

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 21, 2015

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. June 23, 2015
- V. President's Report
 - A. Introduce Mark Anderson, Bloomington Area Career Center
 - B. Nominate Trustee to Library Foundation Board
- 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) (Chair's Report Attached)
- X. Unfinished Business
 - A. Discussion of Bookmobile Routes
- XI. New Business
 - A. Approve Agreement with Farnsworth Group
 - B. Approve Consultant and Set Date for Revision of Strategic Plan
 - C. Waive Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of \$14,425.00
 - D. Waive Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of \$21,875.71
 - E. Approve Posting of Committee Meeting Minutes on Website
 - F. Approve Elimination of Attachments to Minutes
- XII. Comments from Board Members
- XIII. Adjournment

Posted: 7/17/2015 9:30 a.m.

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 23, 2015

OATH OF OFFICE FOR NEW TRUSTEE

5:00 – 5:15 p.m.

REGULAR MEETING

5:15 p.m.

William C. Wetzel Reading Room

Bloomington Public Library

Minutes

I. Call to Order

President Koos called the meeting to order at 5:17 p.m.

President Koos stated that Trustee, Brittany Cornell is ill and that she had asked to participate in the Board meeting via conference call.

EMILY KELAHAN MOVED, VAN MILLER SECONDED, TO ALLOW BRITTANY CORNELL TO PARTICIPATE IN THE BOARD MEETING VIA CONFERENCE CALL. THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT: Brittany Cornell (via conference call), Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas, Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Andy Dahn (WJBC), Laura Golaszewski, Adrienne Ives (GPPLD), Kathy Jeakins, Angela Fyans-Jimenez (Interim City Attorney), Caprice Prochnow, Patti Salch (GPPLD), Carol Torrens, Gayle Tucker

III. Introductions/Public Comment

President Koos introduced those present at the meeting.

IV. Approval of Minutes

A. May 19, 2015

EMILY KELAHAAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE MINUTES FROM THE MAY 19, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. June 3, 2015

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 3, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Koos stated that she is looking forward to working with the Trustees on the Board. President Koos shared that she recently attended a Golden Prairie Public Library District Board meeting and shared that the bookmobile stops were a topic of discussion as there are stops in the Golden Prairie area.

VI. Director's Report

Director Bouda shared that Terry Fisk who was featured in an article about UFOs in Sunday's Pantagraph has had programs here at the Library.

Director Bouda shared that the ever popular Music Makers program, held twice weekly during Summer Reading, had 149 attendees for the 10:00 a.m. showing today. Director Bouda stated that she and staff have been working together to come up with a couple more locations on the west side for bookmobile stops. One stop being considered is at the Market Square Shopping Center off of West Market and the other is at Miller Park Pavilion. Director Bouda stated that advertising of any new stops will be posted on the website, social media, post cards and flyers distributed at the organization, nearby businesses or neighborhoods. Director Bouda stated that any new stops would not become effective until late August. Director Bouda reviewed with the Trustees that the Library does a great deal of collaboration and programming all over the City, but she wanted to share with the Board the many services that are offered to folks on the west side of Bloomington other than the bookmobile.

They are as follows:

- Deposit Collection at Miller Park and two programs are offered there twice per season with Parks & Recreation. There is also a Tech Drop-In Day on the first Thursday of the month.
- Tech Drop-In Day at Lincoln Leisure Center.
- A partnership with Head Start for many years to promote family literacy. They bring their kids here to the Library for library card signup, Story Time, librarians visit their classroom locations, and it has been a very good partnership for both of us.
- The Teen Librarians from both Bloomington and Normal go together to all the Unit 5 Junior High Schools and promote books and reading and our appointed programs every month.
- This summer the Library is partnering with District 87 and their Summer Feedings (free lunch) at Sheridan and Irving Schools and do story times and crafts.
- The past two years in the fall the Library has organized Principal Reads programs with all of the District 87 grade schools.
- The Library uses Curious George, Clifford, and Dora costumes at various family literacy expos, such as Books Alive at Western Avenue Community Center, the 5K race/walk on the Westside and Irving Park Block Party.
- The Library partners with the Tool Library for various programs here at the Library.

- Children's librarians visit every school in District 87. They also visit day cares all over the City and host day care centers at the Library.
- The Library received a grant last year to do a Prime Time literacy program. We worked with Bent School and the families selected to promote family literacy for 3rd grade students and their families.
- 21st Century Community Learning Center Grant – Boys and Girls Club reached out to us to partner on the application for this grant. The grant includes guided tours of the library, library card sign up at several Boys & Girls Club events, and 3 to 4 technology related programs.

Director Bouda stated that she will be attending the American Library Association Conference in San Francisco, and she will be leaving on Thursday and back the following Tuesday.

Director Bouda stated that she had included the FY16 Business Plan in the packet. She went on to say that she and the Department Managers spend a day or two in August developing this for the next fiscal year.

VII. Fiscal Report

Kathy Jeakins shared that the first Property Tax Distribution was received in May. She entertained questions.

VIII. Approval of Bills

MIKE RAIKES MOVED, ROBERT PORTER SECONDED, TO APPROVE THE BILLS LIST FROM MAY 2015. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2015.06"

IX. Committee Reports and Discussion

A. Budget & Personnel

President Koos reviewed that the two agenda items under the Budget & Personnel Committee are the discussion of goals for the Director that the committee had compiled, which would be done in Executive Session and recommending approval to close out the FY15 Director's Evaluation.

President Koos reviewed with Trustees that according to the Singer Group Evaluation (that was adopted by the Board on April 1, 2015) there is procedure for the development of goals that is integral to the Singer Group Evaluation. According to the Singer Group Evaluation, the Director's goals will come from the future Strategic Plan, from the Director's job description, and the Core Competencies that the Board supplies. President Koos stated that with this, the Board unfortunately cannot entertain goals that were devised by the Committee and presented to the Board to review as it is not the established procedure that was voted on and approved by the Board on April 1. There was some discussion on this and it was suggested that a retreat take place to revise the Strategic Plan. President Koos stated that she will have Director Bouda contact Deb Halperin to see her availability as well as sending out a Doodle to assess Trustee availability.

President Koos stated that this will be an agenda item for discussion in July.

1. Executive Session to Discuss a Personnel Matter – Director's Performance

Since the goals will be established by the Board in a procedural manner at a later date, the Executive Session will not take place.

2. Recommend Approval to Close Out the Director's Evaluation for FY15
President Koos and Robert Porter, Chair of Budget & Personnel Committee, will meet with Director Bouda to discuss the evaluation results.
- B. Planning, Policies & Programs (3 P's)
Emily Kelahan shared that the issue of bookmobile stops will be included on the agenda for the July 3 P's Committee meeting.
There was much discussion on whether the future of bookmobile stops should be determined just by 3 P's Committee or the full Board. The end result was that the issue of bookmobile stops will be included on the July 3 P's Committee Agenda and it will also be included on the BPL Board agendas for the foreseeable future.

1. Recommend Approval to Amend the Language of Item e. of the Bylaws
President Koos stated that since it is stated in the Bylaws that Robert's Rules of Order shall govern the parliamentary procedure of the Board and since this language is contained within, there really is no need to amend the language of item e. of the Bylaws.
EMILY KELAHAH MOVED, NO SECOND NEEDED TO AMEND THE LANGUAGE OF ITEM E. OF THE BYLAWS.

EMILY KELAHAH MOVED, SUSAN O'ROURKE SECONDED TO CALL THE QUESTION. THE MOTION CARRIED UNANIMOUSLY.

X. New Business

- A. Approve Non-Resident Fee for 7/01/15-6/30/16
Director Bouda reviewed the Non-Resident fee with the Trustees.

ROBERT PORTER MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE NON-RESIDENT FEE FOR 7/01/15 – 6/30/16 IN THE AMOUNT OF \$145.00. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "X.A."

- B. Waive Three-Quote Requirement for Freegal Music Subscription Service
Director Bouda reviewed that the Library has had this service for a few years, and this service allows a library cardholder to download three songs for free each week. This is the renewal fee for this service.

MIKE RAIKES MOVED, EMILY KELAHAH SECONDED, TO WAIVE THE THREE-QUOTE REQUIREMENT FOR FREEGAL MUSIC SUBSCRIPTION SERVICE IN THE AMOUNT OF \$16,625.00.

AYES: BRITTANY CORNELL, EMILY KELAHAH, VAN MILLER,
ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, CAROL KOOS

NAYES: SUSAN O'ROURKE, JULIAN WESTERHOUT

ABSENT: NONE

THE MOTION CARRIED.

See Attachment "X.B."

- C. Approve Recommendation to Foundation for 2015 Summer Reading Programs Costs of \$19,965.00

Director Bouda reviewed the history on this.

ROBERT PORTER MOVED, EMILY KELAHAH SECONDED, TO APPROVE A RECOMMENDATION TO THE FOUNDATION FOR 2015 SUMMER READING PROGRAM COSTS OF \$19,965.00.

AYES: BRITTANY CORNELL, EMILY KELAHAH, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "X.C."

XI. Unfinished Business

A. Background/History of RFQ

Susan O'Rourke shared some of the history on the RFQ with new Trustees.

B. Discussion and Selection of Firm to Conduct Needs Assessment, Programming, Site Analysis and Conceptual Design

EMILY KELAHAH MOVED, ROBERT PORTER SECONDED, TO SELECT NAGLE HARTRAY TO CONDUCT THE NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS AND CONCEPTUAL DESIGN FOR EXPANSION OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: BRITTANY CORNELL, EMILY KELAHAH, SUSAN O'ROURKE

NAYES: VAN MILLER, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

ABSENT: NONE

THE MOTION FAILED.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO SELECT FARNSWORTH GROUP TO CONDUCT NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS AND CONCEPTUAL DESIGN FOR EXPANSION OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: EMILY KELAHAH, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: BRITTANY CORNELL

ABSENT: NONE

THE MOTION CARRIED.

EMILY KELAHAH MOVED, JULIAN WESTERHOUT SECONDED, TO AUTHORIZE DIRECTOR BOUDA AND PRESIDENT KOOS TO ENGAGE IN CONTRACT NEGOTIATIONS WITH FARNSWORTH GROUP.

AYES: BRITTANY CORNELL, EMILY KELAHAH, VAN MILLER, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: NONE

THE MOTION CARRIED.

XII. Comments from Board Members

Robert Porter stated that there was a tremendous article on the Summer Reading program in the Pantagraph a few weeks ago and he wanted to thank those present that are involved. This is a wonderful service for the community and it makes him very proud to be associated with the Library.

Susan O'Rourke stated at the last Board meeting, she had asked if both President Koos and Director Bouda along with herself would be willing to meet with Sara McCubbins and Linda Darby from ISU to discuss the Library's Vision and Mission Statement for their Innovation Hub project. She asked if a meeting with them is still a possibility. After a brief discussion, it was decided that Susan O'Rourke, President Koos, and Director Bouda will discuss a meeting time that fits into all of their schedules.

Brittany Cornell announced that the July Board meeting will be her last as she will soon be moving to Colorado.

XIII. Adjournment

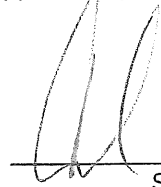
VAN MILLER MOVED, MIKE RAIKES SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:56 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 17, 2015



 Signature, BPL Trustee

Vendor	Line Item	Amount
3 M Company	Office/Equipment Mtnc	30,050.00
Alpha Controls & Services, LLC	Building Maintenance	355.00
Ameren IP	Electricity	7,612.47
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	764.00
Bouda, Georgia	Travel	463.00
Brodart Co.	Library Supplies	993.20
CDW Government	Computer Supplies	720.47
Cengage Learning	Adult Books	1,298.56
Center Point Large Print	Adult Books	469.14
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.20
City of Bloomington	FICA	9,154.43
City of Bloomington	Gas/Fuel	349.38
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,161.56
City of Bloomington	IMRF	21,180.76
City of Bloomington	Life Insurance	245.02
City of Bloomington	Medicare	2,241.01
City of Bloomington	Payroll	163,694.75
City of Bloomington	Vehicle Maintenance	160.02
City of Bloomington	Vision Insurance	201.30
City of Bloomington	Water	720.00
Comcast	Telecommunications	102.85
Conrad Sheet Metal	Building Maintenance	200.00
Cummins Mid-State	Vehicle Maintenance	277.89
Cumulus Broadcasting	Advertising	918.66
Dean's Superior Blueprints	Building Mtnc Supplies	200.00
Dean's Superior Blueprints	Library Supplies	325.00
Demco	Library Supplies	201.82
Demikis, Michael	Other Purchased Services	300.00
Ebsco Industries	Periodicals	17,225.00
Ebsco Industries	Public Access Software	7,572.00
Evans, Dale	Other Purchased Services	75.00
Facts on File (Infobase Learning)	Public Access Software	6,387.16
Fisk, Terry	Other Purchased Services	325.00
Francois, Russel	Other Purchased Services	1,838.05
Frontier	Telecommunications	1,408.97

Hanson, Mark
 Illinois Wesleyan University
 Janway Company USA, Inc.
 Kelly's Bakery & Café
 Knoll, Bernard (Engraving Express)
 Kone, Inc.
 Limelight Communications, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Northern Illinois Gas/NICOR
 Nu Air Corp.
 Oberlander Communications
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Penworthy Co.
 Picture This Digital Media, LLC
 Recorded Books, Inc.
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Ruyle Mechanical Services, Inc.
 Scholastic Library Publishing
 Select Screen Prints & Embroidery, Inc.
 Sindlinger, Anne
 Sirsi Corporation
 Stanlaw, James
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies, Inc.
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Book Page
 VISA - Casey's Garden Shop and Nursery
 VISA - Champaign Telephone Co.
 VISA - Concord Custom Cleaners
 VISA - Dollar Tree
 VISA - Double Tree O'Hare
 VISA - Ellison Education.com
 VISA - Engraving Express
 VISA - Facebook
 VISA - Five Star Water
 VISA - Fred Pryor/Career Track

Other Purchased Services	300.00
Other Purchased Services	516.27
Library Supplies	292.86
Miscellaneous Expenses	250.00
Other Purchased Services	48.00
Building Maintenance	400.00
Advertising	200.00
Office Supplies	260.34
A/V Materials	112.69
Janitorial Supplies	564.25
Natural Gas	1,698.82
Building Mtnc Supplies	226.00
Telecommunications	48.50
Computer Supplies	231.08
Janitorial Supplies	286.40
Office Supplies	929.72
Ebooks	4,900.00
Juvenile Books	50.25
Advertising	1,610.00
A/V Materials	120.40
Periodicals	871.59
Library Supplies	34.95
Rentals	1,481.79
Printing/Binding	360.00
Building Maintenance	3,495.00
Public Access Software	7,127.00
Other Purchased Services	706.00
Other Purchased Services	125.00
Office/Equipment Mtnc	37,492.29
Other Purchased Services	75.00
Building Maintenance	29.01
Other Purchased Services	393.80
Library Supplies	2,790.93
A/V Materials	307.67
Janitorial Supplies	56.07
A/V Materials	631.70
Computer Supplies	361.07
Professional Development	45.00
Membership Dues	205.00
Travel	668.70
A/V Materials	5,899.73
Adult Books	10,842.65
Juvenile Books	5,742.15
Employee Relations	39.95
Periodicals	480.00
Building Mtnc Supplies	87.17
Telecommunications	1,453.51
Other Purchased Services	30.00
Other Purchased Services	3.00
Travel	190.27
Library Supplies	96.00
Other Purchased Services	72.00
Advertising	124.41
Miscellaneous Expenses	19.60
Professional Development	(74.00)

VISA - GameStop	A/V Materials	213.74
VISA - Hobby Lobby	Library Supplies	3.98
VISA - Hobby Lobby	Other Purchased Services	7.55
VISA - Illinois Library Association	Membership Dues	300.00
VISA - Illinois Tollway	Travel	1.50
VISA - Ingram	Adult Books	560.68
VISA - LD-InkJets	Computer Supplies	472.95
VISA - Lowe's	Building Mtnc Supplies	157.51
VISA - Lowe's	Janitorial Supplies	150.68
VISA - Lowe's	Other Purchased Services	(16.09)
VISA - McLean County Chamber of Commerce	Professional Development	(35.00)
VISA - McLean County Museum of History	Adult Books	94.50
VISA - Menards	Building Mtnc Supplies	19.98
VISA - Monoprice	Computer Supplies	110.91
VISA - Neopost USA	Office Supplies	299.00
VISA - Office Depot/OfficeMax	Janitorial Supplies	41.53
VISA - Office Depot/OfficeMax	Library Supplies	61.38
VISA - OnlineStores.com	Employee Relations	248.22
VISA - Oriental Trading Co	Other Purchased Services	2,168.70
VISA - Owen Nursery & Florist	Building Mtnc Supplies	294.24
VISA - Party City	Employee Relations	49.85
VISA - PayPal*ABOS	Membership Dues	39.00
VISA - Radio Shack	Computer Supplies	80.98
VISA - Scholastic Book Fairs	Other Purchased Services	358.75
VISA - Skinit	Computer Supplies	425.08
VISA - Sprint	Telecommunications	405.88
VISA - Standard & Poor's Financial Services	Public Access Software	6,709.80
VISA - Uncle Bill's Self Storage	Other Purchased Services	60.00
VISA - UPS	Postage	10.37
VISA - US Toy	Library Supplies	452.97
VISA - USPS.com	Postage	15.90
VISA - Verizon Wireless	Telecommunications	1.80
VISA - Village of Rosemont	Travel	13.00
VISA - Wal-Mart	Building Mtnc Supplies	149.70
VISA - Wal-Mart	Copier Supplies	39.85
VISA - Wal-Mart	Employee Relations	35.80
VISA - Wal-Mart	Janitorial Supplies	115.31
VISA - Wal-Mart	Library Supplies	34.78
VISA - Wal-Mart	Miscellaneous Expenses	160.52
VISA - Wal-Mart	Office Supplies	80.94
VISA - Wal-Mart	Other Purchased Services	56.24
VISA - Webstaurant Store	Library Supplies	29.48
VISA - Windstream	Telecommunications	159.51
Total		415,441.66

Illinois Non-Resident Card Program

Minimum Fee Calculator for General Mathematical Formula

Fill in the three boxes below to calculate the minimum fee your library can charge for a non-resident card.

Library income from local property taxes (or equivalent)

Find this information on your library's most recent Illinois Public Library Annual Report.
Item 9.1 on the 2012-2013 report

\$4,541,270

Service population (per latest U.S. census)

Find this information on your library's most recent Illinois Public Library Annual Report.
Item 1.26 on the 2012-2013 Report

76,610

Average household size (per latest official U.S. census)

2.43

Find this information at <http://factfinder2.census.gov>

In the Quick Start box, type "average household size" in the box labeled "topic or table name".
Fill in your city or zip code(s) in the box labeled Geography, then click "Go".

The minimum fee your library can charge for a non-resident card is:

\$144.04

Bloomington Public Library will charge:

\$145.00

Effective 7/01/2014 through 6/30/2015

The above fee is the average cost per household on which to base a fee for a family card. Libraries using the general mathematical formula may establish a non-resident fee higher than this amount, but may not charge less.

Approved this 23rd day of June 2015

Carol Koos, President

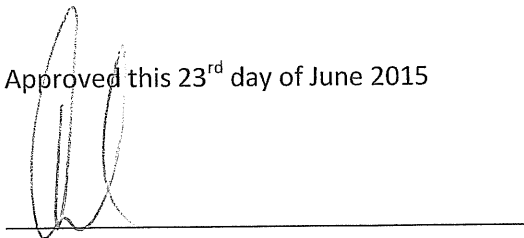
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR DOWNLOADABLE SONGS
TO LIBRARY IDEAS

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 Downloadable Songs to Library Ideas in the amount of \$8,803.50
2. That the renewal period will be from July 10, 2015 through July 9, 2016
3. That the Library will continue to offer free downloadable songs from the Sony book of music to Bloomington Library cardholders
4. That the Library will offer a service similar to iTunes
5. That each cardholder will be allowed to download three songs per week
6. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$8,803.50

Approved this 23rd day of June 2015



Carol Koos, President
Bloomington Public Library Board of Trustees



library ideas

P.O. Box 9
Vienna, VA 22183

Invoice

Date	Invoice #
6/1/2015	45728

Bill To
BLOOMINGTON PUBLIC LIBRARY Kathy Jeakins 205 E. Olive St. Bloomington, IL 61702

Please remit payment within 30 days to the address above.

THANK YOU for your business!

P.O. Number	Rep
	MP

Quantity	Description	Amount
1	Freegal Music Subscription 07/10/15-07/09/16	16,625.00
		Total USD 16,625.00
Phone #	571-730-4300	E-mail
Fax #	571-730-4305	orders@libraryideas.com
		Payments/Credits USD -7,821.50
		Balance Due USD 8,803.50

Books are just the beginning.

Participate

DATE: JUNE 9, 2015
INVOICE # 103

REMIT TO: Bloomington Public Library
ATTN: Kathy Jeakins
Business Manager
P.O. Box 3308
Bloomington, IL 61702-3308

Approved this 23rd day of June, 2015

Approved this 8th day of July, 2015

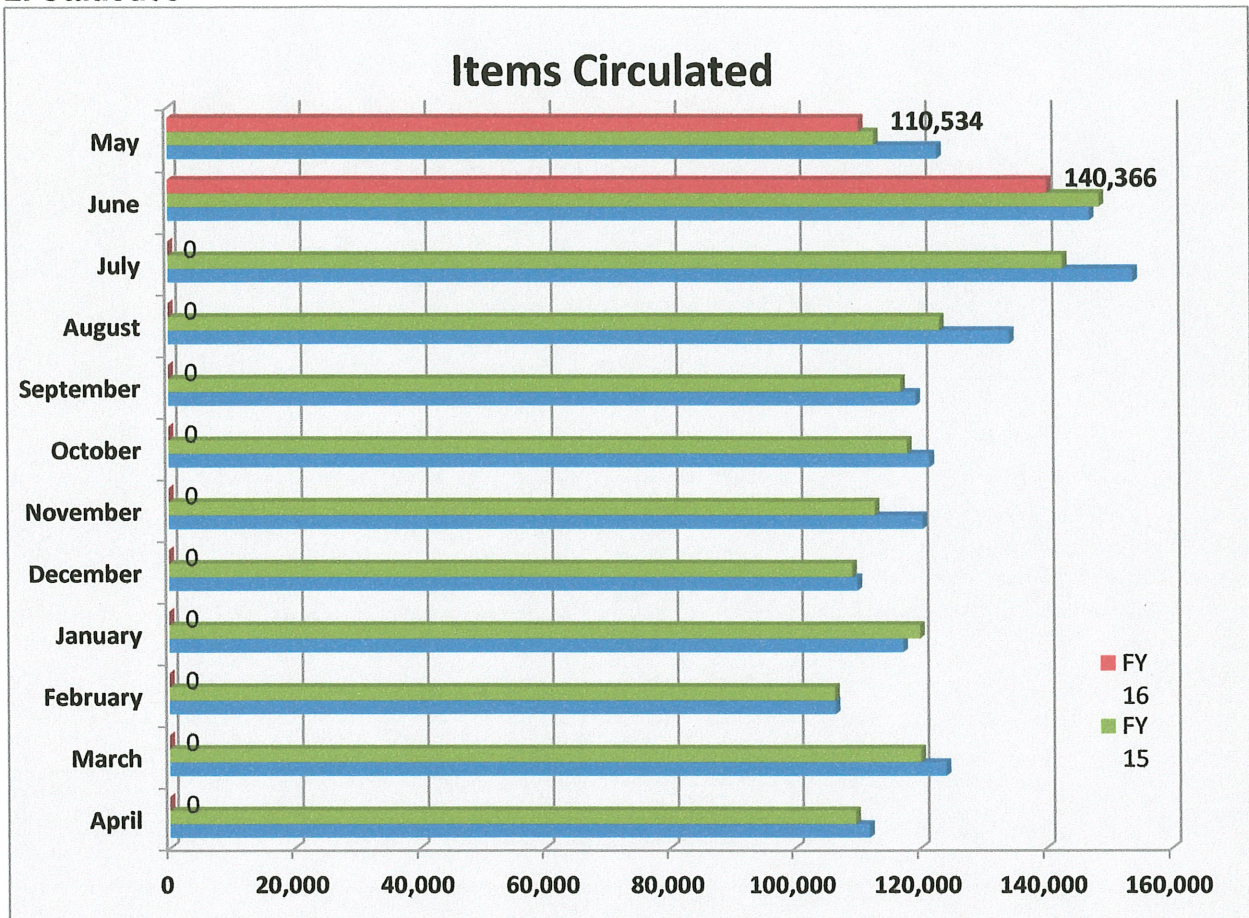
Make all checks payable to Bloomington Public Library

Bloomington Public Library Director's Report July 2015

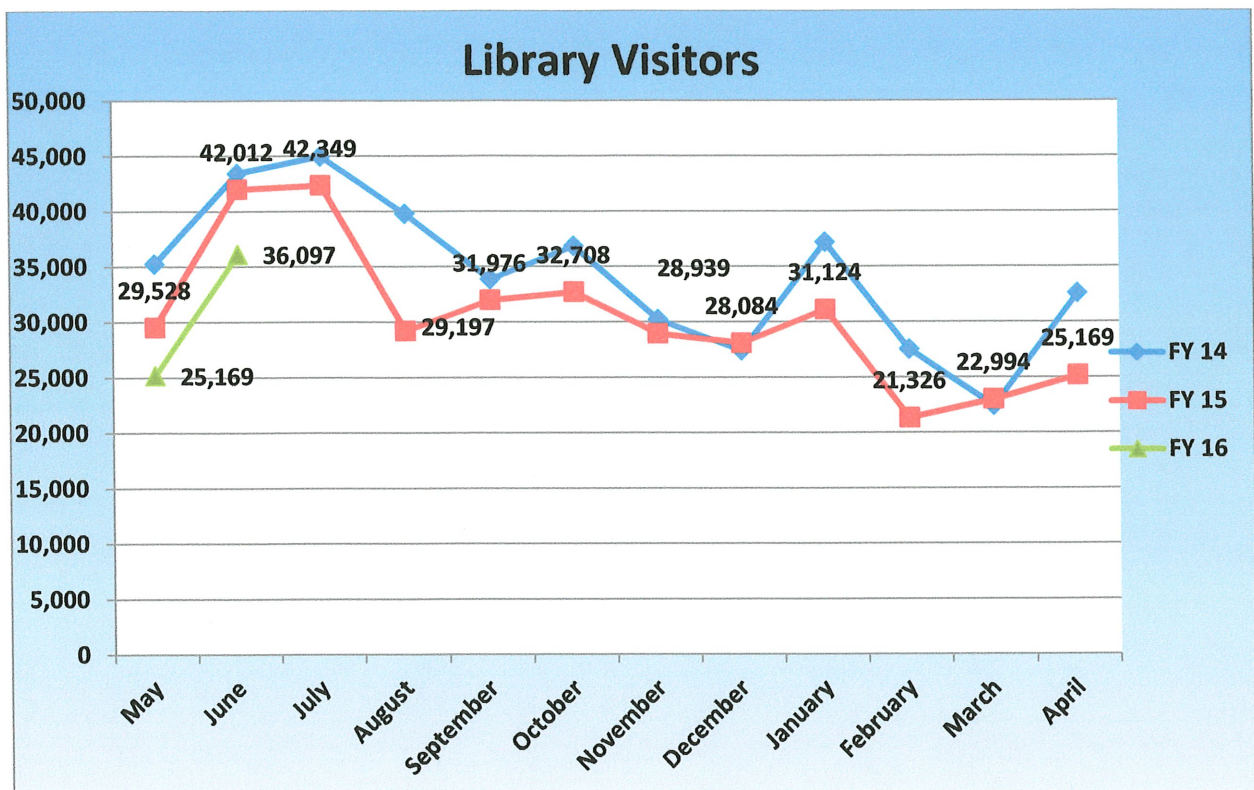
1. RAILS Strategic Plan Workshop at BPL

RAILS has asked us to host a strategic planning workshop on Thursday, Sept. 10 from 9 to noon. The workshop will feature George Needham, a nationally known library consultant.

2. Statistics



Customers borrowed 140,366 items in June, 2015 which is 8354 or about 5% less than the 148,720 items borrowed in June, 2014. There were 36,097 visitors to the Library in June, 2015 compared to 42,012 in June, 2014. Staff answered 5284 questions from customers this month compared to 5447 questions answered in June, 2014.



Programs and Attendance in the month of June:

Children Programs and Attendance:

The Library had 1069 people attend our story times this month and 908 at our programs! That is up for both from last year.

Pint Size Polka – 111 attended

Family Movie Singalong – 116 attended

Hanson Family Jugglers – 78 attended

Ecology Action Center “Michael Recycle” – 37 attended

Fonziba Drums – 2 sessions – 155 attended

Twin Cities Ballet – 48 attended

Music Makers story time – 8 sessions – 678 attended

Mother Goose Rocks Lapsit story time – 4 sessions – 59 attended

Tales and Tunes story time – 3 sessions – 288 attended

Singing Swinging Story Time – 2 sessions – 44 attended

Tales for Tails – 3 sessions – 63 attended

Weekly day care visits – 25 groups – 578 attended

Visited 3 day cares – 62 attended

Library information and craft table at Sheridan School lunch – 31 attended

Library information table at Tales in the Park – 90 attended



Bloomington Public Library provided the Curious George and Dora costumes for the West Bloomington Neighborhood block party.

Teen Programs and Attendance:

DIY Beaded Earbuds Makeup – 1 session – 27 attended

Monday Movie Musical Matinee (and craft) – 2 sessions – 16 attended

Teen Thursday – 1 session – 0 attended

Adult Programs and Attendance:

Fiction Book Club – 1 session – 7 attended

Mystery Book Club – 1 session – 10 attended

Books on Tap – 1 session – 6 attended

Grilling & BBQ—Tips, Tricks, Techniques – 1 session – 10 attended

Concerts on the Patio – 4 sessions – 193 attended

Compost Your Way to a Better Garden – 1 session – 11 attended

Straw Bale Gardening – 1 session – 8 attended

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

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

DIY Make Your Own Paper – 1 session – 8 attended

Illinois UFOs with Terry Fisk – 1 session – 119 attended

There were 7 requests for individual appointments with a library staffer. Topics included ebooks, filling out applications, MP3, Word and Excel 2007, and converting photo slides to digital using equipment in the Digital Media Lab.

3. McLean County Memories: The Early Years

The Library is participating in this project with other community partners to create a new hardcover pictorial history book of McLean County from its early years to 1939. In return, the Library will receive several complementary copies of the book for its collection. Residents may bring photographs taken between the 1800s and 1939 in McLean County to the Library on Wednesday, July 8 from noon to 3:00PM.

4. Lincoln's Festival

The annual Lincoln's Festival will be July 17 -19 this year. GPPLD is sponsoring a program on how the nation mourned the President on Saturday, July 18 at 1:30pm in the Community Room. This program features Anne and Laura Lehmkuhl of the 22nd Illinois Volunteers. For the complete list of the programs being offered during Lincoln's Festival in Bloomington, visit www.lincolnsfestival.org.

5. Disaster Preparedness Workshop

Caprice and I attended a day-long Local Officials All-Hazards Preparedness workshop with other City personnel on July 14th. FEMA officials presented a simulation of a tornado hitting Bloomington and suggestions for better preparedness.

6. State Farm Volunteers

State Farm summer interns spent the day tagging DVDs with our Technical Services staff. The sixteen volunteers tagged 7000 DVDs in one day. Six more come back with them after lunch and shelved and shelf read in the AV area. This was a huge help! Our goal is to tag all of the AV collection with RFID tags on the discs instead of the boxes so that we can eliminate the unlockers at the self checks.

Respectfully submitted,

Georgia Bouda, Director



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All Those Techies Who Predicted the Demise of the Public Library Were Wrong

By Wayne Wiegand ^[1] / Oxford University Press ^[2]
July 16, 2015

The following was written by author Wayne Wiegand as a compliment to his new book, Part of Our Lives: A People's History of the American Public Library (Oxford University Press, 2015) ^[3].

Indisputable fact--Americans love their public libraries. Evidence to support this statement abounds. A 2013 report by the Pew Research Center's Internet and American Life Project noted that in the previous decade "every other major institution (government, churches, banks, corporations) has fallen in public esteem except libraries, the military, and first responders." The study also found that 91% of those surveyed over sixteen years old said libraries are "very" or "somewhat" important to their communities, and 98% identified their public library experience as "very" or "mostly positive." Another Pew study found 94% of parents believe libraries are important for their children; 84% said because libraries develop a love of reading and books.

Although in the 1980s many evangelists of information technology predicted the demise of public libraries by the turn of the century, they've been proven wrong. In 2012 (latest year for which we have statistics) the U.S had more public libraries than ever--17,219, including branches and bookmobiles. While the number of visits declined slightly in 2012 from 1.52 to 1.5 billion (the recession forced libraries to reduce hours by 2%; more patrons were downloading library e-books from home computers), the decade nonetheless showed a 21% increase. That same year 93 million Americans attended a public library program, a one-year increase of 4% and an eight-year increase of 38%; 65 million attendees were children, a nearly 4% increase from the previous year and a 24% increase from the previous decade. In 2012 public libraries circulated 2.2 billion items (including audio and video materials and e-books)—a 28% increase from 2003; circulation per capita showed a ten-year increase of 17%. Public libraries also provided users with access to 250,000 Internet-ready computers, 100% more per capita than a decade earlier.

Americans love their public libraries, but why? Historical research shows reasons fit into three broad categories—for the useful information they make accessible; for the public spaces they provide that help construct community; and for the transformative potential

year-old in 1963, she read a public library copy of *A Tree Grows in Brooklyn*—"the story of Francie Nolan whose life was full of humiliation and whose only friends were in books lining the public library shelves. ...I felt like my life was hers."

After her father died in 1963, nine-year-old Sonia Sotomayor buried herself in reading at her Bronx library and in the apartment she shared with her mother and brother. Her reading, she admitted, was her "solace and only distraction" that got her through this "time of trouble." Of particular interest was "Nancy Drew," who "had a powerful hold on my imagination. Every night, when I'd finished reading and got into bed and closed my eyes, I would continue the story, with me in Nancy's shoes until I fell asleep." Her mind, she noted, "worked in ways very similar" to Nancy's. "I was a keen observer and listener. I picked up on clues. I figured things out logically, and I enjoyed puzzles. I loved the clear focused feeling that came when I concentrated on solving a problem and everything else faded out." In 1963, most American public libraries had Nancy on their shelves. Not NYPL, however, where librarians considered series fiction "trash." Instead, Sotomayor got her copies of Nancy from her mother--for good behavior. NYPL finally dropped the ban on series fiction in 1976.

For generations now library and government officials have argued that the public library's most important role is to provide access to useful information that develops intelligent consumers and informed citizens—the kind of information Thomas Edison pursued in his public library that, many argue, people can now retrieve on their computers, at home. Public library users, however, show a different set of priorities. For them the tens of thousands of spaces public libraries provide for many purposes and the billions of commonplace stories they circulate in a variety of textual forms are as important as, perhaps even more important than, access to information, and for a variety of reasons.

Recent research in the fast-developing field of social neuroscience shows that substantial benefits accrue to those who experience high levels of face-to-face contact, including improved vocabularies, an increased ability to empathize, a deeper sense of belonging, and—most important—a longer lifespan. Neuroscientific research that focuses on the social nature of commonplace reading reinforces these conclusions. Fiction, notes research psychologist Keith Oatley, "is a particularly useful simulation because negotiating the social world effectively is extremely tricky, requiring us to weigh up myriad interacting instances of cause and effect. Just as computer simulations can help us get to grips with complex [scientific] problems, ... so novels, stories and dramas can help us understand the complexities of social life."

For generations now, adolescent series fiction and adult westerns, romances, horror, and science fiction novels have driven public library circulation. They still do. Through commonplace stories like these that they circulate by the billions American public libraries help empower, inform, intellectually stimulate, and inspire their readers, viewers, and listeners, just like they did for Seeger, Winfrey, and Sotomayor. And through the tens of thousands of spaces they make available to their patrons they help construct community in multiple positive ways through the billions of face-to-face encounters they nurture and the civic responsibility they teach, just like they did for Martin Luther King, Jr., and Sully Sullenberger.

Information, place, and reading. Americans love their public libraries for all these reasons—justification enough to encourage even more of our citizens to use these much-

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

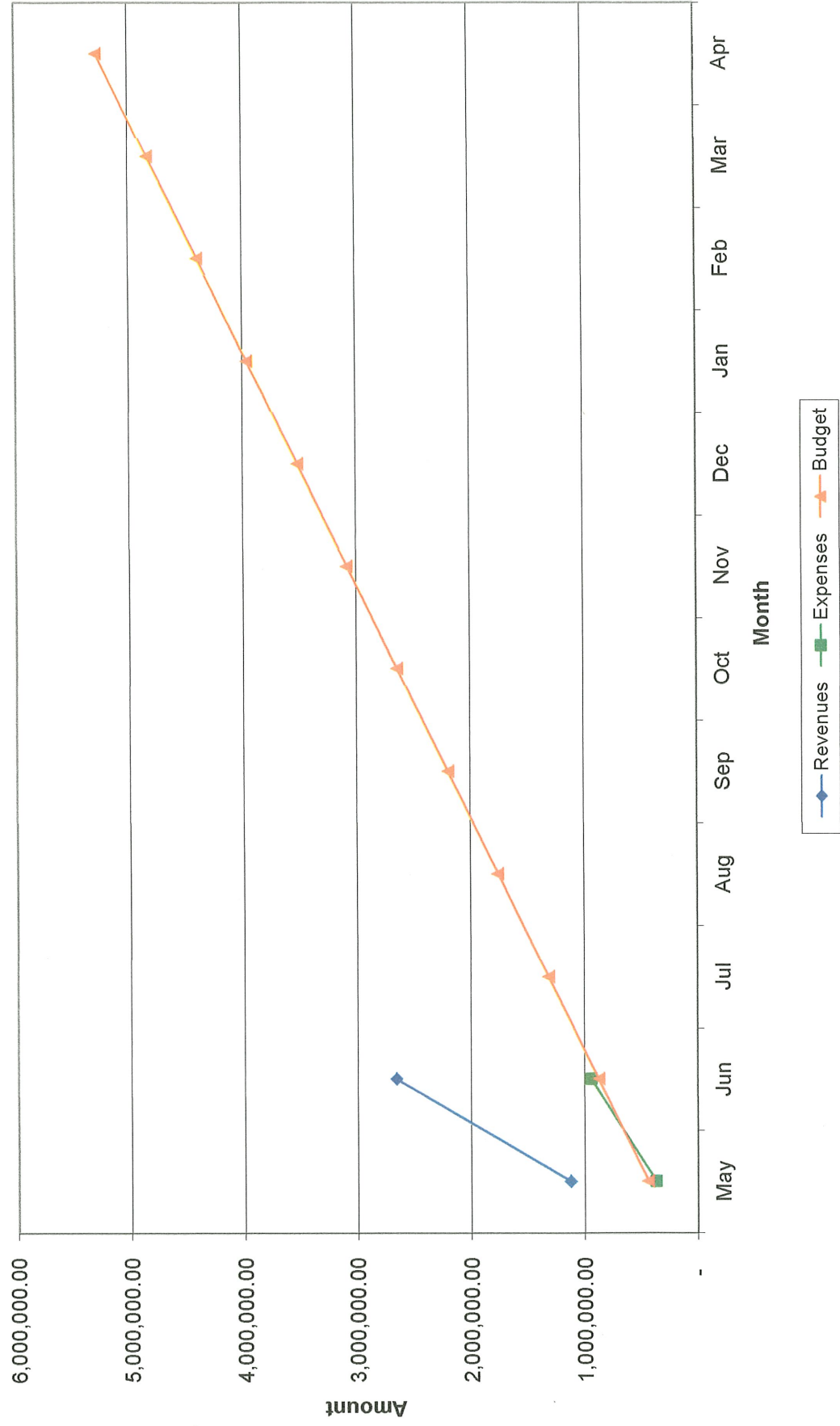
REVENUES:

ACCT NAME	BUDGET	JUNE 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,397,135.66	2,344,091.92	(2,202,618.08)	51.6
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,000	0.00	95,762.50	762.50	100.8
GPPLD	370,000	128,386.51	197,015.78	(172,984.22)	53.2
Fees & Rentals	80,000	6,744.12	14,130.30	(65,869.70)	17.7
Copies	3,800	160.70	518.60	(3,281.40)	13.6
Interest on Investments	1,000	151.71	230.59	(769.41)	23.1
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	29.00	3,179.00	(16,821.00)	15.9
Other Grants	0	0.00	450.00	450.00	-----
Cash Over/Short	0	0.19	(1.24)	(1.24)	-----
Other	30,000	2,635.05	6,952.16	(23,047.84)	23.2
Total Revenues	5,277,910	1,535,242.94	2,662,329.61	(2,615,580.39)	50.4

ACCT NAME	BUDGET	JUNE 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	162,128.13	291,008.44	(1,724,224.56)	14.4
Part-Time Salaries	453,600	29,957.71	59,218.44	(394,381.56)	13.1
Seasonal Salaries	35,586	9,754.73	14,386.70	(21,199.30)	40.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	201,840.57	364,613.58	(2,140,905.42)	14.6
Dental Insurance	11,273	807.20	1,614.40	(9,658.60)	14.3
Vision Insurance	2,894	201.30	402.60	(2,491.40)	13.9
Health Insurance, BC/BS PPO	210,104	19,161.56	38,323.12	(171,780.88)	18.2
Health Insurance, OSF HMO	118,062	6,916.60	13,833.20	(104,228.80)	11.7
Life Insurance	3,097	240.49	485.51	(2,611.49)	15.7
IMRF	299,867	21,806.20	42,986.96	(256,880.04)	14.3
FICA	162,368	11,786.40	20,940.83	(141,427.17)	12.9
Medicare	36,315	2,656.51	4,897.52	(31,417.48)	13.5
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	0.00	0.00	(600.00)	0.0
Tuition Reimb	30,000	10,176.00	10,176.00	(19,824.00)	33.9
Other Benefits	0	0.00	921.74	921.74	-----
Total Benefits	912,255	73,752.26	134,581.88	(777,673.12)	14.8
Rentals	22,000	1,625.98	2,712.36	(19,287.64)	12.3
Total Rentals	22,000	1,625.98	2,712.36	(19,287.64)	12.3
Building Mtnc	135,000	3,763.00	4,935.02	(130,064.98)	3.7
Vehicle Mtnc	5,000	356.46	516.48	(4,483.52)	10.3
Office & Computer Mtnc	165,000	21,926.00	67,542.29	(97,457.71)	40.9
Other Mtnc	25,000	0.00	0.00	(25,000.00)	0.0
Total Repair/Mtnc	330,000	26,045.46	72,993.79	(257,006.21)	22.1

ACCT NAME	BUDGET	JUNE 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	4,581.54	5,974.05	(13,025.95)	31.4
Printing/Binding	19,000	1,044.20	1,344.20	(17,655.80)	7.1
Travel	6,000	76.14	1,568.44	(4,431.56)	26.1
Membership Dues	5,000	75.00	619.00	(4,381.00)	12.4
Professional Development	8,000	40.01	(68.99)	(8,068.99)	-0.9
Other Purchased Services	100,000	2,715.04	8,636.00	(91,364.00)	8.6
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	8,531.93	18,072.70	(171,927.30)	9.5
Office Supplies	20,000	1,660.18	2,922.31	(17,077.69)	14.6
Computer Supplies	85,000	1,766.89	4,169.43	(80,830.57)	4.9
Copier Supplies	3,300	105.31	249.73	(3,050.27)	7.6
Postage	12,000	25.22	39.11	(11,960.89)	0.3
Library Supplies	72,000	3,254.37	7,699.89	(64,300.11)	10.7
Janitorial Supplies	16,000	786.10	1,877.29	(14,122.71)	11.7
Gas & Diesel Fuel	8,000	424.18	773.56	(7,226.44)	9.7
Building Mtnc & Repair Supplies	10,000	1,234.57	2,342.52	(7,657.48)	23.4
Total Supplies	226,300	9,256.82	20,073.84	(206,226.16)	8.9
Natural Gas	35,000	0.00	1,698.82	(33,301.18)	4.9
Electricity	95,000	0.00	7,612.47	(87,387.53)	8.0
Water	8,500	838.74	1,558.74	(6,941.26)	18.3
Telecommunications	26,000	1,877.71	6,257.22	(19,742.78)	24.1
Total Utilities	164,500	2,716.45	17,127.25	(147,372.75)	10.4
Professional Collection	7,000	115.02	115.02	(6,884.98)	1.6
Total Prof Collection	7,000	115.02	115.02	(6,884.98)	1.6
Periodicals	35,000	41.15	18,617.74	(16,382.26)	53.2
Adult Books	170,000	11,259.59	21,136.61	(148,863.39)	12.4
Children's Books	125,000	9,033.06	12,568.02	(112,431.98)	10.1
A/V Materials	168,000	18,286.13	22,788.65	(145,211.35)	13.6
Public Access Software	140,000	10,786.00	38,881.46	(101,118.54)	27.8
Ebooks	70,000	4,900.00	4,900.00	(65,100.00)	7.0
Total Materials	708,000	54,305.93	118,892.48	(589,107.52)	16.8
Employee Relations	6,000	0.00	506.22	(5,493.78)	8.4
Miscellaneous Expenses	13,000	543.44	845.44	(12,154.56)	6.5
ERI Reimbursement	36,732	36,732.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	156,604	156,604.00	156,604.00	0.00	100.0
Total Other Expenses	212,336	193,879.44	194,687.66	(17,648.34)	91.7
Total Expenses	5,277,910	572,069.86	943,870.56	(4,334,039.44)	17.9

BPL FY 2015-2016



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2015

Property Tax (51.6%): The Library has received three distributions.

Replacement Tax (0.0%): The Library has not received its distribution yet.

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 (23.1%): 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.

Other (23.2%): 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 (40.4%): This is over-spent because most 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.

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.

Other Benefits: This was for final payout for a retiring staff member.

Building Maintenance (3.7%): Charges have been minimal.

Vehicle Maintenance (10.3%): Charges have been minimal.

Office/Equipment Maintenance (40.9%): 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 (31.4%): This is over-spent due to several vendors who require payment for advertising services in advance.

Printing/Binding (7.1%): Charges have been minimal.

Travel (26.1%): 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 (8.6%): Charges have been minimal.

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

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

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

Computer Supplies (4.9%): Charges have been minimal.

Copier Supplies (7.6%): Charges have been minimal.

Postage (0.3%): Charges have been minimal.

Library Supplies (10.7%): Charges have been minimal.

Gas & Diesel Fuel (9.7%): Charges have been minimal.

Building Maintenance Supplies (23.4%): This is over-spent due to a large purchase of fluorescent light bulbs.

Natural Gas (4.9%): Charges have been minimal.

Electricity (8.0%): Charges have been minimal.

Telecommunications (24.1%): This is over-spent because some costs still need to be back-dated to FY15 and CIRBN requires payment a month in advance.

Professional Collection (1.6%): Charges have been minimal.

Periodicals (53.2%): This is over-spent due to payment of the annual subscription service.

Children's Books (10.1%): Charges have been minimal.

Public Access Software (27.8%): This is over-spent due to payment of annual fees for various electronic data-bases.

Ebooks (7.0%): Charges have been minimal.

Employee Relations (8.4%): Charges have been minimal.

Miscellaneous Expenses (6.5%): 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	\$ 2,280.00
Anonymous:	834.00
McLean Co Retired Teachers Assoc:	35.00
Miscellaneous Donations:	30.00
Total Donations:	\$ 3,179.00

The Other Revenue line item breaks out as follows:

Print Station:	\$ 1,638.39
Book Shoppe:	2,488.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	40.50
Sale of Sling Backpacks:	22.00
Sale of Earbuds:	111.00
Sale of Flashdrives:	9.75
Hot Beverage Station:	186.00
Test Proctoring:	310.00

Meeting Room Fees:	0.00
Book Pick-Up:	322.20
Night of Art & Jazz Ticket Sales:	1,450.00
Miscellaneous:	359.32
Total Other Revenue:	\$ 6,952.16

During June, 13 batches containing 136 invoices were processed, totaling \$99,269.74 and 175 credit card charges were made totaling \$24,529.79.

Library Fund Balance Information, 6/30/15:

Operating:	\$ 3,551,868.48
Capital:	\$ 2,128,494.97
Fixed Assets:	\$ 775,384.34

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
 Keystone US Management (Tyco Integrated Security, LLC)
 Leary, Donna
 Library Ideas
 Limelight Communications, Inc.
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Moody Bible Institute
 Naffziger, Dale (Growing Grounds)
 OfficeMax
 OfficeMax
 OfficeMax
 Pantagraph
 Penguin Random House, LLC
 Penworthy Co.
 Rainbow Book Co.
 Recorded Books, Inc.
 Research Technology International
 Resource One
 Rice, Danny
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Ruyle Mechanical Services, Inc.
 Select Screen Prints & Embroidery, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 Unique Management Services, Inc.
 University of Illinois
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 Westminster Village
 VISA - 1000 Bulbs.com
 VISA - Abe Books
 VISA - Advance Auto Parts
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Care Pack Sales
 VISA - Discount Safety Gear
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Gingerbread House
 VISA - Growing Grounds
 VISA - Hobby Lobby
 VISA - Hobby Lobby

Miscellaneous Expenses	20.00
Building Maintenance	259.32
Travel	24.04
A/V Materials	8,803.50
Advertising	200.00
Building Maintenance	153.47
A/V Materials	1,724.05
Janitorial Supplies	1,154.51
Miscellaneous Expenses	6.89
Building Mtnc Supplies	47.97
Computer Supplies	539.78
Copier Supplies	343.40
Office Supplies	460.44
Advertising	600.00
A/V Materials	131.25
Juvenile Books	758.91
Children's Books	2,837.95
A/V Materials	530.87
Library Supplies	264.65
Office Supplies	3,855.07
Travel	6.90
Rentals	1,645.75
Printing/Binding	180.00
Building Maintenance	860.78
Other Purchased Services	52.00
Other Purchased Services	148.00
Other Purchased Services	447.50
Tuition Reimbursement	10,176.00
Library Supplies	672.35
Building Maintenance	1,909.86
Fees & Rentals	20.00
Building Mtnc Supplies	315.47
Adult Books	24.75
Vehicle Maintenance	39.48
Adult Books	78.99
A/V Materials	144.08
A/V Materials	670.85
Professional Collection	69.98
Travel	25.00
A/V Materials	6,248.51
Adult Books	10,401.50
Juvenile Books	7,110.25
Other Purchased Services	18.89
Professional Collection	45.04
Computer Supplies	705.99
Janitorial Supplies	(4.70)
Building Mtnc Supplies	10.00
Other Purchased Services	6.00
Advertising	128.68
Miscellaneous Expenses	48.10
A/V Materials	758.71
Library Supplies	75.95
Building Mtnc Supplies	101.91
Library Supplies	18.97
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 - Yeast	Computer Supplies	89.89
 Total		 553,484.51

Bloomington Public Library
Monthly Statistics - June 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	57,427	109,460	59,804	113,253
Teens	5,206	8,071	4,289	6,978
Children	65,052	109,036	67,423	107,642
OTR Adults	2,494	4,991	2,536	4,634
OTR Teens	221	349	219	390
OTR Children	4,565	8,038	4,427	8,478
e-Books - Freading	18	100	26	43
e-Books - Overdrive	4,609	9,122	4,097	7,942
Freegal downloads	483	1,029	606	1,335
Zinio Magazines	287	700	282	793
Tumblebooks	4	4		
TOTALS				
Adults	59,921	114,451	67,351	117,887
Teens	5,427	8,420	4,508	7,368
Children	69,617	117,074	71,850	116,120
Digital Downloads	5,401	10,955	5,011	10,113
COMBINED TOTAL	140,366	250,900	148,720	251,488
ITEMS IN THE COLLECTION				
Main	297,273	297,273	288,682	288,682
OTR	12,007	12,007	12,393	12,393
TOTAL	309,280	309,280	301,075	301,075
HOLDS FILLED	8,201	15,414	8,488	15,856
CARDHOLDERS				
Added	766	1,139	710	1,056
TOTAL NUMBER			37,208	
Adults	25,954	25,954	27,509	27,509
Teens	2,224	2,224	2,424	2,424
Children	6,031	6,031	6,786	6,786
Combined Total of Active Cards	34,209	34,209	36,719	36,719
REFERENCE QUESTIONS				
Adults	2743	5,171	2884	5,496
Teens	243	399	90	136
Children	1,325	2,186	1,426	2,265
OTR	121	233	65	154
Circulation	852	1,527	982	1,740
PROGRAMS				
Story Times	17	19	13	17
Adult	14	28	8	20
Teens	4	7	13	15
Juvenile	10	12	9	9
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - June 2014

	Current Month	Cumulative	Last Year	Cumulative
Story Times	1,069	1,093	794	867
Adult Programs	375	493	76	234
Teen Programs	43	57	164	185
Juvenile Programs	908	938	704	704
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	0
Completed	0	0	0	0
TEENS				
Registered	0	0	0	0
Completed	0	0	0	0
ADULTS				
Registered	0	0	0	0
Completed	0	0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	4,857	9,271	3,032	7,381
Website database/catalog hits	58,217	81,671	17,684	32,662
Online Resource (Database) uses	5,457	11,096	3,047	6,285
TOTAL		102,038	23,763	46,328
INTERLIBRARY LOAN				
Borrowing Requests Received	525	994	415	829
Outgoing Loans (Lending)	282	536	252	504
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	25	28	24	27
Outside the library (events)	5	34	3	31
Number of people	761	8,891	1,010	7,619
VOLUNTEER HOURS	130	222	123	212
MEETING ROOM USAGE				
Study Room	55	124	77	163
Digital Media Lab	37	46	56	93
Customer Visits (MAIN)	34,467	58,447	40,505	68,962
Customer Visits (OTR)	1,630	2,819	1,507	2,578
COMBINED TOTAL VISITS	36,097	61,266	42,012	71,540
TRAINING HOURS	133	326	128	399

Golden Prairie Public Library District
Board of Trustees Meeting

May 20, 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 5:02 p.m.

II. Roll Call

MEMBERS PRESENT: Tim Ervin, Lynn Gray, Adrienne Ives, Stephen Peterson, Patti Salch

MEMBERS ABSENT: Carol Carey-Odekirk, Carolyn Dail

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Johanna Sneed

III. Introductions & Public Comment

There were no introductions or public comments.

IV. President's Report

President Adrienne Ives reported on the Bloomington Public Library Board meeting that she attended. She noted that she was only in attendance for the first half hour because they went into Executive Session., but she was present for the introduction of the three new Board members and the Slate of Officers.

V. Approval of Minutes

A. April 15, 2015

LYNN GRAY MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 15, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Georgia Bouda stated that the BPL Board has scheduled a special meeting for June 3, 2015 for the two remaining architectural firms to present their proposals to the new Board members. The goal is for the BPL Board to reach a consensus on which firm to hire during the meeting.

Director Bouda displayed a map of current and past Bookmobile stops and the areas in which cardholders reside. The Board requested that a copy of the map be e-mailed to them. They went on to further discuss Bookmobile stops.

Director Bouda shared that the City of Bloomington is working on a request for proposal to demolish the Sugar Creek Packing Plant. Once the process begins, it should be completed in 90 days.

Lastly, Director Bouda announced that Georgianne Schau will be retiring on June 1, 2015. Her retirement party will be held on May 28 from 3-5 p.m.

B. Outreach Report

Laura Golaszewski reported on the status of the mechanical issues that have arisen with the new Bookmobile. She stated that the shoreline has been fixed and the water leak was redirected to prevent water damage inside the vehicle.

C. Fiscal Report

Kathy Jeakins reported that a little over \$10,000.00 was received from the Per Capita Grant. Kathy entertained questions.

1. Approve April Financial Report

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO APPROVE THE FINANCIAL REPORT FOR APRIL 2015.

AYES: TIM ERVIN, LYNN GRAY, ADRIENNE IVES, STEPHEN
PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: CAROL CAREY-ODEKIRK, CAROLYN DAIL

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Recommend Financial Institutions and Investment Options

The Board reviewed the written recommendation to invest with Commerce Bank made by Carol Carey-Odekirk. Kathy Jeakins added that Commerce Bank's customer service is highly regarded by the City of Bloomington's Finance Department. A concern was raised that the interest rates presented were much lower than anticipated. Stephen Peterson suggested investigating secure investments other than CDs, such as Bonds or T-Bills. The Board agreed to continue the discussion further and review the recommendation when Carol Carey-Odekirk is in attendance.

B. Recommend 25th Anniversary Commemoration

Georgia Bouda affirmed that BPL Board president Narendra Jaggi approved the mounting of an art piece on Library property for Golden Prairie's 25th Anniversary. Lynn Gray presented an updated mock-up of the Golden Prairie logo design and plaque. She added that the final product would be approximately two feet square. Georgia Bouda distributed a copy of the proclamation that she drafted to commemorate Golden Prairie's 25th anniversary.

Kathy Jeakins inquired about whether or not a ceremony or reception will be planned to showcase the gift and celebrate the anniversary. After further discussion, the Board agreed to host a reception in September. The Board will vote on the dollar amount necessary to host the reception during the next meeting.

C. Discuss Finding New Trustee to Fill Unexpired Term

Kathy Jeakins informed the Board that Adrienne Ives' seat will be vacant in July and thus the term will be unexpired upon her departure. She reminded the Board that they should be looking for a new member to fill the term. Additionally, a notice has been posted on the BPL website for any other interested parties to contact the Library.

VIII. New Business

A. Appoint Nominating Committee

President Adrienne Ives appointed Stephen Peterson and Carolyn Dail to the Nominating Committee. A Slate of Officers will be presented in June.

IX. Adjournment

President Adrienne Ives adjourned the meeting at 6:15 p.m.

**Chair's Report
3Ps Committee
1 July 2015 Meeting**

The 3Ps Committee had a lively and productive meeting. Though we have no formal motions for you to consider and approve, we offer you three items for further discussion and contemplation.

1) Committee-Full Board Relations

How work should be distributed between Committees and how discussion ought to flow between the Committees and the Full Board is a perennial issue.

On the one hand, the President argued that, for now, the Full Board ought to discuss all issues in full without prior discussion by the Committees, citing the particular importance of the specific issues before us currently, a desire to eliminate the need to repeat discussions, and the advantage of having all members present to learn about all matters of importance.

On the other hand, the other members present argued that issues ought to be assigned to the 3Ps or B&P Committee based on their content where they will receive concentrated attention in a more flexible format before being forwarded to the Full Board. It was noted that all items requiring the Full Board's attention are made available via Committee reports (both written and verbal) and that all matters are decided by the Full Board eventually whether they go through committee or not. It was also noted that the Full Board taking on Committee work presents a significant time commitment (e.g., the meeting this report summarizes lasted 90 minutes).

There was consensus that there was not consensus on how work should be distributed between the Committees and the Full Board. The 3Ps Committee welcomes both feedback and a democratic decision on this matter.

2) Revision of the Strategic Plan (SP)

Prior to our meeting the members of the 3Ps Committee read the current strategic plan. According to it, approximately 9 meetings of the 3Ps Committee (7 regular and 2 special sessions), a field trip, and a special meeting with the City Management Staff were required to complete the current plan. Based on this, it is reasonable to expect about 10 months to a year of work on revision of the plan. Fortunately, we are engaging Farnsworth on our needs assessment and conceptual plan for expansion currently and the information they produce might help us expedite the process. Nevertheless, it is likely to be a lengthy process.

There was unanimity on the concept of a "kick off" retreat to help us come to a common understanding of what a SP is and does and to crystallize our direction moving forward.

There was also consensus on the concept of the 3Ps Committee revising the component parts of the SP in manageable units (units that can be handled in one reasonable meeting), sending them to the Board for refinement, and repeating that process until we have a complete SP that is ready for endorsement by the Full Board.

Feedback on this proposed plan is welcome.

3) The Bookmobile Routes

The Committee picked up the conversation where it left off after our May meeting (we did not meet in June due to the presentations by Farnsworth and Nagle Hartray) and noted some of the progress that had been achieved in the meantime. Our discussion revolved around three main points:

A) Augmenting the Pilot Program

The Board Members and the members of the Senior Management Team present engaged in a lively debate about whether and how to augment the pilot program for west side expansion currently under development.

The staff raised a variety of concerns from their perspective. First, the BPL may not be able to add any more stops without eliminating existing stops, which presents the staff with some really difficult decisions. According to the guidelines they follow to evaluate the success of bookmobile stops (which include circulation, number of visitors, and cost effectiveness), they are looking at having to potentially eliminate successful stops to focus more attention in areas where there have not been successful stops historically. Secondly, they have heard from concerned patrons who fear losing their stops. Thirdly, and related to the first point, they are working really hard to cover the current route in terms of staff time and availability of qualified staff.

The Committee urged the staff to consider being more flexible about the standards for success and to consider more qualitative criteria for determining success of bookmobile stops.

It was suggested that the number of staff in possession of a commercial driver's license might be increased thus increasing the number of staff eligible to operate the bookmobile. Gayle Tucker confirmed for the Committee that there is a pay increase attached to this certification/job. It was suggested that a pay increase would likely act as an incentive to staff to acquire a CDL. The staff replied that the pay increase has not functioned that way historically.

There was a back and forth about whether and how stop location suggestions should be forwarded to the staff for feasibility assessment. Eventually we achieved a balance: the Board should feel confident that they are not imposing on staff by forwarding a list of potential locations and by determining a number of locations we would like to see on

the west side of the map so long as we are respectful of the amount of work it takes to assess stops and do not forward an excessive number of stops for assessment.

The President has decided that this matter should no longer be considered by the 3Ps Committee, so the Committee urges you to develop a list of potential stop locations and to charge the Director with assessing their feasibility in the very near future.

B) Increasing Library Card Holdership

There was a back and forth about whether there is a geographical imbalance in library card holdership and, if so, how to address it.

Assuming there is an imbalance, we discussed creative ways we might engage in library card registration drives. Just as one can register to vote at the DMV, perhaps there are power partnerships we ought to be pursuing whereby residents can register for a library card at the same time as they sign up for something else.

The staff raised a variety of concerns with this concept. First, the technological constraints within which they are working will not allow for the kind of remote registration proposed. Secondly, there are confidentiality/liability concerns associated with allowing non-BPL employees to participate in the registration process. Thirdly, there are fraudulency concerns that must be addressed (e.g., the Director noted that a person claiming to be someone s/he is not might check out and subsequently pawn several items).

The Board members present seemed more optimistic that these technological hurdles might eventually be cleared, so **we urge you to move forward with investigating ways to improve our technological position such that we can engage in remote library card registration efforts or, barring that, ways to work around these impediments.**

C) Identifying and addressing factors that might explain why bookmobile outreach has been less successful on the west side

This discussion was the most nascent. No concrete suggestions emerged.

Respectfully submitted,

Emily Kelahan

Chair, 3Ps Committee

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

Wednesday
May 7, 2015
5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

1. Call to Order
Emily Kelahan, Chair, called the meeting to order at 5:15 p.m.
2. Roll Call
PRESENT: Brittany Cornell, Emily Kelahan, Whitney Thomas (arrived at 5:41 p.m.)

ABSENT: None

OTHERS: Georgia Bouda, Laura Golaszewski, Carol Koos, Karen Moen, Maria Nagle, Susan O'Rourke, Robert Porter, Caprice Prochnow, Danny Rice, Michael Raikes, Charlie Schlenker, Allison Schmid, Adam Studzinski, Carol Torrens, Gayle Tucker, Melissa Waltrip
3. Introductions and Public Comment
Emily Kelahan noted that there were a number of guests, and asked if anyone would like to introduce themselves or make a public comment.
4. Approval of Minutes
Minutes of December 3, 2014 Meeting
Brittany Cornell moved, Emily Kelahan seconded, to approve the minutes from the December 3, 2014 meeting. The motion carried unanimously.
5. Chair's Report
Emily Kelahan stated that according to Robert's Rules of Order that time limits can be applied to agenda items in order to move the meeting along efficiently. She proposed that discussion on each agenda item be limited to 6 minutes, of course this time may be extended if need be.

Brittany Cornell moved, Emily Kelahan seconded, to approve limiting the time for each agenda item to six minutes. The motion carried unanimously.

6. Old Business

There was no old business.

7. New Business

a. Appointment of a Vice Chair

Emily Kelahan will be out of country for both the June and July BPL Board meetings and asked Brittany Cornell to serve as Vice Chair in order to report 3 P's business at both meetings. Brittany agreed to serve as Vice Chair.

b. Presiding Officer for May 19 BPL Board of Trustees Meeting

Emily Kelahan suggested that with the lack of a President and Vice President for the May BPL Board meeting and since she as Secretary currently holds the highest office on the Board that she should Chair the May 19 BPL Board meeting. She went on to say, that at the beginning of the May meeting if there are any objections to her serving, and if there are, a different resolution will be sought out. She went on to say, that with this, she will draft an amendment to the Bylaws that goes beyond "in the absence of the President". It will be reflected something like this: In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer will preside. In the absence of the Treasurer, the most senior Trustee shall preside.

Brittany Cornell moved, Emily Kelahan seconded, to approve the Secretary, Emily Kelahan as the next officer in line after the President and Vice President to preside over the May 19 BPL Board meeting. The motion carried unanimously.

c. Filming Presentations

Emily Kelahan proposed that any future presentations made before the BPL Board be filmed so that any Trustees that miss a live presentation will still be able to view it. There was some discussion.

d. Upcoming Meeting with Community Partners

Emily Kelahan will be meeting with B.J. Wilken of the YMCA and Grant Anderson of the Boys and Girls Club tomorrow to discuss mutual interests as the Library and their organizations are looking to expand.

e. Process for Approval of Architect for Library Expansion Project

Emily Kelahan reviewed what has transpired with the voting on the RFQ. She went on to say, that there should be a discussion on how to proceed at the next meeting as there will be two new Trustees.

Brittany Cornell moved, Emily Kelahan seconded, to extend time on this item. The motion carried unanimously.

After some discussion, it was decided that there will be discussion on the qualities of both firms in regards to the RFQ, rankings by vote, and authorizing of the negotiations with the highest-ranked firm.

Director Bouda will contact both firms for additional copies of their proposals to hand out to the new trustees for evaluation prior to the May 19 BPL Board when another vote will take place.

f. Director's Evaluation Tool

i. Implementing the Tool this Year

Emily Kelahan shared the background on the Director Evaluation tool. Emily suggested that perhaps the full Board should go into Executive Session at the May 19 BPL Board meeting to discuss the Director Evaluation tool results. There was much discussion on this.

Emily Kelahan moved, Brittany Cornell seconded, to extend time on this agenda item by 5 minutes.

ii. Revising the Tool for Future Use

Emily Kelahan shared that her thought is that the 3P's Committee should be the committee that works on revising the tool. There was some discussion, and it was decided that this will go to the full Board to discuss at the May 19 meeting.

g. Amending Item f. of the Bylaws to Include Annual Development of Goals

Emily Kelahan stated that this item should be revised, and she will craft some language on this, distribute it to all, and bring it before the full Board at the June meeting.

h. Amending Item f. of the Bylaws to Include Greater Specificity Concerning the Director's Evaluation and Schedule for Evaluation

Emily Kelahan will present a draft of an amendment to the Bylaws, distribute to all, and bring before the full Board at the June meeting.

i. Bookmobile Routes

Emily Kelahan shared that it had come to the Board's attention that the bookmobile routes are somewhat asymmetrical and imbalanced. She went on to say, that she had asked the Director to provide some documents and information to explain as to why it might be the case that there is an imbalance or asymmetry. Emily stated that she has asked the Director to share what the process is for evaluating the bookmobile routes and what principles guide decision making about bookmobile routes.

Director Bouda first stated that she did not know that she was being recorded when she spoke to Charlie Schlenker. Charlie Schlenker replied that he would send her the MP3 file of their conversation where he did state that it was on tape.

Director Bouda directed the Trustees attention to a large map depicting the areas of current bookmobile stops, cancelled bookmobile stops, and current BPL cardholders. She drew their attention to the fact, that there are no bookmobile stops anywhere within a two-mile radius of the Library. Director Bouda shared that the thought pattern has been that two miles is within walking distance of the Library, and the Library is open 68 hours a week as opposed to bookmobile stops that are approximately an hour to an hour and fifteen minutes. She went on to say, that there is nothing on the bookmobile that is not available in much greater depth, variety, etc. than here in the Library from which the bookmobile stock is derived from.

Director Bouda explained that the Library has tried many bookmobile stops both west and east of the Library that were not successful and were not continued. She went on to say, that it does cost money to send the bookmobile out as it is almost always staffed with two staff people, it has to be stocked both before and after a stop, and then there is

the cost of fuel, so cost effectiveness has to be considered when deciding on a stop. Director Bouda shared that when a new stop is going to be established that postcards are sent out, there is advertising on social media, the information is presented to the public in every manner that any other program would be promoted. She went on to say, that when it comes to cancelling a stop, these same things are done as well, along with staff informing the customers at the stop that it is going to be cancelled. Whether a stop is being established or cancelled, it is a process that goes on for several months so that customers are informed.

Director Bouda stated that she had suggested the Mt. Pisgah stop that was in place from 2009 – 2012 as she too thought there should be more stops on the west side. She went on to say, that she wanted a visible, easily accessible stop for customers, but the stop just was not successful. Director Bouda stated that the Library is simply in too close a proximity to some areas that one wouldn't want to wait three weeks for the bookmobile to come by rather than going to the Library and have access to all of the collections and resources. Director Bouda pointed out on the map that the most successful stops are those that are the furthest distance from the Library. A Golden Prairie stop at the Freedom Oil station out on Highway 150 is very busy, as are several stops that are located at apartment complexes.

Director Bouda stated that statistics are kept for each stop as far as how many people are at each stop along with circulation numbers.

Director Bouda stated that there is a lot to consider when planning on a new stop, such as the availability of the staff, the resources to stock it, and the proximity to existing stops. She went on to say, that customers sometimes request a bookmobile stop in their neighborhood, and these requests are considered very carefully based on the criteria included on the sheet, "Determining the location of bookmobile stops" that was in the packet.

Director Bouda stated that the policy that is being complained about was put in place prior to her becoming the Director. She went on to say, that she has no problem with it as it is based on nationally recognized American Library Association standards of how bookmobile stops should be determined, located, and service provided.

Along with what Director Bouda presented, there was input on the topic from both Carol Torrens, Adult Services Manager (formerly the Outreach Manager) and Laura Golaszewski, Circulation & Outreach Services Manager.

There was much discussion on what Director Bouda and the professional staff presented, and there are a number of factors that may require further consideration, such as the library card policy and outreach, the visibility of the bookmobile in all neighborhoods, marketing plans, bookmobile vision statement, media relations, and evaluating the best procedures for fair division of resources from other libraries and other public services.

Brittany Cornell moved, Whitney Thomas seconded to extend this agenda item discussion another 20 minutes. The motion carried unanimously.

Emily Kelahan moved, Brittany Cornell seconded to extend this agenda item discussion an additional 15 minutes. The motion carried unanimously.

j. AFSCME Local 699's Invitation for the Board to Take on a Greater Role in Union Contract Negotiations

Emily Kelahan shared that Renee Nestler had requested that the Board take on a more active role in Union Negotiations in 2017. Emily suggested that Renee Nestler be invited to make a presentation on the collective bargaining and the contract negotiation process in the future. There were no objections to this.

8. Future Agendas/Comments from Trustees

Susan O'Rourke suggested that security in the Library be discussed.

9. Adjournment

Emily Kelahan adjourned the meeting at 6:52 p.m..

Incident Reports

Date	Time	Type
06/3	11:56 AM	LostFound
06/3	4:28 PM	PoliceAmbulanceCall,Littering; Threats against staff; Reckless driving;
06/5	10:17 AM	LibraryEquipmentIncident
06/13	4:04 PM	CustomerSuspensionViolation
06/14	2:05 PM	TobaccoUse
06/14	4:16 PM	Other,Fall/Injury
06/15	6:32 PM	BicycleIncident,Stolen bike
06/16	12:11 PM	StolenDamagedLibraryMaterial
06/19	9:25 AM	TobaccoUse
06/25	10:04 AM	InappropriateBehavior
06/28	5:01 PM	InappropriateBehavior
06/29	8:10 PM	BicycleIncident

Suspension Reports

Date	Time	violation
06/15	6:23 PM	BicycleIncident,Stolen Bike
06/8	3:46 PM	Other,Threats towards staff;
06/8	3:45 PM	Other,Threats towards staff; littering;
06/8	3:44 PM	Other,Threats towards staff; reckless driving;
06/19	9:16 AM	TobaccoUse
06/28	5:02 PM	Yelling at staff
06/25	9:45 AM	InappropriateBehavior

July 17, 2015

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

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

Dear Carol & Georgia:

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

A. Existing Building Analysis

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

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

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

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

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

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

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

Fee \$11,750.00

C. Program of Building Spaces & Amenities

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

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

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

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

Fee \$16,250.00

D. Alternative Conceptual Site Layouts

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

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

Fee	\$12,500.00
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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
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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
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G. Preparation of a Public Presentation Packet

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

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

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

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

I. Project Schedule

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

J. Additional Project Provisions

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

- 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.

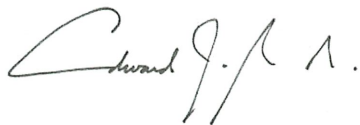
- This proposal assumes commencement of our work by 31 July 2015. And, it assumes completion of all project work no later than 31 January 2016.
- Detailed operating costs or economic/life cycle analyses for any suggested materials and/or systems are not needed as part of this project. Such detailed analyses (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.



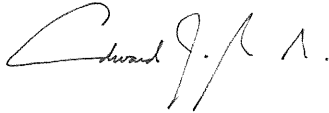
Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP
Principal



Chad Frankeberger, Associate AIA
Senior Architectural Project Coordinator

Ms. Carol Koos
Ms. Georgia Bouda
Proposal of Services
July 17, 2015
Page 6

FARNSWORTH GROUP, INC.



Signature

Edward J. Barry Jr.
Printed Name

Principal
Title

Date

BLOOMINGTON PUBLIC LIBRARY

Signature

Printed Name

Title

Date

Date: July 17, 2015

Client: Bloomington Public Library

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Termination: This Agreement may be terminated for cause by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes in the scope of services. In the event of any termination, 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. They are not intended or represented to be suitable for reuse by CLIENT or others on extensions of this project or on any other project. 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.

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, 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. 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. Certificates of insurance shall be provided to CLIENT upon request in writing. 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 fifty thousand dollars (\$50,000) or the total fees paid to FARNSWORTH GROUP by CLIENT under this Agreement, whichever is greater ("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 30 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.

Contingency Fund: CLIENT and FARNSWORTH GROUP acknowledge that changes may be required during construction because of possible ambiguities, inconsistencies, errors or omissions in the Contract Documents and, therefore, that the costs of the project may exceed the construction contract sum. CLIENT agrees to set aside a reserve in the amount of Five Percent (5%) of the actual project construction costs as a contingency reserve to be used, as required, to pay for any such increased project costs. CLIENT further agrees to make no claim by way of direct or third party action against FARNSWORTH GROUP or subcontractors and subconsultants with respect to any payments within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claims made by the construction contractors relating to such changes.

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 all 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 utilities or other 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 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 measures. In addition, CLIENT waives any claim against FARNSWORTH GROUP and/or any subcontractor, and agrees to indemnify and hold harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. CLIENT also agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time

spent and expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim, with such compensation to be based upon FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy. Further, CLIENT recognizes that FARNSWORTH GROUP and/or any subcontractor has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will FARNSWORTH GROUP and/or any subcontractor act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

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

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

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

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

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

Environmental Site Assessments: No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental

Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group, Inc. (Farnsworth Group) cannot be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment report are provided at the discretion of the environmental professional for the benefit of the client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of the client. Nothing under the Agreement between Farnsworth Group and their client shall be construed to give any rights or benefits to anyone outside the client's use and that of Farnsworth Group. All duties and responsibilities undertaken pursuant to the Agreement will be for the sole and exclusive benefit of the client and Farnsworth Group. In particular, Farnsworth Group does not intend, without its written consent, for this report to be disseminated to anyone beside the client, or to be used or relied upon by anyone beside the client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.



Schedule of Charges - January 1, 2015

Engineering/Surveying Professional Staff

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

Technical Staff

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

Architecture/Landscape Architecture/Interior Design Professional Staff

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

Units

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

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

CHARGES EFFECTIVE UNTIL JANUARY 1, 2016 UNLESS NOTIFIED

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



collectionHQ
data. insight. solutions.

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

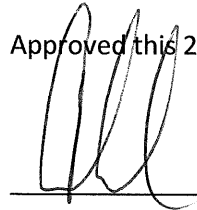
A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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



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

S ALLISON SCHMID
O BLOOMINGTON PUBLIC LIBRARY
L 205 EAST OLIVE
D P.O. BOX 3308
BLOOMINGTON, ILLINOIS 61701-3308
T
O

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@illinoisheartland.org

TERMS	Net 60	DUE DATE	9/7/2015	PO NUMBER	
ITEM ID		UNITS		QTY	UNIT PRICE EXTENSION
Annually		EACH		1.0000	21,875.7100 21,875.71

2016 OCLC Service Fee
Please write your ILLINET/OCLC
Account ID & Invoice# on all checks.
This will help process your payment in a
more timely manner. Thank You.

Federal Tax ID 27-5345876

Make check payable and remit to the address above

NET DUE 21,875.71