evening get everything back up and running.

3. Statistics



Customers borrowed 118,036 items in October, 2014, a decrease from the 121,594 items borrowed in October, 2013. Visitors to the Library were down from 36,842 in October 2013 to 32,708 in October 2014. Staff answered 4458 questions from customers this month compared to 4475 questions answered in October 13.



Programs and Attendance in the month of October

Children Programs and Attendance:

Storyteller and Ventriloquist Chris O' Brien – 2 sessions – 306 attended

Star Wars Reads Day – 121 attended

Spooky Trails Ghost Stories – 72 attended

Halloween Parade and Story Time – 198 attended

Principals Read – 5 sessions – 392 attended

Tween Hand Sew 101 Needle Art – 5 attended

Lapsit story time – 8 sessions – 140 attended

Toddler story time – 10 sessions – 391 attended

Preschool story time – 7 sessions – 175 attended

Singing Swinging Evening story time – 11 attended

Tails for Tales (read to dogs) – 5 sessions – 112 attended

Beginning reader club – 2 sessions – 6 attended

2nd Monday Story Club – 10 attended

Visited Katie's Kids – 45 attended

Visited Milestones Preschool – 13 attended

Visit Head Start at Trinity Lutheran – 2 classes – 57 attended

Visited Little Jewels Day Care – 68 attended

Library table at Halloween Carnival – 50 attended

Library table at Miller Park Zoo Spooktacular – 400 attended

Head Start Fun Club visit – 77 attended

Teen Programs and Attendance:

Teen Manga/Anime Club – 2 sessions – 0 attended
DIY Paper Wallets and Clutches – 1 session -- 3 attended
Teen Advisory Board – 1 session – 0 attended
Teen Read Week:
 Teen Book Reviews – 2 participated
 Teens Caught Reading in TZ – 10 participated
Teen Halloween Party with NPL – 1 session – 29 attended

Schools for Books and Bites: Our Teen Librarian and the youth librarian from NPL visited the following schools and talked with these numbers of teens: Chiddix: 70; Evans: 172; Kingsley: 112; Parkside: 181

Adult Programs and Attendance:

Mystery Book Club – 1 session – 8 attended
Nonfiction Book Club – 1 session – 4 attended
2nd Wednesday Classic Movie – 1 session – 8 attended
Anime Now for Adults – 2 sessions – 17 attended
Lunch and Learn with IWU and McLean History Museum – 1 session – 15
Illinois Ghosts and the Afterlife by Terry Fisk – 1 session – 75 attended
Twin Groves Wind Farm tour – 1 session – 28 attended

3. Halloween Parade

The Library once again held its traditional Halloween and story time for preschoolers. Many staff donned costumes for the annual preschool Halloween parade and story time. A haunted bookmobile was an added attraction this year.



4. Kiddie Drive-in Movie

I can't resist sharing some of these adorable photos from a program that about 50 or 60 small children attended this month. Each child made his own car and then watched Clifford the Dog movie in it.



5. New Safety Procedure

At the request of staff, the Library will be tightening up admittance procedures to the staff areas, such as the Business Office. Staff have been directed to call the person the visitor has come to see, then we will greet the visitor at the door. We are concerned about visitors just appearing in the office area and other staff areas without being announced. This may inconvenience trustees at times, but I am sure you can understand why we are concerned for staff safety.

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

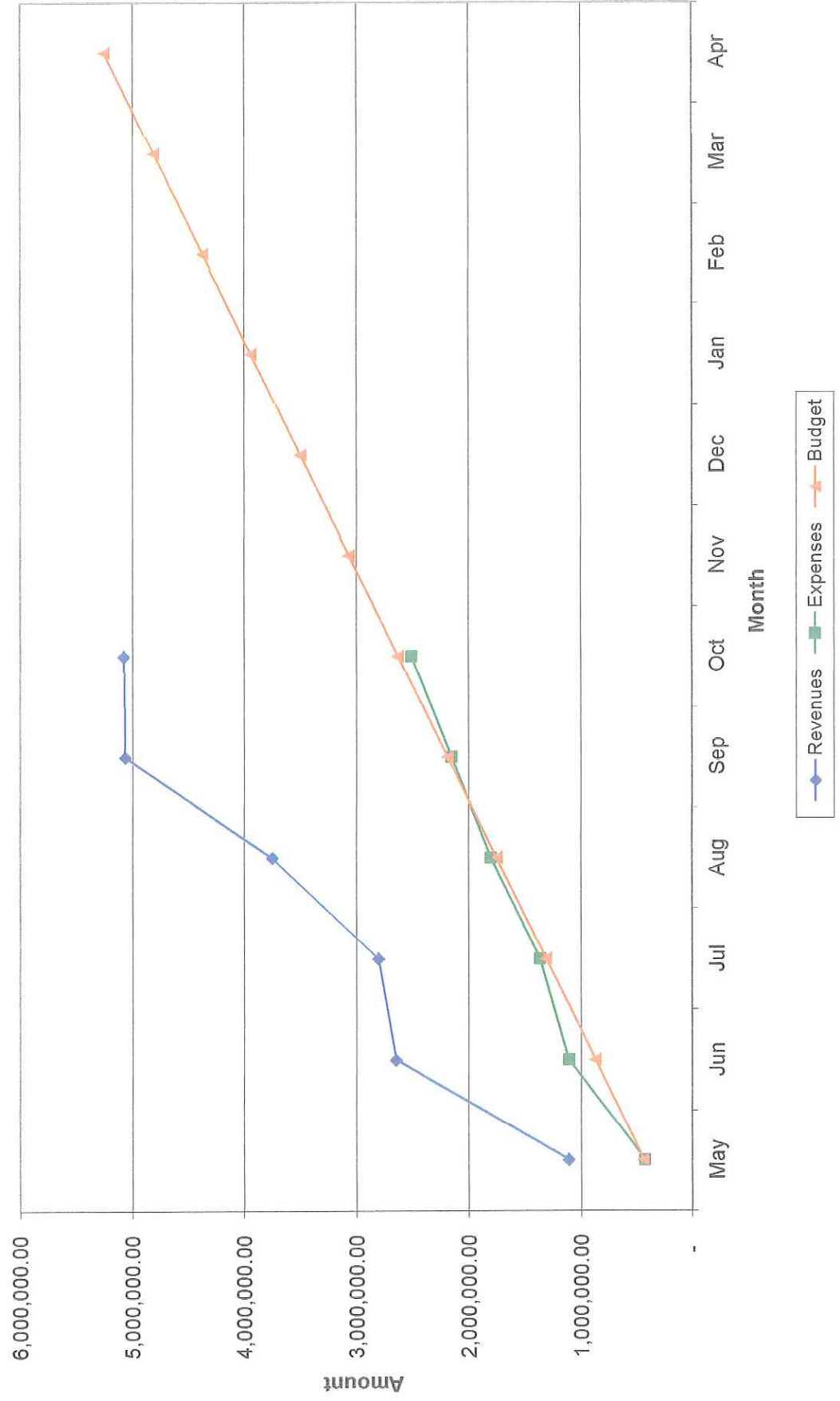
REVENUES:

ACCT NAME	BUDGET	OCT 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,413,834.48	(132,875.52)	97.1
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	0.00	351,115.51	(23,884.49)	93.6
Fees & Rentals	75,000	5,856.41	41,272.04	(33,727.96)	55.0
Copies	3,600	198.40	1,598.95	(2,001.05)	44.4
Interest on Investments	4,000	52.71	253.03	(3,746.97)	6.3
Sale of Property	1,000	0.00	3,216.78	2,216.78	321.7
Donations	19,500	0.00	20,491.40	991.40	105.1
Other Grants	0	483.97	483.97	483.97	-----
Cash Over/Short	0	12.05	(3.99)	(3.99)	-----
Other	20,000	2,216.92	22,507.46	2,507.46	112.5
Total Revenues	5,253,210	8,820.46	5,080,932.13	(172,277.87)	96.7

ACCT NAME	BUDGET	OCT 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	149,521.14	921,023.25	(1,079,486.75)	46.0
Part-Time Salaries	384,836	25,674.66	185,574.84	(199,261.16)	48.2
Seasonal Salaries	34,648	538.86	29,811.92	(4,836.08)	86.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	4,064.19	4,064.19	-----
Total Sals & Wages	2,421,094	175,734.66	1,140,474.20	(1,280,619.80)	47.1
Dental Insurance	11,160	752.96	4,582.06	(6,577.94)	41.1
Vision Insurance	2,630	195.28	1,156.15	(1,473.85)	44.0
Health Insurance, BC/BS PPO	232,172	15,692.61	89,882.01	(142,289.99)	38.7
Health Insurance, OSF HMO	99,565	7,086.09	44,491.32	(55,073.68)	44.7
Life Insurance	4,000	239.13	1,383.87	(2,616.13)	34.6
IMRF	297,676	32,948.40	151,862.85	(145,813.15)	51.0
FICA	150,040	15,219.97	67,704.23	(82,335.77)	45.1
Medicare	35,090	3,559.49	15,834.00	(19,256.00)	45.1
Unemployemnt Insurance	0	0.00	6,174.00	6,174.00	-----
Worker's Comp	22,211	0.00	0.00	(22,211.00)	0.0
Uniforms	600	580.57	889.98	289.98	148.3
Tuition Reimb	30,000	0.00	11,388.00	(18,612.00)	38.0
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	76,274.50	395,348.47	(509,795.53)	43.7
Rentals	20,000	406.00	9,533.37	(10,466.63)	47.7
Total Rentals	20,000	406.00	9,533.37	(10,466.63)	47.7
Building Mtn	125,000	7,194.29	26,573.76	(98,426.24)	21.3
Vehicle Mtn	10,000	209.64	2,305.12	(7,694.88)	23.1
Office & Computer Mtn	158,000	106.25	113,866.67	(44,133.33)	72.1
Other Mtn	25,000	880.00	1,271.52	(23,728.48)	5.1
Total Repair/Mtn	318,000	8,390.18	144,017.07	(173,982.93)	45.3

ACCT NAME	BUDGET	OCT 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	1,640.46	9,505.65	(8,494.35)	52.8
Printing/Binding	18,000	(1,786.66)	7,018.96	(10,981.04)	39.0
Travel	6,000	20.57	2,453.60	(3,546.40)	40.9
Membership Dues	5,000	230.00	1,658.00	(3,342.00)	33.2
Professional Development	8,000	(80.00)	2,481.98	(5,518.02)	31.0
Other Purchased Services	112,000	10,831.85	31,985.67	(80,014.33)	28.6
Property Insurance	26,000	0.00	0.00	(26,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	4,500	0.00	0.00	(4,500.00)	0.0
Total Purchased Services	203,500	10,856.22	55,103.86	(148,396.14)	27.1
Office Supplies	20,000	459.80	3,324.38	(16,675.62)	16.6
Computer Supplies	90,000	2,022.83	25,139.73	(64,860.27)	27.9
Copier Supplies	4,500	205.06	2,045.35	(2,454.65)	45.5
Postage	30,000	41.91	100.73	(29,899.27)	0.3
Library Supplies	75,000	1,896.81	36,058.22	(38,941.78)	48.1
Janitorial Supplies	13,000	993.05	4,777.42	(8,222.58)	36.7
Gas & Diesel Fuel	8,240	500.83	3,722.41	(4,517.59)	45.2
Building Mtnc & Repair Supplies	8,000	880.04	6,684.01	(1,315.99)	83.6
Total Supplies	248,740	7,000.33	81,852.25	(166,887.75)	32.9
Natural Gas	35,000	0.00	10,094.72	(24,905.28)	28.8
Electricity	112,000	7,514.60	39,599.47	(72,400.53)	35.4
Water	8,500	809.57	3,898.25	(4,601.75)	45.9
Telecommunications	26,000	3,457.24	18,368.32	(7,631.68)	70.6
Total Utilities	181,500	11,781.41	71,960.76	(109,539.24)	39.6
Professional Collection	6,000	68.62	522.57	(5,477.43)	8.7
Total Prof Collection	6,000	68.62	522.57	(5,477.43)	8.7
Periodicals	35,000	10,836.44	27,681.67	(7,318.33)	79.1
Adult Books	165,300	17,833.62	82,688.68	(82,611.32)	50.0
Children's Books	120,300	7,686.62	63,710.53	(56,589.47)	53.0
A/V Materials	167,100	16,883.20	84,407.52	(82,692.48)	50.5
Public Access Software	150,000	8,325.00	116,112.07	(33,887.93)	77.4
Ebooks	61,300	0.00	0.00	(61,300.00)	0.0
Total Materials	699,000	61,564.88	374,600.47	(324,399.53)	53.6
Employee Relations	5,500	151.07	407.64	(5,092.36)	7.4
Miscellaneous Expenses	13,000	310.62	2,615.05	(10,384.95)	20.1
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	461.69	234,754.69	(15,477.31)	93.8
Total Expenses	5,253,210	352,538.49	2,508,167.71	(2,745,042.29)	47.7

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2014

Property Tax (97.1%): The Library has received six distributions.
Replacement Tax (100.0%): The Library received its distribution in July.

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

GPPLD (93.6%): Golden Prairie has received six distributions.

Copies (44.4%): This is just a little less than expected because the October receipts were collected a week earlier than normal.

Interest on Investments (6.3%): Interest rates are still low.

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

Donations (105.1%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (112.5%): The Book Shoppe continues to be a success.

Seasonal Salaries (86.0%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Dental Insurance (41.1%): This is a little under-spent due to some full-time staff vacancies.

Vision Insurance (44.0%): This is a little under-spent due to some full-time staff vacancies.

Health Insurance (PPO) (38.7%): This line is under-spent due to some full-time staff vacancies.

Health Insurance-PPO (44.7%): This is under-spent due to some full time staff vacancies.

Life Insurance (34.6%): This is under-spent due to some staff vacancies.

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

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

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

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

Building Maintenance (21.3%): Charges have been minimal.

Vehicle Maintenance (23.1%): Charges have been minimal.

Office/Equipment Maintenance (72.1%): This line item is over-spent because most of the expenditures are one-time annual payments for equipment maintenance.

Other Property Maintenance (5.1%): Charges have been minimal.

Printing/Binding (39.0%): This is under-spent due to a reimbursement paid by Golden Prairie for print Event Guides that were distributed in the Golden Prairie townships.
Travel (40.9%): Charges have been minimal.
Membership Dues (33.2%): Charges have been minimal.
Professional Development (31.0%): Charges have been minimal.
Other Purchased Services (28.6%): Charges have been minimal.
Property Insurance (0.0%): The annual premium is paid in January.
Vehicle Insurance (0.0%): The annual premium is paid in January.
Other Insurance (0.0%): This is for the Director's & Officer's Insurance—the annual premium is paid in January.
Office Supplies (16.6%): Charges have been minimal.
Computer Supplies (27.9%): Charges have been minimal.
Postage (0.3%): Charges have been minimal.
Janitorial Supplies (36.7%): Charges have been minimal.
Building Maintenance Supplies (83.6%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (28.8%): Charges have been minimal.
Electricity (35.4%): Charges have been minimal.
Telecommunications (70.6%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.
Professional Collection (8.7%): Charges have been minimal.
Periodicals (79.1%): The annual subscription service payment was made in June.
Public Access Software (77.4%): Several one-time annual payments have been made for various electronic databases for the public.
Ebooks (0.0%): Nothing has been paid from this line item.
Employee Relations (7.4%): Charges have been minimal.
Miscellaneous Expenses (20.1%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer was made in June.
Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	
For 2014:	\$ 2,225.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	75.00
Fountain Receipts:	12.66
McLean Co Retired Teachers Assoc:	30.00
Total Donations:	\$ 20,492.66

The Other Revenue line item breaks out as follows:

Print Station:	\$ 5,062.90
Book Shoppe:	8,349.00
Sale of Reusable Bags:	147.00
Sale of Sling Backpacks:	312.00

Sale of Earbuds:	432.00
Sale of Flashdrives:	107.25
Sale of Umbrellas:	10.00
Hot Beverage Station:	415.00
Test Proctoring:	690.00
Meeting Room Fees:	792.50
B Logistics Revenue:	3,558.34
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,021.47
Total Other Revenue:	\$22,507.46

During October, 8 batches containing 111 invoices were processed, totaling \$115,897.00 and 230 credit card charges were made totaling \$40,254.60.

Library Fund Balance Information, 10/31/14:

Operating:	\$ 2,789,847.88
Capital:	\$ 2,052,114.27
Fixed Assets:	\$ 1,220,476.88

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 18, 2014

Signature, BPL Trustee

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

Multicultural Books & Videos	Juvenile Books	171.28
OfficeMax	Computer Supplies	1,419.23
OfficeMax	Employee Relations	38.34
OfficeMax	Office Supplies	214.91
OfficeMax	Other Purchased Services	32.80
Proquest, LLC	Public Access Software	4,770.00
Rainbow Book Co.	Juvenile Books	964.15
Random House, LLC	A/V Materials	131.25
Ricoh, USA, Inc.	Rentals	1,888.37
Ron Smith Printing Co.	Printing/Binding	280.00
Sirsi-Dynix	Office/Equipment Mtn	2,680.00
Sirsi-Dynix	Office & Computer Equipment	17,190.00
Taylor, Pamela (SeaStar Aquascapes)	Other Purchased Services	50.00
Tee Jay Central, Inc.	Building Maintenance	106.20
Theobald, Marvin	Other Purchased Services	140.90
ThyssenKrupp Elevator Corp.	Building Maintenance	28.09
U. S. Postmaster	Postage	220.00
Unique Management Services, Inc.	Other Purchased Services	608.60
Vernon Library Supplies, Inc.	Library Supplies	794.81
Welcome Mat Family Yoga	Other Purchased Services	80.00
VIS - Monoprice, Inc.	Computer Supplies	595.25
VISA - AAIM Solutions	Professional Development	(159.00)
VISA - Amazon Marketplace	Computer Supplies	602.44
VISA - Amazon.com	A/V Materials	935.01
VISA - Amazon.com	Adult Books	87.01
VISA - Amazon.com	Computer Supplies	404.44
VISA - Amazon.com	Library Supplies	75.50
VISA - Amazon.com	Professional Collection	22.57
VISA - American Library Association	Membership Dues	205.00
VISA - American Library Association	Other Purchased Services	(129.00)
VISA - Automotive Workwear, Inc.	Uniforms	(32.35)
VISA - Baker & Taylor Books	A/V Materials	10,229.40
VISA - Baker & Taylor Books	Adult Books	13,961.82
VISA - Baker & Taylor Books	Juvenile Books	5,666.43
VISA - Baker & Taylor Books	Other Purchased Services	1,835.00
VISA - Baker & Taylor Books	Professional Collection	46.05
VISA - Barnes & Noble	A/V Materials	162.38
VISA - Cengage Learning	Adult Books	70.47
VISA - Concord Custom Cleaners	Other Purchased Services	49.35
VISA - Copy Shop	Printing/Binding	30.00
VISA - Dollar Tree	Other Purchased Services	53.00
VISA - Emmett Scharf Electric Co.	Building Mtn Supplies	15.78
VISA - Facebook	Advertising	94.41
VISA - Feed Store, Ltd	Travel	8.41
VISA - Five Star Water	Miscellaneous Expenses	50.01
VISA - Fred Pryor/CareerTrack	Professional Development	49.00
VISA - GameStop	A/V Materials	933.30
VISA - Gareth Stevens Publishing	Juvenile Books	65.75
VISA - Halloween City	Other Purchased Services	49.99
VISA - Hobby Lobby	Library Supplies	10.32
VISA - Hobby Lobby	Other Purchased Services	122.34
VISA - HR Direct/G Neil	Other Purchased Services	69.99
VISA - Illinois Audubon Society	Membership Dues	25.00
VISA - Ingram	Adult Books	920.11
VISA - K-Mart	Janitorial Supplies	165.07

VISA - Lands' End Business Outfitters
 VISA - Lectorum Publications, Inc.
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Makerbot.com
 VISA - Marco's Pizza
 VISA - McLean County Chamber of Commerce
 VISA - Merry Makers, Inc.
 VISA - MicroMarketing, LLC
 VISA - Oriental Trading Co., Inc.
 VISA - Party City
 VISA - Prairie Capital Convention Center
 VISA - Recorded Books, LLC
 VISA - School Shop
 VISA - Sprint
 VISA - Staples
 VISA - Uline Shipping Supply Specialists
 VISA - UPS
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Uniforms	244.60
Juvenile Books	42.45
Building Mtnc Supplies	199.11
Janitorial Supplies	112.48
Other Purchased Services	89.85
Other Purchased Services	100.00
Other Purchased Services	114.00
Professional Development	30.00
Other Purchased Services	101.07
A/V Materials	38.61
Employee Relations	70.75
Other Purchased Services	19.99
Travel	6.00
A/V Materials	18.00
Other Purchased Services	8.97
Telecommunications	1,059.80
Office Supplies	92.98
Building Mtnc Supplies	126.30
Postage	32.29
Postage	28.96
A/V Materials	106.72
Employee Relations	41.98
Library Supplies	119.85
Office Supplies	29.64
Other Purchased Services	129.95

428,456.55

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 15

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Copy Shop	225.00	0.00			225.00
Kurt's Auto Body	250.00	0.00			250.00
Specs Around Town	50.00	0.00			50.00
Golden Prairie Public Library District	1,000.00	0.00			1,000.00
Heartland Bank	100.00	0.00			100.00
Down Owen Tire	100.00	0.00			100.00
Bloomington Education Association	500.00	0.00			500.00
Kathy Alwes-Petry	30.00	0.00			30.00
Clemens & Associates	150.00	0.00			150.00
Total Summer Reading Program Community Donations	2,405.00	0.00	0.00	0.00	2,405.00
Memorial Donations:					
	25.00	50.00			75.00
Total Memorial Donations	25.00	50.00	0.00	0.00	75.00
Other Donations:					
Fountain Receipts	7.83	3.57			11.40
McLean Co Retired Teachers Association	30.00	0.00			30.00
Total Other Donations	37.83	3.57	0.00	0.00	41.40
Foundation:					
Summer Reading Program, 2014	18,150.00	0.00			18,150.00
Eugene Funk III Memorial Stone	194.99	0.00			194.99
Engraving Services, Memorial Stone	175.00	0.00			175.00
Total Foundation	18,519.99	0.00	0.00	0.00	18,519.99
Total Donations	20,987.82	53.57	0.00	0.00	21,041.39

Bloomington Public Library
Monthly Statistics - October 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	55,387	346,506	56,236	370,736
Teens	2,718	20,822	2,846	22,550
Children	50,246	317,133	51,070	337,765
OTR Adults	1,956	13,906	2,401	15,882
OTR Teens	156	1,081	121	872
OTR Children	2,637	23,109	4,636	25,780
e-Books - Freading	30	228	19	213
e-Books - Overdrive	3,933	23,427	3,222	19,473
Freegal downloads	679	3,900	658	4,539
Zinio Magazines	294	2,424	385	1,986
TOTALS				
Adults	57,343	360,412	58,637	386,618
Teens	2,874	21,903	2,967	23,422
Children	52,883	340,242	55,706	363,545
Digital Downloads	4,936	29,979	4,284	26,211
COMBINED TOTAL	118,036	752,536	121,594	799,796
ITEMS IN THE COLLECTION				
Main	293,865	293,865	285,941	285,941
OTR	12,639	12,639	13,193	13,193
TOTAL	306,504	306,504	299,134	299,134
HOLDS FILLED	7,264	47,657	8,077	48,024
CARDHOLDERS				
Added	427	2,985	462	3,440
TOTAL NUMBER				
Adults	27,550	27,550	26,942	26,942
Teens	2,366	2,366	2,323	2,323
Children	6,522	6,522	6,945	6,945
Combined Total of Active Cards	36,438	36,438	36,210	36,210
REFERENCE QUESTIONS				
Adults	2,388	15,645	2,714	18,571
Teens	146	697	67	515
Children	903	7,093	1,226	6,671
OTR	84	574	110	411
Circulation	937	4,959	358	2,862
	4,458		4,475	
PROGRAMS				
Story Times	27	87	27	68
Adult	9	65	18	90
Teens	8	41	6	54
Juvenile	19	53	10	30
Outreach Adult	2	2	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	1	1	0	0
PROGRAM ATTENDANCE				
Story Times	769	3,276	552	1,439

Bloomington Public Library
Monthly Statistics - October 2014

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	163	931	251	1,185
Teen Programs	44	405	32	348
Juvenile Programs	1,191	3,803	757	2,761
Outreach Adult	27	27	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	36	36	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		4,704	0	4,458
Completed		2,759	0	2,635
TEENS				
Registered		811	0	822
Completed		402	0	387
ADULTS				
Registered		2,300	0	2,261
Completed		1,109	0	1,077
TOTAL				
Registered	0	7,815	0	7,541
Completed	0	4,270	0	4,099
COMPUTER USE				
Public computer uses	2,201	23,313	5,756	33,649
Website database/catalog hits	24,480	105,235	6,463	39,315
Online Resource (Database) uses	4,533	21,528	4,144	22,466
TOTAL	31,214	150,076	16,363	95,430
INTERLIBRARY LOAN				
Borrowing Requests Received	491	2,225	444	2,453
Outgoing Loans (Lending)	282	1,342	298	1,617
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	0	61	3	68
Outside the library (events)	12	51	9	43
Number of people	1,184	10,256	1,200	10,181
VOLUNTEER HOURS	58	518	168	1,158
MEETING ROOM USAGE				
Study Room	84	436	88	388
Digital Media Lab	51	195	34	N/A
Customer Visits (MAIN)	31,907	200,211	35,518	225,757
Customer Visits (OTR)	801	7,559	1,324	49,222
COMBINED TOTAL VISITS	32,708	207,770	36,842	274,979
TRAINING HOURS	148	801	91	606

**Golden Prairie Public Library District
Board of Trustees Meeting
September 17, 2014**

5:00 p.m.

Minutes

- I. **Call to Order**
President Ives called the meeting to order at 5:01 p.m.
- II. **Roll Call**
MEMBERS PRESENT: Carolyn Dail, Lynn Gray, Stephen Peterson, Patti Salch, Adrienne Ives

MEMBERS ABSENT: Carol Carey-Odekirk, Tim Ervin

OTHERS PRESENT: Georgia Bouda, Monica Brigham, Laura Golaszewski, Kathy Jeakins, Johanna Sneed
- III. **Introductions & Public Comment**
President Ives introduced BPL Board member Monica Brigham. There were no public comments.
- IV. **President's Report**
President Ives reported on the BPL Board meeting that she attended yesterday evening. She proceeded to discuss the task force involved with the Library's expansion and shared a corresponding newspaper article.
- V. **Approval of Minutes**
A. **August 20, 2014**

PATTI SALCH MOVED, LYNN GRAY SECONDED, TO APPROVE THE
MINUTES FROM THE AUGUST 20, 2014 MEETING. THE MOTION
CARRIED UNANIMOUSLY.
- VI. **Staff Reports**
A. **Director's Report**
Director Bouda distributed a document containing examples of existing Children's Libraries around the country. The Board went on to discuss possibilities for the Library's expansion and a Children's Library.
Director Bouda informed the Board that she will be on vacation from October 7th to the 16th and she will not be able to attend the October Board meeting; The Adult Services Manager, Carol Torrens, will be attending in her absence.

B. **Outreach Report**

Laura Golaszewski distributed engineering drawings of the new Bookmobile. She went on to add that Michelle Cope received her CDL license, adding an additional Bookmobile driver to the department.

Laura shared that a calendar format will be incorporated with the Bookmobile schedules in the fall. She added that the Heartland Hills stop will be extended by 15 minutes.

Laura entertained questions and the Board went on to discuss the delay in the Bookmobile's delivery.

C. Fiscal Report

Kathy Jeakins shared that a Property Tax Distribution was received at the end of August. Kathy went on to entertain questions.

1. Approve August Financial Report

PATTI SALCH MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE FINANCIAL REPORT FOR AUGUST 2014.

AYES: CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Approve the Donation Amount for the New Bookmobile

Due to the absence of some Board members and a delay in the Bookmobile's delivery, the Board agreed to move the agenda item to next month's meeting.

B. Election Process

Kathy Jeakins shared that the terms of four Board members will expire, and they will need to decide if they would like to run for re-election. Those members are Adrienne Ives, Lynn Gray, Tim Ervin and Stephen Peterson. Adrienne Ives has chosen not to seek re-election to the Board.

Kathy shared that nominating petitions can begin circulating on September 23rd. The petitions can then be filed with the County Clerk's office between December 15th and the 22nd.

To run for office, the candidates must fill their petitions with at least 2% of the number of votes that were cast in the last election for Trustees. Kathy informed the Board that since no one ran during the previous election, she will have to follow up regarding how many signatures are needed this year.

Kathy requested that Stephen Peterson and Tim Ervin bring a copy of their Statements of Economic Interest to next month's Board meeting.

VIII. New Business

A. Adopt Tax Levy Ordinance # 14-02

CAROLYN DAIL MOVED, PATTI SALCH SECONDED, TO ADOPT THE TAX LEVY ORDINANCE #14-02 IN THE AMOUNT OF \$400,560.00

FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2014
AND ENDING THE 30TH DAY OF JUNE 2015.

AYES: CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON,
PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Audit Recommendations

Kathy shared that the audit was completed on August 29th and it went well. She reported that the auditor made the following precautionary recommendations:

- A list of invoices that were written should be attached with the monthly Fiscal Report.
- The Board should look into applying for a surety bond to cover the three Board Officers responsible for signing checks.
- The Board Treasurer should have access to the online banking system and transactions should be checked quarterly.
- Lastly, the GPPLD should have a tax exempt certificate

The Board agreed to accept all of the recommendations.

C. Approve Cost For Printing/Inserting Fall Program Guide

Adrienne Ives expressed concern regarding the lack of mention of the GPPLD in the Fall Program Guide. She added that patrons may not be aware that the events listed are open to Golden Prairie cardholders. Director Bouda will relay this suggestion to the Marketing department.

The cost for printing the Fall Program Guide has been approved under the Board's Purchasing Policy.

CAROLYN DAIL MOVED, LYNN GRAY SECONDED, TO APPROVE THE
COST FOR INSERTING THE FALL PROGRAM GUIDE IN THE
PANTAGRAPH IN THE AMOUNT OF \$220.15.

AYES: CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON,
PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY

IX. Adjournment

President Ives adjourned the meeting at 5:51 p.m.

**Committee on Planning, Policies, and Programs
Chair's Report on the 5 November 2014 Meeting**

(1) Library Expansion Task Force (LETF)-Bloomington Public Library Board of Trustees (BPLBOT) Communication

Members of the LETF shared a summary of their first meeting with the 3Ps CTE. The 3Ps discussed how communication should flow between the LETF and BPLBOT and how the LETF should be positioned with respect to the BPLBOT. It was suggested by the Library Director that the members of the BPLBOT who also serve on the LETF be an ad hoc committee of the BPLBOT with dedicated agenda space at the full Board meetings. The 3Ps CTE embraced this suggestion. In the future, communication regarding the LETF will come from the LETF Ad Hoc CTE, and not directly from the 3Ps CTE.

The LETF has two upcoming items that require the full Board's attention:

(A) Request for Qualifications (RFQ) for an Architect or Consultant for "Phase 1" of Library Expansion

"Phase 1" is a *conceptual* phase during which we will assess our needs, consider what an ideal library v. an adequate library will require, decide how the process for expansion should unfold, etc. The "deliverable" for this phase is a document much like the one recently produced for the Normal Public Library, not a detailed blue print.

If the LETF approves a draft of the RFQ on 11/13/14, it will come to the BPLBOT for a vote. Voting in favor of the RFQ means that you approve of posting it, considering candidates for the job, and having a discussion about which individuals/firms best suit our needs. There will be a separate vote concerning hiring and compensation once we have interviewed the candidates.

Motion: Approve the Request for Qualifications for an Architect or Consultant to lead Phase 1 of the Library Expansion

(B) Interviewing Candidates for Phase 1

The interviewing process varies from industry to industry, and many of us have never interviewed in a context like the one in which the BPLBOT is situated. Thus, the 3Ps CTE has asked the Library Director to organize a brief presentation on how these sorts of interviews are typically conducted and any rules and regulations concerning the hiring process of which trustees should be aware. This discussion should also address how to get the most out of these interviews. This presentation will occur at the December meeting of the Board.

(2) Meeting Minutes

Members of the 3Ps CTE raised a concern about the timeliness of the distribution of meeting minutes from the full Board and its committees. It was noted that quicker distribution of the minutes could amplify our understanding of various issues going into meetings and perhaps allow for more efficient discussion and decision-making. However, the conversation evolved to address minutes requirements and style, the burdens and discomforts facing the minute-taker, and how to balance these against the benefits of more timely distribution of the minutes. Clearly, detailed and timely minutes are of great assistance in thinking about the decisions that face the BPLBOT. However, asking a BPL employee to produce such minutes places that person in an uncomfortable position—that person has many other responsibilities that vary from day to day, affecting how quickly the minutes can be composed, and that person is also placed in the uncomfortable and unfair position of having to accurately capture the dialectic (we are not as clear and eloquent as we may believe we are). A compromise was suggested: change BOT expectations regarding the minutes (i.e., expect that they *do nothing more than* report what the minutes are *legally required* to report) and invest in transcription software that can produce an immediate and detailed transcript of the meeting. This compromise would remove any unfair burdens placed on the minutes-taker while also producing the kind of immediate and detailed report some trustees desire.

The 3Ps CTE reached no decision on the matter and looks to the full BOT for additional input.