BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 18, 2014
4:30 p.m.

Agenda

I. Call to Order

II. Roll Call

III. Introductions/Public Comment

IV. Approval of Minutes
A. January 21, 2014

V. President's Report

VI. Director's Report

VII. Fiscal Report

VIII. Approval of Bills

IX. Committee Reports
A. Budget & Personnel
B. Planning, Policies & Programs (3 P's)
1. Recommend Approval of Video Surveillance Policy
C. Nominating
1. Nominate New Vice President

X. Unfinished Business

XI. New Business
A. Accept Resignation of Trustee Patsy Bowles
B. Accept Bid for Heating & Controls Project

XII. Executive Session - To Discuss Bargaining Unit Negotiations

XIII. Adjournment

Posted 2/13/14 3:55 p.m.

Bloomington Public Library
Board of Trustees Meeting

January 21, 2014
4:30 p.m.

Minutes

I. Call to Order
President Jaggi called the meeting to order at 4:30 p.m.

II. Roll Call

MEMBERS PRESENT:	Peggy Burton (arrived at 4:37 p.m.), Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos (arrived at 4:34 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel
MEMBERS ABSENT:	Patsy Bowles
OTHERS PRESENT:	Georgia Bouda, Tim Gilles, Adrienne Ives, Kathy Jeakins, Patricia Marton, Renee Nestler, Caprice Prochnow, Tari Renner, Gayle Tucker, Rachel Wells

III. Introductions/Public Comment
President Jaggi introduced resident, Patricia Marton. Patricia Marton made a short statement regarding libraries working to better meet the needs of senior citizens and the disabled.

IV. Approval of Minutes
A. December 17, 2013

EMILY KELAHAN MOVED, JONI PAINTER SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 17, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi shared that he had received an email from Vice President Patsy Bowles on Friday, January 17, 2013, indicating her need to resign from the Bloomington Public Library Board. President Jaggi distributed Patsy's resignation letter to the Board members and also shared his response with Board members.

VI. Discussion with Mayor Tari Renner
President Jaggi introduced Mayor Tari Renner. Mayor Renner shared that he felt the Council would be in favor of obtaining the land south of the Library. He may have more concrete information and a time frame by March. Mayor Renner hoped that the Library may regain the lower parking lot sooner rather than later. Mayor Renner suggested that when the Board makes a presentation to the Council regarding Library expansion that they remind them that the circulation has increased from 600,000 to 1,500,000.
Mayor Renner shared that he has been concerned with transparency and the City will probably have a transparency ordinance going before the Council very soon. He suggested

that members of Boards and Councils will need to make sure that their Open Meetings Act training is up to date.
Mayor Renner shared that the idea of term limits came from Alderman Sage and Alderwoman Schmidt, who were working on this concept before he came into office. He went on to say that he had shared with Patsy Bowles that she may very well want to consider coming back in a year as the ordinance allows.
Mayor Renner entertained questions and comments.
The question was raised as to the language of the ordinance in regards to when a member who has served 9 years must depart a Board or Commission. Mayor Renner clarified that they do not have to depart immediately, but rather at the end of the term that they are currently serving.
Bill Wetzel shared with the Mayor and Board members that the State Statute regarding Library Boards states that terms begin on July 1 which conflicts with the new Ordinance says. Mayor Renner agreed that this issue should definitely be cleared up.

VII. Director's Report
Director Bouda shared that she has reserved the Community Room for the April Board meeting date, in order to hold a reception to honor departing Board Members.
Director Bouda distributed the Pantagraph article covering the India festival.
Director Bouda shared that the Spring Program guide had been distributed to each of them and that it was inserted in the Pantagraph on January 5, 2014.

VIII. Fiscal Report
Kathy Jeakins shared that a sign-up sheet for review of the Bills List has been distributed and that a few more spots need to be filled. She entertained questions.

IX. Approval of Bills

PEGGY BURTON MOVED, CAROL KOOS SECONDED, TO APPROVE THE BILLS LIST FROM DECEMBER 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2014.01"

X. Committee Reports

A. Budget & Personnel
The Budget & Personnel Committee did not meet.

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

1. Recommend Approval of Art Week Event
President Jaggi reviewed the Art Week proposal with the Board members.

PRESIDENT JAGGI MOVED, NO SECOND NEEDED, TO APPROVE THE 2014 ART WEEK EVENT. THE MOTION CARRIED.

See Attachment "X.B.1."

2. Recommend Approval of FOIA Policy
President Jaggi reviewed that the FOIA policy simply has been updated from the original 2008 policy.
The Vice-President will be added when the position is filled.

PRESIDENT JAGGI MOVED, NO SECOND NEEDED TO APPROVE THE FOIA POLICY. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "X.B.2."

3. Recommend Approval of Video Surveillance Policy
   President Jaggi reviewed the need for the Video Surveillance Policy as cameras have been added to the Bloomington Public Library property over the last two years. There were a few language changes requested by the Board, so the policy will be revised, and will be brought before the Board for approval in February.

4. Recommend Approval of Library Circulation Policy
   President Jaggi reviewed the Circulation Policy with the Board members. He shared that basically, that various documents had been compiled into one policy.

   PRESIDENT JAGGI MOVED, NO SECOND NEEDED, TO APPROVE THE LIBRARY CIRCULATION POLICY. THE MOTION CARRIED UNANIMOUSLY.

   See Attachment "X.B.4."

President Jaggi asked Emily Kelahan if she would be willing to serve as the Chair of the 3 P's Committee. Emily responded that she would like time to consider.

XI. Unfinished Business
There was no unfinished business.

XII. New Business

A. Approve Recommendation to Foundation to Fund up to $3,000.00 for Staff Development Day
   President Jaggi shared that he looked at the reviews for Warren Graham's seminars and was very impressed with what he read. Director Bouda shared that she and other staff have had the opportunity to hear him speak at PLA and found him to be a marvelous speaker. She would very much like the Library to be closed for the whole day, so that all staff have the opportunity to attend.

   BILL WETZEL MOVED, CAROL KOOS SECONDED, TO APPROVE RECOMMENDATION TO THE FOUNDATION TO FUND UP TO $3,000.00 FOR 2014 STAFF DEVELOPMENT DAY.

   AYES: PEGGY BURTON, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL, NARENDRA JAGGI

   NAYES: NONE

   ABSENT: PATSY BOWLES

   THE MOTION CARRIED UNANIMOUSLY.

   See Attachment "XII.A."

B. Approve Bookmobile Proposal

President Jaggi reviewed the proposal with the Board members.

Director Bouda thanked Peggy Burton for attending the conference call with Michael Swendrowski and working with staff in helping to review the proposals and select a vendor.

CAROL KOOS MOVED, PEGGY BURTON SECONDED, TO APPROVE THE BOOKMOBILE PROPOSAL AWARDING THE CONTRACT TO MATTHEWS SPECIALTY VEHICLES, INC. IN THE AMOUNT OF $271,166.00.

AYES: PEGGY BURTON, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: PATSY BOWLES

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.B."

C. Approve Request for Bid for Heating & Controls Project

President Jaggi shared with Board members that since the Heating & Controls Project packet was sent to them, some minor changes have been made to the bid packet, and the Board members now have in front of them, the packet containing the changes. He went on to say that Tim Gilles from Farnsworth is in attendance and available to answer any questions.

Tim Gilles reviewed with Board members the scope of work included in the project. He also shared that there were two grant opportunities, one was the Metropolitan Mayors Council Grant, which Director Bouda was able to secure for $31,500, the other was through DCEO Public Sector, which unfortunately comes from the same money source as the other Grant, so we were unable to obtain any funds from this Grant. He is still searching for some other grant opportunities.

Tim Gilles shared that once the project is complete, there will be an energy savings of about $6,000 per year for just the hot water system. He added that another $1,000 per year could be saved, if the alternate bid was accepted to replace the humidification system. This would be roughly a 12% reduction in energy consumption in gas on the heating side.

Tim Gilles stated that the approximate cost for the project will be about $192,000 minus the $31,000 in Grant money, which will be really close to the original budget for this project.

Director Bouda added that the cost for the project will come out of the Capital Fund.

There was some discussion concerning the wording in both the Bid Evaluation and Rejection of Bids, Waivers or Irregularity sections, but after reviewing both sections, the Board members were satisfied with this wording.

BILL WETZEL MOVED, CAROL KOOS SECONDED, TO APPROVE REQUEST FOR BID FOR HEATING AND CONTROLS PROJECT.

AYES: PEGGY BURTON, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: PATSY BOWLES

THE MOTION CARRIED UNANIMOUSLY.

D. Discussion of New Ordinance on Term Limits
President Jaggi shared that Director Bouda had included Board member term limits in the packet.
Bill Wetzel shared that the State Statutes indicate that June 30 is the end of one's term, rather than April 30, and if the City gets this cleared up in the Ordinance, the dates will have to be adjusted.
Cathy Pratt noted that her term end date is incorrect on the Term Limit spreadsheet; it should be 2015 rather than 2014. This will be corrected.

XIII. Adjournment
President Jaggi adjourned the meeting at 5:42 p.m.

2014.01

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 21, 2014

Narendra Jaggi

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	5,902.50
Bloomington Normal Sunrise Rotary Club	Membership Dues	300.00
Bloomington Rotary Club	Membership Dues	300.00
CDW Government	Computer Supplies	325.92
Cengage Learning	Adult Books	2,234.49
Center Point Large Print	Adult Books	563.22
City Directories (Info Group)	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	845.44
City of Bloomington	FICA	9,907.75
City of Bloomington	Fuel	491.22
City of Bloomington	Health Insurance-HMO	7,956.08
City of Bloomington	Health Insurance-PPO	16,595.92
City of Bloomington	IMRF	21,842.62
City of Bloomington	Life Insurance	229.54
City of Bloomington	Medicare	2,317.24
City of Bloomington	Payroll	169,690.74
City of Bloomington	Vision Insurance	192.74
City of Bloomington	Water	594.58
Cummins Midstate	Vehicle Maintenance	221.28
Custom Digital Imaging	Printing/Binding	3,217.66
Dell Marketing, L.P.	Computer Supplies	5,568.87
Demco	Library Supplies	640.09
Farnsworth Group	Other Purchased Services	6,291.00
Frontier	Telecommunications	1,614.68
Genealogical Publishing	Adult Books	10.45
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	130.00
Hill Radio, Inc.	Vehicle Maintenance	28.00
Illinois State University	Other Purchased Services	420.33
Illinois Wesleyan University	Other Purchased Services	852.16
Kavanagh, Scully, Sudow, White & Frederick, P.C.	Other Purchased Services	45.00
Kelly's Bakery & Café	Other Purchased Services	460.00
LimeLight Communications, Inc.	Advertising	200.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	374.45
Midwest Tape	A/V Materials	4,105.99
Midwest Tape	Other Purchased Services	23.23
Midwestern Family	Periodicals	14.99
Miller Janitorial Supply	Janitorial Supplies	831.80
Morningstar	Public Access Software	2,666.00
Nicor/Northern Illinois Gas	Natural Gas	3,097.88
Officemax	Computer Supplies	436.02
Officemax	Copier Supplies	768.87
Officemax	Employee Relations	41.54
Officemax	Library Supplies	61.80

Officemax	Miscellaneous Expenses	1.89
Officemax	Office Supplies	922.55
Officemax	Other Purchased Services	32.91
Pantagraph Publishing	Printing/Binding	1,200.00
Random House, Inc.	A/V Materials	186.75
Research Technology International	Library Supplies	307.94
Ricoh, USA, Inc.	Rentals	1,665.70
Specialty Vehicle Services, LLC	Other Purchased Services	4,200.00
Taylor, Pamela (Seastar Aquascapes)	Other Purchased Services	50.00
ThyssenKrupp Elevator Corp.	Building Maintenance	28.09
Unique Management Services, Inc.	Other Purchased Services	832.35
U S Postal Service	Postage	200.00
Vernon Library Supplies, Inc.	Library Supplies	2,470.20
Weber Electric, Inc.	Building Maintenance	485.89
VISA - 1000Bulbs.com	Building Mtnc Supplies	464.34
VISA - Abe Books	Adult Books	54.98
VISA - Ace-Hi Glass	Building Mtnc Supplies	40.00
VISA - American Flagpole & Flag Supplies	Office Supplies	99.95
VISA - Amazon Marketplace	A/V Materials	338.30
VISA - Amazon Marketplace	Adult Books	38.99
VISA - Amazon.com	A/V Materials	602.48
VISA - Amazon.com	Adult Books	105.25
VISA - Baker & Taylor Books	A/V Materials	8,489.62
VISA - Baker & Taylor Books	Adult Books	7,350.09
VISA - Baker & Taylor Books	Juvenile Books	4,532.72
VISA - Baker & Taylor Books	Professional Collection	1,835.00
VISA - Barnes & Noble	Other Purchased Services	7.96
VISA - Business Furniture, LLC	Other Purchased Services	187.50
VISA - Demco	Library Supplies	60.06
VISA - Denny's Doughnuts	Other Purchased Services	15.00
VISA - Dollar Tree	Employee Relations	3.00
VISA - Dollar Tree	Office Supplies	18.00
VISA - Dollar Tree	Other Purchased Services	1.00
VISA - Don Smith Paint Co.	Building Mtnc Supplies	128.40
VISA - Eastland Suites	Other Purchased Services	61.60
VISA - Farm & Fleet	Janitorial Supplies	87.02
VISA - Fazoli's	Employee Relations	(47.87)
VISA - Five Star Water	Miscellaneous Expenses	138.80
VISA - FontSpring.com	Office/Equipment Mtnc	35.00
VISA - Hobby Lobby	Library Supplies	6.99
VISA - Hobby Lobby	Other Purchased Services	29.90
VISA - HR Direct	Office Supplies	136.05
VISA - Illinois Library Association	Membership Dues	100.00
VISA - Ingram	Adult Books	1,244.58
VISA - Interstate All Battery Center	Building Mtnc Supplies	48.80
VISA - JoAnn Fabrics	Library Supplies	23.46
VISA - Lowe's	Building Mtnc Supplies	78.00
VISA - McLeod	Telecommunications	123.23
VISA - Medici	Other Purchased Services	19.76
VISA - Medici	Travel	54.97
VISA - Meijer	Employee Relations	45.58
VISA - Mini Science	Computer Supplies	127.48
VISA - Murphy at Wal-Mart	Fuel	23.06
VISA - National Enquirer	Periodicals	101.40
VISA - NRS	Other Purchased Services	88.80
VISA - Officemax	Library Supplies	64.12

VISA - Office Depot	Library Supplies	37.80
VISA - Office Depot	Office Supplies	40.00
VISA - Pantagraph	Periodicals	259.93
VISA - Papa John's Pizza	Other Purchased Services	85.85
VISA - Paypal*COSUGI	Membership Dues	100.00
VISA - Paypal*Look Magazine	Periodicals	35.80
VISA - Radio Stations WDQZ, WRPW	Advertising	400.00
VISA - Sprint	Telecommunications	309.34
VISA - Toys R Us	Library Supplies	53.94
VISA - UPS	Postage	13.70
VISA - USPS	Postage	47.34
VISA - Valve Software	Public Access Software	229.95
VISA - Wal-Mart	Employee Relations	139.00
VISA - Wal-Mart	Janitorial Supplies	35.48
VISA - Wal-Mart	Library Supplies	101.07
VISA - Wal-Mart	Miscellaneous Expenses	68.95
VISA - Wal-Mart	Office/Equipment Mtnc	15.00
VISA - Wal-Mart	Office Supplies	166.32
VISA - Wal-Mart	Other Purchased Services	43.64
VISA - Wal-Mart.com	Janitorial Supplies	12.27
Total		327,405.11

X. B. Z.

2014 Art Week Proposal

The Library would like to discontinue its practice of circulating artwork. In doing so, we propose that the collection be auctioned and raffled off to the public in the manner outlined below.

Ticketed Event

- The Library would stop circulating art on February 21.
- The 92 art prints would be put on display in the Community Room beginning the evening of Friday, May 16, 2014.
    - Auction prints will be separated from prints being raffled, but all the prints will be in the Community Room.
    - Low minimum bids will be set for each piece in the auction. Georgia predicts the prints will sell for $25-$100 each.
- From 6-9pm on May 16, the Library would host a ticketed wine, finger food & jazz reception on the library's upper level.
    - Tickets will cost $20, and will only be sold in advance.
    - Board members will each be asked to sell a minimum of 10 tickets.
        - During the event, attendees:
            - Will be entertained with live jazz from Glenn Wilson and his 4-piece band ($400) from 6:30-8:30pm.
            - Will enjoy finger foods, wine, and possibly beer catered by A. Renee.
            - Will each receive $5 worth of raffle tickets (6 tickets).
            - Will be able to view the Library's McCurdy collection which will be displayed on the upper level.
            - Will be able to buy artwork outright using "Buy it Now" prices much like one sees during the Festival of Trees.
            - Will be allowed to bid on silent auction prints and purchase raffle tickets

Week-long Silent Auction

- When the Library opens for business at 9am on May 17, the Silent Auction for the public will begin. It will run through 5pm on Saturday, May 24.
    - 10 prints will be raffled off; the remaining prints will be auctioned
        - Raffle tickets will be available for purchase at the Circulation Desk at a cost of $1 each or 6 for $5.
        - Prints being raffled will hang on the west wall in the Community Room and will be clearly labeled to indicate that they are part of a raffle and not part of the silent auction.
        - Separate bid sheets will be placed in front of each piece of art that is being auctioned.
        - Raffle prints will be numbered and raffle tickets will ask the buyer to indicate which numbered print the raffle ticket represents.

- **Notes:**
  - The Library will need to apply for a raffle license.
  - Georgia will ask Tracy at the City if we are able to purchase and pour our own wine. If that is allowed, we may purchase cheese trays and chocolates from Fresh Market and tackle the food and drink on our own.
  - If we need a business with a liquor license to tackle the pouring, A Renee's estimate was $12 per person @ 75 tickets sold with the per-person price going down as the number of attendees climbs.
  - We will not confirm Glenn Wilson until we receive board approval. We are tentatively on his calendar.

Approved this 21st day of January 2014

Narendra Jaggi

Narendra Jaggi, President

X.B.2.

BLOOMINGTON PUBLIC LIBRARY
Policy regarding the Illinois Freedom of Information Act
Approved 8/19/08
Updated 1/21/14

1. A brief description of our public body is as follows:

   A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

   B. An organizational chart is attached.

   C. The total amount of our operating budget for FY14 is $5,347,925.

   Funding sources are property taxes, fees, personal property replacement taxes, state and federal grants, fines, charges, and donations.

   D. The library is located at this address: 205 East Olive Street, Bloomington, IL 61701

   E. We have the following number of persons employed:

   1. Full-time: 42
   2. Part-time: 35

   F. The following organization exercises control over our policies and procedures: The Bloomington Public Library Board of Trustees, which meets monthly on the third Tuesday of each month, at 4:30 p.m., at 205 East Olive Street, Bloomington, IL.

   The officers are:
   Narendra Jaggi, President
   Patsy Bowles, Vice-President
   Jan Kibler, Secretary
   Cathy Pratt, Treasurer

   G. The following organization operates in an advisory capacity regarding our operation:

   RAILS Library System
   125 Tower Drive
   Burr Ridge, IL 60527

   Dee Brennan, Executive Director

H. We are required to report and be answerable for our operations to:
Illinois State Library
300 S. 2nd Street
Springfield, Illinois 62701

Anne Craig, State Librarian

II. You may request the information and the records available to the public in the following manner:

A. Use request form. (see attached)
B. Your request should be directed to the following individual:
Tracey Covert, City Clerk
Freedom of Information Act (FOIA) officer for the City of Bloomington
C. You must specify the records requested to be disclosed for inspection or to be copied.
D. To reimburse us our actual costs for reproducing and certifying, (if requested) the records, you will be charged the following fees:
25 cents per page for employee copied records
E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
G. You may appeal the decision of the FOIA officer to the Board of Trustees.
H. The times and place where the records will be available are as follows:
9 a.m. to 5 p.m., Monday – Friday, Bloomington Public Library Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories or records are maintained under our control:

A. Ordinances and Resolutions
B. Board Policies
C. Administrative Procedures
D. Monthly Financial Statements
E. Annual Receipts and Disbursements Reports
F. Budget and Appropriation Ordinances
G. Levy Ordinances
H. Annual Audits
I. Operating Budgets
J. Minutes of the Board of Trustees and Committees
K. Job Descriptions
L. Annual Reports to the State Comptroller

Records which are stored in electronic data processing will usually be printed out on paper for use by requesters, unless other arrangements are expressly made with the FOIA officer at the times the request is made.

X.B.4.

Bloomington Public Library
Library Circulation Policy
Approved by the Board of Trustees on January 21, 2014

The Board of Trustees of the Bloomington Public Library encourages the borrowing of its collections, both print and electronic. The Board of Trustees establishes policies to provide equitable access to all Library users.

Library Cards

Library cards are available to all residents of the City of Bloomington and the Golden Prairie Library District. Any resident, 17 years of age and older may receive an adult library card upon completion of an application and provision of a valid photo ID and current address. Acceptable forms of identification include valid Illinois driver's license or other government-issued photo ID with current address, a recent utility bill, signed lease agreement, personalized check, or recent mail with postmark.

The Bloomington Public Library reserves the right not to issue a library card to anyone who cannot provide identification and/or address verification. The library also reserves the right to restrict the borrowing privileges of any person who has overdue materials and/or accumulated fines or charges.

Minors

A parent or legal guardian's signature is required for anyone under the age of 17 to obtain a library card. The child and the parent must both be present. By signing the registration form, parents/guardians acknowledge responsibility for the items borrowed, fees incurred, and their child's selection of materials.

Emancipated minors who have proof of their court ordered emancipation may receive an adult card without parental consent.

Non-residents

Non-residents of Bloomington may purchase a library card with full borrowing privileges by completing the above steps and paying the annual non-resident fee set by the Library Board each year. Any resident of another library in the state of Illinois may register their card and use it at the Bloomington Public Library.

If during the course of the year, a customer moves from a Bloomington address to an out-of-area address, the customer will be required to pay the out-of-area fee if he/she wishes to retain Bloomington Public Library borrowing privileges, or register a local library card from a reciprocal library with the Bloomington Public Library.

Renewal of Library Cards

All library cards are valid for three years. At the end of that period, customers will be asked to verify their contact information by providing a valid photo id and an item verifying the current address.

Lost Cards

Lost or stolen library cards must be reported immediately. There is a minimal charge to replace a library card.

Borrowing Privileges

Borrowing privileges, in-house computer use and remote access to databases will be suspended when accrued fines and fees equal or exceed ten dollars ($10.00). These privileges will be restored when the amount owed is below ten dollars ($10.00).

Interlibrary loan service is available only to residents of the City of Bloomington and the Golden Prairie Library District. Charges for lost or damaged material provided through interlibrary loan is determined by the lending library and will include, but not be limited to, replacement cost, fines and processing fees.

Lost or Damaged Materials

Cardholders are responsible for loss or damage to materials they borrow, including cases and supplemental contents. Current replacement cost will be charged for materials that are lost or too badly damaged to remain in the library collection.

XII. A.

Proposal for Staff Development Day
May 28, 2014

I would like to recommend that the Board approve a Staff Development Day for May 28 featuring Warren Graham. The proposed topic is "Black Belt Librarians: Real World Customer Experience." This session will revitalize and empower your employees to see each interaction with patrons in an entirely new light.
Among the subjects discussed are:
-Who the patron really is.
-What the patron really wants.
-The critical elements of patron interaction.
-The three "A's" of success with patrons.
-The simple, yet forgotten principles of engagement.
-Is the patron the problem or is it really you?
-How to say "no" most effectively.
-What can you do for the patron?
-Are you up to the task?

Of course, you can also count on some role-playing that will quickly demonstrate the heart of the matter as well as frank, honest talk on what constitutes a pleasant patron/customer experience in your library.

The Library would be closed that day so that all staff will be able to attend the training. May 28 is the only day that Warren Graham has available before summer.

I would like to request the Library Board approve a request to the Foundation for up to $3,000 for the day. This would be a good use of the income from the Stubblefield Trust.

Proposed costs for the day:

Consultant	$1,600.00, plus travel and hotel costs
Lunch	$500.00

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation fund the 2014 Staff Development Day (including the Consultant's fee and expenses, and lunch) at a cost not to exceed $3,000.00.

Approved on this 21st day of January 2014

Narendra Jaggi

Narendra Jaggi, President

XII. B.

Specialty Vehicle Services, LLC

"Your partner for the road ahead!"

January 14, 2014

Georgia Bouda – Director
Bloomington Public Library
205 East Olive Street
Bloomington, IL 61702

Re: Assessment of bookmobile RFP responses

Issue & Response

This Request For Proposal ("RFP") was issued by the Library on November 14, 2013 to multiple potential vendors in an effort to determine responsive and capable manufacturers for the new outreach vehicle. The RFP was issued with a deadline of January 10, 2014, allowing fifty seven (57) days for response.

Three (3) submitted proposals were shared with SVS for analysis on January 10, 2014; one (1) from Matthews Specialty Vehicles of Greensboro NC, one (1) from Summit Bodyworks of Commerce City CO, and one (1) from OBS, Inc. of Canton OH.

Proposal Assessment

These proposals were assessed for completeness and specification adherence. All proposals were found to be generally responsive, with the following exceptions and/or clarifications noted:

Matthews Specialty Vehicles, Inc.	*Summit Bodyworks*	*OBS, Inc.*
No "exceptions" sheet provided **Rear Engine Proposal** Basic Specs 1.6 – Interior width 90" (vs. 92") Basic Specs 1.7 – Interior height is 86" (vs. 84") Body Specs 38 – Door width 30" (vs. 33"), push-bar hardware not identified Body Specs 38.2 – Second door not available Body Specs 58 – Fiberglass screens not identified **Front Engine Proposal** Basic Specs 1.1 – Exterior length 33'-0" (vs. 33-6" to 34'-3") Basic Specs 1.3 – Wheelbase 174" (vs. 180"-22") Basic Specs 1.6 – Interior width 90" (vs. 92") Basic Specs 1.7 – Interior height is 86" (vs. 84") Body Specs 38 – Door width 30" (vs. 33"), push-bar hardware not identified Body Specs 58 – Fiberglass screens not identified	Mandatory reference, compliance, insurance and gift ban pages not apparent No "exceptions" sheet provided Basic Specs 1.1 – O.A. length of 33'-3" (vs. 33'-6" to 34'-3") Basic Specs 1.3 – Wheelbase 174" (vs. 180"-220") Basic Specs 1.6 – Interior width 90" (vs 92") Basic Specs 1.7 – Interior height 86" (vs. 84") Body Specs 38 – Door width 30" (vs. 33") Body Specs 58.2.2 – No additional windows identified	Body Specs 58 – Fiberglass screens optional Body Specs 61 – Cradlepoint MBR1400 (vs. AirLink GX) cellular modem Body Specs 63 – FRP ceiling (vs. padded vinyl) Body Specs 64.2.1 – OBS "standard" desk (no ventilation) Body Specs 65.2.6.1 – OBS "standard" wiring (vs. specified) Body Specs 69 – Branch guards optional (not priced in proposal) Body Spec 76.2.1 – Rear seat will not swivel

w196 s8406 plum creek boulevard
muskego, wisconsin 53150-8170 usa
PHONE: 262.679.9096
FACSIMILE: 262.457.4924
VEHICLESUCCESS.com

SVS

Cost Summary – Rear Engine

Vendor	*Matthew Specialty Vehicles*	*Summit Bodyworks*	*OBS, Inc.*
Base Cost	$248,491	Not Provided	$241,689*
Rear Air Suspension	Inc. w/ front		Inc. w/ front
Front Air Suspension	$8,551		$2,760
Inverter System	$8,840		$8,400
AGS System	$1,608		$300
PTS3000 Transmission	$8,512		Not Identified
Graphics	$4,000		$4,000
22" TV	$645		$306
LP Furnace System	$7,065		$7,000
LED Lights	$1,087		$2,600
Aluminum Shelving	$5,496		$2,000
Generator slide-out Tray	Not Required		$1,100**
Cat's Eye monitor system	Not Required		$1,600**
Total with Options	**$294,295**	**Not Provided**	**$269,055**
Payment Terms			20/30/45/5
Start Timeframe	120-150 days		135-180 days

* with Cummins ISB engine

** not included in total for comparative reasons

Analysis

Short some listed clarifications, all proposals were found to be generally responsive and demonstrated good attention to the requirements of this RFP. Two (2) of these vendors are seasoned manufacturers of bookmobiles and generally regarded as leaders of this industry. Summit Bodyworks is a well-recognized specialty vehicle builder, but relatively new to the bookmobile segment.

When we published our RFP, we did not realize that current generation rear-engine buses did not allow placement of the rear door behind the rear axle - a mission-critical feature for efficient loading/unloading in the library garage. An addendum was issued for an optional front-engine version of the same chassis and as anticipated, multiple proposals were received. Upon review, it was confirmed that neither rear engine proposal could meet the door placement requirement. These proposals were disregarded and focus was put on the front-engine versions.

Investigating the lowest price proposal from OBS, Inc. first, I noted opposition to build the vehicle to some of our specifications within their response. Although they complied with the majority of requirements, vague response statements such as "OBS Standard" required additional insight and in reality did not meet our specifications. Of particular note, we requested a wiring system that was accessible and easy to maintain, but it is commonly known in the industry that the "OBS Standard" wiring system permanently embeds conduit in the walls, rendering large segments of wire inaccessible without complete disassembly. Further objections to providing specified heat ventilation within the desks or an acoustically absorbent ceiling material were additionally noted.

Looking at the second lowest proposal from Matthews Specialty Vehicles, I noted some dimensional discrepancies and price differences. Upon deeper investigation, I learned that the overall length was listing incorrectly and that the actual unit length was much closer to our target. I further learned that when progress payment terms were suggested to even the field, a significant discount was offered.

Conclusion

Matthews Specialty Vehicles a trusted industry vendor with a generally good industry reputation. They responded well to the RFP, have built near identical units for other libraries, and have agreed to construct your vehicle virtually 100% to your specification at a reasonable price point. With no apparent reason to disqualify this proposal, I believe that selection of the Matthews proposal for award would be a prudent and responsible choice by the Library.

That said, and assuming the total falls within the project budget, I formally recommend the award of this outreach vehicle contract to ***Matthews Specialty Vehicles, Inc.*** I believe this company and proposed vehicles will meet the needs of, and better serve the staff and patrons of Bloomington for many years to come.

Thank you again for you continued trust during this process. I look forward to continuing work on this exciting project, and further to a very successful delivery later this year! As always, please feel free to contact me anytime with any questions or comments you may have.

At your service,

Michael Swendrowski
President

Approved this 21st day of January, 2014

Narendra Jaggi

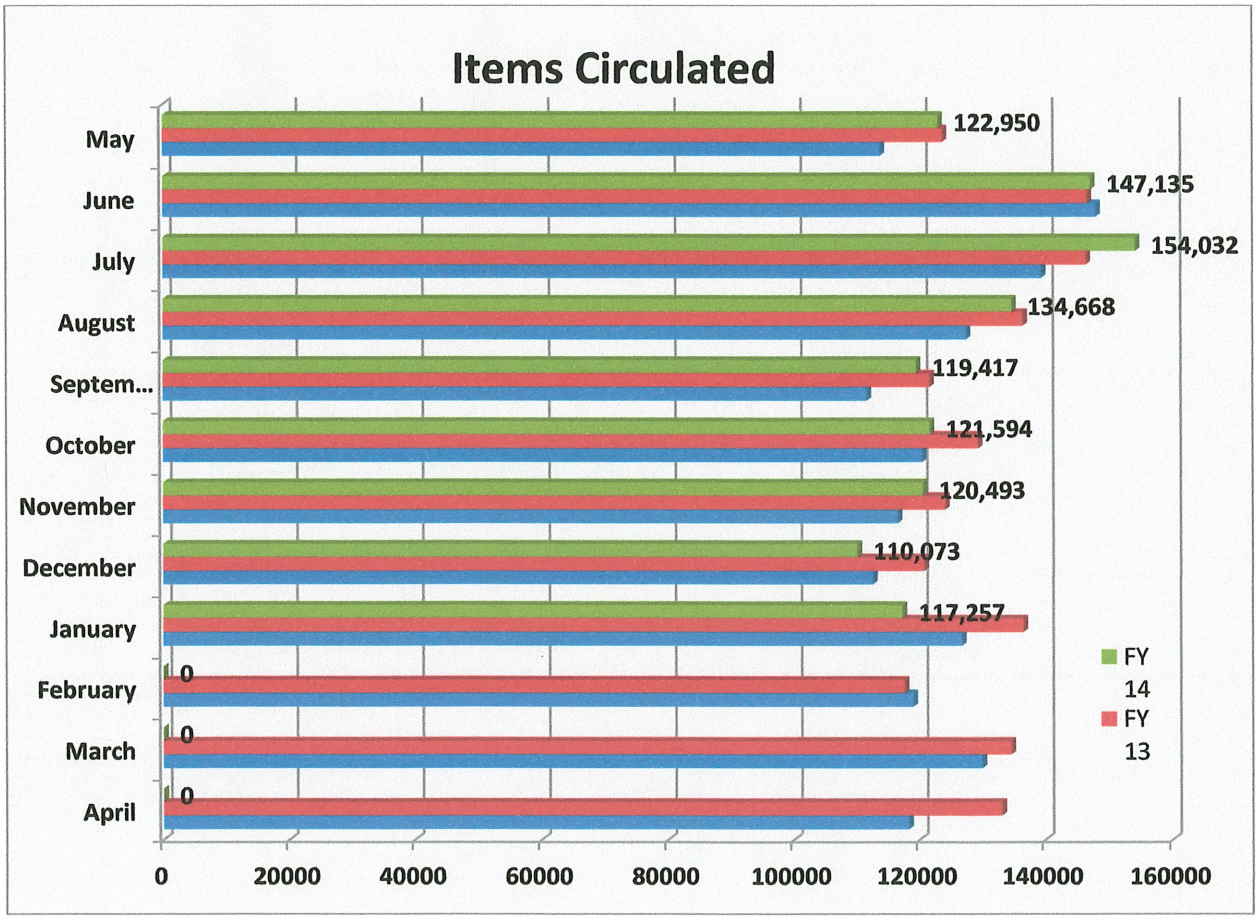
Narendra Jaggi, President

Bloomington Public Library
Director's Report
February 2014

1. Heating Project

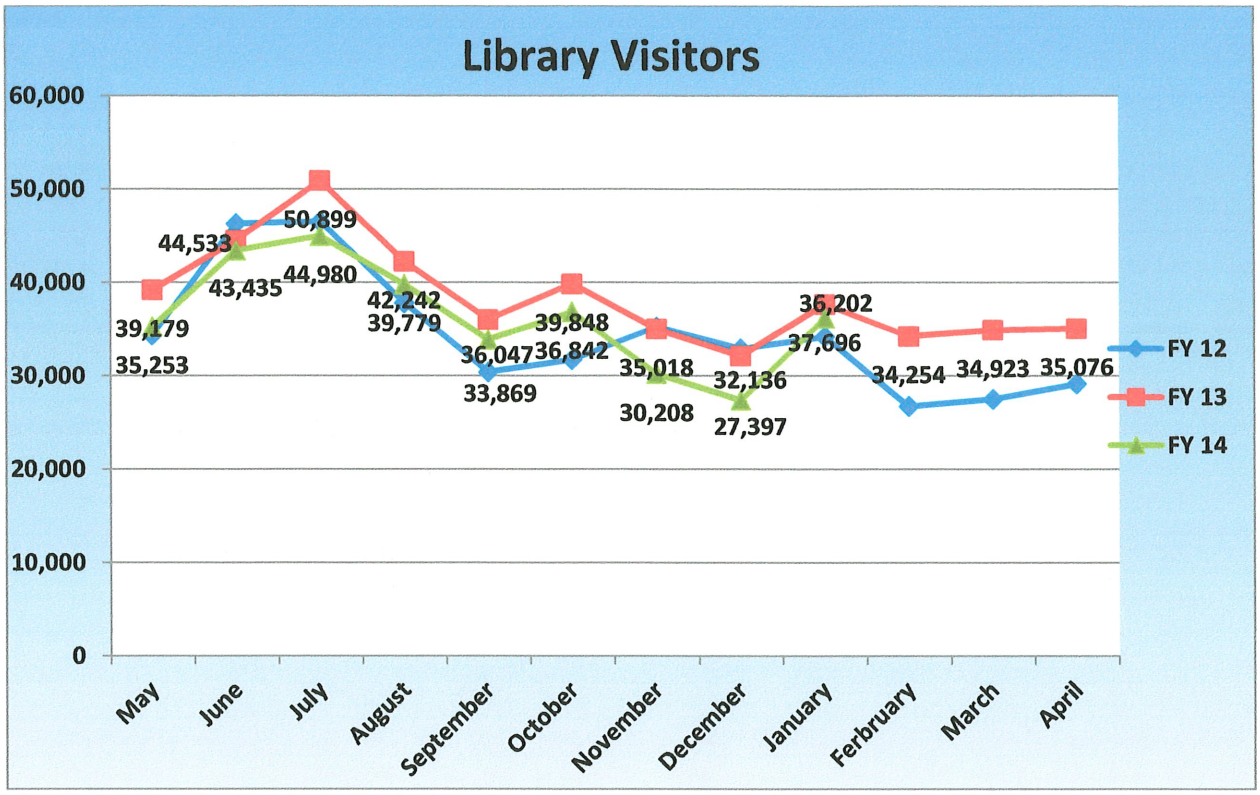
There were eight contractors present at our mandatory pre-bid meeting on February 6th. Their bids were due to be opened at the Library on Wednesday, Feb. 12 at 2pm, but had to be postponed until Friday at 2pm because of questions raised by the contractors on the placement of the ductwork. Farnsworth will compare the bids and make a recommendation as to the bid that the Library Board should accept. This will be emailed to the Board over the weekend.

2. Statistics



A total of 117,257 items were borrowed in January 2014 compared to 136,487 items lent in January 2013. Despite the extreme cold, there were 36,202 visitors to the

Library and Bookmobile in January, a slight decrease from the 37,696 visitors in January 2013.



Staff answered 4397 questions from customers this month.

Programs and Attendance in the month of December:

Children Programs and Attendance

India Day: Lasya Sudha School of Dance – 133 attended
Sudha Music Academy – 87 attended
Mike Lockett and Home Sweet Home storytelling program – 35 attended
Toddler story times – 8 sessions – 157 attended
Preschool story time – 4 sessions – 59 attended
2nd Saturday story time – 11 attended
Wiggle Giggle evening story time – 7 attended
Tails for Tales (Read to Dogs) – 4 sessions – 65 attended
2nd Monday Story Club – 4 attended
My First Reading Program – 132 registered
We Have a Dream display
Visited Brigham Head Start – 2 classes – 79 attended
Visited Little Jewels Day Care – 138 attended
Visited Head Start on Stillwell – 3 classes – 47 attended
Rondalea continues to plan the Prime Time Literacy Program. As of now, 22 families have committed to the program. Our goal is 25 families.

Georgianne met with Noel Lucero from United Way to plan how to partner on the Dr. Seuss program in March.

Teen Programs and Attendance
Anime Now – 2 sessions – 8 attended
Arm Knitting – 1 session – 3 attended

The Teen Librarian went to the following schools and promoted books to the teens:
Chiddix Junior High: 96
Parkside Junior High: 70

Adult Programs and Attendance
Fiction – 1 session – 14 attended
Mystery Book Club – 1 session – 6 attended
Nonfiction Book Club – 1 session – 6 attended
Science Fiction Movie/Book discussion – 1 session – 8 attended
Classic Movie Wednesdays – 4 sessions – 31 attended
Small Business Series: Constant Contact – 1 session – 14 attended
Books, Hooks, and Needles – 1 session – 5 attended
DIY series: Cupcake Decorating – 1 session – 24 attended
DIY series: Henna – 1 session – 15 attended
Ereader Drop In Day – 1 session – 13 attended

3. Bookmobile

The bookmobile order was placed with Matthews Specialty Vehicles in Charlotte, North Carolina. Their schedule for delivery is eight months, so our new bookmobile should be here in the fall.

4. **PLA**

I will be attending PLA in Indianapolis from March 11 through March 15. Several other staff will be going for different time periods.

4. Putt with the Prose

There were 207 golfers, about 60 less than last year, perhaps due to the cold weather. 18 of 22 opportunities, the most ever, were sold this year though. This was the first year that I have missed it. I couldn't pass up the chance to go to Florida and out of the cold.

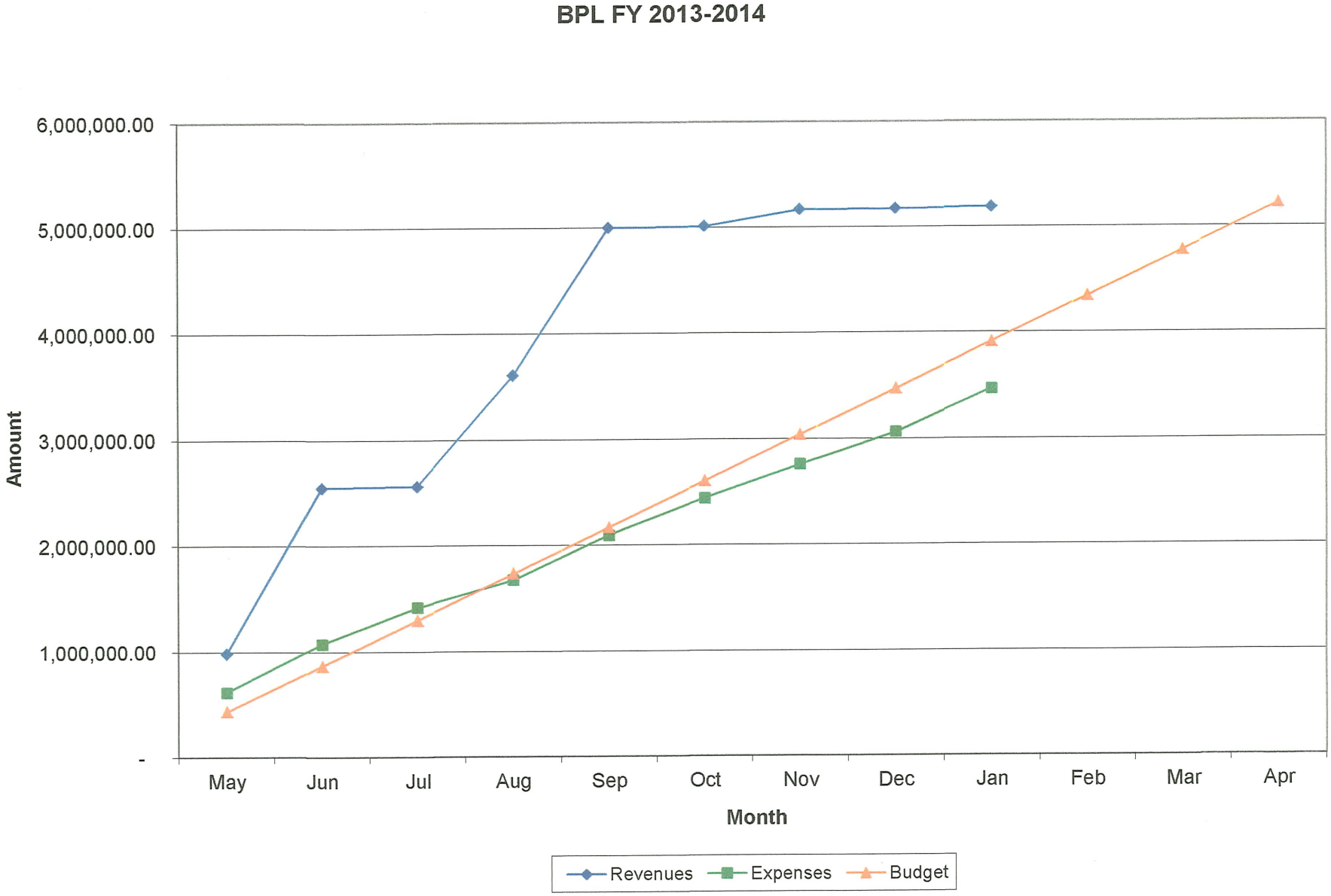
BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	JAN 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	0.00	4,508,035.24	(5,441.76)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	77,000	0.00	78,728.27	1,728.27	102.2
GPPLD	380,000	0.00	363,927.62	(16,072.38)	95.8
Fees & Rentals	80,000	6,633.29	64,727.75	(15,272.25)	80.9
Copies	3,600	430.75	3,135.45	(464.55)	87.1
Interest on Investments	3,000	48.91	550.01	(2,449.99)	18.3
Interest from Taxes	0	0.00	52.18	52.18	-------
Sale of Property	1,000	0.00	805.00	(195.00)	80.5
Donations	10,000	510.00	4,588.08	(5,411.92)	45.9
Other Private Grants	0	0.00	1,000.00	1,000.00	-------
Cash Over/Short	0	17.04	10.29	10.29	-------
Other	14,000	4,350.29	31,754.19	17,754.19	226.8
Total Revenues	5,212,477	11,990.28	5,187,714.08	(24,762.92)	99.5

ACCT NAME	BUDGET	JAN 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	140,886.23	1,322,519.08	(555,130.92)	70.4
Part-Time Salaries	381,725	34,385.96	255,079.80	(126,645.20)	66.8
Seasonal Salaries	35,990	1,512.35	32,064.22	(3,925.78)	89.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	40,929.12	40,929.12	-----
Total Sals & Wages	2,296,465	176,784.54	1,650,592.22	(645,872.78)	71.9
Dental Insurance	11,050	817.36	7,573.10	(3,476.90)	68.5
Vision Insurance	2,600	206.47	1,778.37	(821.63)	68.4
Health Insurance, BC/BS PPO	234,700	17,043.08	154,436.52	(80,263.48)	65.8
Health Insurance, OSF HMO	79,100	9,214.58	70,398.80	(8,701.20)	89.0
Life Insurance	3,900	0.00	1,920.15	(1,979.85)	49.2
IMRF	299,300	21,004.36	225,110.73	(74,189.27)	75.2
FICA	142,320	10,352.76	100,353.07	(41,966.93)	70.5
Medicare	33,290	2,421.32	23,470.10	(9,819.90)	70.5
Worker's Comp	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	600	0.00	60.79	(539.21)	10.1
Tuition Reimb	10,000	7,512.00	7,512.00	(2,488.00)	75.1
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	876,860	68,571.93	592,613.63	(284,246.37)	67.6
Rentals	26,000	1,455.70	13,619.69	(12,380.31)	52.4
Total Rentals	26,000	1,455.70	13,619.69	(12,380.31)	52.4
Building Mtnc	125,000	2,717.09	33,614.89	(91,385.11)	26.9
Vehicle Mtnc	20,000	249.28	1,903.12	(18,096.88)	9.5
Office & Computer Mtnc	155,000	815.78	139,612.19	(15,387.81)	90.1
Other Mtnc	25,000	0.00	811.37	(24,188.63)	3.2
Total Repair/Mtnc	325,000	3,782.15	175,941.57	(149,058.43)	54.1

ACCT NAME	BUDGET	JAN 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	1,540.00	10,316.90	(4,683.10)	68.8
Printing/Binding	17,000	(440.19)	13,284.68	(3,715.32)	78.1
Travel	13,200	1,048.97	2,151.91	(11,048.09)	16.3
Membership Dues	8,500	330.00	3,864.00	(4,636.00)	45.5
Professional Development	12,000	1,767.00	4,051.00	(7,949.00)	33.8
Other Purchased Services	90,000	30,504.38	60,682.95	(29,317.05)	67.4
Property Insurance	25,000	0.00	(48.00)	(25,048.00)	-0.2
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	3,600	4,889.00	4,889.00	1,289.00	135.8
Total Purchased Services	190,300	39,639.16	99,192.44	(91,107.56)	52.1
Office Supplies	52,000	607.41	5,523.63	(46,476.37)	10.6
Computer Supplies	80,000	9,726.72	27,167.94	(52,832.06)	34.0
Copier Supplies	6,000	593.82	2,298.99	(3,701.01)	38.3
Postage	28,000	354.53	3,338.46	(24,661.54)	11.9
Library Supplies	77,500	924.59	39,392.27	(38,107.73)	50.8
Janitorial Supplies	13,500	1,549.02	10,248.58	(3,251.42)	75.9
Gas & Diesel Fuel	8,000	23.63	5,638.90	(2,361.10)	70.5
Building Mtnc & Repair Supplies	7,500	1,910.69	7,109.09	(390.91)	94.8
Total Supplies	272,500	15,690.41	100,717.86	(171,782.14)	37.0
Natural Gas	40,000	3,399.14	19,704.55	(20,295.45)	49.3
Electricity	105,000	4,664.27	59,221.26	(45,778.74)	56.4
Water	7,500	635.63	6,740.07	(759.93)	89.9
Telecommunications	30,000	2,312.60	18,345.95	(11,654.05)	61.2
Total Utilities	182,500	11,011.64	104,011.83	(78,488.17)	57.0
Professional Collection	7,000	220.02	3,796.94	(3,203.06)	54.2
Total Prof Collection	7,000	220.02	3,796.94	(3,203.06)	54.2
Periodicals	32,000	739.56	19,521.00	(12,479.00)	61.0
Adult Books	165,300	13,840.44	120,788.81	(44,511.19)	73.1
Children's Books	120,300	12,057.78	86,911.31	(33,388.69)	72.2
A/V Materials	167,100	13,681.95	127,495.51	(39,604.49)	76.3
Public Access Software	178,800	11,331.00	127,356.95	(51,443.05)	71.2
Ebooks	33,300	33,300.00	33,300.00	-	100.0
Total Materials	696,800	84,950.73	515,373.58	(181,426.42)	74.0
Employee Relations	5,000	(487.00)	1,188.08	(3,811.92)	23.8
Miscellaneous Expenses	12,000	522.77	3,520.09	(8,479.91)	29.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	170,768	0.00	170,768.00	0.00	100.0
To Capital Fund	114,552	0.00	0.00	(114,552.00)	0.0
Total Other Expenses	339,052	35.77	212,208.17	(12,291.83)	62.6
Total Expenses	5,212,477	402,142.05	3,468,067.93	(1,744,409.07)	66.5


BPL FY 2013-2014
6,000,000.00
5,000,000.00
4,000,000.00
3,000,000.00
2,000,000.00
1,000,000.00
-
Amount
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
Month
Revenues
Expenses
Budget

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2014

Property Tax (99.9%): The Library has received all of its distributions for the year.
Replacement Tax (100.0%): The Library received its total projected amount in July.
State Grants (102.2%): The Library received a little more than projected.
Golden Prairie (95.8%): The Library has received all of its distributions for the year.
Fees & Rentals (80.9%): This is higher than projected due to the success of the collection agency.
Copies (87.1%): Copies are higher than projected due to allowing the public to make color copies at a higher price than the black and white copies.
Interest on Investments (18.3%): Interest rates are still low.
Sale of Property (80.5%): The Library sold the older disc cleaner and some Summer Reading Program decorations.
Donations (45.9%): This is a little less than projected at this point.
Other (226.8%): This is over the projected amount due to the sale of items from the Book Shoppe.
Part-Time Salaries (66.8%): This is still under-spent because the retro and bonuses for employees were charged to another line item, Other Salaries.
Overtime Salaries (0.0%): Nothing has been paid from this line item.
Dental Insurance (68.5%): This is under-spent because fewer staff enrolled in the program than projected.
Vision Insurance (68.4%): This is under-spent because fewer staff enrolled in this program than projected.
Health Insurance - PPO (65.8%): This is under-spent because fewer staff enrolled in this program than projected.
Health Insurance - HMO (89.0%): This is over-spent because more staff enrolled in this program than projected.
Life Insurance (49.2%): Charges have been minimal.
Worker's Compensation (0.0%): Nothing has been paid from this line item yet.
Uniforms (10.1%): Charges have been minimal.
Other Benefits (0.0%): Nothing has been paid from this line item yet.
Rentals (52.4%): Charges have been minimal.
Building Maintenance (26.9%): Charges have been minimal.
Vehicle Maintenance (9.5%): Charges have been minimal.
Office & Computer Maintenance (90.1%): This line item is over-spent because several one-time annual payments for Library services, i.e. database service, Collection HQ, etc. have been paid.

Other Property Maintenance (3.2%): Charges have been minimal.
Advertising (68.8%): Charges have been minimal.
Travel (16.3%): Charges have been minimal.
Membership Dues (45.5%): Charges have been minimal.
Professional Development (33.8%): Charges have been minimal.
Other Purchased Services (67.4%): Charges have been minimal.
Property Insurance (-0.2%): The Library received a check from the insurance company for a refund of an over-charge.
Vehicle Insurance (0.0%): Nothing has been paid from this line item yet.
Other Insurance (135.8%): This was higher than what we projected.
Office Supplies (10.6%): Charges have been minimal.
Computer Supplies (34.0%): Charges have been minimal.
Copier Supplies (38.3%): Charges have been minimal.
Postage (11.9%): Charges have been minimal.
Library Supplies (50.8%): Charges have been minimal.
Building Maintenance Supplies (94.8%): This is higher than projected due to the purchase of additional ice melt.
Natural Gas (49.3%): Charges have been minimal.
Electricity (56.4%): Charges have been minimal.
Water (89.9%): This is over-spent at this point because of the watering that was done over the summer months.
Telecommunications (61.2%): Charges have been minimal.
Professional Collection (54.2%): Charges have been minimal.
Periodicals (61.0%): Charges have been minimal.
Ebooks (100.0%): The Library deposited funds into an account with OverDrive, which allows us to draw down as we place orders to this company.
Employee Relations (23.8%): Charges have been minimal.
Miscellaneous Expenses (29.3%): Charges have been minimal.
ERI Reimbursement (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
Fixed Asset Fund Transfer (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
To Capital Fund (0.0%): This transfer has not been made yet.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	$ 2,405.00
Fountain Receipts:	8.08
State Farm Good Neighbor Grant (Nancy Miller & Denyce Berg):	1,000.00
Unitarian Universalist Church, Donation for Spanish Books:	400.00
Memorial Donations:	125.00
Central Ill Downs Syndrome Assoc, Donation For Books:	200.00
Luther Oaks, Donation for Bi-Folkal Kits:	250.00
Miscellaneous:	200.00
Total Donations:	$ 4,588.08

The Other Revenue line item breaks out as follows:

Print Station:	$ 7,353.05
Book Shoppe:	14,622.00
Sale of Reusable Bags:	224.00
Sale of Sling Backpacks:	435.75
Sale of Earbuds:	783.50
Sale of Flashdrives:	126.75
Sale of CD-R's:	45.00
Sale of Totebags:	0.00
Hot Beverage Station:	833.00
Test Proctoring:	1,255.00
Meeting Room Fees:	677.50
B Logistics Revenue:	2,667.57
Amazon.com (Online materials sales):	1,371.04
Bloomington-Normal-Opoly Game:	400.00
Miscellaneous:	960.03
Total Other Revenue:	$31,754.19

During January, 7 batches containing 136 invoices were processed, totaling $86,692.32 and 205 credit card charges were made totaling $40,977.24.

Library Fund Balance Information, 1/31/14:

Operating:	$ 2,231,887.86
Capital:	$ 1,734,160.12
Fixed Assets:	$ 825,368.85

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 18, 2014

Narendra Jaggi
Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	4,664.27
Bloomington Tent & Awning, Inc.	Miscellaneous Expenses	160.00
Bound to Stay Bound Books	Juvenile Books	211.81
CDW Government	Computer Supplies	5,165.29
Cengage Learning	Adult Books	622.72
Center Point Large Print	Adult Books	1,126.44
City of Bloomington	Dental Insurance	817.36
City of Bloomington	FICA	10,352.76
City of Bloomington	Health Insurance-HMO	9,214.58
City of Bloomington	Health Insurance-PPO	17,043.08
City of Bloomington	IMRF	21,004.36
City of Bloomington	Medicare	2,421.32
City of Bloomington	Payroll	176,784.54
City of Bloomington	Vision Insurance	206.47
City of Bloomington	Water	635.63
City of Bloomington - Petty Cash	Adult Books	20.00
City of Bloomington - Petty Cash	Computer Supplies	33.31
City of Bloomington - Petty Cash	Janitorial Supplies	50.00
City of Bloomington - Petty Cash	Library Supplies	64.54
City of Bloomington - Petty Cash	Miscellaneous Expenses	103.18
City of Bloomington - Petty Cash	Office Supplies	3.00
City of Bloomington - Petty Cash	Other Purchased Services	13.57
City of Bloomington - Petty Cash	Periodicals	1.00
City of Bloomington - Petty Cash	Postage	33.11
City of Bloomington - Petty Cash	Travel	20.00
Dell Marketing, L.P.	Computer Supplies	1,192.39
Demco	Library Supplies	675.83
Ebsco Subscription Services	Periodicals	38.56
Farnsworth Group	Other Purchased Services	9,436.50
Frontier	Telecommunications	1,682.37
Gehrt, Shelly	Other Purchased Services	150.00
Illinois Assoc for the Advancement of Archaeology	Membership Dues	30.00
Illinois State University	Other Purchased Services	420.33
Illinois Wesleyan University	Other Purchased Services	289.07
Imaging Office Systems, Inc.	Office/Equipment Mtnc	925.00
KCN Solutions	Building Mtnc Supplies	979.00
Lander Van Gundy	Other Insurance	4,889.00
Manufacturer's News, Inc.	Adult Books	436.90
Mid Illinois Mechanical Services, Inc.	Building Maintenance	1,686.89
Midwest Tape	A/V Materials	3,386.14
Miller Janitorial Supply	Janitorial Supplies	681.78
Nicor/Northern Illinois Gas	Natural Gas	3,399.14
Nugent Consulting, LLC	Other Purchased Services	850.00

Officemax	Computer Supplies	1,201.16
Officemax	Janitorial Supplies	55.96
Officemax	Library Supplies	38.83
Officemax	Miscellaneous Expenses	61.92
Officemax	Office Supplies	338.21
OverDrive	Ebooks	33,300.00
Pantagraph Publishing	Printing/Binding	224.60
Pilot Media, LLC	Advertising	500.00
Rainbow Book Co.	Juvenile Books	865.40
Ricoh, USA, Inc.	Rentals	1,430.00
Ron Smith Printing Co.	Printing/Binding	240.00
Tee Jay Central, Inc.	Building Maintenance	92.00
Toalson, Nancy	Other Purchased Services	200.00
University of Illinois	Tuition Reimbursement	7,512.00
Verizon Wireless	Telecommunications	1.38
Vernon Library Supplies, Inc.	Library Supplies	1,750.20
Vigil, Susie	Travel	23.17
Weber Electric, Inc.	Building Maintenance	1,971.18
World Chamber of Commerce Directory	Adult Books	60.00
VISA - 1000Bulbs.com	Building Mtnc Supplies	657.93
VISA - Allegiant Air	Travel	653.98
VISA - Amazon Marketplace	Computer Supplies	140.51
VISA - Amazon Marketplace	Other Purchased Services	149.00
VISA - Amazon.com	A/V Materials	560.56
VISA - Amazon.com	Adult Books	68.98
VISA - Amazon.com	Computer Supplies	146.88
VISA - Amazon.com	Professional Collection	42.75
VISA - American Library Association	Professional Development	994.00
VISA - B & H Photo-Video.com	Computer Supplies	199.07
VISA - Baker & Taylor Books	A/V Materials	9,860.80
VISA - Baker & Taylor Books	Adult Books	9,151.88
VISA - Baker & Taylor Books	Juvenile Books	9,655.42
VISA - Baker & Taylor Books	Professional Collection	177.27
VISA - Barnes & Noble	Other Purchased Services	(450.00)
VISA - Central Illinois Newspaper Group	Other Purchased Services	1,306.45
VISA - Comcast	Telecommunications	89.85
VISA - COSUGI	Professional Development	375.00
VISA - Denny's Doughnuts	Other Purchased Services	15.00
VISA - Don Smith Paint Co.	Building Mtnc Supplies	102.99
VISA - EnviroSafety Products	Janitorial Supplies	33.53
VISA - Five Star Water	Miscellaneous Expenses	56.06
VISA - Fred Pryor Career Track	Professional Development	398.00
VISA - GameStop	A/V Materials	761.79
VISA - Global Government/Education Solutions	Computer Supplies	967.04
VISA - Global Industrial Equipment	Building Mtnc Supplies	127.34
VISA - Hobby Lobby	Library Supplies	44.91
VISA - Hobby Lobby	Other Purchased Services	80.22
VISA - Ingram	Adult Books	763.22
VISA - Interstate Books4School	Other Purchased Services	520.82
VISA - Jesse's Tire Clinic	Building Mtnc Supplies	5.00
VISA - Jewel Osco	Janitorial Supplies	51.37
VISA - Kirby Risk	Building Mtnc Supplies	1,316.60
VISA - Kroger	Other Purchased Services	15.26
VISA - LD-4InkJets.com	Computer Supplies	331.51
VISA - Lowe's	Building Mtnc Supplies	191.26
VISA - Lowe's	Janitorial Supplies	44.99

VISA - Marathon	Fuel	23.63
VISA - Master-Carr	Building Mtnc Supplies	28.56
VISA - McLeod	Telecommunications	119.04
VISA - Meijer	Other Purchased Services	92.69
VISA - Michael's	Other Purchased Services	85.51
VISA - Nord Outdoor Power Corp.	Building Mtnc Supplies	25.44
VISA - Northern Tool & Equipment	Building Mtnc Supplies	49.98
VISA - Nu Air Corp	Building Mtnc Supplies	157.42
VISA - Office Depot	Office Supplies	100.00
VISA - POS Supply Solutions	Library Supplies	837.01
VISA - Riviera Hotel	Travel	77.84
VISA - Sprint	Telecommunications	308.73
VISA - Staples	Library Supplies	99.88
VISA - USPS	Postage	121.42
VISA - Wal-Mart	Employee Relations	7.98
VISA - Wal-Mart	Janitorial Supplies	22.18
VISA - Wal-Mart	Library Supplies	12.48
VISA - Wal-Mart	Miscellaneous Expenses	26.36
VISA - Wal-Mart	Other Purchased Services	1.32
Total		373,591.96

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 14

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Bloomington Education Association	500.00				500.00
Clemens & Associates	150.00				150.00
Copy Shop	225.00				225.00
Don Owen Tire Service	100.00				100.00
Golden Prairie Public Library District	1,000.00				1,000.00
Heartland Bank & Trust	100.00				100.00
Kathy Alwes-Petri, American Family Insurance	30.00				30.00
Kurt's Autobody Repair Shop	250.00				250.00
Specs Around Town	50.00				50.00
Total Summer Reading Program Community Donations	2,405.00	0.00	0.00	0.00	2,405.00
Memorial Donations:					
	0.00		125.00		125.00
Total Memorial Donations	0.00	0.00	125.00	0.00	125.00
Other Donations:					
Patsy Bowles, Flowers for Library Grounds	27.99				27.99
Fountain Receipts	4.30	3.78			8.08
State Farm Good Neighbor Grant, Nancy Miller	500.00				500.00
State Farm Good Neighbor Grant, Denyce Berg	500.00				500.00
Golden Prairie Public Library District	50.00				50.00
McLean Co Retired Teachers Association	25.00				25.00
Audrey Hart	15.00				15.00
Don Sides		50.00			50.00
Unitarian Universalist Church			400.00		400.00
Verlyn Zachow			50.00		50.00
Luther Oaks			250.00		250.00
Central Illinois Downs Syndrome Organization			200.00		200.00
Ruth Hargis			10.00		10.00
Total Other Donations	1,122.29	53.78	0.00	0.00	2,086.07
Foundation:					
Staff Development Day	195.44				195.44
Summer Reading Program, 2013		1,062.68			1,062.68
Literacy Stations (from Wine Gala Funds)		6,400.00			6,400.00
Ebooks for Children (from Putt With the Prose, 2013)		4,360.00			4,360.00
Staff Appreciation Day			2,215.89		2,215.89
Total Foundation	195.44	11,822.68	2,215.89	0.00	14,234.01
Total Donations	3,722.73	11,876.46	2,340.89	0.00	18,850.08

Bloomington Public Library
Monthly Statistics - January 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	59,821	544,250	66,877	565,582
Teens	2,770	30,821	3,018	31,785
Children	44,573	475,321	54,221	494,751
OTR Adults	2,046	21,807	3,029	24,881
OTR Teens	109	1,186	132	1,324
OTR Children	2,788	33,917	4,270	37,811
e-Books - Freading	12	259	3,365	21,545
e-Books - Overdrive	4,102	30,181	N/A	N/A
Freegal downloads	658	6,621	894	6,896
Zinio Magazines	378	3,256	681	681
TOTALS				
Adults	61,867	566,057	69,906	590,463
Teens	2,879	32,007	3,150	33,109
Children	47,361	509,238	58,491	532,562
Digital Downloads	5,150	40,317	4,940	29,122
COMBINED TOTAL	117,257	1,147,619	136,487	1,185,256
ITEMS IN THE COLLECTION				
Main	283,668	283,668	273,954	273,954
OTR	12,344	12,344	13,507	13,507
TOTAL	296,012	296,012	287,461	287,461
HOLDS FILLED	8,526	71,675	8,083	62,337
CARDHOLDERS				
Added	375	4,453	580	5,613
TOTAL BY TYPE				
Adults	27,964	27,964	22,024	22,024
Teens	2,394	2,394	1,937	1,937
Children	7,087	7,087	5,921	5,921
Combined Total of Active Cards	37,445	37,445	29,882	29,882
REFERENCE QUESTIONS				
Adults	2,745	26,181	3,302	29,289
Teens	65	666	60	223
Children	905	9,334	1,080	9,253
OTR	54	587	1,690	2,381
Circulation	628	4,069	99	10,072
PROGRAMS				
Story Times	15	113	13	103
Adult	13	123	18	173
Teens	3	68	7	51
Juvenile	3	40	2	33
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	216	2,213	336	2,627

Bloomington Public Library
Monthly Statistics - January 2014

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	136	1,625	199	2,165
Teen Programs	11	433	71	598
Juvenile Programs	387	3,248	265	3,463
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		4,458	0	4,696
Completed		2,635	0	2,832
TEENS				
Registered		822	0	783
Completed		387	0	431
ADULTS				
Registered		2,261	0	2,361
Completed		1,077	0	1,208
TOTAL				
Registered	0	7,541	0	7,840
Completed	0	4,099	0	4,471
COMPUTER USE				
Public computer uses	4,321	46,898	6,195	50,640
Website database/catalog hits	15,312	67,459	13,739	89,745
Online Resource (Database) uses	4,148	36,934	3,677	39,927
TOTAL	23,781	151,291	23,611	180,312
INTERLIBRARY LOAN				
Borrowing Requests Received	404	3,510	398	3,497
Outgoing Loans (Lending)	281	2,340	341	2,549
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	0	72	4	94
Outside the library (events)	9	70	7	76
Number of people	435	12,141	498	15,364
VOLUNTEER HOURS	162	269	173	1,078
MEETING ROOM USAGE				
Study Room	67	604	97	824
Digital Media Lab	33	400	0	0
Customer Visits (MAIN)	36,532	318,531	36,669	347,197
Customer Visits (OTR)	670	10,434	1,027	10,401
COMBINED TOTAL VISITS	37,202	328,965	37,696	357,598
TRAINING HOURS	62		83	1,074

Golden Prairie Public Library District
Board of Trustees Meeting
December 18, 2013
7:00 a.m.

Minutes (Amended)

I. Call to Order
President Ives called the meeting to order at 7:05 a.m.

II. Roll Call

MEMBERS PRESENT:	Carol Carey-Odekirk, Carolyn Dail (arrived at 7:10am), Lynn Gray, Adrienne Ives, Stephen Peterson, Patti Salch
MEMBERS ABSENT:	Tim Ervin
OTHERS PRESENT:	Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Caprice Prochnow

III. Introductions & Public Comment
There were no introductions or public comments.

IV. President's Report
President Ives reported on the BPL Board meeting that was held last evening.

V. Approval of Minutes
A. November 20, 2013
CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO APPROVE THE MINUTES FROM THE NOVEMBER 20, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports
A. Director's Report
Director Bouda shared with Board members that the Library is placing another order for fleece jackets, if anyone is interested.
Director Bouda reported the City is drafting an Ordinance that will establish term limits for members on all the City Boards and Commissions. Each member would only be able to serve 9 consecutive years, which will impact some members of the BPL Board.
Director Bouda shared that they are ahead of schedule on selling holes for the Putt with the Prose event.

Director Bouda stated that the India program has been rescheduled for January 19. Director Bouda shared that the Library was asked to participate in the Prime Time Literacy Program which will be starting in March and will meet once a week for 6 consecutive weeks.

B. Outreach Report

Laura Golaszewski stated that one of the bookmobile antennas was repaired recently to help with connectivity. Laura shared that the bookmobile is going to be off the road for the holiday season from December 23, 2013 through January 1, 2014.

C. Fiscal Report

Kathy Jeakins stated that the month on the Financial Report should read November and the Board approval date should be December 18, 2013. She entertained questions.

1. Approve November Financial Report

CAROL CAREY-ODEKIRK MOVED. CAROLYN DAIL SECONDED, TO APPROVE THE NOVEMBER FINANCIAL REPORT WITH AMENDED DATES. THE MOTION CARRIED UNANIMOUSLY.

AYES:	CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH, ADRIENNE IVES
NAYES:	NONE
ABSENT:	TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Discussion of Marketing Ideas

Carol Carey-Odekirk shared that she had checked out the Facebook pages for Ellsworth, Covell, and Downs and discovered that they were more like Wikipedia pages. She went on to say that "she liked" all of them last month, and received no posts from any of them. The Board members discussed the possibility of posting something on a township website or placing an insert in their newsletter. It was decided that the different townships within Golden Prairie District will be divided amongst the Board members to see if either of these is a possibility. Progress on this will be reported on next month.

B. Discussion of Compliance With Open Meetings Act

Director Bouda reviewed what was discussed at the last meeting, as far as options for making the Board meeting convenient and accessible to the public, in order to be in compliance with the Open Meetings Act. The options being, same time and same place,

but paying a Security Officer to man the door, same time, but different location or same place, but at a different time.

The Board members engaged in a lengthy discussion as to a viable solution in order to avoid committing a felony by violating the Open Meetings Act. The Board members requested staff to investigate the cost of hiring a Security Officer. Otherwise, a late afternoon meeting time would be considered as another option. This item will be on the January Agenda.

VIII. New Business

A. Approve Transfer From Operating Fund Into Capital Fund

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE TRANSFER OF $13,399.30 FROM OPERATING FUND INTO CAPITAL FUND, AS PER POLICY REGARDING "3.5% OF ANNUAL TAX REVENUES SHALL BE SET ASIDE FOR CAPITAL PURPOSES."

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Cost For Printing/Inserting Spring Program Guide

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED TO APPROVE THE COST OF $455.17 FOR THE PRINTING ($235.02) AND INSERTION ($220.15) OF THE JANUARY - MAY 2014 PROGRAM GUIDE IN THE DECEMBER 28 EDITION OF THE PANTAGRAPH.

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Updated FOIA Policy

Director Bouda stated that in working on compiling a binder of all the Library policies for the BPL Board, she discovered that the FOIA policy needed updating from when it was originally drafted in 2008 for the Per Capita Grant.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE UPDATED FOIA POLICY WITH AMENDMENTS TO FISCAL YEAR AND OPERATING BUDGET AMOUNT. THE MOTION CARRIED UNANIMOUSLY.

IX. Adjournment

President Ives adjourned the meeting at 8:10 a.m.

Next Meeting Date

January 15, 2014

Bloomington Public Library
Video Surveillance Policy
Approved 2/18/2014

The Library uses security cameras to help document events involving the safety and security of Library users and property. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

Signage
The Library has a sign posted at the public entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

Camera Location
Cameras are installed and located in areas that are prone to theft or other activities that violate Library policy or criminal law. Cameras monitor all public entrances and exits to the Library.

Access to Digital Images
Video data is recorded and stored digitally on a network attached storage array. Recorded data is considered confidential and secure. Access to the recorded archival data is limited to the following authorized individuals: Library Director, Information Technology Manager, Support Services Manager and Security Staff and others at the discretion of the Library Director. Periodic checks are made by the Information Technology Manager and Support Services Manager to ensure proper operations of the system.

Access by Law Enforcement
Video data will be made available to law enforcement officials or agencies upon presentation of a valid subpoena or pursuant to court order. The Library shall retain a copy of the subpoena or court order.

Patron Privacy
Recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois state law and the Library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Retention of Digital Images
Recordings are kept for 31 days. The only recordings that exceed this limit are either image captures or partial recordings that involve ongoing investigations or to enforce suspensions from the Library.

Disclaimer of Liability

Any patron shall be given a copy of this policy regarding use of the security cameras upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.

Incident Reports

Date	Time	Type
01/7	2:35 PM	StolenDamagedLibraryMaterial
01/8	9:22 PM	PoliceAmbulanceCall
01/8	9:37 PM	InappropriateBehavior
01/8	9:41 PM	AlcoholDrugs
01/11	1:46 PM	SleepingIncident
01/11	2:44 PM	InappropriateBehavior
01/11	3:54 PM	InappropriateBehavior
01/12	2:54 PM	InappropriateBehavior
01/12	2:58 PM	InappropriateBehavior
01/14	3:34 PM	LostFound
01/14	7:15 PM	InappropriateBehavior
01/15	11:08 AM	AlcoholDrugs
01/15	6:13 PM	BicycleIncident
01/15	6:15 PM	BicycleIncident
01/16	2:00 PM	PoliceAmbulanceCall
01/16	5:53 PM	InappropriateBehavior
01/17	11:47 AM	SleepingIncident
01/18	10:28 AM	StolenDamagedLibraryMaterial
01/18	4:13 PM	Vandalism
01/19	1:39 PM	InappropriateBehavior
01/19	2:32 PM	Other
01/19	2:45 PM	InappropriateBehavior
01/20	10:54 AM	PoliceAmbulanceCall
01/20	11:50 AM	InappropriateBehavior
01/20	2:01 PM	SleepingIncident
01/20	2:39 PM	SleepingIncident
01/20	3:19 PM	SleepingIncident
01/20	3:36 PM	StolenDamagedLibraryMaterial
01/20	4:20 PM	InappropriateBehavior
01/21	1:24 PM	PoliceAmbulanceCall
01/22	10:49 AM	StolenDamagedLibraryMaterial
01/22	7:17 PM	InappropriateBehavior
01/23	3:51 PM	InappropriateBehavior
01/25	9:50 AM	InappropriateBehavior
01/25	12:26 PM	TobaccoUse
01/25	2:12 PM	InappropriateBehavior
01/25	2:15 PM	InappropriateBehavior
01/27	10:08 AM	Food Incident
01/27	10:50 AM	StolenDamagedLibraryMaterial
01/27	11:29 AM	
01/27	11:31 AM	Food Incident
01/27	3:18 PM	InappropriateAttire
01/27	3:22 PM	InappropriateBehavior
01/27	3:36 PM	InappropriateBehavior
01/28	2:54 PM	InappropriateBehavior
01/30	9:37 AM	StolenDamagedLibraryMaterial
01/30	12:33 PM	StaffRelatedIncident
01/30	6:57 PM	InappropriateBehavior
01/30	7:01 PM	InappropriateBehavior
01/30	7:35 PM	InappropriateBehavior
01/31	12:12 PM	PoliceAmbulanceCall
01/31	3:36 PM	InappropriateBehavior
01/31	3:40 PM	StolenDamagedLibraryMaterial
02/1	4:23 PM	Vandalism

Suspension Reports

Date	Time	violation
01/14	7:16 PM	InappropriateBehavior
01/15	10:58 AM	AlcoholDrugs
01/21	12:46 PM	InappropriateBehavior
01/22	7:20 PM	InappropriateBehavior
01/23	3:54 PM	InappropriateBehavior

Farnsworth GROUP

200 W. College Avenue, Suite 301
Normal, IL 61761
p 309.663.8436 f 309.663.8862

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

February 14, 2014

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

RE: Bloomington Public Library Heating Upgrades

Dear Georgia,

Upon review of bids received for the above mentioned project today at 2:00 PM, I recommend the Library accept the bid submitted by Pipeworks, Inc. in the amount of $141,700.00

Regards,

Timothy M Gilles
Mechanical Department Manager

Approved this 18th day of February, 2014

Narendra Jaggi

Narendra Jaggi, President

Date: **February 14, 2014**
Time: **2:00 PM**
Location: **Bloomington Public Library**

Project Name: **Bloomington Public Library Heating Upgrades**

Bidder	Addenda 1	Addenda 2	Bid Form	Bid Bond	Contractor Compliance	Insurance	Gift Ban Act	Contract Compliance	References	Base Bid	Alt. Bid 1 Humidfier	Total Bid
Pipeworks, Inc	●	●	●	●	●	●	●	●	●	$104,900.00	$36,800.00	**$141,700.00**
PIPCO Companies	●	●	●	●	●	●	●	●	●	$117,400.00	$33,000.00	**$150,400.00**
CMI										$122,000.00	$40,000.00	**$162,000.00**
Mid-Illinois Mechanical	●	●	●	●	●	●	●	●	●	$113,000.00	$43,500.00	**$156,500.00**
Dodson Plumbing and Heating										$136,800.00	$45,400.00	**$182,200.00**
E.L. Pruitt										$136,319.00	$47,510.00	**$183,829.00**
												$0.00
												$0.00
												$0.00
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