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

Agenda

I. Call to Order

II. Roll Call

III. Introductions/Public Comment

IV. Approval of Minutes
   A. July 21, 2015

V. President's Report
   A. Appoint Nominating Committee

VI. Director's Report

VII. Fiscal Report

VIII. Approval of Bills

IX. Committee Reports and Discussion
   A. Budget & Personnel
   B. Planning, Policies & Programs (3 P's)

X. Unfinished Business
   A. Discussion of Bookmobile Routes
   A. Approve Posting of Committee Meeting Minutes on Website
   B. Approve Elimination of Attachments to Minutes

XI. New Business
   A. Approve Contract with Farnsworth Group for Needs Assessment, Programming, Site Analysis and Conceptual Design
   B. Executive Session to Discuss A Personnel Matter

XII. Comments from Board Members

XIII. Adjournment

Posted: 8/14/15 10:45 a.m.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. ***Robert's Rules*** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of ***Robert's Rules***, used by most organizations:

1. ***Motion:*** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. ***Postpone Indefinitely:*** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. ***Amend:*** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. ***Commit:*** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. ***Question:*** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. ***Table:*** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. ***Adjourn:*** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using ***Robert's Rules*** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in ***Robert's Rules***.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.
Address the Chair by the proper title.
Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . . "

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

Must be germane to the main motion

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . . "

PRIMARY AMENDMENT

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

Must be germane to the primary amendment

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . . "

SECONDARY AMENDMENT
(not amendable)

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 21, 2015

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 5:15 p.m.

II. Roll Call

MEMBERS PRESENT:	Brittany Cornell, Van Miller, Susan O'Rourke, Robert Porter, Whitney Thomas, Carol Koos
MEMBERS ABSENT:	Emily Kelahan, Mike Raikes, Julian Westerhout
OTHERS PRESENT:	Mark Anderson(BACC), Georgia Bouda, Michelle Cope, Justin DeFields(BACC), Chad Frankeberger (Farnsworth), Laura Golaszewski, David Hales (City Manager), Kathy Jeakins, Patricia Marton, Rhonda Massie, Maria Nagle(Pantagraph), Caprice Prochnow, Joe Ragusa (WJBC), Allison Schmid, Carol Torrens, Melissa Waltrip

III. Introductions/Public Comment
President Koos and Director Bouda introduced the guests present.

IV. Approval of Minutes
A. June 23, 2015
BRITTANY CORNELL MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 23, 2015 MEETING WITH EMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
A. Introduce Mark Anderson, Bloomington Area Career Center
President Koos introduced Mark Anderson and his student, Justin DeFields from the District 87 Bloomington Area Career Center. Mark is an instructor at Bloomington High School and teaches Civil Engineering and Architecture. President Koos shared that Mark Anderson has approached the Library about his students working in conjunction with Farnsworth on coming up with some designs for developing the area south of the Library. While it will be their objective to create a design, the Library is not obliged to use it, but we do get the advantage of actually seeing the design, and this will help us envision what a finished product may look like. Farnsworth is willing to work with this class, and in doing so there is no extra expense for the Library, and it is good experience for the students.

Mark Anderson thanked the Library Board and he hopes his class can provide some worthwhile concepts for the Library and that the Library can benefit from a perspective of a teen that may use the Library.
Justin DeFields introduced himself as a Junior Architect student at Nebraska University and past student of Mark Anderson's. He showed a model of a new, redesigned library for Normal that he created in this class.

President Koos stated that she has received a letter from Director Bouda and the staff of the Library that they have requested be read to the Board. President Koos stated that the Board needs to remember that each of them was appointed to serve as members of the Board of Trustees and to work together. They are not independent agents of the Board of Trustees. It is important to keep in mind the many duties that they have as Board Trustees and to respect the opinions and contributions of other Trustees, as well as staff. A few Trustees felt that the President was asking the Board to not speak to the media. President Koos preferred that once the Board has reached a decision, all trustees should support it publically regardless of their personal feelings.
Brittany Cornell stated that she was sorry that the staff felt that there was an adversarial relationship between them and the Board as this was not the intent. Brittany said she did not feel Emily Kelahan was overly critical of staff during the interview with Charlie Schlenker from WGLT. Brittany respectfully objected to President Koos' request that the trustees not speak to the media unless there is a consensus opinion of the Board.
Regarding the bookmobile routes, President Koos stated there are still issues to be discussed and we should not be hearing on the radio that we are not in agreement on the issue, but rather it should be on the table in front of us.

B. Nominate Trustee to Library Foundation Board
President Koos shared that she has asked Robert Porter to serve on the Foundation Board and he has agreed to serve.

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE NOMINATION OF ROBERT PORTER TO THE LIBRARY FOUNDATION. THE MOTION CARRIED UNANIMOUSLY.

VI. Director's Report
Director Bouda distributed an interesting article from Alternet that was titled, "All Those Techies Who Predicted the Demise of the Public Library Were Wrong". She stated that she thought this was very appropriate to the new study that the library is about to embark on and that libraries are still very relevant and used in our country.

VII. Fiscal Report
Kathy Jeakins stated that another Property Tax Distribution was received in June. Total expenses were at 17.9% at the end of June. At the end of two months, expenses should be at 16.7%. The over-spending is due to the annual payment of many public access software packages being made in May or June, the annual ERI Reimbursement to City, and the annual Fixed Asset Fund Transfer.
She entertained questions.

VIII. Approval of Bills

BRITTANY CORNELL MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BILLS LIST FROM JUNE 2015. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet. Robert Porter shared that he and President Koos met with the Director to discuss her evaluation results for FY15. With a Strategic Planning retreat planned for the near future, he felt it was appropriate to wait so it can be used in the development of the Director's goals. Robert Porter stated that the director evaluation will be sent out to management staff to fill out anonymously and then be returned to him.

Susan O'Rourke stated that she felt some basic goals for the Director should be established sooner rather than waiting for the strategic plan to be accomplished. She shared some of the goals that she had in mind for the Director. There was discussion on this.

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

Brittany Cornell, Vice Chair reviewed the Chair's report.

X. Unfinished Business

A. Discussion of Bookmobile Routes

President Koos reviewed what has transpired with the bookmobile routes and the issues that need to be addressed.

Director Bouda stated that the standard rule of thumb has been that the library does not have bookmobile stops within one mile of a library, but currently the library does not have any bookmobile stops within two miles. There are no stops within the 2 mile mark either because none have been requested or stops have been tried and have failed.

President Koos stated that the areas not served are quite diverse within the 2 miles, such as Country Club Place, Founders Grove, commercial, Miller Park, and far west residents.

Director Bouda shared that she and IT Manager Jon Whited have been talking with the City Engineering staff and we should be able to get population by census tract. With this information, we will be able to determine in what area of the City cardholders reside and will be able to see where the real lack is in relation to the number of cardholders and the population of an area. Director Bouda stated that another idea is to have focus groups with members from churches or other organizations from different areas of the City so that library staff would have the opportunity to find out what their needs are, what kind of services they would like to have, and then let them know the services that we offer.

Whitney Thomas shared some of her experience working at the Boys and Girls Club, which is located next to a low income apartment complex on the west side. She went on to say how difficult it was to get the parents to sign permission slips for the kids to participate in field trips, signing up for library cards, etc. Whitney shared that the last summer she worked there, library staff was present at registration for summer camp and the bookmobile stopped there regularly. She added that of the 100 kids that they had signed up, not many of the parents signed up their kids for library cards, and only about 20 of them actually used the bookmobile.

Director Bouda shared that some organizations would get more use out of having a deposit collection rather than a bookmobile stop.

Michelle Cope, Deposit Coordinator, stated that Bloomington Day Care, Milestones Learning Center, and Western Avenue Community Center are just some of the organizations on the west side that utilize the deposit collection service. She went on to say that staff at Bloomington Day Care shared that some parents were not clear on how to obtain a library card, so Marketing is developing a two-sided card that explains the basics of what is needed to obtain a library card. These will be available at the Market Street Square Shopping Center, which will soon be a new bookmobile stop.

Laura Golaszewski explained that deposits are a collection of books loaned to nursing homes, senior centers, child care facilities and other community agencies throughout Bloomington. There are currently a total of thirteen deposit collection locations. Laura stated that the collection of books is based upon what that site requests and the site facilitates the borrowing and return of items. She added the borrowing of books at a deposit location does not require one to have a library card.

Susan O'Rourke suggested "To maintain Circulation levels, but to serve the entire Bloomington community with regular, safe, and easily accessible bookmobile stops" as a policy.

Susan O'Rourke suggested that perhaps the turnaround for bookmobile stops could be four weeks rather than three weeks, which would allow for a 25% increase in time in the schedule to think about where else the bookmobile should be available in the community.

Carol Torrens stated that the library used to have a four week turnaround for the bookmobile, and people tended to forget as it was too long in between the stops. Then the turnaround was changed to three weeks, and the stops were much more successful.

Susan O'Rourke suggested that rather than two trained library personnel, with one possessing a CDL license and driving the bookmobile, that perhaps school bus drivers could be hired just for the purpose of driving the bookmobile in order to open up the schedule a bit on qualified library personnel in order to add additional stops for the bookmobile. Library staff explained that both parties on the bookmobile need to be qualified library personnel in order to check in/check out books, look up library accounts, make library cards, etc. for those that visit the bookmobile.

Van Miller stated that the Board needs to make sure the Library is serving the community, and he would like to put this in staff's hands to determine the best way to do that. He went on to say, that the bookmobile may not be the right choice for serving certain pockets of the community.

President Koos proposed that if any Trustees have any questions or suggestions on bookmobile practices or ideas for promoting library card signup, please email both her and the Director so that a response or information may be gathered prior to the next Board meeting. She went on to say, that this will allow for a concerted discussion and move this topic along a little better during the meeting.

Van Miller departed the meeting at 7:30 p.m.

XI. New Business

A. Approve Agreement with Farnsworth Group

Director Bouda stated that included in the packet is the Scope of Work that was discussed between her, President Koos and Ed Barry from Farnsworth. She went on to say, that they would like the Board to approve up to the total cost and the scope of work. Director Bouda stated that the contract will be reviewed by Jeff Jurgens, City Attorney. The contract will be presented at the next meeting for approval of the Board.

President Koos stated that if any trustees have any questions or recommendations on the contract with Farnsworth that they should email them to the Director so that she will have them when Legal reviews the contract.

ROBERT PORTER MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE SCOPE OF WORK AS WRITTEN WITH FARNSWORTH GROUP, PENDING FINAL APPROVAL OF THE LEGAL CONTRACT THAT THE CITY WILL REVIEW, OF UP TO $80,500.00, WITH THE UNDERSTANDING THAT THE INFORMATION GATHERED IN ITEMS A., B. AND C. BY FARNSWORTH FOR

THE NEEDS ASSESSMENT WILL BE THE PROPERTY OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: BRITTANY CORNELL, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Consultant and Set Date for Revision of Strategic Plan
Director Bouda shared that she reached out to three possible facilitators for our strategic planning retreat. Deb Halperin is readily available and will do this at no charge, Julie Hile is not available until October and charges $6,000 - $7,000 for a day retreat, and Dena Emser, who was recommended by Susan, charges between $600 - $700 per day.
Director Bouda shared a number of key pieces are already in place and that the plan may just need some updating, so that the development of a new plan should not take many months.
The 5 or 6 goals included in the Anders Dahlgren report need to be reviewed and that these goals are used annually in the Business Plan. Deb Halperin suggested a survey to distribute prior to the retreat to determine what has support and what does not in the document.
Director Bouda shared that so far there is not a Saturday that works for all trustees to attend. She suggested that perhaps two meeting dates a week apart or possibly the two days in September that the Committees meet might work better for everyone. She will send out another Doodle to get some dates lined up.

ROBERT PORTER MOVED, WHITNEY THOMAS SECONDED, TO RETAIN DEB HALPERIN AS THE FACILITATOR FOR THE STRATEGIC PLAN RETREAT. THE MOTION CARRIED.

C. Waive Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of $14,425.00
Director Bouda shared that this is the software used for collection development.

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO WAIVE THE THREE QUOTE REQUIREMENT TO RENEW COLLECTION HQ SERVICE FROM BRIDGEALL LIBRARIES IN THE AMOUNT OF $14,425.00.

AYES: BRITTANY CORNELL, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

D. Waive Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of $21,875.71
Director Bouda shared that OCLC is a very large, nationwide vendor that provides cataloging records, and in the State of Illinois, libraries are required to use OCLC records that go into the World CAT database which covers the entire State of Illinois.

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO WAIVE THE COMPETITIVE BID PROCESS TO RENEW OCLC SERVICE FROM ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF $21, 875.71.

AYES: BRITTANY CORNELL, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO TABLE ITEMS XI.E. AND XI.F. UNTIL THE NEXT BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

E. Approve Posting of Committee Meeting Minutes on Website

F. Approve Elimination of Attachments to Minutes

XII. Comments from Board Members
President Koos stated that she is sorry that the Board is losing Brittany Cornell and that she is wished all the best. She went on to say that Brittany has been a very good Board member and then presented Brittany with an engraved book clock.

XII. Adjournment
BRITTANY CORNELL MOVED, WHITNEY THOMAS SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:51 p.m.

Bloomington Public Library
Books are just the beginning.
Find Use See & Do Participate
205 E. Olive St., PO Box 3308
www.BloomingtonLibrary.org
(309) 828-6091
Bloomington, IL 61702-3308

July 20, 2015

Bloomington Public Library
Board of Trustees
Bloomington, IL 61701

Dear Bloomington Public Library Board of Trustees:

On behalf of the staff and myself, I would like to express our concerns about recent media attention. Our hope is that Board members would be supportive of us in the media rather than critical. In some interviews, we feel we have been characterized as resistant to working with the economically disadvantaged and with minorities. However, we are very committed to reaching out to all members of our community, including the disadvantaged wherever they may reside.

Potential policy changes should be discussed in Board meetings without personal opinions being shared publicly. Personal opinions that do not reflect Board consensus confuse both the public and the staff.

Our fear is that there has been a failure between the Library staff and the Board to establish a clear understanding of the situation. We feel that our relationship with the Board is becoming adversarial when it should be united. We welcome change and are continually looking for new ways to improve our services. We would like to work toward a more supportive and open relationship in which we are able to discuss these issues in a more positive manner, resulting in a clear direction for the Library.

Sincerely,
Georgia Bouda
Georgia Bouda
Director

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 21, 2015

____
Signature, BPL Trustee

Vendor	Line Item	Amount
Addison Public Library	Miscellaneous Expenses	25.95
Alpha Controls & Services, LLC	Building Maintenance	145.00
American Pest Control	Building Maintenance	190.00
Bloomington-Normal Sunrise Rotary	Membership Dues	300.00
Bound to Stay Bound Books	Children's Books	185.79
CB Bloomington Operations (East Street Hardware)	Building Mtnc Supplies	113.67
CDW Government	Computer Supplies	431.23
Cengage Learning	Adult Books	1,628.23
Center Point Large Print	Adult Books	469.14
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.20
City of Bloomington	ERI Reimbursement	36,732.00
City of Bloomington	FICA	11,786.40
City of Bloomington	Fixed Asset Fund Transfer	156,604.00
City of Bloomington	Gas/Fuel	424.18
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,161.56
City of Bloomington	IMRF	21,806.20
City of Bloomington	Life Insurance	240.49
City of Bloomington	Medicare	2,656.51
City of Bloomington	Payroll	201,840.57
City of Bloomington	Vehicle Maintenance	356.46
City of Bloomington	Vision Insurance	201.30
City of Bloomington	Water	838.74
Comcast	Telecommunications	102.85
Cumulus Broadcasting	Advertising	1,192.02
Custom Digital Imaging	Printing/Binding	804.20
Demco	Library Supplies	800.30
Ebsco Industries	Periodicals	41.15
Findaway World, LLC	A/V Materials	606.92
Frontier	Telecommunications	1,417.65
Genealogical.com	Adult Books	24.90
Gold Medal-Central Illinois, LLC	Library Supplies	189.09
Henricksen & Company	Office Supplies	162.01
Hill, Mike, Inc. (Maguire's Pub)	Other Purchased Services	500.00
Imaging Office Systems, Inc.	Office/Equipment Mtnc	1,390.00
Innovation Experts	Public Access Software	10,786.00
Johnson Controls	Building Maintenance	244.57
Kelly's Bakery & Café	Other Purchased Services	560.00

Kenton County Public Library	Miscellaneous Expenses	20.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	259.32
Leary, Donna	Travel	24.04
Library Ideas	A/V Materials	8,803.50
Limelight Communications, Inc.	Advertising	200.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	153.47
Midwest Tape	A/V Materials	1,724.05
Miller Janitorial Supply	Janitorial Supplies	1,154.51
Moody Bible Institute	Miscellaneous Expenses	6.89
Naffziger, Dale (Growing Grounds)	Building Mtnc Supplies	47.97
OfficeMax	Computer Supplies	539.78
OfficeMax	Copier Supplies	343.40
OfficeMax	Office Supplies	460.44
Pantagraph	Advertising	600.00
Penguin Random House, LLC	A/V Materials	131.25
Penworthy Co.	Juvenile Books	758.91
Rainbow Book Co.	Children's Books	2,837.95
Recorded Books, Inc.	A/V Materials	530.87
Research Technology International	Library Supplies	264.65
Resource One	Office Supplies	3,855.07
Rice, Danny	Travel	6.90
Ricoh, USA, Inc.	Rentals	1,645.75
Ron Smith Printing Co.	Printing/Binding	180.00
Ruyle Mechanical Services, Inc.	Building Maintenance	860.78
Select Screen Prints & Embroidery, Inc.	Other Purchased Services	52.00
Taylor, Pamela (SeaStar Aquascapes)	Other Purchased Services	148.00
Unique Management Services, Inc.	Other Purchased Services	447.50
University of Illinois	Tuition Reimbursement	10,176.00
Vernon Library Supplies, Inc.	Library Supplies	672.35
Weber Electric, Inc.	Building Maintenance	1,909.86
Westminster Village	Fees & Rentals	20.00
VISA - 1000 Bulbs.com	Building Mtnc Supplies	315.47
VISA - Abe Books	Adult Books	24.75
VISA - Advance Auto Parts	Vehicle Maintenance	39.48
VISA - Alibris Books	Adult Books	78.99
VISA - Amazon Marketplace	A/V Materials	144.08
VISA - Amazon.com	A/V Materials	670.85
VISA - Amazon.com	Professional Collection	69.98
VISA - American Airlines	Travel	25.00
VISA - Baker & Taylor Books	A/V Materials	6,248.51
VISA - Baker & Taylor Books	Adult Books	10,401.50
VISA - Baker & Taylor Books	Juvenile Books	7,110.25
VISA - Baker & Taylor Books	Other Purchased Services	18.89
VISA - Baker & Taylor Books	Professional Collection	45.04
VISA - Care Pack Sales	Computer Supplies	705.99
VISA - Discount Safety Gear	Janitorial Supplies	(4.70)
VISA - Dollar Tree	Building Mtnc Supplies	10.00
VISA - Dollar Tree	Other Purchased Services	6.00
VISA - Facebook	Advertising	128.68
VISA - Five Star Water	Miscellaneous Expenses	48.10
VISA - GameStop	A/V Materials	758.71
VISA - Gingerbread House	Library Supplies	75.95
VISA - Growing Grounds	Building Mtnc Supplies	101.91
VISA - Hobby Lobby	Library Supplies	18.97
VISA - Hobby Lobby	Other Purchased Services	56.87

VISA - Illinois Library Association	Membership Dues	75.00
VISA - Ingram	Adult Books	142.72
VISA - Jason's Deli	Miscellaneous Expenses	118.88
VISA - JoAnn Fabrics	Other Purchased Services	29.12
VISA - JoAnn.com	Other Purchased Services	32.86
VISA - Lamar Media 3	Advertising	931.00
VISA - Lowe's	Building Mtnc Supplies	516.03
VISA - Lowe's	Other Purchased Services	18.37
VISA - Lowe's	Vehicle Maintenance	39.09
VISA - Menards	Building Mtnc Supplies	59.76
VISA - Office Depot/OfficeMax	Copier Supplies	65.46
VISA - Office Depot/OfficeMax	Office Supplies	81.72
VISA - Oriental Trading Co	Other Purchased Services	290.37
VISA - Paypal*Ebay Marketing	Library Supplies	139.00
VISA - Paypal*Ebay Marketing	Other Purchased Services	81.80
VISA - Portillo's Dogs	Travel	20.20
VISA - Rockford Map Publishers	Adult Books	78.95
VISA - Sprint	Telecommunications	405.88
VISA - Subway	Travel	10.57
VISA - Timothy Kent Gallery	Other Purchased Services	576.00
VISA - Twitter	Advertising	48.52
VISA - UPS	Postage	8.95
VISA - USPS.com	Postage	10.89
VISA - Wal-Mart	Library Supplies	54.67
VISA - Wal-Mart	Miscellaneous Expenses	11.94
VISA - Wal-Mart	Office Supplies	21.92
VISA - Wal-Mart	Other Purchased Services	418.39
VISA - West Music Catalog	Library Supplies	68.87
VISA - Yoast	Computer Supplies	89.89
Total		553,484.51

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND

AUTHORIZING PAYMENT FOR COLLECTION HQ SERVICE

TO BRIDGEALL LIBRARIES LIMITED

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 CollectionHQ Service to Bridgeall Libraries Limited in the amount of $14,425.00
2. That the CollectionHQ software offers a proven methodology for collection performance improvement
3. That the CollectionHQ software works with the Library's current ILS (SIRSI) to base purchasing decisions on circulation data
4. That Bridgeall Libraries Limited was purchased by Baker & Taylor; and Collection HQ Service works with Baker & Taylor's Title Source 360, which is the primary selection software
5. That by agreeing to a 3-year commitment, the cost is $987.00 less than the previous year
6. That Bridgeall Libraries Limited is the only source for the CollectionHQ Service
7. That the funds come from the following source:
   Bloomington Public Library Maintenance & Operating Budget: $14,425.00

Approved this 21st day of July 2015

Carol Koos, President
Bloomington Public Library Board of Trustees

INVOICE

Bridgeall Libraries Limited (reg'd in Scotland No 297736), 1 Ainslie Road, Glasgow, G52 4RU, Scotland, UK
Phone: +44(0)141 585 6427 Fax: +44(0)141 585 6301
VAT Registration Number: GB924792594
www.collectionhq.com
donna.riley@baker-taylor.com

Billing Address

Bloomington Public Library
205 EAST OLIVE STREET
BLOOMINGTON
Illinois
61701
USA

Shipping Address

Bloomington Public Library
205 EAST OLIVE STREET
BLOOMINGTON
Illinois
61701
USA

Invoice Number	SIN001587
Invoice Date	10 July 2015
Customer Vat Number	

Customer Reference	Shipping Method	Invoice Currency	Due Date
		USD	09 August 2015

	Product Name	Quantity	Unit Price	Tax Code	Tax Value	Net Value
1	Annual Subscription - renewal *Product Code: SUBS-R* *Annual Subscription - renewal*	1.00	14,425.00	GB-O-EXP	0.00	14,425.00

Tax Summary			
Tax Code	**Tax Rate**	**Net Value**	**Tax Value**
GB-O-EXP	0.0%	14,425.00	0.00

Net Total	14,425.00
Tax Total	0.00
Invoice Total	14,425.00

Invoice Description

Yr 1 of 3-year Agreement Sub Start Date- July-27-15

Bank Details (US customers):

Bank of America
Account name: Bridgeall Libraries Limited
Account number: 4427712443
ABA number (ACH): 111000012
ABA number (Wire): 026009593

Checks payable to Bridgeall Libraries Limited should be mailed to:
Baker & Taylor, Attn. Donna Riley
2550 West Tyvola Road, Suite 300
Charlotte, NC 28217

IMPORTANT NOTICE

PLEASE NOTE ALL CHECKS ARE TO BE MAILED TO U.S. ADDRESS ON INVOICE

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND

AUTHORIZING PAYMENT FOR OCLC SERVICE

TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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 OCLC Service to Illinois Heartland Library System in the amount of $21,875.71.
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for OCLC Service
7. That the funds come from the following source:

   Bloomington Public Library Maintenance & Operating Budget: $21,875.71

Approved this 21st day of July 2015

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Carol Koos, President
Bloomington Public Library Board of Trustees

IHLS-OCLC
6725 Goshen Road
Edwardsville, IL 62025
UNITED STATES
(618)-656-3216

PAGE	1
INVOICE DATE	7/9/2015
INVOICE NO	7748
ACCOUNT ID	JCH

SOLD TO
ALLISON SCHMID
BLOOMINGTON PUBLIC LIBRARY
205 EAST OLIVE
P.O. BOX 3308
BLOOMINGTON, ILLINOIS 61701-3308

NET DUE 21,875.71

IHLS is the fiscal agent for ILLINET/OCLC and E-Resources.
To view your ILLINET/OCLC account online, go to: http://www.illinetoclc.info
Contact email for ILLINET/OCLC and/or E-Resources at rjohnisee@illnoisheartland.org

TERMS Net 60	DUE DATE 9/7/2015	PO NUMBER		
ITEM ID	UNITS	QTY	UNIT PRICE	EXTENSION
Annually F 2016 OCLC Service Fee se write your ILLINET/OCLC Account ID & Invoice# on all checks. This will help process your payment in a more timely manner. Thank You.	EACH	1.0000	21,875.7100	21,875.71

Federal Tax ID 27-5345876

Make check payable and remit to the address above

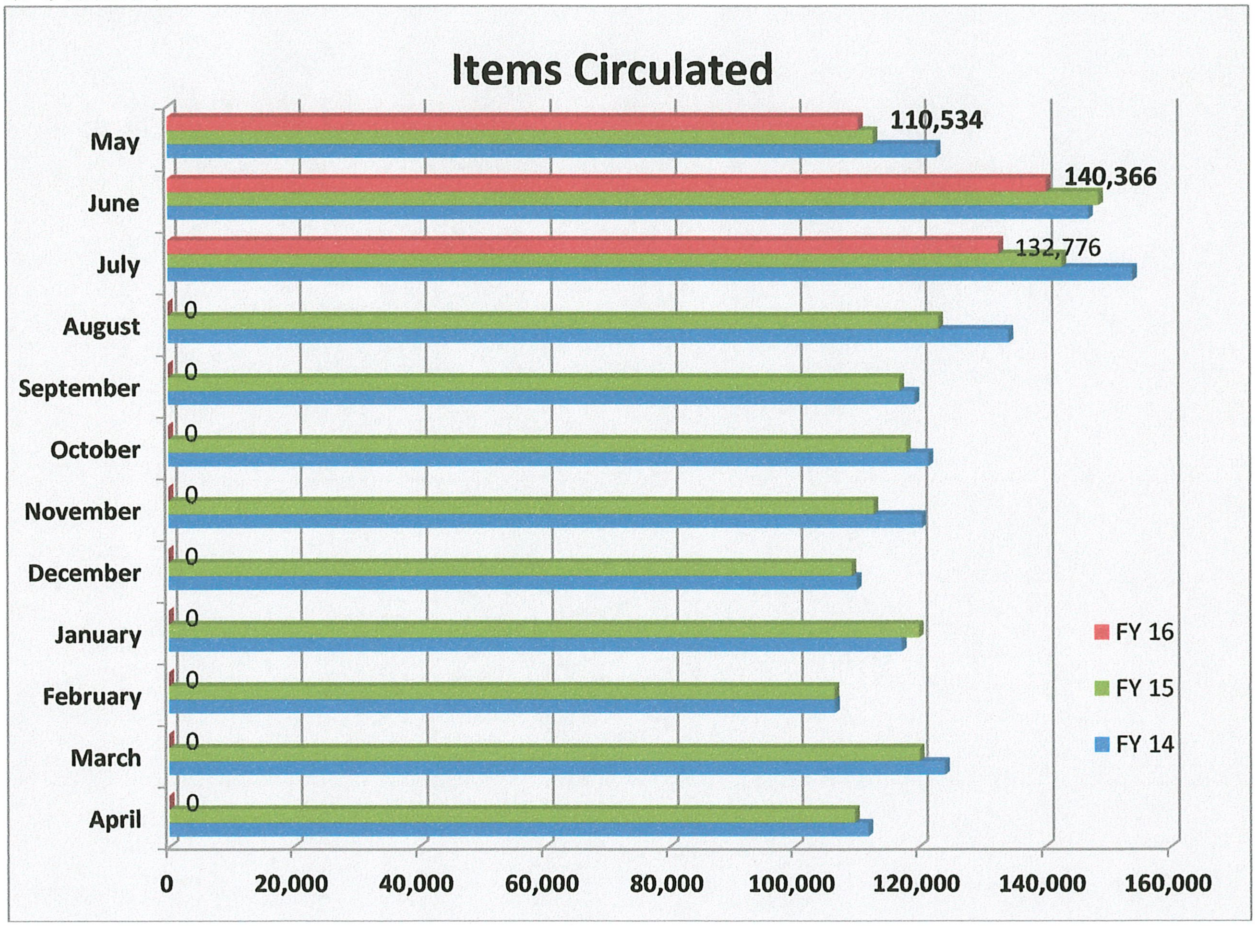
NET DUE 21,875.71

Bloomington Public Library
Director's Report
August 2015

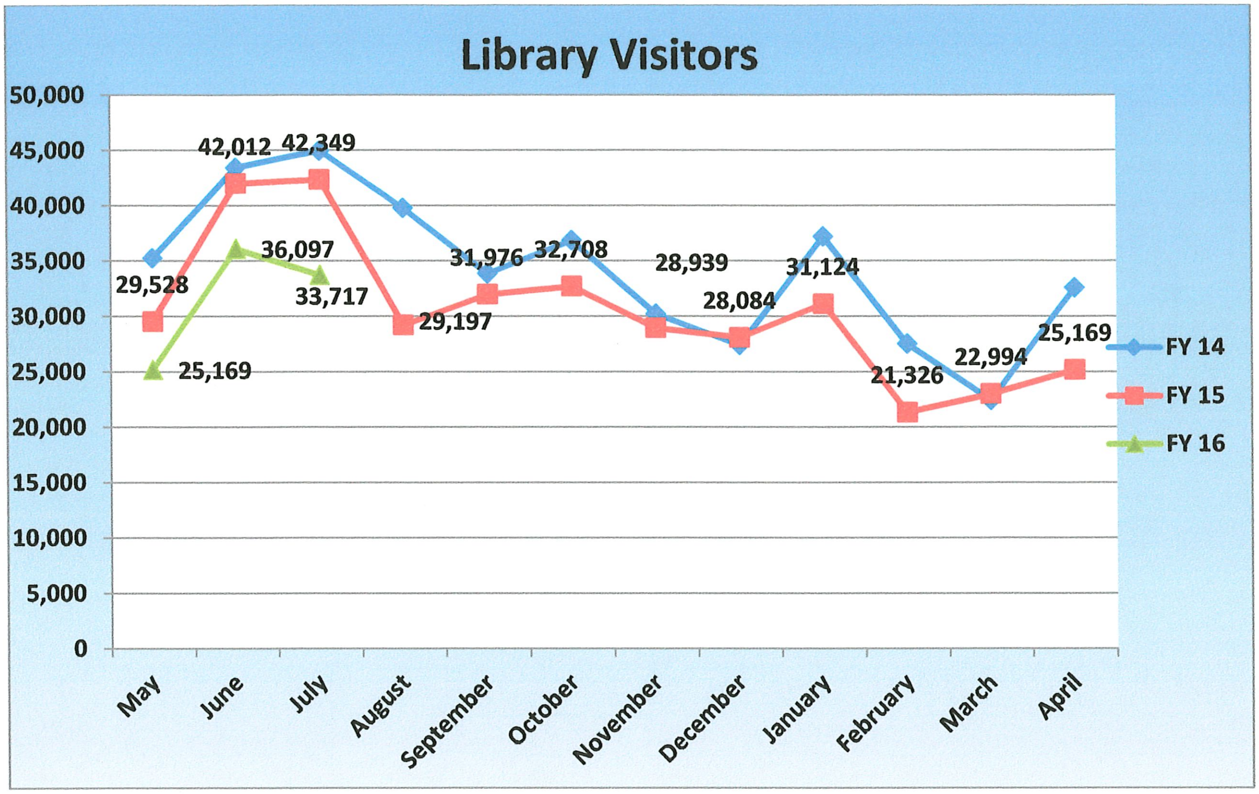
1. Public Comment
The City has updated its policy on public comment. I have attached the revision at the end of my report. As we are a City Library, this policy applies to us.

2. Strategic Plan Survey
Please watch for the email that I will forward from Deb Halperin containing the Survey Monkey link to the survey prepared by Deb. Responses are due by noon on August 24. Results will be available for our discussion on August 25.

2. Statistics



Customers borrowed 132,776 items in July, 2015 which is less than the 142,819 items borrowed in July, 2014. There were 33,717 visitors to the Library in July, 2015 compared to 42,349 in July, 2014. Staff answered 4684 questions from customers this month compared to 4792 questions answered in July, 2014.



Programs and Attendance in the month of July:

Children Programs and Attendance:

DePriest Puppets – 2 sessions – 343 attended

Pete the Cat Party – 241 attended

Midwest institute of Opera "Bewitched Child" – 135 attended

Ronald McDonald – 2 sessions – 300 attended

Tales n Tunes Story Time – 4 sessions – 194 attended

Music Makers – 6 sessions – 579 attended

Mother Goose Rocks lapsit – 3 sessions – 30 attended

Singing Swinging Story Time – 2 sessions – 51 attended

Movie Sing-along – 2 sessions – 111 attended

Tales for Tails – 5 sessions – 78 attended

Lincoln coloring contest – 84 participated

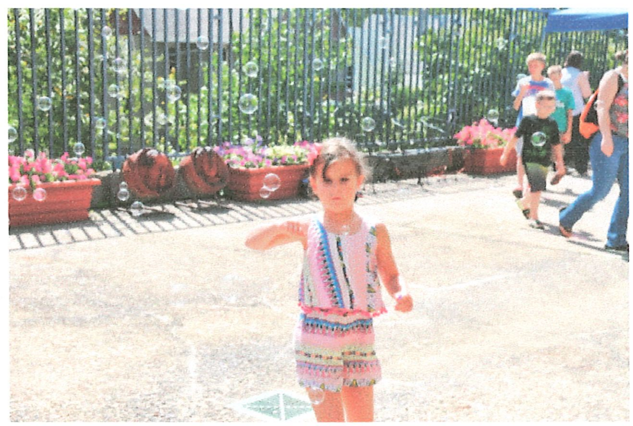
Lincoln craft – 80 crafts made

Weekly day camp visits – 20 groups – 476 attended

Metcalf School visited us – 40 attended

Visited Scribbles Daycare – 60 attended

Library table at Irving School lunch – 62 attended



Summer Reading Party on the patio on August 1, 2015.

Teen Programs and Attendance:

DIY Tape Cassette Wallet – 1 session – 29 attended

DIY Key Wind Chimes – 1 session – 30 attended

DIY CD Disco Ball – 1 session – 27 attended

Monday Movie Musical Matinee (and craft) – 2 sessions – 21 attended

Lip Sync Battle with NPL – 1 session – 14 attended

Teen Thursday – 1 session – 0 attended

Lincoln Festival craft: Patriotic Pinwheels – 1 session -- 5 were made

Rover Mobil Arts Fiber Arts with McLean Count Art Center – 1 session -- 7 attended

Minecraft Tournament, Day 1 – 1 session – 24 registered

Minecraft Tournament, Day 1 – 1 session – 22 registered


Disco Ball Program

Adult Programs and Attendance:

Fiction Book Club – 1 session – 7 attended

Mystery Book Club – 1 session – 11 attended

Books on Tap – 1 session – 8 attended

SciFi Movie/Book Discussion – 1 session – 5 attended

Concerts on the Patio – 5 sessions – 277 attended

Tech Time Drop In at Panera – 1 session – 0 attended

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

WWI with America's March King John P. Sousa – 1 session – 9 attended

DIY Shibori Scarves – 1 session – 10 attended (Kids from the Boys & Girls Club have been attending the DIY programs.)

Lincoln Festival

Civil War in 4 Minutes movie – 4 sessions – 23 attended

Pantagraph Presents Lincoln's in Town movie – 2 sessions – 23 attended

Dale Evans dulcimer music on the patio – 1 session – 40 attended

How the Nation Mourned the President – 1 session – 19 attended

Orpheus Mandolin Orchestra – 1 session – 43 attended

Civil War Prison Camps in Illinois – 1 session – 21 attended

Tales of Lincoln Tall & True by Mike Lockett – 1 session – 16 attended

There were 21 requests for individual appointments with a library staffer. All were about ebooks except for 4 on job applications and one each on Iphone, Facebook, email, and managing a phone calling card.

3. Planning Survey

Deb Halperin has suggested a planning survey to help us determine where our priorities are and where we are in agreement before we meet on August 25. The two planning meetings are scheduled for Tuesday, August 25th and Tuesday, September 1st from 5 to 8:30 pm. We will plan sandwiches or pizza each night.

4. Fall Program Guide

The fall program guide is at the printer and will be inserted into Bloomington editions of The Pantagraph on September 5th. Program guides will also be inserted into editions of The Pantagraph that are distributed in the Golden Prairie towns of Arrowsmith, Bentown, Downs, Ellsworth, and Holder. I will distribute advance copies at the Board meeting.

Respectfully submitted,

Georgia Bouda, Director

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

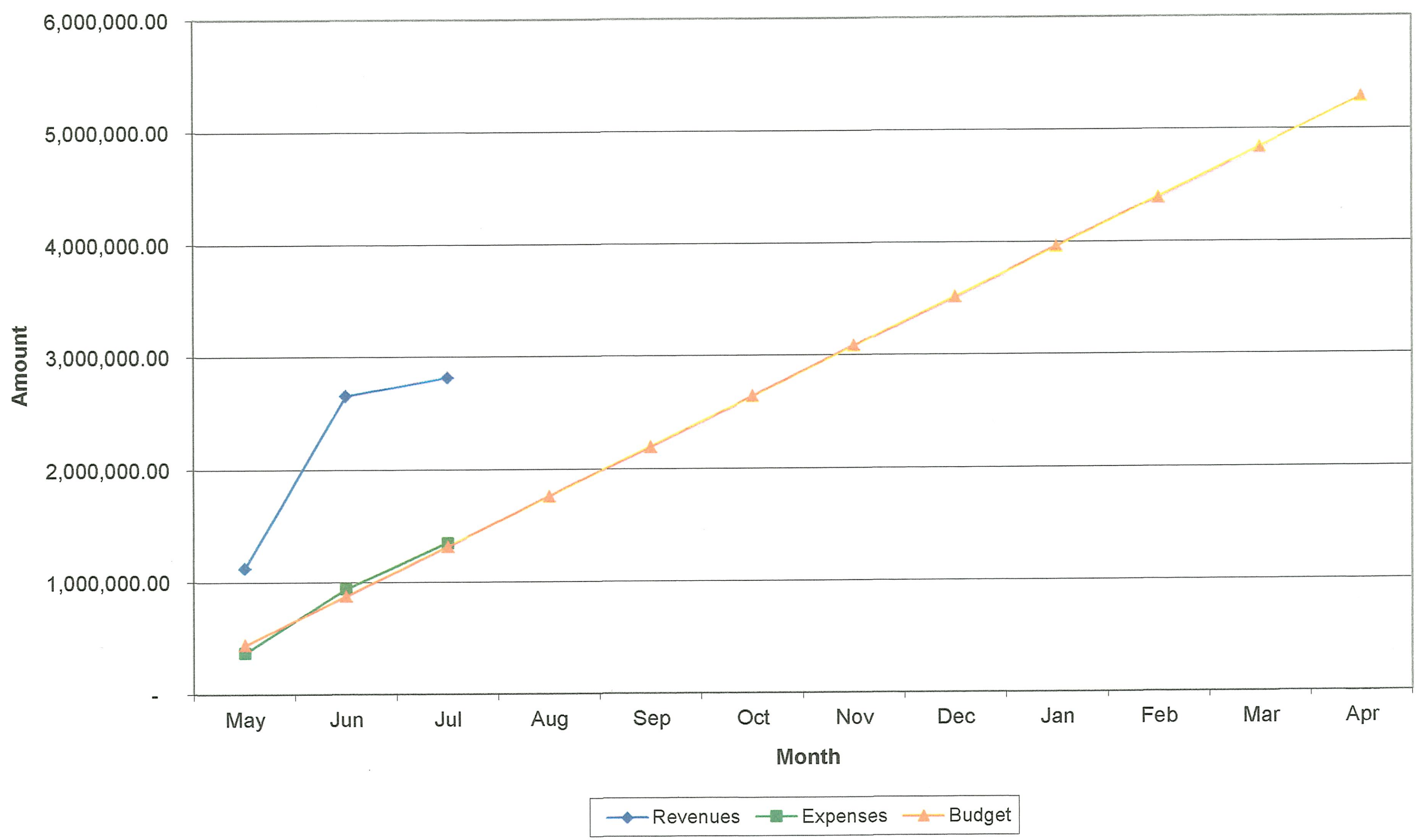
REVENUES:

ACCT NAME	BUDGET	JULY 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	2,344,091.92	(2,202,618.08)	51.6
Replacement Tax	130,400	130,400.00	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	7,510.32	21,640.62	(58,359.38)	27.1
Copies	3,800	285.85	804.45	(2,995.55)	21.2
Interest on Investments	1,000	192.17	422.76	(577.24)	42.3
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	19,975.72	23,154.72	3,154.72	115.8
Other Grants	0	0.00	450.00	450.00	-------
Cash Over/Short	0	(29.80)	(31.04)	(31.04)	-------
Other	30,000	3,590.81	10,542.97	(19,457.03)	35.1
Total Revenues	5,277,910	161,925.07	2,824,254.68	(2,453,655.32)	53.5

ACCT NAME	BUDGET	JULY 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	155,664.28	446,672.72	(1,568,560.28)	22.2
Part-Time Salaries	453,600	35,894.40	95,112.84	(358,487.16)	21.0
Seasonal Salaries	35,586	10,872.73	25,259.43	(10,326.57)	71.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	202,431.41	567,044.99	(1,938,474.01)	22.6
Dental Insurance	11,273	776.70	2,391.10	(8,881.90)	21.2
Vision Insurance	2,894	194.76	597.36	(2,296.64)	20.6
Health Insurance, BC/BS PPO	210,104	18,704.28	57,027.40	(153,076.60)	27.1
Health Insurance, OSF HMO	118,062	6,916.60	20,749.80	(97,312.20)	17.6
Life Insurance	3,097	240.49	726.00	(2,371.00)	23.4
IMRF	299,867	20,937.36	63,924.32	(235,942.68)	21.3
FICA	162,368	11,062.13	33,002.96	(129,365.04)	20.3
Medicare	36,315	2,821.02	7,718.54	(28,596.46)	21.3
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	0.00	10,176.00	(19,824.00)	33.9
Other Benefits	0	0.00	921.74	921.74	-------
Total Benefits	912,255	61,653.34	197,235.22	(715,019.78)	21.6
Rentals	22,000	1,501.56	4,213.92	(17,786.08)	19.2
Total Rentals	22,000	1,501.56	4,213.92	(17,786.08)	19.2
Building Mtnc	135,000	7,122.68	12,057.70	(122,942.30)	8.9
Vehicle Mtnc	5,000	313.63	830.11	(4,169.89)	16.6
Office & Computer Mtnc	165,000	23,272.70	90,814.99	(74,185.01)	55.0
Other Mtnc	25,000	0.00	0.00	(25,000.00)	0.0
Total Repair/Mtnc	330,000	30,709.01	103,702.80	(226,297.20)	31.4

ACCT NAME	BUDGET	JULY 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	778.68	6,752.73	(12,247.27)	35.5
Printing/Binding	19,000	83.45	1,427.65	(17,572.35)	7.5
Travel	6,000	1,470.23	3,038.67	(2,961.33)	50.6
Membership Dues	5,000	785.00	1,404.00	(3,596.00)	28.1
Professional Development	8,000	0.00	(68.99)	(8,068.99)	-0.9
Other Purchased Services	100,000	6,672.21	15,308.21	(84,691.79)	15.3
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	9,789.57	27,862.27	(162,137.73)	14.7
Office Supplies	20,000	3,542.11	6,464.42	(13,535.58)	32.3
Computer Supplies	85,000	4,905.01	9,074.44	(75,925.56)	10.7
Copier Supplies	3,300	700.25	949.98	(2,350.02)	28.8
Postage	12,000	3,014.11	3,053.22	(8,946.78)	25.4
Library Supplies	72,000	10,084.18	17,784.07	(54,215.93)	24.7
Janitorial Supplies	16,000	947.13	2,824.42	(13,175.58)	17.7
Gas & Diesel Fuel	8,000	0.00	773.56	(7,226.44)	9.7
Building Mtnc & Repair Supplies	10,000	1,224.50	3,567.02	(6,432.98)	35.7
Total Supplies	226,300	24,417.29	44,491.13	(181,808.87)	19.7
Natural Gas	35,000	2,518.26	4,217.08	(30,782.92)	12.0
Electricity	95,000	17,957.27	25,569.74	(69,430.26)	26.9
Water	8,500	0.00	1,558.74	(6,941.26)	18.3
Telecommunications	26,000	2,737.19	8,994.41	(17,005.59)	34.6
Total Utilities	164,500	23,212.72	40,339.97	(124,160.03)	24.5
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	448.96	19,066.70	(15,933.30)	54.5
Adult Books	170,000	13,110.15	34,246.76	(135,753.24)	20.1
Children's Books	125,000	10,182.77	22,750.79	(102,249.21)	18.2
A/V Materials	168,000	11,725.40	34,514.05	(133,485.95)	20.5
Public Access Software	140,000	14,290.00	53,171.46	(86,828.54)	38.0
Ebooks	70,000	4,900.00	9,800.00	(60,200.00)	14.0
Total Materials	708,000	54,657.28	173,549.76	(534,450.24)	24.5
Employee Relations	6,000	57.51	563.73	(5,436.27)	9.4
Miscellaneous Expenses	13,000	127.30	972.74	(12,027.26)	7.5
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	184.81	194,872.47	(17,463.53)	91.8
Total Expenses	5,277,910	408,556.99	1,353,427.55	(3,924,482.45)	25.6

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2015

Property Tax (51.6%): The Library has received three 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 (42.3%): 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 (35.1%): The overage for this line item is due to Jazz Night ticket sales as well as the Book Shoppe continues to be a success.
Seasonal Salaries (71.0%): 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.
Health Insurance, OSF HMO (17.6%): This is under-spent because fewer staff chose this option for health insurance coverage.
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 (33.9%): The Library has paid for summer classes for two of the three staff enrolled in the U of I's MLS program.
Rentals (19.2%): Charges have been minimal.
Building Maintenance (8.9%): Charges have been minimal.
Vehicle Maintenance (16.6%): Charges have been minimal.
Office/Equipment Maintenance (55.0%): This line item is over-spent due to payments for annual service of equipment maintenance.
Other Property Maintenance (0.0%): Charges have been minimal.
Advertising (35.5%): This is over-spent due to several vendors who require payment for advertising services in advance.
Printing/Binding (7.5%): Charges have been minimal.
Travel (50.6%): This is over-spent due to the costs associated with attendance at the American Library Association Conference.
Professional Development (-0.9%): This is under-spent due to a credit received for cancelling a workshop in May.
Other Purchased Services (15.3%): 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.
Office Supplies (32.3%): This is over-spent due to the purchase of tables.
Computer Supplies (10.7%): Charges have been minimal.
Janitorial Supplies (17.7%): Charges have been minimal.
Gas & Diesel Fuel (9.7%): Charges have been minimal.
Building Maintenance Supplies (35.7%): This is over-spent due to a large purchase of fluorescent light bulbs.
Natural Gas (12.0%): Charges have been minimal.
Water (18.3%): Charges have been minimal.
Telecommunications (34.6%): This is over-spent because CIRBN requires payment one month in advance.
Professional Collection (1.6%): Charges have been minimal.
Periodicals (54.5%): This is over-spent due to payment of the annual subscription service.
Children's Books (18.2%): Charges have been minimal.
Public Access Software (38.0%): This is over-spent due to payment of annual fees for various electronic data-bases.
Ebooks (14.0%): Charges have been minimal.
Employee Relations (9.4%): Charges have been minimal.
Miscellaneous Expenses (7.5%): 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:	$ 2,708.70
Book Shoppe:	4,134.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	75.00
Sale of Sling Backpacks:	38.00
Sale of Earbuds:	183.00
Sale of Flashdrives:	29.25

Hot Beverage Station:	275.00
Test Proctoring:	565.00
Meeting Room Fees:	0.00
Book Pick-Up:	706.70
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	363.32
Total Other Revenue:	$10,542.97

During July, 8 batches containing 105 invoices were processed, totaling $83,580.10 and 219 credit card charges were made totaling $40,075.26.

Library Fund Balance Information, 7/31/15:

Operating:	$ 3,339,182.49
Capital:	$ 2,128,573.11
Fixed Assets:	$ 775,412.80

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 Mtnc	71.00
Fox Tails International (Brian Fox)	Other Purchased Services	300.00
Frontier	Telecommunications	1,420.80
Hachhalter, Ann (Koldaire Equipment Co.)	Library Supplies	37.01
Horine's Pianos Plus	Other Purchased Services	125.00
Illinois Heartland Library System	Office/Equipment Mtnc	21,875.71
James G. Stewart (J.G. Stewart Contractors, Inc.	Building Maintenance	2,150.00

Lincolnland Architectural Graphics	Other Purchased Services	83.00
Lisle Library District	Miscellaneous Expenses	30.99
McLean Co. History Museum	Advertising	250.00
Merrick, Rodney (All About Fun)	Other Purchased Services	135.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	199.20
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	137.67
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	81.99
Midwest Tape	A/V Materials	1,873.73
Miller Janitorial Supply	Janitorial Supplies	771.02
Newsbank	Public Access Software	14,290.00
NICOR/Northern Illinois Gas	Natural Gas	2,518.26
Office of the State Fire Marshall	Building Maintenance	75.00
OfficeMax	Copier Supplies	65.04
OfficeMax	Employee Relations	57.51
OfficeMax	Office Supplies	64.50
OverDrive	Ebooks	4,900.00
Penguin Random House, LLC	A/V Materials	135.00
R. K. Dixon	Office/Equipment Mtnc	445.47
Rainbow Book Co.	Children's Books	1,072.12
Research Technology International	Library Supplies	789.95
Ricoh, USA, Inc.	Rentals	1,982.40
Rosedrew, Inc. (Showcases)	Library Supplies	299.27
Specialty Vehicle Services	Other Purchased Services	1,000.00
Springfield Green County Library	Miscellaneous Expenses	15.99
Taylor, Pamela (SeaStar Aquascapes)	Other Purchased Services	100.00
Unique Management Services, Inc.	Other Purchased Services	492.25
US Postal Service	Postage	3,000.00
Weber Electric, Inc.	Building Maintenance	1,239.45
West Publishing	Adult Books	212.94
VISA - 1000 Bulbs.com	Building Mtnc Supplies	656.76
VISA - Amazon Payment, Inc.	Computer Supplies	93.98
VISA - Amazon.com	A/V Materials	834.89
VISA - Amazon.com	Adult Books	59.60
VISA - American Airlines	Travel	25.00
VISA - Baker & Taylor Books	A/V Materials	8,152.22
VISA - Baker & Taylor Books	Adult Books	9,847.84
VISA - Baker & Taylor Books	Juvenile Books	7,374.23
VISA - Baker & Taylor Books	Other Purchased Services	145.15
VISA - Barnes & Noble	Other Purchased Services	135.65
VISA - Best Buy	Other Purchased Services	75.00
VISA - Chicago Tribune	Periodicals	415.48
VISA - Concord Custom Cleaners	Other Purchased Services	80.00
VISA - Dollar Tree	Other Purchased Services	11.00
VISA - Facebook	Advertising	33.92
VISA - FedEx	Postage	10.17
VISA - Five Star Water	Miscellaneous Expenses	90.15
VISA - Frontgate	Library Supplies	834.00
VISA - GameStop	A/V Materials	281.01
VISA - GameStop	Other Purchased Services	25.00
VISA - Hobby Lobby	Other Purchased Services	71.41
VISA - Houchen Bindery	Printing/Binding	83.45
VISA - Illinois Library Association	Membership Dues	135.00
VISA - Ingram	Adult Books	167.75
VISA - Ingram	Children's Books	130.70
VISA - JoAnn.com	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

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 16

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Copy Shop	250.00	0.00	0.00	0.00	250.00
Bloomington Educaiton Association	500.00	0.00	0.00	0.00	500.00
Kurt's Autobody	250.00	0.00	0.00	0.00	250.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00	0.00	0.00	30.00
Golden Prairie Public Library District	1,000.00	0.00	0.00	0.00	1,000.00
Total Summer Reading Program Community Donations	2,280.00	0.00	0.00	0.00	2,280.00
Memorial Donations:					
	0.00	0.00	0.00	0.00	0.00
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
Fountain Receipts	5.02	0.00	0.00	0.00	5.02
Thomas Atkinson (Miscellaneous)	30.00	0.00	0.00	0.00	30.00
Anonymous (for statue to honor Patsy Bowles)	834.00	0.00	0.00	0.00	834.00
McLean Co Retired Teachers Association	35.00	0.00	0.00	0.00	35.00
Anonymous Donations	5.70	0.00	0.00	0.00	5.70
Total Other Donations	909.72	0.00	0.00	0.00	909.72
undation:					
Summer Reading Program, 2015	19,965.00	0.00	0.00	0.00	19,965.00
Total Foundation	19,965.00	0.00	0.00	0.00	19,965.00
Total Donations	23,154.72	0.00	0.00	0.00	23,154.72

Bloomington Public Library
Monthly Statistics - July 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	60,302	169,762	64,504	177,757
Teens	4,873	12,944	4,157	11,135
Children	58,037	167,073	61,532	169,174
OTR Adults	2,650	7,641	2,553	7,187
OTR Teens	217	566	167	557
OTR Children	4,247	12,285	4,253	12,731
e-Books - Freading	29	129	65	108
e-Books - Overdrive	1,523	10,645	4,454	12,396
Freegal downloads	474	1,503	640	1,975
Zinio Magazines	399	1,099	494	1,287
Tumblebooks	25			
TOTALS				
Adults	62,952	177,403	67,057	184,944
Teens	5,090	13,510	4,324	11,692
Children	62,284	179,358	65,785	181,905
Digital Downloads	2,450	13,376	5,653	15,766
COMBINED TOTAL	132,776	383,647	142,819	394,307
ITEMS IN THE COLLECTION				
Main	297,198	297,198	290,373	290,373
OTR	11,871	11,871	12,496	12,496
TOTAL	309,069	309,069	302,869	302,869
HOLDS FILLED	8,005	23,419	8,634	24,490
CARDHOLDERS				
Added	562	1,701	588	1,644
TOTAL NUMBER			37,006	
Adults	25,828	25,828	27,941	27,941
Teens	2,182	2,182	2,403	2,403
Children	5,976	5,976	6,662	6,662
Combined Total of Active Cards	33,986	33,986	37,006	37,006
REFERENCE QUESTIONS				
Adults	2,353	7,524	2,798	8,294
Teens	302	701	181	317
Children	1,179	3,365	1,044	3,309
OTR	144	377	119	273
Circulation	706	2,233	650	2,390
	4,684		4,792	
PROGRAMS				
Story Times	15	34	20	37
Adult	24	52	16	36
Teens	11	18	8	23
Juvenile	15	27	13	22
Outreach Adult	0	0		0
Outreach Teen	0	0		0
Outreach Juvenile	0	0		0

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - July 2015

	Current Month	Cumulative	Last Year	Cumulative
Story Times	854	1,947	1,058	1,925
Adult Programs	512	1,005	321	555
Teen Programs	179	236	110	295
Juvenile Programs	1,372	2,310	1,200	1,904
Outreach Adult	0	0		0
Outreach Teen	0	0		0
Outreach Juvenile	0	0		0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		0		0
Completed		0		0
TEENS				
Registered		0		0
Completed		0		0
ADULTS				
Registered		0		0
Completed		0		0
TOTAL				
Registered		0	0	0
Completed		0	0	0
COMPUTER USE				
Public computer uses	5,009	14,280	5,297	12,678
Website database/catalog hits	26,812	108,483	17,576	50,238
Online Resource (Database) uses	5,763	16,859	4,309	10,594
TOTAL	37,584	139,622	27,182	73,510
INTERLIBRARY LOAN				
Borrowing Requests Received	538	1,532		829
Outgoing Loans (Lending)	278	814		504
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	18	46	29	56
Outside the library (events)	3	37	4	35
Number of people	642	9,533	891	8,510
VOLUNTEER HOURS	311	533	58	270
MEETING ROOM USAGE				
Study Room	61	185	68	231
Digital Media Lab	27	73	19	112
Customer Visits (MAIN)	32,104	90,551	40,755	109,717
Customer Visits (OTR)	1,613	4,432	1,594	4,172
COMBINED TOTAL VISITS	33,717	94,983	42,349	113,889
TRAINING HOURS	72	397	57	455

Golden Prairie Public Library District
Board of Trustees Meeting

June 17, 2015

5:00 p.m.
William C. Wetzel Reading Room
Bloomington Public Library
Minutes

I. Call to Order
President Adrienne Ives called the meeting to order at 5:01 p.m.

II. Roll Call

MEMBERS PRESENT:	Carol Carey-Odekirk, Carolyn Dail (arrived at 5:09 p.m.), Lynn Gray, Stephen Peterson, Patti Salch, Adrienne Ives
MEMBERS ABSENT:	Tim Ervin
OTHERS PRESENT:	Laura Golaszewski, Kathy Jeakins, Carol Koss, Johanna Sneed, Carol Torrens

III. Introductions & Public Comment
President Adrienne Ives introduced returning BPL Board member and President Carol Koos. Carol Koos updated the Board on the site analysis. While a firm has yet to be chosen to complete the work, the hired firm will test for toxins, land issues, and load bearing abilities of the site. Additionally, they will not complete any architectural work beyond providing high level design capabilities based on results of the analysis.

IV. President's Report
President Adrienne Ives informed the Board that the BPL Board meeting has been rescheduled to June 23, 2015.

V. Approval of Minutes
A. May 20, 2015
PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE MAY 20, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports
A. Director's Report
Carol Torrens entertained questions in Director Bouda's absence. The Board inquired about the Summer Reading Program; Carol reported that the music theme has been well received by patrons. She added that patrons seem to appreciate the expedited sign-up, giving staff the opportunity to discuss the programs more thoroughly to those that are interested. Program attendance has also been comparable to last year.

B. Outreach Report

Laura Golaszewski reported that maintenance has been completed on the Bookmobile. The leak that was previously reported is fully fixed along with air seats that were lowering to the ground. A broken light has also been replaced.

A Bookmobile stop was added at the Debra T. Thomas Learning Center for the summer.

The Board inquired about the Bookmobile schedule and if there was any development on adding a stop on the west side. Laura informed the Board that the next Bookmobile schedule will be released in September and requests for stops on the west side have yet to be made.

C. Fiscal Report

Kathy Jeakins reported that two property tax distributions were received in June. She added that most of the checks listed on the financial report were written for books in order to spend the Per-Capita Grant funds.

Financial Report

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE FINANCIAL REPORT FOR MAY 2015 WITH THE INCLUSION OF THE AMOUNT FOR CHECK NUMBER 3926.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Recommend Financial Institutions and Investment Options

The Board discussed both local and national interest rates available to them. A consensus was made that interest rates are much lower than anticipated. As this is not an urgent matter, Carol Carey-Odekirk recommended that the Board continue to investigate investment options when interest rates increase. The Board agreed to table this matter until next fall. Stephen Peterson volunteered to review investment options in September.

B. Discuss Finding New Trustee to Fill Unexpired Term

The Board discussed potential candidates to fill the unexpired term which will occur in July. The Board suggested that a sign be placed on the Bookmobile with information for interested parties to contact the Library.

VIII. New Business

A. Approve FY 16 & FY 17 Slate of Officers

Stephen Peterson presented the Slate of Officers for FY 16 and 17:

President – Lynn Gray

Vice President – Carolyn Dail

Secretary/Treasurer – Stephen Peterson

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY 16 AND 17 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY 16 Meeting Dates

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY 16 MEETING DATES. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Amount for 25th Anniversary Reception

Lynn Gray distributed a guest list for the reception. The Board reviewed the list and discussed the cost of provisions that need to be purchased. Lynn Gray recommended that the Board approve a budget of $300.00 for the cost of supplies and food for the reception.

CAROLYN DAIL MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE SPENDING $300.00 FOR THE 25TH ANNIVERSARY RECEPTION.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

IX. Adjournment

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Adrienne Ives adjourned the meeting at 5:57 p.m.

Incident Reports

Date	Time	Type
07/6	8:17 PM	StolenDamagedLibraryMaterial
07/8	8:11 PM	CustomerSuspensionViolation
07/9	3:59 PM	StolenDamagedLibraryMaterial
07/11	1:31 PM	InappropriateBehavior
07/12	2:04 PM	
07/12	3:31 PM	InappropriateBehavior
07/14	12:24 PM	StolenDamagedLibraryMaterial
07/15	3:02 PM	StolenDamagedLibraryMaterial
07/16	10:37 AM	Vandalism
07/20	9:28 AM	TobaccoUse
07/21	4:13 PM	BicycleIncident
07/21	4:29 PM	PoliceAmbulanceCall
07/23	3:46 PM	StolenDamagedLibraryMaterial
07/28	11:25 AM	CustomerRelatedIllnessAccident
07/29	2:01 PM	Vandalism

Suspension Reports

Date	Time	violation
07/25	2:11 PM	Other,Breaking suspension
07/8	8:24 PM	CustomerSuspensionViolation
07/13	10:02 AM	Other,theft of customer umbrella
07/20	9:29 AM	TobaccoUse
07/11	1:48 PM	InappropriateBehavior

BPL BOARD

Revised:August 10, 2015

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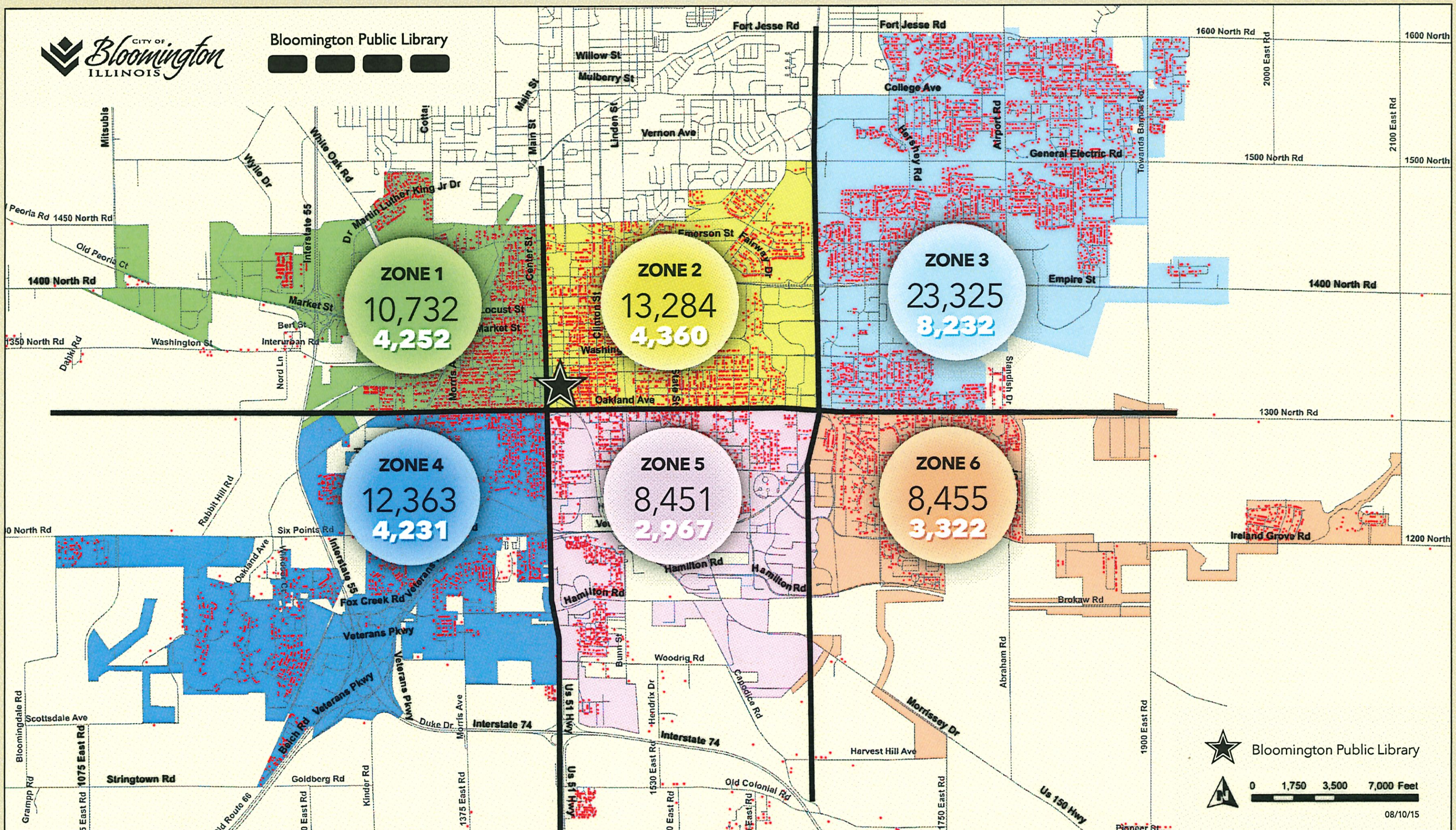
LIBRARY POPULATION AREAS

2010 CITY OF BLOOMINGTON CENSUS DATA   POPULATION = 76,610   LAND AREA INCORPORATED = 27.22 square miles



ZONE 1 **39.6%** of the population has a library card

ZONE 2 **32.8%** of the population has a library card

ZONE 3 **35.3%** of the population has a library card

ZONE 4 **34.2%** of the population has a library card

ZONE 5 **35.1%** of the population has a library card

ZONE 6 **39.3%** of the population has a library card

Farnsworth GROUP

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

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. *<u>Program of Building Spaces & Amenities</u>*

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

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
Total Professional Services Fees • Tasks A thru H	$79,250.00

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.

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

Many Thanks & Best Regards,

FARNSWORTH GROUP, INC.

Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP Principal	Chad Frankeberger, Associate AIA Senior Architectural Project Coordinator

FARNSWORTH GROUP, INC.	**BLOOMINGTON PUBLIC LIBRARY**
Edward J. Barry Jr. (signature)	
Signature	Signature
Edward J. Barry Jr.	
Printed Name	Printed Name
Principal	
Title	Title
Date	Date

Farnsworth GROUP

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 of 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.

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.

Farnsworth GROUP

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