Gloversville Public Library
Meeting of the Board of Trustees
March 18, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, February 2014

2. Treasurer's Report

3. Budget and Finance

4. Friends

5. Building and Grounds
   Windows update
   Construction Documents – Technology Planning Consultant

6. AD HOC Steering Committee

7. AD HOC Policy

8. Personnel Committee

9. Program Committee

10. PR Committee

11. Director's Report

12. President's Report

13. Foundation

14. Old Business

15. New Business

16. Adjourn

   Next Meeting: April 15, 2014

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting
February 18, 2014

The Gloversville Public Library Board of Trustees held a meeting on February 18, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Jay Ephraim, Robin Lair, Elizabeth Batchelor, Craig Clark and David Fisher. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public and three students from the Participation in Government class from the Johnstown High School also attended the meeting. Vincent De Santis, Hannah McAllister, Christine Pesses and Eleanor Brooks were excused from the meeting.

Mr. Fisher, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Fisher asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 21, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of January 2014 and the fiscal year-to-date through January 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our year-to-date income through January 31, 2014 is up approximately $5,100 from last year due primarily to the increase in the Tax Levy. The increase of approximately $2,600 in donations was offset by lower Medical Insurance Credit Refunds from the United States Treasury since last year's figure included the two prior years. Expenses this year are up approximately $16,600 over the prior year due primarily to payroll and payroll related benefits and expenses. Mr. Frank asked if there were any questions or comments on the financials for the month of January 2014 or the year to date through January 31, 2014. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that the Finance Committee had met prior to tonight's meeting to review the proposed budget for the 2014-2015 fiscal year. Ms. Madonna informed the Trustees that the Friends of the Library had approved an appropriation of $10,000 for the Library's 2014-2015 Budget. After a discussion regarding a proposed increase in salaries to take effect on January 1, 2015 was held a motion was made by Ms. Batchelor, seconded by Mrs. Lair, to approve a budget of $503,289 for the fiscal year 2014-2015 which includes the Finance Committee's recommendation of the salary increase and a Tax Levy of $270,509. This was approved all voting aye.

Mr. Fisher informed the Trustees that there was no report from the Friends this month.

Ms. Madonna informed the Trustees that the contractor that we had hired, Eastern Building & Restoration, Inc. to do the window replacement had filed bankruptcy and that the bonding company would be responsible to find a new contractor to do the work. Ms. Madonna also informed the Trustees that three RFPs were sent out to do the Geotechnical Study of the Library property. One company did not respond at all, one company said that our project was too small to bid on and the other company put in a bid of $3,896. The trustees approved going ahead with the one bid received to get this done. Ms. Madonna also informed the Trustees that Butler Rowland Mays Architects, LLP is continuing to work on the Construction Documents. Ms. Madonna also informed the Trustees that on Thursday a conference call would be held with Paul Mays and an IT consultant to discuss what was expected to be needed for technology in the Library in the future. This is needed for the overall planning for the renovation work so we can properly anticipate and plan for the technology needs of our community in the future.

In Mrs. Pesses absence, Ms. Batchelor reviewed the progress of the Steering Committee since the last meeting. Ms. Batchelor informed the Trustees that the event held at Sky Heart Place on January 22nd was quite successful thanks to the information provided by Paul Mayes and Matt Blumenfeld. A second event is also being planned for March 4th at 5 PM for the previously invited guests that were unable to attend the first event and also community leaders and any Trustees that would like to attend. Matt Blumenfeld and

58 East Fulton Street, Gloversville, New York 12078

518-725-2819   518 773-0292   gpl@sals.edu   www.gloversvillelibrary.org

Chris Pesses met with the Littauer Foundation in New York City to obtain their support of the Library Project. Ms. Batchelor informed the Trustees that they are hoping to secure a gift of $1,000,000 for the project from them. Ms. Batchelor also informed the Trustees that we will need to hire a specialist in Historical Tax Credits to do the legwork to try to obtain this funding. The estimated cost for this is between $18,000 and $25,000.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Mrs. Lair informed the Trustees that it was time to do the Director's review and that she would be sending out the form shortly.

Mr. Ephraim informed the Trustees that the book for the 2014 Gloversville Reads Program had been selected by the public vote and would be announced to the Public on March 1, 2014. Programming will be planned around the chosen book as soon as it is announced.   Mr. Ephraim also informed the Trustees that a survey is being developed asking what the public would like to see us doing with programming at the Library and also what hours would work best for them as far as when we are open.

Mr. Fisher informed the Trustees that there was no report from the Promotion Committee.

Ms. Madonna reminded the Trustees that Wednesday, February 26th is Advocacy Day in Albany and encouraged any Trustees that are available to attend to go and speak up for State support of Libraries. Ms. Madonna informed the Trustees that under State law Libraries are underfunded by approximately 15 million dollars in the State Budget.

Mr. Fisher informed the Trustees that a Trustee Orientation meeting was held last month for the two new Trustees.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since the last Trustees meeting but that a meeting is scheduled for February 26th at 3:30 PM.

Mr. Fisher asked if there was any old business to come before the meeting. Hearing none, Mr. Fisher asked if there was any new business to come before the meeting. Nothing was brought up at this time.

Ms. Batchelor made a motion, seconded by Mrs. Lair, to adjourn the meeting at 7:45 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on March 18, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

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Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS

FEBRUARY 2014

	Budget July 1, 2013 to June 30, 2014	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	$264,579.00	$0.00	$264,579.00	$259,106.00	$0.00
Investment Income	200.00	8.21	55.07	136.31	144.93
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	13,962.28	94,287.39	99,344.25	47,712.61
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	3,520.00	12,937.50	7,560.00	(7,937.50)
Government Affiliations	6,060.00	1,400.00	6,804.47	7,257.99	(744.47)
Fines & Miscellaneous Income	16,000.00	1,117.95	7,998.17	7,124.24	8,001.83
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	4,178.78	7,482.00	2,154.22
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	$450,172.00	$20,008.44	$400,840.38	$398,010.79	$49,331.62

	Income Cash Reconcilement
Income Cash Balance on February 1, 2014	$376,388.68
Plus: Receipts Per Report	20,008.44
Less: Expenses Per Report	32,154.69
Income Cash Balance on February 28, 2014	364,242.43
Accounts Payable as of 02/28/14	0.00
Prepaid Expenses as of 02/28/14	(5,436.23)
Actual Cash Balance on February 28, 2014	$358,806.20

BUILDING FUND

Balance on February 1, 2014	$390,745.11
Plus: Receipts:	
Interest on Money Market Account	9.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Construction Documents	10,391.75
Balance on February 28, 2014	$380,362.36

Prepared By,
Michael J. Frank, Treasurer

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Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 2014

	Budget July 1, 2013 to June 30, 2014	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	$164,326.00	$ 14,248.38	$ 110,907.00	$94,117.45	$53,419.00
Salaries - Part Time Employees	63,753.00	4,833.97	37,275.85	43,168.65	26,477.15
Salaries - Custodians	22,277.00	1,932.26	15,003.04	13,624.75	7,273.96
F I C A & Medicare Tax	19,152.00	1,607.60	12,483.73	11,703.38	6,668.27
Unemployment Insurance	660.00	0.00	499.75	480.25	160.25
Disability Insurance	781.00	0.00	578.78	629.52	202.22
Medical Insurance	35,827.00	2,248.42	22,059.06	18,289.58	13,767.94
Pension Expense	34,632.00	0.00	19,541.25	19,895.50	15,090.75
Heat	9,500.00	1,365.94	3,511.35	3,896.40	5,988.65
Electricity	8,160.00	1,177.85	4,790.53	4,934.83	3,369.47
Telephone	663.00	0.00	1,150.16	1,199.42	(487.16)
Insurance	10,000.00	0.00	10,119.16	9,018.77	(119.16)
Books, Periodicals, etc.	45,900.00	1,767.86	32,512.10	30,445.50	13,387.90
Computer & Automation Services	17,680.00	982.52	7,478.50	13,601.94	10,201.50
Library, Building & Office Supplies	9,579.00	821.04	10,130.45	8,258.36	(551.45)
Maintenance & Repairs	13,974.00	0.00	3,466.39	3,216.21	10,507.61
Financial Secretary	8,000.00	650.00	5,300.00	5,300.00	2,700.00
Professional Fees	7,140.00	0.00	330.00	915.00	6,810.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	176.40	1,677.25	1,397.17	362.75
Events & Programming	4,590.00	50.00	1,114.10	711.50	3,475.90
Promotion Expense	2,040.00	187.95	2,639.50	1,525.34	(599.50)
General Expense	1,700.00	104.50	1,077.62	1,345.63	622.38
TOTAL EXPENSE	$483,394.00	$32,154.69	$303,645.57	$287,675.15	$179,748.43

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

FEBRUARY 2014

Check No.	Payee		Fund
DM	E F T United States Treasury (2,550.39)	$807.10	FICA & Medicare Expense
		1,743.29	Payroll
4226	Gloversville Public Library	7,720.52	Payroll
4227	Barbara J. Madonna	75.04	Travel Reimbursement
4228	Donna J. Kuhner	16.80	Travel Reimbursement
4229	Bonnie Howard	49.84	Travel Reimbursement
4230	NYS Child Support Processing Center	235.08	Child Support
4231	Donna J. Kuhner	300.00	Petty Cash
4232	W M H T	50.00	Events & Programming
4233	Betsy Hastings	2.80	Workforce Literacy Grant
4234	Unique Management Services, Inc.	89.55	G/E - Collection Expense
4235	Quill Corporation	73.98	Library Supplies
4236	National Grid (2,543.79)	1,365.94	Heat
		1,177.85	Electric
4237	Mohawk Valley Library System (1,206.22)	45.70	Library Supplies
		910.52	Computer & Automation
		250.00	A/V - CD's
4238	Baker & Taylor Books	132.38	Books
4239	Librarians' Book Express	477.20	Books
4240	The Leader-Herald	150.00	Promotion Expense
4241	void	0.00	
4242	Business Card (817.53)	701.36	Library Supplies
		37.95	Promotion Expense
		58.22	A/V - CD's
		20.00	Computer & Automation
4243	Gloversville Public Library	7,667.92	Payroll
4244	Barbara J. Madonna	34.72	Travel Reimbursement
4245	NYS Child Support Processing Center	235.08	Child Support
4246	Michael J. Frank	650.00	Treasurer & Recording Secretary
4247	Amsterdam Free Library	14.95	G/E - Lost Book
4248	Center Point Large Print	52.99	Books
4249	Dickman Directories, Inc.	272.00	Books
4250	C D P H P	3,102.60	Medical Insurance
4251	Mohawk Valley Library System	52.00	Computer & Automation
4252	Quality Books, Inc.	56.06	Books
4253	Audio Editions	159.01	A/V - CD's
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	286.11	Pension - Withholdings
DM	E F T NYS Tax Department	669.08	Payroll
DM	E F T United States Treasury (2,516.19)	800.50	FICA & Medicare Expense
		1,715.69	Payroll
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	227.09	Medical Insurance
	CHECK AND EFT PAID OUTS - FEBRUARY 2014	32,636.92	

PETTY CASH PAID OUTS - FEBRUARY 2014
    Newspapers (Books)   310.00

TOTAL FEBRUARY 2014 PAID OUTS $32,946.92

Less: Workforce Literacy Grant   (2.80)
Less: Cobra Reimbursement Bucholtz   (489.43)
Less: Petty Cash Check   (300.00)

NET TO BALANCE TO EXPENSES $32,154.69

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

	Check No.	Purpose		
Balance as of February 1, 2014				$421.27
Grant Money Received				0.00
Expenses Paid From Grant Money:	Check No.	Purpose		
None			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 28, 2014				$421.27

WGY CHRISTMAS WISH GRANT

	Check No.	Purpose		
Balance as of February 1, 2014				$300.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	Check No.	Purpose		
None			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 28, 2014				$300.00

WORKFORCE LITERACY GRANT

	Check No.	Purpose		
Balance as of February 1, 2014				$706.59
Grant Money Received				0.00
Expenses Paid From Grant Money:	Check No.	Purpose		
Betsy Hastings	4,233	Travel	2.80	
Total Expenses				2.80
Balance of Grant Money Left at February 28, 2014				$703.79

APPROPRIATION FOR FUTURE AUDIT

	Check No.	Purpose		
Balance as of February 1, 2014				$9,000.00
Appropriation Provided For In 2013-2014				0.00
Expenses Paid From Appropriation Funds	Check No.	Purpose		
None			0.00	
Total Expenses				0.00
Balance of Appropriation Funds Left at February 28, 2014				$9,000.00

RESTORATION FUNDS RECONCILEMENT

	Check No.	Purpose		
Balance as of February 1, 2014				$754.38
Funds Received				0.00
Expenses Paid From Restoration Funds:	Check No.	Purpose		
None			0.00	
Total Expenses				0.00
Balance of Restoration Funds Left at February 28, 2014				$754.38

Gloversville Public Library
Director's Report: February 2014
Barbara Madonna – Director

The READ committee got busy as soon as the winning title, <u>Mohawk</u> by Richard Russo, was known. This year's theme will be "Gloversville: Past, Present and Future." A draft calendar of events will be ready soon.

Work on Construction Documents for the master plan picked up during the month. The Board agreed to move forward with the geotechnical study needed for the land where the new additions will be placed.

I also had a conference call with Carson Block, a technology consultant, and Paul Mays regarding the future of library technology. Carson has prepared a proposal, attached. His firm is proficient in many aspects of technology and libraries. This proposal is to complete an assessment of our present technology strengths and weaknesses as a library and a community, to work with us to develop a plan for our technological future – not just in the new building but moving forward from today, and if needed, assistance with implementation for any aspects that the Join Automation Project cannot cover.

Paul Mays, Matt Blumenfeld and I also had conference calls with three historic tax credit consultants. The Steering Committee agreed with our recommendation of hiring Epsilon Associates Inc to complete the necessary tax credit applications, assist with any modifications to the application or construction plans per the recommendations of the NYS Office of Historic Preservation and the National Park Service, and perform the necessary follow up for the tax credit process once construction is complete.

The month rounded out with Advocacy Day of the State Legislature in Albany. Dave Fisher, Donna Kuhner, Patty Franco and I represented Gloversville. If the announcements of increases in library aid coming from Albany are any indication our visit had a positive impact. There is still lobbying to be done, however.

Yes, both houses are proposing an amendment to increase the Governor's library aid package by $4 million and both houses are asking for more, but while the Senate is recommending an additional $4 million the Assembly is only recommending an additional $2 million. Neither is a done deal and we need to continue to lobby hard to get those increases. It should be noted that the Senate's proposal, if passed, will still leave library aid $12.8 million short of full funding as outlined in Education Law.
http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=1029&MenuKey=advocacy

Meetings and Workshops

Feb. 3rd	Lisa Hayes, Butler Rowland Mays Architects
Feb. 5th	Steering Committee meeting
Feb. 6th	Friends of the Library meeting
Feb. 12th	1) Interspace System
	2) READ Committee meeting
Feb. 18th	1) Michael Frank
	2) Gordon Beebie, President, Amsterdam Free Library
	3) Finance Committee meeting
	4) Board of Trustees meeting
Feb. 19th	1) Book discussion <u>Beloved</u> by Toni Morrison
	2) Bonnie Howard
Feb. 20th	1) Conference call with Carson Block, Carson Block Consulting, technology consulting firm
	2) Conference call MacRostie Historic Advisors LLC, Historic Tax Credit consulting firm
	3) Conference call Heritage Consulting Group, Historic Tax Credit consulting firm
	4) Conference call Epsilon Associates Inc, Historic Tax Credit consulting firm

Feb. 21st	1) Bonnie Howard
	2) MVLS Foundation Board meeting
Feb. 24th	1) Joint Automation – computer upgrades
	2) Paul Mays, Butler Rowland Mays Architects
	3) Dave Heacock
Feb. 25th	1) McNaugton Book Service
	2) Donna Kenny, Leader-Herald
Feb. 26th	1) Advocacy Day, Albany
	2) Gloversville Library Foundation Board meeting
Feb. 27th	NYLA Leadership Academy workshop
Feb. 28th	READ Committee meeting

Gloversville Public Library
February 2014
Monthly Report

Statistics for February 2014 are as follows (figures in parentheses represent comparable figures for February 2013)

	2014	2013
VISITORS	7,987	(7,735)
CIRCULATION		
Adult Circulation	2,222	(2,362)
Teen Circulation	281	(313)
Juvenile Circulation	1,367	(1,795)
Audiobooks	264	(286)
eBooks	304	(219)
Music	26	(24)
Periodicals	108	(130)
Videos	1,181	(1,364)
Museum Passes	2	0
Subtotal	5,755	(6,493)
In-House Use		
Adult	311	(450)
Juvenile	390	(471)
Other Materials	890	(1,238)
Subtotal	1,591	(2,159)
Total February Circulation	**7,346**	**(8,652)**
REFERENCE QUESTIONS	460	(562)

MEETINGS/PROGRAMS/OUTREACH

7 Adult programs and meetings with 59 people   (4 Adult programs and meetings with 42 people)
8 Juvenile programs with 119 children   (12 Juvenile programs with 215 children)
3 Teen programs with 37 people

INTERLIBRARY LOAN	Material Borrowed	Material Loaned
Books	659	534
AV	132	22
Total	791	556

COMPUTER USAGE	1,419	(1,230) users

HISTORICAL ROOM

Visitors	14
Books Used	19
Reference Questions	6
Telephone Reference	0
Letters	0
Computer usage	0

GLOVERSVILLE

PUBLIC LIBRARY

Gloversville, NY

Technology Assessment, Program Planning & Support For Library Construction

Carson Block
Library Technology Consultant
March 2014

Table of Contents

Introduction

Carson Block Consulting Inc. is honored to propose this scope of work for Gloversville, NY.

My company specializes in technology program plans that are custom-tailored to the needs of the library & communities served, and emphasize technology transformation within the organization.   More than a simple technology "to do" list, your technology plan will take the needs you've already identified, combine them with new discoveries and vision, target desired impacts, and identify the action steps to support achievement of those goals.

With technology planning clients in Anchorage AK, Tacoma WA, Santa Cruz CA, Los Angeles CA and the Delaware Department of Libraries, and facilities master planning clients in Texas, New Mexico, New York, Alaska, and more, Carson Block Consulting Inc. brings you current and caring expertise to help you achieve your library technology dreams. I greatly look forward to the opportunity to help, and welcome any questions you might have.

The point of contact for this bid is:
Carson Block
2913 Michener Court
Fort Collins, CO 80526
Voice: (970) 673-7475
Fax: (970) 266-0818
Email: librarylandtech@gmail.com
Web: http://www.carsonblock.com

Overview

This scope of work is divided into three areas:

1) A **technology assessment** to determine the library's current capacities around technology;
2) The creation of a **technology program plan** that helps the library identify, design and prepare for the technology-driven services it aspires to in the new building; and
3) An optional proposal of **providing technology assistance through the construction process** to ensure that what is envisioned gets built. The consultant monitors the project throughout the planning and construction stages to ensure quality control of the technology aspects.

All services proposed in this document will include close coordination with the library, the project architect, and others as identified by the library.

Technology Assessment

The purpose of the technology assessment is to identify the current state of the Library's Information Technology (IT) resources (including technology structure and resources, IT staffing levels and structure, and organizational relationships) and make recommendations to better serve the goals and objectives of the library's building plans.

The activities will include a **technology assessment** and a **staff/partner structure review**.

The technology assessment will include a high-level review of connectivity, services, and the resources (including budget, network infrastructure, server and end-user hardware, software, security, outsourcing and/or maintenance contracts and others) currently designated for technology support.

The staff structure review will include a high-level inventory of the current human resources designated for IT support, including current IT Department staffing structure, current expectations of staff (via written job descriptions or otherwise), staff assignments, and skills as applicable to current and future expectations. The review will also identify and evaluate the communications structures, tools and practices of the IT Department in relationship to its direct and indirect customers as well as partners and vendors.

Deliverables for this activity will include a findings report from the initial site visit and stakeholder activities; a list of urgent (if any) technology needs & recommendations to address them; and meeting notes as appropriate.

To perform this activity, a single 2-4 day site visit will be performed (which may also include visioning activities described below). The site visit may include a physical tour of the library's technology resources and focus group meetings with the library director; library management and/or other staff; IT staff; and other key stakeholders as identified by the library.

Technology Program Planning

The purpose of this technology program plan is to provide direction for technical specifications and well as identify areas of staff competencies and support for new technology.

Through the technology planning process the consultant will create or contribute to documents to inform the construction process, including a technology program plan for the library, specification for library technology, and a draft budget. Much of this work will be performed in close coordination with the project architect.

The technology planning process will include:
- Formation of a technology planning team comprised of key library staff, technical support staff, the project architect and the consultant;
- Visioning around library technology possibilities with key stakeholder groups;
- Specification and prioritization of technology-driven services in the new library;
- Documents to inform the building process (please see below)
- Recommendations for staff training and support of new library technology

It is anticipated that the consultant will perform visioning activities in conjunction with the visit to preform the technology assessment.

Deliverables from Technology Program Plan:

As a result of the technology planning process, the consultant will provide the following documents:
- **Technology Program Plan**, including descriptions of services and the technology needed to support the services.
  - The Technology Program Plan will include **Specifications** for infrastructure, including computer hardware, network equipment, structured cabling, IT spaces and other needs as determined by the process. The consultant will coordinate with the library and prject architect to create and prioritize the items in this document.
- **Draft budget** for library technology as determined by the Technology Program Plan.

Library Technology Construction Assistance (Optional Service)

Technology Planning & Support
For New Library Construction

Overview

After the technology planning process is complete, the library may consider this **optional service** from the consultant: Library Technology Construction Assistance.

As the project progresses, the consultant participates in a capacity similar to an "Owner's Representative" – acting as **library-technology-specific advocate for the library** and an **agent of quality control** to **ensure that the technology vision identified and articulated in the early design stages successfully makes it to the final building.** The technology consultant monitors the several key areas (including the design development process, budgets, bidding, construction activities, project close-out and other areas as needed.)

Throughout the process the technology consultant works with the primary stakeholders, including the client library & staff, architects, designers, other library consultants, vendors, contractors and others.

Below is a description of a typical building process; if the library wishes to pursue this optional service, it is anticipated that actual activities will be further refined with the project architect/project manager to suit the flow of the project.

Phase	Library Technology Consultant - Typical Role / Tasks	Notes
Design: Design Development	- Provides any additional specifications to architects - Reviews and approves appropriate architectural drawings	- This phase may also include revised cost estimates. - The technology consultant does not create architectural drawings
Design: Construction Documents	- Provides specifications to architects - Reviews and approves appropriate architectural drawings	- This phase may also include revised cost estimates. - The technology consultant does not create architectural drawings

Construction: Bidding	Assists library in issuing and evaluating bids on general and library technology items	
Construction: Construction Activities	Monitors progress and inspects work at key points	
Operations & Maintenance: Occupancy	Performs consultation or assistance as needed.	

Proposed Cost and Timeline

Fees
Technology Assessment & Program Plan: $12,000.00 plus actual expenses.

(Optional Service): Library Technology Construction Assistance: $10,000 plus actual expenses.

The consultant's hourly fee is $175/hour.

Fees Detail

It is anticipated that the consultant will make 1 site visit to perform the Technology Assessment, with the remainder of the work being performed remotely.   It is anticipated that expenses for the site visit would not exceed $_____.

If the library wishes the optional Library Technology Construction Assistance, it is anticipated that 2-4 brief trips would be required.   It is anticipated that expenses for each trip would not exceed $_____.

Travel expenses include transportation to and from Denver International Airport from Fort Collins, CO; airfare between DIA and Albany NY; shuttle and/or rental car expenses; lodging and meals.

Technology Consultant Timeline
Schedule TBD

Profile and References

Business Background and Qualifications

Carson Block Consulting Inc. is a full-service library technology-consulting firm established as Carson Block LLC in 2010, and incorporated as Carson Block Consulting Inc. in 2012. Primary areas of consulting including library technology planning; facilities and services master planning; IT Department audits, assessments, and improvement plans; and teaching, training, facilitation and public speaking on library technology and general library advocacy topics.

Technology Planning & Support
For New Library Construction

Personnel
Carson Block is the company principal and will perform the work proposed in this bid.

Brief Bio:

Carson Block has led, managed and supported library technology efforts for more than 16 years. He has been called "a geek who speaks English" and enjoys acting as a bridge between the worlds of librarians and hard-core technologists. He has a passion for de-mystifying technology for the uninitiated, and help IT professionals understand and support the goals of libraries.

Recent projects include technology planning in Anchorage AK, Tacoma WA, Santa Cruz CA, Los Angeles CA and the Delaware (The Delaware Department of Libraries, facilities master planning in Texas, New Mexico, New York, Alaska and more; library technology architectural programming and budgeting for new library construction; facilities master planning; analysis of IT structure and staffing; IT staff search services; and more.

Carson is an energetic and engaging facilitator, and is a frequent speaker at library events and beyond – including bringing messages of library advocacy to South by Southwest Interactive (SXSWi) In 2012 and 2013 (covered by Time magazine at http://techland.time.com/2012/03/11/sxsw-the-fate-of-libraries/).

In 2011, Carson was elected President of the Colorado Division of the Public Library Association and is currently serving as past chair. Carson is chair elect of the Library Consultant's Interest Group (LCIG) within the ALA's Association of Specialized & Cooperative Library Associations (ASCLA) division.

Longer Bio:

About Carson

Carson Block has lead, managed, and supported library technology efforts for more than 15 years, and believes libraries are vital to a healthy society.

"I believe libraries are unique. They serve the public good by connecting all people to information that educates, enriches and entertains — and at no direct cost to the

patron. In the information age, libraries are the only institutions that have the interest, culture and expertise to serve citizens by delivering expert and impartial access to information."

Carson Block Consulting Inc. is a values-driven company with an understanding that technology is increasingly crucial to fulfilling the public good role of the library. Technology is also integral in delivering library services – both physically and virtually.

His efforts at his first library position at the Loveland, Colorado Public Library (beginning in 1994) resulted in the first broadband Internet connection and public access computers for the library. The line was also the first major Internet connection for the city government complex of Loveland!

As a staff technology consultant for a regional Library Service System in Colorado, Carson worked with public, school, academic, and special libraries of all sizes on a wide variety of efforts ranging from direct technology support to large-scale projects, and was co-director of a statewide, LSTA grant-funded project to automate a consortium of 40 small and mid-sized libraries throughout the state. The project involved securing reliable connectivity, retro-conversion, ILS and database configuration, and support.

Carson served as a consultant to the Colorado State Library, helping libraries understand and comply with the Children's Internet Protection Act through an informational Web site and public speaking. He has also contributed library technology standards established by the Colorado State Library, and digitization best practices for the Collaborative Digitization Program.

In his role as IT Director for the Poudre River Public Library District, Carson managed multiple technology projects and project teams (including network infrastructure overhauls, a comprehensive conversion to RFID, creation of patron self-service kiosks, and technology design and project management for new library construction projects (including the first LEED platinum for interior and second platinum LEED library in the nation), and contributed to the successful effort to form a library district. He led the District's mobile strategy and studied automated materials handling (AMH) systems.   Carson also co-chaired a committee with Colorado State University concerning eBooks and eReaders.

Current consulting projects include library construction projects; IT department gap analysis; executive coaching; IT Manager search services; workshops for organizational technology visioning; and more. Carson is also teaching a library technology management class accredited by the American Library Association.

In 2011, Carson was elected President of the Colorado Division of the Public Library Association.

Carson is an energetic and engaging facilitator, and is a frequent speaker at library conferences. Current presentations include a 2012 solo panel at South by Southwest Interactive (covered by Time magazine at http://techland.time.com/2012/03/11/sxsw-the-fate-of-libraries/); a series of eBook webinars for the Public Library Association; and an American Library Association-accredited class on Technology Management for library administrators.   Other presentations include RFID; security best practices; project management, and library technology management issues including leadership and technology planning

Carson Block has been called "a geek who speaks English" and enjoys acting as a bridge between the worlds of librarians and hard-core technologists.   He has a passion to de-mystify technology for the uninitiated, and to help IT professionals understand and support the goals of libraries.

Selected Library Technology Experience

Library IT Consultant (November 2010 to present)
- Instructor for the Certified Public Library Administrator program – Technology Management
- Live presentations (in-person and webinars) on current technology topics, including eBooks, QR Codes and others
- Workshops guiding organizational technology visioning
- Library Construction Projects
- Library Master Planning
- IT Department Gap Analysis
- Executive Coaching
- IT Staff Search Services

IT Director – Poudre River Public Library District (2003 to 2011)
- Successful design and management of library construction projects, including IT design and project management for an 18,000 sq. foot branch library (certified LEED Platinum- 1st interior and 2nd full library in the nation), a

major remodel of the Main library, and the creation of a service center for administration and centralized services.

- Technology project management including conversion to RFID, design and creation of self-check units, Automated Materials Handling, network infrastructure, and more.
- Leadership and management of project teams.
- Directed migration of technology platforms (including ILS and other servers) and networks to stable, scalable and cost-efficient models returning high value to the Library District.
- Created staffing structure to balance efficiency, IT support, and IT leadership to the district,
- Created and implemented formal Technology Plans to guide District IT efforts
- Contributed to successful restoration of library technology funding via BOB (Building On Basics) sales tax. The tax provides $750k annually earmarked for library technology.
- Contributed to and provided leadership to successful effort to plan and form the Poudre River Public Library District. Initiative passed by 2/3 margin.
- Lead IT transition from City department to independent Library District, including negotiations for IT provisions of Inter-Governmental Agreement (IGA) between City and District.

CIPA Consultant – Colorado State Library (2003-2004)
- Created Colorado Filtering Clearinghouse
- Created unique study of filtering software
- Provided information to State Librarian that helped craft Colorado library filtering law.

Technology Consultant – High Plains Regional Library Service System (1999 - 2003)
- Project Co-Director, ASCC (Automation System Consortium - Colorado); a $500k grant project to automate small and mid-sized libraries throughout Colorado. Created enduring governance structure for consortium that survived the parent Regional Library Service Systems.
- Provided technological and policy advice and assistance for public, private, and academic libraries in a nine-county region in Northeastern Colorado.

Areas include all aspects of Internet connectivity, security, network topology, operating systems, ILS and other automation systems, wiring, and negotiations with ISPs, telecom providers, local governments, and other entities.

- Membership on regional and state technology and library policy committees; mediation; technical analysis/opinion of library-related legislation; website/communications strategy, design, and management; regional federal e-rate consultant; web site design classes; and other related assignments.

Supervisor, Media Services, Loveland Public Library (1994-1999)
- Management of public computing services
- Policy creation and implementation
- Collection development of video, audio book, and compact disc titles
- Service on numerous internal and city-wide policy committees including library management team, executive technology commission, microcomputer board (chair), Internet policies committee, long-range plan committee, etc.
- Created public Internet access/training lab through a diversity of state and local grants
- Computer network design and maintenance
- Technical design for 3500 sq. foot library expansion

Other Experience
Consultant, Colorado Digitization Project: Project management and technical assistance for project participants
Writer: Video Librarian Magazine (regular contributor of video reviews since 1999) and other publications

Technology Planning References

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Santa Cruz Public Libraries
117 Union St.
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Clifford Jo
Finance & Business Director
Pierce County Library System
Pierce County Library System
Direct Number: 253.548.3453
Main Number: 253.548.3300
www.piercecountylibrary.org

RFID/Automated Materials Handling References

Carol Gyger
Library IT Manager
Poudre River Public Library District
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http://poudrelibraries.org/

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General References (additional references available upon request)

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Attachment A: Letters of Reference

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MUNICIPALITY OF ANCHORAGE

March 1, 2013

To Whom It May Concern:

Carson Block began an 11-month project with RIM Architects in February 2012 as part of our master planning team for the ZJ Loussac Library Renewal project. His role was Library IT Specialist and he was responsible to observe and analyze current conditions at the library, focusing on library technology. He was also responsible for working with us and other planning team members to conceptualize "what if" scenarios of a future Loussac experience and make recommendations relating to library technology and technology-related spatial and or physical building user experiences.

Carson was an immediate confidant to us in the visionary process of re-imagining what this library could offer. His pro-active, "can do" approach in his work seems to carry forward in everything and everyone that he interacts with. His positivity about his work is infectious and this trait cannot be underscored enough in a large team dynamic. At RIM, we are team-oriented design thinkers and we insist on surrounding ourselves with like-minded firms such as Carson's in order to generate the absolute best ideas for our clients.

RIM Architects is pleased to highly recommend Carson Block, LLC for the quality of his technical work, his knowledgeable expertise in his field, the relationship-building skills he has, and the innovative optimism he puts forth on every conversation he shares in.

Carson Block would be a strong asset to any team looking for these attributes in library technology planning. RIM will certainly reach out to Carson again in our future work because of these reasons.
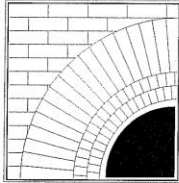
Sincerely,

Krista Phillips, AIA NCARB
Principal

Carson Block
Consulting Inc.
Technology Vision. Technology Power. Your Library.

BUTLER ROWLAND MAYS

ARCHITECTS, LLP

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Ballston Spa, NY   12020

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ARCHITECTURE

INTERIORS

ROOFING

Steven G. Rowland, RA
Paul K. Mays, RA

April 28, 2012

Re.:   Recommendation for Carson Block LLC

To whom it may concern,

As a Library Architect, I thank you for the opportunity to offer my enthusiastic recommendation of Carson Block LLC as an IT consulting firm, and of Carson Block personally as an outstanding advocate of library services. I have had the opportunity to engage with Carson both professionally and personally, and in all instances have come to consider him as a singular asset to the Library community. In fact, the depth of his expertise in technology, the quality of his character, and the integrity he demonstrates in interactions with others are exemplary enough that I would call them remarkable combination.

I first was introduced to Carson in his capacity as an information technology consultant for the Southern Adirondack Library System (SALS), on whose Board I have served for many years. Carson had been hired to lead the member libraries of SALS through a visioning session relative to technology in Libraries now and in the future. I was impressed enough with his performance on that special consulting work that I immediately contacted him regarding the IT needs of several projects which were underway in my architectural practice, which specializes in Library design. We have since worked on two different Library projects in Upstate NY, to the complete satisfaction of both the Libraries and my office.

The IT consulting field is rife with firms that are difficult to gauge because the personnel are often so transient, the field is constantly changing and evolving, and it is frankly a difficult expertise for "non-technos" to understand... until something goes wrong. It is a very difficult field for professionals, and the stakes are very high in the effect they may have on our Library projects. Against this backdrop, Mr. Carson has personally developed and styled a firm that embraces the challenges of a very difficult service sector, and performs the work with professionalism and distinction. Suffice it to say that Carson is the first (and, given our druthers, the only) call we make when soliciting proposals for these types of services for our design team. While part of the reason for this is the attention and thoroughness of the work he provides, another large motivation is the consideration Carson consistently displays to the specific needs of both our office and our clients. We are invariably made to feel that our project is the most important thing on his agenda at all times.

Mr. Block has consistently exhibited to me an extremely high level of the skills and experience necessary to successfully coordinate and facilitate the often complex relationships of professional library staff, Board members with only a lay knowledge of library services, patrons and the public, design team members, and contractors. Carson is invariably both organized and insightful in his approach to building technology and design concerns. His questions have always demonstrated an understanding of key coordination issues before they become conflicts, and he has always been proactive in suggesting necessary adjustments and adaptations which are respectful of the design intent. In short, Carson Block LLC represents exactly the type of consultant and team member our office wants to see on every project.

Carson's firm is an example of what happens when someone is arduous about applying personal integrity and respect for others as part of their daily comportment. Combined with his intricate and vast knowledge of how Libraries can be at the front of information technology, he is a joy to be around both professionally and personally.

Thank you again for allowing me to offer my insights into Mr. Block and his firm. I recommend him unreservedly. I remain,

Very truly yours,

Paul K Mays, RA
Principal

Attachment B: Clients and Activities, Carson Block Consulting Inc.

Facilities Master Planning:
- Anchorage Public Library   Anchorage, AK
- New Braunfels Public Library   New Braunfels, TX
- Round Rock Public Library   Round Rock, TX
- Seguin Public Library   Seguin, TX
- Poudre River Public Lib District   Ft. Collins, CO

Technology Planning:
- Anchorage Public Library   Anchorage, Ak
- Pierce County Libraries   Tacoma, WA
- Santa Cruz Public Library   Santa Cruz, CA
- Delaware Department of Libraries   Dover, DE
- Poudre River Public Lib District   Ft. Collins, CO

Strategic Planning:
- Los Angeles Public Library   Los Angeles, CA

Technology Assessment/Documentation for Construction projects:
- Claverack Public Library   Claverack, NY
- Cairo Public Library   Cairo, NY
- Artesia Public Library   Artesia, NM
- Lyons Public Library   Lyons, CO
- Poudre River Public Lib District   Ft. Collins, CO

Analysis for Technology:
- Denver Public Library   Denver, CO
- Pierce County Libraries   Tacoma, WA
- Davies Public Library   Owensboro, KY
- East Bonner Library District   Sand Point, ID
- Broomfield Public Library   Broomfield, CO
- Front Range Community College Library   Westminster, CO
- Sterling Public Library   Sterling, CO
- Clearview Library District   Windsor, CO
- Red Feather Lakes Public Library   Red Feather Lakes, CO
- Bucks County Free Library   Doylestown, PA

Analysis for Library E-Book Publishing Models:

**Technology Planning & Support
For New Library Construction**

- DAZL-Digital Arizona Library   State of Arizona   Phoenix, AZ

LSTA (Library Services Technology Act) Grant Evaluation:
- State of Oklahoma   Woodward & Oklahoma City, OK

Technology Visioning:
- SALS Southern Adirondack Library System   Saratoga Springs, NY
- SMRLA Southern Maryland Library Association   Waldorf, ME

Cultural Heritage Digitization Projects:
- Maine Memory Network   Portland, ME
- New Hampshire Historical Society   Concord, NH

Keynotes/Presentations/Advocacy speaking:
- Speaker Library Journal Design Institute   Seattle 2013
- NYLA New York Library Association   Saratoga Springs, NY
- WILS Wisconsin Library System   Madison, WI
- SXSW 2012 and 2013   Austin, TX
- INCOL Inland Northwest Council of Libraries   Spokane, WA
- CLiC Colorado Library Consortium   Grand Junction, Ft. Morgan,
  Pueblo
- Marmot Library Network   Grand Junction, CO
- Aurora Public Library   Aurora, CO
- Jefferson County Public Library   Golden, CO
- Cedar Rapid Public Library   Cedar Rapid, IA
- Colorado State University Housing IT Dept.   Ft. Collins, CO
- Frequent speaker annually at conferences:
    CAL Colorado Association of Libraries
    ALA American Library Association
    PLA Public Library Association

DPLA Member, Audience and Participation work stream:
- Digital Public Library of America   Chicago, Boston, NYC

CoPLA Colorado Public Library Association   President 2011-2012
                                                        Current past president

Chair Elect: Library Consultant's Interest Group **(LCIG)** within the ALA's Association
of Specialized & Cooperative Library Associations **(ASCLA)** division.

ANCHORAGE PUBLIC LIBRARY
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January 31, 2013

T0:   Potential Customers of Carson Block LLC
FROM: Mary Jo Torgeson, Library Director
RE: Recommendation for Consultant Carson Block LLC

The Anchorage Public Library has faced budget cuts over the last three years, with one outcome being reduced staff and very poor technology support. I was hired as the new Library Director eight months ago and saw the deplorable condition of our technology throughout our library system. Our Technology Plan was outdated and while we could have used library and City IT staff to develop a new plan, I had seen the technology analysis done by Carson Block as part of the pre-development for RIM Architects, and was impressed. Because of this prior work, APL hired Carson Block to work with staff to develop a Technology Plan to carry APL through a substantial library redesign.

While I was not part of the Anchorage Public Library Staff when Carson Block LLC was an architectural consultant, staff has told me that he did an excellent job working with the architects, guiding them into logical placement of computers and suggested infrastructure needs. He was easy to work with, listened carefully to suggestions, and provided excellent input.   The report I reviewed was comprehensive in evaluating defects and suggesting necessary improvements.

APL is part of a city department with a centralized information technology department that provides IT support for our library system. I wanted a consultant that could straddle the world of technology and libraries, that knew how libraries functioned, and that could be an advocate for both customers and staff. Carson Block has worked extensively in public libraries and as a Colorado State Library Consultant and was the perfect consultant for this project.

I requested a short turn around for plan completion. Carson and I discussed APL needs, promptly provided us with a timeline, told the Administration what he needed from us, and met with staff.

Mr. Block did an excellent job driving the technology plan. The process included identification and engagement of public and staff stakeholders, an assessment of our current state of technology services and support, a needs assessment and identification of technology priorities.

Carson pulled together a library team, provided strict milestones and worked with the staff team to adhere to them. While he wrote much of the APL Technology Plan, he gathered staff input and was a fabulous coach to staff as they participated in their portion of the writing of the plan. What is most important….he did what he said he would do and delivered an excellent product on time.

I would heartily recommend Carson Block LLC as a consultant as a member of a pre-development architectural team or as someone that can lead a library into a practical and realistic Technology Plan.

Feel free to call or write me for further clarification.