

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 17, 2014
4:30 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. May 20, 2014
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
- X. Unfinished Business
- XI. New Business
 - A. Approve Non-Resident Fee for 7/01/14-6/30/15
 - B. Waive Three-Quote Requirement for Replacement of Main SIRSI Server
 - C. Waive Three-Quote Requirement for Purchase of New Reader/Printers
 - D. Waive Three-Quote Requirement for Annual Subscription Service Renewal
 - E. Approve Recommendation to Foundation for 2014 Summer Reading Programs Costs of \$18,150.00
 - F. Phil Lenzini Presentation on the Responsibilities of Library Board Trustees
- XII. Adjournment

Posted 6/12/14 2:20 p.m.



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

June 10, 2014

Via electronic mail
Ms. Diane Benjamin
teapartybloom@gmail.com

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

RE: OMA Request for Review – 2013 PAC 25928

Dear Ms. Benjamin and Ms. Bouda:

This determination letter is issued pursuant to section 3.5(e) of the Open Meetings Act (OMA) (5 ILCS 120/3.5(e) (West 2012)). For the reasons discussed below, this office concludes that the September 4, 2013, meeting of the Planning, Policies, and Programming Committee of the Bloomington Public Library Board of Trustees (Board) did not violate the requirements of OMA.

BACKGROUND

On September 5, 2013, Ms. Diane Benjamin submitted a Request for Review to the Public Access Counselor alleging that the Board violated OMA by failing to provide proper notice of and reasonable access to a committee meeting:

On September 4, 2013, the Bloomington Library Board held a meeting at 4:30 p.m. that was unannounced and held in the Executive Library Board Room, the public does not have access to this room unless escorted by a security officer. All of their meetings are held in this room. There was no posting about the meeting outside the room.¹

¹Email from blnnews@yahoo.com to paccess@atg.state.il.us

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On September 16, 2013, this office forwarded a copy of Ms. Benjamin's Request for Review to the Board and asked for a response to her allegations. On September 23, 2013, Ms. Georgia Bouda, Bloomington Public Library Director, responded on behalf of the Board that one of its committees held a meeting on September 4, 2013, at 4:30 p.m., and the meeting agenda was posted at the Library and on its website, and sent to the appropriate media. The Board furnished this office with copies of the agenda and meeting minutes of the September 4, 2013, meeting of the Board's Planning, Policies, and Programming Committee, as well as a computer printout indicating that the agenda was posted on its website on August 30, 2013. The Board's response further stated:

All meetings of the Bloomington Public Library Board of Trustees are open to the public as was this one. Our Board Room is located in a staff area and is behind a locked door. A sign is posted in the public area of the Library directing interested parties to the Board Room and the security guard or other staff are available to direct interested parties to the Board Room. The security guard is stationed near the [locked door] to provide access wherever a meeting is scheduled. The Trustees themselves enter in the same way. We have done our best to provide reasonable accommodation for anyone who wishes to attend, including wheelchair access, etc. The Board Room has always been adequate for the attendance at meetings. This Room has been in use for Board meetings for the past seven years that I have been the Director and I have never had any issues or complaints regarding access to our Board Room before Ms. Benjamin's complaint.²

This office forwarded a copy of the Board's response to Ms. Benjamin on September 27, 2013; she responded on September 30, 2013, disputing the Board's response. On October 3, 2013, Ms. Bouda sent this office an e-mail clarifying that the agenda for the September 4, 2013, meeting was posted on the bulletin board in the lobby of the library on August 29, 2013, about 1:00 p.m. and posted on its website on August 30, 2013, at 9:29 a.m. Notice was sent to the media on the afternoon of August 29, 2013.

ANALYSIS

²Letter from Georgia Bouda, Director, Bloomington Public Library to Matt Rogina, Assistant Attorney General, Public Access Bureau (September 23, 2013).

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Meeting Notice

Section 2.02(a) of OMA (5 ILCS 120/2.02(a) (West 2012)) provides:

An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. A public body that has a website that the full-time staff of the public body maintains shall also post on its website the agenda of any regular meetings of the *governing body* of that public body. (Emphasis added.)

The Board asserts that notice of the September 4, 2013, committee meeting agenda was posted on August 29, 2013, on a bulletin Board at the library, which is both its principal office and the location of the meeting. The agenda was also posted on the Library's website, although such posting was not required by OMA, since it was not a meeting of the governing body of the Library. Ms. Benjamin's reply disputes that agendas were posted, apparently based on e-mails from third parties stating that the mayor had notified the media, and that a person who attended did not notice a posted agenda. Based on the available information, there is insufficient evidence for this office to conclude that the Board failed to post the meeting agenda at the Library at least 48 hours in advance of the meeting.

"Convenient and Open" Requirement

Section 2.01 of OMA (5 ILCS 120/2.01 (West 2012)) provides that all "meetings required by [OMA] to be public shall be held at specified times and places which are convenient and open to the public." In *Gerwin vs. Livingston County Bd.*, 345 Ill. App. 3d 352 (4th Dist. 2003), the Illinois Appellate Court addressed the "convenient and open" requirement of OMA:

[R]enting a football stadium for public meetings might be inconvenient, or unadvantageous, to the public as a whole because of the cost. By the same token, holding public meetings in a small room might be inconvenient to the public because persons wanting to attend would have difficulty gaining admittance. The concept of public convenience seems to imply a rule of reasonableness, not "absolute accessibility" but "reasonable accessibility." *Gerwin*, 345 Ill. App. 3d at 362.

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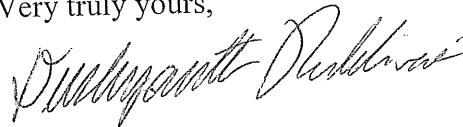
This office has previously concluded that a public meeting in a secured area of a police station did not violate OMA:

Members of the public may enter the reception area and ask to be let into the main lobby. The training room where meetings are held "opens off" of the main lobby. Member of the public wishing to attend the Board meeting must simply ask in the reception area to be let into the main lobby, as would any member of the public wishing to enter the building for any reason. Assuming that permission and an escort are required to gain attendance into the meeting, these conditions are reasonable security measures which do not render the meeting location such an ill-suited, unaccommodating, or unadvantageous place that members of the public would be deterred from attending it.³

Although the Board agrees that its Committee meeting was held in a staff area behind a locked door, signs were posted directing any interested parties who wished to attend to the meeting location and a security guard was assigned to facilitate access. The meeting minutes reflect that members of the public attended the meeting. Ms. Benjamin's Request for Review does not allege that the location discouraged or prohibited her or any other member of the public from attending the meeting. Accordingly, this office concludes that the location of the Board's September 4, 2013, Committee meeting did not violate the requirements of section 2.01 of OMA.

The Public Access Counselor has determined that resolution of this matter does not require the issuance of a binding opinion. If you have any questions, you may contact me at 312-814-5201. This letter shall serve to close this file.

Very truly yours,



DUSHYANTH REDDIVARI
Assistant Attorney General
Public Access Bureau

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³Ill. Att'y Gen. Req. Rev. Ltr. 1771, issued March 27, 2012.

Chapter 2 : Section 17 : Regular Meetings; Seating; Order of Business.

All regular meetings of the Council shall convene promptly at the hour set by Section 2-15 of this Chapter. On the day of each regular meeting, the Mayor, the members of the Council, the City Manager, the Corporation Counsel, and the City Clerk shall take their regular stations in the Council Chambers, and the business of the Council shall be taken up for consideration in the following order:

(1) Call to Order. Whenever possible, the City Clerk or the Chairperson shall announce the call to order both five (5) and two (2) minutes in advance to assure that all attendees are seated and ready to conduct the meeting.

(Ordinance No. 2012-7)

(2) Pledge of Allegiance.

(3) Silent Prayer.

(4) Roll Call of Attendance. (Ordinance No. 2012-7)

(5) Public Comment.

(a) A public comment period not to exceed fifteen (15) minutes will be held during the first regularly-scheduled City Council meeting of each month. (Ordinance No. 2012-7)

(b) Anyone desiring to address the City Council must complete and submit a public comment card available in the City Council Chamber up to fifteen (15) minutes prior to the start of the meeting. The person must include his or her name and contact information. (Ordinance No. 2012-7)

(c) There shall be a maximum of five (5) speakers in any public comment period. In the event more than five (5) public comment cards are submitted, the Mayor shall randomly select the five (5) speakers. Comments are limited to three (3) minutes per speaker. A speaker can not give his or her allotted minutes to another speaker to increase that person's allotted time.

(d) Speakers will be acknowledged by the Mayor and shall address the City Council from the podium and not approach the City Council or City staff. Speakers will begin their statement by first stating their

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 20, 2014
4:30 p.m.

Agenda

- I. Call to Order
President Jaggi called the meeting to order at 4:30 p.m.
- II. Roll Call
MEMBERS PRESENT: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas (arrived at 4:33 pm), Bill Wetzel, Narendra Jaggi

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Patricia Marton, Renee Nestler, Caprice Prochnow
- III. Oath of Office for New Trustees
Renee Gooderham performed the Oath of Office for Monica Brigham, Susan O'Rourke and Whitney Thomas.
- IV. Approval of Minutes
A. April 15, 2014
CATHY PRATT MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 15, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi proposed a thorough orientation for each of the new BPL Board members. He suggested that a veteran member of the Board be paired with a new member to act as a mentor. President Jaggi indicated that each new member will receive a binder containing pertinent information regarding the Board and Georgia will also give each new member a tour of the Library. President Jaggi shared that Attorney Phil Lenzini will be present at the June Board meeting to give a presentation on what the roles and expectations are of a Library Trustee, Open Meetings Act requirements, and the relationship between the Library Board and the City Council. This will make the meeting run on a bit longer, so a light dinner will be provided.
President Jaggi shared that this BPL Board has accomplished a lot in the last 11 months. He explained that a new bookmobile has been ordered and is under construction. The new bookmobile is going to make a big impact with both Outreach services and the Golden Prairie Public Library District. President Jaggi shared that within the Library, the original boiler, humidifier boiler, and front end of the controls system was replaced. He added that a grant was procured for this project, which saved the Library money, not to mention that the new, high efficiency boiler system will also save money in energy costs.

President Jaggi stated that the Library Board had discussed the future of the Library for about two years. During this time, the 3P's Committee had prepared a report, an external consultant conducted a four month long survey and prepared a report, and the Library's Marketing department conducted a survey. When Mayor Renner was elected, he asked that the Board reconsider the future expansion of the Library, which the Board agreed to do. As the year has passed, the Board has been respectful of Mayor Renner's request, but now it is time for the Board to seriously, purposefully, and methodically look at the future of the Library over this next year. President Jaggi stated that he had spoken with Mayor Renner and the Mayor would very much like to have ongoing conversation between the Board and of the City Council to keep the City Council apprised of the needs, plans, hopes and expectations of the Library. He hopes to meet with Mayor Renner sometime prior to the next Board meeting.

VI. Director's Report

Director Bouda shared that the Art Event was very nice. About 100 tickets were sold and over a third of the circulating art prints were sold that night for just over \$1,000. Director Bouda shared that the June meeting will probably be held in the Quiet Reading Room as the table should be delivered at the end of May.

VII. Fiscal Report

Kathy Jeakins shared that revenue was up due to the success of the Book Shoppe. She answered questions regarding the insurance numbers.

VIII. Approval of Bills

PEGGY BURTON MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE BILLS LIST FROM APRIL 2014. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3P's Committee did not meet.

C. Nominating Committee

1. Approve FY15 Slate of Officers

President Jaggi presented the Slate of Officers and all are willing to serve. The FY15 Slate of Officers is Narendra Jaggi, President, Cathy Pratt, Vice President, Emily Kelahan, Secretary and Brittany Cornell, Treasurer.

PEGGY BURTON MOVED, NO SECOND NEEDED TO APPROVE THE FY15 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

2. Appoint Committees

President Jaggi shared that he would rather have the Board members volunteer to be on a committee, rather than appointing them.

The three committees for the next year will be:

Budget & Personnel – Bill Wetzels, Chair, Peggy Burton, Susan O'Rourke

3 P's – Cathy Pratt, Chair, Emily Kelahan, Brittany Cornell, Monica Brigham, Whitney Thomas

Nominating – This committee will be filled at a later date.

3. Approve Standing Date and Time for Committees

Director Bouda shared that the committees usually attempt to meet the first week of the month in case another meeting is required so that items may be included in the packet for the Board meeting.

3 P's - First Wednesday of the month at 4:45 p.m.

B&P- The committee members will determine the meeting time, and advise President Jaggi prior to the next meeting.

X. Introductions/Public Comment

President Jaggi introduced resident Patricia Marton and Renee Nestler, AFSCME Local 31 Staff Representative.

Renee Nestler stated that she appreciated the Board's strides in transparency by moving future Board meetings to the Quiet Reading Room, but was unhappy with the accessibility of the Board packet to the public prior to the Board meeting.

Patricia Marton shared that she had attended a sensitivity training exercise at Bent School demonstrated by third and fourth graders. She went on to say that there is a very impressive display on bullying on the 6th floor at Milner Library that anyone working in public facilities should see.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Waive Three-Quote Requirement to Purchase Public Access Software Packages

President Jaggi reviewed the three-quote requirement process for the new Board members.

BILL WETZEL MOVED, MONICA BRIGHAM SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO PURCHASE PUBLIC ACCESS SOFTWARE PACKAGES IN THE AMOUNT OF \$100,460.00.

AYES: MONICA BRIGHAM, PEGGY BURTON, BRITTANY CORNELL,
EMILY KELAHAH, SUSAN O'ROURKE, CATHY PRATT,
WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Waive Three-Quote Requirement to Replace DDC Controller and New Temperature Sensors For Existing Rooftop Unit

President Jaggi shared with Board members that the company doing the controls work for the boiler project discovered that this controller was not working. Rather than have a change order for the project and pay an additional \$500 to the general contractor, it was recommended to have the controls company do this work.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO REPLACE DDC CONTROLLER AND NEW TEMPERATURE SENSORS FOR EXISTING ROOFTOP UNIT IN THE AMOUNT OF \$5,750.00.

AYES: MONICA BRIGHAM, PEGGY BURTON, BRITTANY CORNELL,
EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT,
WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XIII. Adjournment

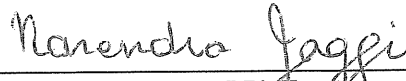
President Jaggi adjourned the meeting at 5:25 p.m.

2014.05

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 20, 2014



 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	5,999.21
Bouda, Georgia	Travel	284.00
Carpet Weaver's	Building Maintenance	3,115.00
CDW Government	Computer Supplies	8,742.91
CDW Government	Office/Equipment Mtn	149.62
Cengage Learning	Adult Books	497.88
Children's Plus	Juvenile Books	2,729.63
CIRBN, LLC	Other Purchased Services	933.12
City of Bloomington	Dental Insurance	393.54
City of Bloomington	FICA	5,704.38
City of Bloomington	Gas & Diesel Fuel	583.97
City of Bloomington	Health Insurance-HMO	4,119.79
City of Bloomington	Health Insurance-PPO	7,800.41
City of Bloomington	IMRF	11,174.91
City of Bloomington	Life Insurance	233.52
City of Bloomington	Medicare	1,334.15
City of Bloomington	Payroll	96,913.62
City of Bloomington	Vehicle Maintenance	482.38
City of Bloomington	Vision Insurance	99.21
City of Bloomington	Water	765.62
City of Bloomington - Petty Cash	Adult Books	49.95
City of Bloomington - Petty Cash	Building Mtn Supplies	10.29
City of Bloomington - Petty Cash	Employee Relations	79.98
City of Bloomington - Petty Cash	Miscellaneous Expenses	150.00
City of Bloomington - Petty Cash	Office Supplies	2.13
Comcast	Telecommunications	99.85
Cumulus Broadcasting	Advertising	1,500.00
Dell Marketing L.P.	Computer Supplies	10,581.56
Dell Marketing L.P.	Office/Equipment Mtn	455.51
Demco	Library Supplies	613.01
DePriest Puppets	Other Purchased Services	400.00
Ebsco Subscription Services	Public Access Software	5,035.00
Findaway World, LLC	A/V Materials	203.95
Frontier	Telecommunications	1,734.51
Getz Fire Equipment	Building Maintenance	592.00
Halfar, Laurel	Travel	33.00
HOH Water Technology	Building Maintenance	1,546.31
Hunzeker Service Agency	Building Mtn Supplies	729.00
Illinois State University	Advertising	2,000.00
Illinois Wesleyan University	Other Purchased Services	539.40
J Spencer Construction, LLC	Building Maintenance	6,915.00

Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Morris Granite Co.
 Nicor/Northern Illinois Gas
 Officemax
 Officemax
 Officemax
 Pipeworks, Inc.
 POS Supply Solutions, Inc.
 Proquest
 Reaching Across Illinois Library System
 Recorded Books, Inc.
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Select Screen Prints & Embroidery, Inc.
 Short, Paul
 Sirsi-Dynix
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Torrens, Carol
 Tumbleweed Press
 Unique Management Services, Inc.
 Van Gundy Insurance
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 White Oak Library District
 Widmer Interiors
 Zona, Kirstin Hotelling
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - Baker & Associates
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Best Buy
 VISA - Brochure Holders4U
 VISA - Buyonlinenow.com
 VISA - Children's Plus
 VISA - Clearly Windows
 VISA - Comcast
 VISA - Cookies by Design
 VISA - DearReader.com
 VISA - Displays2Go
 VISA - Don Smith Paint Company
 VISA - EMedCo
 VISA - Euro-Pro Operating, LLC
 VISA - Facebook
 VISA - Fox & Hound Day Spa

Building Maintenance	836.25
A/V Materials	1,351.09
Janitorial Supplies	1,510.91
Office/Equipment Mtnc	160.24
Building Maintenance	3,300.00
Natural Gas	811.73
Computer Supplies	79.75
Employee Relations	10.96
Office Supplies	956.38
Other Capital Improvements	66,692.00
Library Supplies	4,011.89
Periodicals	8,800.00
Professional Collection	22.50
A/V Materials	609.99
Periodicals	1,762.87
Rentals	1,831.11
Other Purchased Services	722.50
Computer Supplies	112.36
Office/Equipment Mtnc	29,881.48
Other Purchased Services	62.00
Building Maintenance	28.09
Travel	33.00
Public Access Software	299.50
Other Purchased Services	563.85
Worker's Compensation	1,089.10
Library Supplies	259.75
Building Maintenance	9,544.68
Miscellaneous Expenses	20.00
Office Supplies	6,572.24
Other Purchased Services	100.00
Computer Supplies	26.09
Library Supplies	425.69
A/V Materials	718.17
Adult Books	88.29
Computer Supplies	92.80
Travel	427.00
Advertising	2,500.00
A/V Materials	6,981.27
Adult Books	10,068.39
Juvenile Books	4,851.75
Employee Relations	39.95
Computer Supplies	1,799.90
Library Supplies	131.70
Janitorial Supplies	361.40
Juvenile Books	351.15
Building Maintenance	1,200.00
Telecommunications	99.85
Other Purchased Services	25.00
Other Purchased Services	3,699.00
Library Supplies	168.00
Building Mtnc Supplies	689.00
Building Mtnc Supplies	125.67
Building Mtnc Supplies	82.80
Advertising	25.53
Other Purchased Services	100.00

VISA - Gaylord Brothers
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - It's Poppin Gourmet Popcorn
 VISA - Jewel
 VISA - Jewel
 VISA - Jewel
 VISA - Kelly's Bakery & Café
 VISA - Kirby Risk Electrical Supplies
 VISA - Kmart
 VISA - Kmart
 VISA - Kmart
 VISA - Kroger
 VISA - LD-Inkjets
 VISA - Logmein.com
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lupita's Hispanic American Grocery
 VISA - Marco's Pizza
 VISA - McLean County Chamber of Commerce
 VISA - National Seminars/Padgett Thompson
 VISA - Owen Nursery & Florist
 VISA - Paetec Communications
 VISA - Party City
 VISA - PayPal*LA Linen
 VISA - Potbelly
 VISA - Progressive Gifts & Incentives
 VISA - SchoolsIn.com
 VISA - Sears
 VISA - Skoot Shuttle Service
 VISA - Sprint
 VISA - SteamGames.com
 VISA - Stu Stumps
 VISA - Synergy Management, LLC
 VISA - Things Remembered
 VISA - Things Remembered
 VISA - Things Remembered
 VISA - Trash Cans Warehouse
 VISA - Uline Shipping Supplies
 VISA - UPS Store
 VISA - USPS
 VISA - Viva La Flora
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Weaver's Rent All
 VISA - Zoup

Total

Library Supplies 118.57
 Library Supplies 390.80
 Membership Dues 510.00
 Adult Books 747.21
 Other Purchased Services 25.00
 Employee Relations 49.99
 Janitorial Supplies 23.94
 Office Supplies 11.54
 Other Purchased Services 25.00
 Building Mtnc Supplies 54.00
 Building Mtnc Supplies 35.42
 Janitorial Supplies 144.12
 Other Purchased Services 1.19
 Other Purchased Services 42.68
 Computer Supplies 2,165.29
 Computer Supplies 199.00
 Building Mtnc Supplies 275.42
 Janitorial Supplies 372.74
 Other Purchased Services 32.99
 Employee Relations 175.03
 Professional Development 903.00
 Professional Development 199.00
 Building Mtnc Supplies 228.19
 Telecommunications 122.92
 Other Purchased Services 144.87
 Library Supplies 531.37
 Other Purchased Services 25.00
 Library Supplies 590.00
 Library Supplies 186.89
 Building Mtnc Supplies 44.98
 Travel 41.00
 Telecommunications 308.87
 Computer Supplies 646.25
 Other Purchased Services 634.74
 Library Supplies 346.70
 Employee Relations 400.00
 Membership Dues 10.00
 Other Purchased Services 140.00
 Janitorial Supplies 56.99
 Janitorial Supplies 358.29
 Computer Supplies 23.54
 Postage 7.70
 Other Purchased Services 25.00
 Library Supplies 125.66
 Office Supplies 150.83
 Other Purchased Services 501.52
 Rentals 129.20
 Other Purchased Services 25.00

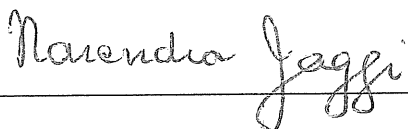
374,749.38

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE PURCHASE OF VARIOUS ELECTRONIC SOFTWARE DATABASES
TO THE ATTACHED LIST OF VENDORS

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 Electronic Software Databases (see attached list) in the amount of \$100,460.00 for all products listed
2. That the vendors listed are the only source for the particular product
3. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$100,460.00

Approved this 20th day of May 2014.

A handwritten signature in cursive script, reading "Narendra Jaggi", is written over a horizontal line.

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Bloomington Public Library
Electronic Databases
Approved by BPL Board of Trustees
May 20, 2014

These are estimates for the cost of software packages in the amount of \$5,000 or more.
I have built in a 10% increase as we do not know what the exact cost will be at this point.

Vendor	Database	Total
Grolier Publishing	America the Beautiful	6,800.00
Info USA	Reference USA	13,250.00
Learning Express, LLC	Job & Career Center	5,100.00
Library Partnership Trust	My Media Mall	10,300.00
Newsbank	America's Newspapers from Newsbank	12,210.00
Proquest	Historical, Chicago Tribune	8,300.00
Proquest	Discovery Package	17,200.00
Proquest	PQD Newsstand	13,700.00
Brainfuse	Online Tutoring Service	6,500.00
Standard & Poor's	Netadvantage	7,100.00
Total		100,460.00

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT TO REPLACE THE DDC CONTROLLER
AND NEW TEMPERATURE SENSORS FOR EXISTING ROOFTOP UNIT
TO REPLACE EXISTING ALLERTON DDC CONTROLLER
TO ALPHA CONTROLS AND SERVICES

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 a MNB-1000 I/A Series DDC controller and new temperature sensors for existing rooftop unit to replace existing Allerton DDC controller to Alpha Controls and Services in the amount of \$5,750.00.
2. That Alpha Controls is the controls contractor for the boiler project, and is installing the new front end software for the controls.
3. That the controller for the existing rooftop unit loses its settings several times a day causing uncomfortable conditions in the building. Currently staff find it necessary to reset the controls daily for the existing rooftop unit.
4. That replacement of this controller was not a part of the current HVAC Upgrade Project.
5. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$5,750.00

Approved this 20th day of May 2014.



Narendra Jaggi, President
Bloomington Public Library Board of Trustees



Alpha Controls & Services, L.L.C.
411 Devonshire Dr
Champaign, Illinois 61820
Cellular: 217-299-1379
Email: jasonv@alphaacs.com
Proposal #: 14JV043

Subject: Bloomington Public Library

Included in our as described below:

1. Alpha Controls & Services (ACS) to provide a MNB-1000 I/A Series DDC controller and new temperature sensors for existing RTU-1 to replace existing Allerton DDC controller.
 - o **Proposed Cost: \$5,750**

Clarifications

1. If existing field devices are not functional such as actuators, relays, etc they will have to be replaced as a separate cost given that the exact status of the units operating condition is not documented.

Excluded from our price:

2. Providing and/or installation of gauges, thermometers, thermo-wells
3. Fire and/or fire/smoke dampers, life safety products and/or installation.
4. Patching and/or painting
5. Overtime and/or Shift/Premium Time
6. Bonding and Permits
7. Federal, State and Local Taxes

The standard terms and conditions of sale are attached and are a part hereof.

Alpha Controls & Services, L.L.C.

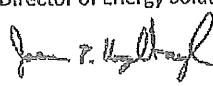
Signature _____

Proposed by : Jason Vogelbaugh cell: (217) 299-1379

Title _____

Title: Director of Energy Solutions jasonv@alphaacs.co

Organization _____

Signature 

Date _____

Date April 29, 2014

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

**Bloomington Public Library
Director's Report
June 2014**

1. Quiet Reading Room

The new table has arrived and is set up in the Quiet Reading Room . Customers are using it to plug in laptops and work at the table. Two rows of magazines shelving have been taken down and the chairs from Quiet Reading Room moved into their place. Customers started using this area immediately. Book clubs are starting to meet in the room this month. All in all, it has worked out very well.

2. Board Development at June Meeting

Attorney Phil Lenzini will be the last item on the agenda. We will take a sandwich break before he starts his presentation.

3. Foundation Meeting Time

The Foundation has approved changing the date for their bi-monthly meeting to the third Wednesday of every other month at 12 noon. **Their next meeting will be July 16th at noon.**

4. Summer Reading

Summer Reading is off to a great start! Staff from all departments as well as volunteers have registered adults, teens and children for the program all week in the Community Room. Thanks, everyone! At last count registration was over 4,000.

Jim Lovell, our new Marketing Assistant, spent much of the month creating and printing Summer Reading promotional materials:

- Summer Reading Log
- Summer Reading Program Guide
- A Summer Reading billboard
- Summer Reading bookmarks (which were distributed to more than 7,000 school kids)
- Program flyers and posters

The program is being advertised via a paid Facebook ad which resulted in 95 new page likes for the Library. It is also being advertised in The Pantagraph; on radio stations WGLT, WJBC, WBNQ, B104, WJEZ, 107.7 The Bull, Cities 92.9, and the Magic; via a digital billboard on Veterans Parkway; via small vinyl billboard at Empire Street and the Constitution Trail; in the Community Players playbills for both "The Odd Couple" and "Shrek," via yard signs, and in Pastelle magazine.

5. A Novel Night of Art and Jazz

Our Marketing Manager, Rhonda Massie, planned and executed a very successful Novel Night of Art & Jazz on Friday, May 16. About 125 tickets were

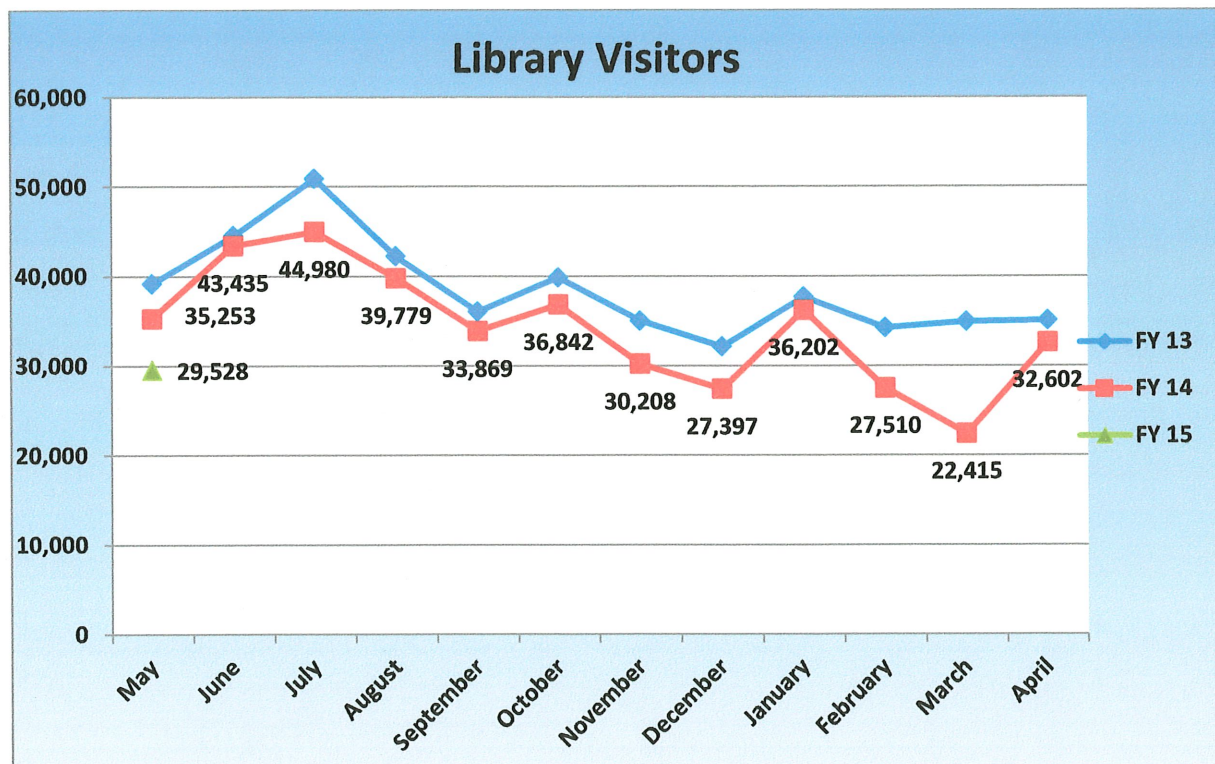
sold and 37 pieces from of our Circulating Art Collection were sold that evening. Many compliments have been received about the event.

The remaining 43 pieces from our Circulating Art Collection were sold via a silent auction set up in the Community Room from May 16-24. Every piece that was offered received bids and all were sold.

14 prints from that collection were kept and will eventually be hung in the library. The artists of the pieces we chose to keep have ties to the area.

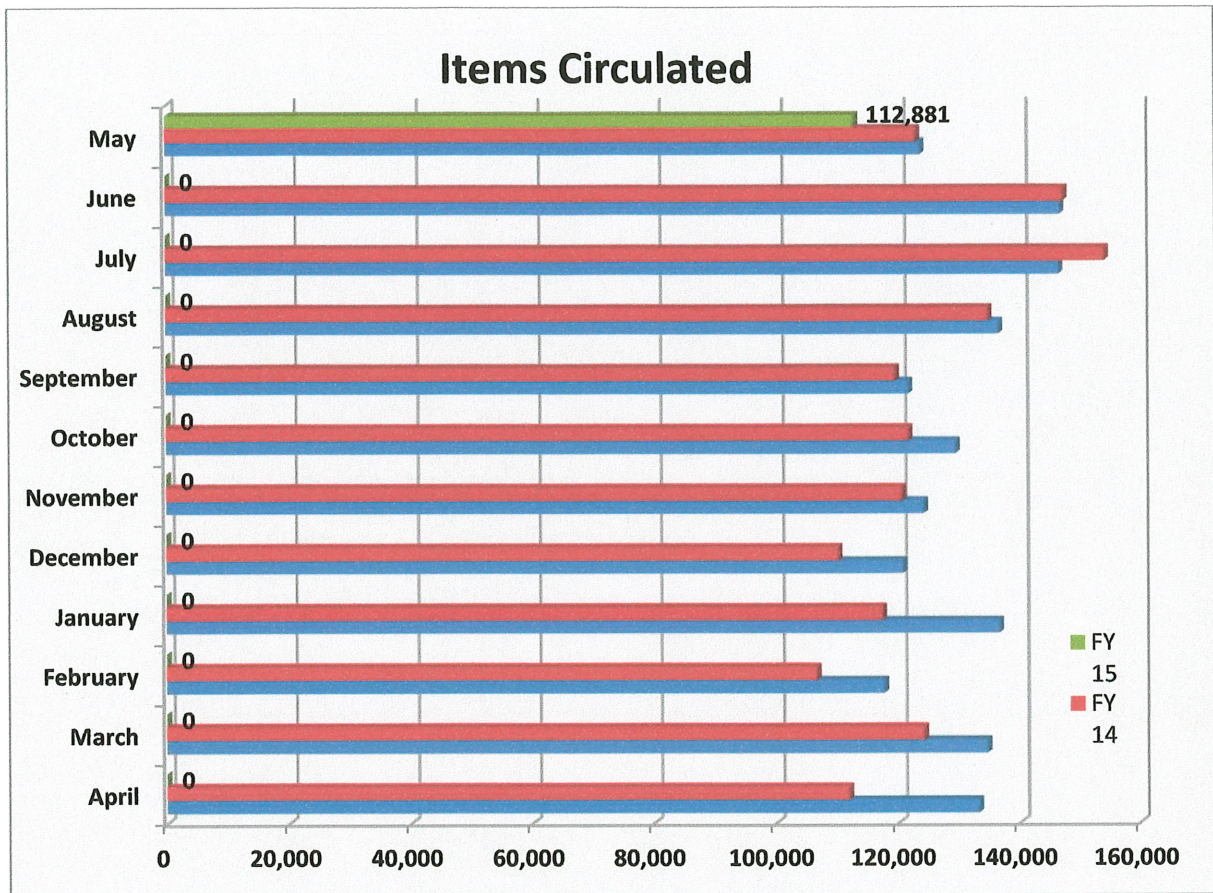
Limited, The Pantagraph's newest magazine, was present and taking photos during A Novel Night of Art and Jazz. Look for a spread in their next issue. A Novel Night of Art and Jazz was advertised on the radio (WJBC, Cities 92.9, Magic 99.5, WJEZ, and WGLT), in The Pantagraph, via billboard on Veterans Parkway, via Facebook, via Twitter, via the Library's website, via posters, flyers, and via a large banner inside the library. In addition to commercial spots, WJBC and WGLT both ran interviews with Library staff about the event.

6. Statistics



Both visitors to the Library and number of items checked out are down for the month of May. There were 29,528 visitors this May compared to 35,253 in May 2014 and 112,881 items checked out this May compared to 122,950 items borrowed in May 2013. This is a decrease of 8% in items borrowed and a 16% decrease in visitors to

the Library. The number of active card holders has increased from 28,175 last year to 37,730 this year.



Staff answered 4344 questions from customers this month.

Programs and Attendance in the month of May:

Children Programs and Attendance

Summer reading assemblies – 15 schools – 5900 students attended

Toddler story times – 2 sessions – 49 attended

2nd Saturday story time – 9 attended

Evening story time – 15 attended

Wesleyan literature class visit – 9 attended

St. Mary's K visit – 18 attended

YWCA visit – 17 attended

Visited Head Start classes – 2 classes – 47 attended

Visited Milestones preschool – 13 attended

Visited Sugar Creek Alzheimers Center – 49 attended

Visited Little Jewels Day Care – 100 attended

Staffed library informational table at Head Start Health Fair – 45 attended

The new Children's page on our website has launched. The recordings we took of the principals reading books aloud are also posted to this page ... just in time for Summer Vacation.

Teen Programs and Attendance

Anime Now – 2 sessions – 21 attended

The Teen Librarian went to the following schools and promoted books to the teens:

Chiddix Junior High: 69

Parkside Junior High: 83

Evans Junior High: 43

Normal West (2 visits): 250

Adult Programs and Attendance

Fiction – 1 session – 12 attended

Mystery Book Club – 1 session – 10 attended

Nonfiction Book Club – 1 session – 6 attended

Books on Tap – 1 session – 3 attended

History Book Club – 1 session – 6 attended

Sci Fi Book/Movie Club – 1 session – 10 attended

Classic Movie – 1 session – 10 attended

Small Business Series: Facebook – 1 session – 17 attended

Books, Hooks, and Needles – 1 session – 2 attended

Twin Groves Wind Farm tour – 1 session – 36 attended

Sculptor Lorado Taft – 1 session – 16 attended

McLean County ghost forests, towns, mills – 1 session – 30 attended

Requests for individual appointments were down this month, with only 4 coming in.

Topics included the usual email, basic computer & Internet skills, and ereaders.

Respectfully submitted,
Georgia Bouda, Director

BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

FINAL
(Unaudited)

REVENUES:

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	4,508,035.24	(5,441.76)	99.9
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	77,000	78,728.27	1,728.27	102.2
GPPLD	380,000	363,927.62	(16,072.38)	95.8
Fees & Rentals	80,000	84,468.35	4,468.35	105.6
Copies	3,600	4,008.40	408.40	111.3
Interest on Investments	3,000	665.36	(2,334.64)	22.2
Interest from Taxes	0	52.18	52.18	-----
Sale of Property	1,000	841.83	(158.17)	84.2
Donations	10,000	20,880.28	10,880.28	208.8
Other Private Grants	0	1,000.00	1,000.00	-----
Cash Over/Short	0	(449.41)	(449.41)	-----
Other	14,000	41,258.21	27,258.21	294.7
Total Revenues	5,212,477	5,233,816.33	21,339.33	100.4

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	1,768,880.63	(108,769.37)	94.2
Part-Time Salaries	381,725	355,049.28	(26,675.72)	93.0
Seasonal Salaries	35,990	35,150.02	(839.98)	97.7
Overtime Salaries	1,100	0.00	(1,100.00)	0.0
Other Salaries	0	4,971.34	4,971.34	-----
Total Sals & Wages	2,296,465	2,164,051.27	(132,413.73)	94.2
Dental Insurance	11,050	9,918.78	(1,131.22)	89.8
Vision Insurance	2,600	2,371.21	(228.79)	91.2
Health Insurance, BC/BS PPO	234,700	203,402.37	(31,297.63)	86.7
Health Insurance, OSF HMO	79,100	96,092.54	16,992.54	121.5
Life Insurance	3,900	2,831.60	(1,068.40)	72.6
IMRF	299,300	295,177.66	(4,122.34)	98.6
FICA	142,320	130,068.88	(12,251.12)	91.4
Medicare	33,290	30,587.48	(2,702.52)	91.9
Unemployment Insurance	0	1,323.00	1,323.00	-----
Worker's Comp	30,000	8,991.00	(21,009.00)	30.0
Uniforms	600	193.73	(406.27)	32.3
Tuition Reimb	10,000	7,512.00	(2,488.00)	75.1
Other Benefits	30,000	0.00	(30,000.00)	0.0
Total Benefits	876,860	788,470.25	(88,389.75)	89.9
Rentals	26,000	18,848.80	(7,151.20)	72.5
Total Rentals	26,000	18,848.80	(7,151.20)	72.5
Building Mtnc	125,000	84,236.57	(40,763.43)	67.4
Vehicle Mtnc	20,000	3,958.50	(16,041.50)	19.8
Office & Computer Mtnc	155,000	146,407.22	(8,592.78)	94.5
Other Mtnc	25,000	1,462.12	(23,537.88)	5.8
Total Repair/Mtnc	325,000	236,064.41	(88,935.59)	72.6

ACCT NAME	BUDGET	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	22,075.11	7,075.11	147.2
Printing/Binding	17,000	14,678.03	(2,321.97)	86.3
Travel	13,200	4,996.68	(8,203.32)	37.9
Membership Dues	8,500	4,944.99	(3,555.01)	58.2
Professional Development	12,000	5,740.50	(6,259.50)	47.8
Other Purchased Services	90,000	75,626.85	(14,373.15)	84.0
Property Insurance	25,000	19,352.00	(5,648.00)	77.4
Vehicle Insurance	6,000	1,639.00	(4,361.00)	27.3
Other Insurance	3,600	4,889.00	1,289.00	135.8
Total Purchased Services	190,300	153,942.16	(36,357.84)	80.9
Office Supplies	52,000	17,090.33	(34,909.67)	32.9
Computer Supplies	80,000	74,367.90	(5,632.10)	93.0
Copier Supplies	6,000	2,298.99	(3,701.01)	38.3
Postage	28,000	10,832.04	(17,167.96)	38.7
Library Supplies	77,500	69,186.75	(8,313.25)	89.3
Janitorial Supplies	13,500	15,447.72	1,947.72	114.4
Gas & Diesel Fuel	8,000	7,670.56	(329.44)	95.9
Building Mtnc & Repair Supplies	7,500	12,879.15	5,379.15	171.7
Total Supplies	272,500	209,773.44	(62,726.56)	77.0
Natural Gas	40,000	42,444.00	2,444.00	106.1
Electricity	105,000	80,730.25	(24,269.75)	76.9
Water	7,500	8,489.59	989.59	113.2
Telecommunications	30,000	25,434.02	(4,565.98)	84.8
Total Utilities	182,500	157,097.86	(25,402.14)	86.1
Professional Collection	7,000	3,978.23	(3,021.77)	56.8
Total Prof Collection	7,000	3,978.23	(3,021.77)	56.8
Periodicals	32,000	30,861.97	(1,138.03)	96.4
Adult Books	165,300	162,826.06	(2,473.94)	98.5
Children's Books	120,300	116,281.10	(4,018.90)	96.7
A/V Materials	167,100	168,568.49	1,468.49	100.9
Public Access Software	178,800	134,348.95	(44,451.05)	75.1
Ebooks	33,300	51,300.00	18,000.00	154.1
Total Materials	696,800	664,186.57	(32,613.43)	95.3
Employee Relations	5,000	3,764.83	(1,235.17)	75.3
Miscellaneous Expenses	12,000	4,604.12	(7,395.88)	38.4
ERI Reimbursement	36,732	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	170,768	370,768.00	200,000.00	217.1
To Capital Fund	114,552	114,552.00	0.00	100.0
Total Other Expenses	339,052	530,420.95	191,368.95	156.4
Total Expenses	5,212,477	4,926,833.94	(285,643.06)	94.5

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

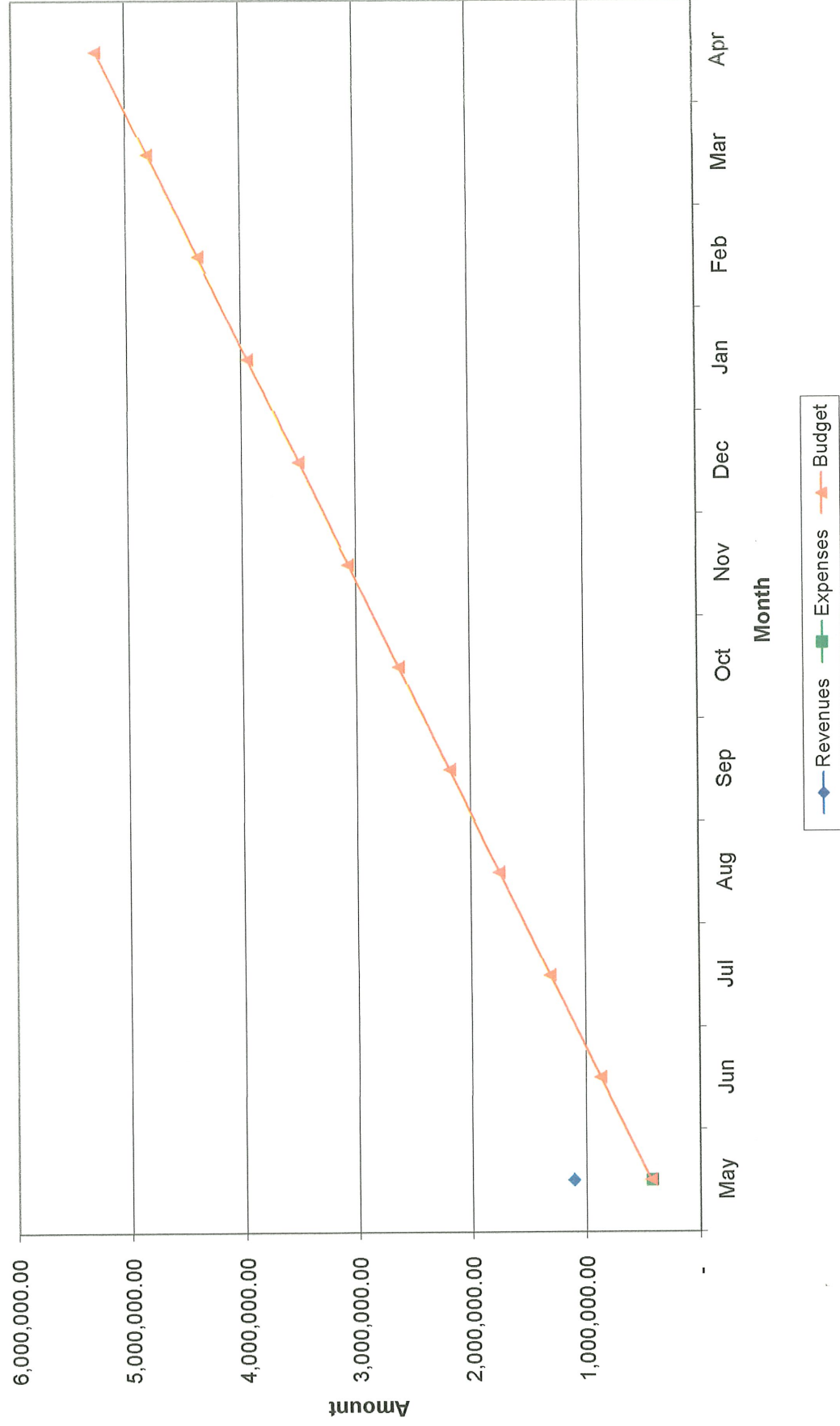
REVENUES:

ACCT NAME	BUDGET	MAY 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	931,539.30	931,539.30	(3,615,170.70)	20.5
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	78,000	95,762.50	95,762.50	17,762.50	122.8
GPPLD	375,000	63,962.58	63,962.58	(311,037.42)	17.1
Fees & Rentals	75,000	6,297.10	6,297.10	(68,702.90)	8.4
Copies	3,600	262.95	262.95	(3,337.05)	7.3
Interest on Investments	4,000	20.90	20.90	(3,979.10)	0.5
Sale of Property	1,000	2,797.78	2,797.78	1,797.78	279.8
Donations	19,500	1,725.00	1,725.00	(17,775.00)	8.8
Cash Over/Short	0	23.03	23.02	23.02	-----
Other	20,000	7,817.54	7,817.54	(12,182.46)	39.1
Total Revenues	5,253,210	1,110,208.68	1,110,208.67	(4,143,001.33)	21.1

ACCT NAME	BUDGET	MAY 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	216,174.48	216,174.48	(1,784,335.52)	10.8
Part-Time Salaries	384,836	37,773.40	37,773.40	(347,062.60)	9.8
Seasonal Salaries	34,648	3,201.12	3,201.12	(31,446.88)	9.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,421,094	257,149.00	257,149.00	(2,163,945.00)	10.6
Dental Insurance	11,160	794.50	794.50	(10,365.50)	7.1
Vision Insurance	2,630	196.00	196.00	(2,434.00)	7.5
Health Insurance, BC/BS PPO	232,172	14,692.56	14,692.56	(217,479.44)	6.3
Health Insurance, OSF HMO	99,565	8,495.72	8,495.72	(91,069.28)	8.5
Life Insurance	4,000	233.52	233.52	(3,766.48)	5.8
IMRF	297,676	32,166.82	32,166.82	(265,509.18)	10.8
FICA	150,040	15,361.36	15,361.36	(134,678.64)	10.2
Medicare	35,090	3,592.69	3,592.69	(31,497.31)	10.2
Worker's Comp	22,211	0.00	0.00	(22,211.00)	0.0
Uniforms	600	95.33	95.33	(504.67)	15.9
Tuition Reimb	30,000	0.00	0.00	(30,000.00)	0.0
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	75,628.50	75,628.50	(829,515.50)	8.4
Rentals	20,000	1,253.00	1,253.00	(18,747.00)	6.3
Total Rentals	20,000	1,253.00	1,253.00	(18,747.00)	6.3
Building Mtn	125,000	315.67	315.67	(124,684.33)	0.3
Vehicle Mtn	10,000	0.00	0.00	(10,000.00)	0.0
Office & Computer Mtn	158,000	33,385.48	33,385.48	(124,614.52)	21.1
Other Mtn	25,000	0.00	0.00	(25,000.00)	0.0
Total Repair/Mtn	318,000	33,701.15	33,701.15	(284,298.85)	10.6

ACCT NAME	BUDGET	MAY 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	1,331.02	1,331.02	(16,668.98)	7.4
Printing/Binding	18,000	891.88	891.88	(17,108.12)	5.0
Travel	6,000	973.33	973.33	(5,026.67)	16.2
Membership Dues	5,000	225.00	225.00	(4,775.00)	4.5
Professional Development	8,000	0.00	0.00	(8,000.00)	0.0
Other Purchased Services	112,000	6,534.14	6,534.14	(105,465.86)	5.8
Property Insurance	26,000	0.00	0.00	(26,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	4,500	0.00	0.00	(4,500.00)	0.0
Total Purchased Services	203,500	9,955.37	9,955.37	(193,544.63)	4.9
Office Supplies	20,000	498.21	498.21	(19,501.79)	2.5
Computer Supplies	90,000	312.46	312.46	(89,687.54)	0.3
Copier Supplies	4,500	61.83	61.83	(4,438.17)	1.4
Postage	30,000	0.00	0.00	(30,000.00)	0.0
Library Supplies	75,000	2,580.00	2,580.00	(72,420.00)	3.4
Janitorial Supplies	13,000	390.87	390.87	(12,609.13)	3.0
Gas & Diesel Fuel	8,240	0.00	0.00	(8,240.00)	0.0
Building Mtnc & Repair Supplies	8,000	904.37	904.37	(7,095.63)	11.3
Total Supplies	248,740	4,747.74	4,747.74	(243,992.26)	1.9
Natural Gas	35,000	0.00	0.00	(35,000.00)	0.0
Electricity	112,000	0.00	0.00	(112,000.00)	0.0
Water	8,500	0.00	0.00	(8,500.00)	0.0
Telecommunications	26,000	1,223.56	1,223.56	(24,776.44)	4.7
Total Utilities	181,500	1,223.56	1,223.56	(180,276.44)	0.7
Professional Collection	6,000	(384.35)	(384.35)	(6,384.35)	-6.4
Total Prof Collection	6,000	(384.35)	(384.35)	(6,384.35)	-6.4
Periodicals	35,000	(168.00)	(168.00)	(35,168.00)	-0.5
Adult Books	165,300	11,135.06	11,135.06	(154,164.94)	6.7
Children's Books	120,300	4,038.96	4,038.96	(116,261.04)	3.4
A/V Materials	167,100	9,665.87	9,665.87	(157,434.13)	5.8
Public Access Software	150,000	18,544.30	18,544.30	(131,455.70)	12.4
Ebooks	61,300	0.00	0.00	(61,300.00)	0.0
Total Materials	699,000	43,216.19	43,216.19	(655,783.81)	6.2
Employee Relations	5,500	49.90	49.90	(5,450.10)	0.9
Miscellaneous Expenses	13,000	35.86	35.86	(12,964.14)	0.3
ERI Reimbursement	36,732	0.00	0.00	(36,732.00)	0.0
Fixed Asset Fund Transfer	195,000	0.00	0.00	(195,000.00)	0.0
Total Other Expenses	250,232	85.76	85.76	(250,146.24)	0.0
Total Expenses	5,253,210	426,575.92	426,575.92	(4,826,634.08)	8.1

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2014

Property Tax (20.5%): The Library received its first Property Tax distribution at the end of May.

Replacement Tax (0.0%): Nothing has been received yet.

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

GPPLD (17.1%): Golden Prairie also received its first Property Tax distribution in May.

Interest on Investments (0.5%): Interest rates are still low.

Sale of Property (279.8%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Other (39.1%): The Book Shoppe continues to be a success.

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

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

Uniforms (15.9%): Uniform shirts were ordered for the new temporary Custodian.

Tuition Reimbursement (0.0%): Nothing has been paid from this line item.

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

Building Maintenance (0.3%): Charges have been minimal.

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

Office/Equipment Maintenance (21.1%): This line item is over-spent because some annual maintenance contracts were paid in May.

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

Travel (16.2%): One staff member just returned from the annual SIRSI conference, and others are preparing to attend the annual American Library Association (ALA) Conference.

Professional Development (0.0%): Nothing has been paid from this line item.

Property Insurance (0.0%): The annual premium is paid in January.

Vehicle Insurance (0.0%): The annual premium is paid in January.

Other Insurance (0.0%): This is for the Director's & Officer's Insurance—the annual premium is paid in January.

Office Supplies (2.5%): Charges have been minimal.

Computer Supplies (0.3%): Charges have been minimal.

Copier Supplies (1.4%): Charges have been minimal.

Postage (0.0%): Nothing has been spent from this line item.

Janitorial Supplies (3.0%): Charges have been minimal.

Gas & Diesel Fuel (0.0%): Nothing has been paid from this line item.

Natural Gas (0.0%): Nothing has been paid from this line item.

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

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

Professional Collection (-6.4%): This reflects a refund that was received in May.

Periodicals (-0.5%): This also reflects a refund that was received in May.

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

Employee Relations (0.9%): Charges have been minimal.

Miscellaneous Expenses (0.3%): Charges have been minimal.

ERI Reimbursement (0.0%): The transfer will be made in June.

Fixed Asset Fund Transfer (0.0%): The transfer will be made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations

For 2014: 1,725.00

Total Donations: \$20,880.28

The Other Revenue line item breaks out as follows:

Print Station: \$ 900.40

Book Shoppe: 1,620.00

Sale of Reusable Bags: 13.50

Sale of Sling Backpacks: 56.00

Sale of Earbuds: 63.00

Sale of Flashdrives: 39.00

Sale of CD-R's: 0.00

Sale of Totebags: 0.00

Hot Beverage Station: 58.00

Test Proctoring: 175.00

Meeting Room Fees: 30.00

B Logistics Revenue: 2,918.74

Novel Night of Art & Jazz Ticket Sales: 1,610.00

Miscellaneous: 333.90

Total Other Revenue: \$ 7,817.54

During May, 16 batches containing 71 invoices were processed, totaling \$86,248.98 and 206 credit card charges were made totaling \$40,434.78.

Library Fund Balance Information, 5/31/14:

Operating:	\$ 472,032.93
Capital:	\$ 2,052,001.11
Fixed Assets:	\$ 1,025,409.60

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 17, 2014

Nanende Jaggi

Signature, BPL Trustee

Vendor	Line Item	Amount
Berchtold, David	Other Purchased Services	200.00
Brainfuse, Inc.	Public Access Software	6,500.00
CDW Government	Computer Supplies	89.56
Cengage Learning	Adult Books	173.93
Center Point Large Print	Juvenile Books	520.08
City of Bloomington	Dental Insurance	794.50
City of Bloomington	FICA	15,361.36
City of Bloomington	Health Insurance-HMO	8,495.72
City of Bloomington	Health Insurance-PPO	14,692.56
City of Bloomington	IMRF	32,166.82
City of Bloomington	Life Insurance	233.52
City of Bloomington	Medicare	3,592.69
City of Bloomington	Payroll	257,149.00
City of Bloomington	Vision Insurance	196.00
Comcast	Telecommunications	99.85
Cummins Crosspoint	Vehicle Maintenance	162.76
Cumulus Broadcasting	Advertising	693.64
Custom Digital Imaging	Other Purchased Services	2,645.39
Custom Digital Imaging	Printing/Binding	891.88
Dell Marketing L.P.	Computer Supplies	3,968.45
Ecology Action Center	Other Purchased Services	50.00
Emery, Tom	Other Purchased Services	150.00
Emmett Scharf Electric Co.	Building Maintenance	2,239.22
Express Services	Other Purchased Services	274.72
File, Richard	Other Purchased Services	325.00
Findaway World, LLC	A/V Materials	340.00
Flynn's Delivery, Inc.	Other Purchased Services	552.50
Frontier	Telecommunications	1,757.83
Genealogical.com	Adult Books	10.32
Gold Medal-Central Illinois, LLC	Library Supplies	148.00
Graham, Warren	Other Purchased Services	623.70
Henricksen & Company	Office Supplies	1,002.41
Illinois Wesleyan University	Other Purchased Services	457.88
JanWay Company USA, Inc.	Library Supplies	873.00
Koldaire Equipment Co.	Library Supplies	32.72
LimeLight Communications, Inc.	Advertising	200.00
Lincoln's Festival	Advertising	50.00
Lower, Mickey	Other Purchased Services	150.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	2,833.00

Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Officemax
 Officemax
 Officemax
 Officemax
 Pantagraph
 Pilot Media, LLC
 Proquest
 Random House, LLC
 Ricoh, USA, Inc.
 Sang, Ken
 Scholastic Library Publishing
 Select Screen Prints & Embroidery, Inc.
 Sirsi-Dynix
 Stumpf, Gerald (ID Cards Unlimited)
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Illinois
 Vernon Library Supplies, Inc.
 Weber Electric, Inc.
 VISA - Andiamo Pizza Pie Corp.
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - Automotive Workwear, Inc.
 VISA - Avanti's Italian Restaurant
 VISA - B & H Photo-Video.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Batteries Plus
 VISA - Beck's Family Florist
 VISA - Bed, Bath & Beyond
 VISA - Bill's Key & Lock Shop
 Book Page
 VISA - Burger King
 VISA - Chicago Tribune
 VISA - Denny's Doughnuts & Bakery
 VISA - Dollar Tree
 VISA - EMedCo
 VISA - Engraving Express
 VISA - Facebook
 VISA - Farm & Fleet
 VISA - Fresh Market
 VISA - GameStop
 VISA - Glenn Shepard Seminars
 VISA - Hard Rock
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Ingram

Office/Equipment Mtn	137.67
A/V Materials	95.96
Janitorial Supplies	89.50
Copier Supplies	61.83
Library Supplies	21.15
Miscellaneous Expenses	35.86
Office Supplies	326.48
Advertising	840.00
Advertising	3,000.00
Public Access Software	38,315.00
A/V Materials	90.00
Rentals	1,687.77
Other Purchased Services	150.00
Public Access Software	6,788.00
Other Purchased Services	97.50
Office/Equipment Mtn	3,504.00
Library Supplies	3,451.00
Other Purchased Services	50.00
Building Maintenance	28.09
Other Purchased Services	438.55
Tuition Reimbursement	1,252.00
Library Supplies	1,359.10
Building Maintenance	2,496.68
Travel	6.89
A/V Materials	320.29
Adult Books	52.75
Juvenile Books	23.83
Travel	50.00
Uniforms	95.33
Other Purchased Services	25.00
Library Supplies	149.90
A/V Materials	7,989.10
Adult Books	10,571.54
Juvenile Books	3,977.39
Building Mtn Supplies	15.95
Employee Relations	49.90
Office Supplies	9.99
Building Mtn Supplies	40.69
Periodicals	480.00
Travel	7.94
Periodicals	415.48
Other Purchased Services	100.00
Janitorial Supplies	19.00
Building Mtn Supplies	85.97
Office Supplies	48.00
Advertising	266.73
Library Supplies	47.10
Other Purchased Services	25.00
A/V Materials	500.77
Professional Development	5.95
Travel	32.08
Library Supplies	5.18
Other Purchased Services	23.08
Membership Dues	225.00
Adult Books	517.06

VISA - Ingram
 VISA - JoAnn Fabrics
 VISA - LD-Inkjets
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - Marriott Hotel
 VISA - McDonald's
 VISA - Michael's
 VISA - Michael's
 VISA - Monitor Productions, Inc.
 VISA - NeedCasters.com
 VISA - Office Depot
 VISA - Officemax
 VISA - Orange Leaf
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Pantagraph
 VISA - Pheasant Lanes
 VISA - RegionalHelpWanted.com
 VISA - Scholastic Book Fairs
 VISA - School Shop
 VISA - Sprint
 VISA - Standard & Poor's
 VISA - Target
 VISA - U S Toy
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Other Purchased Services 8.97
 Library Supplies 4.49
 Computer Supplies 216.48
 Building Mtnc Supplies 534.91
 Janitorial Supplies 14.97
 Other Purchased Services 375.91
 Travel 514.05
 Travel 12.37
 Library Supplies 22.99
 Other Purchased Services 31.17
 Advertising 347.00
 Office Supplies 113.74
 Library Supplies 126.49
 Library Supplies 67.60
 Other Purchased Services 25.00
 Other Purchased Services 2,814.81
 Telecommunications 165.47
 Advertising 430.00
 Other Purchased Services 50.00
 Advertising 260.00
 Other Purchased Services 349.70
 Other Purchased Services 3.75
 Telecommunications 186.87
 Public Access Software 6,709.80
 Library Supplies 20.97
 Other Purchased Services 558.35
 Library Supplies 95.78
 Other Purchased Services 169.93

465,428.61

Bloomington Public Library
Monthly Statistics - May 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	53,449	53,449	59,381	59,381
Teens	2,689	2,689	3,804	3,804
Children	40,219	40,219	48,299	48,299
OTR Adults	2,098	2,098	2,763	2,763
OTR Teens	171	171	169	169
OTR Children	4,051	4,051	4,329	4,329
e-Books - Freading	17	17	62	62
e-Books - Overdrive	3,845	3,845	3,112	3,112
Freegal downloads	729	729	780	780
Zinio Magazines	511	511	251	251
TOTALS				
Adults	60,649	55,547	62,144	62,144
Teens	2,860	2,860	3,973	3,973
Children	44,270	44,270	52,628	52,628
Digital Downloads	5,102	5,102	4,205	4,205
COMBINED TOTAL	112,881	107,779	122,950	122,950
ITEMS IN THE COLLECTION				
Main	287,568	287,568	279,976	279,976
OTR	12,271	12,271	13,349	13,349
TOTAL	299,839	299,839	293,325	293,325
HOLDS FILLED	7,368	7,368	7,148	7,148
CARDHOLDERS				
Added	346	346	533	533
TOTAL NUMBER				
Adults	28,269	28,269	17,687	17,687
Teens	2,436	2,436	2,041	2,041
Children	7,025	7,025	8,447	8,447
Combined Total of Active Cards	37,730	37,730	28,175	28,175
REFERENCE QUESTIONS				
Adults	2,612	2,612	2,783	2,783
Teens	46	46	105	105
Children	839	839	912	912
OTR	89	89	110	110
Circulation	758	758	610	610
Total	4,344		4,520	
PROGRAMS				
Story Times	4	4	3	3
Adult	12	12	16	16
Teens	2	2	6	6
Juvenile	0	0	0	0
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	73	73	69	69

Bloomington Public Library
Monthly Statistics - May 2014

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	158	158	188	188
Teen Programs	21	21	50	50
Juvenile Programs	0	0	0	0
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	4,349	4,349	4,980	4,980
Website database/catalog hits	14,978	14,978	13,033	13,033
Online Resource (Database) uses	3,238	3,238	3,249	3,249
TOTAL	22,565	22,565	21,262	21,262
INTERLIBRARY LOAN				
Borrowing Requests Received	414	414	443	443
Outgoing Loans (Lending)	252	252	238	238
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	3	6	6
Outside the library (events)	28	28	24	24
Number of people	6,609	6,609	6,989	6,989
VOLUNTEER HOURS				
	89	89	186	186
MEETING ROOM USAGE				
Study Room	86	86	58	58
Digital Media Lab	37	37	44	N/A
Customer Visits (MAIN)	28,457	28,457	33,799	33,799
Customer Visits (OTR)	1,071	1,071	1,454	1,454
COMBINED TOTAL VISITS	29,528	29,528	35,253	35,253
TRAINING HOURS				
	271	271	181	181

Golden Prairie Public Library District
Board of Trustees Meeting
April 16, 2014

5:00 p.m.

Minutes

I. Call to Order

President Ives called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Lynn Gray, Adrienne Ives, Stephen Peterson, Patti Salch

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Caprice Prochnow

III. Introductions & Public Comment

There were no introductions or public comments.

IV. Approval of Minutes

A. March 19, 2014

PATTI SALCH MOVED, LYNN GRAY SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 19, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Ives reported that both she and Patti Salch attended the BPL Board meeting and reception that was held for the outgoing Board members. She went on to say that the BPL Board had approved Director Bouda's salary for FY15.

President Ives shared that she had received a letter from Jesse White stating that the GPPLD Per Capita Grant application was approved for \$10,232.50.

VI. Staff Reports

A. Director's Report

Director Bouda shared that a number of stuffed animals and other decorations were purchased for Summer Reading, as the theme is "PAWS to READ".

Director Bouda stated that the \$50,000 grant that the Library was awarded two years ago from the state will soon be released. She went on to say that the grant money would be used to construct another meeting room within the Outreach area and possibly to replace the current sorter with a bigger one.

Director Bouda shared that the BPL Board approved moving forward with plans to repurpose the Quiet Reading Room to be used for Board meetings. Some of the magazine shelving will be coming down and the soft seating furniture currently in

the room will go into that area creating room for a 14' conference table with power and 12 chairs.

Director Bouda shared that tickets are now available for the Novel Night of Art & Jazz to be held on May 16. She went on to say that the prints for the sale and auction will be in the Community Room, and the McCurdy collection will be displayed on the upper level.

Director Bouda stated that construction of the Bookmobile is progressing nicely and it should be finished in early fall.

Director Bouda shared that we are currently without heat as the old boiler has been disconnected and the new boilers are now being hooked up. The project has gone very well and it should be completed by the May 15 deadline in order to receive the DCEO grant.

B. Outreach Report

Laura Golaszewski shared that the generator on the bookmobile had a few issues in March.

Laura shared that Rachel Park now has her CDL, so there is one more driver in the rotation.

Laura stated that the Deposit Collections Procedures have been refined so that now a signed contract is required when an organization requests this service.

C. Fiscal Report

Kathy Jeakins entertained questions.

1. Approve March Financial Report

CAROLYN CAREY-ODEKIRK MOVED, TIM ERVIN SECONDED, TO APPROVE THE MARCH FINANCIAL REPORT.

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

ABSENT: NONE

NAYES: NONE

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

A. Approve Annual D&O Insurance Premium in the Amount of \$928.00

CAROLYN DAIL MOVED, PATTI SALCH SECONDED, TO APPROVE THE ANNUAL D&O INSURANCE PREMIUM IN THE AMOUNT OF \$928.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Summer Reading Donation

CAROLYN DAIL MOVED, TIM ERVIN SECONDED, TO APPROVE THE
SUMMER READING DONATION IN THE AMOUNT OF \$1,000.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Adjournment

President Ives adjourned the meeting at 5:34 p.m.

Incident Reports

Date	Time	Type
05/3	9:27 AM	StolenDamagedLibraryMaterial
05/3	2:14 PM	SleepingIncident
05/3	3:01 PM	SleepingIncident
05/4	2:12 PM	InappropriateBehavior
05/4	2:51 PM	InappropriateAttire
05/6	10:40 AM	InappropriateBehavior
05/6	6:30 PM	SleepingIncident
05/7	4:43 PM	StolenDamagedLibraryMaterial
05/8	2:47 PM	SleepingIncident
05/10	1:27 PM	BicycleIncident
05/10	3:26 PM	StolenDamagedLibraryMaterial
05/11	1:15 PM	SleepingIncident
05/11	4:35 PM	Loitering
05/12	1:27 PM	InappropriateAttire
05/12	1:51 PM	AlcoholDrugs
05/12	1:54 PM	AlcoholDrugs
05/12	6:25 PM	AlcoholDrugs
05/13	3:08 PM	InappropriateBehavior
05/14	10:01 AM	LibraryEquipmentIncident
05/15	10:52 AM	LostFound
05/16	9:28 AM	StolenDamagedLibraryMaterial
05/16	9:58 AM	StolenDamagedLibraryMaterial
05/16	12:16 PM	AlcoholDrugs
05/17	9:47 AM	InappropriateBehavior
05/17	3:26 PM	StolenDamagedLibraryMaterial
05/18	1:50 PM	SleepingIncident
05/19	11:26 AM	SleepingIncident
05/19	11:34 AM	SleepingIncident
05/19	4:55 PM	InternetAbuse
05/19	6:14 PM	InappropriateBehavior
05/19	8:39 PM	AlcoholDrugs
05/20	3:52 PM	PoliceAmbulanceCall
05/20	5:34 PM	InappropriateBehavior
05/21	2:03 PM	CustomerRelatedIllnessAccident
05/21	3:13 PM	CustomerRelatedIllnessAccident
05/22	8:20 PM	BicycleIncident
05/22	8:31 PM	InappropriateBehavior
05/22	8:38 PM	InappropriateBehavior
05/24	1:02 PM	InappropriateBehavior
05/24	2:14 PM	SleepingIncident
05/27	1:21 PM	PoliceAmbulanceCall
05/29	11:49 AM	StolenDamagedLibraryMaterial
05/29	2:18 PM	AlcoholDrugs
05/31	11:54 AM	InappropriateBehavior
05/31	12:15 PM	StolenDamagedLibraryMaterial

Suspension Reports

Date	Time	violation
05/13	3:10 PM	InappropriateBehavior
05/19	4:18 PM	InternetAbuse
05/22	8:35 PM	InappropriateBehavior

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)

\$4,512,535.00

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

Service population (per latest U.S. census)

76,610

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

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:

\$143.13

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 17th day of June 2014

Narendra Jaggi

Narendra Jaggi, President

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR REPLACEMENT OF THE SIRSI-DYNIX PRODUCTION SERVER
TO SIRSI-DYNIX

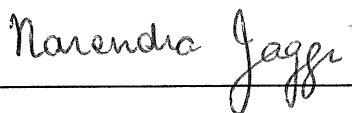
Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three quote requirement be waived and the Library Director authorize payment for replacement of the SirsiDynix Production Server to Sirsi-Dynix in the amount of \$19,870.00
2. That the current production server had had multiple hardware failures
3. That the current production server has caused ongoing complaints from staff about the response time from the service
4. That the replacement of the SIRSI production server will help ensure reliability and increase productivity of staff
5. That Sirsi-Dynix is the only source from which to purchase this production server
6. That the funds come from the following source:

Bloomington Public Library Fixed Asset Budget: \$17,1790.00

Bloomington Public Library Maintenance and Operating Budget: \$2,680.00

Approved this 17th day of June 2014



Narendra Jaggi, President

Bloomington Public Library Board of Trustees



Quote 70012 for:

Bloomington Public Library

Production Server Migration

Prepared by:

Linda Bone
Inside Account Consultant
SirsiDynix

Quote Date: April 25, 2014

Quote Valid Until: July 24, 2014

This quote is hereby fully incorporated into the Master Agreement.

The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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Quote Information

General

Production Server Migration and OS (Windows) Install on Test System

This quote is hereby fully incorporated into the Master Agreement.

The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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Purchase Details

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

Component	Year 1	Year 2
Services	7,100	-
Hardware	12,770	4,120
Total	19,870	4,120

Initial Term of Maintenance: Three (3) Years
Initial Term Annual Price Increase Cap for SirsiDynix Products/Services: 3.9% annual price increase cap until Term renewal

Customer's usage is subject to limitations that can be found in the Terms and Conditions section at the end of the Quote.

The above price increase cap covers all Customer's active assets on Maintenance. However, SirsiDynix reserves the right to adjust Initial Term pricing for Third Party/integrated products/services if a Third Party vendor increases pricing for Third Party/integrated products/services by more than 10% in a given calendar year.

Any applicable discount shall be applied on final payment. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Master Agreement, unless such additional terms are statutorily required of the Customer.

This Purchase Details section may not include pre-existing obligations for ongoing Products not listed in the Quote.

This quote is hereby fully incorporated into the Master Agreement

The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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Detailed Pricing

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

Component	Price
Services	
Installation	7,100
Total Services	7,100
Hardware	
Dell Production Server	8,960
Staging and Installation Services	1,130
Operating System Support	2,680
Total Hardware	12,770
QUOTE TOTAL	19,870

This quote is hereby fully incorporated into the Master Agreement and Schedules

The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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Terms and Conditions

Customer Signature:

Bloomington Public Library

By: _____
(Authorized Signature)

Name: _____
(Printed)

Job Title: _____

Date: _____

Billing Address:

**Bloomington Public Library
205 E. Olive PO Box 3308
Bloomington
Illinois 61702-3308
United States**

This quote is hereby fully incorporated into the Master Agreement

The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR TWO SCANPRO 3000'S TO
IMAGING OFFICE SYSTEMS

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 two ScanPro 3000's to Imaging Office Systems, Inc. in the amount of \$9,995.00, each; \$19,990.00 total
2. That the purchase of both units is according to the Fixed Asset Replacement Schedule
3. That the purchase of the two units will be consistent with the existing ScanPro 3000 unit already owned by the Library
4. That the benefits to the public and staff of having identical units are 1) similarity in operation and consistency of use, 2) the purchase of comparable supplies for operation, 3) no preference by the public for use of one unit over another.
5. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$19,990.00

Approved this 17th day of June 2014



Narendra Jaggi, President
Bloomington Public Library Board of Trustees



Software/Hardware Purchase Agreement

Bill Stewart Email: bstewart@imagingoffice.com

Telephone: (224) 265-7654 Fax (847)-519-2121

Corporate Contact Telephone (800) 878-7731 Fax (260) 244-7238

CORPORATE OFFICE
4505 East Park 30 Drive
Columbia City, IN 46725

INDIANAPOLIS OFFICE
5275 Emco Drive
Indianapolis, IN 46220

CHICAGO OFFICE
2100 East Golf Rd, Ste. 410
Rolling Meadows, IL 60008

WICHITA OFFICE
201 North Mead Street
Wichita, KS 67202

KANSAS CITY OFFICE
10800 Farley St.
3 Corporate Woods, Suite 250
Overland Park, KS 66210

CUSTOMER INFORMATION		SYSTEM LOCATION	
Customer Name	Bloomington Public Library	Street Address	Same
Address1	Adult Services Dept.	Address 2	
Address2	205 E. Olive St.	City/State/Zip	
City/State/Zip	Bloomington, IL 61701-5218	Contact	Karen Moen Reference Librarian
Contact	Georgia Bouda, Director	Email	karenm@bloomingtonlibrary.org
Email	georgiab@bloomingtonlibrary.org	Phone Number	(309) 557-8948
Phone Number	(309) 557-8901	Instructions: Please ship ScanPro to the attention of Karen Moen, Adult Services Dept.	
PO Number			

QTY	PRODUCT CODE	DESCRIPTION	LIST PRICE	DISCOUNTED PRICE
		ScanPro 3000 Reader #1		
1		One Time Costs	\$11,590.00	\$9,995.00
1	9863000	Main Unit with Power Supply	Incl.	
1	9863754	Zoom Lens - 7/54X	Incl.	
1	9863310	UCC 310 Motorized Carrier - fiche, aperture cards, 16MM, 35MM film	Incl.	
1		Firewire Card and Cable	Incl.	
1	*INSTALL	Shipping, Installation and Operator Training	Incl.	
		Optional		
	*YR1SPSUPPORT	Onsite support for the first year	413.00	
		Recurring Cost		
	*DSUPPORT	Depot Service after Year 1 - includes parts and labor	\$695.00	

FOR SELLER:		Purchase Price	\$9,995.00
IOS Sales Representative		Shipping and Handling	Included
Bill Stewart, CDIA		State and Local Taxes	N/A
Date June 11, 2014		Balance Due	\$9,995.00
FOR BUYER:		COMMENTS:	
Bloomington Public Library		Prices are valid for 30 days from date of purchase agreement. Imaging Office Systems will train 2 - ScanPro operators. First year warranty includes parts and labor, depot service only.	
Authorized Signature - Per Terms and Conditions of Sale			
Date		I decline hardware maintenance _____	

TERMS AND CONDITIONS OF SALE

- Orders accepted are subject to the conditions set forth herein and no agreement or other understanding in any way modifying these conditions shall be binding upon the Seller unless made in writing, and accepted over the signature of an authorized executive of the Seller.
- Net 30 payment terms.
- Additional payment terms: For orders over \$25,000, and/or for those orders that require a pre-installation meeting prior to the start of product installation, the following terms apply. 1/2 of order total due at signing and 1/2 of total due at the end of the installation.
- If any sales, excise, occupation, or use tax is applicable to this transaction, the amount will be added to the price stated herein.
- Every effort will be made to effect shipment and installation within the time stated, but the Seller assumes no liability for delay due to causes beyond the seller's control.
- All orders are "FOB" Shipping Point. Destination charges will be added to the invoice unless specifically excluded on the reverse side. The method of transportation and carrier will be of the Seller's selection. If shipment is made at Customer request via a method other than that which would normally be used, or if special handling is necessary due to receiving limitation of the customer, additional charges will be added to the invoice.
- Title to each component of the Product shall pass to Customer when payment in full for the Product has been made. Notwithstanding the state of title to the Product, risk of loss with respect to the Product and/or each component thereof shall pass to Customer upon IOS's delivery of each such component to Customer, or delivery to carrier for shipment. At the time of such delivery, Customer shall, at its own expense, be responsible for purchasing any insurance coverage for the Product, and IOS shall not have responsibility for the placement of any insurance coverage.
- This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature for all purposes.



Software/Hardware Purchase Agreement

Bill Stewart Email: bstewart@imagingoffice.com

Telephone: (224) 265-7654 Fax (847)-519-2121

Corporate Contact Telephone (800) 878-7731 Fax (260) 244-7238

CORPORATE OFFICE
4505 East Park 30 Drive
Columbia City, IN 46725

INDIANAPOLIS OFFICE
5275 Emco Drive
Indianapolis, IN 46220

CHICAGO OFFICE
2100 East Golf Rd, Ste. 410
Rolling Meadows, IL 60008

WICHITA OFFICE
201 North Mead Street
Wichita, KS 67202

KANSAS CITY OFFICE
10800 Farley St.
3 Corporate Woods, Suite 250
Overland Park, KS 66210

CUSTOMER INFORMATION		SYSTEM LOCATION	
Customer Name	Bloomington Public Library	Street Address	Same
Address1	Adult Services Dept.	Address 2	
Address2	205 E. Olive St.	City/State/Zip	
City/State/Zip	Bloomington, IL 61701-5218	Contact	Karen Moen Reference Librarian
Contact	Georgia Bouda, Director	Email	karenm@bloomingtonlibrary.org
Email	georgiab@bloomingtonlibrary.org	Phone Number	(309) 557-8948
Phone Number	(309) 557-8901	Instructions: Please ship ScanPro to the attention of Karen Moen, Adult Services Dept.	
PO Number			

QTY	PRODUCT CODE	DESCRIPTION	LIST PRICE	DISCOUNTED PRICE
		ScanPro 3000 Reader #2		
1		One Time Costs	\$11,590.00	\$9,995.00
1	9863000	Main Unit with Power Supply	Incl.	
1	9863754	Zoom Lens - 7/54X	Incl.	
1	9863310	UCC 310 Motorized Carrier - fiche, aperture cards, 16MM, 35MM film	Incl.	
1		Firewire Card and Cable	Incl.	
1	*INSTALL	Shipping, Installation and Operator Training	Incl.	
		Optional		
	*YR1SPSUPPORT	Onsite support for the first year	413.00	
		Recurring Cost		
	*DSUPPORT	Depot Service after Year 1 - includes parts and labor	\$695.00	

FOR SELLER:	Purchase Price	\$9,995.00
IOS Sales Representative	Shipping and Handling	Included
Bill Stewart, CDIA	State and Local Taxes	N/A
Date June 11, 2014	Balance Due	\$9,995.00
FOR BUYER:	COMMENTS:	
Bloomington Public Library	Prices are valid for 30 days from date of purchase agreement. Imaging Office Systems will train 2 - ScanPro operators. First year warranty includes parts and labor, depot service only.	
Authorized Signature - Per Terms and Conditions of Sale		
Date	I decline hardware maintenance _____	

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- Net 30 payment terms.
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- Every effort will be made to effect shipment and installation within the time stated, but the Seller assumes no liability for delay due to causes beyond the seller's control.
- All orders are "FOB" Shipping Point. Destination charges will be added to the invoice unless specifically excluded on the reverse side. The method of transportation and carrier will be of the Seller's selection. If shipment is made at Customer request via a method other than that which would normally be used, or if special handling is necessary due to receiving limitation of the customer, additional charges will be added to the invoice.
- Title to each component of the Product shall pass to Customer when payment in full for the Product has been made. Notwithstanding the state of title to the Product, risk of loss with respect to the Product and/or each component thereof shall pass to Customer upon IOS's delivery of each such component to Customer, or delivery to carrier for shipment. At the time of such delivery, Customer shall, at its own expense, be responsible for purchasing any insurance coverage for the Product, and IOS shall not have responsibility for the placement of any insurance coverage.

This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature for all purposes.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

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

1. That the three quote requirement be waived and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$16,290.38
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$16,290.38

Approved this 17th day of June 2014



Narenda Jaggi, President

Bloomington Public Library Board of Trustees



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ILLINOIS STATE BAR ASSOCIATION

LOCAL GOVERNMENT LAW

The newsletter of the Illinois State Bar Association's Section on Local Government Law

Open Meetings Act: A primer

By Phillip Lenzini, Peoria

Introduction

The Open Meetings Act, 5 ILCS 120, was enacted to protect the citizens' right to know the actions and reasoning of public body decisions. The people have a right to be informed as to the conduct of a public body, since the purpose of a public body is to assist the people. Therefore, the statute fosters open meetings and is to be strictly construed against closed meetings. The statute reads "In order that the people shall be informed, the General Assembly finds and declares that **it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.**" 5 ILCS 120/1.

Although the best known features of the Act may pertain to "closed sessions," in fact the Act is likely to be far more important to local governments because it is the primary source of the rules and requirements for *all* meetings, notifications, and manner of conducting them. Therefore the Open Meetings Act is pervasive in its impact and critical to follow, even where a public body seldom or never goes into closed session.

This article, in the nature of an overview or primer on the topic, outlines the Act in a practical manner instead of following its codified order. It begins with applicability, continues to the specific procedural requirements, discusses the closed session procedures, clarifies record keeping requirements, describes the procedures for public participation at open meetings, explains the required training for members of public bodies, discusses the role of the public access counselor within the Illinois Attorney General's office and ends with the possible effects of non-compliance.

A. Does the Act apply to your public body or your particular meeting?

Section 2a of the Act states "All meetings of

public bodies shall be open to the public unless excepted in subsection (c) and closed in accordance with Section 2a." 5 ILCS 120/2(a) (emphasis added). In regards to applicability, the key words in that provision are "meetings" and "public bodies," because without a meeting or a public body, the Act does not apply. Thus, before diving into the procedural requirements, we must first consider whether the Open Meetings Act applies to a particular entity and for a specific occasion.

1. What Qualifies as a Public Body and What Does Not?

The Open Meetings Act contains a broad definition of "public body," but there are some notable exclusions that include entities typically considered to be a public body. Section 1.02 of the Act defines a "public body:"

"Public body" includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof. "Public body" includes tourism boards and convention or civic center boards located in counties that are contiguous to the Mississippi River with populations of more than 250,000 but less than 300,000. "Public body" includes the Health Facilities Planning Board. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death

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Review Team Act or an ethics commission acting under the State Officials and Employees Ethics Act.

The beginning of the "public body" definition appears all-encompassing, including governmental bodies of an executive, legislative, administrative or advisory nature, or an ancillary of those entities, which expends tax revenue or is supported fully or partially by tax revenue, but it does not include all governmental bodies. The General Assembly and commissions or committees thereof are excluded from the Act. In order to clarify or ensure applicability, Section 1.02 explicitly lists some particular entities to be included or excluded under the Act.

So, how does the broad definition apply to those not specifically enumerated within the list itself? Obviously School Boards, City Councils, Village Boards, Library Boards, and other governing bodies of local governmental units, as well as committees and subcommittees composed by the Boards and made up of their members, fall under the statute's general language.

But the question becomes more difficult with those organizations that do not directly control a governmental entity and are merely a subsidiary body. In order to resolve this dilemma, the courts have constructed a number of factors to consider: who appointed the members of the entity, the procedure for their appointment, the compensation for their duties, the assigned duties in the by-laws or authorizing statute, resolution or ordinance; whether it is an advisory or investigative unit; whether it is controlled by the government or any other public body; the body's budget; its role within the larger organization; and the impact of its actions.

Clearly NOT subject to the Act are meetings of public body employees to discuss how to enhance their own performance in their jobs, even if the groups are referred to as committees. Additionally, private entities receiving a majority of their revenue from the public and conducting business primarily with governmental entities are not subsidiary bodies falling under the Act. Even if a public body appoints the members of an organization, so long as the public body does not exert control over the group, they will likely not be considered a subsidiary body.

Simply referring to a group of individuals as a "board," "bureau," or "committee" does not qualify it as a "public body." Similarly, the mere labeling of a group as an "entity" does

not exempt it from the Act's application. Therefore, all of the aforementioned factors must be considered when deciding whether the Open Meetings Act applies to a "body" and it is always best to err on the side of caution.

2. What Constitutes a Meeting?

A "meeting" is "any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business; whether meeting in person or by video or audio conference, telephone call, electronic mail, electronic chat, and instant messaging,) or other means of contemporaneous interactive communication..." (Section 1.02).

A meeting, according to the Act, can be a collection of individuals grouped together in close proximity for a specific purpose; but it can also be a gathering of individuals who are miles apart. A meeting can include real time contemporaneous interactive communication, but it can also include communications by emails if the emails involve a sufficient number of people (a majority of a quorum), the discussion of public business, and responses back and forth that take place relatively quickly between the parties. Unfortunately, the definition does not provide a specific guideline for time between responses other than its use of the word "contemporaneous." Therefore, to ascertain a time frame, we turn to "interactive communication" which is most closely associated with a conversation.

In the case of other electronic communication (i.e. telephone conferences, or "chat" sessions), the rate of communication is comparable to the speed of a normal conversation (which may include reasonable pauses). As a result, those communications are certain to be considered a gathering.

E-mailing, on the other hand, is more of a gray area. The critical problem for e-mail is that it could be determined to be subject to the Act if the responses come quickly to a majority of the quorum. Therefore, the sender may not have intended a meeting, but the e-mail chain may become a meeting by the way others respond. Of course, by then it is too late to comply with the notice, agenda, and minutes requirements and the public body finds itself in violation of the Act. Therefore in order to avoid having a "meeting" by e-mails (whether unintended or not) the best practice is to include a warning note on

any e-mail sent, to warn the recipients NOT to reply, or certainly not to use the "reply all" feature of most e-mail to avoid a potential violation of the Act.

After establishing that there is a public body gathering, then we must determine whether there is a quorum present and whether the purpose of the gathering is to discuss public business.

A quorum is usually a majority of the members of a body unless defined differently by applicable law or by-laws. A majority of a quorum would be the next whole number over half of a quorum. For example, if there is a body consisting of nine members, then a quorum of nine is five and so a majority of a quorum is three. Therefore if three members were to "gather" then they could be considered as "meeting" for purposes of the Act. It is also wise to be cautious when a committee of a board meets, because the majority of the quorum only applies to that committee. So if it is a thirteen member board with a six member committee, then a meeting of only three members of the committee not four would be required for a majority of a quorum of that committee. There is an exception, however, for 5 member public bodies. In the case of 5 member public bodies a minimum three members must be present to constitute a meeting. Additionally, three affirmative votes are required for adoption of motions, resolutions or ordinances in a 5 member public body.

3. Electronic Attendance or Members Attending Remotely.

One would assume that if you can violate the Open Meetings Act by having an unsanctioned meeting through the use of the internet or the telephone, that a meeting could properly take place with members attending the meeting remotely; you would, however, likely be incorrect. The Open Meetings Act specifically addresses Electronic Attendance and has specific rules for attending meetings remotely. First, members of the public body may only attend a meeting remotely if one of three bona fide reasons applies: 1. Personal illness or disability; 2. Employment purposes or to conduct business of the public body; or 3. A family or other emergency situation. (Note that a family vacation is not covered under the exceptions.) Furthermore, if a member is attending remotely, an actual PHYSICAL presence of a quorum must be present at the physical meeting site for a meeting to take place. If a quorum is physi-

cally present and the member attending remotely falls into one of the three exceptions listed above, the missing member may participate in the meeting by telephone, video or audio conference or electronic chat if such attendance is permitted by the rules of the public body. In other words, the public body may, but is not required by the Act, to permit remote attendance. The member attending remotely may, under the Act and if permitted by the public body's rules also vote.

Of special note, the electronic attendance section of the Act, in particular the requirement of a quorum in one physical location, does not apply the same rules to public bodies with state-wide jurisdiction and library systems of a geographic area of more than 4,500 square miles.

The formality or social environment of a meeting is inconsequential. It is more important what is discussed rather than where it is discussed. Meetings at a restaurant, a member's home, or over the phone, have all constituted public meetings where a quorum was physically present and public business was discussed, assuming the requirement that the location be "open and convenient" is satisfactorily met. In 1967, the General Assembly removed the term "official" before "meetings" to possibly include even informal gatherings, if public business is discussed.

B. The notices and procedural requirements required by the Open Meetings Act.

Once it has been determined that the Act applies to a particular entity and situation, then the procedural requirements dictated by the Act must be followed. Sections 2.02-2.03 contain the formalities that must be followed including scheduling, posting agendas, and providing public notice on Web sites, newspapers, and at the principal office or meeting place of the public body. The legislature recently changed the requirements to make the agenda more detailed and those new requirements, effective as of January 1st of 2013, are in section 2.02(c), underlined below.

§ 2.02. Public notice of all meetings, whether open or closed to the public, shall be given as follows:

- (a) Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or

fiscal year and shall state the regular dates, times, and places of such meetings. **An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. A public body that has a website that the full-time staff of the public body maintains shall also post on its website the agenda of any regular meetings of the governing body of that public body.** Any agenda of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open

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to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice under subsection (b) of this Section.

- (b) Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. In addition, a public body that has a website that the full-time staff of the public body maintains shall post notice on its website of all meetings of the governing body of the public body. Any notice of an annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved. Any notice of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The body shall supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the

same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given. The failure of a public body to post on its website notice of any meeting or the agenda of any meeting shall not invalidate any meeting or any actions taken at a meeting.

- (c) Any agenda required under this Section shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting. The public body conducting a public meeting shall ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on a website that is maintained by the public body satisfies the requirement for continuous posting under this subsection (c). If a notice or agenda is not continuously available for the full 48 hour period due to actions outside of the control of the public body, then that lack of availability does not invalidate any meeting or action taken at a meeting.

§ 2.03. Schedule of Meetings. In addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calen-

dar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. However, in the case of bodies of local governmental units with a population of less than 500 in which no newspaper is published, such 10 days' notice may be given by posting a notice of such change in at least 3 prominent places within the governmental unit. Notice of such change shall also be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice as provided in paragraph (b) of Section 2.02.

As the Act states, notice must be provided for all meetings of the public body, whether they are open or closed. Notice of the schedules of meetings for a calendar year including the dates, times, and places of all regularly scheduled meetings must be provided. Notice can be posted at the principal office of the public body, where the meeting will be held, and on the public body's website. The degree of notice required depends upon the type of meeting: regular, special, reconvened, or emergency (discussed below). In all circumstances, the Agenda posted must set forth the "general subject matter" of any resolution or ordinance that will be the subject of 'final action' at the meeting.

1. Types of Meetings

a. Regular Meetings. For regular meetings, a public body must post an agenda for the meeting at the main office of the public body, and post an agenda at the location of the meeting at least 48 hours before the meeting begins and that agenda needs to be continuously available for those 48 hours. If the public body has a website maintained by a full time employee, (as distinct from a contractor, vendor or part-time employee) the agenda must be posted there as well (though failure to do so does not invalidate the meeting or action taken). The agenda

must be detailed enough so that the general subject matter that will be the subject of any final action at the meeting can be discerned.

b. Special Meetings. When a meeting occurs outside of the regular meeting schedule, then it is a special meeting. A special meeting, by its definition, is not required to comply with the annual meetings calendar, however notice with an agenda must be posted at the location of the meeting, on the public body's website if applicable, and at the public body's principal office, at least 48 hours in advance of the meeting.

c. Reconvened Meetings. Reconvened meeting requirements must be followed when a public body meets at its regularly scheduled time and reschedules the meeting to restart within 24 hours. So long as the reconvened meetings is to occur within 24 hours of the convened meeting open to the public, then the public body can declare the date, time, and place of the reconvened meeting without having to post a new public notice. The reconvened meeting agenda must mirror that of the regularly scheduled meeting.

d. Emergency Meetings. The first aspect of emergency meetings to keep in mind is that there must be a *bona fide* emergency justifying the meeting. A frivolous excuse for avoiding proper procedure will be scrutinized. With just cause, an emergency meeting may be held without 48 hours advance notice. However, notice must be provided before the emergency meeting to any news medium that has formally requested the annual schedule of meetings.

2. News Media Notification

A public body must supply copies of the notices of its regular, special, emergency or rescheduled meetings to any news medium that filed an annual written request for such notice. Also, if a news medium is within the territorial jurisdiction of the public body and has given the public body an address or telephone number, notice of all meetings shall be given to such news medium in the same manner as is given to the members of the body. If a change is made in regular meeting dates, the public body must give at least 10 days notice of such change in a newspaper of general circulation in the area in which the body takes action. If there is a body of local government in a town with less than 500 people and no newspaper is published, then posting notice in 3 prominent places in the governmental unit is sufficient in place of the

10 days notice.

3. Agenda Requirements

An agenda must be posted 48 hours in advance at the principal office of the public body, if applicable, and at the location where the meeting will be held. The addition of section 2.02 (c) is meant to end the controversy that surrounded the required amount of detail needed within an agenda. Specifically, though a public body may discuss, debate and deliberate subjects that are not specifically listed on the agenda (the statute's language that "a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda" makes that clear); the public body may not take final action (i.e. vote) on an issue if it is not listed on the meeting Agenda, and that listing must set forth the "general subject matter" that will be acted upon.

4. Other posting requirements pertaining to "total compensation" benefits for employers participating in the Illinois Municipal Retirement Fund (IMRF)

Within six business days after an employer participating in the IMRF approves a budget, that employer must post on its website, or if a website is not maintained, at the principal office of the employer, the total compensation package for each employee that has a total compensation package that exceeds \$75,000 per year. (The "total compensation" package means payment by the employer to the employee, but not third parties, for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted and sick days granted.) At least 6 days prior to approving an employee's total compensation package that is equal to or in excess of \$150,000 per year, the employer must post on its Web site, or if a website is not maintained, at the principal office of the employer, the total compensation package that is equal to or in excess of \$150,000 per year.

C. When a public body may close a meeting or enter into executive session

All meetings are to be open to the public unless expressly excepted in the list of permissible topics. Section 2(b) sets forth the limited construction of the exceptions. It states that the enumerated exceptions in part 2(c) detract from the overall purpose of the Act in being open, and therefore "the exceptions are to be strictly construed, ex-

tending only to subjects clearly within their scope." Moreover the listed exceptions are merely authorizing closure and are not requirements for holding meetings on such topics in a closed setting. Presently there are twenty-four total exceptions all referring to specific topics that a body may take up in a closed session. Some of them are very specific such as the establishment of reserves or settlement of claims under the Government Tort Immunity Act, while others are more general such as the setting of a price for sale or lease of property owned by the public body. It is important to note that in all circumstances, **no final action may be taken at a closed meeting.** Below is a discussion of some of the more relevant exceptions and those found to be ambiguous.

As a general matter, any properly convened meeting of the public body can, if an exception applies for the topic, be moved into a closed session, whether or not it is so listed on the agenda. While it is common for the agendas (as a "courtesy") to indicate if a closed session is planned at a meeting, that is not required, and the absence of such an indication does not prevent an otherwise proper closed session from being convened.

1. Purpose

Although the overall purpose of the Act is to promote openness, the General Assembly realized that certain public body discussions and deliberations would be compromised if prohibited from ever entering into a closed session. Therefore, the Act currently has 24 items listed of topics which were deemed to be proper or appropriate for discussion in a closed meeting.

2. Permissible Topics

The first exception, and one of the most commonly used, is "The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity." This exception, frequently referred to as the "personnel" exception, allows the discussion of a particular employee of the body or its legal counsel in closed session.

The second exception is "Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees." This exception is somewhat similar to the first,

but it allows the discussion of an entire class of employees as opposed to a particular employee under the first exception.

The third exception further broadens the discussion of "personnel" to include "The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance." This exception permits the discussion of filling a position or other such managerial actions for a public body whose responsibility it is to do so.

Another exception is "evidence or testimony presented in open hearing, or in closed hearing specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for inspection a written decision setting forth its determinative reasoning." Thus, this exception allows a body to review, in closed session, evidence from an adjudicative body charged by law with the responsibility to conduct hearings and receive testimony.

Section 2(c)(5) allows for a closed meeting in "the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired." The courts have limited this exception to discussions calculating the exact terms of an offer to purchase a particular piece of real estate, to discuss the seller's terms, or to consider a plan for acquiring specific real estate. The next exception 2(c)(6) is similar, allowing the "setting of a price for sale or lease of property owned by the body," but courts have somewhat limited this closed discussion to specific price setting, except in a case from the Appellate Court, Second District, where a lease was involved, and a somewhat broader view of pertinent lease terms involved with the lease in its entirety was allowed.

Section 2(c)(11) states "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the

closed meeting." Thus, this exception applies to commenced litigation, and presumably, though not clearly stated, such "litigation-like" matters as administrative reviews and arbitrations. For matters that are likely to be litigated in the near future, special note must be made in the minutes of the closed session of the basis for that conclusion, such as receipt of correspondence from an attorney threatening or stating an intent to sue the public body, or perhaps a recommendation from the body's attorney proposing the filing of a lawsuit on its behalf.

Three other pertinent exceptions are worthy of note here: Section 2(c)(15) "Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence," Section 2(c)(16) which states that "Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member," and Section 2(c)(21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

3. Attendees

All members of the public body involved have a right to attend a closed session. Moreover, anyone the public body invites or allows to attend the closed session is permitted to attend a closed meeting. This usually includes a clerk or whoever is responsible for taking minutes, as well as staff members or the attorney for the public body depending on the particular issues being addressed. Of course no member of the public has a right to be present, unless the public body specifically allows it in order to conduct business on the topic for the closed session.

4. Procedure for Convening Closed Sessions

As stated *infra*, there must be a bona fide reason for holding a closed meeting. In addition, there are specific requirements to initiate a closed session as set forth in Section 2a:

A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. A single vote

may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public.

At any open meeting of a public body for which proper notice under this Act has been given, the body may, without additional notice under Section 2.02, hold a closed meeting in accordance with this Act. Only topics specified in the vote to close under this Section may be considered during the closed meeting.

First of all, there must be a quorum present and a majority of that body must vote in an open meeting for the closed session to occur. This vote can be taken in regards to a series of future closed meetings, portions of meetings, or a single meeting so long as each topic justifying the closed meeting is all that is discussed. The voting of each member must be recorded and there also must be a citation to the particular section of the Act authorizing such closed session.

5. No final action in closed session

Section 2(e) says: "No final action may be taken at a closed meeting." That section goes on to state: "Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." Therefore, if a body is in closed session and decides that some action is necessary to be taken, then it must proceed to open session to take such final action. When the action is taken in open session, the explanation of that action must be given when the open session commences. For example, if a school board meets in a closed session and deliberates about a new Spanish teacher being hired, then before the final action to hire

can be taken, it must go back into an open session. In this open session, the board must explain, either in its motion or the discussion pertaining thereto, the business it is considering before it begins to vote on hiring the new teacher.

D. Record-keeping requirements: Minutes

All public bodies must keep written minutes of all open or closed meetings and a "verbatim record," usually an audio or video recording, either analog or digital, must be made of all closed meetings. Section 2.06 sets forth the required steps for recording minutes properly, "Minutes shall include, but not be limited to; (1) the date, time and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; (3) a summary of discussion on all matters proposed, deliberated, or decided and a record of any votes taken."

Meeting minutes of open meetings must be approved within 30 days thereafter or the second subsequent regular meeting, whichever is later. After the public body approves the minutes from an open meeting, they must be presented to the public within 10 days of such approval. Bodies that maintain a Web site with a full-time employee, must also post such minutes on that Web site within 10 days as well and leave the minutes posted for at least 60 days after the initial posting. The "verbatim record" from a closed meeting must be preserved for a minimum of 18 months from the time of the recorded meeting. Then, it may be destroyed if the public body approves the destruction of the particular meeting recording, and the public body approves the minutes of the closed meeting that meet the written minutes requirements set forth above.

Best practice is to develop a form for closed session meeting minutes which can also serve as a checklist or reminder of the required steps, where if each blank is completed with the respective information, compliance with the requirements of the Act will be achieved. Moreover the examples listed from the Act can be listed on that form, for going into closed sessions and thereby function as a ready reference or citation for completing the motion and stating the reason for the closed session.

1. Voting Records

A record of any vote taken must be recorded in the meeting minutes. Further, the vote of each member for or against a closed meeting, and a citation to the Act authorizing such closed meeting must be publicly disclosed, recorded, and entered into the minutes at the time of the vote. It is often said that no voting can be done in a closed session, though that is not actually correct. Since under the statute a "record of any vote taken" must be made in the meeting minutes, including closed session minutes, there is the clear implication that voting may occur in a closed session. However, since "no final action" may be taken in closed session, and a vote on such "final action" must be in public, many advisors or board members interpret this (somewhat incorrectly) as no voting can be done in closed session at all.

2. Semi-annual Review of Executive Session Minutes

Each body must periodically, but no less than semi-annually, review all closed meeting minutes. Usually, this task is delegated for the initial review work to a committee, an individual board member, staff member or even the attorney, to review and prepare a memo reporting on their review and recommending action of some type. At this periodic review, "a determination shall be made, and reported in open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection." The Act provides a grace period of 60 days from the discovery of its failure for the body to comply with the semi-annual review requirement. The Act does not require the release of closed session minutes, it requires the semi-annual review, which in turn may or may not lead to a release.

E. Public attendance, recordings of meetings and public comment

All open meetings are to be held at times and places which are "convenient and open" to the public. The public bodies may not hold a meeting on a legal holiday unless the regularly scheduled meeting day falls on that holiday. The purpose of this requirement is to prohibit secret deliberation. Courts have held that the size and location of the meeting place must accommodate the expected public attendees. If a meeting is held in an inconvenient setting, it may violate the Act. Therefore, it is best to overestimate atten-

dance when planning an open meeting.

Section 2.05 governs the recording of meetings and stipulates "any person may record the proceedings at meetings required to be open by this Act by tape, film, or other means. The authority holding the meeting shall prescribe the rules to govern the right to make such recordings." But such rules cannot be so oppressive, restrictive, or unreasonable as to deprive the public of their right to record the open meeting. However, if a witness refuses to testify on the grounds that he doesn't want his testimony to be broadcast, then the authority holding the meeting can prohibit recording during the testimony of that witness.

The Act requires that any person must be given an opportunity to address the public body in what is usually referred to as the "public comment" period of the meeting. Since the statute says the public comment opportunity is to be "under the rules established and recorded by the public body," it is imperative that each and every body promulgate such reasonable rules to apply. Best practice is to prepare and adopt the rules that can be used to provide for and reasonably regulate such public comment.

F. Required training for members of public bodies

The Act establishes that "[e]very public body shall designate employees, officers, or members to receive training" on the Open Meetings Act. The names of those designated must be submitted to the Public Access Counselor ("PAC"), and they must "successfully complete" an electronic curriculum designed and administered by the PAC (available at: <http://foia.ilattorneygeneral.net/>) Once certified, those individuals must then complete annual training programs. Any new members added to the designated list, must successfully complete the certification within 30 days of their addition.

Additionally, *each elected or appointed member of a public body* must complete the on-line training within 90 days after the date the member takes oath of office or assumes responsibilities as a member of the public body. The electronic training certificate must be filed with the public body. The training must be successfully completed once during each term of office. For those officials in office as of January 1, 2012, they had until December 31, 2012 to complete and file. Under the Act, a failure to do this training is not a criminal violation of the Act and does not in-

validate the actions of the public body which occur while this person is serving. School Board members are exempt if they have participated in training under Article 23 of the School Code.

G. The role of the public access counselor (PAC) within the Office of the Illinois Attorney General

If any person believes there has been a violation of the Open Meetings Act, that person has 60 days to file a Request for Review to the PAC. The request must be in writing, signed by the requester, and include a summary of the facts. If the PAC determines further action is warranted the PAC shall forward a copy of the request to the public body within 7 working days and specify the records to be furnished. Within 7 working days after receipt of the request, the public body shall provide copies of the records. If the public body fails to comply, or if otherwise necessary, the Attorney General may issue subpoenas to anyone having knowledge of the violation. **When conducting a review, the PAC has the right to examine the "verbatim recording" of a meeting closed to the public or minutes of a closed meeting as does a court.**

After receiving a copy of a request for review and production of records, a public body may answer the allegations in the form of a letter, brief, or memorandum. The PAC shall then forward a copy of the answer or redacted answer to the requester. A requester or public body may furnish affidavits and records concerning any matter germane to the review.

Within 60 days of the request, the PAC will issue a binding opinion. If the parties disagree with the opinion, that binding opinion is subject to administrative review through the Court system. Importantly, all the public records that have been provided to the PAC during its review process are exempt from disclosure under FOIA while in the possession of the PAC. In situations where the public body is unclear as to the proper procedure, the PAC may issue advisory opinions, and any good faith reliance on such opinion relieves any liability by the public body under the Open Meetings Act.

When responding to any written request, the AG may resolve the matter through mediation or by a means other than issuing a binding order. The decision to not issue a binding order is not reviewable. If a binding order concludes a violation has occurred, the

public body shall either comply as soon as practical or initiate administrative review. If no violation is found, the requester may seek administrative review. If the requester files a civil suit with respect to the same alleged violation of Open Meetings Act, then the PAC shall be notified by requester and PAC shall take no further review action and must notify the public body.

The AG may issue advisory opinions to public bodies regarding compliance with the Open Meetings Act. A written request for review may be initiated by the public body or its attorney and must contain specific facts. The PAC can request additional information. If a public body relies in good faith on the advisory opinion, then it is not liable for penalties under the Open Meetings Act, so long as the facts have been fully and fairly disclosed to the PAC.

Any binding opinions issued by the AG shall be considered a final decision of the administrative agency, and advisory opinions issued to a public body shall not be considered a final decision of the AG. All actions for administrative review of binding opinions must be commenced in Cook or Sangamon Counties.

H. Effects of non-compliance

Section 3 outlines the enforcement measures upon non-compliance with the Act's provisions. Where the Act's provisions are not followed or there is probable cause to believe that the provisions of the Act will not be complied with, any person may either contact the PAC to investigate and issue a binding opinion or they may bring a civil action within 60 days in the circuit court in the jurisdiction where the violation has or is expected to occur. Wherever the action is filed, the public body will be forced to turn over information to the fact finder if the information is necessary – including the recorded minutes of either open or closed sessions. The Act has a number of enforcement and penalization options upon a successful suit for a violation of its provisions. An offending public body could be ordered to hold an open meeting, subjected to an injunction against future violations of the Act, ordered to make public the portions of the minutes that are not to be kept confidential, or have its actions declared null and void if their final actions taken violated the Act. In addition to these remedies, in extreme circumstances, the local State's Attorney may charge violators of the Act with a Class C Criminal Misdemeanor (5 ILCS 120/4).

Conclusion

The Open Meetings Act is a pervasive set of rules for the operation of all public bodies to whom it applies, and specifically as to the conduct of their meetings, whether open or closed. It can be a trap for the unwary, and it is frequently being amended by the Legislature, interpreted by the Attorney General and, construed by the courts, so it presents an ever changing landscape. While the penalties can be severe, the potential criminal penalties are actually seldom used. Instead, there are the numerous examples of alleged violations, which because of the high public profile, are at least embarrassing if not actually damaging and costly to the public body, its members and employees. Great care should be given in efforts to comply and to stay abreast of developments in the Act so the business of the body and the public it serves is successfully conducted. ■



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ILLINOIS LIBRARY LAW:

LOCAL LIBRARIES AND HOST MUNICIPALITIES

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Bloomington Public Library

June 17, 2014

EXCERPTS FROM LOCAL LIBRARY ACT [75 ILCS 5/..]

(75 ILCS 5/3-5) (from Ch. 81, par. 3-5)

Sec. 3-5. The library taxes provided for in this Act shall be levied by the corporate authorities in the amounts determined by the board and collected in like manner with other general taxes of the city, village, incorporated town or township and the proceeds shall be deposited in a special fund, which shall be known as the library fund. In townships and in cities, villages and incorporated towns having a population of 50,000 or less the proceeds of any such tax shall be paid over by the officer charged with the collection thereof to the board of trustees of the library. Expenditures from the library fund shall be under the direction of the board of library trustees.
(Source: P.A. 84-770.)

(75 ILCS 5/3-6) (from Ch. 81, par. 3-6)

Sec. 3-6. The library taxes provided for in this Article are in addition to all other taxes or tax rates authorized to be levied by any city, incorporated town, village or township and shall not be a part of the taxes making up any rate prescribed as a limitation on the amount of taxes any city, incorporated town, village or township may levy.
(Source: Laws 1967, p. 2717.)

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;
2. To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;
3. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;
4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established hereunder, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State, except that

contracts for installment purchases of real estate shall provide for not more than 75% of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years;

5. To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs;

6. To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted but the corporate authorities shall have the first right to purchase or lease except that in the case of the City of Chicago, this power shall be governed and limited by the Chicago Public Library Act;

7. To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act. This contractual power includes, but is not limited to, participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or State funds made available to any county, municipality, township or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of this Act, the terms of that contract will recognize the principle of equity or cost of services to non-residents expressed in this Section of this Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract;

9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or

for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards;

10. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the (city, village, incorporated town or township) of" and by that name to sue and be sued;

11. To exclude from the use of the library any person who wilfully violates the rules prescribed by the board;

12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service, or to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property. Nothing in this item 12 requires any public library to participate in the non-resident card reciprocal borrowing program of a regional library system as provided for in this Section;

13. To exercise the power of eminent domain subject to the prior approval of the corporate authorities under Sections 5-1 and 5-2 of this Act;

14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; to provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of

such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development;

15. To invest funds pursuant to the Public Funds Investment Act;

16. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

(Source: P.A. 91-357, eff. 7-29-99; 92-166, eff. 1-1-02.)

(75 ILCS 5/4-9) (from Ch. 81, par. 4-9)

Sec. 4-9. In townships and in cities, villages and incorporated towns having a population of 500,000 or less, the board of trustees shall require the treasurer of such board or such other person as may be designated as the custodian of the moneys paid over to such board to give a bond to be approved by such board and in such amount, not less than 50% of the total funds received by the library in the last fiscal year, conditioned that he will safely keep and pay over upon the order of such board all funds received and held by him for such board of trustees. For a library in a city, village, incorporated town or township, the board of library trustees may designate the treasurer of the corporate authority, or the supervisor in the case of a township, as the custodian of the library fund, and the bond given by the treasurer or the supervisor shall satisfy the bond requirements of this section when properly endorsed. The cost of any surety bond shall be borne by the library. As an alternative to a personal bond on the treasurer or custodian of funds, the board of trustees may require the treasurer or custodian to secure for the library an insurance policy or other insurance instrument that provides the library with coverage for negligent or intentional acts by library officials and employees that could result in the loss of library funds. The coverage shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years. The coverage shall be placed with an insurer approved by the board. The cost of any such coverage shall be borne by the library. The library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed.

(Source: P.A. 97-101, eff. 1-1-12.)

(75 ILCS 5/4-10) (from Ch. 81, par. 4-10)

Sec. 4-10. Within 60 days after the expiration of each fiscal year of the city, incorporated town, village or township, the board of trustees shall make a report of the condition of their trust on the last day of the fiscal year, to the city council, board of trustees or board of town trustees, as the case may be. This report shall be made in

writing and shall be verified under oath by the secretary, or some other responsible officer of the board of trustees. It shall contain (1) an itemized statement of the various sums of money received from the library fund and from other sources; (2) an itemized statement of the objects and purposes for which those sums of money have been expended; (3) a statement of the number of books and periodicals available for use, and the number and character thereof circulated; (4) a statement of the real and personal property acquired by legacy, purchase, gift or otherwise; (5) a statement of the character of any extensions of library service which have been undertaken; (6) a statement of the financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the board of library trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance; (7) a statement as to the amount of accumulations and the reasons therefor; (8) a statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgments, settlements, liability insurance, or for amounts due under a certificate of the board; (9) any other statistics, information and suggestions that may be of interest. A report shall also be filed, at the same time, with the Illinois State Library. The board of trustees in a township shall also submit its appropriation and levy determinations to the Board of Township Trustees as provided in "The Illinois Municipal Budget Law", as amended.

(Source: P.A. 97-101, eff. 1-1-12.)

THE ANNUAL REPORT OF THE
PUBLIC LIBRARY
PURSUANT TO 75 ILCS 5/4-10

Pursuant to the Local Library Act, the Board of Trustees of the _____ Public Library, within 60 days after the close of the fiscal year, is to report in writing on the condition of their trust. The report is to be verified under oath by the Secretary or other officer of the Board.

The following is therefore respectfully submitted:

1. Itemized Statement of the Money Received:

[See attached report to the State Library, page 3]

2. Itemized Statement of Expenditures:

[See attached report to the State Library, page 3]

3. Number of Books and Periodicals Available and Number Circulated:

[See attached report to the State Library, pages 1 & 3]

4. Statement of any Personal Property Acquired by Legacy, Gift, Purchase or Otherwise:

5. Statement of any Extension of Library Service Undertaken:

6. Statement of Fund Requirements for the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy:

[See attached Resolution of the Library Board]

7. Statement as to the Amount of Accumulations and the Reasons Therefor:

8. Statement of Outstanding Liabilities:

9. Any Other Statistics, Information and Suggestions that may be of Interest:

[See attached report to the State Library]

DIVISION OF RESPONSIBILITY BETWEEN BOARD AND LIBRARIAN

Under the Illinois Local Library Act (75ILCS 5/1-1) the Board of Library Trustees is, among other functions, empowered to formulate “bylaws, rules and regulations... for the government of the library as may be expedient, not inconsistent with [the Act]” and to “appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board...and to retain counsel and professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board and the librarian, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the administrative librarian’s responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

Governance and Policy Making.

Goals and Objectives for the Library.

Board responsibility.

It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

Librarian responsibility.

The Librarian shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint responsibility.

The Board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Librarian, who shall participate fully and prepare regular reports on current progress and future needs.

Written Policies.

Board responsibility.

The Board shall determine and adopt written policies to govern operation, use and programs of the library and shall adopt by-laws for Board procedures.

Librarian responsibility.

The Librarian shall recommend needed policies to the Board and supply samples and sources of information. The librarian shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the library within the framework of the library’s goals, objectives, policies and budget.

Joint responsibility.

Both the Board and the Librarian shall know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries and shall study library publications.

DIVISION OF RESPONSIBILITY BETWEEN BOARD AND LIBRARIAN (CONTINUED)

Governance and Policy Making.

Governance.

Board responsibility.

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

Librarian responsibility.

The Librarian shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Librarian shall attend all Board and committee meetings except those meetings or parts of meetings in which the Librarian's salary and tenure are discussed.

Finance.

Financial Status of the Library.

Board responsibility.

The Board shall keep aware of the financial status of the library.

Librarian responsibility.

The Librarian shall provide a report of budget status and expenditure at each Board meeting. The Librarian shall supply facts and figures to the Board to aid in interpreting the library's financial need.

Joint responsibility.

The Librarian shall prepare two annual budgets in consultation with staff and Board; first, the appropriation ordinance form which anticipates the needs for the coming year; and, second, an operating budget, once the available revenues are determined. The Board shall work with the Librarian to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

Budget Presentation.

Board responsibility.

The Board shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds and staff and services, and shall explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

Librarian responsibility.

The Librarian shall assist the Board in cooperating with other libraries, and shall call the Board's attention to ways of stretching the budget.

Joint responsibility.

The Librarian shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Librarian shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library

ETHICS FOR ELECTED OFFICIALS & OTHERS

Any discussion of legal ethics for Illinois local government officials must begin with an understanding of the basics of two statutes pertaining to prohibited activities. These two key statutes are not included here due to their length, but can be easily retrieved with their citations from the Legislation website. The first is known by the misnomer of the "State Officials and Employees Ethics Act" [5 ILCS 430/1] and the second as the "Public Officer Prohibited Activities Act" [50 ILCS 105/1].

Briefly, the Ethics Act contains provisions in two main categories to be alert to: the "gift ban" provisions and the "prohibited political activities" category. The "gift ban" section denotes the various "prohibited sources" of gifts (generally speaking, lobbyists and those who do business with the government) and then the extensive list of exceptions to banned gifts, for instance anything where "market value" is paid (i.e. discounts not available to the general public are banned as "gifts"), gifts from relatives, and ending with those items under the cumulative total value of \$100 (from one source in a calendar year). The "prohibited political activities" as defined in the Act, span a wide range of activity from participating in rallies, to raising funds, soliciting votes, making contributions, and serving as a delegate. Critical is doing such activities during compensated time (except vacation, personal or comp time) or at the direction of an official or state employee. Violation of the Act can lead to criminal penalties, administrative fines, and discipline or discharge.

For units of local government, the important provision is Article 70 which applies the Act to them (and also preempts home rules), by requiring the adoption of an ordinance or resolution applicable to the officers and employees of the governmental unit, no less restrictive than the Act, prohibiting political activities and banning gifts. Unfortunately, this legislative device ("bootstrapping" statutory provisions written specifically for state level official and employees, to apply to units of local government officials and employees) creates a number of interpretation and application problems. For instance it apparently has not yet dawned on the legislature that a great many local governmental elected or appointed board members are NOT compensated (e.g. school boards, park boards, library boards, etc.), and therefore it is difficult to say that such members may not spend any of their compensated time on political activities, and make much sense, but that's what the legislation says.

Article 70 also required the Attorney General's office to

develop model ordinances and resolutions and to advise local governments on those, and a model and "guide" was prepared. It is available on the Attorney General's website (Model Ordinance: www.ag.state.il.us/government/model_ethics_ordinance.pdf).

Inherent limitations in preparing a "model" that would adequately serve the over 7,000 local governments in Illinois, of over 25 different types (e.g. cities, townships, counties, school districts, park districts, public libraries, and mosquito abatement districts, to name a few), minimizes the success of such a "model" document, but it is there for whatever use is to be made of it.

The Public Officer Prohibited Activities Act, (formerly known as the "Corrupt Practices Act") is the second Act of significance for "ethical" considerations." Basically it proscribes the conduct of elected or appointed officials who have a financial conflict of interests, and contains felony criminal penalties and removal from office for violations. Under section 3 of the Act, no person holding office may in any manner be "financially interested" directly or indirectly in the name of a firm, corporation or another person, in any contract or the performance of work, where they may be called upon to act or vote. However there are some limited exceptions to this general rule which must be specifically reviewed for applicability. Generally, there are exceptions for (1) small contracts (less than \$2,000, where the annual total is less than \$4,000, and the interested member publicly discloses the interest and abstains from discussion and voting, and the majority of the board approves the contract); (2) where the interested person owns less than 7½% of the entity (and if the contract is over \$1,500 it is competitively bid and awarded to the lowest responsible bidder, the total of such contracts for the year is less than \$25,000, the majority of the board approves the contract, and the person publicly discloses the interest and abstains from voting); (3) where the interested person owns less than 1% of the entity that may provide materials, merchandise, property, services or labor (if the majority of the board approves the contract, and the person publicly discloses the nature and extent of the interest before deliberations and abstains from voting, though he may count for the quorum); (4) public utility contracts, (where a board member is an employee, officer, or owner of less than 7½% [or any ownership if the utility rates are regulated by the Commerce Commission and the population is less than 7,500]); or (5) contracts (deposits, loans, etc.) with financial institutions (where a board member is an employee, officer, director, or owner of less than 7½%, where the member publicly discloses the interest and abstain from discussion and voting, and the majority approves). There are a few other exceptions, notably for real estate matters in the Act as well.