

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 17, 2013
4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. November 19, 2013
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - 1. Recommend Approval of Director's Evaluation Procedures
 - 2. Recommend Approval of 2014 Insurance Policies
 - B. Planning, Policies & Programs (3 P's)
- X. Unfinished Business
- XI. New Business
 - A. Approve 2014 Meeting Dates
- XII. Adjournment

Posted 12/12/13 3:45 p.m.

Bloomington Public Library
Board of Trustees Meeting

November 19, 2013
4:30 p.m.

Minutes

- I. Call to Order
President Jaggi called the meeting to order at 4:30 p.m.
- II. Roll Call
MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan (arrived at 4:32 p.m.) Jan Kibler, Carol Koos (arrived at 4:34 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Patricia Marton, Caprice Prochnow
- III. Introductions/Public Comment
President Jaggi introduced resident, Patricia Marton.
- IV. Approval of Minutes
A. October 15, 2013
President Jaggi asked that the October 15, 2013 Minutes be amended as follows –
The last sentence of item number 2 under Planning, Policies & Programs (3 P's) should read as such, "Director Bouda will send a letter to all the Bloomington nursing homes offering these kits at no charge."
JAN KIBLER MOVED, JONI PAINTER SECONDED, TO APPROVE THE AMENDED MINUTES FROM THE OCTOBER 15, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi shared with the Board members that City Council approved the Library FY15 Budget.
- VI. Director's Report
Director Bouda shared that the Library has a card in the new Bloomington-Normal-Opoly game, and that the Library has agreed to sell 20 of the games for \$25.00 each.
Director Bouda stated that they have not received the insurance quotes yet, so this will necessitate a Budget & Personnel Committee meeting in December. The Board will need to approve the Library's insurance at the December Board meeting.
Director Bouda shared that the Book Shoppe has made about \$10,000 so far this fiscal year, so the Library is right on target to meet the goal of \$20,000 for the year.
- VII. Fiscal Report
Kathy Jeakins entertained questions.

VIII. Approval of Bills

CATHY PRATT MOVED, CAROL KOOS SECONDED, TO APPROVE THE BILLS LIST FROM OCTOBER 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.11"

IX. Committee Reports

A. Budget & Personnel

1. Executive Session – Summary of Director's Performance

It was decided by the Board members that, since the summary of the Director's Performance had been finished and distributed to all the Board members, there would be no need for an Executive Session.

2. Library Director's Evaluation Procedures

Bill Wetzel shared with Board members that a draft of the procedures was included in the packet for review, and that the Budget & Personnel welcomes any and all feedback, as they will be finalizing the procedures at the next Budget & Personnel Committee meeting. President Jaggi offered the following suggestions: That "Procedures" be added to the title of the document, "should be" replaced with "shall," and to make it clear that the Budget & Personnel Committee is working on the Evaluation on behalf of the Board as a whole. There was some discussion about compiling the different policies and procedures that the Board has approved over the years in one location for easy reference. Director Bouda shared that she is currently working on this.

The Budget & Personnel Committee set their next meeting for Tuesday, December 10 at 4:30pm to finalize the Library Director's Evaluation Procedures and approve the 2014 insurance policies.

See Attachment "IX.A.2"

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

1. Discussion of Possible Art Week and Fundraising

Patsy Bowles reviewed with the Board members the Art Week proposal from Rhonda Massie's notes of the discussion at the 3 P's Committee meeting. What is proposed, is as follows:

Wine, Cheese & Jazz event will be held on Friday, May 16.

Tickets will sell for \$20, which includes 2 glasses of wine as well as cheese, chocolates, finger foods and \$5 worth of raffle tickets (6 tickets).

Live Jazz will entertain guests from 6:30 – 8:30pm.

The Library's McCurdy Collection will be displayed in the Community Room for viewing.

All the prints in the circulating collection, not chosen to be raffle items, will be made available to guests at a silent auction which will include "Buy It Now" prices. Ten of the prints will be raffled as opposed to auctioned.

The Silent Auction for the public will commence on Monday, May 18 and end on Saturday, May 24.

Patsy Bowles stated that this event is more of a community event rather than a fund raiser.

After some discussion, the general consensus amongst the Board members was to have the 3 P's Committee continue to flesh out this event.

See Attachment "IX.B.1"

- X. Unfinished Business
There was no unfinished business.

XI. New Business

A. Notice of Stipulation to State Farm Tax Abatement

President Jaggi shared that the tax receipts for the Library from State Farm for this year are going to be less than anticipated by \$1,521.66. This is pursuant to an earlier settlement agreement dated December 8, 2010. The Library is being informed by the County of this abatement.

See Attachment "XI.A."

B. Request for Proposal for Bookmobile

President Jaggi reviewed with Board members that the Bookmobile Specifications were reviewed by the Consultant and are now part of the Request for Proposal. If the Board approves the RFP today, it will be sent out tomorrow. The proposals are due by January 10, 2014 at noon and the contract will be awarded on January 21, 2014.

BILL WETZEL MOVED, JONI PAINTER SECONDED TO APPROVE THE REQUEST FOR PROPOSAL FOR BOOKMOBILE.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B"

President Jaggi asked the Board members if they would like to be involved in working with Director Bouda in the RFP evaluation process. After some discussion, it was decided that Director Bouda will decide upon a date, between January 10 and January 20 to evaluate the received proposals and invite Board members to assist her and the Consultant in this process.

XII. Adjournment

President Jaggi adjourned the meeting at 5:15 p.m.

Next Meeting Date

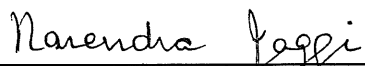
December 17, 2013

2013.11

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, November 19, 2013



Signature, BPL Trustee

Vendor	Line Item	Amount
Alan Roth Enterprises	Other Purchased Services	175.00
Bound To Stay Bound Books	Juvenile Books	561.72
CDW Government	Computer Supplies	2,182.85
Cengage Learning	Adult Books	1,704.79
Center Point Large Print	Adult Books	823.66
Childers Door Service of Central Illinois, LLC	Building Maintenance	241.74
City of Bloomington	Dental Insurance	829.68
City of Bloomington	FICA	14,438.83
City of Bloomington	Fuel	699.59
City of Bloomington	Health Insurance-HMO	7,542.84
City of Bloomington	Health Insurance-PPO	16,595.92
City of Bloomington	IMRF	32,957.68
City of Bloomington	Life Insurance	241.77
City of Bloomington	Medicare	3,376.71
City of Bloomington	Payroll	172,246.70
City of Bloomington	Vision Insurance	193.58
Continental Research Corp.	Janitorial Supplies	180.89
Custom Digital Imaging	Printing/Binding	1,385.75
Demco	Library Supplies	161.20
Ebsco Subscription Services	Public Access Software	3,450.00
Evanced Solutions, LLC	Office/Equipment Mtn	1,285.20
Frontier	Telecommunications	2,123.52
Gaylord Brothers, Inc.	Library Supplies	285.45
Group of 5 Investors (Picture This Digital Media, LLC)	Advertising	2,160.00
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	585.10
Henricksen & Company	Other Purchased Services	150.00
Illinois State University	Other Purchased Services	772.86
Illinois Wesleyan University	Other Purchased Services	901.88
KCN Solutions	Rentals	700.00
Kessenich, Thomas	Other Purchased Services	200.00
Matthew Bender-Lexis Nexis	Adult Books	147.43
McGraw-Hill Company	Adult Books	80.11
McGraw-Hill Company	Juvenile Books	80.11
McLean County Child Protection Network	Miscellaneous Expenses	25.00
McLean County Glass & Mirror, Inc.	Building Maintenance	1,595.00
MicroMarketing, LLC	A/V Materials	237.54
Mid Illinois Mechanical Services, Inc.	Building Maintenance	89.00
Midwest Tape	A/V Materials	3,371.35
Miller Janitorial Supply	Janitorial Supplies	628.96
Moore, Gary	Other Purchased Services	375.00
Nicor/Northern Illinois Gas	Natural Gas	1,993.12
Officemax	Computer Supplies	556.59
Officemax	Copier Supplies	680.45

Officemax
 Officemax
 Palatine Public Library District
 Pennington, Rochelle
 Postmaster - Bloomington
 Random House, Inc.
 Ricoh, USA, Inc.
 Ron Smith Printing Co
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 Weber Electric
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Amtrak
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Cavendish Square
 VISA - Choice Taxi
 VISA - Comcast
 VISA - Denny's Doughnuts
 VISA - Embassy Suites
 VISA - Engraving Services
 VISA - Envisionware
 VISA - Fazoli's
 VISA - Five Star Water
 VISA - Gamestop
 VISA - GoDaddy.com
 VISA - Heartland Parking, Inc.
 VISA - Hobby Lobby
 VISA - HR Direct
 VISA - I Read
 VISA - Illinois Audubon Society
 VISA - Ingram
 VISA - Ingram
 VISA - Jewel
 VISA - JoAnn Fabrics
 VISA - LD-4InkJets.com
 VISA - Lowe's
 VISA - Lulu Press, Inc.
 VISA - McLeod
 VISA - NRS
 VISA - Nybakke Vacuum
 VISA - Pantagraph
 VISA - POS Supply Solutions
 VISA - Rockford Map Publishers
 VISA - Sears
 VISA - Sprint
 VISA - Survey Monkey

Library Supplies	30.00
Office Supplies	355.71
Miscellaneous Expenses	14.48
Other Purchased Services	275.00
Postage	200.00
A/V Materials	141.00
Rentals	1,116.00
Printing/Binding	60.00
Other Purchased Services	100.00
Building Maintenance	27.21
Other Property Maintenance	150.00
Other Purchased Services	393.75
Building Maintenance	1,950.95
Adult Books	42.54
A/V Materials	273.27
Adult Books	213.48
Office/Equipment Mtnc	267.98
Public Access Software	243.95
Periodicals	70.00
Travel	42.00
A/V Materials	10,464.44
Adult Books	16,058.99
Juvenile Books	9,300.64
Adult Books	49.55
Juvenile Books	177.90
Travel	14.65
Telecommunications	179.70
Other Purchased Services	15.00
Travel	254.92
Office Supplies	24.00
Office/Equipment Mtnc	1,384.65
Employee Relations	538.81
Miscellaneous Expenses	58.28
A/V Materials	337.11
Office/Equipment Mtnc	209.97
Travel	22.00
Library Supplies	42.38
Other Purchased Services	64.99
Other Purchased Services	25.00
Membership Dues	25.00
Adult Books	223.62
Professional Collection	15.82
Library Supplies	4.98
Other Purchased Services	38.43
Copier Supplies	19.78
Building Mtnc Supplies	240.06
Adult Books	49.94
Telecommunications	124.55
Other Purchased Services	152.10
Building Mtnc Supplies	39.98
Periodicals	259.93
Library Supplies	928.77
Adult Books	53.95
Janitorial Supplies	109.98
Telecommunications	309.14
Other Purchased Services	300.00

VISA - Taxi Cab Service
VISA - Things Remembered
VISA - USPS
VISA - Value Line
VISA - Valve Software
VISA - Wal-Mart
VISA - Wal-Mart
VISA - Wal-Mart
VISA - Wal-Mart
VISA - Wal-Mart
VISA - Wal-Mart
VISA - Wal-Mart.com

Total

Travel 10.45
Employee Relations 153.00
Postage 8.21
Public Access Software 4,575.00
Public Access Software 188.93
Building Mtncl Supplies 81.42
Employee Relations 7.74
Janitorial Supplies 202.72
Library Supplies 73.31
Other Purchased Services 30.55
Vehicle Maintenance 10.94
Janitorial Supplies (8.37)

332,434.80

Bloomington Public Library (BPL) Director Evaluation
Updated: 11/13/13

The BPL Director salary adjustment is scheduled for May 1 of each year.

A decision regarding both cost of living and merit salary adjustment needs to be made and presented to the Library Director.

The Budget & Personnel Committee (BPC) is responsible for the evaluation of the Library Director and should share a summary of information received from the Evaluation Tool used with the entire BPL Board along with the recommendation for cost of living and merit salary adjustment.

The summary information should include enough information to give board members not in attendance at the committee discussion a solid understanding of the comments and information included in the evaluation tool as well as other background information used by the BPC committee to make their recommendation.

An example of the summary could be a listing of the number of board members checking each evaluation indication (Very Good, Adequate, Needs Improvement) and the comments from each evaluation associated with each question.

The board should be supportive of sharing the summary information with the Library Director to be used for feedback on both areas where improvement is needed and areas in which the Director has performed well and is encouraged to continue.

Art Week 2014

Auctioning/Raffle of the Circulating Art Collection

- The Library will stop circulating art on February 21, 2014. This is 12 weeks before our art auction/raffle begins. These prints circulate for 8 weeks when they're checked out. This will give us time to get all the prints into the building.
- We will secure a raffle license from the City of Bloomington.
- On Friday, May 16, 2014, we will spend the day putting the art from the Library's circulating art collection on display in the Community Room.
 - 92 is the number of art prints currently listed in SIRSI (This does not include the 14 special prints Karen Moen has pulled to be hung in the Illinois Collection area. These prints have been deleted from SIRSI and are in Allison's office).
 - 10 of the 92 prints will be raffled as opposed to auctioned. They will also be displayed in the Community Room.
 - Some may be missing. We will not thoroughly go through the art until the collection stops circulating.

Wine, Cheese & Jazz Event

- The Library will host a ticketed wine, cheese & jazz event from 6-9pm on Friday, May 16.
- Tickets will cost \$20.
- The Library's board members will be asked to sell a minimum of 10 tickets per person.
- During this event on the Library's upper level:
 - Partygoers will be able to view the library's McCurdy Collection. (The collection will not be put on display until 5pm that night – after we close. We will have only 90 minutes to get the collection displayed. Food and wine stations will also be being set up at this time. Help will be needed from additional departments within the library).
 - All the prints in the circulating collection (both auction items and the raffle items) will be made available to our partygoers at "Buy It Now" prices. Partygoers will also be allowed to bid on the silent auction prints.
 - Live jazz will entertain partygoers from 6:30-8:30pm. Glenn Wilson and his band have been contacted and asked to provide a price for 2 hours of live jazz. (Doug Johnson of the McLean County Arts Center felt that Glenn's band may be a big enough draw to get people to spend \$20 on these tickets).
 - Partygoers will receive 2 glasses of wine as well as cheese, chocolates, finger foods and \$5 worth of raffle tickets (6 tickets) for their \$20 ticket price.
 - Georgia will ask Tracy at the City if we are able to purchase and pour our own wine. If that is allowed, we may purchase cheese trays and chocolates from Fresh Market and tackle the food and drink on our own. (This too will require help from additional departments within the department).
 - Amy at A Renee thought she could put on this spread for \$12 per person @ 75 tickets sold. She said the price would go down as the number climbs. If she were

to cater the event, we could make additional wine available for purchase. We would likely not be able to make that offer if the Library were serving the food and wine.

Week-long Silent Auction

- When the Library opens for business at 9am on May 17, our Silent Auction for the public will begin. It will run through 5pm on Saturday, May 24.
- 10 of the circulating prints will be raffled off to the public with raffle tickets being made available for purchase at the Circulation Desk at a cost of \$1 each or 6 for \$5. These pieces will hang on the west wall in the Community Room and will be clearly labeled to indicate that they are part of a raffle and not part of the silent auction. If any raffle prints are purchased via the "Buy It Now" option at the Wine, Cheese & Jazz event, we will replace them with prints from the silent auction. Therefore, 10 prints will still be in the raffle.
- Separate bid sheets will be placed in front of each piece of art that is being auctioned.
- Raffle prints will be numbered.
- Raffle tickets will ask the buyer to indicate which numbered print the raffle ticket represents.
- A single collection receptacle will be placed in the raffle area.
 - I only have one box with a lock that I feel is secure enough to prevent someone from emptying the receptacle to give themselves an advantage.
 - The receptacle needs to be fairly tamper proof as the Community Room will not be under constant surveillance during the silent auction/raffle.
 - The box I have could be stolen in its entirety, but I doubt that will happen.
- Low minimum bids will be set for each piece in the auction. Georgia predicts the prints will sell for \$25-\$100.
- The silent auction will close at 5pm on Saturday, May 24.

XI.A.

STIPULATION AS TO ABATEMENT AMOUNT

This Stipulation is made and entered into as of August 1, 2013, by and between State Farm Mutual Automobile Insurance Co., City of Bloomington, Illinois, a municipal corporation, County of McLean, Illinois, a municipal corporation, Bloomington School District No. 87, McLean County, Illinois, and McLean County Unit District No. 5, McLean County, Illinois pursuant to paragraph 13 of a certain Settlement Agreement by and between the parties hereto and certain other taxing bodies dated December 8, 2010.

1. The Abatement Amount for the tax year 2012 payable in 2013 is \$54,798.95, as set forth in the calculations attached hereto as Exhibit A and incorporated herein.

2. Each Taxing Body's share of the Abatement Amount is as follows:

MCLEAN COUNTY UNIT DISTRICT NO. 5	\$ 52,274.94
CITY OF BLOOMINGTON - LIBRARY LEVY	1,521.66
HEARTLAND COMMUNITY COLLEGE DISTRICT 540	<u>1,002.35</u>
Total	<u>\$ 54,798.95</u>

STATE FARM MUTUAL AUTOMOBILE
INSURANCE CO. ("STATE FARM")

BLOOMINGTON SCHOOL DISTRICT
NO. 87

By: _____

By: _____

CITY OF BLOOMINGTON, ILLINOIS

COUNTY OF McLEAN, ILLINOIS

By:  _____

By: _____

MCLEAN COUNTY UNIT DISTRICT NO. 5

By: _____

XI.B.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

REQUEST FOR PROPOSAL

November 14, 2013

Mailing address:

**Bloomington Public Library
205 E. Olive Street
Bloomington, IL 61701**

Contact Person:

**Georgia Bouda
Director**

georgiab@bloomingtonlibrary.org

309-557-8901

Proposals due:

January 10, 2014 by 12 noon

**LEGAL NOTICE OF
REQUEST FOR PROPOSAL
BLOOMINGTON PUBLIC LIBRARY
BLOOMINGTON, ILLINOIS**

Sealed proposals will be received at the office of the Director, Bloomington Public Library, 205 East Olive Street, Bloomington, Illinois 61701, until January 10, 2014 at 12 noon Central time for the following:

33'6" to 34'3" Rear Engine Coach Bus Style Bookmobile

Documents may be obtained at the business office of the Library, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. Central time or you may request that the proposal and specifications be mailed to you.

All proposals must be submitted in a sealed envelope, with original signatures. One (1) original and five (5) copies of the complete proposal plus an electronic copy on CD or flash drive are to be submitted. You may not respond with a faxed submission. Vendors selected for the short list may be requested to submit an additional ten (10) copies.

Bloomington Public Library reserves the right to reject any and all proposals and to waive technicalities. The award will not be based solely on the "low proposal." The award will be based on the criteria for selection contained within this document.

Contractors shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

The successful vendor will be required to provide a Performance Bond in the amount equal to 100% of the contract price, within ten (10) business days after the proposal award.

Bloomington Public Library requires all contractors and vendors doing business with the City not to discriminate on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation.

Georgia Bouda, Library Director

Published _____ Bloomington, Illinois

TERMS AND CONDITIONS

"Requests for Proposals" (RFP) is a method of procurement permitting discussions with responsive, responsible offerors and revisions to proposals prior to award of contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Questions regarding bid/proposal procedures shall be directed to Georgia Bouda, during regular working hours (M-F 9am-5pm), telephone 309-557-8901.

Questions regarding the technical nature or performance expectations of the equipment, material, or service in the Proposal shall be submitted in writing to Georgia Bouda, during regular working hours (M-F 9am-5pm), telephone 309-557-8901.

Questions will be answered in the form of written addenda and provided to all Offerors, as per State of Illinois statutes.

If you have not obtained this proposal from Bloomington Public Library or from a source other than directly from the Library, you are not on record as a plan holder. The Library takes no responsibility to provide addenda to parties not listed by the Library as plan holders. It is the Offeror's responsibility to check with our office prior to submitting your proposal to ensure that you have a complete, up-to-date package. The original copy maintained and on file in the Library shall be considered the official copy. Addenda copies shall be attached to your proposal as proof of receipt.

Bloomington Public Library reserves the right to reject any and all proposals and to waive technicalities, and to accept that proposal which is to be considered in the best interest of the Library. Any such decision shall be considered final.

Proposals shall be opened in private so as to avoid disclosure of contents to competing offerors. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other offeror.

Bloomington Public Library reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Library may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that the RFP and all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations may be held by the Library as contractually binding on the successful offeror.

When the Evaluation Committee determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

Bloomington Public Library will not be liable in any way for any costs incurred by respondents in replying to this RFP.

NON DISCRIMINATION:

Bloomington Public Library requires all contractors and offerors doing business with the Library not to discriminate against anyone on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation. Offerors shall comply with the Illinois Human Rights Act, 775 ILCS 5.101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44 Part 750 (Appendix A) 775 ILCS 5/1-102 and constituting of a written EEO policy and workforce profile that demonstrates its EEO practices. Furthermore, the offeror shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The offeror must have a written sexual harassment policy, which meets Illinois Compiled State Statutes, 775 ILCS 15/3.

SECURITY:

The offeror represents and warrants to Bloomington Public Library that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The offeror further represents and warrants to the City of Bloomington Library that the offeror and its principals, shareholders, members, partners or affiliates, as applicable, are not directly or indirectly engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The offeror hereby agrees to defend, indemnify, and hold harmless the City of Bloomington Library and all City of Bloomington elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses including reasonable attorney's fees and costs arising from or related to any breach of the foregoing representation and warranties.

PREVAILING WAGE:

The State of Illinois requires under public works contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with the Prevailing Wage Act (820 ILCS 130) as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the subcontractor under the Contractor. A copy of the most current monthly prevailing wage rates by County is posted on the Illinois Department of Labor website at www.state.il.us/agency/idol. Note that the Prevailing Wage rates change monthly and it is the Contractor's responsibility to ensure the correct wage is paid.

INCREASED PENALTIES FOR PREVAILING WAGE VIOLATIONS (Public Act 94-0488)
Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the unpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid.

For violations that occur after January 1, 2006, the debarment period-during which contractors are ineligible for public works contracts, increases from 2 years to 4 years if two notices of

violation are issued/serious violations occur within a 5 year period. In addition, a new monetary penalty of \$5,000 may be assessed against contractors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT:

The successful proposer must be in compliance with the State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed in a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

OSHA REQUIREMENTS:

The Occupational Safety and Health Act of 1970 (OSHA), "guarantees workers the right to a safe and healthful workplace." Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to its employees."

There are times when the Library must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the Library must perform their duties in a manner that is compliant with all State and Federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all State and Federal health and safety laws, regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency and the Department of Transportation.

PURCHASE EXTENSION:

This contract shall be offered for purchases to be made by other governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the offeror. The Library shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

EX PARTE COMMUNICATION:

Please note that to insure the proper and fair evaluation of a proposal or bid, Bloomington Public Library prohibits exparte communication (i.e., unsolicited) initiated by the Offeror to a Library Official (i.e. Library Trustee, Director, etc.) or Employee evaluating or considering the proposal/bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone calls, email and personal visit. Communication between Offeror and the Library will be directed in writing to the Library Director or designated contact person only. The

Purchasing Agent will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Offeror from consideration or award of the proposal and repeat offenders may be disqualified from future projects.

NO PROPOSAL:

Offerors who are not able to submit a proposal for this service, but wish to receive proposal tabulation or to be assured of remaining on the Library's proposal list for similar services should clearly indicate on the envelope the designation "NO PROPOSAL". Envelopes so marked will not be considered as a formal proposal, but the contents will be responded to in the appropriate manner by Library staff. The Library will issue a purchase order to the successful Offeror.

DELIVERY:

To be made by vendor driver/trainer who will make any minor adjustments to the vehicle as well as explain complete operation and routine maintenance. Driver/trainer should expect to spend no less than four (4) hours training staff on library property and training shall be inclusive enough for Library staff to be able to operate and conserve equipment provided with maximum safety and design effectiveness.

PROPOSAL PRICE:

Please quote your best net price including delivery and discounts to meet the approval of the Library. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the Library, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the Library.

All prices and notations shall be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the proposal. In case of error in the extension of prices, the unit price shall govern.

PAYMENT TERMS:

If payment terms are not indicated, terms of NET 30 days shall be applied by the Library. Payment terms to apply after receipt of invoice or final acceptance of the products/services, whichever is later. Payment terms offering less than 20 days for payment will not be considered. Please note: the City of Bloomington offers Electronic Funds Transfers (EFTs) for offerors receiving multiple payments.

PROPOSAL EVALUATION:

Products/Services will be purchased from the Offeror providing the best proposal per product/service or total package, whichever is in the best interest of the Library. The quality of the products/services, conformity with the specifications, suitability to the requirements, delivery terms including length of time for delivery, qualifications and references will be taken into consideration in making an award.

CRITERIA FOR MAKING SELECTION:

The following criteria and point system shall be used by the Evaluation team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and experience for the specific scope of services as set for the herein (50 points)
 2. Cost proposal based on the contract description (5 points)
 3. Compliance with requirements of this RFP (40 points)
 4. References provided (5 points)
- Total 100 points.

INVESTIGATION:

All questions as to the meaning of the scope of work must be resolved prior to the proposal submission deadline. It is the Offeror's responsibility to check with the Library prior to submitting their proposal to ensure that they have received all Addenda that may be issued.

PROOF OF LICENSE, PERMIT, CERTIFICATIONS, ETC.:

Offeror's must provide proof of conformance with any applicable Federal/State/Local permits, licenses, certifications, etc., or the ability to obtain any applicable Federal/State/Local permits, licenses, certifications, etc., within a reasonable time after the proposal award and prior to the performance of the work. It is the offeror's responsibility to inquire about requirements of performing the job with the requesting department contact person.

PROPOSAL FORM:

This entire package shall be returned complete and intact with all information requested and all questions answered. The amount of the proposal shall be stated on the form(s) provided. Variations from the specification/scope of work shall be noted on a separate sheet of paper. If more space is required to furnish a description of the service offered or delivery/start terms, the offeror may attach a letter hereto, which will be made a part of the proposal.

SPECIFICATION:

The Specification may, in some areas, be unique to a particular brand of product or type of service. If this situation exists, equal consideration will be given to all Offeror's whose items, in the opinion of the City, meets or exceeds performance in these areas.

BRAND NAME, MODEL, CATALOG NUMBER, ETC.:

All Offeror's shall include with their proposal brand names, models, catalog numbers, and complete information about the items they are offering.

Manufacturer's Safety Data Sheets, MSDS, are required for all chemical Proposals.

PROPOSAL OPENING:

Telephone/fax/verbal offers will not be accepted. Proposals are opened and evaluated in private. They are not publicly opened and read at the time and date set. It is the responsibility of the offeror to see that the proposal is in the Office of the Library Director, by the specified time and date. The date of the postmark will not be considered. Proposals received after the time and date set will be returned unopened to the Offeror. This includes Proposals not received as a result of mail delays. In the event that Library is closed for business at the time scheduled for the proposal submission, sealed proposals will be accepted on the next business day of the Library, up to the originally scheduled time.

DEFAULT BY OFFEROR:

In the event of default by offeror, the City reserves the right to procure the services from other sources, and hold the offeror liable for any excess costs occasioned thereby. Additionally, a contract shall not be assignable by the Offeror in whole or in part without the written consent of the City of Bloomington.

PERFORMANCE BOND:

The successful Offeror will be required to provide a Performance Bond in the amount equal to 100% of the contract price, within ten (10) business days after the proposal award. The Performance Bond shall be duly authorized by an insurance company licensed to do business in the State of Illinois.

CANCELLATION:

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The Library will give a written notice of unsatisfactory performance and the contractor or vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty (30) days, the Library deems that the contractor or vendor's performance is still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellation shall not limit the Library's right to seek any other remedies allowed by law.

WITHDRAWAL OF PROPOSAL:

An offeror may withdraw a proposal prior to the deadline for proposal submittal by submitting a request for its withdrawal. Proposals received after the time for opening proposals or received at any place other than the place specified will not be considered. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of proposals, or to cancel awards or contracts based on bid mistakes, will be submitted in writing and will be supported by a written determination made by the Library Director. The request shall then be forwarded to the City's legal staff for final recommendation.

REJECTION OF PROPOSALS, WAIVERS AND IRREGULARITY:

Bloomington Public Library reserves the right to reject any or all proposals, to waive irregularities, and to accept that proposal which is considered in the best interest of the Library. Any such decision shall be final.

PROTESTS:

Any actual or prospective offeror who is aggrieved in connection with this proposal or award may protest to the Library Board during the public Board meeting only. The protest will be submitted in writing to the Office of the Library immediately after such aggrieved person knows or should have known of the facts giving rise and the Library Director will place same on the Library Board agenda if not resolved prior to that time.

THIS PAGE IS MANDATORY

REFERENCES:

Three (3) references are required with your proposal. The references shall be from three different sources where you have provided the minimum specifications as required in this proposal.

(1.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(2.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(3.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

THIS PAGE IS MANDATORY

***NOTE: FAILURE TO SIGN THE FOLLOWING CONTRACTOR COMPLIANCE
AND INSURANCE SECTIONS WILL DISQUALIFY YOUR PROPOSAL.

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:

The offeror certifies by signing this statement that this Proposal is made without prior understanding, agreement or accord with any other person submitting a Proposal for the same product or service and that this Proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The offeror also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Print Name & Date

Authorized Signature

Company Name

INSURANCE:

Offerors providing a service or installing equipment on or about Library property shall provide to the Library evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Library property. The offeror guarantees to save the Library, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee.

Furthermore, the offeror hereby agrees to save and hold harmless and indemnify the Library from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Offeror, its employees, agents or sub-offerors. This agreement extends to all claims, of any nature, whether made by the Offeror's employees or third parties.

Print Name & Date

Authorized Signature

Company Name

THIS PAGE IS MANDATORY

GIFT BAN ACT:

I certify that _____ (print company name), its officers, employees and agents, have not made any gifts to officers or employees of the City of Bloomington in violation of Illinois Compiled Statutes, 5 ILCS 430/Article 10, State Officers and Employees Ethics Act (commonly known as the "Gift Ban Act"). The Act is available online at:
<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=000504300HArt%2E+10&ActID=2529&ChapterID=2&SeqStart=1700000&SeqEnd=2200000> under.

I further certify that as an Offeror, I have not violated the Bloomington City Code Chapter 2, Administration; Article I, Section 8: Officers and Employees Generally: Section 8a Prohibition on the Solicitation and Acceptance of Gifts; and 8b State Officials and Employees Ethics Act. This section of the Bloomington City Code is available online at
<http://www.cityblm.org/code.asp?show=section&id=3450>.

Print Name & Date

Authorized Signature

THIS PAGE IS MANDATORY

PROPOSAL FORM

33'6" to 34'3" Rear Engine Coach Bus Style Bookmobile

The proposer agrees to contract with Bloomington Public Library to provide all necessary labor, supervision, machinery, tools, apparatus, documents and any other means to do all the work and furnish all the materials specified in the Specifications in the manner and time therein as set forth by the proposer and that the proposer will take in full payment the amount set forth hereon. The cost of all labor, material and equipment necessary for the completion of the proposed work, even though not shown or specified, shall be included in the total price for the various items shown herein.

We further agree to complete all of the above work in a complete, neat, and workmanlike manner. Payment of prevailing wage rates as predetermined by the Bloomington City Council pursuant to the Prevailing Wage Ordinance 2012-21 is acknowledged.

Estimated starting date after award of proposal:

Base Proposal Price \$ _____

Name of Company

Authorized Signature

Address

City

State

Zip

Telephone Number

Fax Number

Email Address

Date

PROPOSAL CHECKLIST:

1. Return the **entire** packet – not just your response
2. Sign and Attach all addenda if any were issued
3. Sign and date all required forms
4. Include a copy of your certificate of insurance for your business and any other required certificates, permits, etc.
5. Seal the envelope and attach the label or print in the lower left corner of the outer envelope the bid/proposal name and date due
6. Your original and five (5) required copies. Vendor selected for a short list may be asked to provide an additional ten (10) copies.

Tentative Proposal Schedule:

The following projected timetable should be used as a working guide for planning purposes. The City reserves the right to adjust this timetable as required during the course of this proposal process.

Action	Date
RFP Available	November 20, 2013
Questions Due to Library	No later than December 18, 2013
Proposed Answers from Library	No later than January 3, 2014
Proposal Due 12:00 noon	January 10, 2014
Anticipated Award Date	January 21, 2014

Questions will be answered in the form of written addenda and provided to all Offerors, as per State of Illinois statutes. Submit questions regarding the proposal in writing to Georgia Bouda georgiab@bloomingtonlibrary.org no later than 5:00 pm on Wednesday, December 18, 2013.

END OF DOCUMENT

Bookmobile Specifications

Bloomington Public Library

205 East Olive Street
Bloomington, Illinois
61701

Bookmobile Specifications (for a 33'6"-34'3" rear engine transit style bus)

Released: TBD

General Specifications

Scope

The intent of this specification is to describe the construction of one (1) 33'6"-34'3" long, heavy duty, rear engine transit style bus into a bookmobile for use by the Bloomington Public Library (Bloomington, IL). The unit shall be built on a 36,000 lb. GVWR chassis for adequate support of the body, conversion, and diversified collection of approximately 4,000 items.

The bookmobile described herein is intended to provide contemporary mobile library services to a broad mix of patrons, including the elderly and children, in an efficient manner. The unit will operate within a suburban environment in central Illinois and shall be designed and equipped to operate safely in an environment of relatively flat, paved roadways. Expected routes for this vehicle are an average of 3000 miles annually on a 28-30 hour weekly schedule. The unit will be parked in an enclosed garage when not in service. The approximate temperature range of this area is 10°F to 100°F, with occasional winter temperatures reaching -20°F and occasional summer temperatures reaching 105°F.

It is the Bloomington Public Library's goal to ensure that the bookmobile is well equipped to operate efficiently and safely in this environment.

The successful vendor shall furnish all materials not denoted as "customer provided," as well as the labor to complete the conversion of the bookmobile specified herein, as shown on the attached drawings, or as required to complete and/or exceed the general intent of these specifications.

Brands

Any reference to a specific manufacturer, make, or model of a product not followed by "or equivalent" or "or equal" may not be substituted. The particulars listed within these specifications shall be considered minimal, and the vendor is expected to increase them where necessary to meet or exceed the general intent or requirements by industry standards.

Contacts

All billing questions shall be directed to:

Bloomington Public Library
Attn: Business Office Manager
Bloomington, IL 61701
309-557-8903

All technical questions shall be directed to:

Bloomington Public Library
Attn: Director
Bloomington, IL 61701

309-557-8901

The following shall be provided for each unit at the time the equipment is delivered:

1. Two (2) each technical service manual sets for the chassis, body, generator, and each component installed. Vendor shall include all manufacturer updates for the first year of service.
2. One (1) each visual parts books or one (1) CD sets if books are unavailable for the body, chassis, and generator.
3. One (1) line set for chassis.
4. Two complete sets of conversion electrical schematics as delivered.
 - 4.1. Provided for review prior to scheduling of final inspection.
5. One certified IL weight ticket issued at point of entry; front, rear, and total.
6. Four (4) complete key sets (ignition, doors, auxiliary locks, compartments, fuel).
7. One (1) complete dimensional layout drawing of interior front, rear and both sides.

New Equipment

Equipment shall be new (unused), of manufacturer's current model year production, and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. The conversion shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided as well as those specifically detailed within this specification.

Quality and Standards

Welding fillets shall have good appearance, flat to only slight convexity, no cracks, no undercutting, and in general be complete by industry standards or above.

All construction and processes therein should be at best practices for the trade or above and are subject to inspection and approval by the library or a representative thereof.

Methods should meet all applicable regulations of:

- OSHA
- FMVSS
- DOT
- NEC
- Federal and State noise and pollution control restrictions
- All other applicable local, state, and/or federal regulations in effect at the time of manufacture

Guarantee

Warranty will be furnished stating that the equipment is suitable for the service intended in accordance with the specifications. Vendor also to furnish the Bloomington Public Library with a minimum Full One (1) Year Warranty and agrees to replace and install without charge, within

the warranty, any defective part(s) not suitable for the service intended or found to be defective due to poor workmanship.

Warranty period will start on the date the unit is delivered to the Bloomington Public Library.

Guarantee that the Bloomington Public Library may be assured of being able to maintain and repair equipment purchased. There shall be a local service facility with a stock of repair parts identified with the vendor's proposal. These specifications also require that common wear parts such as filters, hoses, light bulbs, etc. be available within 24 hours and all other parts within 48 hours.

Proposal will list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list will include facilities related to bus/chassis, generator, conversion, etc.

Any and all extended warranty options applicable to this unit and its components will be listed within vendor's proposal with associated costs.

Inspections

All parts and construction shall be inspected by a library hired consultant at a predetermined rate which will be paid by the library. More details to be provided after bidding process.

General

- 1.1. Vendor to furnish all material and perform all labor to complete vehicle upfitting and conversion as specified herein, as shown on the concept drawings, or as required to complete the work.
- 1.2. Quality Control
Upfitting and conversion to be performed by vendor regularly engaged in work of this type, in shop owned and operated by vendor, by full-time employees of vendor, and references of said employees shall be provided. Additionally, vendor must have produced and delivered a minimum of five (5) specialty vehicles of the type and size specified herein or larger in the last three (3) years.
- 1.3. Submittals
Successful vendor to prepare and submit a full design drawing package to include: floor plan and left and right elevations indicating specific dimensions with regard to workstations, bookshelves, desk, and all other interior features; exterior side views showing door locations, windows, under floor equipment and storage locations, and dimensions to aid in exterior graphics design.
- 1.4. Delivery
To be made by vendor driver/trainer who will make any minor adjustments to the vehicle as well as explain complete operation and routine maintenance. Driver/trainer should expect to spend no less than four (4) hours training staff on library property and training shall be inclusive enough for Library staff to be able to operate and conserve equipment provided with maximum safety and design effectiveness.

***All optional equipment is listed in brackets []**

Basic Specifications and Dimensions

Intent: It is the intent of the following specifications to describe the type of vehicle that will be used for the bookmobile. Accessories and construction techniques not specifically mentioned herein, but necessary to furnish a complete unit ready for immediate use shall also be included.

Type: The chassis shall be a 2014 or current model year Thomas Built, Blue Bird, International, or equivalent heavy duty forward control rear engine transit type bus. The chassis, body, and accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction.

Capacities/Dimensions

- 1.1. Exterior Length: 33'6"-34'3" feet (approximate, not to exceed 35' feet)
- 1.2. Exterior Width: 8' (96")
- 1.3. Wheel Base: 180-220"
- 1.4. Turn Radius: 26.5' (approximate)

- 1.5. Overall Height: 12' 6" (includes rooftop air conditioners and branch guard)
- 1.6. Interior Width: 92" minimum (finished)
- 1.7. Interior Height: 84" minimum
- 1.8. Ground Clearance: 12" minimum, ideally flush with skirt (14")
- 1.9 Gross Vehicle Weight Rating (GVWR): 36,000 lbs. and above
- 1.10 Vehicle Longevity: Projected 15 years to 20 years

Detailed Specifications

1. **Chassis Specifications** Model: Thomas Built, BlueBird, International, or equivalent heavy duty forward control rear engine transit style bus.
2. **Air Cleaner** Farr-ECO SE, dry type with restriction indicator or equivalent
3. **Alternator** Heavy Duty Leece-Neville 240 amp or equivalent
4. **Axle, Front** Hendrickson 13,200 lb. minimum or equivalent
5. **Axle, Rear** Meritor, 23,000 lb or equivalent
6. **[Air Suspension -- Optional]** [Hendrickson air suspension, front (requires rear air suspension).]
 - 6.1.1. [Hendrickson air suspension, rear.] or equivalent
7. **Battery Group** Minimum two (2) Grp 31, 12V CCA ea. for chassis- total of 1,520 CCA for chassis. One (1) 700 CCA for generator.
 - 7.1 [Optional -- One (1) integrated inverter system shall be supplied and installed. System shall consist of one (1) Xantrex Freedom SW 3012 (815-3012) or equivalent inverter/charger and expanding the auxiliary battery bank and compartment to include twelve (12) Interstate U2200 group GC-2, 6V deep-cycle, or equivalent batteries wired in a series/parallel manner to provide a 12VDC reference.
 - 7.1.2 System shall be controlled by a Xanbus System Control Panel (SCP) or equivalent, mounted
 - 7.1.3 System shall back the power for on-board technology and main cabin lighting (if 120VAC).
 - 7.1.4 In addition to the vehicle alternator charging, the system shall provide 150A, fully regulated 3-stage battery charging when connected to shore power or while the generator is running.
 - 7.1.5 Batteries shall be installed in a manner allowing easy routine maintenance fluid checks.]
 - 7.2 [Optional -- One (1) Xantrex Xanbus Automatic Generator Start (AGS) shall be installed to automatically start/stop the generator as needed.
 - 7.2.1 AGS shall be configured to activate by low battery voltage, battery state of charge, thermostat operation, or load size on the system.]

- 8 **Air Brakes** Dual full-air "S"-Cam brakes front and rear. Front Brakes shall be 16.5" x 6" wide; Non-asbestos Q Plus extended service lining. Rear brakes shall be 16.5" x 7" wide.
- 8.2 WABCO or equivalent air compressor, 18.7 CFM at 2400 RPM. Air Brake Reservoirs shall include one dual compartment tank with a capacity of 1260 cu. in. for the wet tank and a capacity of 1250 cu. in. for the primary tank. One secondary tank with a capacity of 1760 cu.in. Total: 4260 cu. in. capacity. Drains are automatic air tank drains. Bendix AD-9 air dryer with heater or equivalent to be provided.
- 9 **Controls** Electronic throttle, high idle switch, air brake pedal, push button transmission selector. Hazard switch on steering column; Self canceling directional signal switch. Rheostat dash dimmer on headlight switch; Parking light position on headlight switch. Clearance and marker lights to be activated by headlight switch.
- 9.2.1 Key type starter switch with engine stop incorporated in key switch. The starter switch shall be located to the right of the steering column.
- 9.2.2 Engine Compartment: Remote engine start switch, starter button, compartment light switch and oil pressure gauge
- 10 **Cooling** Charge air and cross-flow radiator in tandem located on left side at rear of vehicle. Cooling fan shall be included. Black rubber coolant hoses with constant torque clamps.
- 10.2.1 RADIATOR - shall be mounted in tandem to the charge air radiator, i.e.one in front of the other. Coolant radiator shall have molded fiber reinforced nylon top and bottom tanks with integral seam-free inlet and outlet fittings. Minimum radiator core cooling area shall be sufficient for engine. De-aeration tank must be supplied.
- 10.2.2 Remote Mounted Transmission Cooler – To be mounted external from engine coolant radiator.
- 11 **Cruise Control** Dash-mounted Electronic Cruise Control.
- 12 **Drive Line** Drive shafts shall be dynamically balanced and have protective guard at each shaft. Individual drive shaft sections shall not exceed 60" in length.
- 13 **Engine** Cummins ISC-10*, 250 HP, 660 LB-FT, w/Allison PTS 3000S-E-M
- 13.2.1 *2014 compliant. Operates on Ultra Low Sulfur Petroleum Diesel or B-20 Bio Diesel fuels ONLY.

13.2.2 Engine Color – Engine shall be tan, white, yellow or other light color so that detection of oil or coolant leaks may be easily seen. Under no circumstances will black or other dark colors be acceptable.

- 14 **Engine Block Heater** ISC-10 1,000 watt engine block heater or equivalent shall be provided and reconfigured to be powered by conversion electrical system.
- 15 **Engine Hood** Rear access door, top hinged with gas strut assist.
- 16 **Engine Warning System** Buzzer and warning light to be provided and activate when oil pressure is below 6 psi and/or water temperature rises above 210 degrees F. Engine shall automatically shut down when low oil or high heat warning is initiated.
- 17 **Exhaust System** Single, aluminized steel pipe, Exhaust clamps to be wide band type; Pipe hangers shall be spring steel mounted in rubber.
- 18 **Frame** Dual frame rails with drop frame at engine location. 980,000 in lbs/rail Resisting Bending Moment (RBM) at drop frame. Frame web to be 9-5/8" continuous depth from front bumper to rear bumper. Spliced or pieced together frame rails will not be considered. Tapered frames are unacceptable. Minimum frame size: 1/4" steel, 9-5/8" high with 3" flanges top and bottom.
- 19 **Tow Hooks** Tow hooks, front and rear, shall be provided.
- 20 **Fuel Tank** 60 gallon capacity aluminized steel fuel tank mounted between the frame rails. Provide sump and brass drain plug. Locking fuel access door. Primary Fuel Filter/Water Separator is Racor 490R30 or equivalent rated at 90 GPH, 10 micron, with see-thru bowl and self-venting drain, 200 watt heater.
- 21 **Heater/Defroster (Cab)** Minimum 90,000 BTU heaters and defroster with full length pressurized defroster channel.
- 22 **Horns** Dual Electric.
- 23 **Hoses** Silicone hoses with constant torque clamps shall be provided.
- 24 **Instruments/Gauges:**
 - 24.2.1 Speedometer, Tachometer, Fuel Level, Oil Pressure, Voltmeter, Coolant Temperature, Front and Rear Air Pressure, and Ammeter.
 - 24.2.2 Warning / Indicators:
Right and Left Turn (green), High Beam (blue), Park Brake (red), Stop Engine (red), Wait To Start (green), Check Transmission (red), Range Inhibit (amber), ABS (amber), High Hydraulic Oil Temperature (amber), Engine Retarder (red), Stop Light (red), Low Coolant Level (amber), High Transmission Temperature (amber), Engine Warning (amber), Engine Maintenance (amber), and Low Air Warning for Air Brakes.

Dash Mounted Switches:

Headlights with parking light position, Gauge and switch dimmer/rheostat, High idle, engine diagnostics, pedal adjust, cruise on/off, cruise set/resume, and wiper switch if not on steering column.

- 25 **Oil Filter** Full flow disposable.
- 26 **Power Steering** TRW THP-60 integral unit or equal, 18.2 to 1 ratio; with gear driven hydraulic pump. Tilt/telescoping steering column with 18 inch, two spoke, padded wheel shall be provided.
- 27 **Shocks** Front and rear heavy-duty, direct acting, 1.75 diameter bore double action piston type with long life bonded bushings.
- 28 **Springs** Minimum 14,600 lbs. front; 19,000 lbs. rear (unless superseded by air section).
- 29 **Tires** Goodyear G26 highway tread tires or equivalent. Quantity of six (6).
29.2.1 Vendor shall install metal hose type Cat's Eye Tire Pressure System or equivalent.
- 30 **Transmission** Allison, PTS 2500- 5-speed, automatic, electronic. Synthetic transmission fluid.
30.2.1 [Optional -- Allison PTS 3000, 5-speed, automatic, electronic.]
- 31 **Valves** Brass ball valves are required to eliminate hot water circulation in vehicle's coolant heaters when ambient temperature is high. Also to prevent heater bleed down if radiator/engine block is drained.
- 32 **Wheels** Six (6) Ten stud, hub piloted, disc wheels shall be provided, finished in painted steel (color TBD). 22.5" x 8.25" rims
- 33 **Wiring** Wiring shall consist of modular chassis wiring harnesses. The harnesses shall utilize sealed style connectors to provide optimal electrical connection. There shall be a harness for dash electrical, the printed circuit board connectors, and for various other systems inside the front electrical compartment. There shall be a main chassis harness connecting the front and rear of the bus. A junction box located in the engine compartment will utilize a sealed connector and a vehicle electrical center for rear circuit breakers, gauges and switches to control ignition, compartment lights and rear starting. Multiple wiring harnesses aid in troubleshooting and provide access to the electrical system.
33.2 All chassis wiring to be color coded and number coded; protected by fuses. Wiring Terminal shall be accessible from exterior below driver's side window. Color Key to coding shall be provided.

Body Specification

- 34 **Access Panels** Hinged grille panel with easy-access locking latches to service coolant recovery reservoir.
- 34.2.1 Two (2) hinged doors with easy-access locking latches on right and left front of body below windshield. Provide easy outside access to wipers motors, heater fresh air intake screen and windshield washer reservoir as applicable.
- 34.2.2 A hinged locking door on exterior below driver's window providing access to the 12vdc electrical junctions, circuit breakers and terminals for body wiring.
- 35 **Battery Compartment** Steel compartment with slide-out tray. Includes hinged door with recessed latch and key lock. Hinges to be stainless steel pivots in nylon bearings.
- 36 **Body Floor Construction** 14 gauge "C" channel steel welded floor structure.
- 36.2 3" nominal thickness polyurethane foam insulation under floor – R21 insulation value. Entire underbody shall be undercoated with rubberized automotive undercoating after conversion and under floor insulation is complete.
- 37 **Bumpers** Front bumpers are smooth one piece, die formed, 3/16" thick steel plate, 12" high with 90 degree flanges, top and bottom.
- 37.2 Rear Bumpers are smooth one piece, die formed, 3/16" thick steel plate, 12" high with 90 degree flanges, top and bottom.
- 37.3 Bumpers to be painted same color as body. (To be approved of by library after award.)
- 38 **Doors/ Grab Handles** One motor coach-type door 33" x 77" (approximate) with Yale push-bar "classroom" school door hardware entrance latch or equivalent, with secondary deadbolt keyed to first; door closer, holdbacks and bumpers, one exterior grab handle next to door and two interior grab handles fore and aft stepwell area. Upper fixed window.
- 38.2 A second motor coach-type door, identical to first door, shall be provided. Both on curb side, with the rear edge of the rear door being positioned between 56-66 inches from the rear of the vehicle (no less than 56 inches and no more than 66 inches).
- 39 **Fenderettes** Fenderettes (rubber), front and rear shall be provided.
- 40 **Insulation** Commercial application of urethane foam sprayed in place on interior walls, interior ceiling, and under floor. Rubberized undercoating beneath underfloor

insulation shall be provided. R-7 per inch minimum. NO EXCEPTIONS. Urethane foam provides moisture barrier.

- 41 **Lights** 12 volt basic body, interior dome, exterior stepwell, exterior clearance, 7" LED stop and tail, 7" back-up, cluster front and rear, side markers, 7" LED directional, rectangular halogen headlamps.
- 42 **Metal Treatment** Metal shall be treated to best protect against corrosion.
- 43 **Mirrors** Remote controlled heated mirrors shall be provided on driver and passenger side. A flat rearview mirror, convex head, and crossview mirror system shall be provided. Rearview lenses to be remote controlled independently. All mirror lenses are heated and activated by switch on driver's switch panel.
- 44 **Mud Flaps** Minimum 24" x 30" front and rear, with no manufacturer branding.
- 45 **Painting and Graphics** One solid color (To be determined later), heat-cured polyurethane paint applied electrostatically to body. Graphics and lettering will be determined after bid award.
45.2.1 [Optional -- Graphics allowance of \$4,000 to be included in price]
- 46 **Rain Gutters** Aluminum rain gutter molding, full length each side
- 47 **Reflectors** All necessary, side, front and rear reflectors.
- 48 **Roof Bows** 14-gauge, hat-shaped, cold-rolled, one-piece roof bows; of zinc coated steel shall be installed at every main section.
- 49 **Roof Panels** 20-gauge, steel panels shall be one piece from side to side. Panels shall be riveted to the roof bows, stringers and headers. Panels shall begin at the rear, with each subsequent panel overlapping the previous one. Sealers and adhesives shall be used between each roof panel. 18-gauge front and 20-gauge rear, formed roof caps shall be riveted to the front and rear structures, and all roof panels shall be treated for superior rust-proofing.
- 50 **Seals** Body panels to be assembled with epoxy and silicone sealant; windows set in rubber; doors to have rubber seals.
- 51 **Side Panels** 16-gauge, smooth steel panels shall be riveted to the auxiliary floor gussets, side gussets, and roof bows, with all side panels being treated for superior rust-proofing. Adhesives and sealers shall also be used.
- 52 **Stepwell** A 2 or 3 step- stepwell with 12" depth and 9" risers (approximate) shall be provided at door entrance for maximum safety of ingress and egress. The stepwell shall be lined with scuff-resistant transit rubber flooring material. Each step shall incorporate a heavy-duty slip-resistant commercial rubber step tread reinforced with a steel back. The front edge of each tread shall incorporate a 2" safety yellow or white edge. Treads shall be

securely fastened and silicone-sealed at the edges. The stepwell shall meet the carpeted flooring of the vehicle with a non-corrosive, rustproof edging. Step well in combination with steel pull out to create minimum of 4 step entry. Interior stepwell lights shall be provided.

- 53 **Steps** Two (2) air-operated, or electric-operated, single or double auxiliary step or approved equal shall be installed; one (1) at each step wells. Air steps, if applicable, shall include a Kwikkee 39 series step, or approved equal, and a Bimba 313DXP double-acting pneumatic cylinder or approved equal. Steps shall be finished with a non-skid surface. Steps shall be configured with a single adjustable valve to control the extent/retract speed of the steps and a single dash-mounted control valve for both steps.
- 53.2.1 Height of deployed steps shall be consistent with the overall staircase run - for smooth patron entry/egress.
 - 53.2.2 Height of retracted steps shall not impede clearance requirement of 12" minimum.
 - 53.2.3 Steps shall be finished with a non-skid surface and a safety yellow or white, non-skid front strip.
 - 53.2.4 Steps shall include an audible/visual indicator system to warn the driver that the step is extended when the ignition key is activated.
 - 53.2.5 Steps shall be controlled by a dash area mounted switch or valve.
 - 53.2.6 If step is electric-operated, two (2) complete step assemblies shall be included and shipped loose with the completed vehicle as spares.
- 54 **Storage** Interior compartment with door and lock above windshield with cork and fabric covering. Additional interior storage shall be determined based on available size and location after design. Exterior storage shall be subject to space available but will include a minimum of one (1) 17"H x 36"W x 28"D compartment. Exterior emergency equipment compartment shall be provided. All storage compartments shall be sealed to prevent moisture penetration.
- 55 **Sun Visors** Driver and passenger 6.5" x 30" commercial type.
- 56 **Undercoating** Underside of body floor, skirt and wheelhousing thoroughly undercoated prior to body mount to ensure best coverage and maximum corrosion resistance. Further undercoat after underbody insulation application shall also be provided. Undercoat material offers optimum corrosion protection.
- 57 **Ventilation** Fresh air-through-heater system. Air intake on right front side below windshield, electrically controlled.
- 58 **Windows** Windows in doors as specified. Driver and right side horizontal sliding windows with lock and fiberglass screen.
- 58.2.1 Window coverings shall be included, to be determined post award.
 - 58.2.2 Additional windows to be determined during design process.

58.2.3 Four (4) 14" x 22" single dome white acrylic skylights shall be installed with white PVC interior trim.

- 59 **Windshield** Two piece curved, tinted windshield with safety plate. Windshield shall have LLumar UVShield or equivalent clear window film professionally applied to the interior surface. Film shall provide 99.9% UVA and UVB protection without distortion.
- 60 **Wipers** Dual 2-speed electric, single switch, parallelogram type, intermittent, bottom mounted with remote control. Non-glare arms and blades. Wiper control to be located on steering column or within 8 inches of column on dash board.
- 61 **Wireless Connectivity** One (1) Sierra Wireless AirLink GX Series, or most recent version or equivalent, ruggedized mobile 3G/4G modem shall be provided and installed within the vehicle.
- 61.2.1 Modem shall be powered by the 12VDC system and provide connectivity via 802.11 b/g/n Wi-Fi hotspot (and/or CAT6 wired network if specified).
 - 61.2.2 Modem to allow peak download data rates of 100 Mbps (4G LTE GX440 model).
 - 61.2.3 Modem shall include high-gain, 800/1900 MHz, exterior-mounted, low-profile transit type antennas for maximum performance.
 - 61.2.4 Modem shall be configured for use on the service network (CDMA or GSM) determined by the Library post-award.
 - 61.2.5 If needed, one hardwired CAT6, 1000Mbps rated Local Area Network (LAN) shall be installed to connect all on-board technology. System shall include a minimum of two (2) RJ45 connection plates.

Upfitting Specifications

- 62 **Audio/Visual/Appliances** Battery operated clock.
- 62.2.1 AM/FM/CD Player/Radio with 4 interior speakers.
 - 62.2.2 [Optional -- 22" Samsung LED TV Monitor or equivalent to be mounted in rear of vehicle for display purposes.]
- 63 **Ceiling** Padded fabric headliner or equivalent; must meet ASTM E-84 rating.
- 64 **Desks** Three (3) staff workstations shall be furnished. Workstations shall be constructed of furniture-grade plywood. Desktop shall be constructed of minimum 3/4" thick furniture-grade plywood with high-impact laminated plastic bonded to the plywood and installed to allow easy removal and replacement as these surfaces are subject to excessive wear and tear. Desks shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.

- 64.2.1 Desk faces (modesty panels) shall be set 8" – 10" off the floor to allow heat circulation beneath the work surface.
- 64.2.2 Rear desk shall include a 12" lift-up extension with heavy duty hardware.
- 64.2.3 Front desks shall have a finished height of 36" (stand-up) and include a lower, 30" high (sit down) positive latching sliding work surface beneath the main work surface for use while seated. Desks shall also include a 24" lift-up bridge between them with heavy duty hardware and latching mechanism.

65 **Electrical** 120/240 Volt system sized to exceed vehicle load requirements. All wiring must be secured at maximum intervals of 18 inches. Wiring must be one size larger than required by NEC. An independent ground wire must be installed.

- 65.2.1 An electrical distribution panel, built into finishes out of plain sight of public with ¼ inch corkboard and fabric upholstery to match interior shall be provided. The door shall include a secure latch.
- 65.2.2 A 50 amp minimum 3 stage automatic charger shall be provided to power 12V coach systems and replenish coach battery.
- 65.2.3 120/240VAC 50A shoreline, 10-15 feet, including a NEMA # 14-60P (240VAC plug) end and M1261 (120VAC) adapter shall be provided.
- 65.2.4 Shoreline to be housed in compartment on passenger side approximately four (4) feet from rear of vehicle. The converter/charger and shoreline shall be housed in the same storage compartment with access door, latch and key lock.
- 65.2.5 System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
 - 65.2.5.1 System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
- 65.2.6 All wiring shall be installed using multi-stranded, multi-conductor flexible armored or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system fires.
 - 65.2.6.1 Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a

minimum 2" air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.

65.2.7 All wiring shall be sized using NEMA ratings to 125% of anticipated load.

65.2.8 The converter/charger and shoreline shall be housed in the same storage compartment with access door, latch and key lock.

65.2.9 A total of seven (7) power receptacles shall be provided, exact location to be decided post-award. Of these seven (7), one shall be easily accessible for a vacuum cleaner and one shall be located on the exterior of the vehicle with a sealed, waterproof latch.

66 **Floor Covering** Commercial carpet installed in one piece with no seams. Minimum 10 year wear-dated. Plywood floor seams shall be filled and sanded prior to installation of carpet. Remnants and scraps of covering to be shipped upon delivery of vehicle.

67 **Generator** ONAN 10 kW QD "Quiet Diesel" commercial generator or equivalent shall be provided, sized to exceed all electrical componentry draw requirements. Installation must meet specifications as established by manufacturer. The coach battery shall be used for generator start and shall be 1125 CCA or equal and separate from chassis batteries. Jump switch between generator start battery and chassis batteries shall also be provided for contingencies.

68 **Generator Compartment** Compartment shall be through floor, to maintain 12" ground clearance. Compartment shall be enclosed in galvanized steel sheet or equivalent and fully insulated utilizing appropriate materials. Compartment door shall be lockable with a hold-open.

69 **HVAC** Provide two (2) 120VAC 15,000 BTU or equivalent rooftop air conditioners with two (2) steel branch guards, one for each unit.

69.2.1 Three (3) heaters shall be 120 or 240VAC, 1500 watt, forced air, electric heaters with individual controls.

69.2.2 One (1) Duo Therm Comfort Control Center thermostat shall be installed in the rear area. Unit shall utilize a series of advanced heat sensing devices to track temperatures in each of two (2) zones (front and rear) and activate heat or air conditioning as needed to maintain selected temperatures.

69.2.2.1 Unit shall be a full digital system creating up to four (4) zones from one centralized location.

69.2.3 Unit shall utilize a LCD readout and Intellisets technology to allow easy setting changes.

69.3 [Optional -- One (1) Suburban SH-42 or equivalent, 40,000BTU, LP furnace shall be installed.

69.3.1 Unit shall utilize low RPM blower wheels for reduced sound levels.

69.3.2 Unit shall vent its combustion air to the exterior of the vehicle body.

69.3.3 Heating output shall be integrated/ducted throughout the interior for even heating, per finalized design.

69.3.4 Unit shall be controlled by the central thermostat system.

69.3.5 One (1) Manchester RV ASME powder-coated propane vapor tank shall be installed between the vehicle frame rails to fuel the on-board furnace.

69.3.5.1 Tank shall have approximately 42 gallons of capacity.

69.3.5.2 Tank shall include: automatic stop/fills, internal valve protection, and 1-3/4" Acme fill, relief, service, and outage valves.

69.3.5.3 Tank shall include a remote fill kit routed to the outer skirting.

69.3.5.4 Tank shall include an interior-mounted fuel level gauge]

70 **Interior Finish** Interior to be custom-designed to purchaser's requirements including desks, closets, storage, bulletin boards, shelving, and interior walls. Samples will be provided for flooring, fabric, and laminates. Fabric covered front header panel and on panels above driver and opposite doors shall be provided. All upholstery to meet FMVSS302

71 **Lighting (120VAC)** Two (2) rows of 120VAC double-tube with electronic ballast, low profile (and of rounded edges type) fluorescent fixtures running the length of the loadspace shall be provided. Fixtures include translucent lens covers. ZigZag type ceiling light switches shall be provided.

71.2 Lights shall be controlled by a 3-way circuit, with one (1) switch by the rear entry door, and one (1) switch near the driver's seat.

71.3 These lights shall be inverter backed.

71.4 [Optional -- LED T8 style tube lights or equivalent as option, to be determined by library post-award.]

72 **Lighting (12VDC)** 12V fluorescent dome lights shall be provided as auxiliary lighting. Dome lights shall be Thinlight Model RE716XL or equal. 12V stepwell and exterior entrance light shall be provided at each patron door. 12V dual fluorescent lamp map light shall be provided over the driver and passenger seating positions, one over each.

73 **Paneling** ½ inch cabinet grade

74 **Roof Vent(s)** Two (2) Fantastic, 3-speed, reversible roof vent or equal- to be provided installed to ventilation coverage of two zones, if possible equidistant from rear and front of loadspace.

- 75 **Safety Equipment** Two (2) 5 lb. A.B.C. Fire Extinguisher shall be provided. One (1) Triangle Reflector Set shall be provided.
- 75.2.1 89 decibel back-up alarm
 - 75.2.2 One (1) Audiovox 1600056 or equivalent, LCD color observation system shall be installed. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical. Monitor's controls shall include instant on, day/night sensitivity switch, camera selection and a standby position, which automatically changes to on when vehicle is shifted into reverse.
 - 75.2.2.1 A 5-1/2 inch (minimum) LCD color monitor shall be mounted on the dash or in the dash for easy view of the driver.
 - 75.2.2.2 Shall include one (1) video camera with sun shield and built-in microphones mounted to rear exterior.
 - 75.2.3 9V battery powered combination smoke and CO detector shall be provided.
- 76 **Seats** Driver and passenger air seats shall be heavy duty high back bucket type air seats without armrests, CE White or equal with customer selected fabric. Seats shall have approved seat belt and retractor. Seats shall be pneumatically adjustable in the up/down positions and manually adjustable in the fore/aft positions. Seats shall swivel 180 degrees for use at a staff desk. All seat hardware shall be FMVSS compliant.
- 76.2.1 Separate identical rear seat with seat belt shall be included.
 - 76.2.2 All seat belts to include extension/extender.
- 77 **Shelving** All bookshelves shall be constructed from superior grade materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 4,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd shapes, magazines, etc. Shelving shall allow for easy access to body wiring and concealed components. All shelving running along the sidewalls of the coach shall slope back 15 degrees. All shelving running along the rear wall of the coach shall slope back 20 degrees. All shelves shall be a minimum 7.5 inches deep and be constructed of minimum 3/4" thick wood.
- 77.1.1 The wood used in all vertical uprights shall be a minimum 1-inch thick. With the exception of the shelves located in the wheel well areas, all shelves shall be a maximum of 36 inches wide. With the exception of the lowest (bottom) shelves, all shelves shall be adjustable. Vertical spacing between shelves shall be on 10-1/2" centers and vertically adjustable up or down continuously on maximum 1.5-inch centers. The hardware used to allow adjustability shall positively secure the shelving in the selected location to prevent accidental dislodging of the shelf in transit. All wood shall be finished to "high-end" furniture quality with

wood finish color chosen by the Library. Exact sizes and locations shall be authorized by the Library prior to installation.

77.1.2 It is anticipated that there be a combination of standard and oversize shelves included in certain shelving sections. The oversize shelves shall include removable dividers to aid in the storage of odd size books and magazines.

77.1.3 Five (5) extra shelves shall be provided and shipped loose with the completed Bookmobile. The size of these shelves shall be determined by the Library.

77.2 Finish, cabinetry and component mounting shall allow an approximate 59 1/2" aisle width, including shelves, at waist level.

77.3 Final configuration of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.

77.4 Two (2) display racks for flyers and brochures shall be provided and located in an area determined by library post-award. Racks shall be capable of displaying a variety of materials and include removable dividers. Exact size shall be determined by the Library.

77.5 [Optional -- An Acore Shelving & Products, Inc. aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 4,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd shapes, magazines, etc. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees. Shelving is anticipated to be a combination of 9" and 11" depths, with additional components described herein.

77.5.1.1 The shelving within the interior must be rapidly changeable to meet Library needs. All efforts shall be made by the vendor in the construction of these vehicles, as applicable, to assist in this goal.

77.5.1.2 System shall utilize eleven (11) type "NS8", surface-mounted, slotted shelf uprights, placed on 36" centers. The uprights shall be mounted vertically to the side walls.

77.5.1.3 All efforts shall be made to retain maximum aisle width.

77.5.1.4 Uprights shall be firmly attached directly to the vehicle side wall sub-structure in a manner suitable to withstand the stress and forces unique to a mobile environment, including, but not limited to back plate fastening of the uppermost area of the uprights.

77.5.1.5 The complete Acore/SVS modular system is expected to include the following components:

- 77.5.1.5.1 Thirteen (13) Acore NS8, surface-mounted slotted shelf uprights.
- 77.5.1.5.2 Forty (40) Acore AB9, 9" wall shelves (approximate)
- 77.5.1.5.3 Three (3) Acore AB11, 11" wall shelves.
- 77.5.1.5.4 Two (2) Acore DVD9, 9" double tier DVD shelves.
- 77.5.1.6 Vehicle shall be configured as depicted in the finalized drawing upon delivery. All remaining components (extras) of this system shall be shipped loose with each vehicle.
- 77.5.1.7 System shall include shelf label color strips, colors to be chosen by Library from vendor selections.
- 77.5.1.8 Final configuration of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.
- 77.5.1.9 Finish, cabinetry and shelving installation shall provide a minimum of 59 ½" aisle width.]

78 **Warranties**

- 78.1.1 Chassis: Five-year/ 100,000-mile limited warranty.
- 78.1.2 Body: Five year /50,000 mile limited warranty.
- 78.1.3 Upfitting and Conversion: One year limited warranty.
- 78.1.4 Generator: Two years as specified by manufacturer.
- 78.1.5 Air conditioners: One year as specified by manufacturer.
- 78.1.6 All other components as specified by manufacturer.
- 78.1.7 [Optional -- Extended warranty for engine]
- 78.1.8 [Optional -- Extended warranty for transmission]

Bloomington Public Library

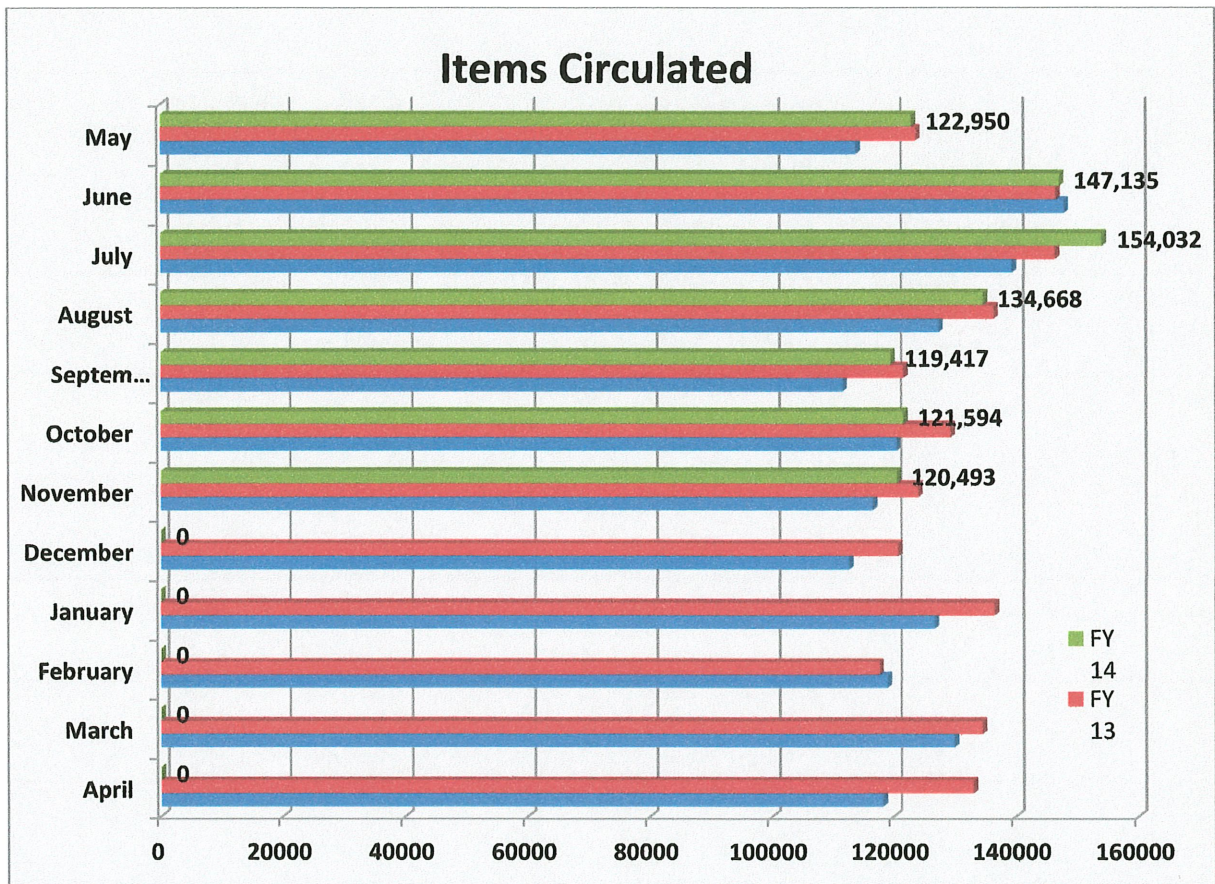
Director's Report

November 2013

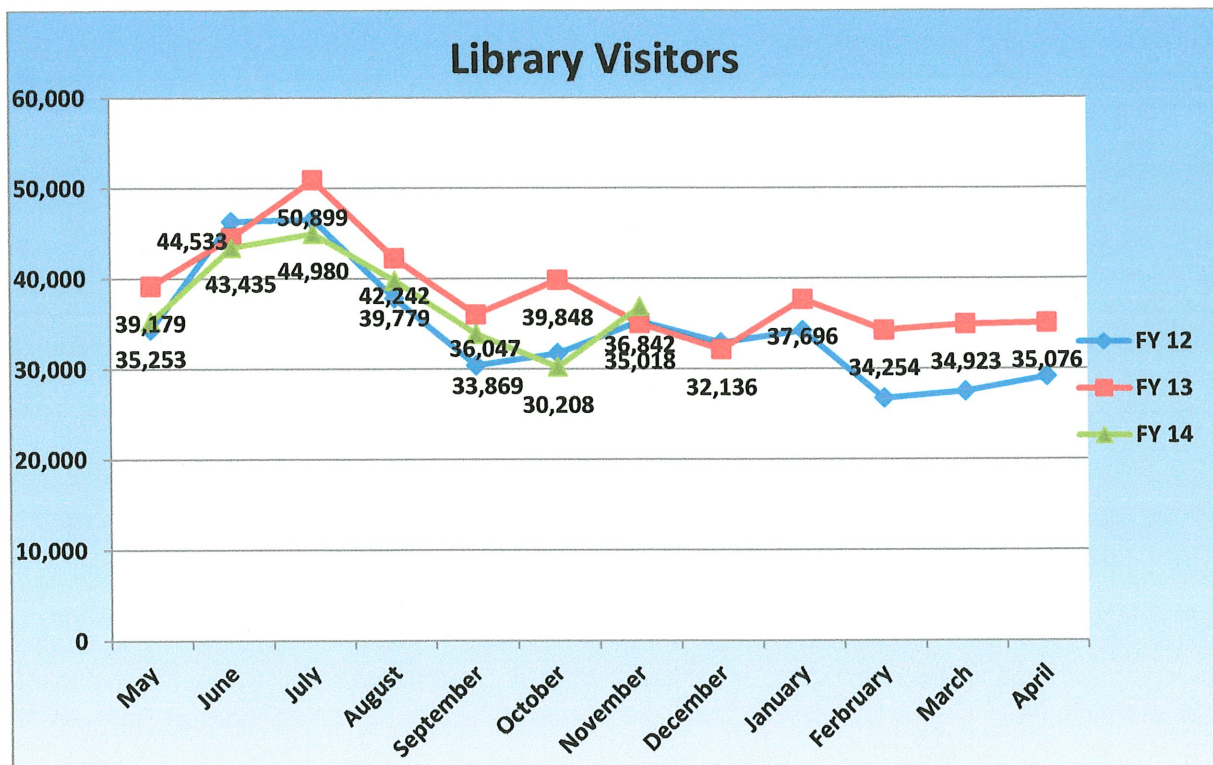
1. Program Guide

The Program Guide is set to be inserted in the Pantagraph on Jan. 5. Our creative staff have scheduled very interesting programs. Be sure to check it out! We are again offering our ebook open house to assist customers in downloading ebooks from the Library to their device on Monday, Jan. 6 from 3 to 8pm.

2. Statistics



The Library lent 120,493 items in November 2013 compared to 124,058 items lent in November 2012. Total circulation at this mid-point in the fiscal year is 920,289 compared to 928,059 at the end of November 2012. There were 36,842 visitors to the Library and Bookmobile in November 2013, an increase from the 35,018 visitors in November 2012. The Library is slightly up in visitors and slightly down in items borrowed.



Staff answered 4043 questions from customers this month.

Programs and Attendance in the month of November:

Children Programs and Attendance

- Lapsit story time – 6 sessions – 55 attended
- Toddler story time – 6 sessions – 205 attended
- Preschool story time – 5 sessions – 70 attended
- Wiggle giggle evening story time – 6 attended
- Tales for Tails (Read to Dogs) – 3 sessions – 60 attended
- 2nd Monday Story Club – 9 attended
- Head Start Fun Club visit – 125 attended
- Noah's Ark Preschool visit – 106 attended
- Visited Head Start classes at Brigham – 70 attended
- Visited Head Start class – 20 attended
- Visited Little Jewels Day Care – 126 attended
- Library table at Bent School Bilingual Book Tasting – 102 attended
- Library table at Mid-State Reading Council Carnival of Reading – 250 attended

Teen Programs and Attendance

Teen Advisory Board – 1 session – 0 attended

Anime Now – 2 sessions – 11 attended

Comic Creations – 1 session – 0 attended

National Gaming Day – 1 session – 5 attended

Catching Fire party at NPL – 1 session – 17 attended

The Teen Librarian visited the following schools to promote books at the Library:

Normal West Comm. High School: 100

Chiddix Junior High: 99

Adult Programs and Attendance

Fiction – 1 session – 10 attended

Mystery Book Club – 1 session – 6 attended

Books on Tap – 1 session – 4 attended

History Book Club – 1 session – 7 attended

Movie Discussion – 1 session – 5 attended

Wednesday Night Movies – 3 sessions – 49 attended

Bozeman Trail – 1 session – 14 attended

Bridging Cultures Muslim grant, movie showing – 1 session – 11 attended

A Tale for Two Cities, *Playing with the Enemy* by Gary Moore:

Author-led book discussion at NPL – 1 session – 68 attended

Author presentation at BPL – 1 session – 71 attended

India Festival – cancelled due to power outage from storm is rescheduled for Jan. 19

3. Holiday Spirit

The Spirit Committee has organized several programs in the past few weeks in the spirit of the holidays. The Library again participated in “adopt a family” and many staff purchased the gifts on their wish list. December 10 will be a Jeans Day to benefit Sheridan School. To wear jeans on that day, the employee was asked to bring a hat or mittens for a child at Sheridan School. Cash and checks were collected to benefit the tornado victims in Washington from Dec. 4 through Dec. 6. The Circulation Department made a gingerbread house for the Festival of Trees. The person who bought it brought it back to the Library. It is proudly displayed at the Circulation desk. The annual Holiday Potluck was held on Tuesday, December 10.

4. Solar Car Program

The IT Department’s Solar Car Building Program on December 3 was a big success! The Pantagraph covered it, as did WMBD and ISU’s TV-10. Photos also appeared

on ISU's flagship social media sites. Here is a link to a 2-minute clip that ran on WMBD: <http://bit.ly/1clG0mE>.

5. Insurance

Insurance Consultant Mike Nugent has agreed to review the two proposals for our insurance package at the Budget & Personnel committee's request. I should have his report by Friday afternoon which is too late for the packet, but I will email to you as soon as I have it.

Respectfully submitted,

Georgia Bouda
Director

BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

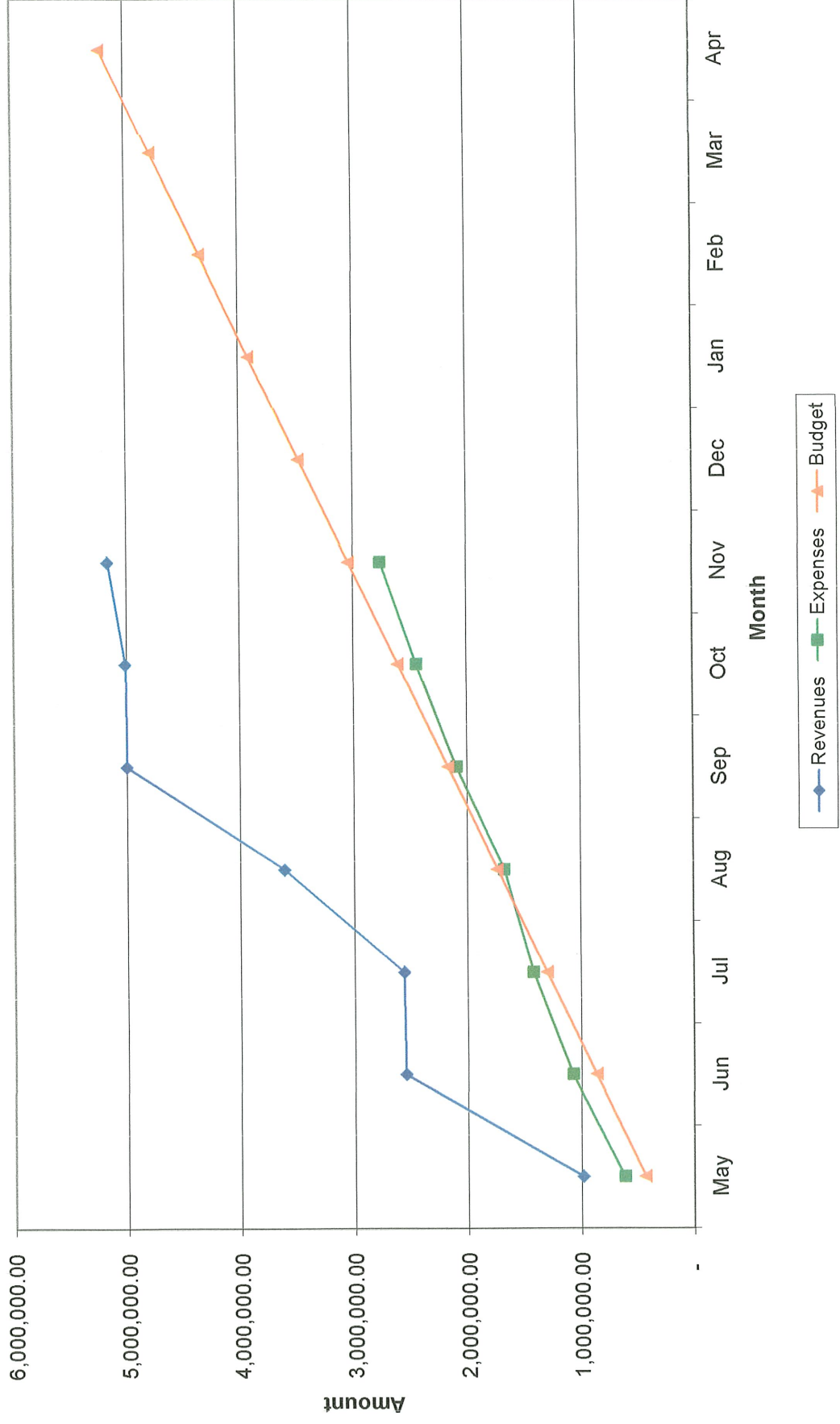
REVENUES:

ACCT NAME	BUDGET	NOV 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	125,720.38	4,508,035.24	(5,441.76)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	77,000	0.00	78,728.27	1,728.27	102.2
GPPLD	380,000	12,839.65	363,927.62	(16,072.38)	95.8
Fees & Rentals	80,000	9,269.29	51,565.56	(28,434.44)	64.5
Copies	3,600	580.95	2,502.40	(1,097.60)	69.5
Interest on Investments	3,000	97.82	436.92	(2,563.08)	14.6
Sale of Property	1,000	0.00	805.00	(195.00)	80.5
Donations	10,000	401.41	3,953.08	(6,046.92)	39.5
Other Private Grants	0	1,000.00	1,000.00	1,000.00	-----
Cash Over/Short	0	(25.01)	(33.40)	(33.40)	-----
Other	14,000	3,815.27	24,946.75	10,946.75	178.2
Total Revenues	5,212,477	153,699.76	5,166,267.44	(46,209.56)	99.1

ACCT NAME	BUDGET	NOV 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	144,872.96	1,040,166.62	(837,483.38)	55.4
Part-Time Salaries	381,725	27,558.31	193,158.40	(188,566.60)	50.6
Seasonal Salaries	35,990	840.95	29,593.30	(6,396.70)	82.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	40,929.12	40,929.12	-----
Total Sals & Wages	2,296,465	173,272.22	1,303,847.44	(992,617.56)	56.8
Dental Insurance	11,050	829.68	5,910.30	(5,139.70)	53.5
Vision Insurance	2,600	196.78	1,379.16	(1,220.84)	53.0
Health Insurance, BC/BS PPO	234,700	16,595.92	120,797.52	(113,902.48)	51.5
Health Insurance, OSF HMO	79,100	7,542.84	53,228.14	(25,871.86)	67.3
Life Insurance	3,900	241.77	1,690.61	(2,209.39)	43.3
IMRF	299,300	22,411.74	182,263.75	(117,036.25)	60.9
FICA	142,320	10,613.29	80,092.56	(62,227.44)	56.3
Medicare	33,290	2,482.09	18,731.54	(14,558.46)	56.3
Worker's Comp	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	600	0.00	60.79	(539.21)	10.1
Tuition Reimb	10,000	0.00	0.00	(10,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	876,860	60,914.11	464,154.37	(412,705.63)	52.9
Rentals	26,000	2,130.00	10,209.99	(15,790.01)	39.3
Total Rentals	26,000	2,130.00	10,209.99	(15,790.01)	39.3
Building Mtnc	125,000	4,664.36	22,892.17	(102,107.83)	18.3
Vehicle Mtnc	20,000	195.54	1,641.87	(18,358.13)	8.2
Office & Computer Mtnc	155,000	159.22	135,762.19	(19,237.81)	87.6
Other Mtnc	25,000	0.00	811.37	(24,188.63)	3.2
Total Repair/Mtnc	325,000	5,019.12	161,107.60	(163,892.40)	49.6

ACCT NAME	BUDGET	NOV 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	1,075.00	7,936.90	(7,063.10)	52.9
Printing/Binding	17,000	1,382.45	9,837.44	(7,162.56)	57.9
Travel	13,200	(49.21)	1,102.94	(12,097.06)	8.4
Membership Dues	8,500	400.00	2,629.00	(5,871.00)	30.9
Professional Development	12,000	100.00	1,859.00	(10,141.00)	15.5
Other Purchased Services	90,000	2,291.09	28,289.09	(61,710.91)	31.4
Property Insurance	25,000	(48.00)	(48.00)	(25,048.00)	-0.2
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	3,600	0.00	0.00	(3,600.00)	0.0
Total Purchased Services	190,300	5,151.33	51,606.37	(138,693.63)	27.1
Office Supplies	52,000	1,145.44	4,227.37	(47,772.63)	8.1
Computer Supplies	80,000	1,844.86	15,322.93	(64,677.07)	19.2
Copier Supplies	6,000	565.07	1,530.12	(4,469.88)	25.5
Postage	28,000	48.17	617.05	(27,382.95)	2.2
Library Supplies	77,500	14,743.95	33,111.81	(44,388.19)	42.7
Janitorial Supplies	13,500	1,052.49	7,723.79	(5,776.21)	57.2
Gas & Diesel Fuel	8,000	699.59	4,091.25	(3,908.75)	51.1
Building Mtnc & Repair Supplies	7,500	1,578.45	5,166.42	(2,333.58)	68.9
Total Supplies	272,500	21,678.02	71,790.74	(200,709.26)	26.3
Natural Gas	40,000	1,235.18	13,207.53	(26,792.47)	33.0
Electricity	105,000	6,913.72	48,654.49	(56,345.51)	46.3
Water	7,500	704.04	5,509.86	(1,990.14)	73.5
Telecommunications	30,000	1,920.31	14,122.34	(15,877.66)	47.1
Total Utilities	182,500	10,773.25	81,494.22	(101,005.78)	44.7
Professional Collection	7,000	1,835.00	3,576.92	(3,423.08)	51.1
Total Prof Collection	7,000	1,835.00	3,576.92	(3,423.08)	51.1
Periodicals	32,000	382.69	18,766.45	(13,233.55)	58.6
Adult Books	165,300	12,296.58	96,781.76	(68,518.24)	58.5
Children's Books	120,300	6,414.95	70,867.98	(49,432.02)	58.9
A/V Materials	167,100	11,903.87	103,980.42	(63,119.58)	62.2
Public Access Software	178,800	4,814.95	111,440.95	(67,359.05)	62.3
Ebooks	33,300	0.00	0.00	(33,300.00)	0.0
Total Materials	696,800	35,813.04	401,837.56	(294,962.44)	57.7
Employee Relations	5,000	352.44	1,425.09	(3,574.91)	28.5
Miscellaneous Expenses	12,000	434.56	2,525.42	(9,474.58)	21.0
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	170,768	0.00	170,768.00	0.00	100.0
To Capital Fund	114,552	0.00	0.00	(114,552.00)	0.0
Total Other Expenses	339,052	787.00	211,450.51	(13,049.49)	62.4
Total Expenses	5,212,477	317,373.09	2,761,075.72	(2,451,401.28)	53.0

BPL FY 2013-2014



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 53.3% to 63.3% is acceptable)
November 2013

Property Tax (99.9%): The Library has received all of its distributions for the year.

Replacement Tax (100.0%): The Library received its total projected amount in July.

State Grants (102.2%): The Library received a little more than projected.

Golden Prairie (95.8%): The Library has received all of its distributions for the year.

Fees & Rentals (64.5%): This is higher than projected due to the success of the collection agency.

Copies (69.5%): Copies are higher than projected due to allowing the public to make color copies at a higher price than the black and white copies.

Interest on Investments (14.6%): Interest rates are still low.

Sale of Property (80.5%): The Library sold the older disc cleaner and some Summer Reading Program decorations.

Donations (39.5%): This is a little less than projected at this point.

Other (178.2%): This is over the projected amount due to the sale of items from the Book Shoppe.

Part-Time Salaries (50.6%): This is still under-spent because the retro and bonuses for employees were charged to another line item, Other Salaries.

Seasonal Salaries (82.2%): This is over-spent at this point because the Library hires Seasonal employees to help during the summer, thus most of the funds for this line item are expended during the summer months.

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

Vision Insurance (53.0%): This is under-spent because fewer staff enrolled in this program than projected.

Health Insurance - PPO (51.5%): This is under-spent because fewer staff enrolled in this program than projected.

Health Insurance - HMO (67.3%): This is over-spent because more staff enrolled in this program than projected.

Life Insurance (43.3%): Charges have been minimal.

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

Uniforms (10.1%): Charges have been minimal.

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

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

Rentals (39.3%): Charges have been minimal.

Building Maintenance (18.3%): Charges have been minimal.

Vehicle Maintenance (8.2%): Charges have been minimal.

Office & Computer Maintenance (87.6%): This line item is over-spent because several one-time annual payments for Library services, i.e. database service, Collection HQ, etc. have been paid.
Other Property Maintenance (3.2%): Charges have been minimal.
Advertising (52.9%): Charges have been minimal.
Travel (8.4%): Charges have been minimal.
Membership Dues (30.9%): Charges have been minimal.
Professional Development (15.5%): Charges have been minimal.
Other Purchased Services (31.4%): Charges have been minimal.
Property Insurance (-0.2%): The Library received a check from the insurance company for a refund of an over-charge.
Vehicle Insurance (0.0%): Nothing has been paid from this line item yet.
Other Insurance (0.0%): Nothing has been paid from this line item yet.
Office Supplies (8.1%): Charges have been minimal.
Computer Supplies (19.2%): Charges have been minimal.
Copier Supplies (25.5%): Charges have been minimal.
Postage (2.2%): Charges have been minimal.
Library Supplies (42.7%): Charges have been minimal.
Gas & Diesel Fuel (51.1%): Charges have been minimal.
Building Maintenance Supplies (68.9%): This line item is over-spent due to the purchase of paint and light bulbs.
Natural Gas (33.0%): Charges have been minimal.
Electricity (46.3%): Charges have been minimal.
Water (73.5%): This is over-spent at this point because of the watering that was done over the summer months.
Telecommunications (47.1%): Charges have been minimal.
Professional Collection (51.1%): Charges have been minimal.
Ebooks (0.0%): Nothing has been spent from this line item yet.
Employee Relations (28.5%): Charges have been minimal.
Miscellaneous Expenses (21.0%): Charges have been minimal.
ERI Reimbursement (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
Fixed Asset Fund Transfer (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
To Capital Fund (0.0%): This transfer has not been made yet.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,405.00
Fountain Receipts:	8.08
State Farm Good Neighbor Grant (Nancy Miller & Denyce Berg):	1,000.00
Unitarian Universalist Church, Donation for Spanish Books:	400.00
Miscellaneous:	140.00
Total Donations:	\$ 3,953.08

The Other Revenue line item breaks out as follows:

Print Station:	\$ 5,813.60
Book Shoppe:	10,993.00
Sale of Reusable Bag:	195.50
Sale of Sling Backpacks:	349.75
Sale of Earbuds:	633.50
Sale of Flashdrives:	117.00
Sale of CD-R's:	43.50
Sale of Totebags:	0.00
Hot Beverage Station:	574.00
Test Proctoring:	965.00
Meeting Room Fees:	487.50
B Logistics Revenue:	2,667.57
Amazon.com (Online materials sales):	879.57
Bloomington-Normal-Opoly Game:	400.00
Miscellaneous:	827.26
Total Other Revenue:	\$24,946.75

During November, 15 batches containing 138 invoices were processed, totaling \$42,358.26 and 219 credit card charges were made totaling \$28,158.75.

Library Fund Balance Information, 11/30/13:

Operating:	\$ 2,858,759.54
Capital:	\$ 1,734,113.61
Fixed Assets:	\$ 825,346.72

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 17, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	6,913.72
Bibliotheca, LLC	Library Supplies	3,894.20
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
Bound to Stay Bound Books	Juvenile Books	130.42
Brodart Company	Library Supplies	157.80
CDW Government	Computer Supplies	1,688.51
Cengage Learning	Adult Books	1,912.47
City of Bloomington	Dental Insurance	829.68
City of Bloomington	FICA	10,613.29
City of Bloomington	Fuel	699.59
City of Bloomington	Health Insurance-HMO	7,542.84
City of Bloomington	Health Insurance-PPO	16,595.92
City of Bloomington	IMRF	22,411.74
City of Bloomington	Life Insurance	241.77
City of Bloomington	Medicare	2,482.09
City of Bloomington	Payroll	173,272.22
City of Bloomington	Vision Insurance	196.78
City of Bloomington	Wate	704.04
Community Players Theatre	Advertising	220.00
Computype, Inc.	Library Supplies	1,172.93
Cummins Midstate	Vehicle Maintenance	195.54
Custom Digital Imaging	Printing/Binding	703.75
C W Associates	Adult Books	38.00
Dell Marketing, L.P.	Computer Supplies	832.30
Demco	Library Supplies	403.00
Ela Area Public Library	Miscellaneous Expenses	8.99
Frontier	Telecommunications	1,671.03
H-O-H Water Technology, Inc.	Building Maintenance	377.08
Illinois State University	Advertising	375.00
Illinois State University	Other Purchased Services	420.33
Illinois Wesleyan University	Other Purchased Services	1,037.16
JanWay Company USA, Inc.	Library Supplies	279.35
Kavanagh, Scully, Sudow, White & Frederick, P.C.	Other Purchased Services	45.00
Kessenich, Thomas	Building Mtn Supplies	845.60
Leary, Donna	Travel	6.22
LimeLight Communications, Inc.	Advertising	200.00
McLean County Chamber of Commerce	Membership Dues	575.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	2,079.97
Midwest Tape	A/V Materials	2,045.60
Miller Janitorial Supply	Janitorial Supplies	564.97
Nicor/Northern Illinois Gas	Natural Gas	1,235.18
Officemax	Computer Supplies	669.75
Officemax	Copier Supplies	339.75

Officemax
 Officemax
 Pantagraph Publishing
 Penworthy Co.
 Pilot Media, LLC
 Proquest. LLC
 Rainbow Book Co.
 Random House, Inc.
 Record Systems, Inc.
 Recorded Books. LLC
 Ricoh, USA, Inc.
 Ricoh, USA, Inc.
 Ron Smith Printing Co
 Simplex Grinnell
 Stumpf, Gerald (ID Cards Unlimited)
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 U S Postal Service
 Vernon Library Supplies, Inc.
 VISA - 1000Bulbs.com
 VISA - Abe Books
 VISA - Ace-Hi Glass
 VISA - American Flagpole & Flag Supplies
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Business Furniture, LLC
 VISA - Demco
 VISA - Denny's Doughnuts
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - Don Smith Paint Co.
 VISA - Eastland Suites
 VISA - Farm & Fleet
 VISA - Fazoli's
 VISA - Five Star Water
 VISA - FontSpring.com
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - HR Direct
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Interstate All Battery Center
 VISA - JoAnn Fabrics
 VISA - Lowe's
 VISA - McLeod
 VISA - Medici
 VISA - Medici

Employee Relations	207.73
Office Supplies	622.22
Printing/Binding	248.70
Juvenile Books	171.61
Advertising	360.00
Public Access Software	4,585.00
Juvenile Books	1,030.25
A/V Materials	108.00
Office/Equipment Mtn	2,925.00
A/V Materials	227.80
Office/Equipment Mtn	109.22
Rentals	1,744.00
Printing/Binding	370.00
Building Maintenance	3,419.00
Library Supplies	1,161.45
Other Purchased Services	50.00
Building Maintenance	27.21
Other Purchased Services	644.40
Postage	2,254.00
Library Supplies	7,066.21
Building Mtn Supplies	464.34
Adult Books	54.98
Building Mtn Supplies	40.00
Office Supplies	99.95
A/V Materials	338.30
Adult Books	38.99
A/V Materials	602.48
Adult Books	105.25
A/V Materials	8,489.62
Adult Books	7,350.09
Juvenile Books	4,532.72
Professional Collection	1,835.00
Other Purchased Services	7.96
Other Purchased Services	187.50
Library Supplies	60.06
Other Purchased Services	15.00
Employee Relations	3.00
Office Supplies	18.00
Other Purchased Services	1.00
Building Mtn Supplies	128.40
Other Purchased Services	61.60
Janitorial Supplies	87.02
Employee Relations	(47.87)
Miscellaneous Expenses	138.80
Office/Equipment Mtn	35.00
Library Supplies	6.99
Other Purchased Services	29.90
Office Supplies	136.05
Membership Dues	100.00
Adult Books	1,244.58
Building Mtn Supplies	48.80
Library Supplies	23.46
Building Mtn Supplies	78.00
Telecommunications	123.23
Other Purchased Services	19.76
Travel	54.97

VISA - Meijer
 VISA - Mini Science
 VISA - Murphy at Wal-Mart
 VISA - National Enquirer
 VISA - NRS
 VISA - Officemax
 VISA - Office Depot
 VISA - Office Depot
 VISA - Pantagraph
 VISA - Papa John's Pizza
 VISA - Paypal*COSUGI
 VISA - Paypal*Look Magazine
 VISA - Radio Stations WDQZ, WRPW
 VISA - Sprint
 VISA - Toys R Us
 VISA - UPS
 VISA - USPS
 VISA - Valve Software
 VISA - Wal-Mart
 VISA - Wal-Mart
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 VISA - Wal-Mart.com

Total

Employee Relations 45.58
 Computer Supplies 127.48
 Fuel 23.06
 Periodicals 101.40
 Other Purchased Services 88.80
 Library Supplies 64.12
 Library Supplies 37.80
 Office Supplies 40.00
 Periodicals 259.93
 Other Purchased Services 85.85
 Membership Dues 100.00
 Periodicals 35.80
 Advertising 400.00
 Telecommunications 309.34
 Library Supplies 53.94
 Postage 13.70
 Postage 47.34
 Public Access Software 229.95
 Employee Relations 139.00
 Janitorial Supplies 35.48
 Library Supplies 101.07
 Miscellaneous Expenses 68.95
 Office/Equipment Mtn 15.00
 Office Supplies 166.32
 Other Purchased Services 43.64
 Janitorial Supplies 12.27

323,419.13

Bloomington Public Library
Monthly Statistics - November 2013

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	57,421	428,157	61,367	438,116
Teens	2,468	25,018	2,721	25,739
Children	51,173	388,938	50,142	392,857
OTR Adults	2,145	18,027	2,425	19,404
OTR Teens	106	978	93	1,068
OTR Children	2,922	28,702	4,340	30,302
e-Books - Freading	13	226	2,115	15,384
e-Books - Overdrive	3,132	22,605	N/A	N/A
Freegal downloads	746	5,285	855	5,189
Zinio Magazines	367	2,353	0	0
TOTALS				
Adults	59,566	446,184	63,792	457,520
Teens	2,574	25,996	2,814	26,807
Children	54,095	417,640	54,482	423,159
Digital Downloads	4,258	30,469	2,970	20,573
COMBINED TOTAL	120,493	920,289	124,058	928,059
ITEMS IN THE COLLECTION				
Main	285,702	285,702	277,166	277,166
OTR	13,265	13,265	16,095	16,095
TOTAL	298,967	298,967	293,261	293,261
HOLDS FILLED	7,815	55,839	7,082	47,420
CARDHOLDERS				
Added	368	3,808	511	4,642
TOTAL BY TYPE				
Adults	27,409	27,409	21,911	21,911
Teens	2,344	2,344	1,940	1,940
Children	7,002	7,002	5,941	5,941
Combined Total of Active Cards	36,755	36,755	29,792	29,792
REFERENCE QUESTIONS				
Adults	2,594	21,165	2,856	23,508
Teens	30	545	32	116
Children	1,000	7,671	940	7,418
OTR	74	485	66	629
Circulation	345	3,207	1,217	8,638
PROGRAMS				
Story Times	19	87	17	80
Adult	13	103	21	140
Teens	6	60	6	43
Juvenile	4	34	3	30
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	346	1,785	384	2,101

Bloomington Public Library
Monthly Statistics - November 2013

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	245	1,430	233	1,790
Teen Programs	33	381	80	518
Juvenile Programs	69	2,830	78	3,123
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,458	0	4,696
Completed	0	2,635	0	2,832
TEENS				
Registered	0	822	0	783
Completed	0	387	0	431
ADULTS				
Registered	0	2,261	0	2,361
Completed	0	1,077	0	1,208
TOTAL				
Registered	0	7,541	0	7,840
Completed	0	4,099	0	4,471
COMPUTER USE				
Public computer uses	4,745	38,394	5,492	39,161
Website database/catalog hits	6,544	45,859	11,122	64,801
Online Resource (Database) uses	4,687	27,153	3,225	33,201
TOTAL	15,976	111,406	19,839	137,163
INTERLIBRARY LOAN				
Borrowing Requests Received	354	2,807	377	2,809
Outgoing Loans (Lending)	256	1,873	260	2,006
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	4	72	5	85
Outside the library (events)	8	51	10	63
Number of people	998	11,179	1,044	14,257
VOLUNTEER HOURS	187	1,345	107	806
MEETING ROOM USAGE				
Study Room	84	472	92	616
Digital Media Lab	20	336	0	0
Customer Visits (MAIN)	29,440	255,197	34,054	279,116
Customer Visits (OTR)	768	9,169	964	8,650
COMBINED TOTAL VISITS	30,208	264,366	35,018	287,766
TRAINING HOURS	37	643	134	903

Golden Prairie Public Library District
Board of Trustees Meeting
October 16, 2013
7:00 am

Minutes

- I. Call to Order
President Ives called the meeting to order at 7:03 a.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail (arrived at 7:09am) Tim Ervin, Lynn Gray, Adrienne Ives

MEMBERS ABSENT: Stephen Peterson, Patti Salch

OTHERS PRESENT: Laura Golaszewski, Kathy Jeakins, Caprice Prochnow
- III. Introductions & Public Comment
There were no introductions or public comments.
- IV. President's Report
President Ives reported on the Bloomington Public Library Board meeting that was held yesterday.
- V. Approval of Minutes
A. September 18, 2013
LYNN GRAY MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 18, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VI. Staff Reports
A. Director's Report
Director Bouda was not present.

B. Outreach Report
Laura Golaszewski stated that the new bookmobile schedule for November – April has been printed and distributed. She went on to say that some schedules were given to a representative of District 87 to pass out at the "Reading Night" event. Laura stated that two RFID pads were installed on the bookmobile yesterday, which should mean quicker check-out and returns.
Laura shared that a meeting was held with staff on the remodel to take place in the Outreach area.
Laura shared that a conference call is planned with the bookmobile consultant tomorrow.

C. Fiscal Report

Kathy Jeakins stated that a Property Tax Distribution was received in September. Kathy shared that the audit should be completed by the next meeting. She entertained questions.

1. Approve September Financial Report

TIM ERVIN MOVED, LYNN GRAY SECONDED, TO APPROVE THE SEPTEMBER FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, TIM ERVIN, LYNN GRAY, ADRIENNE IVES

NAYES: NONE

ABSENT: STEPHEN PETERSON, PATTI SALCH

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

A. Discussion of Marketing Ideas

Adrienne Ives shared that Stephen Peterson and Patti Salch were to lead the discussion of marketing Ideas. Since they are both absent, this item will be held over to the next meeting.

IX. Adjournment

President Ives adjourned the meeting at 7:28 a.m.

Next Meeting Date

November 20, 2013

Bloomington Public Library (BPL)
Director Evaluation Procedures
Updated: 12/12/13

The BPL Director salary adjustment is scheduled for May 1 of each year.

A decision regarding merit salary adjustment shall be made and presented to the Library Director. The cost of living adjustment is established by the city.

The Budget & Personnel Committee (BPC) conducts the evaluation of the Library Director and will share a summary of information received from the Evaluation Tool used with the entire BPL Board along with the recommendation for the merit salary adjustment.

The summary information should include enough information to give board members, not in attendance at the committee discussion, a solid understanding of the comments and information included in the evaluation tool as well as other background information used by the BPC committee to make their recommendation.

An example of the summary could be a listing of the number of board members checking each evaluation indication (Very Good, Adequate, Needs Improvement) and the comments from each evaluation associated with each question.

The board shall be supportive of sharing the summary information with the Library Director to be used for feedback and inclusion in personnel file.

To meet the May 1 date, the following timeline is suggested:

- Beginning of March - Budget & Personnel Committee (BPC) shares point person and specific timeline dates for the evaluation process. The Director evaluation instrument is sent to all board members to complete their Director evaluation input.
- Mid-March – Board member Director evaluation instrument due to the BPC point person
- End of March – BPC point person consolidates information
- Early April - BPC discusses Director evaluation input and determines merit recommendation
- Late April – BPC shares consolidated feedback and merit recommendation with the BPL board. Decision regarding merit for Director finalized.

2014 Insurance Quotes for Bloomington Public Library

The Budget & Personnel Committee requested more information regarding the comparison of the quotes. Georgia contacted Mike Nugent, Insurance Consultant, who will review the quote from Chubb and the quote from Selective. His findings will be available by the Board meeting, 12/17/13.

PROPERTY INSURANCE	Selective	Chubb	
Property	5,584.00	16,474.00	
Umbrella	1,157.00	2,454.00	
Inland Marine	1,970.00	Inc in Property	
General Liability	2,543.00	4,880.00	
* Abuse Molestation	995.00	Was Not Quoted	
Crime		640.00	
Total	12,249.00	24,448.00	
 AUTO INSURANCE	 Selective	 Chubb	
Business Auto	1,639.00	5,946.00	
 D & O INSURANCE	 Selective	 Chubb	
	4,889.00	5,524.00	
 WORKER'S COMPENSATION	 Selective	 Zenith	 Northern Illinois
	11,228.00	14,377.00	11,657.00
 GRAND TOTAL	 30,005.00	 50,295.00	 11,657.00

* This coverage has been suggested, but is not required

Bloomington Public Library

2014 Insurance Renewal

Premiums	Expiring	Snyder	Van Gundy
Property	\$ 14,958	\$ 16,474	\$ 14,384
Liability	\$ 4,613	\$ 4,880	\$ 3,538
Auto	\$ 5,471	\$ 5,946	\$ 1,639
Umbrella	\$ 2,251	\$ 2,454	\$ 1,157
Subtotal	\$ 27,293	\$ 29,754	\$ 20,718
Crime	\$ 640	\$ 640	Included
WC	\$ 21,021	\$ 14,377	\$ 11,228
D&O / EPL	\$ 4,289	\$ 5,524	\$ 4,889
Subtotal	\$ 25,950	\$ 20,541	\$ 16,117
Grand Total	\$ 53,243	\$ 50,295	\$ 36,835

Property			
Insured Values	\$ 15,746,186	\$ 15,746,186	\$ 15,662,000
Deductible	\$ 5,000	\$ 5,000	\$ 5,000
Equip Breakdown	Included	Included	Included
Bus Income	\$ 95,000	\$ 95,000	\$ 100,000
Valuable Papers	\$ 3,341,519	\$ 3,341,519	\$ 3,241,519
VP Deductible	\$ 5,000	\$ 5,000	\$ 5,000
Flood	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Flood Deductible	\$ 50,000	\$ 50,000	\$ 50,000

Auto			
Liability limit	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Comp Ded	\$ 3,000	\$500 / \$3,000	\$500/500
Collision Ded	\$ 3,000	\$1,000 / \$3,000	\$1,000/1,000
Med Pay	\$ 5,000	5000	\$ 5,000

Liability			
General Liability Limit	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
D&O Limit	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Umbrella Limit	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
EPL Limit	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000

Incident Reports

Date	Time	Type
11/1	1:04 PM	SleepingIncident
11/1	1:10 PM	InappropriateAttire
11/1	2:08 PM	InappropriateAttire
11/2	9:27 AM	AlcoholDrugs
11/2	10:47 AM	BicycleIncident
11/2	12:11 PM	Food Incident
11/2	3:28 PM	InappropriateBehavior
11/2	3:44 PM	InappropriateBehavior
11/3	2:05 PM	SleepingIncident
11/3	2:07 PM	InappropriateAttire
11/3	2:44 PM	InappropriateAttire
11/3	2:56 PM	InappropriateAttire
11/3	3:54 PM	CustomerLibraryCardAbuse
11/3	4:06 PM	InappropriateAttire
11/4	12:35 PM	InappropriateBehavior
11/4	12:38 PM	StolenDamagedLibraryMaterial
11/5	9:57 AM	CustomerRelatedIllnessAccident
11/5	2:46 PM	AlcoholDrugs
11/5	4:45 PM	LostFound
11/5	5:33 PM	StolenDamagedLibraryMaterial
11/7	4:32 PM	CustomerRelatedIllnessAccident
11/7	5:49 PM	SleepingIncident
11/9	12:45 PM	PoliceAmbulanceCall
11/9	1:12 PM	Other
11/9	4:32 PM	InappropriateBehavior
11/10	3:10 PM	InappropriateBehavior
11/10	4:14 PM	AlcoholDrugs
11/10	4:49 PM	InappropriateAttire
11/10	5:16 PM	InappropriateBehavior
11/11	5:05 PM	PoliceAmbulanceCall
11/11	6:50 PM	InappropriateBehavior
11/12	9:17 PM	InappropriateBehavior
11/13	12:32 PM	SleepingIncident
11/13	2:49 PM	StolenDamagedLibraryMaterial
11/14	10:24 AM	Other
11/14	2:03 PM	InappropriateBehavior
11/15	4:08 PM	StolenDamagedLibraryMaterial
11/18	10:34 AM	StolenDamagedLibraryMaterial
11/18	6:32 PM	InappropriateBehavior
11/18	4:21 PM	Loitering
11/20	9:56 AM	CustomerRelatedIllnessAccident
11/20	11:32 AM	SleepingIncident
11/20	1:51 PM	InappropriateBehavior
11/21	9:33 AM	TobaccoUse
11/23	10:19 AM	InappropriateBehavior
11/23	11:11 AM	StolenDamagedLibraryMaterial
11/23	12:20 PM	SleepingIncident
11/23	2:24 PM	SleepingIncident
11/23	2:28 PM	AlcoholDrugs
11/23	4:18 PM	InappropriateAttire
11/24	2:45 PM	AlcoholDrugs
11/24	3:34 PM	AlcoholDrugs
11/25	10:46 AM	InappropriateAttire
11/25	5:35 PM	AlcoholDrugs
11/25	6:17 PM	AlcoholDrugs
11/26	10:58 AM	TobaccoUse
11/26	1:05 PM	Other
11/26	4:11 PM	StolenDamagedLibraryMaterial
11/26	5:34 PM	AlcoholDrugs
11/27	1:15 PM	AlcoholDrugs
11/30	2:20 PM	CustomerComplaint

Suspension Reports

Date	Time	violation
11/1	9:52 AM	AlcoholDrugs
11/2	9:29 AM	AlcoholDrugs
11/4	12:16 PM	InappropriateBehavior
11/4	4:11 PM	InappropriateBehavior
11/18	6:46 PM	InappropriateBehavior
11/24	3:35 PM	AlcoholDrugs
11/25	10:47 AM	InappropriateAttire
11/27	1:17 PM	AlcoholDrugs

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2014

Meetings begin at 4:30 p.m.
In the Bloomington Public Library Board Room

January 21, 2014

February 18, 2014

March 18, 2014

April 15, 2014

May 20, 2014

June 17, 2014

July 15, 2014

August 19, 2014

September 16, 2014

October 14, 2014

November 18, 2014

December 16, 2014

ORDINANCE 2013 - _____

AN ORDINANCE AMENDING CHAPTERS 2, 22.2, AND 44 OF THE
BLOOMINGTON CITY CODE RELATING TO VARIOUS BOARDS AND
COMMISSIONS

BE IT ORDAINED BY THE CITY COUNCIL
OF THE CITY OF BLOOMINGTON, ILLINOIS:

SECTION 1. That Sections 30, 31, 58, 59, 63, 68, 71, 72 and 81 of Chapter 2 of the Bloomington City Code, 1960, as amended, be further amended as follows (additions are indicated by underlines; deletions indicated by strikeouts):

Section 30: Boards and Commissions - Enumerated.

In addition to the operating departments named in the preceding section, there shall also be the following Boards and Commissions:

Bloomington-Normal Sister Cities Committee
Board of Fire and Police Commissioners
Board of Library Trustees
Building Construction Board
Citizen's Beautification Committee
Cultural District Commission
Evergreen Cemetery Board
Firemen's Pension Board
Historic Preservation Commission
Housing Authority Board
Human Relations Commission
Liquor Commission
Planning Commission
Police Pension Board
Property Maintenance Review Board
Zoning Board of Appeals

~~Board of Fire and Police Commissioners~~
~~Board of Library Directors~~
~~Board of Local Improvements~~
~~Board of Zoning Appeals~~
~~Citizens Beautification Committee~~
~~Citizens Community Improvement Committee~~
~~City Planning Commission~~
~~Construction Board of Appeals~~
~~Electrical Commission~~

of the General Assembly of the State of Illinois, entitled "An Act in Relation to Plan Commission in Cities, Villages, and Incorporated Towns," approved June 24, 1921, in force July 1, 1921, as revised and amended August 4, 1949, shall constitute a continuing commission under its original creation.

(a) How Composed. Said Plan Commission shall consist of 10 members appointed by the Mayor, by and with the consent of the Council. The mayor shall be ex officio member of the Commission. Effective May 1, 2014, all ~~All~~ members of the Plan Commission hereafter appointed shall serve for a an initial term of three (3) ~~four~~ years. Members shall serve no more than three (3) consecutive three-year terms (a total of nine (9) years). All vacancies occurring in such Commission shall be filled by appointment for the remainder of the unexpired term in the same manner as original appointments. ~~All such terms for four (4) years each shall continue to terminate on a staggered basis, that is, two (2) terms shall expire in the year 1962; three (3) terms in the year 1963; two (2) terms in the year 1964; and three (3) terms in the year 1965 and on the respective successive anniversary years thereafter.~~

(b) Election of Officers. Said Plan Commission shall annually ~~elect~~ elects its Chairman, Vice-Chairman, and such other officers as may in their judgment be necessary from among its own membership, together with an Executive Secretary who need not be a member of the Commission. All members of said Commission shall serve without compensation.

(c) Submission of Ordinance Relating to Improvements. The City Clerk shall furnish to the City Plan Commission for its consideration a copy of all ordinances relating to the location of public buildings of the City and to the location of parks or public grounds and to the vacation of any street or other alteration of City streets and highways and to the location of any bridge, tunnel or subway or of any surface, underground or elevated railway. The Commission may make a report or suggestion in relation thereto if it deems a report necessary or advisable for the consideration of the City Council.

(d) Contemplated Action to be Submitted to Commission for Recommendation Before Approval by Council. The City Council shall take no action authorizing or approving the acquisition of any park or public ground, space or public building or structure or of any map, plat or replat of land lying within the corporate limits of the City, or in contiguous territory outside of and not more than one and one-half miles distance from such limits or changing any provisions of the Zoning Ordinance, or accepting the dedication of any public street or grounds until the contemplated action shall have first been submitted to the City Plan Commission for its recommendation. If the Commission shall fail to submit its recommendation to the Council within thirty days, the Council may proceed without the same.

2. Power and Duties.

City of Bloomington, excepting the Town of Normal, shall be entitled to record or shall be valid unless the subdivision thereon shown shall provide for streets, alleys, and public grounds in conformity with any requirements of the official city plan or amendments thereto.

In case of disapproval by the Commission of any such plan, the reasons for such disapproval shall be submitted to the City Council which may overrule such disapproval by majority vote of its members. The approval of the Commission, confirmed by the City Council, shall be deemed by an acceptance of the proposed plat or dedication of land. No sewer, water main, or other improvement shall be voted or made, nor shall any public money be expended for such improvement until the plat is approved in the manner prescribed. In case both P bodies join in the approval of such plan or plat, or if in any case the City Council shall overrule the Commission's disapproval of a plan or plat, the approval of the City Council shall be sufficient to entitle the plan or plat to be received for record. It shall be unlawful to receive for record such plan or plat in any public office, unless the same shall bear thereon, by endorsement, the approval of the City Plan Commission and the City Council, or of the City Council alone when the endorsement recites that the recommendation of the Plan Commission has been overruled by the City Council. The failure of the Commission to disapprove any properly submitted plat within a period of sixty days from the date of its filing shall be deemed acceptance of such plat.

(h) The Plan Commission shall keep written records of its proceedings which shall be open to inspection by the City Council at all times.

(i) To cooperate with municipal or regional Planning Commission and other agencies or groups to further the local planning program and to assure harmonious and integrated planning for the area.

Section 63: Board of Fire and Police Commissioners.

(a) There is hereby created a Board of Fire and Police Commissioners, consisting of five members whose terms of office shall be three years and until their respective successors are appointed and have qualified. Members shall serve no more than three (3) consecutive three-year terms (a total of nine (9) years).

(b) Qualifications. The members of said Board shall possess the qualifications required of other officers of the City, shall take oath or affirmation of office, and give bond in the same manner as other appointive officers of the City. They shall be subject to the removal from office as such other officers.

(c) Appointment by Board. Such Board of Fire and Police Commissioners shall appoint all officers and members of the Fire and Police Departments of the City, except the Chief of Police and the Chief of the Fire Department, which appointments shall be made by the City Manager. All appointments made by the Board of Fire and Police

intervals as the Board may authorize. Persons who desire to be added to the Register of Eligibles shall apply on forms approved by the Board and provided to such applicants by City staff. Persons who so apply will be permitted to complete a written examination relating to those matters that will fairly test the capacity of the persons examined to discharge the duties of a police officer; the written examination, in the Board's discretion, may be taken on an online or computerized basis pursuant to such security procedures as the Board may see fit to establish. The Board need not proctor the written examination; it may be administered by such agents as the Board may authorize. The scores on such written examination shall be valid for one year from the date the test is given, at which time the applicant must take another test if he or she wishes to continue to seek employment as a police officer. However, the applicant is permitted to take an additional written examination after six months have elapsed from the date of the previous test; an applicant who does so shall be judged by the results of the latest written examination taken by the applicant. An application fee will be charged to all persons who desire to take the written examination. The City staff is authorized to incorporate all new scores from a written examination into the Register of Eligibles in rank order on the first day of the month after the result of the applicant's score on the written examination is known to the Board's agent or agents. The applicant's score will include both the results of the written test and any applicable veteran's points. The Board may authorize background checks, polygraph examinations, and such other procedures which, in the judgment of the Board, fairly test the capacity of the persons examined to discharge the duties of a police officer.

When the City staff has notice of a vacancy for which the Board is authorized to hire a new police officer, a physical agility test shall be conducted on the candidates who rank highest on the Register of Eligibles. The number of candidates to be tested for physical agility after notice of a vacancy shall be determined by the Board. The results of a physical agility test will be valid for six months. If more than six months have elapsed since a candidate has passed a physical agility test, he or she must retake the test. Upon passing the physical agility test, applicants will be scheduled for an oral interview to be conducted by the Board. Points from the oral interview score will be added to the scores of the candidates. The candidate receiving the highest combined score of written examination, veteran's points and oral examination shall be offered employment as a police officer with the Police Department, subject to passing any physical and psychological examinations which the Board shall authorize to be conducted.

Nothing in this subsection shall be construed as infringing on the ability of the Board to hire police officers pursuant to the alternative method of hiring police officers set forth in subsection (g) of this Section.

Nothing in this subsection shall be construed as changing the age limitations on employment set forth in 65 ILCS 5/10-2.1-6 or establishing criteria for the calculation of veteran's points different from those set forth in 65 ILCS 5/10-2.1-8. (Ordinance No. 2007-85)

The Chief of Police or Fire Chief may require applicants to submit themselves to such examination as he or she deems necessary to determine fitness for duties as a police officer or firefighter.

The Chief of Police or Fire Chief shall present the qualifications of any person selected for appointment for the approval of and for appointment by the Board of Fire and Police Commissioners.

No person shall be entitled to appointment as a matter of right under this subsection.

Section 68: ~~Bloomington Community Development Committee.~~

~~(a) — There is hereby created a Bloomington Community Development Committee. It shall be the objective of this Committee to review planning and development issues which may have a neighborhood focus and/or those issues with a city-wide concern. It shall also be the objective of this Committee to seek the input of civic-minded citizens, especially those economically and socially disadvantaged. (Ordinance No. 1988-108)~~

~~(b) — Organization of the Committee.~~

~~—— (1) — The Mayor shall be an ex-officio member of the Committee. The Committee shall consist of seven (7) members, the Chairman being a member of the Bloomington Planning Commission, the remaining six members shall be selected to represent diverse neighborhoods, economic, civic, church, educational, governmental, minority, welfare, and informational media groups of the City. They shall be appointed by the Mayor with the advice and consent of the Bloomington City Council. Each member so appointed shall serve a term of two (2) program years. A program year starts on October 1st and ends on September 30th. All such terms of two (2) program years shall terminate on a staggered basis, that is: four (4) of the terms shall expire on the first Monday in October, 1989 and three (3) of the terms shall expire on the first Monday in October, 1990. The members shall draw lots at the first meeting to determine the period for which each member shall serve. All appointments (both new and reappointments) shall be made by the Mayor and City Council prior to the first regular meeting of each program year. Any member appointed to fill a vacancy prior to the expiration of the term for which the predecessor was appointed shall serve for the remainder of such term. All members of the Committee shall serve without compensation.~~

~~—— (2) — The Committee shall have as its Chairman the representative from the Bloomington Planning Commission and shall elect other officers as may in the judgment of the Committee, be necessary from among the remaining six (6) members, together with a secretary who need not be a member of the Committee. The Committee may adopt bylaws and such rules of procedure as may be deemed advisable.~~

~~—— (7) The Committee will require a timely written response, within fifteen (15) working days if feasible, to written complaints and grievances from the citizens. (Ordinance No. 1988-108)~~

~~(d) Financing.~~

~~—— (1) The Committee may request monies or staff assistance from the City administration to enable it to adequately carry out its responsibilities, provided, such requests are submitted in writing to the City Manager, and provided, such requests are approved by the City Manager and the City Council, and included in the City's Annual Budget and Appropriation Ordinance.~~

~~—— (2) The Committee may also receive gifts and donations from other public or private groups or individuals to help them carry out their responsibilities. (Ordinance No. 1988-108)~~

Section 71: Bloomington-Normal Sister Cities Committee.

There is hereby created a Bloomington-Normal Sister Cities Committee which shall function as outlined in this Section.

(a) Purpose. The purpose of the Bloomington-Normal Sister Cities Committee, also known as the Sister Cities Committee, shall be to further international relations and good will between the Bloomington-Normal community and Asahigawa, Hokkaido, Japan, pursuant to the People to People Program instituted by the U.S. State Department.

(b) Membership. The Sister Cities Committee shall consist of twenty (20) members, ten (10) of which shall be nominated by the Mayor of the City of Bloomington with the advice and consent of the City Council; ten (10) of which are to be nominated by the Mayor of the Town of Normal with the advice and consent of the Normal Town Council. Each member shall serve a term of three (3) years ~~and is not limited as to number of terms.~~ Members shall serve no more than three (3) consecutive three-year terms (a total of nine (9) years). Terms of office shall expire on a staggered- basis so that the terms of approximately one-third (1/3) of the officers shall expire each year. Members whose terms have expired shall remain in office until a successor has been duly appointed by the appropriate body.

(c) Officers - Powers and Duties. The Sister Cities Committee shall have such officers as may be provided for in its by-laws with such powers and duties as may be prescribed in those by-laws provided that no such powers and duties may be exercised in a manner inconsistent with the laws of the United States or State of Illinois or the ordinances of the City of Bloomington or the Town of Normal.

the Committee is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 72: Citizen's Beautification Committee.

(a) Membership. The Committee shall consist of nine (9) persons to be appointed by the Mayor with the consent of the City Council. Effective May 1, 2014, terms of members shall be three (3) years in duration on a staggered basis. Members shall serve no more than three (3) consecutive three-year terms (a total of nine (9) years). Terms of members shall be four (4) years in duration on a staggered basis. ~~The initial terms of members shall be: three (3) persons to be appointed for one (1) year whose terms shall expire in 1974; two (2) persons to be appointed for two (2) years whose terms shall expire in 1975; two (2) persons to be appointed for three (3) years whose term shall expire in 1976; two (2) persons to be appointed for four (4) years whose terms shall expire in 1977.~~ Reappointment shall be at the discretion of the Mayor. The members of the Committee shall elect the Chairman and Vice-Chairman on an annual basis. All terms shall expire April 30th.

~~Beginning November 1, 1984, the Committee shall consist of twelve persons to be appointed by the Mayor with the consent of the City Council. The initial terms of the three (3) additional members shall be: one (1) person whose term of office shall expire in 1985; one (1) person whose term of office shall expire in 1986; and one (1) person whose term of office shall expire in 1987. Terms of office of the new members shall expire in each year and shall expire on the same date as the terms of office of other members expiring that year. (Ordinance No. 1984-101)~~

(b) Meetings. The Committee shall meet on a regular basis on a schedule to be determined by the members but not less than once per month. A regular place of meeting shall be established by the Committee members. The Chairman shall provide all members with a written agenda or notice of cancellation of these meetings not less than five (5) days in advance of the meeting. All meetings shall be open to the public.

(c) Duties and Functions. The Committee shall have as its duties and functions:

(1) To recommend to the City Council all programs of any description or variety calculated to enhance the appearance of the City of Bloomington, including but not limited to recommendations for priorities of City action, and changes in both the Bloomington city or other ordinances adopted by the City Council;

(2) To work with appropriate City personnel to establish means to elicit volunteer participation in beautification projects;

~~for such member shall be for three years, expiring on April 30, 2007. Such position will be reserved for an alderman of the City. Notwithstanding such member's *ex officio* status, he or she shall have full voting rights.~~

(b) Meetings. The Commission shall meet on a regular basis on a schedule to be established by the members once per month. A regular place of meeting shall be established by the Commission. All meetings shall be open to the public, unless grounds exist for a closed meeting pursuant to the Illinois Open Meetings Act.

(c) Duties and Functions. The Commission shall have as its duties and functions:

(1) To serve as an advisory body to the City Council, the City Manager and other City officials in developing plans for the Cultural District.

(2) To recommend to the City Council, the City Manager and other City officials all programs of any description or variety calculated to enhance the viability of the Cultural District.

(3) To work with appropriate City personnel to establish means to elicit public participation in and support of the Cultural District and its programs.

(4) To request, receive and utilize, staff assistance from the City administration to enable the Commission to carry out its responsibilities.

SECTION 2. That Section 2 of Chapter 22.2 of the Bloomington City Code, 1960, as amended, be further amended as follows (additions are indicated by underlines; deletions indicated by strikeouts):

Section 2: Establishment and Guidelines of the Human Relations Commission.

There is hereby established a Commission to be referred to and known as the Bloomington Human Relations Commission:

(a) Organization and Members of the Commission. The following designated persons shall be the members of the Human Relations Commission.

(1) Chairperson. The Chairperson shall be selected from among the Commissioners by a majority vote of the Commission for a one-year term ~~term of two (2) years~~. The term as Chairperson shall not affect the original appointment term of the Commissioner chosen to serve as Chairperson. The Chairperson shall receive no salary, but may be compensated for expenses incurred in the performance of the Commission duties. The Chairperson shall supervise the activities and duties of the Human Relations Commission and shall preside over all of its meetings in addition to the powers enumerated below. The

(c) Legal Representation. The Commission shall be represented by the City's Corporation Counsel Office, or in the case of a conflict of interest, the Commission shall engage the services of a private attorney.

(b) Removal. The Chairperson and Commissioners appointed herein may be removed for cause by the City Council.

(c) Meetings. The Chairperson of the Human Relations Commission shall call meetings of the Commission on a regular basis, not less than once a month on a schedule to be established and published by the Chairperson as required by law. The Chairperson or any four (4) Commissioners may call additional meetings as may be deemed necessary by giving notice of the time and place of such meetings to all other Commissioners, to the Chairperson, to the news media as required by law and to the Community Relations Coordinator not less than twenty-four (24) hours prior to such meetings.

(d) Duties and Authority. It shall be the duty and authority of the Human Relations Commission to:

(1) Conduct research, publish, and utilize studies in the field of inter-group relations and to develop and implement procedures to educate the community, equalize opportunities, eliminate discrimination and promote good will among all persons;

(2) Receive and record any complaint whether initiated by the Human Relations Commission or by the filing of a complaint with the Commission, alleging discrimination against any person because of race, color, age, sex, religion, national origin, marital status, familial status or physical or mental disability unrelated to ability in violation of this Chapter;

(3) Seek to resolve conflicts between persons involved in complaints which are within the jurisdiction of the Commission;

(4) Recommend to the appropriate agency or person legislative, administrative, legal or other ameliorative action to be taken to eliminate discrimination and foster good will;

(5) Invite and enlist the cooperation of any citizen, organization or committee which can be of benefit in fulfilling the responsibilities of the Human Relations Commission in carrying out specific programs designed to lessen conflicts and in improving understanding in the community;

(6) Adopt such bylaws, rules of procedure and regulations as may be deemed necessary to conduct its meetings, conciliation conferences, public hearings and general operations and to carry out the purposes and provisions of this Ordinance;

2. Be responsible for publication and distribution of copies of the minutes, reports, and decisions of the Preservation Commission to the members of the Preservation Commission;
3. Advise the Mayor of vacancies on the Preservation Commission and expiring terms of members; and
4. Prepare and submit to the City Council a complete record of the proceedings before the Preservation Commission on any matter requiring Council consideration.

D. Meetings. A quorum shall consist of a majority of the members. All decisions or actions of the Preservation Commission shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. Meetings shall be held at regularly scheduled times to be established by resolution of the Preservation Commission at the beginning of each calendar year or at any time upon the call of the chairman. No member of the Preservation Commission shall vote on any matter that may materially or apparently affect the property, income or business interest of that member. No action shall be taken by the Preservation Commission that could in any manner deprive or restrict the owner of a property in its use, modification, maintenance, disposition, or demolition until such owner shall first have had the opportunity to be heard at a public meeting of the Preservation Commission, as provided herein. The chairman, and in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the Preservation Commission shall be open to the public. The Preservation Commission shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Office of the Director of Planning and Code Enforcement and shall be a public record.

E. Powers and Duties. The Preservation Commission shall have the following powers and duties:

1. To adopt its own procedural regulations;
2. To conduct an ongoing survey to identify historically and architecturally significant properties, structures, and areas that exemplify the cultural, social, economic, political, or architectural history of the United States of America, the State of Illinois, or the City;
3. To investigate and recommend to the Planning Commission and to the City Council the adoption of ordinances designating properties or structures having special historic, community or architectural values as "landmarks";
4. To investigate and recommend to the Planning Commission and to the City Council the adoption of ordinances designating areas as having special historic, community or architectural value as "historic districts";

brochures or for hiring staff persons or consultants or performing other appropriate functions for the purpose of carrying out the duties and powers of the Preservation Commission and the purposes of Section 44.6-15 A. of this Code;

16. To call upon available City staff members as well as other experts for technical advice;
17. To retain such specialists or consultants with the permission of the City Council or to appoint such citizen advisory committees as may be required from time to time;
18. To testify before all boards and commissions, including the Planning Commission and the Board of Zoning Appeals, on any matter affecting historically and architecturally significant property, structures, and areas;
19. To confer recognition upon the owners of landmarks or property or structures within historic districts by means of certificates, plaques, or markers;
20. To develop a preservation component in the official comprehensive plan and to recommend it to the Planning Commission and to the City Council;
21. To periodically review the Bloomington Zoning Code and to recommend to the Planning Commission and the City Council any amendments appropriate for the protection and continued use of landmarks or property and structures within historic districts; and
22. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to implementation of the purpose of this Code.

F. Surveys and Research. The Preservation Commission shall undertake an ongoing survey and research effort in the City to identify neighborhoods, areas, sites, structures, and objects that have historic, community, architectural, or aesthetic importance, interest, or value. As part of the survey, the Preservation Commission shall review and evaluate any prior surveys and studies by any unit of government or private organization and compile appropriate descriptions, facts and photographs. Before the Preservation Commission shall on its own initiative nominate any landmark for designation, it shall first develop a plan and schedule for landmarks and adopt procedures to nominate them in groups based upon the following criteria:

1. The potential landmarks in one identifiable neighborhood or distinct geographical area of the City;
2. The potential landmarks associated with a particular person, event, or historical period;