

Bloomington Public Library

Books are just the beginning.

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Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, September 15, 2015

5:15 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comment
- V. Approval of Minutes
 - A. August 18, 2015
 - B. August 25, 2015
 - C. September 1, 2015
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Approval of Bills
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - C. Nominating
 1. Recommend Approval of Nomination for Vice President
- XI. New Business
 - A. Waive Three-Quote Requirement for Payment of Annual Maintenance for Security Gates and RFID Pads
 - B. Approve Recommendation to Foundation to Fund Staff Appreciation Day
 - C. Approval of Mid-City Properties, LLC, 312 & 314 N. Main St. Tax Abatement
 - D. Approval of Green Top Grocery Co-op, 915 & 921 E. Washington St. Tax Abatement
 - E. Approval of Joe & Ruth Haney, 407-409 W. Washington St. Tax Abatement
- XII. Unfinished Business
 - A. Discussion of Bookmobile Routes
 - B. Development of Strategic Plan
- XIII. Comments from Board Trustees
- XIV. Adjournment

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
SECURITY GATES AND RFID PADS
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 renewal of annual maintenance of the Security Gates and RFID Pads to Bibliotheca in the amount of \$6,076.44
2. That the current equipment is functioning well
3. That this must renewed in order to guarantee continued service from the vendor
4. That the costs of this renewal is less than in previous years due to the elimination of maintenance for the Wands
5. That the funds come from the following source:
Maintenance and Operating Budget: \$6,076.44

Approved on this 15th day of September 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

INVOICE

1



Invoice Number: SI0009985-US

Invoice Date: 08/31/15

Customer ID: C13827

Order Date: 08/30/15

Customer Order No.: 08312015

Our Order No.: S007309-US

SalesPerson: Sarah Flagler

Ship To:

Bloomington Public Library
205 E Olive St
Bloomington
Bloomington, IL 61701

Sold To:

Bloomington Public Library
PO Box 3308
Bloomington, IL 61702-3308
USA

Ship Date 08/31/15
Due Date 09/30/15
Terms Net 30 days

Item / Description	Unit	Order Qty	Shipped Qty	Unit Price	Total Price
SUP000001-000 Annual Support & Maintenance Renewal Service Period: 04/01/2015 - 03/31/2016	Each	1	1	6,076.44	6,076.44

Subtotal:	6,076.44
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	6,076.44

Bibliotheca, LLC
3169 Holcomb Bridge Road, Suite 200
Norcross, GA 30071

Phone No. 1-877 207 3127
Fax No. 1-877-207-3129
www.bibliotheca.com

2015 Staff Appreciation Day Proposal

The annual Staff Appreciation Day is scheduled for Tuesday, November 17. This is the day we recognize all staff for the many accomplishments made in the past year. It is also the day we recognize staff members who have worked at the Library for 5, 10, 15, 20, 25, 30, or 35 years.

We would like to give all staff, work-study students, and regular volunteers the Squid Multi-Device Cord which is pictured at right.

The device includes plugs for iPhone 6, 5/5C/5S and iPhone 4/iPod/iPad. There is also a micro-USB (Samsungs, Droids, HTC, etc.), and a standard USB.

The device:

- allows you to charge multiple items at once by plugging into your computer or wall charger
- takes the hassle out of packing multiple cords to charge your devices
- doubles as a keychain



Following are the costs:

Lunch (including paper products and decorations) & Gift (squid Multi-Device Cord): Up to \$3,000.00

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of 2015 Staff Appreciation Day (including lunch, gift, paper products and decorations) at a cost not to exceed \$3,000.00.

Approved on this 15th day of September 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

Approved on this 11th day of November 2015

Mary Ann Webb, President
Bloomington Public Library Foundation

Bloomington Public Library
Strategic Plan Goals, ver 3B
2016-2019

Mission

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.

Vision

- Bloomington Public Library is a vital community resource. The Library is passionate about what it is and what it does.
- The library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres. In addition, the library offers relevant services and inspiring programs to meet diverse individual needs.
- Through the friendly and knowledgeable staff, the library provides exceptional service to all of our citizens.
- The library and staff take an involved role in the community by partnering with organizations to enrich the quality of community life.
- The library uses technology to build upon traditional library and civic values to create an enduring sense of place.
- To meet our community's expectations, the library embraces its responsibility to thrive and grow. Mirroring the exponential development of the community, the library will expand its locations, services, collections, and programs.
- The main library, located downtown, provides the full range of services and will be enhanced by branches and other access points, both physical and virtual.
- The Bloomington Public Library provides a quiet space in a hectic world for interaction, communication, study, and reflection. The Library is a destination that cannot be visited often enough.

Themes for the 2016-2019 plan

Internal Partnership: move from storming to norming to performing among board and staff

Capacity & Agility: adapt and respond to changing community needs and opportunities

Mega Inventory: assess what the library currently does and offers to identify areas for growth (or no growth)

Footprint Magic: create space when there is no space

Building Prep: making a wish list that might never materialize

Goal 1: Improve staff and board partnership to strengthen organizational health

Strategic Question: How can the board and staff work together with a greater sense of trust and respect?

Objective: Delineate roles between Board and staff including boundaries for governance and operational functions

Objective: Use the strategic plan as a backbone for the annual plan, the budget, and staff evaluations

Objective: Agree on communication channels including ground rules for personal and group behavior

Objective: Make data-driven decisions that also uphold all ALA standards

Goal 2: Identify and serve the needs of diverse communities

Strategic Question: How is the population changing in the next 4 years and how can the library effectively anticipate changes?

Objective: Provide a balance of programs/services/outreach/collections (PSOC) for diverse market segments (such as age groups) and encourage crossover of market segments (such as more intergenerational programs)

Objective: Include stakeholders in the development of PSOC in order to provide culturally-specific and culturally-appropriate PSOC

Objective: Be a safe and inclusive environment for everyone to enjoy the library

Goal 3: Develop partnerships with community organizations to improve the quality of life in Bloomington

Strategic Question: Can the library align with others to maximize impact and leverage resources?

Objective: Define a “collaboration continuum” and assess the potential of new and existing partners

Objective: Connect individuals with community resources

Objective: Explore mutually beneficial partnership opportunities with District 87/Unit 5 (portions of)

Objective: Create a collaborative space where organizations want to meet

Goal 4: Be a launch pad for learning, exploring, and fun

Strategic Question: What role does the library play in the way the community will learn/explore/play in the future?

Objective: Prepare for more on line/digital/web-based learning

Objective: Assist the Bloomington workforce with the tools and resources to secure new skills and new jobs

Objective: Tell the story of the library that highlights all PSOC and promotes the hidden gems of the library offerings

Goal 5: Be an asset in the redevelopment of the regeneration and preservation areas

Strategic Question: How does the library bring value to the city-wide comprehensive plan?

Objective: Complete a feasibility plan for expanding the library in its current location

Objective: Participate in community building activities in the target area through strategic partnerships

TAX ABATEMENT AGREEMENT

THIS TAX ABATEMENT AGREEMENT (the "*Agreement*") is made this _____ day of _____, 2015, between the Board of Trustees of the Bloomington Public Library, (the "Board of Trustees") and Mid-City Properties, LLC (the "*Developer*"), an Illinois limited liability company of Bloomington, Illinois.

WHEREAS, the Board of Trustees is a local taxing body; and,

WHEREAS, tax abatement is a tool often used as an incentive to induce business retention, business expansion and new development resulting in community revitalization; and;

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

WHEREAS, Mid-City Properties, LLC, an Illinois limited liability company (the "*Developer*") has requested real estate tax abatements on the part of the local taxing districts in order to undertake the renovation of a portion of certain property which has been vacant for many years by constructing a multi-unit rental property with six (6) residential units above two (2) existing ground floor commercial spaces (the "*Project*") on property commonly known as 312 and 314 North Main Street (the "*Subject Property*") which is located in the area known as "Downtown Bloomington"; and,

WHEREAS, the Developer has advised the Board of Trustees that without the real estate tax abatements as requested, this undertaking will not be economically viable; and,

WHEREAS, all parties believe the economic development impact of this proposed project will ultimately be advantageous to the community as a whole due to the

capital investment by the Developer and the resulting job opportunity, neighborhood revitalization, and the increase in the tax base of all of the taxing districts; and,

WHEREAS, the current equalized assessed value of the Subject Property is described in *Exhibit A* attached hereto; and,

WHEREAS, the Subject Property is identified as tax parcel 21-04-193-009 (the “*Tax Parcel*”), which is .115 acres in size; and,

WHEREAS, for purposes of this Agreement, the “Base EAV” of the Subject Property will be deemed to be the 2014 assessed value of the Tax Parcel; and,

WHEREAS, Article 18 of the Illinois Revenue Code, 35 ILCS 200/18-165(a), provides that:

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

Commercial and industrial.

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

WHEREAS, the Developer has estimated that the Project shall require \$847,000.00 of investment, including the cost of acquisition, to undertake and complete the Project; and,

WHEREAS, the Developer has requested that the Board of Trustees grant its request for a real estate tax abatement as permitted by Illinois law, provided that the Developer satisfy all of the terms and conditions as set forth in the Tax Abatement Agreement attached hereto and made a part hereof (the “*Agreement*”); and,

WHEREAS, the Board of Trustees is willing to grant such real estate tax abatement to the Developer in accordance with the terms and conditions set forth in the Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual undertakings herein contained and other valuable consideration, the parties hereby agree as follows:

Section 1. The Board of Trustees hereby agrees to adopt a Resolution, in the form attached hereto as *Exhibit A* (the “Resolution”), directing the County Clerk to abate that portion of the real estate taxes levied by the Bloomington Public Library against the Subject Property as follows:

1. For real estate taxes payable in the year 2019, the portion levied by the Library over and above \$123.58
2. For real estate taxes payable in the year 2020, the portion levied by the Library over and above \$126.07
3. For real estate taxes payable in the year 2021, the portion levied by the Library over and above \$128.58
4. For real estate taxes payable in the year 2022, the portion levied by the Library over and above \$131.15
5. For real estate taxes payable in the year 2023, the portion levied by the Library over and above \$133.76

Said abatement shall be for a period of five (5) years, as stated in the Resolution. The Board of Trustees agrees to adopt and file any other documents that may be required from time to time to effectuate said abatements, including (*if necessary*) annual abatement resolutions.

Section 2. The Developer hereby agrees, on or before March 1, 2017, to construct the Project, being six (6) new residential units above two (2) existing ground floor commercial spaces for a total investment of no less than \$847,000.00.

Section 3. The Developer hereby covenants and agrees to submit to the City of Bloomington on or before April 1, 2017, the following items, to-wit: paid invoices (including statements at least monthly for development and general contractor fees), bills, contracts (including the agreement of the parties relative to acquisition of the Subject Property), lien waivers or other evidence as may be requested by the City to demonstrate an investment of no less than \$847,000.00 to complete the Project.

Section 4. This Agreement is subject to termination by the Board of Trustees after sixty (60) days written notice at any time during the term of this Agreement:

1. The Developer has failed to demonstrate that it has invested at least \$847,000.00 for improvements related to the Subject Property, including, without limitation, acquisition costs, site work, building construction, costs and fees, and equipment (purchased and installed).
2. The Developer has failed to complete the Project on or before March 1, 2017.

Section 5. The Developer covenants and agrees, warrants and represents that it shall comply with all applicable federal, state and local laws, rules, regulations, ordinances, charters, statutes, codes, orders, policies and procedures relating to the Subject Property.

Section 6. For so long as this Agreement shall remain in full force and effect, the Developer agrees to provide access to and authorize inspection of the Subject Property upon request of the City of Bloomington to ensure that the improvements are made according to the specifications and conditions of this Agreement.

Section 7. In the event this Agreement is terminated due to the Developer's breach of any provision of this Agreement, then all taxes abated by the Board of Trustees pursuant to this Agreement shall be repaid to the Board of Trustees within thirty (30) days of Board of Trustee's request therefore. Additionally, the Board of Trustees shall direct the County Clerk not abate any of the Board of Trustee's levy of property taxes of the Subject Property.

Section 8. The Board of Trustees may extend the date set forth in *Section 3 a.2* of this Agreement, if the Developer reasonably demonstrates the necessity for any such extension(s).

Section 9. The Agreement constitutes the entire contract between the parties hereto, and no oral statements or promises and no understanding not embodied in this writing shall be valid or binding. Any modification of this Agreement shall be in writing and executed with the same formality as this Agreement.

Section 10. This Agreement shall be governed by the laws of the State of Illinois. It is agreed by the parties that if any party commences suit, action or any other legal proceeding against the other, the venue shall be the Circuit Court of McLean County, Illinois. Each prevailing party in such suit, action, or proceeding has a right to recover from any adverse party, its attorney's fees, court costs, and other costs of litigation.

Section 11. Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

Section 12. Any notice required under this Agreement shall be given to the respective parties as follows:

To the Developer:

Mid-City Properties, LLC
Attn: Gaye Beck
312 N Main Street
Bloomington, Illinois 61701

To the Board of Trustees:

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

To the City:

City of Bloomington
Attn: Austin Grammer, Economic Development Coordinator
109 East Olive Street
Bloomington, Illinois 61702

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Bloomington, Illinois.

Board of Trustees of the Bloomington Public Library, a local taxing body

By: _____
Tari Renner, Mayor

Attest:

Cherry L. Lawson, City Clerk

Date

Mid-City Properties, LLC, an Illinois limited liability company

By: _____

Attest:

Date

Resolution No. _____

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BLOOMINGTON PUBLIC
LIBRARY, CONDITIONALLY AND PARTIALLY ABATING PROPERTY TAX FOR
MID-CITY PROPERTIES, LLC**

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

WHEREAS, tax abatement is a tool often used as an incentive to induce business retention, business expansion and new development resulting in community revitalization; and;

WHEREAS, the promise of financial assistance can make the difference in a developer’s decision regarding the location of a project or the eagerness to expand or initiate a project; and,

WHEREAS, Mid-City Properties, LLC, an Illinois limited liability company (the “Developer”) has requested real estate tax abatements on the part of the local taxing districts in order to undertake the renovation of a portion of certain property which has been vacant for many years by constructing a multi-unit rental property with six (6) residential units above two (2) existing ground floor commercial spaces (the “Project”) on property commonly known as 312 and 314 North Main Street (the “Subject Property”) which is located in the area known as “Downtown Bloomington”; and,

WHEREAS, the Developer has advised the Board of Trustees that without the real estate tax abatements as requested, this undertaking will not be economically viable; and,

WHEREAS, all parties believe the economic development impact of this proposed project will ultimately be advantageous to the community as a whole due to the

capital investment by the Developer and the resulting job opportunity, neighborhood revitalization, and the increase in the tax base of all of the taxing districts; and,

WHEREAS, the current equalized assessed value of the Subject Property is described in *Exhibit A* attached hereto; and,

WHEREAS, Article 18 of the Illinois Revenue Code, 35 ILCS 200/18-165(a), provides that:

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

(1) *Commercial and industrial.*

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

WHEREAS, the Developer has estimated that the Project shall require an investment of \$847,000.00, to undertake and complete the Project; and,

WHEREAS, the Developer has requested that the Board of Trustees grant its request for a real estate tax abatement as permitted by Illinois law, provided that the Developer satisfy all of the terms and conditions as set forth in the Tax Abatement Agreement attached hereto and made a part hereof (the “*Agreement*”); and,

WHEREAS, the Board of Trustees is willing to grant such real estate tax abatement to the Developer in accordance with the terms and conditions set forth in the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Bloomington Public Library, as follows:

Section 1. The Tax Abatement Agreement by and between the Board of Trustees and Mid-City Properties, LLC, an Illinois limited liability company, in the form attached hereto, is hereby approved and the Mayor is hereby authorized and directed to execute said Agreement on behalf of the Board of Trustees.

Section 2. The McLean County Clerk is hereby ordered to abate that portion of real estate taxes levied by the Bloomington Public Library against the Subject Property as follows:

1. For real estate taxes payable in the year 2019, the portion levied by the Library over and above \$123.58
2. For real estate taxes payable in the year 2020, the portion levied by the Library over and above \$126.07
3. For real estate taxes payable in the year 2021, the portion levied by the Library over and above \$128.58
4. For real estate taxes payable in the year 2022, the portion levied by the Library over and above \$131.15
5. For real estate taxes payable in the year 2023, the portion levied by the Library over and above \$133.76

subject, however, to cancellation and termination upon written notice from the City Clerk of a default by the Developer under the Tax Abatement Agreement.

Section 3. The real estate tax abatement provided in Section Two shall terminate immediately upon written notice from the City Clerk that, at any time after April 1, 2017, a default has occurred on the part of the Developer which has not been cured.

Section 4. Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

Section 5. This Resolution shall be in full force and effect upon its passage, approval, and publication as provided by law.

PASSED by the Board of Trustees of the Bloomington Public Library, this _____ day of _____ 2015.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED:

Tari Renner, Mayor

Attest:

Cherry L. Lawson, City Clerk

APPROVED AS TO FORM:

Jeffery R. Jurgens, Corporate Counsel

Exhibit A

Current equalized assessed value of 312 and 314 North Main Street						
Parcel ID	Assessment Year	Land	Farm Land	Building	Farm Building	Total
21-04-193-009	2014	\$10,413	\$0	\$37,360	\$0	\$47,773

TAX ABATEMENT AGREEMENT

THIS TAX ABATEMENT AGREEMENT (the "*Agreement*") is made this ____ day of _____, 2015, between the Board of Trustees of the Bloomington Public Library, (the "Board of Trustees") and Foundry Square LLC (the "*Developer*"), an Illinois limited liability company of Bloomington, Illinois.

WHEREAS, the Board of Trustees is a local taxing body; and,

WHEREAS, tax abatement is a tool often used as an incentive to induce business retention, business expansion and new development resulting in community revitalization; and;

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

WHEREAS, Foundry Square LLC, an Illinois limited liability company (the "*Developer*") has requested real estate tax abatements on the part of the local taxing districts in order to acquire certain property which has been vacant for many years and thereafter construct two (2) new retail buildings with no less than 10,000 square feet per building (the "*Project*") on property commonly known as 915 and 921 East Washington Street (the "*Subject Property*") which is located in the area known as "Downtown Bloomington; and,

WHEREAS, the Subject Property is Lot 1 of the proposed Foundry Subdivision, to the City of Bloomington, McLean County, Illinois, a preliminary plat of the proposed Foundry Subdivision being attached hereto and incorporated herein as Exhibit A; and,

WHEREAS, the Subject Property is approximately 2.338 acres of unimproved land containing all of the current tax parcel 21-03-305-014, which is 1.41 acres in size, and approximately .928 acres of current parcel 21-03-305-013; and,

WHEREAS, the Developer has advised the Board of Trustees that without the real estate tax abatements as requested, this undertaking will not be economically viable; and,

WHEREAS, all parties believe the economic development impact of this proposed project will ultimately be advantageous to the community as a whole due to the capital investment by the Developer and the resulting job opportunity, neighborhood revitalization, and the increase in the tax base of all of the taxing districts; and,

WHEREAS, Article 18 of the Illinois Revenue Code, 35 ILCS 200/18-165(a), provides that:

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

Commercial and industrial.

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

WHEREAS, the Developer has estimated that the Project shall require \$2,400,000.00 of investment, including the cost of acquisition, to undertake and complete the Project; and,

WHEREAS, the Developer has requested that the Board of Trustees grant its request for a real estate tax abatement as permitted by Illinois law, provided that the

Developer satisfy all of the terms and conditions as set forth in the Tax Abatement Agreement attached hereto and made a part hereof (the “*Agreement*”); and,

WHEREAS, the Board of Trustees is willing to grant such real estate tax abatement to the Developer in accordance with the terms and conditions set forth in the Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual undertakings herein contained and other valuable consideration, the parties hereby agree as follows:

Section 1. The Board of Trustees hereby agrees to adopt a Resolution, in the form attached hereto as *Exhibit B* (the “*Resolution*”), directing the County Clerk to abate that portion of the real estate taxes levied by the Bloomington Public Library against the Subject Property as follows:

1. For real estate taxes payable in the year 2019, the portion levied by the Library over and above \$136.74
2. For real estate taxes payable in the year 2020, the portion levied by the Library over and above \$447.00
3. For real estate taxes payable in the year 2021, the portion levied by the Library over and above \$757.26
4. For real estate taxes payable in the year 2022, the portion levied by the Library over and above \$1,067.52
5. For real estate taxes payable in the year 2023, the portion levied by the Library over and above \$1,377.77

Said abatement shall be for a period of five (5) years, as stated in the Resolution. The Board of Trustees agrees to adopt and file any other documents that may be required

from time to time to effectuate said abatements, including (*if necessary*) annual abatement resolutions.

Section 2. The Developer hereby agrees, on or before April 1, 2017, to construct the Project, being two (2) new retail buildings with a minimum of 10,000 square feet per building and no less than three (3) leasable units for a total investment of no less than \$2,400,000.00. One of the leasable units shall be no less than 10,000 square feet.

Section 3. The Developer hereby agrees, on or before December 31, 2015, to enter into a ten (10) year lease agreement with a cooperatively owned grocery store to occupy the largest of the leasable units.

Section 4. The Developer hereby covenants and agrees to submit to the City of Bloomington on or before May 1, 2017, the following items, to-wit: paid invoices (including statements at least monthly for development and general contractor fees), bills, contracts (including the agreement of the parties relative to acquisition of the Subject Property), lien waivers or other evidence as may be requested by the City to demonstrate an investment of no less than \$2,400,000.00 to complete the Project.

Section 5. This Agreement is subject to termination by the Board of Trustees after sixty (60) days written notice at any time during the term of this Agreement:

1. The Developer has failed to demonstrate that it has invested at least \$2,400,000.00 for improvements related to the Subject Property, including, without limitation, acquisition costs, site work, building construction, costs and fees, and equipment (purchased and installed).
2. The Developer has failed to complete the Project on or before April 1, 2017.
3. The Developer fails to lease a building of no less than 10,000 square feet to a cooperatively owned grocery store.

Section 6. The Developer covenants and agrees, warrants and represents that it shall comply with all applicable federal, state and local laws, rules, regulations, ordinances, charters, statutes, codes, orders, policies and procedures relating to the Subject Property.

Section 7. For so long as this Agreement shall remain in full force and effect, the Developer agrees to provide access to and authorize inspection of the Subject Property upon request of the City of Bloomington to ensure that the improvements are made according to the specifications and conditions of this Agreement.

Section 8. In the event this Agreement is terminated due to the Developer's breach of any provision of this Agreement, then all taxes abated by the Board of Trustees pursuant to this Agreement shall be repaid to the Board of Trustees within thirty (30) days of Board of Trustee's request therefore. Additionally, the Board of Trustees shall direct the County Clerk not abate any of the Board of Trustee's levy of property taxes of the Subject Property.

Section 9. The Board of Trustees may extend the date set forth in *Section 5* of this Agreement, if the Developer reasonably demonstrates the necessity for any such extension(s).

Section 10. This Agreement may not be assigned without the written approval of the Board of Trustees, which approval will not be unreasonably withheld.

Section 11. The Agreement constitutes the entire contract between the parties hereto, and no oral statements or promises and no understanding not embodied in this writing shall be valid or binding. Any modification of this Agreement shall be in writing and executed with the same formality as this Agreement.

Section 12. This Agreement shall be governed by the laws of the State of Illinois. It is agreed by the parties that if any party commences suit, action or any other legal proceeding against the other, the venue shall be the Circuit Court of McLean County, Illinois. Each prevailing party in such suit, action, or proceeding has a right to recover from any adverse party, its attorney's fees, court costs, and other costs of litigation.

Section 13. Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

Section 13. Any notice required under this Agreement shall be given to the respective parties as follows:

To the Developer:

Foundry Square LLC
Attn: Kyle Glandon
PO BOX 1549
Bloomington, Illinois 61702

To the Board of Trustees:

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

To the City:

City of Bloomington
Attn: Austin Grammer, Economic Development Coordinator
109 East Olive Street
Bloomington, Illinois 61702

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Bloomington, Illinois.

**Board of Trustees of the Bloomington Public
Library, a local taxing body**

By: _____
Tari Renner, Mayor

Attest:

Cherry L. Lawson, City Clerk

Date

**Foundry Square LLC, an Illinois limited
liability company**

By: _____

Attest:

Date



For the Bloomington Public Library Board of Trustees: September 15, 2015

SUBJECT: Consideration of approving a Property Tax Abatement Incentive for the redevelopment of 407-409 West Washington Street.

RECOMMENDATION/MOTION: That the resolution for a proposed property tax abatement agreement for the redevelopment of 407-409 West Washington Street by Haney Plumbing & Rental be approved and authorize the Mayor and City Clerk to execute the necessary documents.

CITY OF BLOOMINGTON STRATEGIC PLAN LINK: Goal 3: Grow the Local Economy; Goal 4: Strong Neighborhoods; Goal 5: Great Place – Livable, Sustainable City; Goal 6: Prosperous Downtown Bloomington.

CITY OF BLOOMINGTON STRATEGIC PLAN SIGNIFICANCE: Objective 3a. Retention and growth of current local businesses; 3c. Revitalization of older commercial homes. Objective 4b. Upgraded quality of older housing stock; 4c. Preservation of property/home valuations. Objective 5c. Incorporation of “Green Sustainable” concepts into City’s development and plans; 5e. More attractive city: commercial areas and neighborhoods. Objective 6a. More beautiful, clean Downtown area; 6b. Downtown Vision and Plan used to guide development, redevelopment and investments; 6c. Downtown becoming a community and regional destination; 6e. Preservation of historic buildings.

BACKGROUND & OVERVIEW: A property tax abatement agreement for the redevelopment of 407-409 West Washington Street by Haney Plumbing & Rental was approved by the Bloomington City Council at its January 27, 2014 meeting. The redevelopment project commenced shortly thereafter and concluded as required by the City’s agreement with the developer in April of 2015. The City’s property tax abatement agreement required a minimum documented investment of \$970,632. Based on receipts provided to City staff by the developer, the actual redevelopment investment totaled \$1,234,143.76. This represents an additional \$263,511.76 investment in the subject property above and beyond what the developer originally proposed and planned.

Back in 2013, before undertaking the project, the developer met with City staff and a representative of the National Development Council to review the financial details of the proposed project. A financing gap was identified during the review of the project’s proforma: the NDC analysis concluded that the project could only be financially feasible if the property taxes for the subject property were capped at \$4,000.00 for five years after the redevelopment project concluded. The developer undertook the project after the City Council approved the abatement of its portion of the property tax bill with the understanding that City staff (on behalf of the developer) would seek abatement from the other taxing bodies of the remaining portion of the

property tax bill. Unfortunately, due to staffing changes at the City, this process was not initiated as originally planned.

The Office of City of Bloomington Township Assessor will be completing its post renovation assessment of the subject property later this year and the new full assessed value will be reflected in the 2016 property tax bill payable by the developer in the year 2017. Therefore, all of the taxing bodies still have time to approve the abatement as originally anticipated by the developer.

On August 24, 2015 the Bloomington City Council approved a revised property tax abatement resolution and agreement to correct a small error in the documents that were approved by the Council on January 27, 2014. It is the intention of City staff to present the proposed abatement to the other taxing bodies at this time. The full detail of the incentive application and property tax abatement incentive that was compiled in January 2014 is included in the attached packet.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: In addition to appropriate City Department Heads and representatives from Public Works, PACE, Finance, Fire, Water and Police all having received the information and been invited to a comprehensive discussion on the application, the National Development Council, Downtown Bloomington Association, and Assessor for the City of Bloomington Township have been partners throughout the incentive application process. In addition to conducting informal meetings and communications with the aforementioned entities, the property tax abatement agreement will also be considered by the following committee and boards: McLean County Finance Committee, District 87 School Board, Bloomington Normal Airport Authority Board, McLean County Board, Heartland Community College Board, Bloomington, Public Library, City of Bloomington Township Board, and the Bloomington Normal Water Reclamation District Board.

FINANCIAL IMPACT – PROPERTY TAX ABATEMENT: According to the National Development Council, which conducted a full financial analysis of the developer and the project in question (including a three year review of personal and business financial statements), this incentive is necessary to make the project financially viable. As proposed, this arrangement serves to strengthen the project's financial position by filling the identified financial gap.

As structured (based on 2012/2013 Tax Year Data), the proposed five year property tax abatement agreement protects the taxing bodies by guaranteeing that they will collect the existing pre-project level of property taxes (estimated to be \$7,818.85) *plus* an additional increment equal to \$12,181.15 over the five year term of the proposed abatement agreement (\$20,000.00 total).

City staff believes the proposed property tax abatement is worthy of consideration by the Bloomington Public Library Board of Trustees. But for the proposed property tax abatement, this renovation project would not have taken place.

Respectfully submitted for the Bloomington Public Library Board of Trustees consideration.

Prepared by:
Austin Grammer
City of Bloomington Economic Development Coordinator

Recommended by:

Georgia Bouda
Director, Bloomington Public Library

Attachments:

- Proposed Property Tax Abatement Resolution
- Proposed Property Tax Abatement Agreement
- Property Tax Abatement Incentive Packet

Motion: That the resolution for a proposed property tax abatement agreement for the redevelopment of 407-409 West Washington by Haney Plumbing & Rental be approved and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Carol Koos				Robert Porter			
Emily Kelahan				Van Miller			
Susan O'Rourke				Whitney Thomas			
Alex Cardona							
Mike Raikes							
Julian Westerhout							

TAX ABATEMENT AGREEMENT

THIS TAX ABATEMENT AGREEMENT (the "*Agreement*") is made this _____ day of _____, 2015, between the Board of Trustees of the Bloomington Public Library, (the "Board of Trustees") and Joseph D & Ruth A Haney, DBA Haney Plumbing & Rental (the "*Developer*"), a sole proprietorship.

WHEREAS, the Board of Trustees is a local taxing body; and,

WHEREAS, tax abatement is a tool often used as an incentive to induce business retention, business expansion and new development resulting in community revitalization; and;

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

WHEREAS, Joseph D & Ruth A Haney, DBA Haney Plumbing & Rental (the "*Developer*"), a sole proprietorship, has requested real estate tax abatements on the part of the local taxing districts in order to undertake the renovation of a building that is nearly 100 years old and which is located at 407-409 West Washington Street (the "*Building*") in the area known as "Downtown Bloomington"; and,

WHEREAS, the Developer has advised the Board of Trustees that without the real estate tax abatements as requested, this undertaking will not be economically viable; and,

WHEREAS, all parties believe the economic development impact of this proposed project will ultimately be advantageous to the community as a whole due to the

capital investment by the Developer and the resulting job opportunity, neighborhood revitalization, and the increase in the tax base of all of the taxing districts; and,

WHEREAS, the Developer has submitted a plan for the redevelopment and rehabilitation of the Building, which has remained vacant for many years, to construct a multi-unit rental property with six (6) residential units and commercial space on the ground floor (the “Project”); and,

WHEREAS, the current equalized assessed value of 407-409 West Washington Street (the “*Subject Property*”) is described in *Exhibit A* attached hereto; and,

WHEREAS, the Subject Property is identified as tax parcel 21-04-307-003 (the “*Tax Parcel*”), which is .245 acres in size; and,

WHEREAS, for purposes of this Agreement, the “Base EAV” of the Subject Property will be deemed to be the 2012 assessed value of the Tax Parcel; and,

WHEREAS, Article 18 of the Illinois Revenue Code, 35 ILCS 200/18-165(a), provides that:

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

Commercial and industrial.

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

WHEREAS, the Developer has estimated that the Project shall require \$970,632.00 of investment, including the cost of acquisition, to undertake and complete the Project; and,

WHEREAS, the Developer has requested that the Board of Trustees grant its request for a real estate tax abatement as permitted by Illinois law, provided that the Developer satisfy all of the terms and conditions as set forth in the Tax Abatement Agreement attached hereto and made a part hereof (the “*Agreement*”); and,

WHEREAS, the Board of Trustees is willing to grant such real estate tax abatement to the Developer in accordance with the terms and conditions set forth in the Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual undertakings herein contained and other valuable consideration, the parties hereby agree as follows:

Section 1. The Board of Trustees hereby agrees to adopt a Resolution, in the form attached hereto as *Exhibit A* (the “*Resolution*”), directing the County Clerk to abate that portion of the real estate taxes levied by the Bloomington Public Library against the Subject Property as follows:

1. For real estate taxes payable in the year 2017, the portion levied by the Library over and above \$130.27
2. For real estate taxes payable in the year 2018, the portion levied by the Library over and above \$130.27
3. For real estate taxes payable in the year 2019, the portion levied by the Library over and above \$130.27
4. For real estate taxes payable in the year 2020, the portion levied by the Library over and above \$130.27
5. For real estate taxes payable in the year 2021, the portion levied by the Library over and above \$130.27

Said abatement shall be for a period of five (5) years, as stated in the Resolution. The Board of Trustees agrees to adopt and file any other documents that may be required from time to time to effectuate said abatements, including (*if necessary*) annual abatement resolutions.

Section 2. The Developer hereby represents and warrants that the Developer has redeveloped and reconstructed the building located on the Subject Property to provide a multi-family rental facility with 6 residential units and commercial space on the ground floor (the “*Project*”) for a total investment of no less than \$970,632.00.

Section 3. The Developer hereby covenants and agrees to submit to the City of Bloomington on or before July 31, 2015, the following items, to-wit: paid invoices (including statements at least monthly for development and general contractor fees), bills, contracts (including the agreement of the parties relative to acquisition of the Subject Property), lien waivers or other evidence as may be requested by the City to demonstrate an investment of no less than \$970,632.00 to complete the Project.

Section 4. This Agreement is subject to termination by the Board of Trustees after sixty (60) days written notice at any time during the term of this Agreement:

1. The Developer has failed to demonstrate that it has invested at least \$970,632.00 for improvements related to the Subject Property, including, without limitation, acquisition costs, site work, building construction, costs and fees, and equipment (purchased and installed).
2. The Developer has failed to complete the Project on or before April 30, 2015.

Section 5. The Developer covenants and agrees, warrants and represents that it shall comply with all applicable federal, state and local laws, rules, regulations,

ordinances, charters, statutes, codes, orders, policies and procedures relating to the Subject Property.

Section 6. For so long as this Agreement shall remain in full force and effect, the Developer agrees to provide access to and authorize inspection of the Subject Property upon request of the City of Bloomington to ensure that the improvements are made according to the specifications and conditions of this Agreement.

Section 7. In the event this Agreement is terminated due to the Developer's breach of any provision of this Agreement, then all taxes abated by the Board of Trustees pursuant to this Agreement shall be repaid to the Board of Trustees within thirty (30) days of Board of Trustee's request therefore. Additionally, the Board of Trustees shall direct the County Clerk not abate any of the Board of Trustee's levy of property taxes of the Subject Property.

Section 8. The Board of Trustees may extend the date set forth in *Section 3 a.2* of this Agreement, if the Developer reasonably demonstrates the necessity for any such extension(s).

Section 9. The Agreement constitutes the entire contract between the parties hereto, and no oral statements or promises and no understanding not embodied in this writing shall be valid or binding. Any modification of this Agreement shall be in writing and executed with the same formality as this Agreement.

Section 10. This Agreement shall be governed by the laws of the State of Illinois. It is agreed by the parties that if any party commences suit, action or any other legal proceeding against the other, the venue shall be the Circuit Court of McLean County,

Illinois. Each prevailing party in such suit, action, or proceeding has a right to recover from any adverse party, its attorney's fees, court costs, and other costs of litigation.

Section 11. Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

Section 12. Any notice required under this Agreement shall be given to the respective parties as follows:

To the Developer:

Haney Plumbing & Rental
Attn: Joseph D & Ruth A Haney
9030 Hardesty Run
Bloomington, Illinois 61705

To the Board of Trustees:

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

To the City:

City of Bloomington
Attn: Austin Grammer, Economic Development Coordinator
109 East Olive Street
Bloomington, Illinois 61702

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Bloomington, Illinois.

Board of Trustees of the Bloomington Public Library, a local taxing body

By: _____
Tari Renner, Mayor

Attest:

Cherry L. Lawson, City Clerk

Date

Haney Plumbing & Rental, a sole proprietorship

By: _____

Attest:

Date

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 18, 2015

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

REGULAR MEETING
5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

I. Call to Order

President Koos called the meeting to order at 5:20 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Susan O'Rourke, Mike Raikes, Whitney Thomas (arrived at 5:23 P.M.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: Van Miller, Robert Porter

OTHERS PRESENT: Georgia Bouda, George Boyle (City Attorney), Laura Golaszewski, Lynn Gray (GPPLD), Kathy Jeakins, Rhonda Massie, Renee Nestler (AFSCME), Caprice Prochnow, Joe Ragusa (WJBC), Carol Torrens, Gayle Tucker, Jon Whited

III. Introductions/Public Comment

President Koos introduced the guests. There were no public comments.

IV. Approval of Minutes

A. July 21, 2015

SUSAN O'ROURKE MOVED, MIKE RAIKES SECONDED, TO APPROVE THE MINUTES FROM THE JULY 21, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Koos distributed Parliamentary Procedures for Meetings to the Trustees that may be found in the New Trustee binder. President Koos reviewed what was discussed at the last meeting in regards to Trustees speaking out in public or to the media about issues that are under review by the Board.

A. Appoint Nominating Committee

President Koos shared that she has asked Robert Porter, Julian Westerhout and Mike Raikes to serve on the Nominating Committee. Robert has agreed to be the Chair. She went on to say that Van Miller has offered to serve as Vice President. The Nominating Committee will need to meet and review this, see if any other nominations come forward, and report to the full Board at the next regular meeting.

VI. Director's Report

Director Bouda distributed the Fall Program Guide to the Trustees.

Director Bouda reviewed the plans for the Strategic Planning Sessions on August 25 and September 1.

VII. Fiscal Report

Kathy Jeakins shared that we should be at 25% through the end of July. She went on to say that the quarterly Donation report is included in this packet. She entertained questions.

VIII. Approval of Bills

MIKE RAIKES MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BILLS LIST FROM JULY 2015. THE MOTION CARRIED UNANIMOUSLY.

See attachment "2015.08"

IX. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet.

President Koos stated that with Brittany Cornell's departure from the Board that Alex Cardona will be filling the vacancy on the 3 P's Committee.

X. Unfinished Business

A. Discussion of Bookmobile Routes

Director Bouda distributed to the Trustees the Population vs. Cardholders map that was created by Jon Whited and Troy Olson from the City Engineering Department. They were able to divide the City's population into six quadrants, then using Google maps, Jon was able to plot active card holders, (which means they have used their card in the last three years). Director Bouda stated that by doing that they were able to come up with a percentage of cardholders vs. population of area. She went on to say, that the numbers range from a low of 32% to a high of 39.6%, and you can see on the map that Zone 1 on the west side of Bloomington is the highest percent per population of cardholders. Jon Whited entertained questions. There was lively discussion on what could potentially be done with this map and the information it provides.

Director Bouda shared that if a survey of the Bloomington community is desired, that placing it in the water bill is probably the most cost effective way to do that. She

suggested that the questions would need to be such that perhaps we could send out the survey a few years later to see how things have changed.
President Koos asked for suggestions from trustees as to what actions they would like staff to undertake in order to increase bookmobile use.

B. Approve Posting of Committee Meeting Minutes on Website

Director Bouda shared that one of the Trustees had suggested that the Committee minutes be posted on the website.

JULIAN WESTERHOUT MOVED, EMILY KELAHAH SECONDED TO POST COMMITTEE MEETINGS TO THE WEBSITE FROM THIS POINT FORWARD.
THE MOTION CARRIED UNANIMOUSLY.

C. Approve Elimination of Attachments to Minutes

There was discussion on this and there was a consensus to continue with the attachments to the Minutes.

XI. New Business

A. Approve Contract with Farnsworth Group for Needs Assessment, Programming, Site Analysis and Conceptual Design

Director Bouda stated that Jeff Jurgens, Interim City Attorney, had reviewed the contract. Farnsworth agreed to the request that the information gathered in this study would then be the property of the Bloomington Public Library Board. She recommended to the Board that they approve the contract.

There were some questions in regards to how the amount was derived for each section and the Board decided that more clarification is needed prior to approving the contract. Director Bouda will contact Farnsworth and request more of a breakdown and to have a Farnsworth representative available to explain the numbers. She will see if they can be present at one of the Strategic Planning sessions.

SUSAN O'ROURKE MOVED, MIKE RAIKES SECONDED, TO APPROVE THE AIA CONTRACT WITH FARNSWORTH GROUP, NOT TO EXCEED \$80,500.

After discussion, it was decided to table this motion until either the August 25 or September 1 meeting.

See attachment "XI.A"

B. Executive Session to Discuss a Personnel Matter

JULIAN WESTERHOUT MOVED, WHITNEY THOMAS SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER.

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

NAYES: NONE

ABSENT: VAN MILLER, ROBERT PORTER

THE MOTION CARRIED UNANIMOUSLY.

At 6:28 p.m., the Board went into Executive Session.

Alex Cardona departed the meeting at 6:58 p.m.

At 7:00 p.m., the Board resumed regular session.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO RESUME REGULAR SESSION.

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

NAYES: NONE

ABSENT: ALEX CARDONA, VAN MILLER, ROBERT PORTER

THE MOTION CARRIED UNANIMOUSLY.

President Koos stated that no action was taken during Executive Session.

XII. Comments from Board Members

Whitney Thomas shared that she would like to see the Board work more cohesively with Library staff. She went on to say that when questions are asked of Library staff by the Trustees, she does not want them to feel the need to be defensive, that the Trustees are just trying to be informed and have an understanding of how things work. Whitney finished by stating that the Board and Staff need to work together to make the Library a better place.

XII. Adjournment

MIKE RAIKES MOVED, WHITNEY THOMAS SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

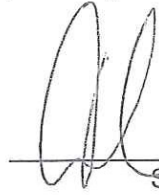
President Koos adjourned the meeting at 7:10 p.m.

2015.08

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, August 18, 2015



 Signature, BPL Trustee

Vendor	Line Item	Amount
Alan Roth Enterprises, Inc.	Other Purchased Services	195.00
Alpha Controls & Services, LLC	Building Maintenance	3,022.89
Ameren IP	Electricity	17,957.27
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	899.00
Bibliotheca, LLC	Library Supplies	14,624.00
Bloomington Rotary Club	Membership Dues	300.00
Cengage Learning	Adult Books	422.68
Childer's Door Service of Central Illinois, LLC	Building Maintenance	110.00
CIRBN	Telecommunications	420.33
City Directories (InfoGroup)	Adult Books	935.00
City of Bloomington	Dental Insurance	776.70
City of Bloomington	FICA	11,062.13
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	18,704.28
City of Bloomington	IMRF	20,937.36
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	2,821.02
City of Bloomington	Payroll	202,431.41
City of Bloomington	Vision Insurance	194.76
Clasen, Deborah	Miscellaneous Expenses	25.00
CM Promotions	Library Supplies	606.22
Comcast	Telecommunications	102.85
Cummins Mid States Power, Inc.	Vehicle Maintenance	1,431.68
Cumulus Broadcasting	Advertising	728.42
Custom Digital Imaging	Other Purchased Services	3,641.75
Custom Digital Imaging	Printing/Binding	804.20
Dean's Graphics, Inc.	Library Supplies	1,428.00
Demco	Library Supplies	3,077.82
Demikis, Michael	Other Purchased Services	167.90
DePriest Puppets	Other Purchased Services	400.00
Downtown Bloomington Association	Membership Dues	50.00
Evergreen FS, Inc.	Other Property Mtn	71.00
Fox Tails International (Brian Fox)	Other Purchased Services	300.00
Frontier	Telecommunications	1,420.80
Hachhalter, Ann (Koldaie Equipment Co.)	Library Supplies	37.01
Horine's Pianos Plus	Other Purchased Services	125.00
Illinois Heartland Library System	Office/Equipment Mtn	21,875.71
James G. Stewart (J.G. Stewart Contractors, Inc.	Building Maintenance	2,150.00

Lincolnland Architectural Graphics
 Lisle Library District
 McLean Co. History Museum
 Merrick, Rodney (All About Fun)
 Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Newsbank
 NICOR/Northern Illinois Gas
 Office of the State Fire Marshall
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Penguin Random House, LLC
 R. K. Dixon
 Rainbow Book Co.
 Research Technology International
 Ricoh, USA, Inc.
 Rosedrew, Inc. (Showcases)
 Specialty Vehicle Services
 Springfield Green County Library
 Taylor, Pamela (SeaStar Aquascapes)
 Unique Management Services, Inc.
 US Postal Service
 Weber Electric, Inc.
 West Publishing
 VISA - 1000 Bulbs.com
 VISA - Amazon Payment, Inc.
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Best Buy
 VISA - Chicago Tribune
 VISA - Concord Custom Cleaners
 VISA - Dollar Tree
 VISA - Facebook
 VISA - FedEx
 VISA - Five Star Water
 VISA - Frontgate
 VISA - GameStop
 VISA - GameStop
 VISA - Hobby Lobby
 VISA - Houchen Bindery
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Ingram
 VISA - JoAnn.com

Other Purchased Services	83.00
Miscellaneous Expenses	30.99
Advertising	250.00
Other Purchased Services	135.00
Building Maintenance	199.20
Office/Equipment Mtn	137.67
Office Supplies	81.99
A/V Materials	1,873.73
Janitorial Supplies	771.02
Public Access Software	14,290.00
Natural Gas	2,518.26
Building Maintenance	75.00
Copier Supplies	65.04
Employee Relations	57.51
Office Supplies	64.50
Ebooks	4,900.00
A/V Materials	135.00
Office/Equipment Mtn	445.47
Children's Books	1,072.12
Library Supplies	789.95
Rentals	1,982.40
Library Supplies	299.27
Other Purchased Services	1,000.00
Miscellaneous Expenses	15.99
Other Purchased Services	100.00
Other Purchased Services	492.25
Postage	3,000.00
Building Maintenance	1,239.45
Adult Books	212.94
Building Mtn Supplies	656.76
Computer Supplies	93.98
A/V Materials	834.89
Adult Books	59.60
Travel	25.00
A/V Materials	8,152.22
Adult Books	9,847.84
Juvenile Books	7,374.23
Other Purchased Services	145.15
Other Purchased Services	135.65
Other Purchased Services	75.00
Periodicals	415.48
Other Purchased Services	80.00
Other Purchased Services	11.00
Advertising	33.92
Postage	10.17
Miscellaneous Expenses	90.15
Library Supplies	834.00
A/V Materials	281.01
Other Purchased Services	25.00
Other Purchased Services	71.41
Printing/Binding	83.45
Membership Dues	135.00
Adult Books	167.75
Children's Books	130.70
Other Purchased Services	20.21

VISA - Lowe's	Building Mtnc Supplies	352.25
VISA - Lowe's	Janitorial Supplies	262.16
VISA - Menards	Building Mtnc Supplies	122.86
VISA - Menards	Janitorial Supplies	359.82
VISA - Michael's	Other Purchased Services	136.74
VISA - NetTech Corp	Computer Supplies	4,912.00
VISA - Office Depot/OfficeMax	Copier Supplies	291.81
VISA - Office Depot/OfficeMax	Office Supplies	44.55
VISA - Office Depot/OfficeMax	Other Purchased Services	93.88
VISA - OfficeSignCompany.com	Building Mtnc Supplies	42.65
VISA - Oriental Trading Co	Other Purchased Services	30.99
VISA - Park Central Hotel	Travel	1,448.10
VISA - Paypal*Treasure Treas	Advertising	350.00
VISA - Qik'n EZ	Building Mtnc Supplies	3.13
VISA - Route 66 Magazine	Periodicals	25.00
VISA - Scholastic, Inc.	Other Purchased Services	189.00
VISA - Showcases	Library Supplies	69.66
VISA - Sprint	Telecommunications	406.23
VISA - Things Remembered	Other Purchased Services	35.00
VISA - Twitter	Advertising	50.00
VISA - Uline Shipping Supply Specialists	Library Supplies	60.18
VISA - Uncle Bill's Self Storage	Other Purchased Services	60.00
VISA - UPS	Postage	15.28
VISA - USPS.com	Postage	3.94
VISA - Verizon Wireless	Telecommunications	245.70
VISA - Walgreens	Janitorial Supplies	6.79
VISA - Walgreens	Other Purchased Services	10.43
VISA - Wal-Mart	Building Mtnc Supplies	46.85
VISA - Wal-Mart	Janitorial Supplies	108.64
VISA - Wal-Mart	Miscellaneous Expenses	123.88
VISA - Wal-Mart	Office Supplies	62.04
VISA - Wal-Mart	Other Purchased Services	338.65
VISA - Webstaurant Store	Library Supplies	47.84
VISA - West Music Catalog	Library Supplies	3.18
VISA - Windstream	Telecommunications	248.94
VISA- Speed Lube	Vehicle Maintenance	17.90
Total		418,227.67

XI. A.



2709 McGraw Drive
Bloomington, Illinois 61704
p 309.663.8435 f 309.663.1571

www.f-w.com | www.greennavigation.com

July 29, 2015

Ms. Carol Koos, Library Board President
Ms. Georgia Bouda, Director
Bloomington Public Library
205 East Olive St.
Bloomington, IL 61701-5218

Re: **Proposal of Services**
Library Needs Assessment, Programming, Site Analysis, & Conceptual Design
Bloomington Public Library

Dear Carol & Georgia:

Many thanks for our meeting Wednesday afternoon, July 1st, to discuss the above-referenced project for your flagship Downtown Bloomington facility, and the next steps in its realization. The Farnsworth Group team very much looks forward to working with you on this important project. In accordance with our discussions at that meeting, and in tandem with our project methodology presented to you in our original submission and during our two interviews, we would propose the following tasks in order to complete your project scope of work. The professional services fee for each of these tasks is also included herein.

A. Existing Building Analysis

This initial analysis will include an architectural and engineering assessment of the existing Bloomington Public Library building and surrounding site. This analysis will be separated into two phases: the survey phase and the reporting phase. During the survey phase, the Farnsworth Group Team will send an ensemble of design professionals to the Library to examine existing conditions, layouts, and systems. This team will identify problem areas, deficiencies, potential code violations, and opportunities for energy-saving improvements. Then, during the reporting phase, the discovered conditions will be described in a narrative report; which will define the nature and scope of each found condition. These deficiencies will be summarized for both your building and your site; and some approximate costs-to-remedy will also be established.

Fee	\$12,500.00
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B. Long-Range Visioning Document

With the completed physical building analysis in hand, the next step will be to develop a visioning statement. This statement will guide the library in its on-going evolution and expansion, so that it will remain a vibrant and essential part of the Greater Bloomington Community. It will also help to decide what kinds of bricks-and-mortar changes will be most appropriate for that evolution. The Building on Success report prepared by Library

Planning Associates, Inc. will be reviewed as part of this visioning process; but for reference purposes only.

We will include three (3) input sessions as part of this long-range visioning process, with each of these sessions lasting two (2) to four (4) hours. These sessions will be as follows:

- *Board of Trustees Session*, where the primary focus will be in getting their input and ideas. Senior staff could be invited to this meeting as well; and, naturally, it will have to be an open meeting because of the presence of all Board Trustees.
- *All-Staff Session*, where the primary focus will be in getting input and ideas from the entire staff of the Library.
- *All-Public Session*, where the primary focus will be in getting the input and ideas from all members of the Greater Bloomington Community.

For each of these sessions, a series of questions will be developed and published ahead of time, in order to help generate ideas and guide and direct the events as planned.

Fee \$11,750.00

C. *Program of Building Spaces & Amenities*

Using the Existing Building Analysis and the New Visioning Document as springboards, a written Program of Building Spaces & Amenities will be prepared. This program will narratively describe each room or space to be included in the modified and/or expanded facility, and will also establish those rooms' square foot size, other room adjacencies, and requirements for mechanical, electrical, plumbing, and technology systems. This program will similarly describe desired additional site features including outdoor functional areas, parking lots, entrances and exits, ancillary structures, and other items.

We will include three (3) meetings as part of this program of spaces process, with each meeting lasting two (2) to four (4) hours. These meetings will be as follows:

- *All-Staff Meeting*, where the primary focus will be in getting their specific input and ideas regarding needed and desired rooms and spaces, as well as new site features.
- *Senior-Staff Meeting* where the primary focus will be in getting their specific input and ideas regarding needed and desired rooms and spaces, as well as new site features.
- *Final Review Meeting*, where the primary focus will be in accomplishing any fine-tuning of the written program of spaces and amenities as developed.

For each of these meetings, a series of questions will be developed and published ahead of time, in order to help generate ideas and guide and direct the events as planned.

Fee \$16,250.00

D. Alternative Conceptual Site Layouts

With the building program (and existing property information) in-hand, we will develop several alternative site layouts for your consideration. These will look at how best to enter and exit the site (for both pedestrians and vehicles); as well as how best to arrange the possible library modifications and/or expansions, the urban design and streetscape elements, the parking lot, and other site amenities. Current zoning ordinances will be reviewed as part of this process; and approximate construction costs will be considered as well.

We would include two (2) review sessions, to present both the conceptual site and conceptual building layouts (Item D, and Item E below) to the Board of Trustees and/or Senior Staff, and gain their input and fine-tuning. Once a conceptual site and building layout had been selected and approved by the Library, we will also conduct an all-public session, to unveil that scheme to the Bloomington Community and gain their input and comments.

Fee \$12,500.00

E. Alternative Conceptual Building Designs

In tandem with the development of the alternative concept site layouts, we will design several alternative concept building floor plans for consideration. Current building codes will be considered as a part of this process; and approximate construction will be considered as well.

See Item D above for review session particulars.

Fee \$14,250.00

F. Conceptual Construction/Operations/Maintenance Costs

Based on the selected conceptual site and floor plan design, the Farnsworth Group Team will develop a conceptual project cost estimate, to include both hard and soft costs. Conceptual operation and maintenance costs will also be considered, as well as costs associated with a phased approach to completion of the project.

Fee \$3,750.00

G. Preparation of a Public Presentation Packet

Once the final conceptual site and building design, with proposed project budget and schedule, has been approved by the Bloomington Library Board of Trustees, a public presentation packet will be prepared for general dissemination to the entire Community.

Fee	\$5,750.00
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H. Pursuit of Available Grants

During the entire process described above, the Farnsworth Group Team will assist the Bloomington Public Library in the pursuit of available grants for this modification and expansion project.

Fee	\$2,500.00
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Total Professional Services Fees • Tasks A thru H	\$79,250.00
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Invoices for this professional services fee shall be billed on a time-and-expense basis, in accordance with the attached Farnsworth Group rate schedule. The above-noted total fee will serve as a not-to-exceed maximum, and we will make every effort to complete our services below that amount.

I. Project Schedule

The Farnsworth Group Team is prepared to begin work on this project immediately. The Library's original Request for Qualifications indicated an approximate four-and-one-half (4-1/2) month project timeframe. In order to appropriately and adequately complete all the tasks described above, we would suggest an approximate completion date of December 2015 or January 2016 for this work.

J. Additional Project Provisions

Kindly note the following additional elements and provisions of this proposal:

- The reports, analyses, and concept designs that serve as the deliverables for this project can be used by the Bloomington Public Library, without liability to Farnsworth Group, to further develop detailed designs for the completion of a building expansion project by the library.
- Asbestos, lead paint, mold, underground storage tanks, and/or any other hazardous materials and/or systems have not been confirmed or denied at this site at this time. Our proposal does not include any hazardous material abatement analysis services or

design for any of these items (or any other environmental surveys); and assumes that any such items would be handled separately by Bloomington Public Library.

- If existing land surveys, soils information and/or environmental information on record with the City of Bloomington is inadequate, additional fees may be necessary to complete these items.
- Our proposal includes a careful and thorough visual analysis of readily observable project conditions. It does not include any destructive testing or other demolition, necessary to determine the state of any hidden elements of construction.
- Mileage and reproduction expenses are excluded from the proposed fees noted above, and shall be invoiced as reimbursable expenses. For these expenses, we anticipate a not-to-exceed maximum of \$1,250.00.
- This proposal assumes commencement of our work by 31 July 2015. And, it assumes completion of all project work no later than 31 January 2016.
- Detailed operating costs or economic/life cycle analyses for any suggested materials and/or systems are not needed as part of this project. Such detailed analyses (and any associated testing) are excluded from this work.
- Estimates of probable construction cost for this project are approximate. Actual costs received at time of construction bidding may vary; based on detailed final design, time of bidding, and other factors. We are not able to guarantee any particular construction costs for this project.
- Our basic services fee excludes any work relative to specialized permits or other regulatory approvals required by government agencies, utility companies, and/or similar entities. When these services are required, we will be pleased to complete them for either a negotiated fixed fee extra amount, or on an hourly basis.
- Professional services made necessary by changes requested by the Bloomington Public Library are considered additional services. When these services are required, we will be pleased to complete them for either a negotiated fixed fee extra amount, or on an hourly basis.
- Any other services not specifically mentioned in this proposal are excluded. Additional services so excluded can be provided to the Bloomington Public Library for either a negotiated fixed fee extra amount, or on an hourly basis.

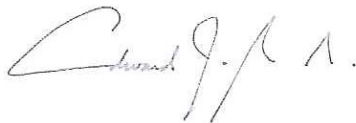
Enclosed with this proposal letter is a copy of our "General Conditions Professional Services Agreement". We propose that this letter and these attached General Conditions represent the Agreement between Bloomington Public Library and Farnsworth Group, Inc. If acceptable, kindly acknowledge that acceptance by signing this document and returning it to our attention.

Ms. Carol Koos
Ms. Georgia Bouda
Proposal of Services
July 29, 2015
Page 6

Again, the Farnsworth Group team looks forward to working with you on this terrific Bloomington Community project.

Many Thanks & Best Regards,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "Edward J. Barry Jr." with a stylized flourish at the end.

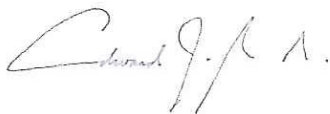
Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP
Principal

A handwritten signature in blue ink, appearing to read "Chad Frankeberger" with a stylized flourish at the end.

Chad Frankeberger, Associate AIA
Senior Architectural Project Coordinator

Ms. Carol Koos
Ms. Georgia Bouda
Proposal of Services
July 29, 2015
Page 7

FARNSWORTH GROUP, INC.



Signature

Edward J. Barry Jr.
Printed Name

Principal
Title

Date

BLOOMINGTON PUBLIC LIBRARY

Signature

Printed Name

Title

Date



GENERAL CONDITIONS
As modified for City of Bloomington Contracts per July 27, 2015
Communication with City Corporate Counsel Jeff Jurgens

Date: July 29, 2015

Client: City of Bloomington

Project: Library Needs Assessment, Programming,
Site Analysis, and Conceptual Design

Reference Conditions: Farnsworth Group, Inc. will hereinafter be referred to as FARNSWORTH GROUP, the above referenced Client will be referred to as CLIENT, and the above referenced Project will hereinafter be referred to either as PROJECT or by abbreviation as above set forth. FARNSWORTH GROUP is defined as including Farnsworth Group, Inc. and its subsidiaries, affiliates, contractors, subcontractors and agents, including their respective officers, directors, employees, successors and assigns.

Entire Agreement: This Agreement is the entire Agreement between CLIENT and FARNSWORTH GROUP. It supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of this Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions. Amendments to this Agreement must be in writing and signed by both CLIENT and FARNSWORTH GROUP.

Modification to the Agreement: CLIENT or FARNSWORTH GROUP may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of FARNSWORTH GROUP's compensation, to which CLIENT and FARNSWORTH GROUP mutually agree shall be incorporated in this Agreement by a written amendment to the Agreement.

Severability: If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.

Waiver: No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

Survival: Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

Governing Law: This Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois.

Compliance with Law: In the performance of services to be provided hereunder, FARNSWORTH GROUP and CLIENT agree to comply with applicable federal, state, and local laws and ordinances and lawful order, rules, and regulations of any constituted authority.

Force Majeure: Obligations of either party under this Agreement shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other

governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

Standard of Care: Services performed by FARNSWORTH GROUP under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

Statutes of Repose and Limitation: All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date FARNSWORTH GROUP's services are completed or terminated.

Assignment: Neither party to this Agreement shall transfer or assign any rights under or interest in this Agreement, including but not limited to monies that are due or monies that may become due, without the written consent of the other party.

Precedence: These General Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding FARNSWORTH GROUP's services.

Dispute Resolution: In an effort to resolve any conflicts that arise during the performance of professional services for PROJECT or following completion of PROJECT, CLIENT and FARNSWORTH GROUP agree that all disputes between them arising out of or relating to the Agreement or PROJECT shall first be negotiated between senior officers of CLIENT and FARNSWORTH GROUP for up to 30 days before being submitted to mediation. In the event negotiation and mediation are not successful, either CLIENT or FARNSWORTH GROUP may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

Timeliness of Performance: FARNSWORTH GROUP will begin work under this Agreement upon receipt of a fully executed copy of this Agreement. CLIENT and FARNSWORTH GROUP are aware that many factors outside FARNSWORTH GROUP's control may affect FARNSWORTH GROUP's ability to complete the services to be provided under this Agreement. FARNSWORTH GROUP will perform these services with reasonable diligence and expediency consistent with sound professional practices.

Suspension: CLIENT or FARNSWORTH GROUP may suspend all or a portion of the work under this Agreement by notifying the other party in writing if unforeseen circumstances beyond control of CLIENT or FARNSWORTH GROUP make normal progress of the work impossible. FARNSWORTH GROUP may suspend work in the event CLIENT does not pay invoices when due, and FARNSWORTH GROUP shall have no liability whatsoever to CLIENT, and CLIENT agrees to make no claim for any delay or damage as a result of such

suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds 90 days, FARNSWORTH GROUP shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

Termination: This Agreement may be terminated for cause by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes in the scope of services. In the event of any termination, except for cause, FARNSWORTH GROUP will be paid for all services and expenses rendered to the date of termination on a basis of payroll cost times a multiplier of 3.0 (if not previously provided for) plus reimbursable expenses, plus reasonable termination expenses, including the cost of completing analyses, records, and reports necessary to document job status at the time of termination.

Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor FARNSWORTH GROUP, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to PROJECT or the Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict and implied warranty. Both CLIENT and FARNSWORTH GROUP shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in PROJECT.

Personal Liability: It is intended by the parties to this Agreement that FARNSWORTH GROUP's services in connection with the Project shall not subject FARNSWORTH GROUP's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, CLIENT agrees that as CLIENT's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against FARNSWORTH GROUP, an Illinois corporation, and not against any of FARNSWORTH GROUP's individual employees, officers or directors.

Confidentiality: Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i) when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

Reuse of Documents: All documents including reports, drawings, specifications, and electronic media furnished by FARNSWORTH GROUP and/or any subcontractor pursuant to this Agreement are instruments of its services. Any reuse without specific written verification or adaptation by FARNSWORTH GROUP will be at CLIENT's sole risk, and without liability to FARNSWORTH GROUP, and CLIENT shall indemnify and hold harmless FARNSWORTH GROUP and/or any subcontractor from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle FARNSWORTH GROUP to further compensation at rates to be agreed upon by CLIENT and FARNSWORTH GROUP. Nothing herein, however, shall limit the CLIENT'S right to use the documents for municipal purpose, including but not limited to the CLIENT'S right to use the documents in an unencumbered manner for purposes of remediation, remodeling and/or construction.

Subcontracting: FARNSWORTH GROUP shall have the right to subcontract any part of the services and duties hereunder without the consent of CLIENT.

Professional Services Agreement - General Conditions

Third Party Beneficiaries: Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or FARNSWORTH GROUP. FARNSWORTH GROUP's services under this Agreement are being performed solely for CLIENT's benefit, and no other party or entity shall have any claim against FARNSWORTH GROUP because of this Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither FARNSWORTH GROUP nor CLIENT shall have any obligation to indemnify each other from third party claims. CLIENT and FARNSWORTH GROUP agree to require a similar provision in all contracts with Construction Contractors, Construction Subcontractors, vendors, and other entities involved in PROJECT to carry out the intent of this provision.

Insurance and Limitation: FARNSWORTH GROUP is covered by commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, automobile liability insurance and workers compensation insurance with limits which FARNSWORTH GROUP considers reasonable. Certificates of all insurance shall be provided to CLIENT upon request in writing. CLIENT shall be named as an additional insured on all such insurance policies and FARNSWORTH GROUP shall provide a certificate evidencing such coverage prior to the commencement of work under this Agreement. Within the limits and conditions of such insurance, FARNSWORTH GROUP agrees to indemnify and hold CLIENT harmless from any loss, damage or liability arising directly from any negligent act by FARNSWORTH GROUP. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability arising from any act by CLIENT, its agents, staff, other consultants, independent contractors, third parties or others working on PROJECT over which FARNSWORTH GROUP has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that FARNSWORTH GROUP has no duty to defend CLIENT from and against any claims, causes of action or proceedings of any kind.

Professional Liability Insurance and Limitation: FARNSWORTH GROUP is covered by professional liability insurance for its professional acts, errors and omissions, with limits which FARNSWORTH GROUP considers reasonable, but in no case less than \$2,000,000 per occurrence. Certificates of insurance shall be provided to CLIENT upon request in writing. CLIENT shall be named as an additional insured on all such insurance policies and FARNSWORTH GROUP shall provide a certificate evidencing such coverage prior to the commencement of work under this Agreement. Within the limits and conditions of such insurance, FARNSWORTH GROUP agrees to indemnify and hold CLIENT harmless from loss, damage or liability arising from professional acts by FARNSWORTH GROUP and errors or omissions that exceed the industry standard of care for the services provided. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability arising from any act, error or omission by CLIENT, its agents, staff, other consultants, independent contractors, third parties or others working on PROJECT over which FARNSWORTH GROUP has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that FARNSWORTH GROUP has no duty to defend CLIENT from and against any claims, causes of action or proceedings of any kind.

Additional Limitation: In recognition of the relative risks and benefits of PROJECT to both CLIENT and FARNSWORTH GROUP, the risks have been allocated such that CLIENT agrees that for the compensation herein provided FARNSWORTH GROUP cannot expose itself to damages disproportionate to the nature and scope of FARNSWORTH GROUP's services or the compensation payable to it hereunder. Therefore, to the maximum extent permitted by law, CLIENT agrees that the liability of FARNSWORTH GROUP to CLIENT for any and all causes of action, including, without limitation, contribution, asserted by CLIENT and arising out of or related to the negligent acts, errors or omissions of FARNSWORTH GROUP in performing professional services shall be limited to the limits of FARNSWORTH GROUP'S applicable insurance limits ("Limitation"). CLIENT hereby waives and releases (i) all present and future claims against FARNSWORTH GROUP, other than those described in the previous sentence, and (ii) any liability of FARNSWORTH GROUP in excess of the Limitation. In consideration of the promises contained herein and for other separate, valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CLIENT acknowledges and agrees that (i) but for the Limitation, FARNSWORTH

GROUP would not have performed the services, (ii) it has had the opportunity to negotiate the terms of the Limitation as part of an "arms-length" transaction, (iii) the Limitation amount may differ from the amount of Professional liability insurance required of FARNSWORTH GROUP under this Agreement, (iv) the Limitation is merely a Limitation of, and not an exculpation from, FARNSWORTH GROUP's liability and does not in any way obligate CLIENT to defend, indemnify or hold harmless FARNSWORTH GROUP, (v) the Limitation is an agreed remedy, and (vi) the Limitation amount is neither nominal nor a disincentive to FARNSWORTH GROUP performing the services in accordance with the Standard of Care.

Fee Schedule: Where lump sum fees have been agreed to between the parties, they shall be so designated in the Agreement attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by FARNSWORTH GROUP, they shall be based upon the hourly fee schedule annually adopted by FARNSWORTH GROUP, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Such fees in the initial year of this Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of this Agreement.

Invoices: Charges for services will be billed at least as frequently as monthly, and at the completion of PROJECT. CLIENT shall compensate FARNSWORTH GROUP for any sales or value added taxes which apply to the services rendered under this Agreement or any amendment thereto. CLIENT shall reimburse FARNSWORTH GROUP for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by CLIENT unless agreed to in writing by FARNSWORTH GROUP. Invoices are delinquent if payment has not been received within 30 days from date of invoice. There will be an additional charge of 1 ½ percent per month compounded on amounts outstanding more than 45 days. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by CLIENT to FARNSWORTH GROUP per FARNSWORTH GROUP's then current Schedule of Charges.

Opinions of Cost: Since FARNSWORTH GROUP has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, FARNSWORTH GROUP's opinions of probable project cost or construction cost for PROJECT will be based solely upon its own experience with construction, but FARNSWORTH GROUP cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If CLIENT wishes greater assurance as to the construction cost, CLIENT should employ an independent cost estimator.

Subpoenas: CLIENT is responsible, after notification, for payment of time charges and expenses resulting from the required response by FARNSWORTH GROUP and/or any subcontractor to subpoenas issued by any party other than FARNSWORTH GROUP and/or any subcontractor in conjunction with the services performed under this Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

Right of Entry: CLIENT shall provide for FARNSWORTH GROUP's and/or any subcontractor's right to enter property owned by CLIENT and/or others in order for FARNSWORTH GROUP and/or any subcontractor to fulfill the scope of services for this Project. CLIENT understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of this Agreement.

Utilities: CLIENT shall be responsible for designating the location of any of CLIENT'S utility lines and subterranean structures within the property line of PROJECT. CLIENT agrees to waive any claim against FARNSWORTH GROUP and/or any subcontractor, and to indemnify and hold harmless from any claim or liability for injury or loss arising from FARNSWORTH GROUP and/or any subcontractor or other persons encountering CLIENT controlled utilities or other of CLIENT'S man-made objects that were not called to FARNSWORTH GROUP's attention or which were not properly located on documents furnished to FARNSWORTH GROUP. CLIENT further agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time spent or expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim,

in accordance with FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy.

Aquifer Contamination: Subsurface sampling may result in contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream, or other hydrous body not previously contaminated and capable of spreading hazardous substances or pollutants off-site. Because subsurface sampling is a necessary aspect of services which FARNSWORTH GROUP and/or any subcontractor may provide on CLIENT's behalf, CLIENT waives any claim against FARNSWORTH GROUP and/or any subcontractor, and agrees to indemnify and hold FARNSWORTH GROUP and/or any subcontractor harmless from any claim or liability for injury or loss which may arise as a result of alleged cross contamination caused by any sampling. CLIENT further agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time spent or expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim, in accordance with FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy.

Samples: All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of project deliverables. Upon CLIENT's authorization, samples will be either delivered in accordance with CLIENT's instructions or stored for an agreed charge.

Recognition of Risk: CLIENT acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at CLIENT's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. FARNSWORTH GROUP's and/or any subcontractor's application of its present judgment will be subject to factors outlined in (1) and (2) above.

Discovery of Unanticipated Hazardous Substances or Pollutants: Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalies, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. CLIENT and FARNSWORTH GROUP and/or any subcontractor agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. CLIENT and FARNSWORTH GROUP and/or any subcontractor also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for FARNSWORTH GROUP and/or any subcontractor to take immediate measures to protect human health and safety, and/or the environment. FARNSWORTH GROUP and/or any subcontractor agree to notify CLIENT as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. CLIENT encourages FARNSWORTH GROUP and/or any subcontractor to take any and all measures that in FARNSWORTH GROUP's and/or any subcontractor's professional opinion are justified to preserve and protect the health and safety of FARNSWORTH GROUP's and/or any subcontractor's personnel and the public, and/or the environment, and CLIENT agrees to compensate FARNSWORTH GROUP and/or any subcontractor for the additional cost of such reasonable measures. In addition, CLIENT waives any claim against FARNSWORTH GROUP and/or any subcontractor, and agrees to indemnify and hold FARNSWORTH GROUP and/or any subcontractor harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. CLIENT also agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time spent and expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim, with such compensation to be based upon FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy. Further, CLIENT recognizes that FARNSWORTH GROUP and/or any subcontractor has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will FARNSWORTH GROUP and/or any subcontractor act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

Job Site: CLIENT agrees that services performed by FARNSWORTH GROUP and/or any subcontractor during construction will be limited to providing assistance in quality control and to deal with questions by the CLIENT's representative concerning conformance with the Contract Documents. This activity is not to be interpreted as an inspection service, a construction supervision service, or guaranteeing the Construction Contractor's or Construction Subcontractor's performance. FARNSWORTH GROUP and/or any subcontractor will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs. FARNSWORTH GROUP and/or any subcontractor will not be responsible for Construction Contractor's or Construction Subcontractor's obligation to carry out the work according to the Contract Documents. FARNSWORTH GROUP and/or any subcontractor will not be considered an agent of the owner and will not have authority to direct Construction Contractor's or Construction Subcontractor's work or to stop work.

Shop Drawing Review: CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor shall review shop drawings and/or submittals solely for their general conformance with FARNSWORTH GROUP's and/or any subcontractor's design concept and general conformance with information given in the Contract Documents. FARNSWORTH GROUP and/or any subcontractor shall not be responsible for any aspects of a shop drawing and/or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the Construction Contractor's or Construction Subcontractor's responsibility. The Construction Contractor or Construction Subcontractor will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. CLIENT warrants that the Construction Contractor and Construction Subcontractor shall be made aware of the responsibility to review shop drawings and/or submittals and approve them in these respects before submitting them to FARNSWORTH GROUP and/or any subcontractor.

Authority and Responsibility: CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor shall not guarantee the work of any Construction Contractor or Construction Subcontractor, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

LEED Certification: CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor shall not guarantee the LEED certification of any facility for which FARNSWORTH GROUP and/or any subcontractor provides commissioning, LEED consulting or energy modeling services. LEED certification and the number of points awarded are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

Energy Models: The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. FARNSWORTH GROUP and/or any subcontractor will endeavor to model energy usage very closely to actual usage, but CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. The number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

Environmental Site Assessments: No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group, Inc. (Farnsworth Group) cannot be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment report are provided at the discretion of the environmental

professional for the benefit of the client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of the client. Nothing under the Agreement between Farnsworth Group and their client shall be construed to give any rights or benefits to anyone outside the client's use and that of Farnsworth Group. All duties and responsibilities undertaken pursuant to the Agreement will be for the sole and exclusive benefit of the client and Farnsworth Group. In particular, Farnsworth Group does not intend, without its written consent, for this report to be disseminated to anyone beside the client, or to be used or relied upon by anyone beside the client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.



Schedule of Charges - January 1, 2015

Engineering/Surveying Professional Staff	Per Hour
Administrative Support.....	\$ 67.00
Engineering Intern I	\$ 102.00
Engineering Intern II	\$ 112.00
Engineer/Land Surveyor.....	\$ 122.00
Senior Engineer/Senior Land Surveyor.....	\$ 128.00
Project Engineer/Project Land Surveyor	\$ 141.00
Senior Project Engineer/Senior Project Land Surveyor	\$ 158.00
Engineering Manager/Land Surveying Manager.....	\$ 176.00
Senior Engineering Manager/Senior Land Surveying Manager	\$ 186.00
Principal/Vice President.....	\$ 199.00

Technical Staff	
Technician I	\$ 67.00
Technician II	\$ 89.00
Senior Technician	\$ 99.00
Chief Technician	\$ 114.00
Designer/Computer Specialist/Lead Technician	\$ 123.00
Senior Designer	\$ 128.00
Project Designer/Project Technician	\$ 136.00
Senior Project Designer/Systems Integration Manager	\$ 153.00
Design Manager/Government Affairs Manager	\$ 165.00
Technical Manager	\$ 174.00
Senior Technical Manager.....	\$ 186.00

Architecture/Landscape Architecture/Interior Design Professional Staff	
Designer I	\$ 92.00
Interior Designer	\$ 96.00
Senior Interior Designer/Designer II	\$ 102.00
Architect/Designer III/Project Coordinator	\$ 116.00
Senior Architect/Senior Project Coordinator.....	\$ 123.00
Project Architect/Project Manager	\$ 134.00
Senior Project Architect/Senior Project Manager	\$ 148.00
Architectural Manager.....	\$ 157.00
Senior Architectural Manager	\$ 165.00
Principal – Architecture.....	\$ 187.00

Units	
Overtime, If Required by Client – Non-Exempt Employees Only	1.25xbilling rate
Per diem	\$46.00/day
ATV & Trailer	\$11.00/hr
Field Vehicle	\$13.00/hr
Automobile mileage	\$0.60/mile
Software/CAD/Revit Station	\$15.00/hr
Hand Held GPS	\$11.00/hr
GPS Unit (each).....	\$22.00/hr
Utility Locator/Robotic Total Station	\$22.00/hr
Subconsultants & Other Reimbursable Expenses Related to Project*	Cost+ 10%

*Includes the actual cost of prints/copies, supplies, travel charges, testing services, conferencing services, and other costs directly incidental to the performance of the above services.

CHARGES EFFECTIVE UNTIL JANUARY 1, 2016 UNLESS NOTIFIED

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, August 25, 2015

5:00 p.m.

Story Room

205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:06 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller (arrived at 5:07 p.m.), Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas (arrived at 5:36 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Deb Halperin, Kathy Jeakins, Caprice Prochnow, Rhonda Massie, Allison Schmid, Carol Torrens, Gayle Tucker, Melissa Waltrip, Jon Whited

III. Introductions

President Koos introduced Deb Halperin and asked staff present to state their name and department.

IV. Public Comment

There were no public comments.

V. New Business

A. Development of the Bloomington Public Library Strategic Plan with Facilitator, Deb Halperin

Deb Halperin introduced herself and shared that the completed surveys indicated that all are interested in the growth of the library.

The first exercise that Deb had the group engage in was to break into five groups and each group was to consider one of the following questions and then share with all.

Group 1 – Pick any other building in town for the Library, where would the address be and why?

Group 2 – If you could have one more bookmobile or other mobile unit, what would be on it and where would it go?

Group 3 – If you could have space for a branch on both the east side and the west side, would these branches look the same or different? How would these two branches function?

Group 4 – If you won twenty million dollars in the library lottery, where would you spend it?

Group 5 - If you could add one more level to this library, what would you put into that new space?

Each group shared their ideas and invited conversation.

Deb distributed a recap of the 18 responses to the survey for discussion.

There was discussion on options for polling the community on what things the Library is doing well, what services they would like to see, etc.

There was discussion that covered a number of topics, such as the length of time the Strategic Plan would cover, the Vision, and Action Plan, how many goals to put in place, and what information does the Board need to set a Strategic Plan.

Discussion on development of the Strategic Plan will continue on Tuesday, September 1.

VI. Adjournment

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO
ADJOURN THE MEETING. THE MOTION CARRIED
UNANIMOUSLY.

President Koos adjourned the meeting at 8:20 p.m.

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, September 1, 2015

5:00 p.m.

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

Minutes

I. Call to Order

President Koos called the meeting to order at 5:08 p.m.

II. Roll Call

MEMBERS PRESENT:

Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Julian Westerhout, Carol Koos

MEMBERS ABSENT:

Mike Raikes, Whitney Thomas

OTHERS PRESENT:

Ed Barry (Farnsworth Group), Georgia Bouda, Deb Halperin, Kathy Jeakins, Caprice Prochnow, Joe Ragusa (WJBC)

III. Introductions

President Koos introduced the guests present.

IV. Public Comment

There were no public comments.

V. New Business

- A. Approve Contract with Farnsworth Group for Needs Assessment, Programming, Site Analysis and Conceptual Design
Director Bouda stated that Farnsworth Group had provided the detail that the Board had asked for and it was included in the packet.
Ed Barry entertained questions.

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE THE LIBRARY NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS & CONCEPTUAL DESIGN CONTRACT WITH FARNSWORTH GROUP, NOT TO EXCEED \$80,500.00.

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

NAYES: NONE

ABSENT: MIKE RAIKES, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "V.A."

B. Development of the Bloomington Public Library Strategic Plan with Facilitator, Deb Halperin

Deb Halperin reviewed with the Trustees that they all should have received the draft of the five goals that she had put together from last week's meeting. She went on to say that she had met with staff yesterday and they gave her some fantastic feedback.

Deb stated that she wanted the Trustees' feedback on the five goals that were drafted. They can keep them, change them, toss them or add new ones. Deb shared that her thought was that the goals would then go back to the staff to flesh out further, then come back to the Trustees (timeline to be determined) to be approved.

Deb went through each of the goals with the Trustees starting with goal 5 as there was a lot to cover under this goal. There was much discussion and sharing of ideas.

The draft of goals:

Goal 1 – Meet the needs of diverse communities

Goal 2 – Focus on Regeneration area

Goal 3 – Make the community a better place, forge community partnerships, and be a hub for connections

Goal 4 – Be a resource for formal and informal education/self-improvement/lifelong learning

Goal 5 – Improve organizational health and create a culture of cooperation

Deb stated that she would type her notes and send them to the Trustees and Director Bouda.

There was some discussion as to whether further development of the Strategic Plan will be done at the Board level or Committee level. It was decided that the notes that Deb sends to the Board will be discussed at the next Board meeting.

VI. Adjournment

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 8:09 p.m.

August 27, 2015

Ms. Georgia Bouda, Director
 Bloomington Public Library
 205 East Olive St.
 Bloomington, IL 61701-5218

Re: **Proposal of Services • Estimated Hours**
Library Needs Assessment, Programming, Site Analysis, & Conceptual Design
Bloomington Public Library

Dear Georgia:

Pursuant to our recent telephone conversation, below kindly find each major task listed for the above-referenced project, together with the estimated number of hours by team member for its completion. Total fee for each of these major tasks is as per our previously-submitted proposal.

A. Existing Building Analysis

Principal	15 hours x 199.00	=	2,985.00
Senior Architect	25 hours x 123.00	=	3,075.00
Engineering Manager	05 hours x 176.00	=	880.00
Senior Engineer	35 hours x 128.00	=	4,480.00
Administrative Support	20 hours x 67.00	=	1,340.00
			\$12,760.00
Fee			\$12,500.00

B. Long-Range Visioning Document

Principal	20 hours x 199.00	=	3,980.00
Senior Architect	35 hours x 123.00	=	4,305.00
Engineering Manager	10 hours x 176.00	=	1,760.00
Senior Engineer	10 hours x 128.00	=	1,280.00
Administrative Support	10 hours x 67.00	=	670.00
			\$11,995.00
Fee			\$11,750.00

C. Program of Building Spaces & Amenities

Principal	35 hours x 199.00	=	6,965.00
Senior Architect	40 hours x 123.00	=	4,920.00
Engineering Manager	10 hours x 176.00	=	1,760.00
Senior Engineer	10 hours x 128.00	=	1,280.00
Administrative Support	20 hours x 67.00	=	1,340.00
			\$16,265.00
Fee			\$16,250.00

D. Alternative Conceptual Site Layouts

Principal	10 hours x 199.00	=	1,990.00
Senior Architect	60 hours x 123.00	=	7,380.00
Engineering Manager	10 hours x 176.00	=	1,760.00
Senior Engineer	10 hours x 128.00	=	1,280.00
Administrative Support	05 hours x 67.00	=	335.00
			\$12,745.00
Fee			\$12,500.00

E. Alternative Conceptual Building Designs

Principal	15 hours x 199.00	=	2,985.00
Senior Architect	60 hours x 123.00	=	7,380.00
Engineering Manager	20 hours x 176.00	=	3,520.00
Senior Engineer	05 hours x 128.00	=	640.00
Administrative Support	05 hours x 67.00	=	335.00
			\$14,860.00
Fee			\$14,250.00

F. Conceptual Construction/Operations/Maintenance Costs

Principal	05 hours x 199.00	=	995.00
Senior Architect	10 hours x 123.00	=	1,230.00
Engineering Manager	00 hours x 176.00	=	0.00
Senior Engineer	10 hours x 128.00	=	1,280.00
Administrative Support	05 hours x 67.00	=	335.00
			\$3,840.00
Fee			\$3,750.00

G. Preparation of a Public Presentation Packet

Principal	05 hours x 199.00	=	995.00
Senior Architect	20 hours x 123.00	=	2,460.00
Engineering Manager	05 hours x 176.00	=	880.00
Senior Engineer	05 hours x 128.00	=	640.00
Administrative Support	15 hours x 67.00	=	1,005.00
			\$5,980.00
Fee			\$5,750.00

H. Pursuit of Available Grants

Principal	05 hours x 199.00	=	995.00
Senior Architect	10 hours x 123.00	=	1,230.00
Engineering Manager	00 hours x 176.00	=	0.00
Senior Engineer	00 hours x 128.00	=	0.00
Administrative Support	10 hours x 67.00	=	670.00
			\$2,895.00
Fee			\$2,500.00
Total Professional Services Fees • Tasks A thru H			\$79,250.00

Ms. Georgia Bouda
Proposal of Services – Estimated Hours
August 27, 2015
Page 4

The above noted hourly rates can be found on the Farnsworth Group rate table previously included in our proposal of services.

Mileage and reproduction expenses are excluded from the proposed fees noted above, and shall be invoiced as reimbursable expenses. For these expenses, we anticipate a not-to-exceed maximum of \$1,250.00.

Please note that these various hour numbers are estimates only. The total project fee of \$79,250.00 (plus \$1,250.00 in reimbursables); however, is a not-to-exceed firm dollar total.

Many Thanks & Best Regards,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "Edward J. Barry Jr." with a stylized flourish at the end.

Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP
Principal

A handwritten signature in blue ink, appearing to read "Chad Frankeberger" with a stylized flourish at the end.

Chad Frankeberger, Associate AIA
Senior Architectural Project Coordinator

Bloomington Public Library

Director's Report

September 2015

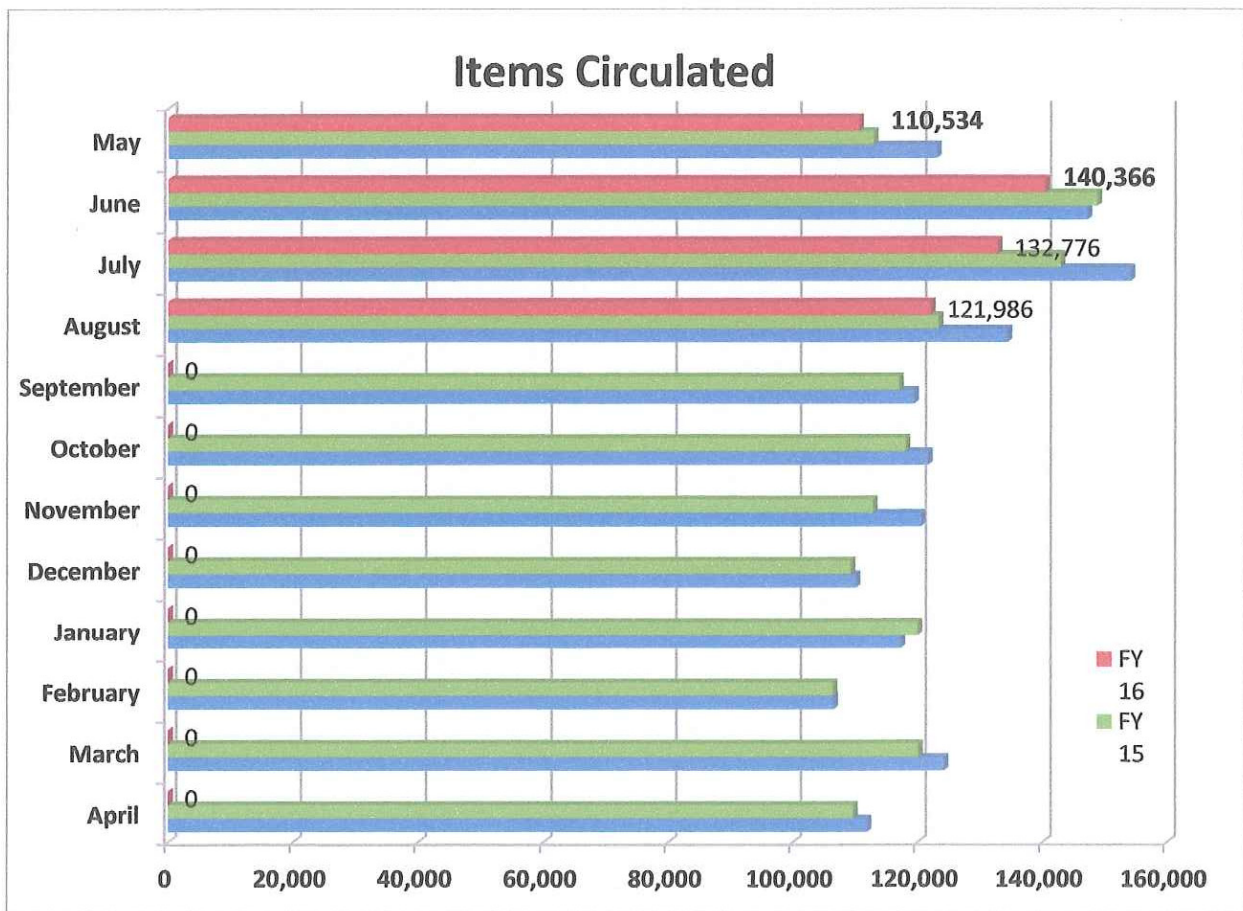
1. Golden Prairie 25th Anniversary

Golden Prairie Public Library District is celebrating its 25th Anniversary on Sept. 16th. They have donated a plaque for the wall on the patio. This will be hung on September 15th and presented to the Library at their celebration on September 16th. Please plan to attend, if you can.

2. Community Partners meeting

The Library is going to host the next Community Partners meeting on Wednesday, November 4 from 10:30 to 12:30. This group has been a great networking group and way to learn about what is going on with all of the member organizations.

3. Statistics



Customers borrowed 121,986 items in August, 2015 which is less than the 123,207 items borrowed in August, 2014. There were 28,501 visitors to the Library in August, 2015 compared to 29,197 in August, 2014. Staff answered 4147 questions from customers this month compared to 5605 questions answered in August, 2014.



Programs and Attendance in the month of August:

Children Programs and Attendance:

Summer Reading Final Party – 350 attended

Jim Gill concerts – 2 sessions – 255 attended

Tales for Tails – 2 sessions – 27 attended

Singing Swinging Story Time – 2 sessions – 35 attended

Milestones Preschool visit – story time and tour – 22 attended

District 87 ESL class story time and tour – 20 attended

Library table at McKids Day – 350 attended

Library table at Cedar Ridge School Picnic on the Playground – 200 attended

Coming in September:

Regular story times and programs resume (lapsit, toddler, preschool, Move and Learn, Tales for Tails, Singing Swinging Story Time)

Principals Reads begins

Craft Circle: Organizing with Attitude – Sat Sept 5

International Talk Like a Pirate Day – Sat Sept 19

Kiddie Drive-In Movie – Mon Sept 28 and Thurs Oct 1

Teen Programs and Attendance:

DIY Chalkboard Notebooks – 1 session – 11 attended

Monday Movie Musical Matinee (and craft) – 1 session – 16 attended

Teen Summer Reading Party – 1 session – 20 attended

Anime Movie Marathon – 1 session – 12 attended

Teen Thursday – 1 session – 0 attended

Adult Programs and Attendance:

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 10 attended

Books on Tap – 1 session – 7 attended

History Reads Book Discussion – 1 session – 20 attended

Tech Time Drop In at Panera – 1 session – 2 attended

Tech Time Drop In at Western Avenue Comm. Center – 1 session – 0 attended

Classic Screwball Comedy movies – 4 session – 38 attended

DIY Japanese Book Binding – 1 session – 12 attended

Tai Chi for Everyone – 1 session – 14 attended

Homesteading Series:

Intro to Pressure Cooking – 1 session – 5 attended

Intro to Beekeeping – 1 session – 12 attended

****The Boys & Girls Club has brought kids here throughout the summer for teen programs.****

Respectfully submitted,

Georgia Bouda, Director

Adult Services

Collections

Material Selectors met with our B & T rep to learn about TS360, the upgraded ordering software.

Along with Laurel, I met with our new Gale representative.

Programs

The Teen Librarian attended BJHS's Open House. Thirty people stopped by the table to learn about library services and events. Eleven signed up for a library card.

She arranged with the BJHS librarian to offer Books and Bites there this school year. This monthly program has run in the other area junior highs for some time, and it's great to have BJHS included now. Over lunchtimes, our Teen Librarian and Normal PL's Teen Librarian talk with the students about books and about teen activities at the libraries.

Rhonda and I met with a manager at the Wehrenberg Galaxy 14 theater to discuss program partnership opportunities.

Displays in Adult Services included International Left-handers' Day, National Joke Day, art and drawing, authors first works, Back to School—college transitions. In the AV area downstairs: National Sandwich Month and Hey, Teach!

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 10 attended

Books on Tap – 1 session – 7 attended

History Reads Book Discussion – 1 session – 20 attended

Tech Time Drop In at Panera – 1 session – 2 attended

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Monday Movie Musical Matinee (and craft) – 1 session – 16 attended

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Teen Thursday – 1 session – 0 attended

Training & Technology

Several staff attended Mini-Morning Sessions (MMS) on inter-library loan, presented by Debbie. Desk staff were trained how to fix non-working RFID tags with the new pad at the Ref Desk. I had driving training by Danny on the new BKM and am now ready to fill in when there's a need.

There were 17 individual appointments with an Adult Services staffer. Topics: ebooks, resumes & job applications, email set up, certificate/license application, scanning, and a tour for a new card holder.

An RFID pad has been added to the ILL cubicle in the workroom.

AS staff are helping with the tagging project for DVDs and CDs.

Children's Services

Collection

Elephant and Piggie read-alikes were promoted in a blog post.

Children's staff helped with AV tagging.

Programs

Summer Reading Final Party – 350 attended

Jim Gill concerts – 2 sessions – 255 attended

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Craft Circle: Organizing with Attitude – Sat Sept 5

International Talk Like a Pirate Day – Sat Sept 19

Kiddie Drive-In Movie – Mon Sept 28 and Thurs Oct 1

Training

Children's staff attended training sessions on interlibrary loans and the new RFID pads.

Selectors attended the Baker & Taylor TS 360 migration meeting.

Jesse Wyer attended a webinar on how to build and promote a digital collection.

I attended a webinar on on-boarding new hires.

A new work-study, Catherine Mojsiewicz, began work.

Business Office

- The Library continued to sell bus passes to the public
- I informed Department Managers of something Johanna created for SharePoint—a form for staff to place supply orders, streamlining the ordering process
- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; cancelled cards for staff who resigned; updated instructions and distributed to all credit card holders
- Entered expenses in account files
- An upgrade to the MUNIS system occurred on August 13 and 14—we were not able to enter any accounts payables for a couple of days
- I provided financial data to Johanna for completion of the Golden Prairie Annual Report
- I contacted City Fleet Department regarding the acquisition of an additional fuel key for the Library's equipment, such as the snow blower, the tractor and the power washer

Human Resources

Staff Milestones

- Robbin Petersen celebrated 25 years of service

Staff Development

- I attend and encourage attendance at mini training sessions provided by the Staff

Development Committee

- I attended a meeting regarding proposed new City policies on Bullying, Workplace Violence, Harassment, and Dress Code

Expand use of Sharepoint as staff Intranet

- I updated the Staff Directory on Sharepoint
- Orientation documents will be available (upcoming)
- I contribute news to the monthly staff newsletter

In August, there were two in-house job announcements

In August, I conducted eight work study interviews

I share relevant training opportunities with Department Managers

I serve as the Work Study Coordinator with Illinois Wesleyan University.

Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application

- All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
- We are actively using a few reports through Munis to verify part-time hours
- We'll have input into a new timeclock vendor

Georgia, Jon, and I met with City staff regarding online applications

Recruit, coordinate and utilize volunteers effectively

- We are currently accepting volunteers to help in our Book Shoppe
- I serve as our Volunteer Coordinator

ITS

We are in the process of testing a virtual environment. This would make it possible for us to perform updates and changes to all the PCs much more quickly. We would only have to make the change once and then deploy it to all the desktops.

We instituted a new schedule for IT staff to be available on the upper floor to answer technical questions that are beyond the reference staff's ability to answer. We have been doing this previously but now due to its popularity we have formalized the hours so that Customers know when that service is available.

We are working at replacing the wireless system in the building with more access points and a greater capacity. Each month the number of new devices and usage is increasing.

We are working on moving away from Coldfusion as our middleware software on the webserver and moving to PHP. This process will save us money in the long term while still retaining the same functionality.

We have the solar car building program coming up in September where tweens and teens will be building small solar cars and racing them against each other. We are partnering with the Illinois State University Solar Car team, who will be making a short presentation about solar technology and their racing club and then assisting the students with building their cars.

Marketing

Fall Program Guides

- Following the Fall programming deadline, Marketing honed the description for each of the 160 programs being offered from September 1-December 31, 2015, put them into a single calendar, designed, and worked with a printer to create the September-December Program Guide.
- In late August, the Guides arrived at the Library where they are available to the public in paper form.
- Guides will be inserted into Bloomington editions of The Pantagraph on Saturday, September 5.
- Also on September 5, guides will be inserted into editions of The Pantagraph which are distributed in the Golden Prairie Public Library District towns of Arrowsmith, Bentown, Downs, Ellsworth, and Holder.
- The Guide is available as a PDF on the Library's website.
- Individual programs are listed each month on both the Library's website and on the plasma TV in the Library's lower level lobby.

Outdoor Banners

- A new set of banners made their debut on the building's exterior during the month of August. Marketing designed the banners and worked with a print shop to have them produced.
- Parks and Recreation changes the banners on the building's exterior each time they're swapped out. Banners also exist to promote Dia de los Ninos and Summer Reading.

Newsletter (distributed bi-monthly)

- The September newsletter was compiled, designed, and distributed via email and social media on August 31. Paper copies of the newsletter were mailed on September 2 to those who receive it via snail mail. Electronic recipients receive the newsletter in color. Those who pick the newsletter up at the Library or opt for a paper copy delivered to their house receive a black & white version.
- The newsletter is sent via email, snail mail, and is posted to the Library's website.
- Posts on Facebook and Twitter are used to direct people to the newsletter link on the website.
- In an effort to increase the number of people who receive the newsletter via email (currently 1,057), new Library card applications were designed during the month of August which include a check box that allows people to indicate that they'd like to receive the newsletter via email.

Grant Reporting

Final grant reporting was completed and submitted to the McLean County Arts Center for the Community Arts Grant the Library received this summer. This grant covered part of the cost to

bring children's entertainer Jim Gill to the Library's End-of-Summer Reading Party. The Marketing Department applied for \$925 (half of Gill's fee) and received \$450.

Promo Materials

- Created and distributed the September-December Program Guides and the September newsletter
- the artwork and coordinated the installation of the vinyl that now appears on the elevator doors; these are changed four times each year
- materials to promote the Library's 12 Principals Read programs. This includes materials promoting the program as a whole, as well as materials individually promoting each principal's night to read.
- We are running radio commercials to promote these programs on WBNQ, B104, The Bull, and Magic 99.5.
- We are calling each participating school to ask if they are willing to put flyers in kids' backpacks prior to the day of their school's program and to ask if they are willing to sticker kids' shirts the night of their principal's program. (District 87 is not willing to distribute flyers at the district level, but some individual schools want them). This is the first year we are including Unit 5 schools.
- All the District 87 early education and elementary school principals are participating.
- Five of the seven Unit 5 early education and elementary principals who were invited are participating. (Unit 5 schools were only invited if their schools serve a sizeable population of students living in Bloomington; about half of the Unit 5 schools serve only students living in Normal).
- Back-to-school commercials which reminded people to get their free library cards; these aired on WBNQ, WJBC, and B104.
- Promotional materials for the Library's computer classes at Lawrence Irvin Neighborhood Center (These classes are provided by our librarians for the parents of members of the Boys and Girls Club).
- A handout to promote that Library cards are free with easy instruction explaining what's needed to obtain a card.
- A Banned Books bingo board for a table display in Adult Services
- The September program calendar
- Promotional materials for the Library's October Minecraft Mania program
- Promotional materials the Library's Teen Advisory Board
- Promotional materials for the Library's Second Wednesday Movie Series
- Promotional materials for Teen Read Week and the Book Spine Poetry contest (also for teens)
- signage for nine late-August and September book displays
- promotional materials for the Library's Computer 101 Classes being held at the Library
- promotional materials for the Library's Talk Like a Pirate Day programs
- promotional materials for the Library's Craft Circle organizational program
- promotional materials for the Library's Tales for Tails programs

- promotional materials for the Library's Kiddie Drive-In programs
- promotional materials for the Library's Homecoming Hairstyles program
- promotional materials for the Library's Small Business Series (presented with SCORE)
- promotional materials for the Library's adult DIY Series
- materials for the teens' month-long Banned Book Bingo game
- an ad to run in the Community Players playbill for its run of "Noises Off"
- an ad to run in the History Museum's playbill for the upcoming Cemetery Walk
- five ads that ran in The Pantagraph (One ad runs each Sunday at a severely reduced rate).
- new signage to explain changes to computer usage rules
- signage (print and digital) announcing Labor Day closures
- all digital art for the website rotation bar
- book club flyers for the Fiction, Mystery, Books on Tap, and Science Fiction clubs
- displays for the glass cases in the Library's lobby

Ongoing Promotion:

- The Library purchased a 12-month advertising package with WMBD/CiProud/Fox 43 via their "Excellence in Education" promotion. This began airing in March 2015.
- Weekly ads run in the Sunday edition of the The Pantagraph at a severely reduced rate.
- The Library runs an ad in each Community Players playbill.
- Library programs continue to appear on the Library's website and on the plasma television in the Library's lobby.
- Programs appear on The Pantagraph's online calendar.
- Non-recurring programs appear in the print edition of The Pantagraph's Daily Calendar.
- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

Out and About

- Marketing and AS met with representatives from the Bloomington Center for the Performing Arts to discuss cross promotion.
- Marketing met with the Editor of News and Views, a free publication aimed at seniors.
- Upon request, BPL's Dora and Curious George costumes were loaned to the organizers of the 5th Annual West Bloomington Block Party.
- The Marketing Department organized a vendor table during the annual First Christian Church Block Party and School Supply Giveaway.
- The Marketing Department organized a vendor table during the annual Back-to-School Backpack Giveaway at the Coliseum.

WebTeam

- Kerrie continues to work to upgrade our analytics package. Once in place, this will allow us to better gauge the number of hits to our blog posts.

- Our “Text This To Me” feature no longer sends a person an item’s location or call number. It is only sending the title and author to a person’s phone. The problem was referred to the Executive Committee for discussion and a decision.
- Discussion ensued about adding Text Reference as a Library service. It was agreed that this is an Executive Committee decision and not a WebTeam decision. Jon said that adding Text Reference is a goal in the FY16 Business Plan.

Social Media

- The Marketing Department continues to promote the Library via Facebook and Twitter.
- During the past month, the Library added 61 Facebook fans (for a total of 3,602).
- We also added 19 Twitter followers (for a total of 1,296).

B Logistics

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

Support Services

- Caprice and Gayle attended Supervisory Training on August 20 covering new policies being put in place by the City. The four policies are Work Place Violence, Bullying, Harassment and Dress Code.
- Caprice attended a Time Management webinar on August 12.
- The Safety Committee did not meet in August. We plan to meet on Tuesday, September 22.
- Suzie Jones and Rob Carroll from the Safety Committee finished updating all the First Aid packs in the building and on the bookmobile and in the van. They also added some first aid packs in locations that previously did not have one.
- Both custodial and security staff assisted with the Summer Reading Party for Teens.
- Once all the summer temps had left for the season, Tom changed the code for the doors leading into the staff areas.
- Maddy freshened up the paint, and she and Robert shampooed the carpet in the Community Room. Maddy also repaired and painted the NW corner of the dock area.
- Caprice posted the golf course for sale on RAILS.

- We may have lost six small bushes on the east side of the property to Scale. FS recommended we cut them way down, and hope they rally again next season. If not, perhaps we can plant some knockout roses in this area.
- Along with this, the Pin Oak trees on the property have been infected with aphids. Staff from Parks & Rec will be spraying the trees this week.
- Abby and Rick scraped off existing yellow lines and painted new ones both inside and on the approach to the garage to help guide the bookmobile when backing into the garage.
- Abby installed lattice over the opening to the small alcove on the east side of the building so that no one gets in this area and camps out.
- Custodial staff have been working on re-lamping the WCW Reading Room and the Childrens Services area.
- Weber Electric replaced ballasts in various fixtures and installed an on/off switch for the security gates at the entrance.
- Caprice met with the Tim from Blind Man to get a quote for adding blinds in the Community Room, Allison's office and UV shades on some west windows in AS.
- We have renewed our maintenance contract with Kone Elevator for another year.
- Alpha Controls had to make a number of repairs to the second stage cooling on the RTU.

Technical Services

- 8/3/15- Allison led the Books on Tap book club at Lucca Grill. The book was Extra Indians by Eric Gansworth and 8 people attended.
- 8/10/15 – The selectors met with Curt Leppart, our Baker & Taylor representative to discuss the changes to B&T's interface. The new site is called TS360. He showed us a few tips and tricks and we gave him suggestions for how the site could be more user friendly.
- 8/25/15 – Allison met one final time with the Summer Reading Committee to review how the summer went, what we could do better next year, and pass the torch to Laura Golaszewski for next year.
- 8/10/15 – We celebrated Robbin's 25th anniversary with the library.
- 8/31/15 – We celebrated Margaret's 15th anniversary with the library.
- 8/13/15 – Allison trained AS desk staff on how to fix common RFID tagging problems using the new pads.
- 8/18/15 – TS attended the mini-morning session on Interlibrary Loan.
- 8/19/15 – Allison met with Gayle to discuss the possibility and options of a temporary worker while Allison and Theresa are on maternity leave.
- 8/27/15 & 8/28/15 – Allison completed meetings and written performance reviews for all TS staff for the year.
- Training hours – 4

- Over 17,000 DVDs, CDs, and video games were newly RFID tagged in the month of August and more than 260 hours were spent doing so (to bring us to a grand total of over 42,000 items tagged.)

Technical Services & TS Volunteers - 80

Circulation - 74

Children's Services - 70

AS - 32

Admin – 2

IT - 2

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	553	551
Adult Nonfiction	187	423
Juvenile Fiction	869	650
Juvenile Nonfiction	143	34
Adult CDs	145	18
Juvenile CDs	3	2
Adult DVDs	241	11
Juvenile DVDs	326	16
Adult Audio	50	65
Juvenile Audio	8	33
Adult Computer Games	1	23
Juvenile Computer Games	0	1
Total Adds/Withdraws	2526	1827

Total Items in Main	298247
Total Items in OTR	11830
Total Items in Library	310077

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

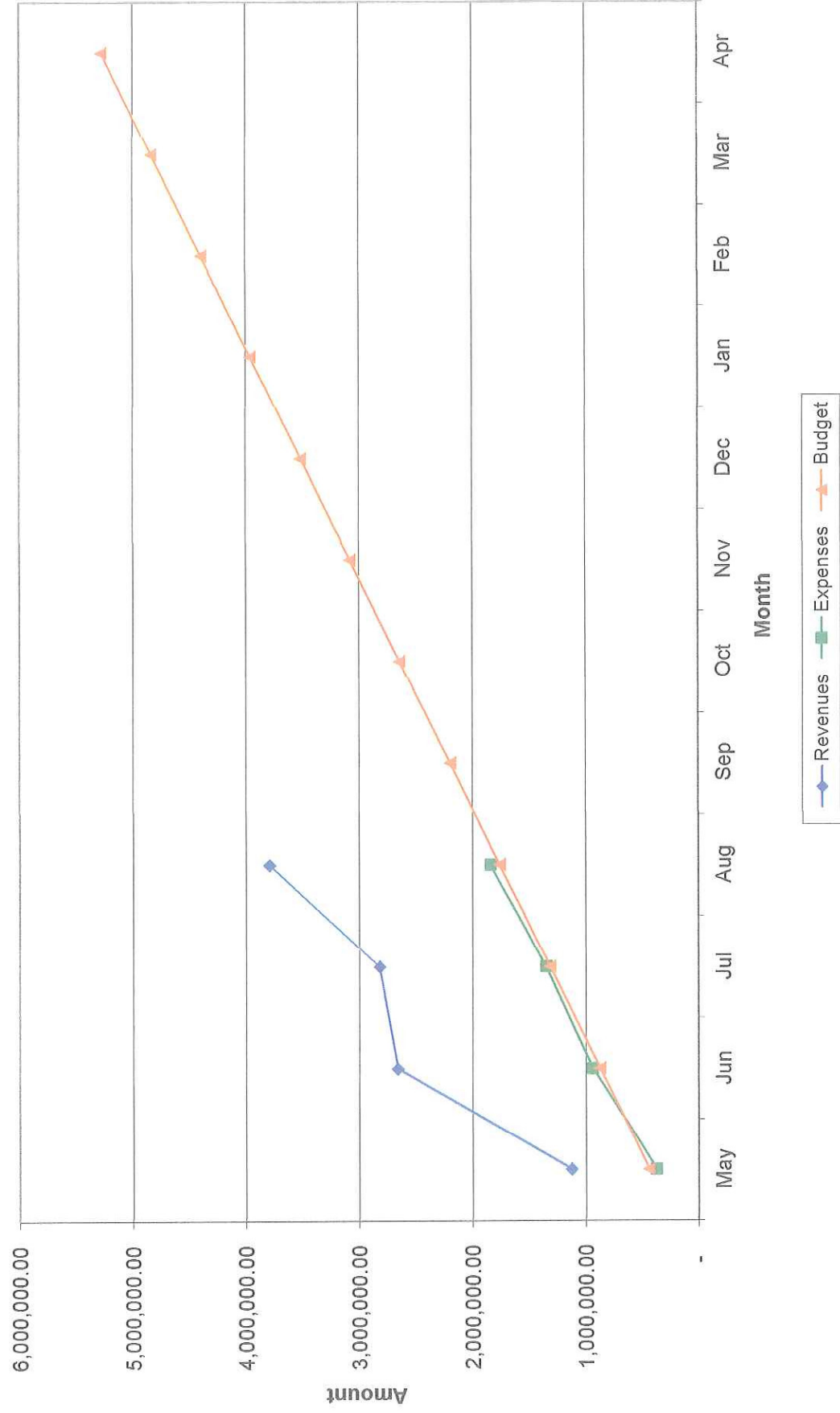
REVENUES:

ACCT NAME	BUDGET	AUGUST 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	958,512.23	3,302,604.15	(1,244,105.85)	72.6
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	0.00	197,015.78	(172,984.22)	53.2
Fees & Rentals	80,000	7,574.18	29,214.80	(50,785.20)	36.5
Copies	3,800	317.50	1,121.95	(2,678.05)	29.5
Interest on Investments	1,000	254.03	676.79	(323.21)	67.7
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	0.00	23,154.72	3,154.72	115.8
Other Grants	0	0.00	450.00	450.00	-----
Cash Over/Short	0	1.16	(29.88)	(29.88)	-----
Other	30,000	2,976.67	13,519.64	(16,480.36)	45.1
Total Revenues	5,277,910	969,635.77	3,793,890.45	(1,484,019.55)	71.9

ACCT NAME	BUDGET	AUGUST 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	233,553.21	680,225.93	(1,335,007.07)	33.8
Part-Time Salaries	453,600	28,175.87	123,288.71	(330,311.29)	27.2
Seasonal Salaries	35,586	8,326.36	33,585.79	(2,000.21)	94.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	270,055.44	837,100.43	(1,668,418.57)	33.4
Dental Insurance	11,273	807.72	3,198.82	(8,074.18)	28.4
Vision Insurance	2,894	199.62	796.98	(2,097.02)	27.5
Health Insurance, BC/BS PPO	210,104	19,796.84	76,824.24	(133,279.76)	36.6
Health Insurance, OSF HMO	118,062	6,916.60	27,666.40	(90,395.60)	23.4
Life Insurance	3,097	240.49	966.49	(2,130.51)	31.2
IMRF	299,867	20,939.25	84,863.57	(215,003.43)	28.3
FICA	162,368	11,277.32	44,280.28	(118,087.72)	27.3
Medicare	36,315	2,637.45	10,355.99	(25,959.01)	28.5
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	0.00	0.00	(600.00)	0.0
Tuition Reimb	30,000	14,628.00	24,804.00	(5,196.00)	82.7
Other Benefits	0	0.00	921.74	921.74	-----
Total Benefits	912,255	77,443.29	274,678.51	(637,576.49)	30.1
Rentals	22,000	1,635.02	5,848.94	(16,151.06)	26.6
Total Rentals	22,000	1,635.02	5,848.94	(16,151.06)	26.6
Building Mtnc	135,000	3,074.42	15,132.12	(119,867.88)	11.2
Vehicle Mtnc	5,000	1,276.49	2,106.60	(2,893.40)	42.1
Office & Computer Mtnc	165,000	2,881.54	93,696.53	(71,303.47)	56.8
Other Mtnc	25,000	71.00	71.00	(24,929.00)	0.3
Total Repair/Mtnc	330,000	7,303.45	111,006.25	(218,993.75)	33.6

ACCT NAME	BUDGET	AUGUST 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	108.92	6,861.65	(12,138.35)	36.1
Printing/Binding	19,000	804.20	2,231.85	(16,768.15)	11.7
Travel	6,000	0.00	3,038.67	(2,961.33)	50.6
Membership Dues	5,000	0.00	1,404.00	(3,596.00)	28.1
Professional Development	8,000	573.00	508.01	(7,491.99)	6.4
Other Purchased Services	100,000	3,800.68	19,108.89	(80,891.11)	19.1
Property Insurance	23,000	0.00	0.00	(23,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Total Purchased Services	190,000	5,286.80	33,153.07	(156,846.93)	17.4
Office Supplies	20,000	41.08	6,505.50	(13,494.50)	32.5
Computer Supplies	85,000	267.00	9,341.44	(75,658.56)	11.0
Copier Supplies	3,300	293.62	1,243.60	(2,056.40)	37.7
Postage	12,000	(1.97)	3,051.25	(8,948.75)	25.4
Library Supplies	72,000	25,038.53	42,822.60	(29,177.40)	59.5
Janitorial Supplies	16,000	529.39	3,353.81	(12,646.19)	21.0
Gas & Diesel Fuel	8,000	685.21	1,458.77	(6,541.23)	18.2
Building Mtnc & Repair Supplies	10,000	275.18	3,842.20	(6,157.80)	38.4
Total Supplies	226,300	27,128.04	71,619.17	(154,680.83)	31.6
Natural Gas	35,000	1,207.50	5,424.58	(29,575.42)	15.5
Electricity	95,000	9,217.56	34,787.30	(60,212.70)	36.6
Water	8,500	1,703.89	3,262.63	(5,237.37)	38.4
Telecommunications	26,000	2,473.06	11,467.47	(14,532.53)	44.1
Total Utilities	164,500	14,602.01	54,941.98	(109,558.02)	33.4
Professional Collection	7,000	0.00	115.02	(6,884.98)	1.6
Total Prof Collection	7,000	0.00	115.02	(6,884.98)	1.6
Periodicals	35,000	756.27	19,822.97	(15,177.03)	56.6
Adult Books	170,000	12,170.99	46,417.75	(123,582.25)	27.3
Children's Books	125,000	9,900.86	32,651.65	(92,348.35)	26.1
A/V Materials	168,000	10,508.46	45,022.51	(122,977.49)	26.8
Public Access Software	140,000	44,790.00	97,961.46	(42,038.54)	70.0
Ebooks	70,000	4,900.00	14,700.00	(55,300.00)	21.0
Total Materials	708,000	83,026.58	256,576.34	(451,423.66)	36.2
Employee Relations	6,000	42.69	606.42	(5,393.58)	10.1
Miscellaneous Expenses	13,000	951.96	1,924.70	(11,075.30)	14.8
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	0.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	994.65	195,867.12	(16,468.88)	92.2
Total Expenses	5,277,910	487,475.28	1,840,906.83	(3,437,003.17)	34.9

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2015

Property Tax (72.6%): The Library has received four distributions.

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

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

GPPLD (53.2%): The Library has received three distributions from Golden Prairie.

Interest on Investments (67.7%): The Library adjusted the budgeted amount. It appears as though Interest revenue is on the increase.

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

Donations (115.8%): The Library received its annual amount for the Summer Reading Program in July.

Other (45.1%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.

Part-Time Salaries (27.2%): This is under-spent due to some staff vacancies and to staff not working 100% of their budgeted hours.

Seasonal Salaries (94.4%): This is over-spent because most of the spending from this line item occurs during the summer when the Library hires several seasonal staff to help during the Summer Reading Program.

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

Vision Insurance (27.5%): This is under-spent because fewer staff chose to sign up for vision insurance.

Health Insurance, OSF HMO (23.4%): This is under-spent because fewer staff chose this option for health insurance coverage.

FICA (27.3%): This is under-spent because of the under-spending in Part-Time Salaries.

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

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

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

Rentals (26.6%): Charges have been minimal.

Building Maintenance (11.2%): Charges have been minimal.

Vehicle Maintenance (42.1%): Charges have been minimal.

Office/Equipment Maintenance (56.8%): This line item is over-spent due to payments for annual service of equipment maintenance.

Other Property Maintenance (0.3%): Charges have been minimal.

Printing/Binding (11.7%): Charges have been minimal.

Travel (50.6%): This is over-spent due to the costs associated with attendance at the American Library Association Conference.
Membership Dues (28.1%): Charges have been minimal.
Professional Development (6.4%): Charges have been minimal.
Other Purchased Services (19.1%): Charges have been minimal.
Property Insurance (0.0%): Nothing has been paid from this line item yet.
Vehicle Insurance (0.0%): Nothing has been paid from this line item yet.
Other Insurance (0.0%): Nothing has been paid from this line item yet.
Computer Supplies (11.0%): Charges have been minimal.
Postage (25.4%): Charges have been minimal.
Library Supplies (59.5%): This is over-spent due to a large order for RFID tags.
Janitorial Supplies (21.0%): Charges have been minimal.
Gas & Diesel Fuel (18.2%): Charges have been minimal.
Building Maintenance Supplies (38.4%): This is over-spent due to a large purchase of fluorescent light bulbs.
Natural Gas (15.5%): Charges have been minimal.
Water (38.4%): This reflects the fact that more water is used during the summer months to water the Library's lawn.
Telecommunications (44.1%): This is over-spent because CIRBN requires payment one month in advance.
Professional Collection (1.6%): Charges have been minimal.
Periodicals (56.6%): This is over-spent due to payment of the annual subscription service.
Adult Books (27.3%): Charges have been minimal.
Children's Books (26.1%): Charges have been minimal.
A/V Materials (26.8%): Charges have been minimal.
Public Access Software (70.0%): This is over-spent due to payment of annual fees for various electronic data-bases.
Ebooks (21.0%): Charges have been minimal.
Employee Relations (10.1%): Charges have been minimal.
Miscellaneous Expenses (14.8%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer to City was made in June.
Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 22,245.00
Anonymous:	839.70
Fountain Receipts:	5.02
McLean Co Retired Teachers Assoc:	35.00
Miscellaneous Donations:	30.00
Total Donations:	\$ 23,154.72

The Other Revenue line item breaks out as follows:

Print Station:	\$ 3,774.50
Book Shoppe:	5,757.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	85.50
Sale of Sling Backpacks:	116.00
Sale of Earbuds:	226.50
Sale of Flashdrives:	58.50
Hot Beverage Station:	325.00
Test Proctoring:	590.00
Meeting Room Fees:	45.00
Book Pick-Up:	706.70
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	369.94
Total Other Revenue:	\$13,519.64

During August, 9 batches containing 108 invoices were processed, totaling \$108,389.35 and 167 credit card charges were made totaling \$33,219.57.

Library Fund Balance Information, 8/31/15:

Operating:	\$ 3,857,973.99
Capital:	\$ 2,128,674.40
Fixed Assets:	\$ 822,951.24

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 15, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,439.11
Ameren IP	Electricity	9,217.56
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Library Supplies	14,624.00
Brainfuse, Inc.	Public Access Software	4,000.00
CDW Government	Computer Supplies	533.95
Cengage Learning	Adult Books	1,482.90
Center Point Large Print	Adult Books	469.14
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	11,277.32
City of Bloomington	Gas & Diesel Fuel	685.21
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,939.25
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	2,637.45
City of Bloomington	Payroll	270,055.44
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,703.89
Comcast	Telecommunications	102.85
Demco	Library Supplies	1,420.19
Flora Public Library	Miscellaneous Expenses	21.99
Frontier	Telecommunications	1,366.66
Grayslake Area Public Library District	Miscellaneous Expenses	14.95
Leary, Donna	Travel	15.00
MicroMarketing, LLC	A/V Materials	320.96
Midwest Tape	A/V Materials	1,726.89
Miller Janitorial Supply	Janitorial Supplies	160.91
Mount Pisgah Baptist Church	Advertising	75.00
Multicultural Books & Videos	A/V Materials	293.66
NAACP Bloomington/Normal Branch	Advertising	50.00
NICOR/Northern Illinois Gas	Natural Gas	1,207.50
OfficeMax	Computer Supplies	328.70
OfficeMax	Copier Supplies	182.46
OfficeMax	Miscellaneous Expenses	82.92
OfficeMax	Office Supplies	40.75
OfficeMax	Other Purchased Services	48.50
OverDrive	Ebooks	9,800.00

Peek-A-Book, LLC
 Penguin Random House, LLC
 Penworthy
 ProQuest, LLC
 Rainbow Book Co.
 Reaching Across Illinois Library System
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Stumpf, Gerald (ID Cards Unlimited)
 Swank Motion Pictures (Movie Licensing USA)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 University of Illinois
 Weber Electric, Inc.
 Weber Electric, Inc.
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Demco
 VISA - Dollar Tree
 VISA - Eli Research
 VISA - Engraving Express
 VISA - EnvisionWare
 VISA - F & W Competitions
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Huck's Food & Fuel
 VISA - Hy-Vee
 VISA - Ingram
 VISA - Kirby Risk Electrical Supplies
 VISA - Lee Enterprises
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - Menards
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading Co
 VISA - Oriental Trading Co
 VISA - Party City
 VISA - Paypal*Ebay Marketplace
 VISA - Sprint
 VISA - Staples
 VISA - Staples
 VISA - Thrasher Magazine
 VISA - Toys R Us
 VISA - Verizon Wireless

Public Access Software	1,195.00
A/V Materials	234.00
Children's Books	1,244.29
Public Access Software	39,595.00
Children's Books	944.12
Professional Collection	22.50
Rentals	1,481.79
Printing/Binding	137.50
Library Supplies	6,160.38
Other Purchased Services	775.00
Building Maintenance	87.03
Other Property Mtn	64.73
Tuition Reimbursement	14,628.00
Building Maintenance	3,109.60
Vehicle Maintenance	140.54
Computer Supplies	116.90
A/V Materials	348.93
Adult Books	46.35
A/V Materials	7,161.47
Adult Books	10,305.65
Juvenile Books	8,517.63
Library Supplies	34.94
Other Purchased Services	8.00
Professional Development	577.00
Other Purchased Services	24.00
Office/Equipment Mtn	2,298.40
Other Purchased Services	45.00
Advertising	20.76
Miscellaneous Expenses	35.00
A/V Materials	534.87
Library Supplies	25.93
Other Purchased Services	21.93
Other Purchased Services	8.78
Miscellaneous Expenses	74.99
Adult Books	169.85
Building Mtn Supplies	297.66
Periodicals	738.32
Building Mtn Supplies	(41.47)
Janitorial Supplies	(33.20)
Other Purchased Services	192.00
Building Mtn Supplies	18.99
Copier Supplies	89.55
Employee Relations	62.14
Library Supplies	79.53
Office Supplies	9.29
Library Supplies	179.70
Other Purchased Services	206.44
Library Supplies	10.74
Miscellaneous Expenses	11.28
Telecommunications	406.23
Copier Supplies	21.61
Office Supplies	31.79
Periodicals	17.95
Library Supplies	67.93
Telecommunications	122.85

VISA - Wal-Mart	Employee Relations	42.69
VISA - Wal-Mart	Janitorial Supplies	5.88
VISA - Wal-Mart	Library Supplies	64.69
VISA - Wal-Mart	Miscellaneous Expenses	26.32
VISA - Wal-Mart	Other Purchased Services	214.28
Total		487,825.76

**Bloomington Public Library
Monthly Statistics - August 2015**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	56,481	226,243	58,705	236,462
Teens	4,139	17,083	3,556	14,691
Children	47,410	214,483	49,390	218,564
OTR Adults	2,444	10,085	2,420	9,607
OTR Teens	164	730	219	776
OTR Children	4,621	16,906	3,512	16,243
e-Books - Freading	24	153	76	184
e-Books - Overdrive	5,199	15,844	4,236	16,632
Freegal downloads	549	2,052	646	2,621
Zinio Magazines	924	2,023	447	1,734
TOTALS				
Adults	58,925	236,328	61,125	246,069
Teens	4,303	17,813	3,775	15,467
Children	52,031	231,389	52,902	234,807
Digital Downloads	6,727	20,072	5,405	21,171
COMBINED TOTAL	121,986	505,602	123,207	517,514
ITEMS IN THE COLLECTION				
Main	298,247	298,247	292,199	292,199
OTR	11,830	11,830	12,474	12,474
TOTAL	310,077	310,077	304,673	304,673
HOLDS FILLED	7,709	31,128	8,148	32,638
CARDHOLDERS				
Added	458	2,159	457	2,101
TOTAL NUMBER				
Adults	25,644	25,644	27,792	27,792
Teens	2,149	2,149	2,392	2,392
Children	5,903	5,903	6,607	6,607
Combined Total of Active Cards	33,696	33,696	36,791	36,791
REFERENCE QUESTIONS				
Adults	2556	10,080	2533	10,827
Teens	131	832	119	436
Children	643	4,008	1,925	5,234
OTR	122	499	110	383
Circulation	695	2,928	918	3,308
	4,147		5,605	
PROGRAMS				
Story Times	2	36	2	39
Adult	14	66	10	46
Teens	5	23	5	28
Juvenile	3	30	4	26
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	35	1,982	39	1,964

**Bloomington Public Library
Monthly Statistics - August 2015**

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	126	1,131	128	683
Teen Programs	59	295	61	356
Juvenile Programs	327	2,637	458	2,362
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		0	4,704	4,704
Completed		0	2,759	2,759
TEENS				
Registered		0	811	811
Completed		0	402	402
ADULTS				
Registered		0	2,300	2,300
Completed		0	1,109	1,109
TOTAL				
Registered		0	7,815	7,815
Completed		0	4,270	4,270
COMPUTER USE				
Public computer uses	5,097	19,377	3,684	16,362
Website database/catalog hits	26,221	134,704	15,880	66,118
Online Resource (Database) uses	5,362	22,221	3,212	13,806
TOTAL		176,302	22,776	96,286
INTERLIBRARY LOAN				
Borrowing Requests Received	579	2,111	441	1,270
Outgoing Loans (Lending)	271	1,085	275	779
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	48	3	59
Outside the library (events)	3	40	3	38
Number of people	622	10,155	400	8,910
VOLUNTEER HOURS	276	809	92	363
MEETING ROOM USAGE				
Study Room	63	248	62	293
Digital Media Lab	25	98	15	127
Customer Visits (MAIN)	27,049	117,600	27,869	137,586
Customer Visits (OTR)	1,452	5,884	1,328	5,500
COMBINED TOTAL VISITS	28,501	123,484	29,197	143,086
TRAINING HOURS	83	481	98	553

Golden Prairie Public Library District
Board of Trustees Meeting

July 15, 2015

5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
President Lynn Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk (arrived at 5:08 p.m.), Carolyn Dail, Tim Ervin, Lynn Gray, Stephen Peterson, Patti Salch

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Carol Koos (arrived at 5:03 p.m.), Jodi Sherman, Johanna Sneed
- III. Introductions & Public Comment
President Lynn Gray introduced Jodi Sherman who was invited to spectate the meeting due to her interest in joining the Board.
- IV. President's Report
President Lynn Gray stated that she will be attending the Bloomington Board meeting next week.
- V. Approval of Minutes
A. June 17, 2015
STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 17, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. Staff Reports
A. Director's Report
Director Georgia Bouda distributed a copy of a photo published on the front page of the Pantagraph which featured BPL's Curious George costume.
Director Bouda informed the Board that there will be a Lincoln Festival program sponsored by GPPLD this weekend. There will be many other programs for the festival as this is the 150th anniversary of Abraham Lincoln's Assassination.
An inquiry was made about the topics brought forth during last month's BPL Board meeting. The Board was informed that Farnsworth was hired to complete the site analysis for the expansion and a contract is being negotiated. Carol Koos mentioned that Bookmobile stops are being evaluated by the Board and a task force may be

appointed to investigate the issue further. Carolyn Dail suggested that it may be beneficial to have a member of the Golden Prairie Board involved as the Bookmobile serves much of the Golden Prairie population.

B. Outreach Report

Laura Golaszewski reported that there will be a special Bookmobile stop at Meatheads next Friday. There is a banner at the location to promote the Bookmobile.

Laura shared that there are several parties interested in purchasing the old Bookmobile.

C. Fiscal Report

Kathy Jeakins informed the Board that the fiscal report reflects the total amount for FY15 which ended June 30, and the audit will be scheduled soon.

Kathy shared the budget that she received from Phil Lenzini. She requested that the Board reviews the recommended changes that she has made to a few line items. The Board agreed to accept the recommendations. The budget will be finalized and approved by the Board during the August 26 meeting.

Kathy informed the Board that a notice of the public hearing for next month's meeting will be in the Pantagraph no later than the 24th.

Lastly, Kathy received notice from U.S. Bank regarding changes to the Illinois Funds services in February. As per the Illinois Funds, money market accounts will be limited to investments only, whereas the Board currently uses it for check writing and wire transfers. Kathy will need to explore local bank options and the fees associated with these services and report back to the Board.

1. Approve June Financial Report

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

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Discuss Finding New Trustee to Fill Unexpired Term

The Board entertained questions from potential new Trustee Jodi Sherman. Kathy Jeakins informed Jodi Sherman that if she were appointed to the Board and in two years would like to continue as a Board member, she will need to run for election in April 2017.

VIII. New Business

A. Finalize 25th Anniversary Reception Plans

Patti Salch presented the final drawing of the plaque that will be machined by G3 Machining. She also presented the completed reception invitations that will be sent around August 15, 2015.

- B. Approve Cost for Insertion of the Fall Program Guide in the Pantagraph
A question was posed about whether the program guides are available to residents digitally on the Pantagraph website. Director Bouda will investigate this.

CAROL CAREY-ODEKIRK MOVED, TIM ERVIN SECONDED, TO
APPROVE THE COST OF INSERTING THE 2015 FALL PROGRAM
GUIDE IN THE PANTAGRAPH IN THE AMOUNT OF \$163.46.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

- C. Appoint Committee for Secretary's Audit of FY 2014-2015 Minutes
Patti Salch and Carol Carey-Odekirk volunteered to audit the FY 2014-2015 minutes for the Annual Report.

- D. Approve FY16 Programming Funds

CAROLYN DAIL MOVED, PATTI SALCH SECONDED, TO APPROVE
THE FY16 PROGRAMMING FUNDS IN THE AMOUNT OF \$1,000.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

- E. Review FY16 Per Capita Grant Requirements

The Board reviewed the Per Capita Grant requirements. Director Bouda shared that one of the requirements that she is currently working on is regarding educational programs and training opportunities provided to patrons. Director Bouda has gathered information about all of the programs that have been made available to Golden Prairie residents.

- IX. Adjournment

STEPHEN PETERSON MOVED, CAROLYN DAIL SECONDED, TO
ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

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

Incident Reports

Date	Time	Type
08/1	10:51 AM	AlcoholDrugs
08/1	11:07 AM	Other
08/2	5:01 PM	StolenDamagedLibraryMaterial
08/5	3:06 PM	PoliceAmbulanceCall
08/5	6:32 PM	Other,Door alarm
08/7	3:22 PM	BicycleIncident
08/7	4:21 PM	StolenDamagedLibraryMaterial
08/8	3:53 PM	InappropriateBehavior
08/8	5:07 PM	CustomerComplaint
08/13	9:35 AM	PoliceAmbulanceCall
08/22	2:08 PM	UnattendedChild
08/23	4:27 PM	InappropriateBehavior
08/25	2:47 PM	StolenDamagedLibraryMaterial
08/26	10:32 AM	StolenDamagedLibraryMaterial
08/26	3:23 PM	InappropriateBehavior
08/29	3:42 PM	StolenDamagedLibraryMaterial
08/30	4:35 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
08/8	3:53 PM	InappropriateBehavior,running, pushing, shoving, yelling