

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 21, 2015
5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Amended Agenda

Reception Honoring Board Members
Bill Wetzel, Narendra Jaggi, Cathy Pratt, Jared Brown

Conference Room
6:30 PM

Trustees of the Bloomington Public Library Board, Bloomington Public Library Foundation, Golden Prairie Public Library District, Mayor and City Council of Bloomington may be in attendance at the reception. No business will be discussed and no action will be taken.

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. March 17, 2015
 - B. April 1, 2015
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel Committee
 - 1. Executive Session
 - a. Discuss Director's Performance Evaluation
 - b. Approve Executive Session Minutes
 - B. Planning, Policies & Programs (3 P's)
 - C. Nominating Committee
 - 1. Call for Nominations of FY16 Slate of Officers
 - D. Ad Hoc Committee – Library Expansion Task Force
- X. Unfinished Business
 - A. Continue Selection Process of Library Expansion RFQ
- XI. New Business
 - A. Approval of Ticket Price for the Novel Night of Art & Jazz
 - B. Approval of Resolution Allowing a Cash Bar at the Novel Night of Art & Jazz
- XII. Future Agendas/Comments from Board Members
- XIII. Adjournment

Posted: 4/17/15 2:10 p.m.

A Novel Night of Art & Jazz – 2015

The Library plans to repeat its ticketed Wine & Jazz Event with some modification from 2014. The event will run from 6-9pm with live jazz from 6:30-8:30pm. Weather permitting; this event will take place on the Library's two patios. There will be hot and cold appetizers, a cash bar, and local artists will be on hand displaying and selling their work.

Since alcohol will be available at a cash bar at the Friday night event, the Board will need to approve a resolution approving this. The resolution will be on the Agenda for this meeting.

Jazz: Total cost is \$400

The Library proposes that we hire Glenn Wilson to return to our event with his 4-piece band. We loved him last year, and this is a great price for 4 musicians of this caliber to play from 6:30-8:30pm.

Cash Bar: Total cost is \$760-\$835

I propose that we hire Maguire's Pub to run our cash bar. This will entail:

- Set-up fee of **\$200**
- Employee cost of \$15 per hour per employee (2 bartenders & 1 ice runner) for 3 hours = **\$135**
- 1-day liquor liability license (obtained by Maguire's) - **\$250-\$325**
- City liquor license (obtained by Maguire's) - **\$75** (Mayor Renner has discretion to waive this fee)
- State of Illinois liquor license (obtained by Maguire's) - **\$100**
 - Bottled Beer and Wine
 - Maguire's gets all licenses
 - Maguire's brings the glassware

Catering of hot and cold appetizers: Total cost estimate is \$1,000-\$1,200

The Library proposes that we hire Kelly's Bakery & Café to provide catering for the event at a cost not to exceed \$8 per head. My guess is that 125-150 people will attend.

Artists

Doug Johnson of the McLean County Arts Center has indicated a willingness to help us find 6-7 artists who will set up their work during the event.

Tickets

Though this event is not considered a fundraiser, we will likely make a little money.

- To ensure that we cover library costs, we recommend \$25 per person.

Approved this 21st day of April, 2015

Narendra Jaggi, President

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

FOR BOARD OF TRUSTEES: April 21, 2015

SUBJECT: Approval to Allow Consumption of Alcohol at the Bloomington Public Library event, A Novel Night of Art & Jazz, from 6:30 to 8:30 pm on June 5, 2015.

RECOMMENDATION/MOTION: That the consumption of Alcohol be Allowed at the Bloomington Public Library event, A Novel Night of Art & Jazz, from 6:30 to 8:30 pm on June 5, 2015 on Library property.

BACKGROUND: From 6:30 to 8:30 pm on June 5, 2015, the Bloomington Public Library will host A Novel Night of Art & Jazz. The event will include an evening of live jazz with Glenn Wilson's band, hot and cold appetizers catered by Kelly's Bakery, cash bar run by Maguire's Pub, and local artists will be on hand displaying and selling their work. This will be a ticketed event with proceeds going to the Library. Estimated attendance is 150.

Respectfully submitted for consideration.

Prepared by: Georgia Bouda, Director

Recommended by: Georgia Bouda, Director

Approved this 21st day of April, 2015

Narendra Jaggi, President



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April 13, 2015

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

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

Dear Georgia:

Thank you very much for letting us know the results of your Special Public Meeting, held on April 1, 2015, for the purposes of selecting a professional design consultant for the above-referenced project. At that meeting, a vote was taken which resulted in a tie, with half of those present selecting Farnsworth Group and the other half selecting Nagle Hartray.

We appreciate the fact that your project is an important one for Downtown Bloomington, a possible Municipal Campus involving the Library, and the Greater Community at large. And, we understand from both your initial Request for Statements of Qualifications and from our interview process that the most critical task of the selected consultant will be the bringing together of many different community stakeholders for a common goal and purpose.

In the spirit of that desire for unity and collaboration as you and the Bloomington Public Library move forward with this project, we would propose the possibility of sharing the six tasks (A through F) outlined in your original Scope of Work, between Farnsworth Group and Nagle Hartray. From a planning and design perspective, a rational and logical split of these tasks could have the first four tasks completed by Farnsworth Group (assessment, review, visioning, and space programming); and the remaining two tasks completed by Nagle Hartray (concept design and presentation documents). With our Bloomington headquarters a 5-minute drive from your library, we could serve as the prime consultant and overall orchestra leader.

So that you might fully understand our thoughts about this idea (and keep the project moving forward in a positive direction), we would be happy to sit down with you and your Board President (or others that you might feel appropriate) to answer any questions about it, prior to your next Board meeting on April 21st. Please let us know.

Many Thanks & Best Regards,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "Edward J. Barry Jr.", written over the printed name.

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

Georgia Bouda

From: Barry, Edward <ebarry@F-W.com>
Sent: Thursday, April 16, 2015 4:43 PM
To: dmckay@naglehartray.com
Cc: Georgia Bouda
Subject: Proposed teaming arrangement.
Attachments: BPL_BoudaLet_13April2015.pdf

Good Afternoon Don,

Many thanks for your e-mail below as a follow-up to our telephone conversation yesterday (as well as to my previous letter, which is attached).

Based on your thoughts during our conversation – and your e-mail below – we do not feel that a truly collaborative partnership is being suggested, which is what would be in the best interest of all the project's stakeholders.

What we proposed in our attached letter involved a balanced and rational division of labor and services between our two firms, for this current work effort, which included (from the Bloomington Public Library RFQ):

- A. A solid assessment of their existing facility, in terms of all building materials and systems.
- B. A detailed review and update of the previously-prepared high-level program document (by Library Planning Associates).
- C. A well-grounded and rational visioning statement.
- D. And, a comprehensive program of spaces for the future renovation and expansion of the library (that is a written document with square footage requirements and other technical needs).

Given our long-standing presence in the Bloomington Community (as well as the substantial library experience of our team), we feel best suited to accomplish these down-to-earth tasks (while reaching out to that Bloomington Community for their strong input and buy-in during the process). Certainly Nagle Hartray would be included in these first four tasks, but we would lead the charge for them.

With these four "road-map" items in-hand, your design team could seamlessly continue the process, and develop preliminary/concept site and floor plan layouts that would:

- E. Verify that all the desired features and requirements can, in fact, be brought to life.
- F. And, that offer an exciting long-term vision or visions that can be embraced by the Bloomington Community.

Given this scenario, Farnsworth Group feels that it is logical for us to lead the charge for Tasks A, B, C, and D. And then (seamlessly), for Nagle Hartray to lead the charge for Tasks E and F. And, with our Bloomington office being 5 minutes away from the library, we would serve as the overall orchestra leader and single point of responsibility for this entire planning process.

One final thought of ours is that we would prefer to focus our attention and efforts on this important first project for this terrific Client, and not make any presumptions about future phases and design team selections.

We feel that the above-described approach offers a strong and balanced collaborative partnership, which would be in the best interest of all the project's stakeholders.

Many Thanks,

Ed Barry

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From: Don McKay [<mailto:dmckay@naglehartray.com>]
Sent: Thursday, April 16, 2015 8:01 AM
To: Barry, Edward
Cc: Georgia Bouda
Subject: Proposed teaming arrangement

Dear Ed,

Thanks for reaching out to Bloomington Public Library about teaming with our firm. We would like to find a way for it to work because we it seems in the best interests of the Library.

If our respective roles are similarly considered, then I think that Farnsworth's value is substantially knowledge about the community and the firm's location, and that Nagle Hartray's value is substantially public library and municipal design experience including finding appropriate symbolic expression in civic architecture.

Based on this understanding, we propose the following teaming arrangement:

- For the Library's current scope of work, Nagle Hartray would be the prime consultant to the Library and Farnsworth a consultant to Nagle Hartray.
- For the future Library building project, Farnsworth would the prime consultant (architect of record) to the Library and Nagle Hartray a consultant to Farnsworth.

This approach is similar to one for a project that we recently completed with an out-of-town firm that had a design specialization that we lacked and it worked out well for the client as well as for our two firms.

We propose to divide the current scope of work as follows:

1. *Facilities Assessment (Library task A).* Solely Farnsworth.
2. *Visioning, Program Definition and Concept Development (Library tasks B, C, D & E).* These are the core tasks of the proposed study and we consider them too interrelated to divide. Nagle Hartray assisted by Farnsworth.
3. *Documentation (Library task F).* Farnsworth and Nagle Hartray jointly.

If the entire project from this initial study through future construction is considered, then, based on our experience with other teaming projects, we would expect that work and associated fees will divide about evenly between our two firms. For the proposed initial Library study, we would expect that work and associated fees will be more heavily-weighted towards Nagle Hartray.

I am copying Georgia on this email so that all parties, particularly the Library, have a clear understanding of any teaming arrangement. If the arrangement outlined above seems acceptable, then we can advise the Library of our intention to team and work out the details. Otherwise, please contact me to discuss it.

Best,

Don McKay, AIA
Principal

Incident Reports

Date	Time	Type
03/3	9:38 PM	AlcoholDrugs
03/4	3:07 PM	StolenDamagedLibraryMaterial
03/5	10:04 AM	LostFound
03/7	3:35 PM	StolenDamagedLibraryMaterial
03/8	2:42 PM	CustomerRelatedIllnessAccident
03/9	4:17 PM	LibraryEquipmentIncident
03/12	8:28 PM	StolenDamagedLibraryMaterial
03/16	11:33 AM	InappropriateBehavior
03/16	1:13 PM	StolenDamagedLibraryMaterial
03/16	4:29 PM	PoliceAmbulanceCall
03/17	1:31 PM	Other
03/28	9:10 AM	AlcoholDrugs
03/28	2:11 PM	StolenDamagedLibraryMaterial
03/29	10:48 AM	StolenDamagedLibraryMaterial
03/29	1:23 PM	StolenDamagedLibraryMaterial

Suspension Reports

Date	Time	violation
03/16	4:30 PM	PoliceAmbulanceCall
03/16	11:38 AM	InappropriateBehavior,The two men were disruptive to the point they needed to leave for the day.
03/3	9:39 PM	AlcoholDrugs

Golden Prairie Public Library District
Board of Trustees Meeting
February 18, 2015
5:00 p.m.

Minutes

I. Call to Order

Vice President Lynn Gray called the meeting to order at 5:05 p.m.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail (arrived at 5:06 p.m.), Tim Ervin (arrived at 5:20 p.m.), Lynn Gray, Stephen Peterson, Patti Salch

MEMBERS ABSENT: Adrienne Ives

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

III. Introductions & Public Comment

There were no introductions or public comments.

IV. President's Report

Vice President Gray informed the Board that she received a request from the McLean County Clerk's Office to file an updated Statement of Economic interest. She added that each Board member should have received this request via e-mail and it can be completed electronically.

V. Approval of Minutes

A. January 21, 2015

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO
APPROVE THE MINUTES FROM THE JANUARY 21, 2015 MEETING.
THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Bouda reported on the recently completed Bookmobile inspection and that the changes recommended by the Bookmobile consultant are being made before its arrival. She announced that the Bookmobile kick-off event is tentatively scheduled during National Library Week.

Director Bouda informed the Board that the three architectural candidates considered for the library needs assessment will be interviewed by the Bloomington

Public Library Board on March 14. The hired firm's scope of work will involve completing a needs assessment and site analysis for a potential expansion.

B. Outreach Report

Laura Golaszewski reported that the Bookmobile's generator broke down Thursday, Saturday, and Monday; all stops have been cancelled through Friday.

Laura shared that the deposit service staff are looking for ways to make the service more attractive for deposit sites. She added that deposit sites are responsible for up to \$100.00 of lost materials before being dropped. As a result, sites have been apprehensive about using the service and would benefit from having guidelines or a plan in place to keep track of their book collections.

C. Fiscal Report

Kathy Jeakins entertained questions.

1. Approve January Financial Report

CAROLYN DAIL MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE FINANCIAL REPORT FOR JANUARY 2015.

AYES: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Lynn Gray, Stephen Peterson, Patti Salch

NAYES: None

ABSENT: Adrienne Ives

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Discussion of Interest Rates Earned by Golden Prairie Bank Accounts

Stephen Peterson distributed a rough draft of an investment policy.

Carol Carey-Odekirk stated that she and Stephen will be meeting with Ben Jarvin, as recommended by a contact from the Illinois Funds, to review the investment policy.

Stephen suggested that the Board consider increasing the Capital Fund to \$100,000.00 to be eligible for a Jumbo CD. This would involve moving approximately \$13,000.00 to the Capital Fund.

Stephen and Carol entertained questions, and the Board continued to discuss the investment policy.

VIII. New Business

There was no new business.

IX. Adjournment

Vice President Lynn Gray adjourned the meeting at 5:53 p.m.

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

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	55,927	618,592	59,790	656,982
Teens	3,201	34,915	3,005	36,716
Children	49,431	553,570	51,010	568,606
OTR Adults	2,339	23,969	1,999	25,547
OTR Teens	75	1,579	149	1,424
OTR Children	3,622	36,914	3,026	39,057
e-Books - Freading	63	366	4,034	34,230
e-Books - Overdrive	4,389	39,868	45	3,776
Freegal downloads	695	6,540	728	7,974
Zinio Magazines	317	4,327	295	3,908
TOTALS				
Adults	58,266	642,561	61,789	682,529
Teens	3,276	36,494	3,154	38,140
Children	53,053	590,484	54,036	607,663
Digital Downloads	5,464	51,101	5,102	49,888
COMBINED TOTAL	120,059	1,320,640	124,081	1,378,220
ITEMS IN THE COLLECTION				
Main	293,960	293,960	286,659	286,659
OTR	12,683	12,683	12,159	12,159
TOTAL	306,643	306,643	298,818	298,818
HOLDS FILLED	8,406	85,602	8,047	87,104
CARDHOLDERS				
Added	394	4,748	444	5,254
TOTAL NUMBER				
Adults	26,465	26,465	28,701	28,701
Teens	2,288	2,288	2,453	2,453
Children	6,237	6,237	7,224	7,224
Combined Total of Active Cards	34,990	34,990	38,378	38,378
REFERENCE QUESTIONS				
Adults	2,598	28,080	3,063	31,838
Teens	185	1,353	79	792
Children	798	11,532	991	11,104
OTR	108	897	92	758
Circulation	599	8,762	827	5,832
	4,288		5,052	
PROGRAMS				
Story Times	26	187	19	153
Adult	16	127	11	144
Teens	3	57	5	75
Juvenile	13	93	5	50
Outreach Adult	0	2	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	1	0	0
PROGRAM ATTENDANCE				
Story Times	483	5,659	283	2,979

Bloomington Public Library
Monthly Statistics - March 2015

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	159	1,678	151	1,851
Teen Programs	90	639	38	488
Juvenile Programs	668	5,880	517	3,973
Outreach Adult	0	27	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	36	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,704	0	4,458
Completed	0	2,759	0	2,635
TEENS				
Registered	0	811	0	822
Completed	0	402	0	387
ADULTS				
Registered	0	2,300	0	2,261
Completed	0	1,109	0	1,077
TOTAL				
Registered	0	7,815	0	7,541
Completed	0	4,270	0	4,099
COMPUTER USE				
Public computer uses	4,410	43,821	4,701	55,625
Website database/catalog hits	24,682	229,430	14,645	96,646
Online Resource (Database) uses	4,062	40,743	3,411	44,361
TOTAL		313,994	22,757	196,632
INTERLIBRARY LOAN				
Borrowing Requests Received	551	4,508	491	4,359
Outgoing Loans (Lending)	318	2,819	328	2,935
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	74	5	80
Outside the library (events)	16	110	9	86
Number of people	945	13,468	542	13,011
VOLUNTEER HOURS	142	1,207	97	1,861
MEETING ROOM USAGE				
Study Room	87	788	84	751
Digital Media Lab	15	300	42	N/A
Customer Visits (MAIN)	22,003	329,048	21,597	367,096
Customer Visits (OTR)	991	11,189	818	52,615
COMBINED TOTAL VISITS	22,994	340,237	22,415	419,711
TRAINING HOURS	82	1,220	78	885

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

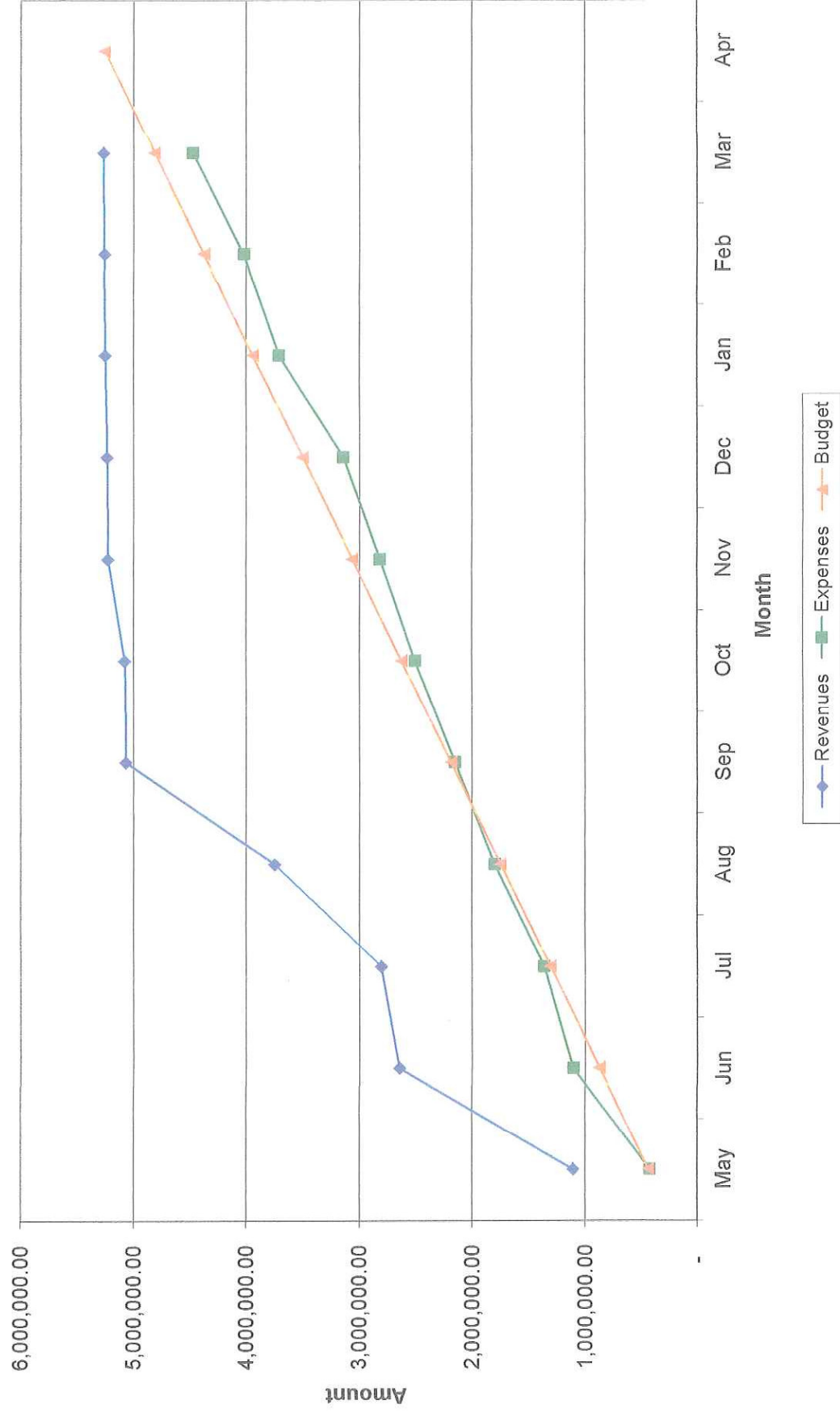
REVENUES:

ACCT NAME	BUDGET	MAR 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,541,269.54	(5,440.46)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	0.00	362,116.05	(12,883.95)	96.6
Fees & Rentals	75,000	6,703.46	75,336.80	336.80	100.4
Copies	3,600	237.05	2,916.83	(683.17)	81.0
Interest on Investments	4,000	62.62	507.95	(3,492.05)	12.7
Interest from Taxes	0	0.00	28.69	28.69	-----
Sale of Property	1,000	0.00	3,236.78	2,236.78	323.7
Donations	19,500	59.40	21,872.06	2,372.06	112.2
Other Grants	0	0.00	483.97	483.97	-----
Cash Over/Short	0	(5.04)	33.37	33.37	-----
Other	20,000	2,835.68	39,592.95	19,592.95	198.0
Total Revenues	5,253,210	9,893.17	5,273,557.49	20,347.49	100.4

ACCT NAME	BUDGET	MAR 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	181,860.58	1,773,985.12	(226,524.88)	88.7
Part-Time Salaries	384,836	35,592.43	332,721.75	(52,114.25)	86.5
Seasonal Salaries	34,648	1,798.03	37,879.87	3,231.87	109.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	0.00	-	-----
Total Sals & Wages	2,421,094	219,251.04	2,144,586.74	(276,507.26)	88.6
Dental Insurance	11,160	1,230.03	9,019.81	(2,140.19)	80.8
Vision Insurance	2,630	301.95	2,259.50	(370.50)	85.9
Health Insurance, BC/BS PPO	232,172	28,630.35	189,446.04	(42,725.96)	81.6
Health Insurance, OSF HMO	99,565	11,192.79	86,128.51	(13,436.49)	86.5
Life Insurance	4,000	239.28	2,580.27	(1,419.73)	64.5
IMRF	297,676	34,964.81	271,091.49	(26,584.51)	91.1
FICA	150,040	17,949.42	126,833.53	(23,206.47)	84.5
Medicare	35,090	2,415.74	29,779.43	(5,310.57)	84.9
Unemployemnt Insurance	0	0.00	10,143.00	10,143.00	-----
Worker's Comp	22,211	1,483.00	14,102.00	(8,109.00)	63.5
Uniforms	600	0.00	909.97	309.97	151.7
Tuition Reimb	30,000	0.00	20,292.00	(9,708.00)	67.6
Other Benefits	20,000	3,272.56	3,272.56	(16,727.44)	16.4
Total Benefits	905,144	101,679.93	765,858.11	(139,285.89)	84.6
Rentals	20,000	1,172.35	19,126.05	(873.95)	95.6
Total Rentals	20,000	1,172.35	19,126.05	(873.95)	95.6
Building Mtn	125,000	5,899.34	50,405.04	(74,594.96)	40.3
Vehicle Mtn	10,000	763.54	5,869.07	(4,130.93)	58.7
Office & Computer Mtn	158,000	3,969.14	123,660.36	(34,339.64)	78.3
Other Mtn	25,000	132.00	1,959.02	(23,040.98)	7.8
Total Repair/Mtn	318,000	10,764.02	181,893.49	(136,106.51)	57.2

ACCT NAME	BUDGET	MAR 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	281.74	20,771.98	2,771.98	115.4
Printing/Binding	18,000	0.00	14,839.54	(3,160.46)	82.4
Travel	6,000	56.97	4,214.90	(1,785.10)	70.2
Membership Dues	5,000	185.00	3,208.98	(1,791.02)	64.2
Professional Development	8,000	343.30	5,226.48	(2,773.52)	65.3
Other Purchased Services	112,000	16,951.84	73,460.22	(38,539.78)	65.6
Property Insurance	26,000	0.00	19,669.00	(6,331.00)	75.7
Vehicle Insurance	6,000	1,812.00	3,653.00	(2,347.00)	60.9
Other Insurance	4,500	0.00	5,067.00	567.00	112.6
Total Purchased Services	203,500	19,630.85	150,111.10	(53,388.90)	73.8
Office Supplies	20,000	163.21	9,535.58	(10,464.42)	47.7
Computer Supplies	90,000	15,126.19	97,299.07	7,299.07	108.1
Copier Supplies	4,500	699.48	3,553.58	(946.42)	79.0
Postage	30,000	23.64	11,033.89	(18,966.11)	36.8
Library Supplies	75,000	11,620.35	68,346.65	(6,653.35)	91.1
Janitorial Supplies	13,000	747.15	9,819.43	(3,180.57)	75.5
Gas & Diesel Fuel	8,240	0.00	5,252.23	(2,987.77)	63.7
Building Mtn & Repair Supplies	8,000	618.20	9,675.27	1,675.27	120.9
Total Supplies	248,740	28,998.22	214,515.70	(34,224.30)	86.2
Natural Gas	35,000	7,188.30	27,893.67	(7,106.33)	79.7
Electricity	112,000	5,286.95	69,016.22	(42,983.78)	61.6
Water	8,500	465.06	6,402.71	(2,097.29)	75.3
Telecommunications	26,000	2,925.43	27,853.48	1,853.48	107.1
Total Utilities	181,500	15,865.74	131,166.08	(50,333.92)	72.3
Professional Collection	6,000	0.00	669.53	(5,330.47)	11.2
Total Prof Collection	6,000	0.00	669.53	(5,330.47)	11.2
Periodicals	35,000	24.50	29,116.35	(5,883.65)	83.2
Adult Books	165,300	16,866.12	146,500.19	(18,799.81)	88.6
Children's Books	120,300	8,118.80	109,406.85	(10,893.15)	90.9
A/V Materials	167,100	12,259.53	150,180.81	(16,919.19)	89.9
Public Access Software	150,000	4,817.00	143,035.07	(6,964.93)	95.4
Ebooks	61,300	10,000.00	50,000.00	(11,300.00)	81.6
Total Materials	699,000	52,085.95	628,239.27	(70,760.73)	89.9
Employee Relations	5,500	113.76	1,034.70	(4,465.30)	18.8
Miscellaneous Expenses	13,000	521.80	6,301.32	(6,698.68)	48.5
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	0.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	635.56	239,068.02	(11,163.98)	95.5
Total Expenses	5,253,210	450,083.66	4,475,234.09	(777,975.91)	85.2

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% to 96.7% is acceptable)
March 2015

Property Tax (99.9%): The Library has received seven distributions.

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

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

Fees & Rentals (100.4%): This is higher than projected due to the efforts of the collection company.

Copies (81.0%): Copy revenue continues to be under the projected amount.

Interest on Investments (12.7%): Interest rates are still low.

Sale of Property (323.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (112.2%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (198.0%): The Book Shoppe continues to be a success.

Part-Time Salaries (86.5%): This line item is just slightly under-spent due to some staff vacancies.

Seasonal Salaries (109.3%): This line item is over-spent because there was a need to hire a couple additional temporary employees.

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

Dental Insurance (80.8%): This is under-spent because not as many staff selected this insurance coverage.

Vision Insurance (85.9%): This is a under-spent because not as many staff selected this insurance coverage.

Health Insurance-PPO (81.6%): This is under-spent because not as many staff selected this insurance coverage.

Health Insurance-HMO (86.5%): This is under-spent because not as many staff selected this insurance coverage.

Life Insurance (64.5%): This is under-spent due to some staff vacancies.

FICA (84.5%): This is under-spent due to some staff vacancies.

Medicare (84.9%): This is under-spent due to some staff vacancies.

Worker's Compensation (63.5%): Charges were minimal.

Uniforms (151.7%): The Library needed to order replacement security and custodian shirts.

Tuition Reimbursement (67.6%): Charges have been minimal.

Other Benefits (16.4%): Charges have been minimal.

Building Maintenance (40.3%): Charges have been minimal.

Vehicle Maintenance (58.7%): Charges have been minimal.

Office/Equipment Maintenance (78.3%): Charges have been minimal.

Other Property Maintenance (7.8%): Charges have been minimal.
Advertising (115.4%): This is over-spent due to some television advertising purchased by the Library.
Printing/Binding (82.4%): Charges have been minimal.
Travel (70.2%): Charges have been minimal.
Membership Dues (64.2%): Charges have been minimal.
Professional Development (65.3%): Charges have been minimal.
Other Purchased Services (65.6%): Charges have been minimal.
Property Insurance (75.7%): The annual premium was less than projected.
Vehicle Insurance (60.9%): The annual premium was less than projected.
Other Insurance (112.6%): The annual premium for Directors and Officers insurance was higher than projected.
Office Supplies (47.7%): Charges have been minimal.
Computer Supplies (108.1%): This is over-spent due to the scheduled purchase of replacement computers.
Copier Supplies (79.0%): Charges have been minimal.
Postage (36.8%): Charges have been minimal.
Janitorial Supplies (75.5%): Charges have been minimal.
Gas & Diesel Fuel (63.7%): Charges have been minimal.
Building Maintenance Supplies (120.9%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (79.7%): Charges have been minimal.
Electricity (61.6%): Charges have been minimal.
Water (75.3%): Charges have been minimal.
Telecommunications (107.1%): This is over-spent because we are now charging the monthly CIRBN cost to this line item. It more appropriately goes in this line item than in the Other Purchased Services line item.
Professional Collection (11.2%): Charges have been minimal.
Periodicals (83.2%): Charges have been minimal.
Ebooks (81.6%): Charges have been minimal.
Employee Relations (18.8%): Charges have been minimal.
Miscellaneous Expenses (48.5%): Charges have been minimal.
ERI Reimbursement (100.0%): The transfer was made in June.
Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	
For 2014:	\$ 2,225.00
For 2015:	100.00
Former Friends, for Summer Reading Program:	18,150.00
Memorial Donations:	95.00
State Farm Good Neighbor Grant for	
Nancy Miller:	500.00
Fountain Receipts:	12.66
McLean Co Retired Teachers Assoc:	30.00

John Muirhead:	200.00
Country Kids Day Care:	100.00
Cent Ill Downs Syndrome Org:	200.00
Caroline Denny, Appreciates Fine Free Privilege	200.00
Miscellaneous Donations:	59.40
Total Donations:	\$ 21,872.06

The Other Revenue line item breaks out as follows:

Print Station:	\$ 9,403.25
Book Shoppe:	16,867.30
Book Shoppe Gift Certificates:	15.00
Sale of Blankets:	105.00
Sale of Reusable Bags:	234.00
Sale of Sling Backpacks:	648.00
Sale of Earbuds:	732.00
Sale of Flashdrives:	185.25
Sale of Umbrellas:	10.00
Hot Beverage Station:	1,052.75
Test Proctoring:	1,540.00
Meeting Room Fees:	1,235.00
B Logistics Revenue:	4,226.80
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,728.60
Total Other Revenue:	\$39,592.95

During March, 12 batches containing 176 invoices were processed, totaling \$246,533.40 and 204 credit card charges were made totaling \$32,888.75.

Library Fund Balance Information, 3/31/15:

Operating:	\$ 2,219,174.15
Capital:	\$ 2,128,350.84
Fixed Assets:	\$ 652,679.42

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 21, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	435.00
Ameren IP	Electricity	5,286.95
American Pest Control	Building Maintenance	80.00
Bibliotheca	Office/Computer Equipment	10,687.00
Bound To Stay Bound Books	Juvenile Books	124.93
Brush, Charles (C.K. Brush Plumbing/Heating/Drain Cleaning)	Building Maintenance	85.00
CDW Government	Computer Supplies	1,297.74
Cengage Learning	Adult Books	1,548.10
Center Point Large Print	Adult Books	938.28
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,230.03
City of Bloomington	FICA	17,949.42
City of Bloomington	Health Insurance-HMO	11,192.79
City of Bloomington	Health Insurance-PPO	28,630.35
City of Bloomington	IMRF	34,964.81
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	2,415.74
City of Bloomington	Payroll	219,251.04
City of Bloomington	Vision Insurance	301.95
City of Bloomington	Water	465.06
Comcast	Telecommunications	102.85
Cumulus Broadcasting	Advertising	793.02
Dean's Graphics	Other Purchased Services	12,850.00
Dell Marketing, L.P.	Computer Supplies	8,229.20
Demco	Library Supplies	4,968.58
Evergreen FS, Inc.	Other Property Mtn	132.00
File, Richard	Other Purchased Services	350.00
Findaway World, LLC	A/V Materials	724.90
Frontier	Telecommunications	2,104.27
Gibbons, Jim	Other Purchased Services	422.49
Illinois Wesleyan University	Other Purchased Services	690.25
Johnson Controls	Building Maintenance	4,382.47
Johnson Controls	Capital Equipment	23,500.00
Keystone US Management	Building Maintenance	245.80
Learning Express, LLC	Public Access Software	4,817.00
Lilak, Dominic J (Theresa Lilak Sweetwater)	Other Purchased Services	200.00
Matthews Specialty Vehicles	Vehicles	130,395.50
McLean County Glass & Mirror, Inc.	Building Maintenance	714.40
Mid Illinois Mechanical Services, Inc.	Building Maintenance	378.00

Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural Books & Videos
 Multicultural Books & Videos
 Northern Illinois Gas/NICOR
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive, Inc.
 Penguin Random house, LLC
 Pilot Media, LLC
 Prochnow, Caprice
 Rainbow Book Co.
 Random House, LLC
 Reaching Forward South
 Recorded Books, Inc.
 Resource One of Illinois
 Ricoh, USA, Inc.
 Rios, Jesus
 Singer Group
 Tarvin, Richard (Culligan Water Conditioning)
 Taylor, Pamela (Aquarium Aquascapes)
 ThyssenKrupp Elevator Corp.
 U S Postage Service
 Unique Management Services, Inc.
 Van Gundy Insurance Agency
 Van Gundy Insurance Agency
 Vernon Library Supplies
 Weber Electric, Inc.
 West Publishing
 Wherry Machine & Welding, Inc.
 VISA - AED Superstore
 VISA - Alibris Books
 VISA - Alibris Books
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Artful Designs
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Biaggi's
 VISA - Demco
 VISA - Engraving Express
 VISA - EuroPro Sales Company
 VISA - Facebook
 VISA - Five Star Water
 VISA - Fox & Hound Day Spa
 VISA - Fresh Market
 VISA - GameStop
 VISA - Global Equipment Co.

A/V Materials	3,233.33
Building Mtnc Supplies	38.49
Janitorial Supplies	874.02
Adult Books	1,175.00
Juvenile Books	105.80
Natural Gas	7,188.30
Computer Supplies	570.34
Copier Supplies	761.49
Miscellaneous Expenses	156.58
Miscellaneous Expenses	4.37
Office Supplies	338.70
Ebooks	21,300.00
A/V Materials	65.25
Advertising	500.00
Travel	49.97
Juvenile Books	1,992.77
A/V Materials	154.50
Professional Development	75.00
A/V Materials	517.81
Office Supplies	3,855.18
Rentals	1,567.76
Other Purchased Services	300.00
Other Purchased Services	2,100.00
Building Maintenance	290.00
Other Purchased Services	50.00
Building Maintenance	29.01
Postage	4,000.00
Other Purchased Services	528.05
Vehicle Insurance	1,812.00
Worker's Compensation	1,483.00
Library Supplies	1,788.52
Building Maintenance	3,106.65
Adult Books	948.00
Vehicle Maintenance	46.25
Employee Relations	100.00
A/V Materials	24.15
Adult Books	4.90
Adult Books	291.70
A/V Materials	335.40
A/V Materials	134.16
Library Supplies	414.00
Other Purchased Services	35.00
A/V Materials	7,273.56
Adult Books	11,373.12
Juvenile Books	5,958.41
Miscellaneous Expenses	91.08
Library Supplies	663.20
Other Purchased Services	167.00
Building Mtnc Supplies	499.50
Advertising	105.18
Miscellaneous Expenses	63.11
Other Purchased Services	50.00
Other Purchased Services	25.00
A/V Materials	176.23
Building Mtnc Supplies	80.21

VISA - Global Equipment Co.	Janitorial Supplies	79.78
VISA - Hobby Lobby	Library Supplies	36.13
VISA - Home Town Productions	Advertising	(297.00)
VISA - Illinois Library Association	Other Purchased Services	386.75
VISA - Ingram	Adult Books	570.24
VISA - Kelly's Bakery & Café	Miscellaneous Expenses	144.00
VISA - Lectorum Publications, Inc.	Juvenile Books	403.73
VISA - Livingston County Custodial Services	Office/Equipment Mtnc	20.00
VISA - Lowe's	Other Purchased Services	14.19
VISA - Lowe's	Vehicle Maintenance	1.18
VISA - Menards	Building Mtnc Supplies	11.65
VISA - Menards	Janitorial Supplies	25.88
VISA - Michael's	Library Supplies	74.03
VISA - Motion Picture Licensing Corp	Other Purchased Services	232.26
VISA - National Seminars/Padgett Thompson	Professional Development	268.30
VISA - Network Solutions	Office/Equipment Mtnc	163.92
VISA - OCLC	Office/Equipment Mtnc	278.00
VISA - Office Depot/OfficeMax	Janitorial Supplies	26.96
VISA - Office Depot/OfficeMax	Miscellaneous Expenses	4.49
VISA - Office Depot/OfficeMax	Office Supplies	19.92
VISA - Office Depot/OfficeMax	Other Purchased Services	4.89
VISA - Paetec Communications, Inc.	Telecommunications	127.47
VISA - Party City	Library Supplies	9.16
VISA - PayPal*La Linen	Library Supplies	56.18
VISA - PayPal*Route 66 Association	Membership Dues	50.00
VISA - Peoria Civic Center	Travel	7.00
VISA - Pheasant Lanes	Other Purchased Services	50.00
VISA - Recorded Books	A/V Materials	209.83
VISA - Sam Leman	Vehicle Maintenance	716.11
VISA - Sprint	Telecommunications	405.69
VISA - University of Illinois-Springfield	Adult Books	17.95
VISA - USPS.com	Postage	19.85
VISA - Verizon Wireless	Telecommunications	58.90
VISA - Viva La Flora	Miscellaneous Expenses	107.50
VISA - Wal-Mart	Employee Relations	13.76
VISA - Wal-Mart	Janitorial Supplies	166.75
VISA - Wal-Mart	Library Supplies	32.47
VISA - Wal-Mart	Miscellaneous Expenses	107.25
VISA - Wal-Mart	Office Supplies	90.02
VISA - Wal-Mart	Other Purchased Services	46.90
VISA - Wal-Mart.com	Other Purchased Services	141.51
VISA - Webstaurant Store	Library Supplies	70.24
VISA - Western Illinois University	A/V Materials	50.00
Total		627,439.42

Bloomington Public Library

Director's Report

April 2015

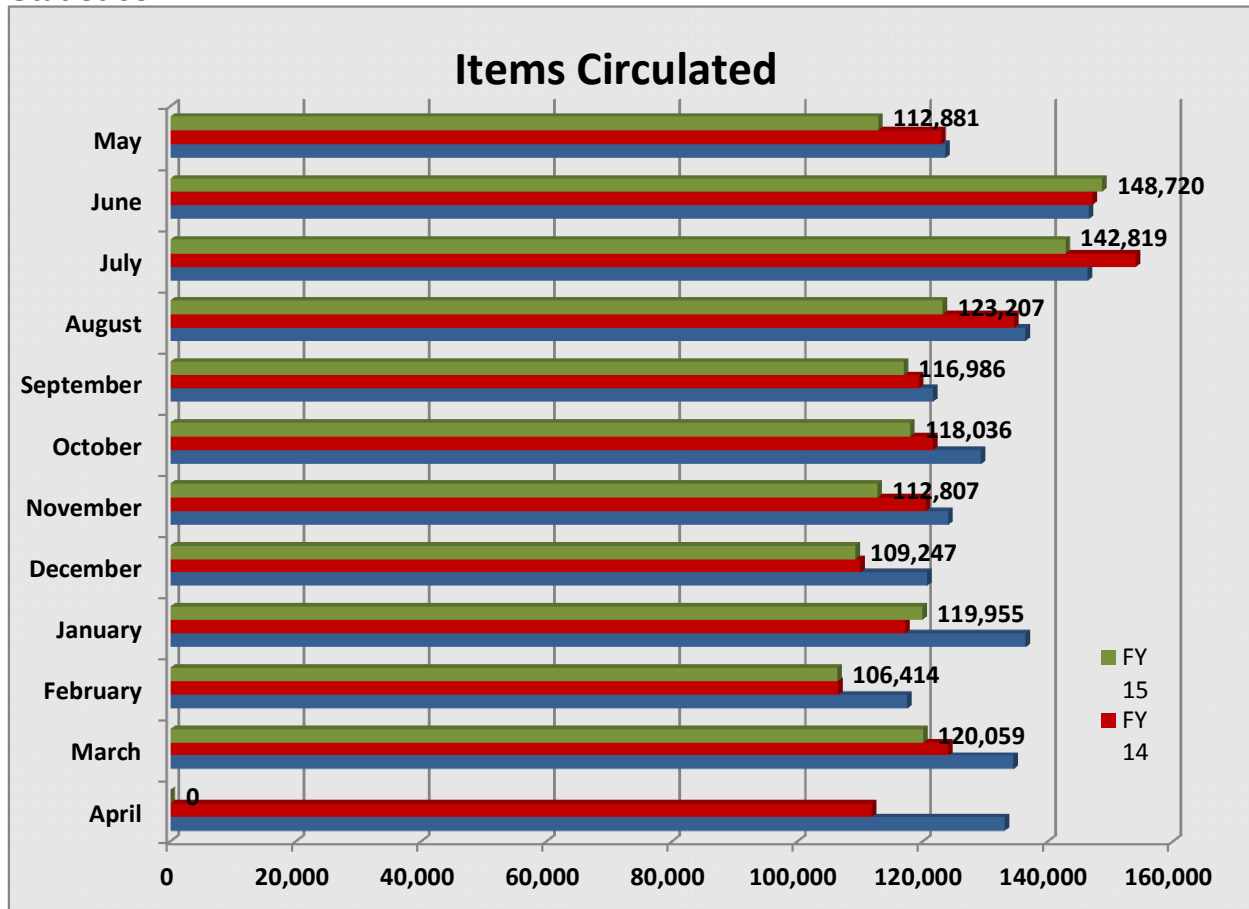
1. Jazz Night

In your packet, please note the information about the Jazz night on June 5 from 6 to 9 PM. We are recommending the ticket price be set at \$25 to be sure we cover our costs and also permission from the Board to allow a cash bar with beer and wine. Weather permitting the event will be held out on the patios this year.

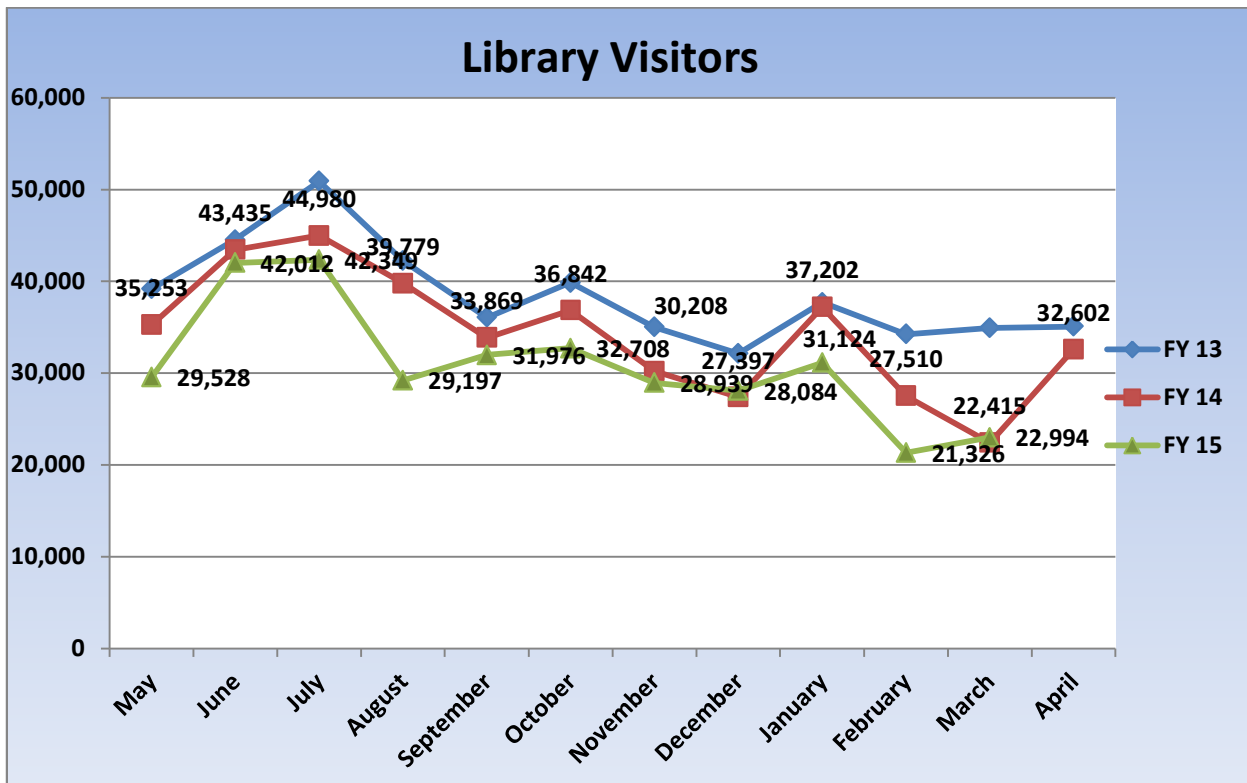
2. Library Expansion RFQ

I received an interesting proposal from Farnsworth on April 13. The letter and email correspondence regarding the proposal is included in your packet. They proposed working together with Nagle Hartray as a team on our project and outlined a proposed division of the tasks in our scope of work. Unfortunately this has not worked out.

3. Statistics



Customers borrowed 120,059 items in March, 2015 which is less than the 124,081 items borrowed in March, 2014. There were 22,994 visitors to the Library in March, 2015 compared to 22,415 in March, 2014. Staff answered 4288 questions from customers this month compared to 5052 questions answered in March, 2014.



Programs and Attendance in the month of March:

Children Programs and Attendance:

Staycation programs

- Lilo and Stitch movie – 19 attended
- Music Makers – 2 sessions – 120 attended
- Beach Bingo – 126 attended
- Indoor Beach Party – 178 attended
- Twin Cities Ballet – 135 attended

Lapsit – 8 sessions – 51 attended

Toddler story time – 10 sessions – 291 attended

Preschool story time – 3 sessions – 66 attended

Move and Lean story time – 3 sessions – 65 attended

Singing Swinging story time – 2 sessions – 37 attended

Tails for Tales – 4 sessions – 72 attended

Beginning Readers Club – 2 sessions – 10 attended

2nd Monday Story Club – 8 attended

Irving K visit – 2 classes – 45 attended

Trinity Lutheran 1st grade visit – 40 attended

Head Start Fun Club – 150 attended

Library table at Read Across America event at Eastland Mall – 35 attended

Library table at International Festival – 200 crafts made

Library table at Kindercare Family Night – 40 attended

Visited Milestones Preschool – 28 attended
Visited Brigham Head Start – 62 attended
Visited Trinity Lutheran Head Start – 70 attended
Visited Little Jewels – 15 attended

Teen Programs and Attendance:

Teen Thursday – 1 sessions – 0 attended
DIY Homemade Speakers – 1 session -- 6 attended
Minecraft Tournament – 1 session – 84 attended

Schools for Books and Bites: the Teen Librarian and the NPL youth librarian talked with these numbers of teens: Chiddix: 62; Evans: 59; Kingsley 50 ; Parkside 106

Adult Programs and Attendance:

Fiction Book Club – 1 session – 8 attended
Mystery Book Club – 1 session – 10 attended
Nonfiction Book Club – 1 session – 3 attended
Books on Tap – 1 session – 12 attended
SciFi Movie/Book Club – 1 session – 4 attended
Classic Movie Wednesday – 1 session – 9 attended
Anime Now for Adults – 2 sessions – 7 attended
Living Well Series: Ecothrifty Living – 1 session – 12 attended
Essentials in Business: Forming a Non Profit – 1 session – 19 attended
Computer Basics, Getting Started – 1 session – 2 attended
Computer Basics, The Internet – 1 session – 9 attended
DIY Sharpie Mug – 1 session – 12 attended
Photography: Better Pictures – 1 session – 17 attended
Midwestern Presidents: Eisenhower – 1 session – 35 attended

Adult Winter Reading Cold Toes Cool Prose had 232 registrants and 60 finishers. The program asked participants to either read books or attend library programs. Doing a total of 6 of these from January through early March completed the incentive program.

Twelve college students visiting from Japan toured the library and were quite fascinated by the fact that customers can check out ebooks.

There were 15 requests for individual appointments with a library staffer. Topics included several about ebooks, filling out forms, accessing our music and e-magazine services, setting up an email account, transferring music files from a computer to a flash drive, and a review of our recent Computer 101 program.

4. Bookmobile Events

So far this week we have had good attendance at events and good media coverage. Many thanks to the Mayor for attending our ribbon cutting. Everyone has been very excited about our new bookmobile.



Respectfully submitted,
Georgia Bouda

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

April 1, 2015
5:15 p.m.

Quiet Reading Room

Minutes

I. Call to Order

President Jaggi called the meeting to order at 5:15 p.m.

II. Roll Call

MEMBERS PRESENT: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAN,
SUSAN O'ROURKE, CATHY PRATT (arrived at 5:16 p.m.),
BILL WETZEL, NARENDRA JAGGI

MEMBERS ABSENT: WHITNEY THOMAS

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Maria Nagle, Pantagraph
reporter, Caprice Prochnow, Adam Studzinski, WJBC, Carol
Torrens, Gayle Tucker, Jon Whited

III. Introductions/Public Comment

Director Bouda made the introductions of those present.

IV. Unfinished Business

A. Approval of Architect for Library Expansion Study

President Jaggi stated that the City Attorney Jeff Jurgens, has recommended to the Board that they create an assessment form to rank the three firms with a point system, then add up the points, and decide which firm Director Bouda will proceed to negotiate a contract with. The Public Library Association recommends that an assessment form be created to evaluate the firms as well. The RFQ states that the Library is required to use an RFQ process that is consistent with the Illinois Statutes, and the points based system is consistent with the Statute.

With this, President Jaggi stated that the Board has two options. 1) If the Board would like to use an assessment form, created by the Library Expansion Task Force, which would then be used at the April 21 Board meeting for the vote. 2) That the Board vote today using the ranking system of 1, 2, 3, the scores tallied, and a decision made today.

There was much discussion on this and the consensus was to use option 2. Along with this, there was discussion on whether the Director should be allowed to vote on the final firm. After reviewing the RFQ, it was decided that the Director's ranking of the presentations would be included in the total, but she will not participate in the voting process.

SUSAN O'ROURKE MOVED, EMILY KELAHAH SECONDED, FOR AN ORAL RANKING AND TALLY OF THE RANKINGS, THEN PAUSE FOR DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

Once the oral rankings were tallied, it was a tie between Farnsworth and Nagle Hartray, and there was some discussion on how to resolve the tie. Since there was some question as to the legalities of the process on resolving the tie, it was suggested that this be tabled.

JARED BROWN MOVED, VAN MILLER SECONDED, TO TABLE THIS AGENDA ITEM UNTIL THE APRIL 21 BOARD MEETING. THE MOTION CARRIED.

President Jaggi will contact City Attorney Jeff Jurgens to ask him to attend the April 21 Board meeting in order to advise on any legal questions that may arise.

Van Miller departed the meeting at 6:02 p.m.

V. New Business

- A. Approve Director Evaluation Tool (Lucy Holman from the Singer Group will join the meeting on Skype)

President Jaggi proposed that since they were late in connecting with Lucy Holman that they have her skip her Power Point and go right into any questions that the Board may have.

The Skype connection with Lucy Holman failed and could not be regained. The consensus was to table the interview with Lucy to a later date.

President Jaggi proposed that since the Board has spent both time and money to create this tool and process that the Board should adopt this tool for the Director's Evaluation this year and any modifications to the tool can be made for next year.

CATHY PRATT MOVED, BILL WETZEL SECONDED, TO ADOPT THE TOOL PRODUCED BY THE SINGER GROUP AS IS FOR THIS YEAR'S DIRECTOR EVALUATION AND REVISE IT IF NEEDED FOR NEXT YEAR'S EVALUATION. THE MOTION CARRIED UNANIMOUSLY.

Jared Brown departed the meeting at 6:17 p.m.

Director Bouda proposed that since all the Trustees have the evaluation form that they should fill them out and set a date to return them to the Budget & Personnel Committee. There was discussion on this and it was determined that the Director will send the evaluation form to the Trustees in Word form to be filled out and the completed form needs to be sent to the Budget & Personnel Committee by Thursday, April 9.

B. Approve FY16 and FY17 Salary Ranges for Non-Union Employees

Director Bouda recommended that the Board approve the salary ranges for non-union employees to reflect the same increase as what was approved in the Union contract.

CATHY PRATT MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE FY16 AND FY17 SALARY RANGES FOR NON-UNION EMPLOYEES.

AYES: BRITTANY CORNELL, EMILY KELAHAH, SUSAN O'ROURKE,
CATHY PRATT, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: JARED BROWN, VAN MILLER, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "V.B."

VI. Adjournment

President Jaggi adjourned the meeting at 6:25 p.m.

DRAFT

FY2016 SALARY RANGES

Position	Bottom of Range		Top of Range	
	Bi-Weekly	Annual	Bi-Weekly	Annual
Part Time Security Officer	\$12.26/ hour		\$17.60/ hour	
Security Site Supervisor	\$ 1,084	\$ 28,184	\$ 1,726	\$ 44,876
Secretary	1,236	32,136	1,607	41,782
Network Administrator	1,435	37,310	1,868	48,568
Webmaster	1,435	37,310	1,868	48,568
Unit Manager	1,805	46,930	2,854	74,204
Marketing & Public Relations Manager	1,888	49,088	2,616	68,016
Librarian II	2,322	60,372	3,714	96,564
Information Technology Services Manager	2,776	72,176	3,299	85,774
Director	3,261	84,786	5,213	135,538

Salary ranges reflect a 2.25% increase over FY2015.

DRAFT

FY2017 SALARY RANGES

Position	Bottom of Range		Top of Range	
	Bi-Weekly	Annual	Bi-Weekly	Annual
Part Time Security Officer	\$12.54/ hour		\$18.00/ hour	
Security Site Supervisor	\$ 1,109	\$ 28,834	\$ 1,765	\$ 45,890
Secretary	1,264	32,864	1,644	42,744
Network Administrator	1,468	38,168	1,911	49,686
Webmaster	1,468	38,168	1,911	49,686
Unit Manager	1,846	47,996	2,919	75,894
Marketing & Public Relations Manager	1,931	50,206	2,675	69,550
Librarian II	2,375	61,750	3,798	98,748
Information Technology Services Manager	2,839	73,814	3,374	87,724
Director	3,335	86,710	5,331	138,606

Salary ranges reflect a 2.25% increase over FY2016.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 17, 2015

5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

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

II. Roll Call

MEMBERS PRESENT: JARED BROWN, BRITTANY CORNELL (via conference call at 5:18 p.m.), EMILY KELAHAHAN, VAN MILLER, SUSAN O'ROURKE (arrived at 5:20 p.m.), CATHY PRATT, WHITNEY THOMAS (arrived at 5:22 p.m.), BILL WETZEL, NARENDRA JAGGI

MEMBERS ABSENT: None

OTHERS PRESENT: Keith Barnett, Georgia Bouda, Kathy Jeakins, Renee Nestler, Caprice Prochnow, Carol Torrens, Gayle Tucker

President Jaggi shared that Trustee Brittany Cornell is out of town for business, but she would like to participate in the Board meeting via conference call. President Jaggi welcomed a motion to allow for Brittany Cornell's participation.

EMILY KELAHAHAN MOVED, BILL WETZEL SECONDED, TO ALLOW BRITTANY CORNELL TO PARTICIPATE IN THE BOARD MEETING VIA CONFERENCE CALL. THE MOTION CARRIED UNANIMOUSLY.

III. Introductions/Public Comment

Director Bouda introduced the guests attending the meeting, which included Carol Torrens, Adult Services Manager, Gayle Tucker, Human Resources Manager, Kathy Jeakins, Business Manager, Renee Nestler, AFSCME Local 31 Staff Representative, and Keith Barnett, resident. Renee Nestler, AFSCME Local 31 Staff Representative thanked the Board for approving the Union Contract. She asked that the Board consider being more involved in the union contract negotiation process that will take place again in a few years. She went on to say that she very much appreciates the fact that the Board packet is now being posted on the website in advance of the meetings.

President Jaggi proposed moving Agenda Item XI.A right after Item III as Emily Kelahan would like to participate in the voting process, but needs to leave the meeting at 5:45 p.m. There were no objections.

President Jaggi stated that in addition Item X, (Lucy Holman on Skype) will be tabled as both Emily Kelahan and Brittany Cornell both wish to participate and will not be able to do so today. There were no objections.

XI. New Business

A. Approval of Library Expansion RFQ Firm

President Jaggi reviewed that the six Trustees along with the Director that were in attendance for all three of the presentations should score the firms and that scoring should determine only the top two of the three. He went on to say, that the top two firms would be discussed by the Board as a whole at this Board meeting, and all the Trustees present when it comes time to determine the final firm selection will be able to vote.

Thoughts were shared on the presentations given by both Farnsworth Group and Nagle Hartray Architect. There was much discussion on how the scoring results should be incorporated into the voting process and no consensus was reached prior to Emily Kelahan having to leave the meeting.

Emily Kelahan asked to table this Agenda item. There were no objections.

Emily Kelahan departed the meeting at 5:49 p.m.

IV. Approval of Minutes

A. February 17, 2015

CATHY PRATT MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 17, 2015 MEETING WITH THE DELETION OF LAST SENTENCE OF FIRST PARAGRAPH OF X.A. AND THE DELETION OF "BY ADDING TOGETHER THE INDIVIDUAL SCORINGS" FROM THE FIRST SENTENCE OF THE SECOND PARAGRAPH OF ITEM X.A. THE MOTION CARRIED UNANIMOUSLY.

B. March 4, 2015

BILL WETZEL MOVED, CATHY PRATT SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 4, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

C. March 14, 2015

CATHY PRATT MOVED, JARED BROWN SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 14, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

Brittany Cornell departed the meeting at 5:54 p.m.

V. President's Report

President Jaggi shared that the purchase of the Sugar Creek Packing plant was approved by the City Council.

A. Nominations to Foundation Board

President Jaggi reviewed what the process is for nominating members to the Foundation Board and shared that one-third of the members shall be from the BPL Board and two-thirds of the members are not from the BPL Board but rather experts from the community that can contribute knowledge to the Foundation Board. He went on to say that there had been three BPL Board members on the Foundation but two had resigned and the other, Bill Wetzel, will be off the Board at the end of April. President Jaggi stated that one non-BPL Board member has resigned and there may be at least two others that will be resigning soon.

President Jaggi asked if Van Miller would be willing to serve on the Foundation Board as a BPL Board representative and, in addition, if Bill Wetzel would be willing to serve on the Foundation Board as a non-BPL Board member. Both Van Miller and Bill Wetzel agreed to be on the Foundation Board.

PRESIDENT JAGGI MOVED, CATHY PRATT SECONDED THAT VAN MILLER BE APPOINTED AS A BPL BOARD REPRESENTATIVE AND BILL WETZEL BE APPOINTED AS A NON-BPL BOARD MEMBER TO THE FOUNDATION BOARD. THE MOTION CARRIED UNANIMOUSLY.

VI. Director's Report

Director Bouda distributed an article called "In Praise of Libraries", along with a draft of the next Library Newsletter. She also shared an online "Please Tell Us" from a former Bloomington resident that praised the Bloomington Public Library as being much better than those in Atlanta, Georgia.

VII. Fiscal Report

Kathy Jeakins entertained questions.

VIII. Approval of Bills

BILL WETZEL MOVED, CATHY PRATT SECONDED, TO APPROVE THE BILLS LIST FROM FEBRUARY 2015. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2015.03"

IX. Committee Reports

A. Budget & Personnel Committee

1. Set Standing Meeting Time

As there will be four new Board Trustees in May, this will be tabled for a later date.

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

The 3 P's Committee did not meet.

- C. Nominating Committee
Since Brittany Cornell was not present, this business will be tabled.

- D. Ad Hoc Committee – Library Expansion Task Force
The Library Expansion Task Force did not meet.

X. Unfinished Business

- A. Discuss Singer Group Report on Director Evaluation Process (Lucy Holman will join the meeting on Skype)

This item will be tabled, as both Emily Kelahan and Brittany Cornell were not going to be present for Lucy Holman's presentation.

There was discussion on having a Special BPL Board meeting in order for Lucy Holman to make her presentation. There was consensus to have the special meeting in place of the 3 P's Committee meeting on April 1 at 5:15 p.m.

- B. Discuss Future Work Session/Retreat with Deb Halperin
This item will be tabled until the four new Board Trustees are in place.

XI. New Business

- B. Approve Transfer of Funds from Maintenance and Operating Fund to Capital Reserve Fund

President Jaggi reviewed the purpose of the Capital Reserve Fund.

JARED BROWN MOVED, BILL WETZEL SECONDED, TO APPROVE TRANSFER OF FUNDS FROM MAINTENANCE AND OPERATING FUND TO CAPITAL RESERVE FUND IN THE AMOUNT OF \$76,119.11.

AYES: JARED BROWN, VAN MILLER, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: BRITTANY CORNELL, EMILY KELAHAH

THE MOTION CARRIED UNANIMOUSLY

See Attachment "XI.B."

Bill Wetzel departed the meeting at 6:20 p.m.

- C. Approve Recognition of Trustee

Since Bill Wetzel must leave the Library Board in April, President Jaggi would like to see the Library honor him in some way for his 43 years of service. A draft of the Proclamation for Bill Wetzel was distributed for review by the Trustees. He went on to propose that perhaps the Quiet Reading Room could be named after Bill Wetzel.

CATHY PRATT MOVED, SUSAN O'ROURKE SECONDED TO APPROVE CHANGING THE NAME OF THE QUIET READING ROOM TO THE WILLIAM C. WETZEL ROOM. THE MOTION CARRIED UNANIMOUSLY.

XII. Future Agendas/Comments from Board Members

Director Bouda shared that there will be a reception held in the new Conference Room immediately after the April 21 Board meeting to honor the departing Board Trustees.

President Jaggi stated that, with approval this evening, a plaque will be purchased and presented to him at the reception and another hung at a later date.

XIII. Adjournment

President Jaggi adjourned the meeting at 6:26 p.m.

2015.03

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 17, 2015


 Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	580.00
Ameren IP	Electricity	4,335.48
American Pest Control	Building Maintenance	80.00
Anderson, Michael	Other Purchased Services	275.00
Bibliotheca	Library Supplies	4,685.00
Bloomington Public Schools	Adult Books	90.00
CDW Government	Computer Supplies	408.31
CDW Government	Office/Equipment Mtn	3,369.55
Cengage Learning	Adult Books	2,024.88
Center Point Large Print	Adult Books	469.14
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN	Telecommunications	145.05
City of Bloomington	Dental Insurance	410.01
City of Bloomington	FICA	5,613.82
City of Bloomington	Fuel	308.55
City of Bloomington	Health Insurance-HMO	3,730.93
City of Bloomington	Health Insurance-PPO	9,543.45
City of Bloomington	IMRF	10,061.53
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	1,312.92
City of Bloomington	Payroll	177,808.95
City of Bloomington	Vision Insurance	100.65
City of Bloomington	Water	354.82
Comcast	Telecommunications	102.85
Continental Research Corp.	Janitorial Supplies	182.22
Cummins Mid State	Vehicle Maintenance	1,104.88
Cumulus Broadcasting	Advertising	1,102.25
Custom Digital Imaging	Printing/Binding	709.52
Dell Marketing, L.P.	Computer Supplies	8,229.20
Demco	Library Supplies	330.27
Ebsco Subscription Services	Periodicals	755.20
Ebsco Subscription Services	Public Access Software	1,340.00
Ebsco Subscription Services	Professional Collection	(188.49)
Frontier	Telecommunications	711.31
Gibbons, Jim	Other Purchased Services	250.00
Gill, Jim, Inc.	Other Purchased Services	1,850.00
Halperin, Deborah	Other Purchased Services	172.49
Holy Trinity Church	Miscellaneous Expenses	55.00
Hubbard, Daniel	Other Purchased Services	200.00

Illinois Wesleyan University	Other Purchased Services	697.22
KCN Solutions	Building Mtnc Supplies	972.80
Kone, Inc.	Building Maintenance	231.01
Limelight Communications, Inc.	Advertising	200.00
Lower, Mickey	Other Purchased Services	200.00
McLean County Glass & Mirror, Inc.	Building Maintenance	4,900.00
McLean County Museum of History	Adult Books	29.60
Mid Illinois Mechanical Services, Inc.	Building Maintenance	2,173.86
Midwest Mailing & Shipping Systems, Inc	Office/Equipment Mtnc	137.67
Midwest Tape	A/V Materials	3,996.47
Miller Janitorial Supply	Janitorial Supplies	522.46
Northern Illinois Gas/NICOR	Natural Gas	5,514.22
OfficeMax	Computer Supplies	631.75
OfficeMax	Janitorial Supplies	171.84
OverDrive, Inc.	Ebooks	20,000.00
Pyne, Edward (The Normalite)	Periodicals	19.95
Rainbow Book Co.	Juvenile Books	4,037.76
Random House, LLC	A/V Materials	52.50
Recorded Books, Inc.	A/V Materials	261.00
Research Technology International	Library Supplies	2,074.95
Ricoh, USA, Inc.	Rentals	1,481.79
Smith, Vicki	Adult Books	90.00
Taylor, Pamela (Aquarium Aquascapes)	Other Purchased Services	50.00
ThyssenKrupp Elevator Corp.	Building Maintenance	29.01
Tri-County Irrigation & Plumbing, Inc.	Other Property Mtnc	555.50
U. S. Postmaster	Postage	1,496.00
Unique Management Services, Inc.	Other Purchased Services	429.60
Vernon Library Supplies	Library Supplies	2,956.28
Weber Electric, Inc.	Building Maintenance	1,603.56
Wilson, Glenn	Other Purchased Services	400.00
World Chamber of Commerce Directory	Adult Books	60.00
VISA - Abe Books	Adult Books	50.38
VISA - Amazon.com	A/V Materials	863.56
VISA - Amazon.com	Juvenile Books	10.19
VISA - Amazon.com	Other Purchased Services	98.99
VISA - American Library Association	Membership Dues	135.00
VISA - Baker & Taylor Books	A/V Materials	9,780.41
VISA - Baker & Taylor Books	Adult Books	11,019.50
VISA - Baker & Taylor Books	Juvenile Books	6,208.76
VISA - Bloomington Meats	Other Purchased Services	25.00
VISA - Bloomington-Normal Mulberry School Corp	Advertising	50.00
VISA - Conservation Center	Postage	170.00
VISA - DearReader.com	Other Purchased Services	3,699.00
VISA - Facebook	Advertising	78.74
VISA - Five Star Water	Miscellaneous Expenses	53.27
VISA - GameStop	A/V Materials	137.96
VISA - Grand & Benedicts, Inc.	Library Supplies	32.66
VISA - Hobby Lobby	Other Purchased Services	18.56
VISA - Holiday Inn Chicago	Travel	462.34
VISA - HR Direct/G Neil	Office Supplies	130.75
VISA - Ingram	Adult Books	390.05
VISA - K K Manufacturing, LLC	Library Supplies	584.61
VISA - Kohls.com	Other Purchased Services	84.99
VISA - Michael's	Other Purchased Services	42.21
VISA - National Seminars/Padgett Thompson	Professional Development	159.20

VISA - NewEgg.com	Computer Supplies	605.33
VISA - Nybakke Vacuum	Office/Equipment Mtn	91.96
VISA - Office Depot	Miscellaneous Expenses	35.94
VISA - Office Depot	Office Supplies	(224.00)
VISA - OfficeMax	Library Supplies	96.23
VISA - Oriental Trading Co.	Library Supplies	8.75
VISA - Oriental Trading Co.	Other Purchased Services	232.55
VISA - Paetec Communications, Inc.	Telecommunications	163.21
VISA - Party City	Other Purchased Services	47.50
VISA - Philly's Best	Travel	7.12
VISA - POS Supply Solutions	Library Supplies	577.38
VISA - Sprint	Telecommunications	405.69
VISA - Subway	Travel	7.68
VISA - University of Illinois-Springfield	Adult Books	17.95
VISA - USPS.com	Postage	31.28
VISA - Wal-Mart	Building Mtn Supplies	17.94
VISA - Wal-Mart	Employee Relations	2.41
VISA - Wal-Mart	Janitorial Supplies	69.94
VISA - Wal-Mart	Library Supplies	19.67
VISA - Wal-Mart	Office Supplies	39.82
VISA - Wal-Mart	Other Purchased Services	388.98
VISA - Zoup	Other Purchased Services	25.00
Total		335,860.28

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

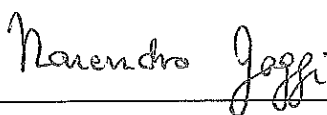
"The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects."

BE IT RESOLVED THAT \$76,119.11 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per policy, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$2,128,321.01.

Approved the 17th day of March 2015



Narendra Jaggi, President

Bloomington Public Library Board of Trustees