

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 17, 2015

5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. January 20, 2014
 - B. January 28, 2014
- V. President's Report
 - A. Committee Appointment
- VI. Director's Report
 - A. Presentation by Melissa Robinson, Children's Services Manager
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel Committee
 - C. Planning, Policies & Programs (3 P's)
 - D. Ad Hoc Committee – Library Expansion Task Force
- X. Unfinished Business
 - A. Approve Selection Process for Final Firm Selection
- XI. Executive Session to Discuss Bargaining Unit Contract
- XII. New Business
 - A. Approve Bargaining Unit Contract
 - B. Discuss Singer Group Report on Director Evaluation Process
 - C. Update from Susan O'Rourke on Bloomington Comprehensive Plan Community Facilities Workgroup
- XIII. Future Agendas/Comments from Board Members
- XIV. Adjournment

Posted: 02/12/2015 12:10 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 20, 2015

5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
Vice President, Cathy Pratt called the meeting to order at 5:16 p.m.
- II. Roll Call
MEMBERS PRESENT: Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke (arrived at 5:17 p.m.), Whitney Thomas (arrived at 5:21 p.m.), Bill Wetzel, Cathy Pratt

MEMBERS ABSENT: Monica Brigham, Narendra Jaggi

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Jon Johnston, Patricia Marton, Caprice Prochnow, Carol Torrens, Melissa Waltrip
- III. Introductions/Public Comment
Vice President Pratt asked the guests to please introduce themselves. There were no public comments.
- IV. Approval of Minutes
A. December 16, 2014
EMILY KELAHAN MOVED, JARED BROWN SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 16, 2014 MEEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
Vice President Pratt had nothing to report.
- VI. Director's Report
Director Bouda shared that Susan O'Rourke had requested discussing the changing of the Budget & Personnel Committee meeting time at the last Board meeting. With new people being added to the committee in the near future, Director Bouda suggested a definitive meeting time should be decided at a later date. Discussion ensued amongst the current Committee members as to a new date and time. Because it had been decided that the

Director's Evaluation tool would be handled by the Board as a whole, there would not be any regular business likely for a few months for the committee.

Vice President Pratt proposed that each of the Committee members share with the Director any times that they would be available to meet and start from there.

Director Bouda shared that they are very close to settling the Union contract.

VII. Fiscal Report

Kathy Jeakins shared that December was a little underspent, which is typical. She entertained questions.

VIII. Approval of Bills

EMILY KELAHAAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BILLS LIST FROM DECEMBER 2014. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel Committee

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet. Emily Kelahan shared some of the upcoming agenda items for the 3P's Committee. She went on to say that there is a meeting scheduled for Wednesday, February 4. The Committee will be discussing more of the process for revising the Strategic Plan, further engagement with Deb Halperin, communication between the 3 P's Committee, the Expansion Task Force, and the whole Board, discussion of how to handle feedback received from the Singer Group and any decisions that are made.

There was some discussion regarding changing the meeting start time. It was decided to change the start time to 5:15 p.m. The next meeting is scheduled for Wednesday, February 4. She entertained questions.

C. Ad Hoc Committee – Library Expansion Task Force

The Library Expansion Task Force Committee did not meet. Emily Kelahan shared that the next meeting is scheduled for Wednesday, January 28 at 6:00 p.m. in the second floor Conference room at City Hall. The purpose of that meeting is to share with the two Council women how the discussion went in regards to evaluating the RFQs. She entertained questions.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Discussion of Library Expansion RFQ Scoring with Jon Johnston, City Procurement Specialist

Jon Johnston introduced himself and shared his professional background. He stated that the mission of the Trustees is to evaluate the proposals that have been submitted to the Library. The goal is to determine which firms are to be on the short list of three to five firms to be interviewed. Jon Johnston shared that once the scoring is done to determine which firms will be on the short list, the Trustees need to make sure the decision was objective, open, transparent, and their actions are defensible. He advised the Trustees that when going through the review and evaluation process, they follow all the guidelines that they set out to follow, to make certain the proposers submitted the things that they have been asked to submit, and as a Board, they are all evaluating the same thing. He added that they should each be looking for the scope of work outlined in the Library Needs Assessment, Programming, Site Analysis and Conceptual Design RFQ in the submitted proposals and nothing beyond what the firms were asked to provide. Jon Johnston shared that when it comes time to interview the final candidates, each interview should be one hour with thirty minutes for their presentation and thirty minutes for questions.

He entertained questions. The question was raised as to whether a firm that had failed to sign a "Mandatory" page should be disqualified. Jon Johnston advised that legal counsel be consulted. Director Bouda will confer with Jeff Jurgens on this matter.

There was much discussion in regards to using a different numerical scale or perhaps a narrative scale to evaluate the candidates rather than what was originally distributed.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO REVISE THE EVALUATION TOOL FOR SCORING THE TOP RFQ CANDIDATES.

With the discussion prior to the voting on this motion, the motion was withdrawn.

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO REPLACE THE CURRENT EVALUATION TOOL WITH A WEIGHTED RANKING SYSTEM, WHERE EACH TRUSTEE WHO IS ABLE TO PARTICIPATE WILL RANK THEIR TOP FIVE FIRMS IN ORDER, ASSIGNING TO THEIR VERY TOP FIRM FIVE POINTS, FOUR POINTS TO SECOND FIRM, THREE POINTS TO THE THIRD FIRM, TWO POINTS TO THE FOURTH PLACE FIRM, AND ONE POINT TO THE FIFTH PLACE FIRM, AND PROVIDE A NARRATIVE JUSTIFICATION IN TERMS OF THE CRITERIA LAID OUT IN THE RFQ FOR EACH RANK. THIS RANKING SYSTEM ALONG WITH THE NARRATIVE JUSTIFICATION WILL BE SUBMITTED TO THE LIBRARY DIRECTOR IN ONE WEEKS TIME, WHEREBY THE DIRECTOR WILL COMPILE THE RANKINGS. AFTER WHICH A SPECIAL MEETING WILL BE CALLED TO REVIEW THE RESULTS AND MAKE A FINAL SELECTION OF INTERVIEWEES. THE MOTION CARRIED UNANIMOUSLY.

After the motion carried, it was determined that Emily Kelahan will send Director Bouda a draft of the tool to be distributed. The Director will distribute it to the rest of the Trustees. The Trustees will submit their evaluations to Director Bouda no later than noon on Tuesday, January 27, and she will compile the rankings and present the findings at the next Board meeting.

The Trustees discussed whether to have a Special meeting in order to review the rankings. The consensus was to cancel the Library Expansion Task Force meeting on Wednesday, January 28 at 6:00 p.m. and replace it with a BPL Board Special meeting to be held in the Quiet Reading Room of the Bloomington Public Library.

B. Recommend Waiving Three-Quote Requirement for Purchase of Security Gates

Director Bouda reminded Board members that they had voted to approve the purchase of new security gates for the lower level from Bibliotheca back in October, and this is part of the \$50,000 grant that was received. She discovered that Bibliotheca had a new version coming out that could be placed further apart, which would be more suitable for our entrance. Director Bouda asked for a quote on the new version which would be an additional \$1,652.00.

BILL WETZEL MOVED, EMILY KELAHAH SECONDED, TO WAIVE THE THREE-QUOTE REQUIREMENT FOR PURCHASE OF SECURITY GATES FROM BIBLIOTHECA IN THE AMOUNT OF \$10,687.00.

AYES: Jared Brown, Emily Kelahan, Susan O'Rourke, Whitney Thomas, Bill Wetzel, Cathy Pratt

NAYES: None

ABSENT: Monica Brigham, Brittany Cornell, Narendra Jaggi

THE MOTION CARRIED

See Attachment "XI.B"

C. Recommend Waiving the Competitive Bid Process to Replace #1 Compressor on Chiller

Director Bouda stated that the Library has a service agreement with Johnson Controls to maintain our York Chiller and they are the main vendor for the York Chiller. There are two compressors within the chiller and the #1 compressor has failed and needs to be replaced.

EMILY KELAHAH MOVED, JARED BROWN SECONDED, TO WAIVE THE COMPETITIVE BID PROCESS TO PURCHASE A #1 COMPRESSOR FOR THE YORK CHILLER FROM JOHNSTON CONTROLS IN THE AMOUNT OF \$33,944.00.

AYES: Jared Brown, Emily Kelahan, Susan O'Rourke, Whitney Thomas, Bill Wetzel, Cathy Pratt

NAYES: None

ABSENT: Monica Brigham, Brittany Cornell, Narendra Jaggi

THE MOTION CARRIED

See Attachment "XI.C"

- D. Discuss Future Work Session/Retreat with Deb Halperin
Emily Kelahan discussed this in the 3 P's Committee report.

- E. Presentation by Laura Golaszewski, Circulation and Outreach Manager
Circulation and Outreach Manager, Laura Golaszewski

Laura Golaszewski stated that she is the Circulation/Outreach Services Manager along with her background in the library field. She shared that Circulation/Outreach is the biggest department in the Library with a total of 28 staff, four of which are currently working towards a Masters in Library Sciences at the University of Illinois. Laura stated that Circulation/Outreach staff is very customer service oriented as they are the first point of contact for customers. They are also the first point of contact for library materials. Last year, the Library had reached 1.5 million in circulations. Laura shared that Outreach Services includes Home Delivery, Deposits Services, and of course, the Bookmobile. Laura shared some positive feedback that was received from customers about Circulation/Outreach staff.

- XII. Future Agendas/Comments from Board Members

There were no future agenda suggestions or comments from Board members.

- XIII. Adjournment

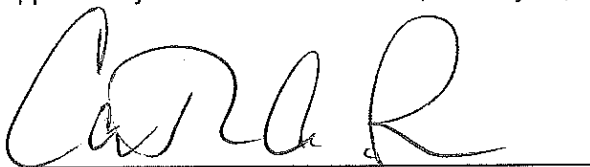
Vice President Pratt adjourned the meeting at 7:13 p.m.

2015.01

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 20, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	5,335.34
American Pest Control	Building Maintenance	110.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Bibliotheca, LLC	Library Supplies	300.00
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
CDW Government	Computer Supplies	7,400.58
CDW Government	Office/Equipment Mtn	148.58
Cengage Learning	Adult Books	1,491.93
Center Point Large Print	Adult Books	469.14
Children's Plus	Juvenile Books	1,552.24
CIRBN	Telecommunications	466.56
City Directories	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	783.84
City of Bloomington	FICA	10,216.69
City of Bloomington	Fuel	596.45
City of Bloomington	Health Insurance-HMO	7,760.34
City of Bloomington	Health Insurance-PPO	16,379.94
City of Bloomington	IMRF	22,258.51
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	2,389.38
City of Bloomington	Payroll	168,982.27
City of Bloomington	Vision Insurance	199.40
City of Bloomington	Water	651.10
Comcast	Telecommunications	102.85
Cummins Mid State Power	Vehicle Maintenance	1,106.41
Custom Digital Imaging	Printing/Binding	5,797.07
Dell Marketing, L.P.	Computer Supplies	19,272.09
Demco	Library Supplies	2,764.64
Eaton Gallery & Gallery Sales	Adult Books	40.00
Emery, Thomas (History in Print)	Adult Books	40.98
Express Employment Professionals	Other Purchased Services	163.36
Findaway World	A/V Materials	99.99
Fraker, Robert (Savoy Books)	Adult Books	140.75
Frontier	Telecommunications	1,391.11
Gibbons, Jim	Other Purchased Services	250.00
Illinois Wesleyan University	Other Purchased Services	766.02
Imaging Office Systems, Inc.	Office/Equipment Mtn	625.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	245.80
Manufacturer's News, Inc.	Adult Books	218.45

MicroMarketing LLC	A/V Materials	183.84
Midwest Tape	A/V Materials	2,475.09
Midwestern Family	Periodicals	15.99
Miller Janitorial Supply	Janitorial Supplies	717.63
Morningstar	Public Access Software	2,746.00
Northern Illinois Gas/NICOR	Natural Gas	1,525.02
OfficeMax	Computer Supplies	553.60
OfficeMax	Copier Supplies	591.96
OfficeMax	Library Supplies	14.88
OfficeMax	Miscellaneous Expenses	38.42
OfficeMax	Office Supplies	256.09
OverDrive, Inc.	Ebooks	10,000.00
Pantagraph	Advertising	787.50
Postmaster, Bloomington, Illinois	Postage	220.00
Rainbow Book Co.	Juvenile Books	443.83
Random House, LLC	A/V Materials	142.42
Research Technology International	Library Supplies	299.95
Ricoh, USA, Inc.	Rentals	1,540.83
Ron Smith Printing Co.	Printing/Binding	280.00
Schaumburg Township District Library	Miscellaneous Expenses	14.00
Simplex Grinnell	Building Maintenance	3,624.00
Singer Group	Other Purchased Services	2,100.00
Taylor, Pamela (Aquarium Aquascapes)	Other Purchased Services	150.00
ThyssenKrupp Elevator Corp.	Building Maintenance	29.00
U. S. Postal Service	Postage	4,000.00
Unique Management Services, Inc.	Other Purchased Services	635.45
Van Gundy Agency	Other Insurance	5,067.00
Van Gundy Agency	Property Insurance	19,669.00
Van Gundy Agency	Vehicle Insurance	1,841.00
Van Gundy Agency	Worker's Compensation	12,619.00
Weber Electric, Inc.	Building Maintenance	2,267.14
Wherry Machine & Welding, Inc.	Other Purchased Services	30.00
VISA - Amazon Marketplace	Computer Supplies	115.61
VISA - Amazon Marketplace	Library Supplies	27.99
VISA - Amazon.com	A/V Materials	315.02
VISA - American Library Association	Professional Collection	70.00
VISA - Baker & Taylor Books	A/V Materials	8,511.59
VISA - Baker & Taylor Books	Adult Books	8,359.14
VISA - Baker & Taylor Books	Juvenile Books	8,401.20
VISA - Baker & Taylor Books	Other Purchased Services	57.58
VISA - Barnes & Noble	Other Purchased Services	262.94
VISA - Bed, Bath, & Beyond	Library Supplies	17.98
VISA - Bergner's	Employee Relations	55.50
VISA - Demco	Library Supplies	573.30
VISA - ECS Composites	Computer Supplies	606.75
VISA - Envisionware	Computer Supplies	875.00
VISA - Facebook	Advertising	37.25
VISA - Farm & Fleet	Building Mtn Supplies	7.46
VISA - Farm & Fleet	Janitorial Supplies	41.75
VISA - Farm & Fleet	Office Supplies	29.78
VISA - Farm & Fleet	Uniforms	19.99
VISA - Farm & Fleet	Vehicle Maintenance	4.99
VISA - Five Star Water	Miscellaneous Expenses	106.46
VISA - GameStop	A/V Materials	456.25
VISA - Hobby Lobby	Employee Relations	7.98

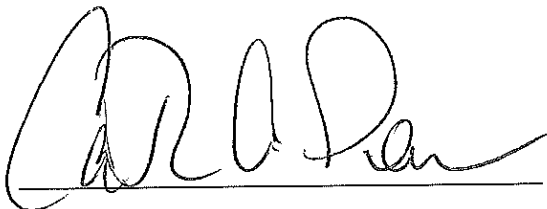
VISA - Hobby Lobby	Library Supplies	2.14
VISA - Hobby Lobby	Other Purchased Services	279.62
VISA - Illinois Library Association	Professional Development	140.00
VISA - Ingram	Adult Books	420.69
VISA - Jewel	Employee Relations	64.33
VISA - Jewel	Rentals	29.99
VISA - K Mart	Building Mtnc Supplies	15.07
VISA - Lowe's	Building Mtnc Supplies	93.36
VISA - Lowe's	Janitorial Supplies	57.92
VISA - McLean County Chamber of Commerce	Membership Dues	581.00
VISA - Mega Chess	Library Supplies	69.99
VISA - Menards	Building Mtnc Supplies	15.96
VISA - NewEgg.com	Computer Supplies	911.05
VISA - Oriental Trading Co.	Other Purchased Services	72.50
VISA - Paetec Communications, Inc.	Telecommunications	151.48
VISA - Party City	Employee Relations	32.86
VISA - Paypal*Groundswell Educational Films	Other Purchased Services	62.50
VISA - Paypal*Illinois State Geological Society	Membership Dues	35.00
VISA - POS Supply Solutions	Library Supplies	886.06
VISA - Recorded Books	A/V Materials	111.37
VISA - Schnucks	Other Purchased Services	14.13
VISA - Speed Lube	Vehicle Maintenance	64.45
VISA - Sprint	Telecommunications	402.25
VISA - Super JJ Fish and Chicken	Employee Relations	100.00
VISA - U.S. Postal Service	Postage	46.45
VISA - Wal-Mart	Employee Relations	47.92
VISA - Wal-Mart	Janitorial Supplies	39.91
VISA - Wal-Mart	Library Supplies	168.07
VISA - Wal-Mart	Office Supplies	2.74
VISA - Wal-Mart	Other Purchased Services	14.72
VISA - Wal-Mart.com	Office Supplies	30.99
Total		403,485.76

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE REPLACEMENT OF LOWER LEVEL SECURITY GATES
TO BIBLIOTHECA

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

1. That the three quote requirement be waived and the Library Director authorize payment for the replacement of the lower level security gates to Bibliotheca
2. That the gates will be supplied by the same vendor, Bibliotheca, as the current gates
3. That the replacement security gates will be wider, allowing better flow of customers in and out of the Library
4. That switching to a different CD and DVD security system necessitates the new gates
5. That the BPL Board of Trustees previously approved a resolution waiving the Three-Quote Requirement and authorized the purchase of security gates from Bibliotheca in the amount of \$9,035.00
6. That the Library received an updated quote from Bibliotheca for the latest model of security gates at an additional cost of \$1,652.00, bringing the total to \$10,687.00
7. That the funds come from the following source:
 - Bloomington Public Library Fixed Asset: \$542.85
 - Bloomington Library DCEO Grant: \$10,144.15
 - Total Amount: \$10,687.00

Approved this 20th day of January 2015

A handwritten signature in black ink, appearing to read 'Narendra Jaggi', written over a horizontal line.

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

XI.C.

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING THE LIBRARY DIRECTOR TO PURCHASE A #1 COMPRESSOR FOR THE CHILLER
FROM JOHNSON CONTROLS IN THE AMOUNT OF \$33,944.00

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

1. That the competitive bid process be waived and the Library Director authorize purchase of a # 1 compressor for the chiller from Johnson Controls in the amount of \$33,944.00
2. That Johnson Controls is a vendor in good standing with the Library
3. That the replacement compressor be compatible with the existing equipment
4. That the Library would want to secure maintenance from one vendor for all components of the chiller
5. That the Library currently has a service agreement with Johnson Controls for the chiller and all its components
6. That securing a service agreement for the replacement compressor only from another source is not possible
7. That the funds come from the following source:

Bloomington Public Library Fixed Asset Budget: \$33,944.00

Approved this 20th day of January 2015



Narendra Jaggi, President
Bloomington Public Library Board of Trustees

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

January 28, 2015

6:00 p.m.

Quiet Reading Room

Minutes

I. Call to Order

President Jaggi called the meeting to order at 6:01 p.m.

II. Roll Call

MEMBERS PRESENT: Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Whitney Thomas (arrived 6:03 p.m.), Bill Wetzel, Narendra Jaggi

MEMBERS ABSENT: Cathy Pratt

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Patricia Marton, Joni Painter, Caprice Prochnow, Karen Schmidt, Carol Torrens

III. Introductions/Public Comment

Director Bouda introduced the guests.

Resident, Patricia Marton shared some of her ideas for improvement with a Library expansion, such as two entrances and added security.

IV. New Business

A. Approve Firms to be Interviewed for Request For Qualifications for Needs Assessment, Programming, Site Analysis and Conceptual Design

President Jaggi shared with the Trustees that both he and Cathy Pratt will not be participating in the scoring of the firms that submitted proposals for the RFQ as he was out of the country and Cathy has a conflict of interest.

There was some discussion as to how many firms to interview. There was general consensus that the top three firms will be interviewed.

JARED BROWN MOVED, EMILY KELAHAN SECONDED, TO APPROVE THAT FARNSWORTH GROUP, RATIO ARCHITECTS, AND NAGLE HARTRAY ARCHITECTURE AS THE FIRMS TO BE INTERVIEWED FOR REQUEST FOR QUALIFICATIONS FOR NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS AND CONCEPTUAL DESIGN. THE MOTION CARRIED UNANIMOUSLY.

B. Approve Dates for Interviews

President Jaggi stated that since three firms will be interviewed, the Board may choose to hold all the interviews on the same date or on two different dates. He went on to say that the timeline for the interviews would be in the next two weeks prior to the February 17 Board meeting.

There was discussion on this and there was general consensus that two firms would be interviewed on one date and the third firm would be interviewed on the next date.

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE TUESDAY, FEBRUARY 3 FROM 6:00 – 8:15 P.M. (WITH SANDWICHES) AND WEDNESDAY, FEBRUARY 4 FROM 5:30 – 6:45 P.M. (NO SANDWICHES) FOR THE INTERVIEW TIMES. TWO FIRMS WILL BE INTERVIEWED ON TUESDAY AND ONE ON WEDNESDAY. THE MOTION CARRIED UNANIMOUSLY.

C. Determine Protocol for Interviewing Process

President Jaggi reviewed with the Trustees the protocol that has been used in the past for these types of interviews along with advice given to them by City Procurement Specialist, Jon Johnston.

After some discussion, it was decided that the interview time for each firm should be one hour of which thirty minutes will be allowed for the presentation and thirty minutes for questions. There will be four set questions that will be given to each of the firms prior to their interview. It will be up to the firms to answer the questions with their presentation. Any questions asked after a presentation should be in relation to what was just presented.

The questions to be given to the firms are shown below.

1. How would you meet the scope of work?
2. Why do you think you are best for the job?
3. Provide us with an example of a project that you have worked on where you had united diverse stakeholders around a common project or goal and how did you do that?
4. What is exciting about working with libraries or designing a library?

President Jaggi invited discussion on the order of discussion and individual scoring of the interviews. There was consensus to have a discussion after the last interview, then everyone would complete the score sheet with comments, and select the best candidate based on the scores at the February 17 Board meeting.

D. Approve Selection Process for Final Firm Selection

There was much discussion on the final firm selection process, but a final decision was not made.

V. Adjournment

President Jaggi adjourned the meeting at 7:24 p.m.

Bloomington Public Library

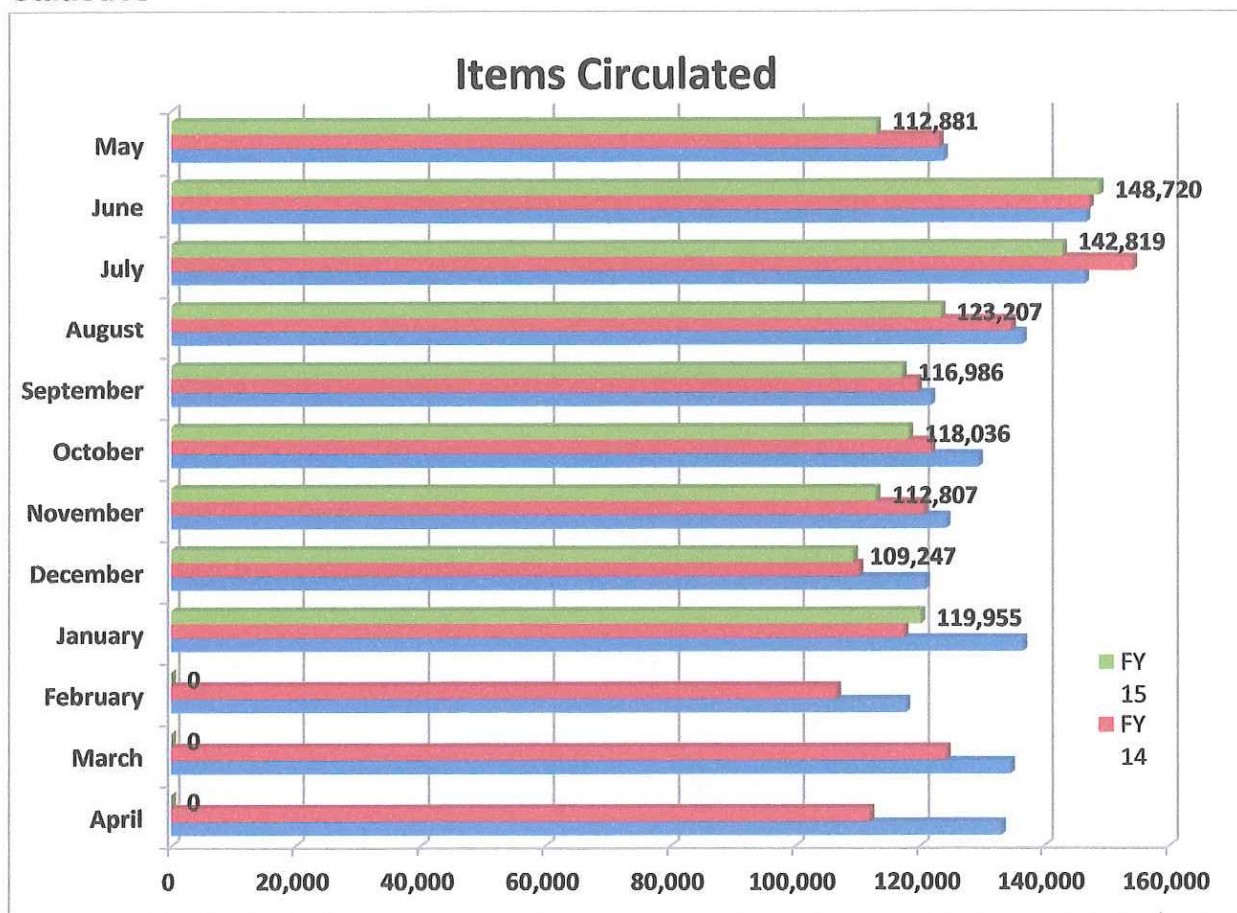
Director's Report

January 2015

1. Bookmobile

Danny Rice and Michael Swendrowski, our bookmobile consultant, went to North Carolina last week to inspect our bookmobile. I have attached Michael's report. He has been so valuable! As soon as the adjustments and corrections have been made to the vehicle, we should have a delivery date. Once it arrives, it will take at least a week to have it wrapped. All of the drivers will have time to become comfortable driving it before we will begin to use it for stops. We intend to have a splashy opening celebration during National Library Week, April 12-18.

2. Statistics



Customers borrowed 119,955 items in January, 2015, an increase from the 117,257 items borrowed in January, 2014. Visitors to the Library were down from 37,202 in January 2014 to 31,124 in January 2015. Staff answered 4749 questions from customers this month compared to 4397 questions answered in January 2014.



Programs and Attendance in the month of January:

Children Programs and Attendance:

Winter Wonderland – 149 attended
 Storyteller Linda Gorham – 63 attended
 American Quilt Stories – 15 attended
 Toddler story times – 12 sessions – 318 attended
 Preschool story time – 4 sessions – 79 attended
 Beginning reader club – 2 sessions – 6 attended
 Move and learn story time – 3 sessions – 72 attended
 Singing Swinging story time – 2 sessions – 71 attended
 Tails for Tales – 3 sessions – 50 attended
 Milestones Preschool visited – 20 attended
 Visited Milestones Preschool – 13 attended
 Visited Brigham Head Start – 2 classes – 70 attended
 Visited Little Jewels Day Care – 29 attended
 Visited Trinity Lutheran Head Start – 2 classes – 80 attended

Teen Programs and Attendance:

Teen Thursday – 1 sessions – 1 attended

Tiffany is trying a new teen program called Teen Thursdays. Once a month, teens will gather in the Quiet Reading Room to talk about favorite books, movies, games, youtubes, meme and so on.

DIY Window/Locker clings – 1 session -- 6 attended

Schools for Books and Bites: Our Teen Librarian and the NPL youth librarian talked with these numbers of teens: Chiddix: 60; Evans: 80; Kingsley 66 ; Parkside



Justin Lomelino and Jon Whited from our IT staff showing kids at Metcalf how to use Raspberry Pi.

Adult Programs and Attendance:

Fiction Book Club – 1 session – 11 attended

Mystery Book Club – 1 session – 8 attended

Nonfiction Book Club – 1 session – 3
attended

SciFi Movie/Book Discussion – 1 session – 4
attended

Classic Musical Movies – 4 session – 37
attended

Anime Now for Adults – 2 sessions – 12
attended

Tea Ladies Downton Abbey program – 1
session – 32 attended

Living Well Series: Mindful Meditation – 1
session – 32 attended

Essentials in Business: Affordable Care Act
– 1 session – 5 attended

Drop in Tech Time – 1 session – 7 attended

DIY Terrarium – 1 session – 23 attended

There were 13 requests for individual



appointments with a library staffer. Topics included general computer/internet/filling out forms help; ebooks, resumes, and Word.

3. Summer Reading

Plans for Summer Reading are well underway. Summer Reading will begin on June 1.

Updates include:

A Novel Night of Art & Jazz

The Library's "A Novel Night of Art & Jazz" was such a success last year another is planned for June 5. As the Summer Reading theme is "Read to the Rhythm," we decided to move the event to the first week of Summer Reading. Though it will be a ticketed event during hours when the Library is typically closed, we are treating it as a Summer Reading kickoff for adults. Weather permitting; we will utilize both Library patios on June 5. Glenn Wilson will return with a 4-piece jazz band. We are working with Doug Johnson of the McLean County Arts Center to invite 7 local artists in to display and sell their work during the event. We plan to offer catered appetizers and a cash bar, if the Library Board approves.

Weekly Concerts on the Patio

Renny McBride, a new librarian in the Adult Services Department, is working to schedule a different musical performance each of the 9 Wednesdays that the Summer Reading Program encompasses. She's already filled all of June and has offers out to fill the spots in July. She's already confirmed dates with:

- Dave Berchtold and the Third Wind
- Mad Wop
- Sweet Water
- The Old Men Boys
- Dan Hubbard.

Decorations

We plan to decorate in all things musical. This includes wrapping our interior stairs in vinyl so they look like a keyboard.

Kickoff Party - June 6

So far, we know that Four Seasons will be on site conducting Zumba or WERQ classes, and kids in attendance will make instruments as a craft. We also intend to have multiple musicians performing during the party; these will possibly be roaming musicians.

Wrap-Up Party – Aug 1

We will wrap up the Summer Reading Program with a party on August 1 here at the Library.

This party will be headlined by two interactive performances with popular musician, author, and children's artist Jim Gill. Each of Gill's recordings and books is created as an innovative opportunity for playful interactions between a child and a caring adult, and Gill has won acclaim for bringing the same emphasis on family play to his live concerts. Additionally, the Library hopes to partner with either Unit 5 or District 87 to provide a "musical petting zoo" for children who attend the party. Kids would have an opportunity to interact with simple instruments such as triangles, tambourines, wooden blocks, bongos, maracas, kazoos, etc. We have reached out to

both districts and have not yet received confirmation. A bounce house, carnival games, a book walk, and other activities will also draw families to the Library for the party.

The party will run from 10:30am-12:30pm with Gill's performances taking place at 10am and 12:30pm in order to ensure maximum attendance.

Respectfully submitted,
Georgia Bouda



"Your partner for the road ahead!"

February 4, 2015

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

Re: Bookmobile Inspection Report

Dear Ms. Bouda,

Please accept this document as my report of findings from inspections of your new outreach vehicle, conducted Tuesday, February 3, 2015 at the Matthews Specialty Vehicles facility in Greensboro, NC.

Your vehicle was inspected and tested for specification adherence, regulatory adherence, contractual adherence, craftsmanship, and systems functionality.

Discrepancies

During the inspections and testing, the following discrepancies were identified and anticipated solutions noted:

<u>Discrepancy</u>	<u>Note or Recommended Action</u>
Rear door seal leaking water	Requires repair
Technical manuals (2 copies) not present	MSV to obtain
Parts books not present	MSV to obtain
Front desk bridge not aligned well when raised	Requires repair
Front desk bridge support undersized (weak)	Larger support needed
Front door deadbolt rubs on frame and does not operate smoothly	Requires adjustment/repair
Front door closer requires arm adjustment (bring elbow closer to door)	Requires adjustment
Front door needs large bulb seal on hinge side (same as rear)	Requires installation
Front and rear door ext. latches pulling away from door skin/loose	Requires adjustment
Front and rear door holdback mountings weak (sheet metal only). Prone to early failure.	Through bolt door attachments and use longer screws on body side (that grab additional wall layers)
Front scene light gasket not seated properly (rolled under fixture)	Requires reinstallation
Auxiliary battery compartment door latch hits battery tray	Requires adjustment
Auxiliary battery cable connections do not allow	Adjust cable orientation

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

battery water check/fill	
Install appropriately sized circuit breaker within auxiliary battery compartment (must be protected before positive cable leaves compartment)	Install hi-amp weatherproof circuit breaker
Provide specifications for jump solenoid (appears underrated)	Ensure minimum 200A <u>continuous</u> rated component (250A preferred)
Gen/shore/inverter battery charging system inoperable	Requires repair
Automatic Generator System (AGS) not operative	Requires repair (and documentation on schematics)
Wiring behind driver's overhead control panel not well organized or secured – shows signs of multiple failed connection attempts and multiple butt joins within a short span (inverter control harness)	Properly reconnect, route and secure wiring
60A shore cord end not installed	Install component
120V shore cord adaptor not apparent	Provide component
No air filter restriction indicator apparent	Identify or install
"Coolant Check" door on grill doesn't appear to lead to anything	Identify purpose
Dash-mounted high idle switch not apparent	Identify or install
Push-button transmission control not installed	T-handle type provided
Allison 3000 series transmission not installed	2500 series provided
Cummins ISC-10 engine not installed	ISB-260 engine provided
Automatic transfer switch not installed	Manual version provided
Cross-view mirror not installed	Requires installation
2 nd spare electric step assembly not apparent	Provide component
2 nd fire extinguisher not apparent	Provide component
Install extinguishers as placed by client	Install
Specified 17h x 36w x 28d storage compartment not installed	TBD
No fiberglass screen on driver's side window	No action required (client likes)
7 th specified receptacle not apparent	Identify or resolve
3-way switches not installed for overhead lighting	Install over rear door
No 12V dome lights installed	TBD
Two (2) DVD shelves not provided	TBD
Shelving label strips not provided	Identify and provided
Generator exhaust flex pipe bent too tight/kinked	Rework system to allow smoother flow and operation
Passenger seat mounted approx. 3" too far forward	Remount seat further back
Passenger seat mounted through floor sheeting only (not attached to substantial floor structure)	Improve underfloor framework to support proper FMVSS seat mounting
Driver's seat rear mounting bolts improperly attached/fastened	Move seat back and improve underfloor framework as necessary to support proper FMVSS seat mounting
Front (interior) handrail fasteners have sharp edges	File or sand smooth

During post inspection discussions with Jennifer Kalbaugh of Matthews, I was informed that these items would be reported to the proper personnel for correction prior to delivery. A delivery date to the Library would be determined once the scope of work is identified.

Generally speaking, and with exception of the aforementioned items, I found this unit to be well-constructed, and remain confident that you, your staff, and your community will be very pleased with this vehicle upon arrival in Bloomington!

As always, simply let me know if you have any questions regarding this report. I look forward to your receipt of the vehicle and thank you once again for your trust in SVS during this very important project!

Sincerely,



Michael Swendrowski
President

*Cc: Jennifer Kalbaugh, Matthews Specialty Vehicles
Danny Rice, Bloomington Public Library*

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

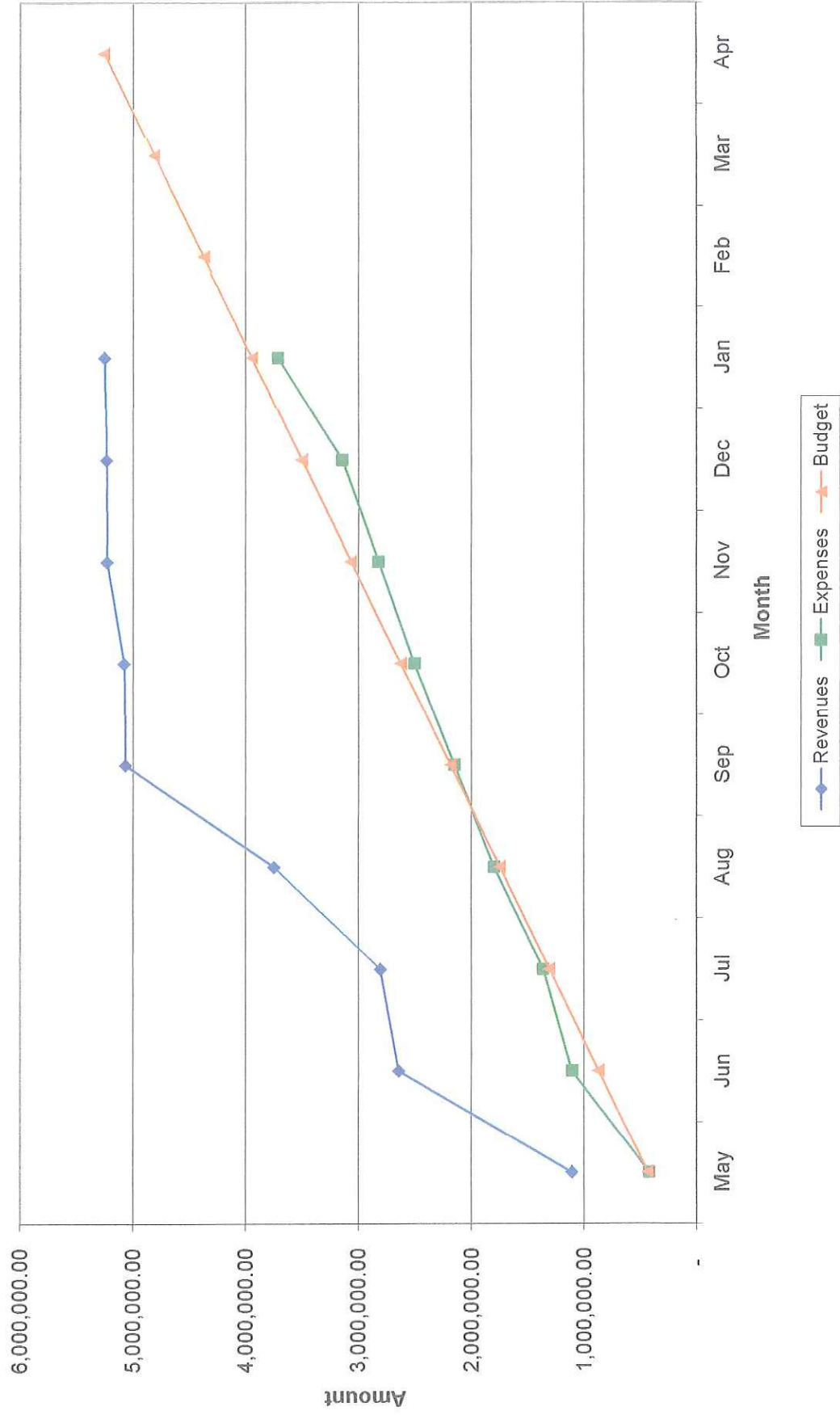
REVENUES:

ACCT NAME	BUDGET	JAN 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	7,971.81	61,674.46	(13,325.54)	82.2
Copies	3,600	298.35	2,334.65	(1,265.35)	64.9
Interest on Investments	4,000	45.12	400.69	(3,599.31)	10.0
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	220.00	21,512.66	2,012.66	110.3
Other Grants	0	0.00	483.97	483.97	-----
Cash Over/Short	0	19.59	38.69	38.69	-----
Other	20,000	4,555.31	33,488.88	13,488.88	167.4
Total Revenues	5,253,210	13,110.18	5,252,747.56	(462.44)	100.0

ACCT NAME	BUDGET	JAN 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	222,310.36	1,442,489.44	(558,020.56)	72.1
Part-Time Salaries	384,836	34,549.17	270,814.21	(114,021.79)	70.4
Seasonal Salaries	34,648	3,313.76	34,223.10	(424.90)	98.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	(4,064.19)	0.00	-	-----
Total Sals & Wages	2,421,094	256,109.10	1,747,526.75	(673,567.25)	72.2
Dental Insurance	11,160	1,230.03	7,379.77	(3,780.23)	66.1
Vision Insurance	2,630	301.95	1,856.90	(773.10)	70.6
Health Insurance, BC/BS PPO	232,172	28,630.35	151,272.24	(80,899.76)	65.2
Health Insurance, OSF HMO	99,565	11,192.79	71,204.79	(28,360.21)	71.5
Life Insurance	4,000	239.28	2,101.71	(1,898.29)	52.5
IMRF	297,676	29,687.85	226,065.15	(71,610.85)	75.9
FICA	150,040	14,993.71	103,270.29	(46,769.71)	68.8
Medicare	35,090	3,623.53	24,268.77	(10,821.23)	69.2
Unemployemnt Insurance	0	0.00	10,143.00	10,143.00	-----
Worker's Comp	22,211	12,619.00	12,619.00	(9,592.00)	56.8
Uniforms	600	0.00	909.97	309.97	151.7
Tuition Reimb	30,000	8,904.00	20,292.00	(9,708.00)	67.6
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	111,422.49	631,383.59	(273,760.41)	69.8
Rentals	20,000	2,387.65	16,471.91	(3,528.09)	82.4
Total Rentals	20,000	2,387.65	16,471.91	(3,528.09)	82.4
Building Mtn	125,000	5,269.28	36,341.33	(88,658.67)	29.1
Vehicle Mtn	10,000	0.00	4,000.65	(5,999.35)	40.0
Office & Computer Mtn	158,000	847.58	119,435.87	(38,564.13)	75.6
Other Mtn	25,000	0.00	1,271.52	(23,728.48)	5.1
Total Repair/Mtn	318,000	6,116.86	161,049.37	(156,950.63)	50.6

ACCT NAME	BUDGET	JAN 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	8,394.89	18,137.99	137.99	100.8
Printing/Binding	18,000	3,259.44	14,130.02	(3,869.98)	78.5
Travel	6,000	698.31	3,787.55	(2,212.45)	63.1
Membership Dues	5,000	630.00	3,023.98	(1,976.02)	60.5
Professional Development	8,000	1,128.00	4,723.98	(3,276.02)	59.0
Other Purchased Services	112,000	4,863.65	45,974.13	(66,025.87)	41.0
Property Insurance	26,000	19,669.00	19,669.00	(6,331.00)	75.7
Vehicle Insurance	6,000	1,841.00	1,841.00	(4,159.00)	30.7
Other Insurance	4,500	5,067.00	5,067.00	567.00	112.6
Total Purchased Services	203,500	45,551.29	116,354.65	(87,145.35)	57.2
Office Supplies	20,000	5,248.92	9,244.14	(10,755.86)	46.2
Computer Supplies	90,000	10,431.11	76,464.22	(13,535.78)	85.0
Copier Supplies	4,500	0.00	2,762.95	(1,737.05)	61.4
Postage	30,000	8,901.19	13,488.26	(16,511.74)	45.0
Library Supplies	75,000	3,812.04	48,575.10	(26,424.90)	64.8
Janitorial Supplies	13,000	1,210.38	7,957.26	(5,042.74)	61.2
Gas & Diesel Fuel	8,240	294.13	4,943.68	(3,296.32)	60.0
Building Mtnc & Repair Supplies	8,000	385.57	8,066.33	66.33	100.8
Total Supplies	248,740	30,283.34	171,501.94	(77,238.06)	68.9
Natural Gas	35,000	6,593.60	20,191.15	(14,808.85)	57.7
Electricity	112,000	8,710.44	59,393.79	(52,606.21)	53.0
Water	8,500	382.38	5,582.83	(2,917.17)	65.7
Telecommunications	26,000	(222.53)	23,209.58	(2,790.42)	89.3
Total Utilities	181,500	15,463.89	108,377.35	(73,122.65)	59.7
Professional Collection	6,000	134.33	858.02	(5,141.98)	14.3
Total Prof Collection	6,000	134.33	858.02	(5,141.98)	14.3
Periodicals	35,000	324.87	28,316.70	(6,683.30)	80.9
Adult Books	165,300	14,551.37	116,766.35	(48,533.65)	70.6
Children's Books	120,300	10,207.89	92,615.41	(27,684.59)	77.0
A/V Materials	167,100	15,580.23	123,750.01	(43,349.99)	74.1
Public Access Software	150,000	13,250.00	136,878.07	(13,121.93)	91.3
Ebooks	61,300	10,000.00	20,000.00	(41,300.00)	32.6
Total Materials	699,000	63,914.36	518,326.54	(180,673.46)	74.2
Employee Relations	5,500	111.45	794.89	(4,705.11)	14.5
Miscellaneous Expenses	13,000	833.30	5,463.81	(7,536.19)	42.0
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	944.75	237,990.70	(12,241.30)	95.1
Total Expenses	5,253,210	532,328.06	3,709,840.82	(1,543,369.18)	70.6

BPL FY 2014-2015



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

GPPLD (96.6%): Golden Prairie has received seven distributions.

Fees & Rentals (82.2%): This is higher than projected due to the efforts of the collection company.

Copies (64.9%): Copy revenue continues to be under the projected amount.

Interest on Investments (10.0%): 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 (1110.3%): The Library received the donation from the former Friends (through the Foundation) for the 2014 Summer Reading Program.

Other (167.4%): The Book Shoppe continues to be a success.

Seasonal Salaries (98.8%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Dental Insurance (66.1%): This is a little under-spent due to some full-time staff vacancies and not as many staff selected this insurance coverage.

Health Insurance-PPO (65.2%): This is under-spent due to some full time staff vacancies and not as many staff selected this insurance coverage.

Life Insurance (52.5%): This is under-spent due to some staff vacancies.

FICA (68.8%): This is under-spent because contract negotiations are not finalized yet.

Medicare (69.2%): This is under-spent because contract negotiations are not finalized yet.

Worker's Compensation (56.8%): 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 (0.0%): Nothing has been paid from this line item.

Rentals (82.4%): This is over-spent due to a high number of color copies made during the month.

Building Maintenance (29.1%): Charges have been minimal.

Vehicle Maintenance (40.0%): Charges have been minimal.
Other Property Maintenance (5.1%): Charges have been minimal.
Advertising (100.8%): This is over-spent due to some television advertising purchased by the Library.
Travel (63.1%): Charges have been minimal.
Membership Dues (60.5%): Charges have been minimal.
Professional Development (59.0%): Charges have been minimal.
Other Purchased Services (41.0%): Charges have been minimal.
Vehicle Insurance (30.7%): Charges were minimal.
Other Insurance (112.6%): The annual premium for Directors and Officers insurance was higher than projected.
Office Supplies (46.2%): Charges have been minimal.
Computer Supplies (85.0%): This is over-spent due to the scheduled purchase of replacement computers.
Copier Supplies (61.4%): Charges have been minimal.
Postage (45.0%): Charges have been minimal.
Library Supplies (64.8%): Charges have been minimal.
Janitorial Supplies (61.2%): Charges have been minimal.
Gas & Diesel Fuel (60.0%): Charges have been minimal.
Building Maintenance Supplies (100.8%): This is over-spent due to the recent purchase of fluorescent light bulbs.
Natural Gas (57.7%): Charges have been minimal.
Electricity (53.0%): Charges have been minimal.
Water (65.7%): Charges have been minimal.
Telecommunications (89.3%): 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 (14.3%): Charges have been minimal.
Periodicals (80.9%): The annual subscription service payment was made in June.
Public Access Software (91.3%): Several one-time annual payments have been made for various electronic databases for the public.
Ebooks (32.6%): Charges have been minimal.
Employee Relations (14.5%): Charges have been minimal.
Miscellaneous Expenses (42.0%): 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
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
Total Donations:	\$ 21,512.66

The Other Revenue line item breaks out as follows:

Print Station:	\$ 7,639.30
Book Shoppe:	13,810.30
Book Shoppe Gift Certificates:	15.00
Sale of Blankets:	60.00
Sale of Reusable Bags:	192.00
Sale of Sling Backpacks:	544.00
Sale of Earbuds:	621.00
Sale of Flashdrives:	156.00
Sale of Umbrellas:	10.00
Hot Beverage Station:	828.00
Test Proctoring:	1,315.00
Meeting Room Fees:	1,077.50
B Logistics Revenue:	3,957.10
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	1,653.08
Total Other Revenue:	\$33,488.88

During January, 12 batches containing 145 invoices were processed, totaling \$170,148.28 and 229 credit card charges were made totaling \$38,089.03.

Library Fund Balance Information, 1/31/15:

Operating:	\$ 2,323,835.19
Capital:	\$ 2,052,180.31
Fixed Assets:	\$ 986,033.87

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 17, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	145.00
Ameren IP	Electricity	8,710.44
American Pest Control	Building Maintenance	160.00
Aussiekers	Other Purchased Services	1,175.00
Bell Techlogix	Computer Supplies	1,252.97
Bloomington Rotary Club	Membership Dues	300.00
Bound to Stay Bound Books	Juvenile Books	66.69
Brodart Co.	Library Supplies	453.00
CDW Government	Computer Supplies	11,221.46
CDW Government	Miscellaneous Expenses	497.99
CDW Government	Office/Equipment Mtn	255.35
Cengage Learning	Adult Books	366.79
Central Catholic High School	Adult Books	320.00
Children's Plus	Juvenile Books	26.88
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,230.03
City of Bloomington	FICA	14,993.71
City of Bloomington	Fuel	294.13
City of Bloomington	Health Insurance-HMO	11,192.79
City of Bloomington	Health Insurance-PPO	28,630.35
City of Bloomington	IMRF	29,687.85
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	3,623.53
City of Bloomington	Payroll	256,109.10
City of Bloomington	Vision Insurance	301.95
City of Bloomington	Water	382.38
Comcast	Telecommunications	102.85
Dell Marketing, L.P.	Computer Supplies	3,020.72
Demco	Library Supplies	585.40
Ebsco Subscription Services	Periodicals	76.74
Frontier	Telecommunications	1,407.97
Gorham, Linda	Other Purchased Services	400.00
Halperin, Deborah	Other Purchased Services	400.00
Illinois Association for Advancement of Archaeology	Membership Dues	30.00
Illinois Wesleyan University	Other Purchased Services	193.10
Lansing Public Library	Miscellaneous Expenses	19.00
Lincolnland Architectural Graphics	Other Purchased Services	104.00
Manufacturer's News, Inc.	Adult Books	222.90
Massie, Rhonda	Other Purchased Services	222.23

McLean County Glass & Mirror, Inc.
 MicroMarketing LLC
 Midwest Tape
 Miller Janitorial Supply
 Niemann-Boehle, Deborah
 Northern Illinois Gas/NICOR
 NuAir Corp
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive, Inc.
 Pantagraph
 Pantagraph
 PATH
 Postmaster, Bloomington, Illinois
 Rainbow Book Co.
 Random House, LLC
 Rice, Danny
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Tarter Construction Co., LLC
 Taylor, Pamela (Aquarium Aquascapes)
 Tee Jay Central, Inc.
 ThyssenKrupp Elevator Corp.
 U. S. Postal Service
 Unique Management Services, Inc.
 University of Illinois
 Vernon Library Supplies
 Weber Electric, Inc.
 Widmer Interiors
 WMBD TV
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Babbitt's Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barracuda Networks, Inc.
 VISA - Beck's Family Florist
 VISA - Best Buy
 VISA - Best Buy.com
 VISA - Bobzbuy, LLC
 VISA - Brochure Holders 4 U
 VISA - Casey's Garden Shop & Florist
 VISA - CVS Pharmacy
 VISA - Delta Air
 VISA - DEVMYND.com

Building Maintenance	175.22
A/V Materials	29.97
A/V Materials	2,034.65
Janitorial Supplies	789.58
Other Purchased Services	100.00
Natural Gas	6,593.60
Building Mtnc Supplies	211.42
Computer Supplies	275.90
Copier Supplies	91.15
Employee Relations	68.64
Janitorial Supplies	48.00
Office Supplies	402.90
Other Purchased Services	20.36
Ebooks	10,000.00
Advertising	1,000.00
Other Purchased Services	1,460.15
Professional Development	105.00
Postage	880.00
Juvenile Books	999.99
A/V Materials	86.25
Travel	142.00
Rentals	1,992.24
Printing/Binding	240.00
Other Capital Improvements	36,208.00
Other Purchased Services	50.00
Building Maintenance	914.80
Building Maintenance	29.01
Postage	4,000.00
Other Purchased Services	483.30
Tuition Reimbursement	8,904.00
Library Supplies	1,999.40
Building Maintenance	698.04
Office Supplies	4,545.24
Advertising	7,500.00
Computer Supplies	60.00
A/V Materials	1,016.81
Adult Books	217.79
Computer Supplies	98.99
Library Supplies	74.05
Professional Collection	134.33
Professional Development	255.00
Adult Books	115.00
A/V Materials	10,371.73
Adult Books	9,679.22
Juvenile Books	8,438.76
Office/Equipment Mtnc	699.00
Employee Relations	89.90
Other Purchased Services	269.98
Other Purchased Services	149.99
Adult Books	124.00
Library Supplies	349.87
Other Purchased Services	132.37
Office Supplies	13.99
Travel	449.20
Professional Development	360.00

VISA - DIOSH DAY	Professional Development	110.00
VISA - Dollar Tree	Other Purchased Services	10.00
VISA - Dollar Tree.com	Other Purchased Services	35.10
VISA - ESPN	Periodicals	29.95
VISA - Facebook	Advertising	107.39
VISA - Five Star Water	Miscellaneous Expenses	83.19
VISA - Fred Pryor/Career Track	Professional Development	298.00
VISA - Game Informer Magazine	Periodicals	19.98
VISA - GameStop	A/V Materials	803.81
VISA - Harvard Business Review	Periodicals	89.00
VISA - Hobby Lobby	Library Supplies	1.75
VISA - Hobby Lobby	Other Purchased Services	20.00
VISA - Hyatt Place Greensboro	Travel	107.11
VISA - Ingram	Adult Books	459.41
VISA - Lowe's	Building Mtn Supplies	127.27
VISA - Lowe's	Employee Relations	9.56
VISA - Lowe's	Janitorial Supplies	148.67
VISA - Meijer	Janitorial Supplies	23.97
VISA - Meijer	Library Supplies	21.96
VISA - Meijer	Miscellaneous Expenses	5.38
VISA - Meijer	Office Supplies	10.24
VISA - Michael's	Other Purchased Services	105.64
VISA - National Enquirer	Periodicals	109.20
VISA - Naturally Yours Grocery	Other Purchased Services	37.56
VISA - Nybakke Vacuum	Building Mtn Supplies	47.97
VISA - Office Depot	Janitorial Supplies	129.64
VISA - Office Depot	Library Supplies	598.91
VISA - Office Depot	Office Supplies	49.47
VISA - OfficeMax	Employee Relations	11.99
VISA - OfficeMax	Office Supplies	134.66
VISA - Oriental Trading Co.	Library Supplies	28.99
VISA - Paetec Communications, Inc.	Telecommunications	168.55
VISA - Party City	Library Supplies	38.93
VISA - Paypal*Denise Crews	Library Supplies	17.29
VISA - Paypal*TrimbleEve.com	Other Purchased Services	12.00
VISA - Pentrex Media Group	Adult Books	88.80
VISA - Petco	Other Purchased Services	26.97
VISA - Presentations Direct	Library Supplies	160.22
VISA - PrizeWheel.com	Library Supplies	19.95
VISA - Recorded Books	A/V Materials	39.99
VISA - Skinit.com	Computer Supplies	108.56
VISA - Sprint	Telecommunications	405.69
VISA - Target	Other Purchased Services	21.98
VISA - Upstart	Library Supplies	29.85
VISA - USPS.com	Postage	21.19
VISA - Walgreens	Library Supplies	12.00
VISA - Wal-Mart	Other Purchased Services	148.56
Total		510,117.00

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 15

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Copy Shop	225.00	0.00	0.00		225.00
Kurt's Auto Body	250.00	0.00	0.00		250.00
Specs Around Town	50.00	0.00	0.00		50.00
Golden Prairie Public Library District	1,000.00	0.00	0.00		1,000.00
Heartland Bank	100.00	0.00	0.00		100.00
Down Owen Tire	100.00	0.00	0.00		100.00
Bloomington Education Association	500.00	0.00	0.00		500.00
Kathy Alwes-Petry	30.00	0.00	0.00		30.00
Clemens & Associates	150.00	0.00	0.00		150.00
Total Summer Reading Program Community Donations	2,405.00	0.00	0.00	0.00	2,405.00
Memorial Donations:					
	25.00	50.00	20.00		95.00
Total Memorial Donations	25.00	50.00	20.00	0.00	95.00
Other Donations:					
Fountain Receipts	7.83	3.57	1.26		12.66
McLean Co Retired Teachers Association	30.00	0.00	0.00		30.00
John Muirhead	0.00	0.00	200.00		200.00
Country Kids Daycare	0.00	0.00	100.00		100.00
Central Illinois Downs Syndrome Organization	0.00	0.00	200.00		200.00
State Farm Good Neighbor Grant	0.00	0.00	500.00		500.00
Golden Prairie Public Library District	0.00	0.00	50,000.00		50,000.00
Total Other Donations	37.83	3.57	51,001.26	0.00	51,042.66
Foundation:					
Summer Reading Program, 2014	18,150.00	0.00	0.00		18,150.00
Eugene Funk III Memorial Stone	194.99	0.00	0.00		194.99
Engraving Services, Memorial Stone	175.00	0.00	0.00		175.00
Staff Appreciation Day	0.00	0.00	2,741.08		2,741.08
Total Foundation	18,519.99	0.00	2,741.08	0.00	21,261.07
Total Donations	20,987.82	53.57	53,762.34	0.00	74,803.73

Bloomington Public Library
Monthly Statistics - January 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	58,514	511,732	59,821	544,250
Teens	2,792	29,311	2,770	30,821
Children	48,858	459,976	44,573	475,321
OTR Adults	2,177	19,911	2,046	21,807
OTR Teens	118	1,394	109	1,186
OTR Children	2,950	31,236	2,788	33,917
e-Books - Freading	30	290	4,102	26,728
e-Books - Overdrive	3,405	31,429	12	3,712
Freegal downloads	565	5,615	658	6,621
Zinio Magazines	546	3,651	378	3,256
TOTALS				
Adults	60,691	531,643	61,867	566,057
Teens	2,910	30,705	2,879	32,007
Children	51,808	491,212	47,361	509,238
Digital Downloads	4,546	40,985	5,150	40,317
COMBINED TOTAL	119,955	1,094,545	117,257	1,147,619
ITEMS IN THE COLLECTION				
Main	292,729	292,729	283,668	283,668
OTR	12,254	12,254	12,344	12,344
TOTAL	304,983	304,983	296,012	296,012
HOLDS FILLED	8,190	69,992	8,526	71,675
CARDHOLDERS				
Added	417	4,011	375	4,453
TOTAL NUMBER				
Adults	26,947	26,947	27,964	27,964
Teens	2,303	2,303	2,394	2,394
Children	6,362	6,362	7,087	7,087
Combined Total of Active Cards	35,612	35,612	37,445	37,445
REFERENCE QUESTIONS				
Adults	2,689	22,915	2,745	26,181
Teens	98	1,069	65	666
Children	1,006	9,931	905	9,334
OTR	56	738	54	587
Circulation	900	7,461	628	4,069
	4,749		4,397	
PROGRAMS				
Story Times	25	141	15	113
Adult	15	97	13	123
Teens	2	50	3	68
Juvenile	7	71	3	40
Outreach Adult	0	2	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	1	0	0
PROGRAM ATTENDANCE				
Story Times	567	4,631	216	2,213

Bloomington Public Library
Monthly Statistics - January 2015

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	174	1,267	136	1,625
Teen Programs	7	492	11	433
Juvenile Programs	277	4,754	387	3,248
Outreach Adult	0	27	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	36	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered		4,704	0	4,458
Completed		2,759	0	2,635
TEENS				
Registered		811	0	822
Completed		402	0	387
ADULTS				
Registered		2,300	0	2,261
Completed		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	4,399	35,509	4,321	46,898
Website database/catalog hits	27,999	179,759	15,312	67,459
Online Resource (Database) uses	3,879	32,942	4,148	36,934
TOTAL	36,277	248,210	23,781	151,291
INTERLIBRARY LOAN				
Borrowing Requests Received	488	3,560	404	3,510
Outgoing Loans (Lending)	329	2,206	281	2,340
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	2	65	0	72
Outside the library (events)	13	83	9	70
Number of people	542	11,782	435	12,141
VOLUNTEER HOURS				
	155	269	162	1,610
MEETING ROOM USAGE				
Study Room	67	626	67	604
Digital Media Lab	17	276	33	N/A
Customer Visits (MAIN)	30,341	286,210	36,532	318,531
Customer Visits (OTR)	783	9,707	670	51,255
COMBINED TOTAL VISITS	31,124	295,917	37,202	369,786
TRAINING HOURS				
	86		62	741

Golden Prairie Public Library District
Board of Trustees Meeting
December 17, 2014

5:00 p.m.

Minutes

I. Call to Order

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

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail (arrived at 5:03 p.m.), Tim Ervin, Lynn Gray, Stephen Peterson, Adrienne Ives

MEMBERS ABSENT: Patti Salch

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

III. Introductions & Public Comment

There were no introductions or public comments.

IV. President's Report

President Ives reported on the Bloomington Public Library Board meeting that she attended last night. She informed the Board that new trustee, Jared Brown, was recently appointed.

V. Approval of Minutes

A. November 19, 2014

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE NOVEMBER 19, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Georgia Bouda shared that she presented the FY14 Annual Report during the City Council meeting. She went on to distribute copies of her presentation and of the Annual Report brochure.

Director Bouda reported that the Bloomington Public Library Board approved the new Bookmobile wrap. The Board went on to discuss the illustration.

Director Bouda added that Matthews Specialty Vehicles cancelled the Bookmobile inspection and will be rescheduling at a later date.

Director Bouda went on to share that she received proposals from architect and engineering firms in response to the RFQ for a site analysis that was recently published. The deadline to submit RFQ documents is December 18 and the Bloomington Public Library Board will begin interviewing architects in late January through early February.

B. Outreach Report

Laura Golaszewski shared that the Bookmobile was off of the road from December 3rd - 8th due to a faulty control on the generator. The Bookmobile will also not be on the road for the holidays.

C. Fiscal Report

Kathy Jeakins stated that a final tax distribution for the current year was received in November.

Kathy went on to inform the Board about the 2015 ILA Trustee Forum Workshop on February 14 and that anyone interested in attending should let her know.

1. Approve November Financial Report

TIM ERVIN MOVED, LYNN GRAY SECONDED, TO APPROVE THE FINANCIAL REPORT FOR NOVEMBER 2014.

AYES: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin, Lynn Gray, Stephen Peterson, Adrienne Ives

NAYES: None

ABSENT: Patti Salch

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

There was no new business.

IX. Adjournment

President Ives adjourned the meeting at 5:29 p.m.

Incident Reports

Date	Time	Type
01/5	7:26 PM	Other,Lost/possible theft of money
01/6	10:19 AM	AlcoholDrugs
01/6	3:46 PM	StolenDamagedLibraryMaterial
01/8	9:50 AM	Other,Int. Broken window in QRR
01/9	12:26 PM	AlcoholDrugs
01/10	1:59 PM	InappropriateBehavior,Pants hanging down aggressive additude.
01/11	3:32 PM	Other,sneaking back into the library
01/11	3:56 PM	InappropriateBehavior,Innoring staff request
01/13	7:16 PM	AlcoholDrugs
01/17	9:52 AM	InappropriateBehavior
01/17	3:01 PM	StolenDamagedLibraryMaterial
01/19	11:25 AM	
01/19	11:41 AM	StolenDamagedLibraryMaterial
01/20	12:28 PM	InappropriateBehavior
01/26	7:03 PM	Other,Fall
01/26	8:52 PM	InappropriateBehavior
01/27	3:20 PM	PoliceAmbulanceCall
01/29	2:18 PM	StolenDamagedLibraryMaterial
01/30	11:12 AM	AlcoholDrugs
01/30	4:01 PM	PoliceAmbulanceCall
01/30	4:39 PM	StolenDamagedLibraryMaterial
01/31	1:14 PM	SleepingIncident
01/31	2:17 PM	Vandalism

Suspension Reports

Date	Time	violation
01/26	8:53 PM	InappropriateBehavior
01/19	3:10 PM	InappropriateBehavior
01/13	7:18 PM	AlcoholDrugs,Came back after being escorted away.
01/31	1:14 PM	SleepingIncident
01/11	3:34 PM	Came in under year suspension.
01/11	3:57 PM	InappropriateBehavior

Interview Questions



Bloomington Public Library Board of Trustees

**RFQ for Library Needs Assessment, Programming Site Analysis
and Conceptual Design for the Bloomington Public Library**

Farnsworth

1. How would you meet the scope of work?
2. Why do you think you are best for the job?
3. Provide us with an example of a project that you have worked on where you united diverse stakeholders around a common project or goal and how did you do that?
4. What is exciting about working with libraries or designing a library?

Nagle Hartray Architecture

1. How would you meet the scope of work?
2. Why do you think you are best for the job?
3. Provide us with an example of a project that you have worked on where you united diverse stakeholders around a common project or goal and how did you do that?
4. What is exciting about working with libraries or designing a library?

Ratio Architects

1. How would you meet the scope of work?
2. Why do you think you are best for the job?
3. Provide us with an example of a project that you have worked on where you united diverse stakeholders around a common project or goal and how did you do that?
4. What is exciting about working with libraries or designing a library?

Instructions: Please rank your top five firms in order from first to fifth. Provide a brief narrative justification in terms of the criteria delineated in the RFQ where indicated.

Rank	Firm Name	Brief Narrative Justification in terms of criteria delineated in RFQ	Points Earned
1			3
2			2
3			1

Background

In interviews with eight of the nine members of the Bloomington Library Board of Trustees, members showed a strong sense of commitment and a genuine desire to revise the Director evaluation as a means to strengthen feedback both to and from the Board and the Director. Several members expressed concern about the subjectivity of the current evaluation process and tool. Six trustees thought that the current performance review questions invited speculation on the part of board members, and some felt uncomfortable answering them. Two or three stated that some of the items were too subjective and gave too much latitude to board members' personal values. Two trustees also noted that comments from the evaluation were shared with the group and Director, and even though there was an appearance of confidentiality, there was not. Several members believed that some opinions were given more weight or credibility than others, and one member noted that it was difficult to understand certain comments on the evaluation without context or Board discussion. Three or four expressed a desire to be either truly confidential or be open about authorship so that the comments could be discussed more fully within the Personnel and Budget Committee or among the larger Board before sharing with the Director.

Members also expressed a desire to have a clear and consistent review process that did not vary from year to year on which both the board and the Director could rely. Two or three members mentioned incorporating library usage statistics and/or user input into the evaluation process. Another five or six members suggested soliciting feedback from the staff; however, they strongly advocated for a process that would be confidential so that the staff would not fear any reprisals from negative feedback.

Throughout the course of the interviews, members shared concerns about the overall effectiveness of the board and its committee structure. Two thirds of the Board have had less than two years' experience; more than half have served less than a year. Several new Board members expressed an interest in learning more about their roles and responsibilities and the process by which decisions are made within the Board.

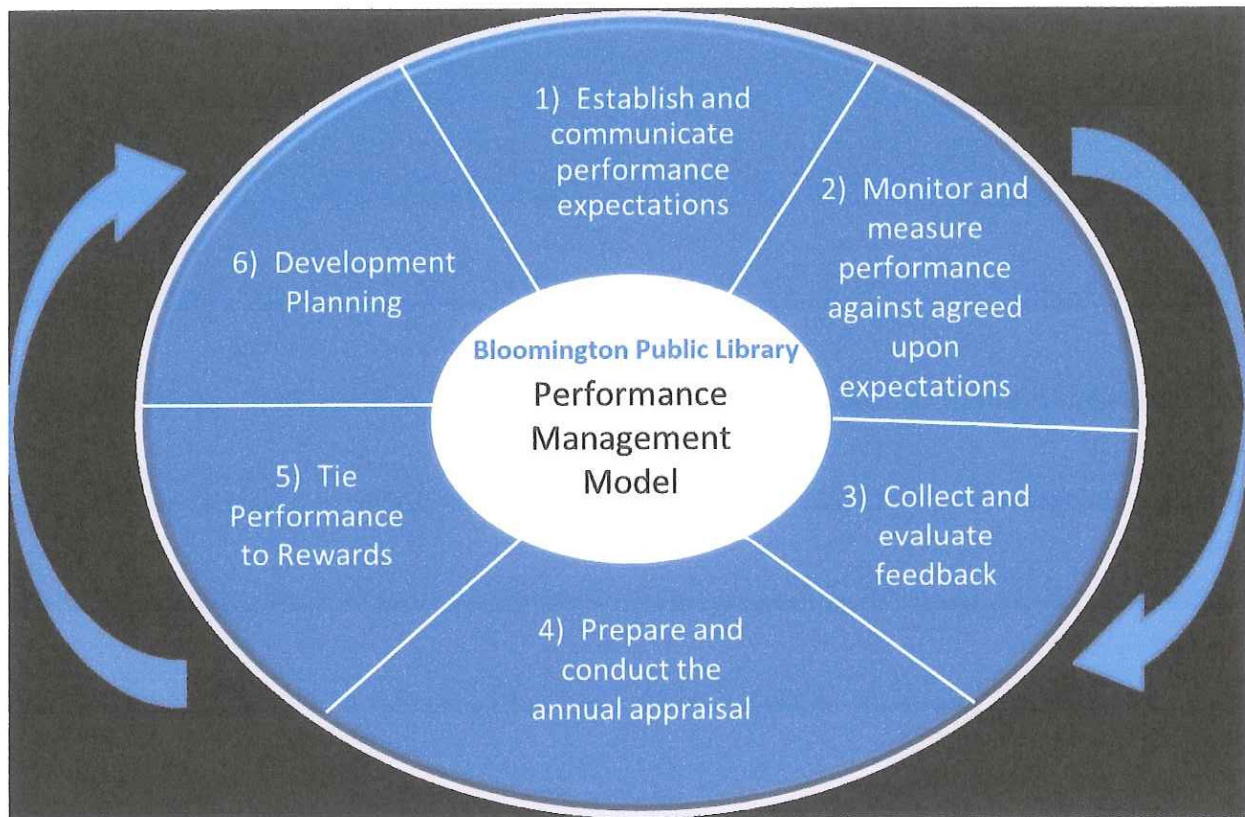
Some felt that the Board's actions were somewhat removed from the actual work of the library and others thought that the Board was slow to respond to library needs. Several expressed some underlying tensions between Board members that impacted its work and effectiveness. Several noted that the Library's strategic plan was out of sync with the current political/economic landscape, and it was important to evaluate the plan in light of new political and community realities.

Introduction

The Bloomington Public Library (BPL) Board of Trustees is responsible for the success and growth of the library. In the Board's delegation of general library management to the Director, it is necessary for members to clearly develop and communicate an annual performance review process that sets expectations and annual goals and provides ongoing feedback. A properly executed evaluation process benefits the Board, the Director, library staff, and ultimately, library users and the Bloomington community. The Board can measure the Director's performance and his/her progress towards pre-identified goals and provide feedback and support that will enhance the Director's development and success.

The performance management process can enhance communication between the Director and the Board and enables the Board to effectively oversee the Director's responsibilities and ensure accountability and professional development.

Performance Management Model



Key Elements

An effective performance management review is objective with measurable performance expectations and core competencies. The evaluation moving forward should also include identified goals for the performance year. The performance evaluation begins with mutually understood expectations and process. The Board of Trustees should approve a process with outlined steps, responsibilities for those involved and a timeline.

The performance evaluation includes core competencies and personal leadership skills that Board members believe are critical for success. It should consider the Library Director's job description, BPL's strategic goals and the Director's own annual goals and objectives, which should closely align to BPL's strategic plan or a direction established by the Board.

It is important to provide formal feedback throughout the course of the evaluation year; we suggest such conversations are scheduled at least semi-annually, if not quarterly. Of course, the performance management process cannot be a substitute for ongoing feedback and discussion between the Director, the Board President, committee chairs and all members of the Board of Trustees.

The following should be included in the implementation of the performance management review:

1. Establish and Communicate Performance Expectations

The Bloomington Public Library Board of Trustees President and Budget and Personnel Committee Chair will meet with the Library Director to provide a clear understanding of job expectations. The Director will provide a draft of his/her annual goals and objectives, which should be closely tied to the Library's strategic plan. The Board and the Director should:

- Review and highlight critical goals and outcomes for the coming year.
- Define measurements for expected outcomes.
- Discuss areas of strength and areas for increased focus.
- Be clear and direct with messages and encourage discussion and reactions; strive for mutual understanding and agreement.

2. Monitor and Measure Performance Against Agreed Upon Expectations

The Board President and Budget and Personnel Chair will work closely with the Board of Trustees to maintain records of the Director's accomplishments, provide feedback, and have performance discussions throughout the year.

- Maintain a record of key events involving the Director's performance.
- Director will use performance tools (i.e., Dashboard, Strategic Plan) to communicate progress and accomplishments.
- Meet quarterly with Director to review performance and ensure all goals, competencies and responsibilities are on track.

3. Collect and Evaluate Feedback for the Annual Review

The Budget and Personnel Committee Chair will collect input from the Board of Trustees, Library Director, and staff who directly report to the Director throughout the year (optional). If the Board chooses to collect input from staff who directly report to the Director, this should be collected in a confidential or anonymous way (e.g., online survey) by a neutral third party.

- The Library Director will complete his/her own self-assessment of performance and members of the Board are expected to review it in the specified timeframe.
- Members of the Budget and Personnel Committee will complete a preliminary performance review for the Director and send to Board President.
- The Budget and Personnel Committee should also consider metrics such as progress toward the library's strategic plan, its annual report and library usage statistics in the evaluation process.

4. Prepare and Conduct the Annual Review

Performance reviews are an important part of the permanent personnel file. The review should be conducted annually and documented in writing. The goal of the review meeting is to reach mutually agreed conclusions about past performance, any areas for improvement, including how such improvements are to be achieved. The Board President and Budget and Personnel Committee Chair will meet with the Library Director to conduct the annual review. Each year's review, while addressing performance during the previous twelve months will also focus on the future direction of the Library and the Director's goals to achieve its strategic priorities. Furthermore, the overall process review process should not be limited to a single meeting but should be a series of conversations throughout the year to discuss goals and progress toward those goals.

- The Budget and Personnel Committee Chair will finalize documentation and results of goals and objectives as defined by performance expectations.
- Feedback should be prepared in quantifiable measures wherever possible.
- The Budget and Personnel Committee Chair and Board President will meet with the Library Director to review the assessment of work and accomplishments.
- In the review the three will discuss the Director's strengths and ways he/she can capitalize on those strengths; they should outline and discuss action steps for solving identified problems and areas for growth.
- They will also discuss required support from members of the Board.

5) Tie Performance to Rewards

The success of the Bloomington Public Library is a direct result of the Library Director's performance. Establish a clear link between what is contributed and what gets rewarded.

- Budget guidelines for any performance increases are determined annually.
- The Director's overall performance and current salary benchmark should determine any increase.
- Any increase for the Director should be based on performance and ratings and be calibrated with other Bloomington municipal salary increases and regional library benchmarks.

6) Development Planning

Development planning is the practice of creating experiences that promote skills and knowledge related to success in the current position, as well as professional growth.

- Development plans are drawn from the Annual Performance Review and discussion and mutually agreed upon.
- Development planning is based on current needs balanced with future expectations of the position and the Library, and identifies support that will be required.
- The Director documents development plans with specific actions and dates for accomplishments.

Core Competences

Board members consistently listed important core competencies for the Director, including:

- ***Vision*** (develop a clear shared vision of the library, recognize trends in the profession and identify innovative ideas, respond to evolving community needs)
- ***Organizational leadership*** (demonstrate expertise in library management, develop appropriate policies and procedures for library operations)
- ***Budget development and financial management*** (build a budget based on strategic priorities, effectively manage budget with sound financial practices, successfully negotiate with vendors and contractors)
- ***Innovation and initiative*** (create culture of innovation in library, look for opportunities for new community partners, new library initiatives)
- ***Relationship building and advocacy*** (develop positive working relationship with Board members, city officials and elected leaders, serve as face of the library in community development, advocate for library in community)
- ***Staff development and personnel management*** (recruit and retain well-qualified and effective staff, create culture of innovation and professional development among staff, develop good relationships with staff, serve as model and inspiration, effectively negotiate with union)
- ***Communication*** (update Board on trends in libraries – technology and services, listen to input/feedback from staff, Board and community)

Annual Goals

In addition to the assessment of the Director's core competencies Board members should also evaluate and provide feedback on top strategic goals for the evaluation year. These goals will be identified and agreed upon jointly by the Board and Director at the beginning of the evaluation period, discussed periodically throughout the year and assessed in the evaluation review. These goals can be more personal in nature (as in the Director acquiring new knowledge or skill in a particular area relevant to effective performance) or for the library as a whole (such as development of new library expansion or development of a strategic plan).

The annual goals can be based on the best-practice SMART approach to goals setting. Board members should consider the following in their development:

Specific: goals should specify exactly what will be achieved

Measurable: objectives should be measurable by including timelines, target numbers or actions

Achievable: goals and objectives should be attainable, using existing in-house or standardized benchmarks or baselines

Realistic: goals and objectives can be realized with current level of resources

Time: goals should include a timetable with benchmarks or designated deliverables

Additional Recommendations

Six of the nine current Board members have served for two years or less; five have served less than one year. With such a large majority of the members new in their role, often with little previous involvement with the BPL, one recommendation would be for a Board retreat so that trustees can discuss the strategic direction for the library, clarify their roles and responsibilities as members and the Board's organizational structures (committee membership and roles). A second recommendation would be to offer a full Board orientation for the new members. Several members mentioned that they had been assigned a veteran member as a mentor, but those had not been effective and some new members are still trying to get their bearings and understand their responsibilities.

Evaluation Process Timeline

Date	Process	Responsible Person(s)
February	Approve evaluation process/instruments	BPL Board of Trustees
March 1	Distribute self-assessment form to Library Director	Personnel Committee Chair
March 15	Return completed self-assessment to Board members	Library Director
March 15	Distribute evaluation form to Board members	Personnel Committee Chair
March 15	Distribute evaluation form to BPL Leadership Team (optional)	Personnel Committee Chair
April 7	Return completed forms to President/Personnel committee chair	Board Members
April 7	Return completed forms to President/Personnel committee chair (optional)	Leadership Team
April	Compile results, prepare annual review	Personnel Committee
May 1	Meet with Director to present evaluation	Board President, Personnel Committee Chair & Director
May	Report to Board on evaluation, agree on salary increase as appropriate	Personnel Committee & Board
May	Establish Director's strategic goals for FY 2016	Board of Trustees & Director
Quarterly	Ongoing support and feedback on goal achievement, and overall performance	Personnel Committee & Director

Library Director Performance Review

Name	Title	For Review Period	Person Completing review

This review is designed to assess the Library Director's performance and progress toward achievement of strategic goals. This instrument may be used to solicit feedback from the Bloomington Public Library Board of Trustees and for Library Director to complete a self-assessment of his/her performance.

Instructions

The Board of Trustees and the Library Director will develop goals annually. Goals are based on the Bloomington Public Library's strategic plan, BPL's core competencies as well as the Library Director's job description.

Please rate the level of performance with the Director's progress in pursuing or achieving each goal area using the ratings below. Consider the performance of the entire review period. Place an "X" in the box that best describes your assessment of each goal and competency area. Make note of specific strengths or opportunities for growth and explain your ratings in the comments sections.

Performance Ratings and Definitions

Outstanding Performance	Consistently and significantly exceeds all expectations and masters all performance behaviors. Achieves identified goals in manner exceeding all expectations.
Exceeds Expectations	Consistently exceeds the most critical objectives and meets the remaining ones, demonstrates fluency in key performance behaviors and proficiency in all performance behaviors, and is a role model to others.
Meet Expectations	Consistently meets all critical work objectives and demonstrates effectiveness in key performance behaviors; may still be developing proficiency in job responsibilities and some performance behaviors.
Needs Improvement	Some inconsistency in meeting work objectives or demonstrating proficiency in performance behaviors.
Unacceptable Performance	Does not meet work objectives; performance needs significant improvement.

Core Competencies

Vision		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
1.1	Develops, with the Board, a clear mission and vision for Bloomington Public Library					
1.2	Successfully communicates Library's mission and vision to Board members, staff, city officials and the community					
1.3	Develops realistic and achievable goals and strategies to accomplish the mission					
1.4	Effectively leads the implementation of the strategic plan and/or library's annual goals					
Comments:						

Organizational leadership and staff development		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
2.1	Recognizes community needs and responds to those needs with library materials, programs and services					
2.2	Effectively executes Board policies and decisions					
2.3	Exhibits effective leadership that instills workplace pride, respect and trust; models a strong work ethic and sets high standards of performance					
2.4	Establishes high standards of integrity and ethical behavior					
2.5	Treats staff with respect and fairness					
2.6	Creates and sustains an effective leadership team by integrating different perspectives and encouraging creative problem-solving					
2.7	Holds self and others accountable to expectations by delegating clear responsibility supported by appropriate authority					
2.8	Applies effective performance management					

	processes and techniques to motivate and promote productive and rewarded staff					
2.9	Listens and observes carefully; promotes greater staff understanding and collaboration by clearly defining issues and expectations					
2.10	Models and encourages open communication among staff					
2.11	Encourages and supports staff training and professional development					
2.12	Creates and supports a culture of growth and managed risk					
Comments:						

Budget development and financial management		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
3.1	With awareness of strategic priorities and current funding sources/levels, develops realistic annual budget					
3.2	Communicates budget priorities to Board and city officials					
3.3	Maintains annual budget using sound financial principles					
3.4	Assesses performance (e.g., circulation) of expenditures to evaluate and realign budget priorities					
3.5	Anticipates and manages financial changes in revenue streams and expenditures					
3.6	Identifies new revenue sources and seeks funding to support library operations and programming					
3.7	Routinely updates Board on financial health of Library					
Comments:						

Innovation and Initiative		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
4.1	Identifies and promotes new initiatives for Library					
4.2	Creates and fosters a culture of innovation in the library					
4.3	Encourages staff to explore new ideas					
4.4	Supports learning among staff					
4.5	Supports staff to take risks and develop new programs & service					
4.6	Create a culture of assessment to evaluate existing programs and new initiatives					
Comments:						

Relationship Building and Advocacy		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
5.1	Develops and cultivates relationships with city officials, local business partners and community organizations					
5.2	Effectively advocates for the library with city officials and community leaders					
5.3	Treats others with respect and professionalism					
5.4	Develops and maintains a strong working relationship with Board members, characterized by open communication, respect and trust					
5.5	Maintains a strong, positive public perception of the library in the community					
Comments:						

Communication		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
6.1	Effectively communicates in writing in annual reports, Board communications, press releases, official library responses, etc.					
6.2	Effective communicates orally as demonstrated in Board communication, press interviews, etc.					
6.3	Solicits feedback from Board					
6.4	Listens to Board feedback with open mind					
6.5	Communicates effectively to staff					
6.6	Listens to staff input and feedback with open mind					
Comments:						

Annual Accomplishments toward Performance Goals

Progress toward or Achievement on Goals		Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable Performance
1.	GOAL 1					
2.	GOAL 2					
3.	GOAL 3					
4.	GOAL 4					
Comments:						

Additional Feedback

STRENGTHS:

OPPORTUNITIES FOR GROWTH:

SIGNIFICANT ACHIEVEMENTS:

BOARD SUPPORT:

GOALS/FOCUS FOR UPCOMING YEAR:

Overall Performance Rating

Assign an overall performance rating for Director, considering overall ratings on core competencies and progress toward annual goals. Assign one rating by placing an "X" next to the overall rating category

	5. Outstanding Performance: Consistently and significantly exceeds all expectations and masters all performance indicators. Achieves identified goals in manner exceeding all expectations.
	4. Exceeds Expectations: Consistently exceeds the most critical objectives and meets the remaining performance indicators, demon
	3. Meets Expectations: Consistently meets all critical work objectives and demonstrates effectiveness in key performance indicators, may still be developing proficiency in job responsibilities and some performance indicators
	2. Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance indicators
	1. Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

OVERALL SUMMARY:

Board Member Name

Board Member Signature

Date

Director Name

Director Signature

Date

Goals

Guiding Theme	Goals	Objectives	Actionable Items	Timeline	Lead Agency	Partner agencies	Metric	Implementation Mechanism	Submitted by
Bloomington residents will benefit from a wide array of community facilities that offer recreation, entertainment, sports, city events and cultural resources for the entire community.	Continue to provide quality public facilities and services to support the goals of compact growth and a vibrant urban core.	Strategically place community facilities to provide high levels of service, prioritizing the ones that address emergency needs and the ones that provide greatest cost benefit ratio to the population served.	Ensure that new development occurs first in those locations where city services and facilities can be most economically and efficiently provided and prevent premature development of areas which are more difficult to serve.	Ongoing	City of Bloomington	Unit 5, Developers		Development review process must consult with the landuse plan	MCRPC Staff
			Encourage the Library to remain and/or expand in its Downtown location.	Ongoing	BPL Board of Trustees	City of Bloomington	Expand/Remodel or Build additional Library facilities Downtown.		Susan O'Rourke
			Relocation of municipal services site						
			seek partnerships with other private and not for profits to locate their facilities in Downtown(ex: YMCA, Green Top)						
			(public, private and not-for-profit) to ensure all options for currently unavailable services be considered for	Short-Medium	Trustees and Library Expansion	City of Bloomington and ????			Susan O'Rourke
			Ensure that any Library expansion project includes a review of potential additional services which could be made available through the BPL facilities where fiscally, socially and environmentally appropriate	Short-Medium	BPL Board of Trustees and Library Expansion Task Force	City of Bloomington and ????			Susan O'Rourke
	Provide public services in a fiscally socially and environmentally responsible manner.	Seek opportunities to co locate community facilities to maximize efficiencies in service provision and reduce capital and operating costs.	Community facilities to service the new growth on the east side??						
			Consider providing internet access and loaner computers to the public and especially for District 87 students within existing community facilities	Short-Long term	BPL Board of Trustees	???	a "Virtual Library" close to the center of District 87 student population		Susan O'Rourke
			Fire??						
			Police??						
			Schools!! -remember there will be some overlap between this group and the						

Goals

[illegible]