

BLOOMINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

November 19, 2013  
4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
  - A. October 15, 2013
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
  - A. Budget & Personnel
    - 1. Executive Session – Summary of Director's Performance Evaluation
    - 2. Library Director's Evaluation Procedures
  - B. Planning, Policies & Programs (3 P's)
    - 1. Discussion of Possible Art Week and Fundraising
- X. Unfinished Business
- XI. New Business
  - A. Notice of Stipulation to State Farm Tax Abatement
  - B. Request for Proposal for Bookmobile
- XII. Adjournment

Bloomington Public Library  
Board of Trustees Meeting

October 15, 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, Jan Kibler, Carol Koos (arrived at 4:36 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel  
  
MEMBERS ABSENT: None  
  
OTHERS PRESENT: Georgia Bouda, Adrienne Ives, Kathy Jeakins, Caprice Prochnow, Rachel Wells
- III. Introductions/Public Comment  
President Jaggi introduced Rachel Wells, Pantagraph, and Adrienne Ives.
- IV. Approval of Minutes
  - A. September 17, 2013  
PATSY BOWLES MOVED, JAN KIBLER SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 17, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
  - B. October 1, 2013  
JAN KIBLER MOVED, PATSY BOWLES SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 1, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report  
President Jaggi shared that a letter had been received from the Assistant Attorney General of the Public Access Bureau regarding a complaint filed by Diane Benjamin that alleged the Library Board had violated the Open Meetings Act. He went on to say that in fact, Ms. Benjamin was misinformed as the Agenda was posted both in the Library and on the website and the press was notified in a timely manner. Additionally, members of the press and public were present, which provides evidence that indeed the Agenda had been posted. President Jaggi shared that the complaint also claimed that the room in which the Board meets is not accessible to the public as the room is behind a door that only library staff have access to. A security person must allow access for those attending the meetings. President Jaggi would like the 3 P's Committee to discuss options for this.
- VI. Director's Report  
Director Bouda had nothing to report.

VII. Fiscal Report  
Kathy Jeakins entertained questions.

VIII. Approval of Bills

JONI PAINTER MOVED, PEGGY BURTON SECONDED, TO APPROVE THE BILLS LIST FROM SEPTEMBER 2013. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel

1. Motion to Approve FY15 Maintenance & Operating Budget

President Jaggi reviewed both the Maintenance & Operating Budget and the Narrative with the Board members.

Bill Wetzel reviewed the budget process in regards to the City with new Board members.

President Jaggi pointed out to Board members that no monies are going into the Capital Fund for FY15, as plans for a branch are currently on hold, and it does not make sense to put more monies into the fund at this time.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY15 MAINTENANCE & OPERATING BUDGET.

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

NAYES: EMILY KELAHAAN

ABSENT: NONE

THE MOTION CARRIED.

2. Motion to Approve FY15 Fixed Asset Budget

Director Bouda reviewed the purpose of the Fixed Asset Budget.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY15 FIXED ASSET BUDGET.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

3. Motion to Approve FY15 Project Next Generation Budget

President Jaggi reviewed with Board members that all of the dollar amounts in this Budget are from a state grant. He went on to say that the Library is required by the State to maintain a separate budget.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE

FY15 PROJECT NEXT GENERATION BUDGET.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

President Jaggi asked Board members how they would like to see the Board represented at the Council meeting to present the budget on Monday, October 21. After some discussion, it was decided that President Jaggi and Bill Wetzel will be present and both Patsy Bowles and Jan Kibler plan to attend.

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

1. Motion to Approve Laptop Policy

Patsy Bowles reviewed with the Board members the laptop policy was established after the first laptop had been damaged. A charge of \$250 was assessed, but the Library has only collected \$10 to date, so the Director had asked that this policy be reviewed. Patsy shared that the 3 P's Committee decided that a \$50 fee would be assessed for a damaged laptop and \$1,500 would be the replacement cost for a lost or stolen laptop.

After some discussion it was decided that the replacement cost for a lost or stolen laptop would be \$1,000 rather than \$1,500. Also, the third sentence in the last paragraph of the policy will be deleted.

PATSY BOWLES MOVED, NO SECOND NEEDED, TO APPROVE THE AMENDED LAPTOP POLICY, WITH THE FOLLOWING CHANGES: THE THIRD SENTENCE IN THE LAST PARAGRAPH WILL BE DELETED, A FEE OF \$50.00 WILL BE ASSESSED AND PLACED ON THE CUSTOMER'S LIBRARY CARD, AND CUSTOMERS WILL PAY THE FULL REPLACEMENT COST FOR A LOST OR STOLEN LAPTOP, NOT TO EXCEED \$1,000.00.

THE MOTION CARRIED UNANIMOUSLY.

2. Motion to Approve Donation of Bi-Folkal Kits to Bloomington Nursing Homes

Patsy Bowles shared that a Bi-Folkal kit is a multimedia presentation used to spur discussion and memories. The Library has about 30 of these kits which are rarely checked out. The Committee recommends offering these kits to Bloomington nursing homes at no cost. Director Bouda will send a letter to all the Bloomington nursing homes offering these kits at no charge.

PATSY BOWLES MOVED, NO SECOND NEEDED TO APPROVE A DONATION OF BI-FOLKAL KITS TO BLOOMINGTON NURSING HOMES AT NO COST. THE MOTION CARRIED UNANIMOUSLY.

3. Discussion of Circulating Art Prints

Director Bouda shared that this topic of not circulating art prints any more has been discussed in the past. She went on to say that the Library no longer has the space, they are hard to display, and they do not circulate very much. Director Bouda stated that these prints would make very good silent auction items as a fund raiser. A fund raiser held in the spring, around the time a possible mural is done, would be a possibility. At least six months needs to be allowed for planning. After some discussion, it was decided to send this back to the 3 P's Committee. All of the Board members will be invited to attend the next committee meeting to share in the discussion.

- X. Unfinished Business  
There was no unfinished business.

- XI. New Business
  - A. Procedure for Evaluating the Director  
President Jaggi shared that he had received a request from a Board member about the procedure for evaluating the Director. It was decided that a summary in detail of this year's Director's evaluation be presented to all of the Board members and a procedure be written for the Budget & Personnel Committee members for future Director evaluations.

- XII. Adjournment  
President Jaggi adjourned the meeting at 5:45 p.m.

Next Meeting Date

November 19, 2013

2013. 10

## APPROVAL OF BILLS

## BILLS LIST

Approved by BPL Board of Trustees, October 15, 2013

Narendra Jaggi  
Signature, BPL Trustee

| Vendor                            | Line Item                  | Amount     |
|-----------------------------------|----------------------------|------------|
| Ameren IP                         | Electricity                | 14,388.46  |
| Biblioteheca ITG, LLC             | Library Supplies           | 313.80     |
| Bound To Stay Bound Books         | Juvenile Books             | 32.82      |
| Brodart Company                   | Library Supplies           | 916.20     |
| Cengage Learning                  | Adult Books                | 1,334.79   |
| Center Point Large Print          | Adult Books                | 260.04     |
| City of Bloomington               | Dental Insurance           | 845.44     |
| City of Bloomington               | FICA                       | 14,708.38  |
| City of Bloomington               | Fuel                       | 615.38     |
| City of Bloomington               | Health Insurance-HMO       | 7,542.84   |
| City of Bloomington               | Health Insurance-PPO       | 17,889.42  |
| City of Bloomington               | IMRF                       | 29,765.13  |
| City of Bloomington               | Life Insurance             | 241.77     |
| City of Bloomington               | Medicare                   | 3,439.87   |
| City of Bloomington               | Payroll                    | 249,784.53 |
| City of Bloomington               | Vision Insurance           | 195.94     |
| Creative Empire (Mango Languages) | Public Access Software     | 3,858.00   |
| Cumulus Broadcasting              | Advertising                | 504.00     |
| Custom Digital Imaging            | Printing/Binding           | 1,648.40   |
| Demco                             | Library Supplies           | 123.52     |
| Downtown Bloomington Association  | Advertising                | 550.00     |
| Ebsco Subscription Services       | Periodicals                | 66.00      |
| Evergreen F.S., Inc.              | Other Property Maintenance | 130.00     |
| Frontier                          | Telecommunications         | 884.43     |
| Gaylord Brothers, Inc.            | Library Supplies           | 102.45     |
| Gold Medal Central Illinois, LLC  | Other Purchased Services   | 166.85     |
| Illinois State University         | Other Purchased Services   | 827.10     |
| Illinois Wesleyan University      | Other Purchased Services   | 118.52     |
| Kessenich, Thomas                 | Other Purchased Services   | 875.00     |
| Kirk, John                        | Other Purchased Services   | 50.00      |
| MicroMarketing, LLC               | A/V Materials              | 166.23     |
| Midwest Tape                      | A/V Materials              | 7,170.13   |
| Miller Janitorial Supply          | Janitorial Supplies        | 949.66     |
| Nicor/Northern Illinois Gas       | Natural Gas                | 1,372.52   |
| Officemax                         | Computer Supplies          | 179.69     |
| Officemax                         | Copier Supplies            | 210.06     |
| Officemax                         | Library Supplies           | 3.09       |
| Officemax                         | Office Supplies            | 216.52     |
| Officemax                         | Other Purchased Services   | 16.40      |
| PATH, Inc.                        | Professional Development   | 35.00      |
| Random House, Inc.                | A/V Materials              | 172.50     |
| Ricoh, USA, Inc.                  | Office/Equipment Mtn       | 3.02       |
| Ricoh, USA, Inc.                  | Rentals                    | 1,230.00   |

Ron Smith Printing Co  
 SirsiDynix  
 Tarvin, Richard (Culligan Water Conditioning)  
 Technical Solutions & Service, Inc.  
 ThyssenKrupp Elevator Corp.  
 Tyco (Simplex Grinnell)  
 Unique Management Services, Inc.  
 Warehouse Direct  
 VISA - Amazon Marketplace  
 VISA - Amazon Marketplace  
 VISA - Amazon.com  
 VISA - Amazon.com  
 VISA - Amazon.com  
 VISA - American Library Association  
 VISA - American Library Association  
 VISA - American Library Association  
 VISA - Baker & Taylor Books  
 VISA - Baker & Taylor Books  
 VISA - Baker & Taylor Books  
 VISA - Barracuda Networks, Inc.  
 VISA - Bellas Home & Garden  
 VISA - Central Illinois Newspaper Group  
 VISA - Central Illinois Newspaper Group  
 VISA - Comcast  
 VISA - Denny's Doughnuts  
 VISA - Discount Office Items  
 VISA - Dollar Tree  
 VISA - Dollar Tree  
 VISA - Five Star Water  
 VISA - Gamestop  
 VISA - Gamestop  
 VISA - Hobby Lobby  
 VISA - Ingram  
 VISA - Lowe's  
 VISA - McLeod  
 VISA - Meijer  
 VISA - NRS  
 VISA - Officemax  
 VISA - Officemax  
 VISA - Party City  
 VISA - PC Gamer  
 VISA - POS Supply Solutions  
 VISA - Rockford Map Publishers  
 VISA - Sprint  
 VISA - Uline Shipping Supply Specialists  
 VISA - USPS  
 VISA - Wal-Mart  
 VISA - Wal-Mart  
 VISA - Wal-Mart.com

Total

Printing/Binding 240.00  
 Office/Equipment Mtn 1,500.00  
 Building Maintenance 3.95  
 Building Maintenance 180.00  
 Building Maintenance 27.21  
 Building Maintenance 157.80  
 Other Purchased Services 581.75  
 Office Supplies 202.50  
 Adult Books 36.94  
 Computer Supplies 37.19  
 A/V Materials 307.64  
 Adult Books 129.07  
 Other Purchased Services 159.55  
 Membership Dues 295.00  
 Other Purchased Services 22.16  
 Professional Development 845.00  
 A/V Materials 9,738.58  
 Adult Books 13,050.15  
 Juvenile Books 10,718.86  
 Office/Equipment Mtn 1,249.00  
 Building Mtn Supplies 49.99  
 Advertising 480.90  
 Other Purchased Services 1,306.45  
 Telecommunications 89.85  
 Other Purchased Services 15.00  
 Office Supplies 19.14  
 Employee Relations 11.00  
 Library Supplies 19.00  
 Miscellaneous Expenses 35.69  
 A/V Materials 353.52  
 Other Purchased Services 77.38  
 Other Purchased Services 4.99  
 Adult Books 887.11  
 Building Mtn Supplies (4.80)  
 Telecommunications 117.46  
 Miscellaneous Expenses 14.84  
 Other Purchased Services 113.40  
 Library Supplies 137.91  
 Office Supplies 15.49  
 Other Purchased Services 5.98  
 Periodicals 19.95  
 Library Supplies 785.48  
 Adult Books 53.95  
 Telecommunications 309.96  
 Library Supplies 57.56  
 Postage 27.72  
 Janitorial Supplies 23.84  
 Library Supplies 19.73  
 Office Supplies 53.97

408,488.71

IX-A-2.

| LIBRARY BUDGET – FY 15 |                              |              |              |              |              |              |                |                      |                |                |                |                |
|------------------------|------------------------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------------|----------------|----------------|----------------|----------------|
| Proposed               |                              |              |              |              |              |              |                |                      |                |                |                |                |
| Account Number         | Account Title                | FY 10 Actual | FY 11 Actual | FY 12 Actual | FY 13 Actual | FY 14 Budget | FY 15 Proposed | Difference FY15-FY14 | FY 16 Proposed | FY 17 Proposed | FY 18 Proposed | FY 19 Proposed |
| 50110                  | Property Taxes               | 4,491,185    | 4,513,080    | 4,518,200    | 4,512,534.79 | 4,513,477    | 4,546,710      | 33,233               | 4,660,378      | 4,776,887      | 4,896,309      | 5,018,717      |
| 53020                  | Replacement Tax              | 130,400      | 130,400      | 130,400      | 130,400.00   | 130,400      | 130,400        | -                    | 130,400        | 130,400        | 130,400        | 130,400        |
| 70                     | State Grants                 | 76,557       | 76,724       | 78,564       | -            | 77,000       | 78,000         | 1,000                | 78,000         | 78,000         | 78,000         | 78,000         |
| 70                     | From Golden Prairie PL Dist  | 304,268      | 363,051      | 363,270      | 364,807.67   | 380,000      | 375,000        | (5,000)              | 375,000        | 374,000        | 374,000        | 374,000        |
| 790                    | Library Fees & Rentals       | 59,028       | 65,245       | 79,967       | 76,564.22    | 80,000       | 75,000         | (5,000)              | 75,000         | 76,000         | 77,000         | 78,000         |
| 54720                  | Copies                       | 4,149        | 6,800        | 3,323        | 4,202.45     | 3,600        | 3,600          | -                    | 3,600          | 3,300          | 3,300          | 3,200          |
| 56010                  | Int from Investments         | 4,609        | 4,568        | 2,339        | 4,011.30     | 3,000        | 4,000          | 1,000                | 4,000          | 4,500          | 4,500          | 4,600          |
| 56020                  | Int from Taxes               | -            | -            | -            | 64.66        | -            | -              | -                    | -              | -              | -              | -              |
| 57110                  | Sale of Property             | 1,245        | 2,489        | 2,045        | 1,670.00     | 1,000        | 1,000          | -                    | 1,000          | 1,000          | 1,000          | 1,000          |
| 57310                  | Donations                    | 23,451       | 19,703       | 29,554       | 18,195.89    | 10,000       | 19,500         | 9,500                | 20,000         | 20,000         | 21,000         | 22,000         |
| 57350                  | Other Private Grants         | 3,000        | 11,648       | 79           | 820.95       | -            | -              | -                    | -              | -              | -              | -              |
| 57610                  | Cash Over/Short              | 248          | 5            | (133)        | (115.51)     | -            | -              | -                    | -              | -              | -              | -              |
| 57990                  | Other Misc Income            | 14,147       | 13,097       | 14,731       | 33,304.85    | 14,000       | 20,000         | 6,000                | 20,000         | 22,000         | 25,000         | 26,000         |
|                        | Fr Library Fund Balance      | -            | 200,000      | 160,000      | 53,030.00    | -            | -              | -                    | -              | -              | -              | -              |
|                        | Fr Library Fixed Asset Fund  | -            | -            | 50,000       | 80,000.00    | -            | -              | -                    | -              | -              | -              | -              |
|                        | Total Revenues               | 5,112,287    | 5,406,810    | 5,432,339    | 5,279,491.27 | 5,212,477    | 5,253,210      | 40,733               | 5,367,378      | 5,486,087      | 5,610,509      | 5,735,917      |
| 61100                  | Full Time Salaries           | 1,682,455    | 1,741,659    | 1,659,040    | 1,768,935.57 | 1,877,650    | 2,000,510      | 122,860              | 2,050,523      | 2,101,786      | 2,154,331      | 2,208,189      |
| 61110                  | Part Time Salaries           | 294,873      | 303,297      | 329,778      | 373,618.38   | 381,725      | 384,836        | 3,111                | 394,457        | 404,318        | 414,426        | 424,767        |
| 61130                  | Seasonal Salaries            | 37,010       | 34,380       | 33,424       | 36,973.72    | 35,990       | 34,648         | (1,342)              | 35,514         | 36,402         | 37,312         | 38,245         |
| 61150                  | Overtime Salaries            | 380          | -            | -            | 1,100.00     | 1,100        | 1,100          | -                    | 1,100          | 1,100          | 1,100          | 1,100          |
| 61190                  | Other Salaries               | -            | -            | -            | 31,981.97    | -            | -              | -                    | -              | -              | -              | -              |
| 62101                  | Dental Insurance             | 10,028       | 9,932        | 9,816        | 10,156.14    | 11,050       | 11,160         | 110                  | 11,439         | 11,668         | 11,959         | 12,258         |
| 62102                  | Vision Insurance             | 2,152        | 2,262        | 2,166        | 2,336.08     | 2,600        | 2,630          | 30                   | 2,696          | 2,763          | 2,832          | 2,903          |
| 62104                  | Health Insurance PPO BC/BS   | 191,761      | 203,249      | 202,223      | 208,524.99   | 234,700      | 232,172        | (2,528)              | 255,389        | 280,928        | 309,021        | 339,923        |
| 62106                  | Health Insurance HAMP HMO    | 39,148       | 54,672       | 65,079       | 76,469.78    | 79,100       | 99,565         | 20,465               | 109,522        | 120,474        | 132,522        | 145,774        |
| 62110                  | Life Insurance               | 3,116        | 3,016        | 1,928        | 3,069.63     | 3,900        | 4,000          | 100                  | 4,100          | 4,200          | 4,200          | 4,300          |
| 62120                  | IMRF                         | 183,324      | 210,333      | 229,823      | 277,819.88   | 299,300      | 297,676        | (1,624)              | 300,000        | 302,000        | 303,000        | 304,000        |
| 62130                  | FICA                         | 149,054      | 152,938      | 145,796      | 126,771.98   | 142,320      | 150,040        | 7,720                | 150,000        | 151,000        | 152,000        | 153,000        |
| 62140                  | Medicare                     | -            | -            | 2,257        | 29,741.85    | 33,290       | 35,090         | 1,800                | 35,967         | 36,500         | 37,000         | 38,000         |
| 62160                  | Worker's Comp                | 14,453       | 6,853        | 17,701       | 20,522.00    | 30,000       | 22,211         | (7,789)              | 20,000         | 21,000         | 21,000         | 20,000         |
| 62190                  | Staff Uniforms               | 300          | 145          | 600          | 461.41       | 600          | 600            | -                    | 600            | 800            | 800            | 800            |
| 62210                  | Tuition Reimbursement        | 1,952        | -            | 1,110        | -            | 10,000       | 30,000         | 20,000               | 30,000         | 20,000         | 20,000         | 20,000         |
| 62990                  | Other Benefits               | (4,605)      | 12,177       | 11,760       | -            | 30,000       | 20,000         | (10,000)             | 20,000         | 20,000         | 20,000         | 20,000         |
| 70095                  | Credit Card Fees             | -            | 582          | -            | -            | -            | -              | -                    | -              | -              | -              | -              |
| 70420                  | Equipment Rental             | 7,544        | 10,751       | 16,971       | 17,983.85    | 26,000       | 20,000         | (6,000)              | 22,000         | 23,000         | 23,000         | 23,000         |
| 70510                  | Building Maintenance         | 187,416      | 163,816      | 87,168       | 78,579.65    | 125,000      | 125,000        | -                    | 135,000        | 137,000        | 139,000        | 141,000        |
| 70520                  | Vehicle Maintenance          | 26,615       | 7,048        | 8,104        | 3,953.36     | 20,000       | 10,000         | (10,000)             | 10,000         | 12,000         | 12,000         | 12,000         |
| 70530                  | Office/Equipment Maintenance | 107,614      | 147,637      | 138,087      | 104,397.26   | 155,000      | 158,000        | 3,000                | 163,000        | 165,000        | 167,000        | 169,000        |
| 70590                  | Other Property Maintenance   | 2,110        | 3,118        | 3,688        | 23,193.17    | 25,000       | 25,000         | -                    | 25,000         | 26,000         | 27,000         | 28,000         |
| 70610                  | Advertising                  | 7,045        | 6,360        | 13,089       | 12,067.48    | 15,000       | 18,000         | 3,000                | 20,000         | 21,000         | 22,000         | 23,000         |
| 70611                  | Printing/Binding             | 18,614       | 16,777       | 16,928       | 22,303.18    | 17,000       | 18,000         | 1,000                | 18,000         | 19,000         | 20,000         | 21,000         |
| 70630                  | Travel                       | 13,154       | 5,277        | 10,920       | 4,142.96     | 13,200       | 6,000          | (7,200)              | 7,000          | 8,000          | 8,500          | 9,000          |
| 70631                  | Membership Dues              | 8,552        | 8,137        | 4,749        | 4,524.46     | 8,500        | 5,000          | (3,500)              | 5,000          | 6,000          | 6,000          | 6,500          |
| 70632                  | Professional Development     | (3,079)      | 2,371        | 2,693        | 5,617.01     | 12,000       | 8,000          | (4,000)              | 8,000          | 8,500          | 9,000          | 9,500          |
|                        | Other Purchased Services     | 75,116       | 87,830       | 82,316       | 82,584.46    | 90,000       | 112,000        | 22,000               | 115,000        | 116,000        | 117,000        | 118,000        |
|                        | Property Insurance           | 13,268       | 12,857       | 21,031       | 22,462.00    | 25,000       | 26,000         | 1,000                | 25,000         | 26,000         | 26,000         | 27,000         |
|                        | Vehicle Insurance            | 1,888        | 1,993        | 5,189        | 5,471.00     | 6,000        | 6,000          | -                    | 8,000          | 10,000         | 10,000         | 10,000         |
| 70790                  | Other Insurance              | 2,830        | 3,386        | 3,386        | 4,289.00     | 3,600        | 4,500          | 900                  | 4,700          | 5,000          | 5,000          | 5,000          |
| 71010                  | Office Supplies              | 76,130       | 86,212       | 46,095       | 17,116.10    | 52,000       | 20,000         | (32,000)             | 22,000         | 22,000         | 23,000         | 24,000         |
| 71013                  | Computer Supplies            | -            | -            | 85,551       | 53,697.54    | 80,000       | 90,000         | 10,000               | 92,000         | 92,000         | 93,000         | 94,000         |
| 71015                  | Copier Supplies              | 4,672        | 6,109        | 4,865        | 3,899.42     | 6,000        | 4,500          | (1,500)              | 4,500          | 5,000          | 5,500          | 6,000          |
| 71017                  | Postage                      | 18,240       | 12,030       | 27,734       | 19,324.12    | 28,000       | 30,000         | 2,000                | 32,000         | 32,000         | 32,000         | 33,000         |
| 71020                  | Library Supplies             | 84,197       | 94,021       | 79,635       | 52,939.95    | 77,500       | 75,000         | (2,500)              | 75,000         | 76,000         | 76,000         | 77,000         |
| 71024                  | Janitorial Supplies          | 12,896       | 7,372        | 13,725       | 13,300.41    | 13,500       | 13,000         | (500)                | 14,000         | 15,000         | 15,000         | 16,000         |
| 71070                  | Fuel                         | 4,289        | 5,402        | 6,562        | 6,770.31     | 8,000        | 8,240          | 240                  | 7,000          | 8,000          | 8,000          | 8,000          |
| 71076                  | Telecommunications Repairs   | -            | -            | -            | -            | -            | -              | -                    | -              | -              | -              | -              |
| 71077                  | Water Repairs                | -            | -            | -            | -            | -            | -              | -                    | -              | -              | -              | -              |
| 71078                  | Electricity Repairs          | -            | -            | -            | -            | -            | -              | -                    | -              | -              | -              | -              |
| 71079                  | Natural Gas Repairs          | -            | -            | -            | -            | -            | -              | -                    | -              | -              | -              | -              |
| 71080                  | Bldg & Maint Supplies        | 6,771        | 16,606       | 8,645        | 6,708.32     | 7,500        | 8,000          | 500                  | 8,000          | 8,500          | 9,000          | 9,500          |
| 71310                  | Natural Gas                  | 35,778       | 38,811       | 34,337       | 31,690.87    | 40,000       | 35,000         | (5,000)              | 35,000         | 36,000         | 37,000         | 38,000         |
| 71320                  | Electricity                  | 112,379      | 112,747      | 98,049       | 115,862.52   | 105,000      | 112,000        | 7,000                | 112,000        | 110,000        | 110,000        | 109,000        |
| 71330                  | Water                        | 4,846        | 5,172        | 6,817        | 8,999.95     | 7,500        | 8,500          | 1,000                | 8,500          | 8,500          | 8,600          | 8,700          |
| 71340                  | Telecommunications           | 23,912       | 26,971       | 24,510       | 24,900.17    | 30,000       | 26,000         | (4,000)              | 25,000         | 25,000         | 25,000         | 25,000         |
| 71410                  | Professional Collection      | 5,103        | 5,478        | 6,646        | 4,186.37     | 7,000        | 6,000          | (1,000)              | 7,000          | 7,000          | 7,000          | 7,000          |
| 71420                  | Periodicals                  | 25,337       | 30,949       | 33,948       | 35,022.99    | 32,000       | 35,000         | 3,000                | 33,000         | 33,000         | 34,000         | 35,000         |
| 71430                  | Adult Books                  | 144,533      | 161,996      | 173,977      | 204,452.19   | 165,300      | 165,300        | -                    | 170,000        | 172,000        | 174,000        | 176,000        |
| 71440                  | Juvenile Books               | 87,507       | 118,661      | 135,753      | 115,927.67   | 120,300      | 120,300        | -                    | 125,000        | 127,000        | 129,000        | 131,000        |
| 71450                  | Outreach Books               | 45,024       | 46,039       | 6,241        | -            | -            | -              | -                    | -              | -              | -              | -              |
| 71470                  | A/V Materials                | 161,703      | 191,513      | 166,178      | 177,430.74   | 167,100      | 167,100        | -                    | 168,000        | 170,000        | 172,000        | 174,000        |
| 71480                  | Public Access Software       | 148,442      | 175,532      | 108,031      | 125,199.08   | 178,800      | 150,000        | (28,800)             | 140,000        | 140,000        | 139,000        | 138,000        |
| 71490                  | Ebooks                       | -            | -            | -            | -            | 33,300       | 61,300         | 28,000               | 70,000         | 71,000         | 72,000         | 73,000         |
| 73990                  | Other Int Expense            | 44,685       | 35,817       | 22,403       | -            | -            | -              | -                    | -              | -              | -              | -              |
| 79120                  | Employee Relations           | 3,922        | 2,776        | 4,359        | 5,242.35     | 5,000        | 5,500          | 500                  | 6,000          | 6,200          | 6,600          | 6,600          |
| 79150                  | Bad Debt                     | 236          | -            | 270          | -            | -            | -              | -                    | -              | -              | -              | -              |
| 79990                  | Other Misc. Expenses         | 7,077        | 6,687        | 2,641        | 6,698.49     | 12,000       | 13,000         | 1,000                | 13,000         | 13,500         | 14,000         | 14,500         |
| 85711                  | From Working Cash            | -            | (126,679)    | -            | -            | -            | -              | -                    | -              | -              | -              | -              |
| 89112                  | To ERI Reimbursement         | -            | -            | 42,617       | 42,617.00    | 36,732       | 36,732         | -                    | -              | -              | -              | -              |
| 89237                  | To Library Equip Replacement | 229,041      | 140,174      | 115,301      | 181,191      |              |                |                      |                |                |                |                |

## **Library Budget Narrative FY15**

50110 Property taxes – The Library requests an increase of \$33,233 in the tax levy for FY15.

57990 Other Misc. Income – This includes proceeds from the Book Shoppe, things that are sold at the Library, and print revenue.

61100 Full time Salaries – Wage increase for staff

61110 Part Time Salaries – Wage increase for staff

62106 Health Insurance HAMP HMO – More staff are choosing HMO

62210 Tuition Reimbursement – Two current full time employees have requested tuition reimbursement to pursue MLIS programs at the University of Illinois as outlined in our bargaining unit contract.

70420 Equipment Rental – Reflect actual expenditure

70520 Vehicle Maintenance – New bookmobile should require less maintenance

70630 Travel – Less travel planned

70632 Professional Development – Reflects actual use

70690 Other Purchased Services – Increase reflects intent to add a service for streaming movies

71010 Office Supplies (32,000) – Printer ink and toner, etc now purchased under computer supplies

71013 Computer Supplies – Computer replacements planned

71310 Natural Gas – Anticipate savings from boiler replacement

71320 Electricity – Increasing rates

71340 Telecommunications - Reflects actual use

71420 Periodicals – Project increase in costs

71480 Public Access Software – Cancellation of databases underutilized

71490 Ebooks – Increase in purchase of ebooks

**TOTAL LIBRARY OPERATING AND MAINTENANCE BUDGET INCREASE OF \$40,733**

LIBRARY  
FIXED ASSET BUDGET  
FISCAL YEAR 2014 - 2015

| ACCOUNT<br>NUMBER | ACCOUNT<br>NAME                | 2007-2008<br>ACTUAL | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>ACTUAL | 2011-2012<br>ACTUAL | 2012-2013<br>ACTUAL | 2013-2014<br>BUDGET | 2014-2015<br>PROPOSED |
|-------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| <b>REVENUES</b>   |                                |                     |                     |                     |                     |                     |                     |                     |                       |
| 56010             | INTEREST ON INVESTMENTS        | \$                  | \$ 1,464            | \$                  | -                   | \$ 300              | \$ 557              | \$ 300              | \$ 600                |
| 57310             | DONATIONS                      | \$                  | \$ 10,521           | \$                  | -                   | -                   | -                   | -                   | -                     |
| 81160             | FROM LIBRARY M & O FUND        | \$ 369,700          | \$ 245,456          | \$ 229,041          | \$ 140,174          | \$ 115,301          | \$ 181,199          | \$ 170,768          | \$ 195,000            |
|                   | <b>TOTAL REVENUE</b>           | <b>\$ 369,700</b>   | <b>\$ 257,441</b>   | <b>\$ 229,041</b>   | <b>\$ 140,174</b>   | <b>\$ 115,601</b>   | <b>\$ 181,756</b>   | <b>\$ 171,068</b>   | <b>\$ 195,600</b>     |
| <b>EXPENSES</b>   |                                |                     |                     |                     |                     |                     |                     |                     |                       |
| 72110             | OFFICE FURNITURE               | \$ 5,051            | \$ 3,032            | \$ 9,882            | -                   | -                   | -                   | -                   | -                     |
| 72120             | OFFICE & COMPUTER              | \$ 151,429          | \$ 103,862          | \$ 136,380          | \$ 140,174          | \$ 140,000          | \$ 9,328            | \$ 9,085            | \$ 108,050            |
| 72130             | LICENSED VEHICLES              | \$                  | \$                  | \$ 19,707           | \$                  | \$                  | \$                  | \$                  | \$ 200,000            |
| 72140             | CAPITAL OUTLAY-NON OFFICE      | \$                  | \$ 2,690            | \$                  | -                   | -                   | -                   | -                   | -                     |
|                   | TO LIB M & O FUND              | \$                  | \$                  | \$                  | -                   | \$ 50,000           | \$ 80,000           | -                   | -                     |
|                   | <b>TOTAL EXPENSE</b>           | <b>\$ 156,480</b>   | <b>\$ 109,584</b>   | <b>\$ 165,969</b>   | <b>\$ 140,174</b>   | <b>\$ 190,000</b>   | <b>\$ 89,328</b>    | <b>\$ 9,085</b>     | <b>\$ 308,050</b>     |
|                   | <b>NET REVENUE/(EXPENSE)</b>   | <b>\$ 213,220</b>   | <b>\$ 147,857</b>   | <b>\$ 63,072</b>    | <b>\$</b>           | <b>\$ (74,399)</b>  | <b>\$ 92,428</b>    | <b>\$ 161,983</b>   | <b>\$ (112,450)</b>   |
|                   | <b>% OF REVENUE TO EXPENSE</b> | <b>236.26%</b>      | <b>234.93%</b>      | <b>138.00%</b>      | <b>100.00%</b>      | <b>60.84%</b>       | <b>203.47%</b>      | <b>1882.97%</b>     | <b>63.50%</b>         |

IX. A. 2.

LIBRARY  
PROJECT NEXT GENERATION BUDGET  
FISCAL YEAR 2014 - 2015

| ACCOUNT<br>NUMBER | ACCOUNT<br>NAME                | 2007-2008<br>ACTUAL | 2008-2009<br>ACTUAL | 2009-2010<br>ACTUAL | 2010-2011<br>ACTUAL | 2011-2012<br>ACTUAL | 2012-2013<br>ACTUAL | 2013-2014<br>BUDGET | 2014-2015<br>PROPOSED |
|-------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| <b>REVENUES</b>   |                                |                     |                     |                     |                     |                     |                     |                     |                       |
| 53120             | STATE GRANTS                   | \$ 11,500           | \$ 12,000           | \$ 12,500           | \$ 12,500           | \$ 12,500           | \$ 12,500           | \$ 12,500           | \$ 12,500             |
| 57990             | OTHER MISC. INCOME             | \$ -                | \$ -                | \$ 163              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
|                   | <b>TOTAL REVENUE</b>           | \$ 11,500           | \$ 12,000           | \$ 12,663           | \$ 12,500           | \$ 12,500           | \$ 12,500           | \$ 12,500           | \$ 12,500             |
| <b>EXPENSES</b>   |                                |                     |                     |                     |                     |                     |                     |                     |                       |
| 61100             | SALARIES-FULL TIME             | \$ -                | \$ -                | \$ 1,432            | \$ 4,270            | \$ 4,877            | \$ 4,000            | \$ 3,500            | \$ 4,000              |
| 61110             | SALARIES-PART TIME             | \$ 3,978            | \$ 3,513            | \$ 10,503           | \$ 4,343            | \$ 4,380            | \$ 3,000            | \$ 3,500            | \$ 3,000              |
| 61130             | SALARIES-SEASONAL              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 62101             | DENTAL INSURANCE               | \$ -                | \$ -                | \$ -                | \$ 16               | \$ -                | \$ -                | \$ 22               | \$ -                  |
| 62102             | VISION INSURANCE               | \$ -                | \$ -                | \$ -                | \$ 4                | \$ -                | \$ -                | \$ 10               | \$ -                  |
| 62103             | HEALTH INS - OSF HMO           | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 62106             | HEALTH INS - PPO               | \$ -                | \$ -                | \$ -                | \$ 394              | \$ -                | \$ -                | \$ 425              | \$ -                  |
| 62120             | IMRF                           | \$ -                | \$ -                | \$ -                | \$ 385              | \$ -                | \$ 400              | \$ 400              | \$ 400                |
| 62130             | FICA                           | \$ -                | \$ -                | \$ -                | \$ 493              | \$ 79               | \$ 400              | \$ 450              | \$ 400                |
| 70530             | WORKERS COMP                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ 80               | \$ -                  |
| 70740             | REP MTC OFFIC EQUIP            | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 70770             | PRINTING/BINDING               | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 70780             | TRAVEL                         | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 70990             | REG. & MEMB. DUES              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 71010             | OTHER PURCHASED SRV            | \$ 7,522            | \$ 8,487            | \$ 565              | \$ -                | \$ 2,456            | \$ 356              | \$ 4,113            | \$ 500                |
| 71013             | OFFICE SUPPLIES                | \$ -                | \$ -                | \$ -                | \$ 2,595            | \$ -                | \$ -                | \$ -                | \$ -                  |
| 71020             | COMPUTER SUPPLIES              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ 1,289            | \$ -                | \$ 4,200              |
| 71030             | LIBRARY SUPPLIES               | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
| 72120             | POSTAGE                        | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
|                   | COMPUTER EQUIPMENT             | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                  |
|                   | <b>TOTAL EXPENSE</b>           | \$ 11,500           | \$ 12,000           | \$ 12,500           | \$ 12,500           | \$ 12,500           | \$ 9,446            | \$ 12,500           | \$ 12,500             |
|                   | <b>NET REVENUE/(EXPENSE)</b>   | \$ (0)              | \$ -                | \$ 163              | \$ -                | \$ -                | \$ 3,054            | \$ -                | \$ -                  |
|                   | <b>% OF REVENUE TO EXPENSE</b> | 100.00%             | 100.00%             | 101.30%             | 100.00%             | 100.00%             | 132.34%             | 100.00%             | 100.00%               |

Bloomington Public Library  
Laptop Policy  
Approved October 15, 2013

Laptops like desktop computers are reserved through Envisionware. Customers will agree to the following agreement when they log onto a library laptop:

Bloomington Public Library is pleased to offer a laptop service to Library customers 17 years of age and older. Laptops are available from the Adult Service Desk and may be used inside the library only. Laptops are available on a first-come, first-served basis. They can be reserved through the Envisionware software. Customers are only allowed to borrow one laptop at a time for a 90-minute period per day. Laptops must be returned 15 minutes before closing of the Library. Laptops therefore will not be checked out if there is less than half-hour of time left before the Library closes.

A laptop can only be checked out by a customer with a valid Bloomington Public Library card or a reciprocal borrowing library card in the Bloomington Public Library computer system. Customers whose cards are blocked from normal computer usage at the Library cannot use a laptop. The Library does not loan out laptops to ECard holders or limited access cards.

Wireless printing is available from laptops at the current rates for public computers.

Customers must use headphones (not supplied) for any application using sound on the laptops.

The laptops are for use only in the Bloomington Public Library and may not be removed from the building. All laptops contain remote tracking hardware and software that allow the Bloomington Police Department to locate them offsite. If a laptop is taken out of the Library, the Bloomington Police Department will be notified and the incident will be considered a theft of Library property.

Customers may not install software on the laptops. Customers may not alter, delete, or copy any software loaded on the laptop or change its existing configuration.

Customers are responsible for any damage or loss to the laptop and accessories that result from accident, theft, misuse, or neglect while the laptop is checked out to them. Customers are expected to report any loss or damage of the laptop or accessories to the Reference Desk. Should the laptop be lost or stolen, customers will pay the full replacement cost, the replacement cost will not exceed \$1,000.00.

#### LAPTOP DAMAGE

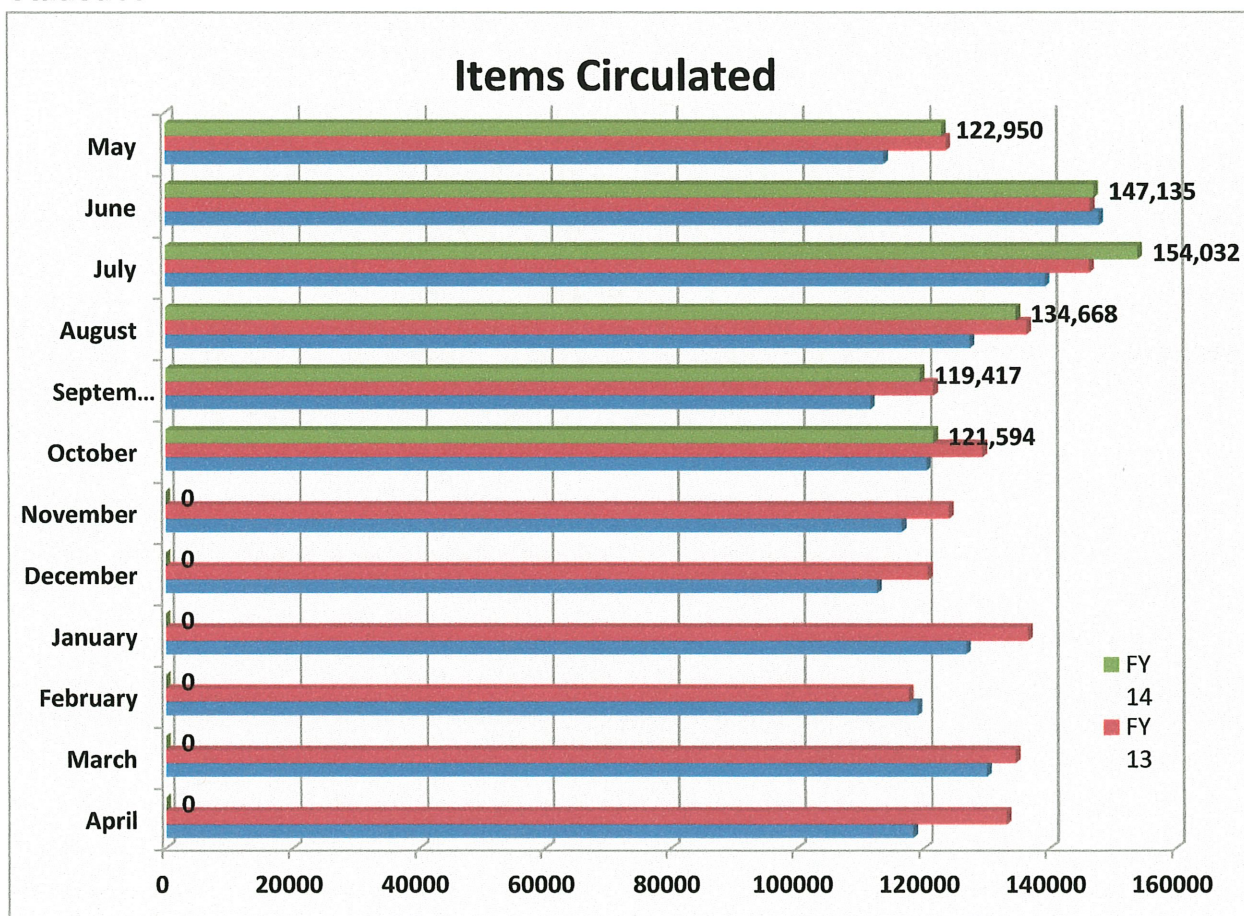
When a library laptop is damaged by a customer, a fee of \$50 will be assessed and placed on the customer's library card.

# Bloomington Public Library Director's Report November 2013

## 1. Bookmobile

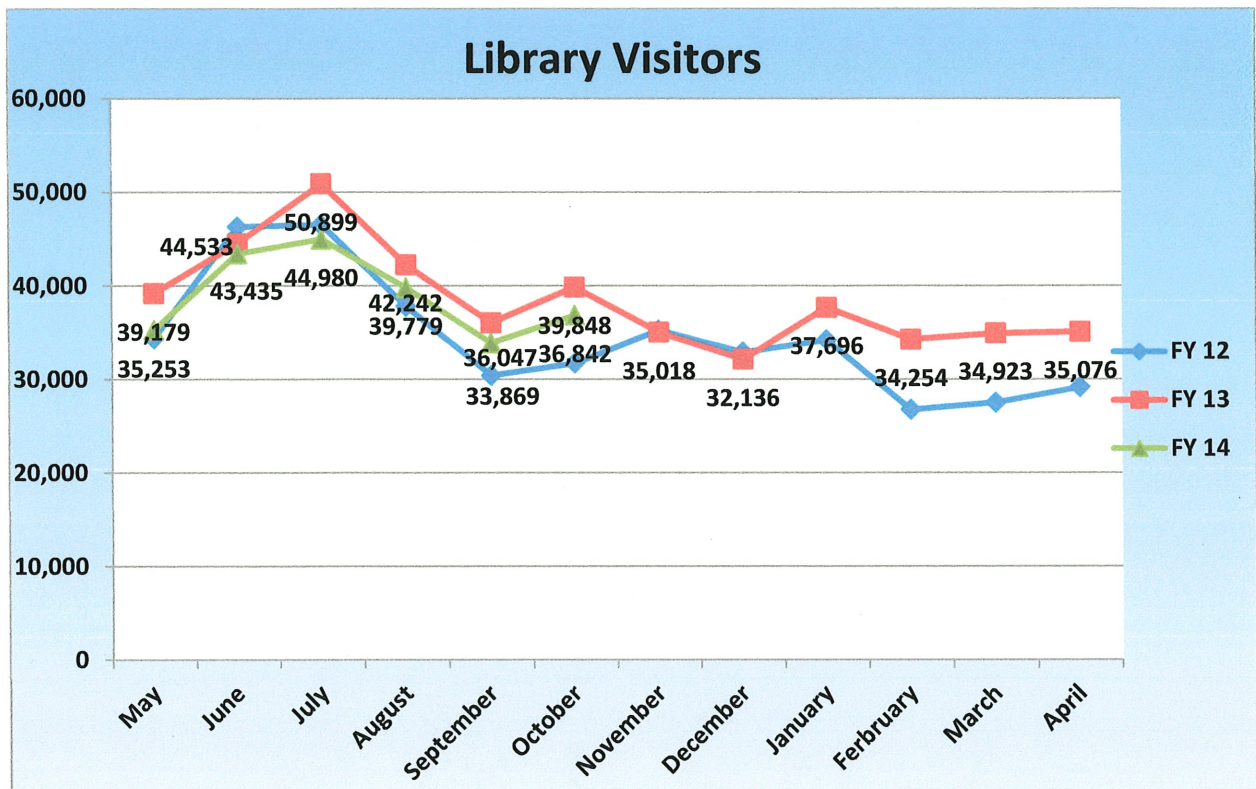
Several staff members and I met with Michael Swendrowski for an entire day last week and went over the draft specifications. He has been wonderful to work with and very helpful in asking questions to help us determine the best bookmobile for us and make recommendations regarding its construction. The Request for Proposal should be ready to go out in December. We estimate the cost of the bookmobile to be around \$250,000. It will take about a year to complete which would put delivery around January 2015.

## 2. Statistics



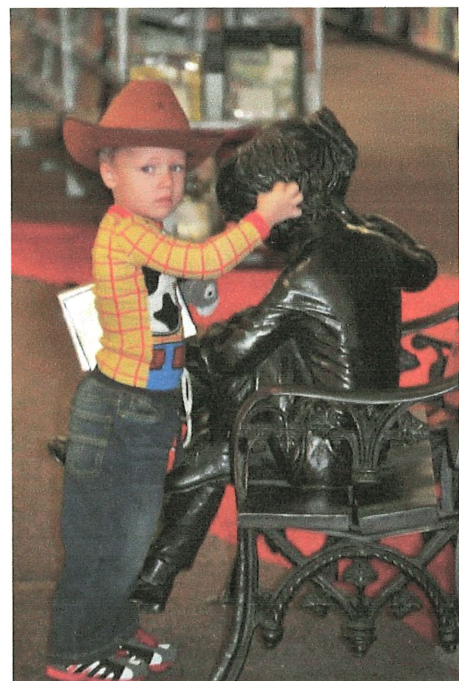
In October 2013, the Library lent 121,594 items compared to 129,337 items lent in October 2012. There were 36,842 visitors to the Library and Bookmobile in October 2013, a decrease from the 39,848 visitors in October 2012. You can see the

statistics falling into a pattern-- which is normal. The economy is getting better, we have a finite amount of space, and we only have room for so much inventory.



Staff answered 3249 questions from customers this month.

#### Programs and Attendance in the month of October:



### **Children Programs and Attendance**

Snakes Alive! – 2 sessions – 304 attended

Spooky Trails storytelling – 75 attended

Halloween Parade – 175 attended

Star Wars Reads Day – 100 attended

Lapsit story times – 10 sessions – 159 attended

Toddler story times – 6 sessions – 186 attended

Preschool story times – 7 sessions – 159 attended

Wiggle Giggle evening story time – 13 attended

2nd Saturday story time – 20 attended

2nd Monday Story Club – 15 attended

Tales for Tails – 5 sessions – 103 attended

Washington School tour and video – 42 attended

Wesley Bright Beginnings visit – 18 attended

Head Start Fun Club visit -186 attended

Visited Holy Trinity for Grandparents' Day – 200 attended

Visited Little Jewels Day Care – 107 attended

Visited Katie's Kids – 60 attended

Community Halloween Fair – 100 attended

Blog posts were published on Star Wars Reads Day, Tales for Tails, and Snakes Alive

Due to large crowds, a second session was added for toddler story times.

### **Teen Programs and Attendance**

Teen Advisory Board – 1 session – 0 attended

Anime Now – 2 sessions – 21 attended

Anime Marathon – 1 session – 5 attended

Game Fest – 1 session – 0 attended

Teen Read Week – 1 week – 6 completed book reviews

School visits for teens—the Teen Librarian went to the listed schools and promoted books to teens:

Normal West Comm. High School: two visits with 100, then 75 teens

Chiddix Junior High: 126

Parkside Junior High: 160

### **Adult Programs and Attendance**

Fiction – 1 session – 11 attended

Mystery Book Club – 1 session – 10 attended

Non-Fiction Book Club– 1 session – 7 attended

Books on Tap – 1 session – 7 attended

Movie Discussion – 1 session – 1 attended

Wednesday Night Movies – 5 sessions – 56 attended

Muslim Journey's grant movie & book discussion – 1 session – 3 attended

America's Music grant movie discussion – 1 session -- 20 attended

Financial Planning—Improve your Credit Score – 1 session – 7 attended

Author presentation of B/N Circus Book– 1 session – 15 attended

Star Wars Reads Day – 1 session – 75 attended

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

Bill Kemp program on B/N baseball history – 1 session – 15 attended

Staff-led book discussion – 1 session – 8 attended

Jim Kirk Twin Cities Tale Spinners WWII program – 1 session – 16 attended

### **3. Heating Project**

Included in the packet is an update from Tim Gilles from Farnsworth on where he is on the project. Caprice and I are very pleased with his progress so far.

### **4. Staff Appreciation Day**

Staff Appreciation Day was held on Tuesday, Nov. 5. The department managers provided breakfast and lunch was an extravaganza of pasta from Fazoli's. This year's gift was an insulated soup/salad lunch container that seemed to be a big hit. A big thank you to Louise Stubblefield and the Foundation for this wonderful way to let the staff they know they are appreciated.

#### **5. Putt with the Prose**

Mark your calendars! Plans for the next Putt with the Prose are underway. The event will be held on Sunday, February 9th from 1 to 4pm. That is an hour less than in previous years. Rhonda intends to send out the letter offering the holes for purchase in the next week.

Respectfully submitted,

Georgia Bouda  
Director



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

[www.f-w.com](http://www.f-w.com) | [www.greennavigation.com](http://www.greennavigation.com)

November 7, 2013

Ms. Georgia Bouda  
Director  
Bloomington Public Library

RE: BPL Heating System Modernization

Dear Georgia,

The following is a brief summary of efforts to date regarding the Heating System Modernization project for the Bloomington Public Library.

The vast majority of existing conditions documentation has been completed. We have verified and physically located the existing boilers, pumps, piping, concrete pads, boiler breechings, etc. all of which will impact the proposed modernization design to some degree.

Creation of construction documents is well underway. The drawing set is taking shape with demolition, new work, and detail sheets in the hands of technical drafting staff.

Jason and I are currently creating piping flow diagrams and additional details relevant to the scope of work for inclusion in the drawing set as well.

Basis of Design condensing boilers (2) have been identified as has a steam generating unit for the purpose of humidification. All three apparatus should qualify for the DCEO energy incentives.

A strategy for allowing the existing boiler to remain in operation while replacement boilers are installed has been developed and available floor space confirmed. Venting of the new gas-fired appliances does present a challenge though we feel an opportunity exists immediately adjacent the existing boiler stack. The details surrounding physical installation are currently being developed.

MMC Energy Grant has been completed and submitted. Additional information per 360 Engineering request is being provided by the Library. DCEO energy incentive applications pertaining to the boilers and steam generator are also underway.

All is proceeding well at this time. We will be contacting several building automation vendors in the coming days to determine their capability to upgrade the current Andover control system.

It remains our intent to complete the design and construction documents in the month of November.

A handwritten signature in black ink, appearing to read "F. Wheeler".

BLOOMINGTON PUBLIC LIBRARY  
FY 2014 FISCAL REPORT

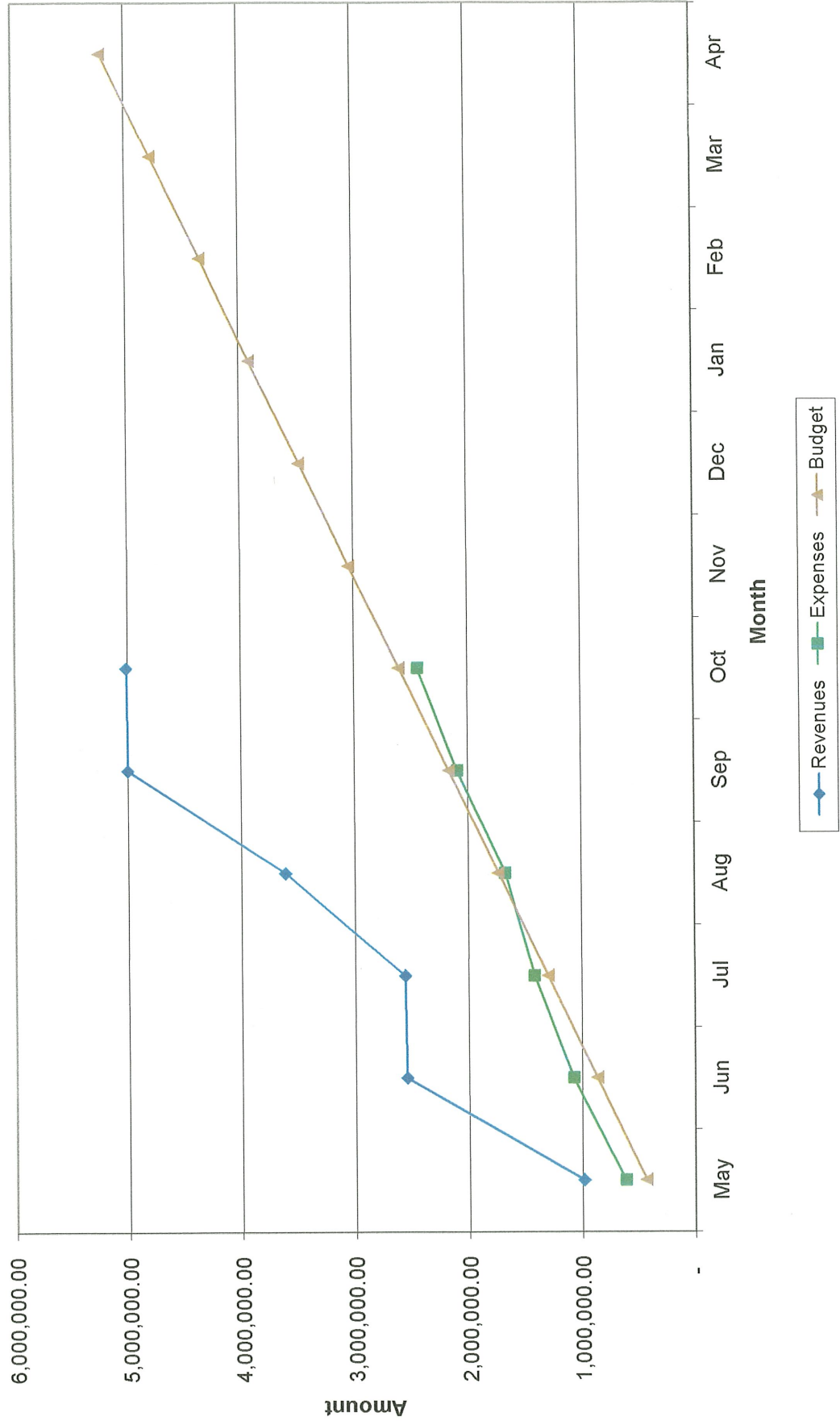
REVENUES:

| ACCT NAME               | BUDGET    | OCT 2013     | YR-TO-DATE   | AMOUNT<br>OVER/UNDER | %<br>RECEIVED |
|-------------------------|-----------|--------------|--------------|----------------------|---------------|
| Property Tax            | 4,513,477 | 1,212,487.00 | 4,382,314.86 | (131,162.14)         | 97.1          |
| Replacement Tax         | 130,400   | 0.00         | 130,400.00   | 0.00                 | 100.0         |
| State Grants            | 77,000    | 78,728.27    | 78,728.27    | 1,728.27             | 102.2         |
| GPPLD                   | 380,000   | 90,762.06    | 351,087.97   | (28,912.03)          | 92.4          |
| Fees & Rentals          | 80,000    | 4,791.69     | 42,296.27    | (37,703.73)          | 52.9          |
| Copies                  | 3,600     | 173.95       | 1,921.45     | (1,678.55)           | 53.4          |
| Interest on Investments | 3,000     | 167.38       | 339.10       | (2,660.90)           | 11.3          |
| Sale of Property        | 1,000     | 805.00       | 805.00       | (195.00)             | 80.5          |
| Donations               | 10,000    | 0.00         | 3,551.67     | (6,448.33)           | 35.5          |
| Cash Over/Short         | 0         | 21.01        | (8.07)       | (8.07)               | -----         |
| Other                   | 14,000    | 3,790.95     | 21,131.48    | 7,131.48             | 150.9         |
| Total Revenues          | 5,212,477 | 1,391,727.31 | 5,012,568.00 | (199,909.00)         | 96.2          |

| ACCT NAME                   | BUDGET    | OCT 2013   | YR-TO-DATE   | AMOUNT<br>OVER/UNDER | %<br>SPENT |
|-----------------------------|-----------|------------|--------------|----------------------|------------|
| Full-Time Salaries          | 1,877,650 | 142,745.91 | 895,293.66   | (982,356.34)         | 47.7       |
| Part-Time Salaries          | 381,725   | 29,182.93  | 165,600.09   | (216,124.91)         | 43.4       |
| Seasonal Salaries           | 35,990    | 317.86     | 28,752.35    | (7,237.65)           | 79.9       |
| 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 | 172,246.70 | 1,130,575.22 | (1,165,889.78)       | 49.2       |
| Dental Insurance            | 11,050    | 829.68     | 5,080.62     | (5,969.38)           | 46.0       |
| Vision Insurance            | 2,600     | 193.58     | 1,182.38     | (1,417.62)           | 45.5       |
| Health Insurance, BC/BS PPO | 234,700   | 16,595.92  | 104,201.60   | (130,498.40)         | 44.4       |
| Health Insurance, OSF HMO   | 79,100    | 7,542.84   | 45,685.30    | (33,414.70)          | 57.8       |
| Life Insurance              | 3,900     | 241.77     | 1,448.84     | (2,451.16)           | 37.1       |
| IMRF                        | 299,300   | 32,957.68  | 159,852.01   | (139,447.99)         | 53.4       |
| FICA                        | 142,320   | 14,438.83  | 69,479.27    | (72,840.73)          | 48.8       |
| Medicare                    | 33,290    | 3,376.71   | 16,249.45    | (17,040.55)          | 48.8       |
| 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   | 76,177.01  | 403,240.26   | (473,619.74)         | 46.0       |
| Rentals                     | 26,000    | 1,430.00   | 8,079.99     | (17,920.01)          | 31.1       |
| Total Rentals               | 26,000    | 1,430.00   | 8,079.99     | (17,920.01)          | 31.1       |
| Building Mtnc               | 125,000   | 2,312.85   | 18,227.81    | (106,772.19)         | 14.6       |
| Vehicle Mtnc                | 20,000    | 10.94      | 1,446.33     | (18,553.67)          | 7.2        |
| Office & Computer Mtnc      | 155,000   | 2,882.84   | 135,602.97   | (19,397.03)          | 87.5       |
| Other Mtnc                  | 25,000    | 150.00     | 811.37       | (24,188.63)          | 3.2        |
| Total Repair/Mtnc           | 325,000   | 5,356.63   | 156,088.48   | (168,911.52)         | 48.0       |

| ACCT NAME                       | BUDGET    | OCT 2013   | YR-TO-DATE   | AMOUNT<br>OVER/UNDER | %<br>SPENT |
|---------------------------------|-----------|------------|--------------|----------------------|------------|
| Advertising                     | 15,000    | 2,160.00   | 6,861.90     | (8,138.10)           | 45.7       |
| Printing/Binding                | 17,000    | 1,385.75   | 8,454.99     | (8,545.01)           | 49.7       |
| Travel                          | 13,200    | 344.02     | 1,152.15     | (12,047.85)          | 8.7        |
| Membership Dues                 | 8,500     | 25.00      | 2,229.00     | (6,271.00)           | 26.2       |
| Professional Development        | 12,000    | 0.00       | 1,759.00     | (10,241.00)          | 14.7       |
| Other Purchased Services        | 90,000    | 10,918.52  | 25,998.00    | (64,002.00)          | 28.9       |
| Property Insurance              | 25,000    | 0.00       | 0.00         | (25,000.00)          | 0.0        |
| 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   | 14,833.29  | 46,455.04    | (143,844.96)         | 24.4       |
| Office Supplies                 | 52,000    | 303.45     | 3,081.93     | (48,918.07)          | 5.9        |
| Computer Supplies               | 80,000    | 2,437.23   | 13,478.07    | (66,521.93)          | 16.8       |
| Copier Supplies                 | 6,000     | 474.91     | 965.05       | (5,034.95)           | 16.1       |
| Postage                         | 28,000    | 228.17     | 568.88       | (27,431.12)          | 2.0        |
| Library Supplies                | 77,500    | 368.61     | 18,367.86    | (59,132.14)          | 23.7       |
| Janitorial Supplies             | 13,500    | 759.08     | 6,671.30     | (6,828.70)           | 49.4       |
| Gas & Diesel Fuel               | 8,000     | 699.59     | 4,091.25     | (3,908.75)           | 51.1       |
| Building Mtnc & Repair Supplies | 7,500     | 402.62     | 3,587.97     | (3,912.03)           | 47.8       |
| Total Supplies                  | 272,500   | 5,673.66   | 50,812.31    | (221,687.69)         | 18.6       |
| Natural Gas                     | 40,000    | 1,993.12   | 11,972.35    | (28,027.65)          | 29.9       |
| Electricity                     | 105,000   | 0.00       | 41,740.77    | (63,259.23)          | 39.8       |
| Water                           | 7,500     | 1,893.86   | 4,805.82     | (2,694.18)           | 64.1       |
| Telecommunications              | 30,000    | 3,069.95   | 12,202.03    | (17,797.97)          | 40.7       |
| Total Utilities                 | 182,500   | 6,956.93   | 70,720.97    | (111,779.03)         | 38.8       |
| Professional Collection         | 7,000     | 15.82      | 1,741.92     | (5,258.08)           | 24.9       |
| Total Prof Collection           | 7,000     | 15.82      | 1,741.92     | (5,258.08)           | 24.9       |
| Periodicals                     | 32,000    | 329.93     | 18,383.76    | (13,616.24)          | 57.4       |
| Adult Books                     | 165,300   | 21,389.86  | 84,485.18    | (80,814.82)          | 51.1       |
| Children's Books                | 120,300   | 12,357.62  | 64,453.03    | (55,846.97)          | 53.6       |
| A/V Materials                   | 167,100   | 19,611.28  | 92,076.55    | (75,023.45)          | 55.1       |
| Public Access Software          | 178,800   | 8,725.86   | 106,626.00   | (72,174.00)          | 59.6       |
| Ebooks                          | 33,300    | 0.00       | 0.00         | (33,300.00)          | 0.0        |
| Total Materials                 | 696,800   | 62,414.55  | 366,024.52   | (330,775.48)         | 52.5       |
| Employee Relations              | 5,000     | 705.55     | 1,072.65     | (3,927.35)           | 21.5       |
| Miscellaneous Expenses          | 12,000    | 462.39     | 2,090.86     | (9,909.14)           | 17.4       |
| 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   | 1,167.94   | 210,663.51   | (13,836.49)          | 62.1       |
| Total Expenses                  | 5,212,477 | 346,272.53 | 2,444,402.22 | (2,768,074.78)       | 46.9       |

# BPL FY 2013-2014



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 45.0% to 55.0% is acceptable)  
October 2013

Property Tax (97.1%): The Library has received six Property Tax distributions.

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 (92.4%): The Library has received six distributions from Golden Prairie.

Interest on Investments (11.3%): Interest rates are still low.

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

Donations (35.5%): This is a little less than projected at this point.

Other (150.9%): This is over the projected amount due to the sale of items from the Book Shoppe.

Part-Time Salaries (43.4%): This is still under-spent because the retro and bonuses for employees were charged to another line item, Other Salaries.

Seasonal Salaries (79.9%): 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.

Health Insurance - PPO (44.4%): This is under-spent because fewer staff enrolled in this program than projected.

Health Insurance - HMO (57.8%): This is over-spent because more staff enrolled in this program than projected.

Life Insurance (37.1%): 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 (31.1%): Charges have been minimal.

Building Maintenance (14.6%): Charges have been minimal.

Vehicle Maintenance (7.2%): Charges have been minimal.

Office & Computer Maintenance (87.5%): 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.

Travel (8.7%): Charges have been minimal.

Membership Dues (26.2%): Charges have been minimal.

Professional Development (14.7%): Charges have been minimal.  
Other Purchased Services (28.9%): Charges have been minimal.  
Property Insurance (0.0%): Nothing has been paid from this line item yet.  
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 (5.9%): Charges have been minimal.  
Computer Supplies (16.8%): Charges have been minimal.  
Copier Supplies (16.1%): Charges have been minimal.  
Postage (2.0%): Charges have been minimal.  
Library Supplies (23.7%): Charges have been minimal.  
Natural Gas (29.9%): Charges have been minimal.  
Electricity (39.8%): Charges have been minimal.  
Water (64.1%): This is over-spent at this point because of the watering that was done over the summer months.  
Telecommunications (40.7%): Charges have been minimal.  
Professional Collection (24.9%): Charges have been minimal.  
Periodicals (57.4%): This is over-spent due to the annual payment of magazines for the public.  
A/V Materials (\$55.1%): This is just slightly over-spent at this point.  
Public Access Software (59.6%): This is over-spent because the Library pays the full yearly amount for public access software packages at one time.  
Ebooks (0.0%): Nothing has been spent form this line item yet.  
Employee Relations (21.5%): Charges have been minimal.  
Miscellaneous Expenses (17.4%): 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    |
| Miscellaneous:                                               | 140.00      |
| Total Donations:                                             | \$ 3,553.08 |

The Other Revenue line item breaks out as follows:

|                          |             |
|--------------------------|-------------|
| Print Station:           | \$ 5,188.75 |
| Book Shoppe:             | 9,581.00    |
| Sale of Reusable Bag:    | 169.50      |
| Sale of Sling Backpacks: | 296.00      |
| Sale of Earbuds:         | 572.00      |
| Sale of Flashdrives:     | 107.25      |

|                                      |             |
|--------------------------------------|-------------|
| Sale of CD-R's:                      | 36.00       |
| Sale of Totebags:                    | 0.00        |
| Hot Beverage Station:                | 454.00      |
| Test Proctoring:                     | 900.00      |
| Meeting Room Fees:                   | 375.00      |
| B Logistics Revenue:                 | 1,831.47    |
| Amazon.com (Online materials sales): | 835.52      |
| Miscellaneous:                       | 784.99      |
| Total Other Revenue:                 | \$21,131.48 |

During October, 14 batches containing 127 invoices were processed, totaling \$25,330.27 and 217 credit card charges were made totaling \$48,606.13.

Library Fund Balance Information, 10/31/13:

|               |                 |
|---------------|-----------------|
| Operating:    | \$ 2,985,403.60 |
| Capital:      | \$ 1,710,788.64 |
| Fixed Assets: | \$ 825,328.36   |

# APPROVAL OF BILLS

## BILLS LIST

Approved by BPL Board of Trustees, November 19, 2013

*Narendra Jaggi*

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 Mtn       | 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 Mtn       | 1,384.65  |
| Employee Relations         | 538.81    |
| Miscellaneous Expenses     | 58.28     |
| A/V Materials              | 337.11    |
| Office/Equipment Mtn       | 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 Mtn Supplies      | 240.06    |
| Adult Books                | 49.94     |
| Telecommunications         | 124.55    |
| Other Purchased Services   | 152.10    |
| Building Mtn 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

Travel 10.45  
 Employee Relations 153.00  
 Postage 8.21  
 Public Access Software 4,575.00  
 Public Access Software 188.93  
 Building Mtn 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)

Total

332,434.80

BLOOMINGTON PUBLIC LIBRARY  
DONATIONS RECEIVED  
FY 14

| SOURCE                                           | 1st QTR  | 2nd QTR | 3rd QTR | 4th QTR | YTD TOTAL |
|--------------------------------------------------|----------|---------|---------|---------|-----------|
| Summer Reading Program Community Donations:      |          |         |         |         |           |
| Bloomington Education Association                | 500.00   |         |         |         | 500.00    |
| Clemens & Associates                             | 150.00   |         |         |         | 150.00    |
| Copy Shop                                        | 225.00   |         |         |         | 225.00    |
| Don Owen Tire Service                            | 100.00   |         |         |         | 100.00    |
| Golden Prairie Public Library District           | 1,000.00 |         |         |         | 1,000.00  |
| Heartland Bank & Trust                           | 100.00   |         |         |         | 100.00    |
| Kathy Alwes-Petri, American Family Insurance     | 30.00    |         |         |         | 30.00     |
| Kurt's Autobody Repair Shop                      | 250.00   |         |         |         | 250.00    |
| Specs Around Town                                | 50.00    |         |         |         | 50.00     |
| Total Summer Reading Program Community Donations | 2,405.00 | 0.00    | 0.00    | 0.00    | 2,405.00  |
| Memorial Donations:                              |          |         |         |         |           |
|                                                  | 0.00     |         |         |         | 0.00      |
| Total Memorial Donations                         | 0.00     | 0.00    | 0.00    | 0.00    | 0.00      |
| Other Donations:                                 |          |         |         |         |           |
| Patsy Bowles, Flowers for Library Grounds        | 27.99    |         |         |         | 27.99     |
| Fountain Receipts                                | 4.30     | 3.78    |         |         | 8.08      |
| State Farm Good Neighbor Grant, Nancy Miller     | 500.00   |         |         |         | 500.00    |
| State Farm Good Neighbor Grant, Denyce Berg      | 500.00   |         |         |         | 500.00    |
| Golden Prairie Public Library District           | 50.00    |         |         |         | 50.00     |
| McLean Co Retired Teachers Association           | 25.00    |         |         |         | 25.00     |
| Audrey Hart                                      | 15.00    |         |         |         | 15.00     |
| Don Sides                                        | 0.00     | 50.00   |         |         | 50.00     |
| Total Other Donations                            | 1,122.29 | 53.78   | 0.00    | 0.00    | 1,176.07  |
| Foundation:                                      |          |         |         |         | 0.00      |
| Staff Development Day                            | 195.44   |         |         |         | 195.44    |
| Total Foundation                                 | 195.44   |         |         |         | 195.44    |
| Total Donations                                  | 3,722.73 | 53.78   | 0.00    | 0.00    | 3,776.51  |

Bloomington Public Library  
Monthly Statistics - October 2013

|                                | Current Month | Cumulative | Last Year | Cumulative |
|--------------------------------|---------------|------------|-----------|------------|
| CIRCULATION                    |               |            |           |            |
| Adults                         | 56,236        | 370,736    | 63,329    | 376,749    |
| Teens                          | 2,846         | 22,550     | 3,093     | 23,018     |
| Children                       | 51,070        | 337,765    | 52,385    | 342,715    |
| OTR Adults                     | 2,401         | 15,882     | 2,832     | 16,979     |
| OTR Teens                      | 121           | 872        | 158       | 975        |
| OTR Children                   | 4,636         | 25,780     | 4,511     | 25,962     |
| e-Books - Freading             | 19            | 213        | 2,272     | 13,269     |
| e-Books - Overdrive            | 3,222         | 19,473     | N/A       | N/A        |
| Freegal downloads              | 658           | 4,539      | 757       | 4,334      |
| Zinio Magazines                | 385           | 1,986      | 0         | 0          |
| TOTALS                         |               |            |           |            |
| Adults                         | 58,637        | 386,618    | 66,161    | 393,728    |
| Teens                          | 2,967         | 23,422     | 3,251     | 23,993     |
| Children                       | 55,706        | 363,545    | 56,896    | 368,677    |
| Digital Downloads              | 4,284         | 26,211     | 3,029     | 17,603     |
| COMBINED TOTAL                 | 121,594       | 799,796    | 129,337   | 804,001    |
| ITEMS IN THE COLLECTION        |               |            |           |            |
| Main                           | 285,941       | 285,941    | 276,531   | 276,531    |
| OTR                            | 13,193        | 13,193     | 17,674    | 17,674     |
| TOTAL                          | 299,134       | 299,134    | 294,205   | 294,205    |
| HOLDS FILLED                   | 8,077         | 48,024     | 6,799     | 40,338     |
| CARDHOLDERS                    |               |            |           |            |
| Added                          | 462           | 3,440      | 595       | 4,131      |
| TOTAL BY TYPE                  |               |            |           |            |
| Adults                         | 26,942        | 26,942     | 21,913    | 21,913     |
| Teens                          | 2,323         | 2,323      | 1,945     | 1,945      |
| Children                       | 6,945         | 6,945      | 5,951     | 5,951      |
| Combined Total of Active Cards | 36,210        | 36,210     | 29,809    | 29,809     |
| REFERENCE QUESTIONS            |               |            |           |            |
| Adults                         | 2,714         | 18,571     | 3,124     | 20,652     |
| Teens                          | 67            | 515        | 34        | 84         |
| Children                       | 1,226         | 6,671      | 1,131     | 6,478      |
| OTR                            | 110           | 411        | 72        | 563        |
| Circulation                    | 358           | 2,862      | 1,706     | 7,421      |
| PROGRAMS                       |               |            |           |            |
| Story Times                    | 27            | 68         | 25        | 63         |
| Adult                          | 18            | 90         | 21        | 119        |
| Teens                          | 6             | 54         | 6         | 37         |
| Juvenile                       | 10            | 30         | 5         | 27         |
| Outreach Adult                 | 0             | 0          | 0         | 0          |
| Outreach Teen                  | 0             | 0          | 0         | 0          |
| Outreach Juvenile              | 0             | 0          | 0         | 0          |
| PROGRAM ATTENDANCE             |               |            |           |            |
| Story Times                    | 552           | 1,439      | 567       | 1,717      |

Bloomington Public Library  
Monthly Statistics - October 2013

|                                 | Current Month | Cumulative | Last Year | Cumulative |
|---------------------------------|---------------|------------|-----------|------------|
| Adult Programs                  | 251           | 1,185      | 236       | 1,557      |
| Teen Programs                   | 32            | 348        | 78        | 438        |
| Juvenile Programs               | 757           | 2,761      | 330       | 3,045      |
| 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            | 5,756         | 33,649     | 6,062     | 33,669     |
| Website database/catalog hits   | 6,463         | 39,315     | 11,267    | 53,679     |
| Online Resource (Database) uses | 4,144         | 22,466     | 3,743     | 29,976     |
| TOTAL                           | 16,363        | 95,430     | 21,072    | 117,324    |
| INTERLIBRARY LOAN               |               |            |           |            |
| Borrowing Requests Received     | 444           | 2,453      | 433       | 2,432      |
| Outgoing Loans (Lending)        | 298           | 1,617      | 253       | 1,746      |
| CONTACTS w/ COMMUNITY GROUPS    |               |            |           |            |
| Inside the library (events)     | 3             | 68         | 2         | 80         |
| Outside the library (events)    | 9             | 43         | 9         | 53         |
| Number of people                | 1,200         | 10,181     | 1,239     | 13,213     |
| VOLUNTEER HOURS                 | 168           | 1,158      | 120       | 699        |
| MEETING ROOM USAGE              |               |            |           |            |
| Study Room                      | 88            | 388        | 71        | 524        |
| Digital Media Lab               | 34            | 316        | 0         | 0          |
| Customer Visits (MAIN)          | 35,518        | 225,757    | 38,545    | 245,062    |
| Customer Visits (OTR)           | 1,324         | 8,401      | 1,303     | 7,686      |
| COMBINED TOTAL VISITS           | 36,842        | 234,158    | 39,848    | 252,748    |
| TRAINING HOURS                  | 91            | 606        | 264       | 769        |

Golden Prairie Public Library District  
Board of Trustees Meeting  
September 18, 2013  
7:00 am

Minutes

- I. Call to Order  
President Ives called the meeting to order at 7:02 a.m.
- II. Roll Call  
MEMBERS PRESENT: Carol Carey-Odekirk, Lynn Gray, Adrienne Ives, Stephen Peterson, Patti Salch  
  
MEMBERS ABSENT: Carolyn Dail  
  
OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Caprice Prochnow
- III. Introductions & Public Comment  
There were no introductions or public comments.
- IV. Presidents Report  
President Ives stated that she attended the BPL Board meeting last evening and the main topic of discussion was expansion of the Library rather than the consideration of a branch.
- V. Approval of Minutes  
A. August 21, 2013  
PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO  
APPROVE THE MINUTES FROM THE AUGUST 21, 2013 MEETING.  
THE MOTION CARRIED UNANIMOUSLY.
- VI. Staff Reports  
A. Director's Report  
Director Bouda stated that the Bookmobile Consultant was approved last evening at the BPL Board meeting.  
Director Bouda shared that proposals were received from three firms for the HVAC project and the project is moving forward.  
Director Bouda shared that the Board Mixer was approved at the BPL Board meeting and it will be held sometime in November.

Director Bouda stated that the transition to the CIRBN fiber network occurred last Friday with no problems.

B. Outreach Report

Laura Golaszewski stated that some maintenance had been performed on the bookmobile generator but there was no interruption in service.

1. Future Bookmobile Discussion

Laura Golaszewski shared that she had discussed with the Bookmobile drivers what they would like to have stay the same or be different on the new bookmobile and they had good input. She asked the same questions of the Board members and had a good discussion.

C. Fiscal Report

Kathy Jeakins stated that the auditor was here on August 26 and he left happy. A Property Tax Distribution was received at the end of August and another was received the first part of September. She entertained questions.

1. Approve August Financial Report

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED,  
TO APPROVE THE AUGUST FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, LYNN GRAY, ADRIENNE  
IVES, STEPHEN PETERSON

NAYES: NONE

ABSENT: CAROLYN DAIL

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

A. Appointment of New Member to Board

President Ives stated that Tim Ervin is still very interested in being a trustee of the GPPLD Board.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO  
APPOINT TIM ERVIN TO FILL AN UNEXPIRED TERM. HE WILL FILL  
THIS POSITION UNTIL THE NEXT GENERAL ELECTION IN 2015.

AYES: CAROL CAREY-ODEKIRK, LYNN GRAY, ADRIENNE  
IVES, STEPHEN PETERSON

NAYES: NONE

ABSENT: CAROLYN DAIL

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Cost for Printing/Insertion of Fall Program Guide

Director Bouda shared that the Fall Program Guide that was given to each of them was what was inserted in the Pantagraph.

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO  
APPROVE COST FOR PRINTING/INSERTION OF FALL PROGRAM  
GUIDE IN THE AMOUNT OF \$570.44.

AYES: CAROL CAREY-ODEKIRK, LYNN GRAY, ADRIENNE  
IVES, STEPHEN PETERSON

NAYES: NONE

ABSENT: CAROLYN DAIL

THE MOTION CARRIED UNANIMOUSLY.

C. Review Marketing, Promotion, and Collaboration Chapter for Per Capita Grant

Director Bouda shared with the Board members that the Marketing Chapter of  
Serving Our Public 2.0 is what is to be reviewed this year for the Per Capita Grant.  
The Board members went through the Marketing checklist together. After some  
discussion, Patti Salch and Stephen Peterson agreed to work on marketing ideas for  
Golden Prairie Public Library District. They will present ideas at a future meeting.

IX. Adjournment

President Ives adjourned the meeting at 8:04 a.m.

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.

# Incident Reports

| Date  | Time     | Type                         |
|-------|----------|------------------------------|
| 10/1  | 9:48 PM  | LibraryEquipmentIncident     |
| 10/3  | 12:32 PM | PoliceAmbulanceCall          |
| 10/3  | 2:26 PM  | StolenDamagedLibraryMaterial |
| 10/3  | 9:56 PM  | PoliceAmbulanceCall          |
| 10/4  | 11:02 AM | Other                        |
| 10/5  | 3:12 PM  | AlcoholDrugs                 |
| 10/5  | 3:15 PM  | InappropriateBehavior        |
| 10/5  | 3:17 PM  | InappropriateBehavior        |
| 10/5  | 4:57 PM  | InappropriateBehavior        |
| 10/5  | 5:48 PM  | LostFound                    |
| 10/7  | 10:35 AM | SleepingIncident             |
| 10/7  | 10:51 AM | InappropriateAttire          |
| 10/8  | 7:42 PM  | InappropriateBehavior        |
| 10/8  | 7:51 PM  | InappropriateBehavior        |
| 10/9  | 2:58 PM  | PoliceAmbulanceCall          |
| 10/9  | 9:48 PM  | Other                        |
| 10/9  | 9:59 PM  | InappropriateBehavior        |
| 10/10 | 5:06 PM  | SleepingIncident             |
| 10/11 | 10:13 AM | Loitering                    |
| 10/11 | 10:19 AM | InappropriateAttire          |
| 10/11 | 10:29 AM | InappropriateAttire          |
| 10/12 | 11:15 AM | SleepingIncident             |
| 10/12 | 4:44 PM  | InappropriateBehavior        |
| 10/13 | 1:14 PM  | BicycleIncident              |
| 10/13 | 2:16 PM  | InappropriateBehavior        |
| 10/13 | 3:38 PM  | InappropriateBehavior        |
| 10/13 | 3:38 PM  | InappropriateBehavior        |
| 10/13 | 4:48 PM  | InappropriateBehavior        |
| 10/13 | 5:49 PM  | InappropriateBehavior        |
| 10/14 | 10:26 AM | InappropriateBehavior        |
| 10/14 | 3:23 PM  | InappropriateBehavior        |
| 10/15 | 1:38 PM  | Other                        |
| 10/15 | 2:35 PM  | TobaccoUse                   |
| 10/15 | 6:34 PM  | CustomerLibraryCardAbuse     |
| 10/16 | 10:22 AM | InappropriateBehavior        |
| 10/16 | 2:23 PM  | SleepingIncident             |
| 10/16 | 2:27 PM  | SleepingIncident             |
| 10/16 | 3:05 PM  | InappropriateBehavior        |
| 10/17 | 11:24 AM | CustomerSuspensionViolation  |
| 10/17 | 1:29 PM  | SleepingIncident             |
| 10/17 | 2:13 PM  | SleepingIncident             |
| 10/18 | 11:45 AM | InappropriateBehavior        |
| 10/19 | 1:37 PM  | StolenDamagedLibraryMaterial |
| 10/19 | 4:42 PM  | InappropriateBehavior        |
| 10/20 | 1:34 PM  | SleepingIncident             |
| 10/20 | 1:44 PM  | SleepingIncident             |
| 10/20 | 2:47 PM  | SleepingIncident             |
| 10/20 | 3:43 PM  | InappropriateAttire          |
| 10/20 | 5:15 PM  | InappropriateBehavior        |
| 10/20 | 5:23 PM  | InappropriateBehavior        |
| 10/21 | 10:35 AM | InappropriateBehavior        |
| 10/21 | 2:02 PM  | TobaccoUse                   |
| 10/21 | 2:07 PM  | InappropriateAttire          |
| 10/21 | 2:11 PM  | CustomerComplaint            |
| 10/21 | 6:19 PM  | PoliceAmbulanceCall          |
| 10/24 | 9:51 AM  | TobaccoUse                   |
| 10/24 | 6:26 PM  | PoliceAmbulanceCall          |
| 10/22 | 1:11 PM  | Food Incident                |
| 10/22 | 4:12 PM  | Other                        |
| 10/22 | 3:55 PM  | StaffRelatedIncident         |
| 10/25 | 3:08 PM  | InappropriateBehavior        |

|       |          |                             |
|-------|----------|-----------------------------|
| 10/26 | 11:53 AM | InappropriateBehavior       |
| 10/26 | 1:26 PM  | Food Incident               |
| 10/26 | 4:42 PM  | Food Incident               |
| 10/26 | 5:34 PM  | AlcoholDrugs                |
| 10/27 | 12:42 PM | CustomerSuspensionViolation |
| 10/27 | 2:08 PM  | CustomerSuspensionViolation |
| 10/27 | 2:34 PM  | AlcoholDrugs                |
| 10/29 | 7:08 PM  | InappropriateBehavior       |
| 10/30 | 12:15 PM | BicycleIncident             |
| 10/30 | 2:10 PM  | AlcoholDrugs                |
| 10/30 | 3:03 PM  | AlcoholDrugs                |
| 10/30 | 8:17 PM  | SleepingIncident            |
| 10/31 | 9:55 AM  | InappropriateBehavior       |

# Suspension Reports

| Date  | Time     | violation                    |
|-------|----------|------------------------------|
| 10/14 | 3:25 PM  | InappropriateBehavior        |
| 10/16 | 3:07 PM  | InappropriateBehavior        |
| 10/16 | 3:09 PM  | InappropriateBehavior        |
| 10/17 | 11:25 AM | CustomerSuspensionViolation  |
| 10/21 | 3:27 PM  | InappropriateBehavior        |
| 10/25 | 12:23 PM | StolenDamagedLibraryMaterial |
| 10/27 | 2:03 PM  | CustomerSuspensionViolation  |
| 11/1  | 9:52 AM  | AlcoholDrugs                 |
| 11/2  | 9:29 AM  | AlcoholDrugs                 |
| 11/4  | 12:16 PM | InappropriateBehavior        |
| 11/4  | 4:11 PM  | InappropriateBehavior        |

### 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<br>DISTRICT 540 | <u>1,002.35</u>     |
| Total                                       | <u>\$ 54,798.95</u> |

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

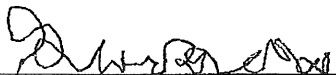
BLOOMINGTON SCHOOL DISTRICT  
NO. 87

By: \_\_\_\_\_

By: \_\_\_\_\_

CITY OF BLOOMINGTON, ILLINOIS

COUNTY OF McLEAN, ILLINOIS

By:  \_\_\_\_\_

By: \_\_\_\_\_

MCLEAN COUNTY UNIT DISTRICT NO. 5

By: \_\_\_\_\_

## **Bloomington Public Library**

*Books are just the beginning.*

Find

Use

See & Do

Participate

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205 E. Olive St., PO Box 3308

[www.BloomingtonLibrary.org](http://www.BloomingtonLibrary.org)  
(309) 828-6091

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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](mailto: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.

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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](http://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.

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

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](mailto: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]