

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 18, 2018

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA (Revised)

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2)) & Compensation of a specific employee (5 ILCS 120/2(c)(1))
- IX. Consent Agenda
 - A. Approve Minutes of August 21, 2018 Regular BPL Board Meeting
 - B. Approve Destruction of BPL Executive Session recordings prior to March 2017
 - C. Approve Bills List of August 2018
- X. Action Items
 - A. Approve Collective Bargaining Agreement
 - B. Approve 2019 Meeting Dates
 - C. Approve Proposed Amendments to the Meeting Room Policies
 - D. Approve Waiving Three Quote Requirement for Upgrade of Fire Detection Devices from Johnson Controls
 - E. Approve Purchase of Audiobook Shelving from Bradford Systems
- XI. Discussion Items
 - A. Review Proposed Amendments to the Bylaws
 - B. Discuss Library Expansion
 - C. Discuss Automatic Renewals for Library Checkouts
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 9.14.18 3:30 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, August 21, 2018

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:30
- II. Roll Call
Trustees present: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees absent: None

Others present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no guests present.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout stated that he and Director Hamilton met with new City Manager, Tim Gleason, about presenting to City Council on a library expansion. Tim Gleason has requested that the Board hold off on presenting to Council, to give him more time to get more informed about things. Along with this, Tim stated that the Board would be able to present by the end of September or move forward.
President Westerhout shared that Dianne Hollister has proposed making more visits to libraries that have gone through a recent expansion process. Since the presentation to Council has been pushed back, these visits will be put on hold for now. Anyone interested in doing this in the future, should contact Dianne Hollister or him.
President Westerhout stated that in looking at the Director and Manager reports, that it is clear that all are focused on achieving the goals. He went on to say that the Director and staff are doing a great job in addressing specific programs to meet specific goals.
- VI. Director's Report
Director Hamilton shared the unofficial Summer Read numbers, which were up in all categories. Completed logs for children went from 3,174 to 3,411, teens from 482 to 544, and adults from 526 to 584.

Director Hamilton passed around the information on the Illinois Library Association Trustee Day that is being held on October 11, in Peoria, and the early bird registration is September 10. She continued by saying that anyone that is interested, should let her know.

Director Hamilton stated that every two years the bylaws are reviewed, which usually goes before the 3 P's Committee, and then any considered revisions go to the full Board for approval. She asked the committee members if they prefer to do this in September or October. There was discussion, and the consensus was to review the bylaws in September, so the meeting will be held on Thursday, September 6 at 5:30 p.m.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, stated that at the end of July, we are 25% of the way through the year. Kathy explained that the figures for the total for Interest on Investments were not available at the time of the report so that actual interest received is higher than what is reflected in the report. She entertained questions.

VIII. Consent Agenda

- A. Approve Minutes of July 17, 2018 Regular BPL Board Meeting
- B. Approve Bills List of July 2018

Kiasha Henry moved, Matt Watchinski seconded, to approve the consent agenda. The motion carried unanimously.

IX. Action Items

- A. Approve Innovative Interfaces, Inc. Contract & Authorize Payment for the Library's Integrated Library System Based on the Competitive Bid Process

Director Hamilton stated that she continues to be pleased with the interactions with Innovative Interfaces. She had asked the City Legal Department to review the proposed contract, and Innovative agreed to almost all of the changes to the contract that were requested. She shared that the Legal Department was surprised that Innovative made the requested changes as that does not usually happen. Also, that the contract really was favorable from the beginning. Director Hamilton shared that originally, Innovative had proposed an up to 5% increase each year, and she was able to negotiate with them for an up to 2.5% increase each year. She went on to say that there are a lot of positives with this system, and the time is right for this, since there are no other big projects happening right now.

Matt Watchinski moved, Van Miller seconded, to approve the Innovative Interfaces, Inc. contract and authorize payment for the Library's Integrated Library System for up to \$119,355.32 for year one, up to \$66,606.00 in year two, and up to \$68,271.00 in year three.

Ayes: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

The motion carried unanimously.

B. Approve Waiving the Three Quote Requirement for Purchase of Server for Integrated Library System

Director Hamilton shared that this is a required item for the system as the current server does not meet the needs for this. She went on to say that three servers are actually needed, and this request is just for this one, the other two price points will be below the threshold that comes to the Board.

Van Miller moved, Kiasha Henry seconded, to waive the three quote requirement and approve the purchase of the server from Dell for Integrated Library System in the amount of \$18,999.42.

Ayes: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

The motion carried unanimously.

C. Approve Fixed Asset Budget Amendment FY19-01

Director Hamilton stated that this agenda item is related to the previous two agenda items as the new Integrated Library System qualifies as a fixed asset in year one, so an adjustment is being made to the budget, along with a few others. She went on to say that the money is available in the Fixed Assets Funds Balance.

John Argenziano moved, Alicia Whitworth seconded, to approve Fixed Asset Budget Amendment F419-01 as presented.

Ayes: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

The motion carried unanimously.

D. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes

Director Hamilton stated that twice a year, the Trustees are to review the Executive Session Minutes, and decide whether to maintain confidentiality. She went on to say that she has reviewed the table of contents for the Executive Session Minutes and passed it around for review by the Trustees. Director Hamilton stated that typically it is suggested that the Executive Session Minutes are not released if they cover employee performance. Director Hamilton stated that the majority of the Executive Session Minutes are on the topic of employee performance and the topic of reviewing executive session minutes. It was her recommendation that the Trustees either approve maintaining the confidentiality of all the minutes or to release only the minutes discussing previous minutes. There was some discussion on this.

Dianne Hollister moved, Alicia Whitworth seconded, to review and approve maintaining confidentiality of Executive Sessions Minutes. The motion carried unanimously.

X. Discussion Items

A. Library Expansion

President Westerhout stated that there is really nothing to talk about at this point as the Board has been asked by the City Manager to hold off on presenting to Council. There was some discussion on this.

B. Review Board Packets and Policies Postings

Director Hamilton reviewed that the posting of the Board packet on the Library website began in 2014 or 2015. The packet is posted on the website along with the agenda and remains posted until after the Board meeting, when the approved minutes are posted. Director Hamilton shared that along with this, staff had been directed to not include draft minutes in the posted packet. She asked if the Trustees would like the packets to remain on the website for a year, and if they would like to continue the practice of not including the draft minutes in the packet. There was discussion on this, and the consensus was to continue to post the packets (sans minutes) each month and leave them on the website for a year.

Director Hamilton stated that we currently do not have Library policies available on the website. She went on to say that in the past, the Library has been encouraged by Board members to not post them, but she thinks that these should be posted so that the Library is more transparent. There was agreement on this from the Trustees.

XI. Comments from Board of Trustees

Kiasha Henry stated that she was impressed with the new public computers in the Children's Department.

Dianne Hollister congratulated staff on the success of summer reading. She stated that she is really impressed with the fact that the Library will be having Steve Vogel presenting in November. Dianne shared that she is really anxious to hear feedback from staff after Polaris, the new Integrated Library System, is in place.

Alicia Whitworth commented on the fact that the Library's circulation numbers surpass Peoria's circulation numbers with all their branches. She really would like to see a promotional piece done in the Pantagraph or some other medium about the Library circulation numbers surpassing Peoria's.

Susan Mohr stated that the new glossy, color program guide looks really good.

The Trustees complimented Jim Lovell, Graphic Designer on his work on the program guide. Dianne Hollister shared that Champaign and Urbana libraries are now doing automatic renewals and wondered if that was something considered for this library. President Westerhout stated that this is definitely something to discuss further and can be a discussion item for the September meeting.

XII. Adjournment

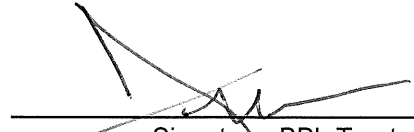
Dianne Hollister moved, Van Miller seconded, to adjourn the meeting. The motion carried unanimously.

President Westerhout adjourned the meeting at 6:20 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 18, 2018



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	700.00
Amazon.com, LLC	A/V Materials	591.76
Amazon.com, LLC	Adult Books	155.07
Amazon.com, LLC	Building Mtn Supplies	43.89
Amazon.com, LLC	Computer Supplies	33.96
Amazon.com, LLC	Library Supplies	74.26
Amazon.com, LLC	Office Supplies	30.19
Amazon.com, LLC	Other Purchased Services	9.99
Amazon.com, LLC	Professional Books	45.00
Ameren IP	Electricity	17,057.43
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	505.00
Bibliotheca, LLC	Office/Equipment Mtn	9,482.29
Bradford Systems Corp	Library Supplies	7,663.34
Brodart Company	Library Supplies	1,218.40
CDW Government	Computer Supplies	566.89
CDW Government	Office/Equipment Mtn	2,844.06
Cengage Learning	Adult Books	91.46
CIRNB, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,054.93
City of Bloomington	FICA	17,936.48
City of Bloomington	Gas & Diesel Fuel	334.98
City of Bloomington	Health Insurance-HMO	3,643.52
City of Bloomington	Health Insurance-PPO	26,897.36
City of Bloomington	IMRF	32,527.68
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	4,194.80
City of Bloomington	Payroll	301,983.04
City of Bloomington	Vision Insurance	232.85
City of Bloomington	Water	1,270.08
CM Promotions, Inc.	Library Supplies	406.64
CM Promotions, Inc.	Miscellaneous Expenses	694.18
CM Promotions, Inc.	Other Purchased Services	1,435.50
Confidential On-Site Shredding	Other Purchased Services	371.00
Continental Research Corp	Janitorial Supplies	218.38
Cooke, Nicole	Other Purchased Services	300.00
Dean's Graphics, Inc.	Library Supplies	300.00
Dell Marketing, L. P.	Computer Supplies	3,616.80

Demco	Library Supplies	3,374.36
Earthwise, Environmental, Inc.	Building Maintenance	220.00
Ebsco Information Services	Public Access Software	4,406.00
Envisionware, Inc.	Computer Supplies	3,351.73
Envisionware, Inc.	Office/Equipment Mtnc	180.00
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33
Findaway World, LLC	A/V Materials	394.95
Four Season Peoria	Advertising	810.00
Frontier	Telecommunications	1,559.43
Goddard, Leslie	Other Purchased Services	300.00
Halfar, Laurel	Other Purchased Services	75.00
Illinois State University	Advertising	310.00
Imaging Office Systems, Inc.	Office/Equipment Mtnc	695.00
Ingram Library Services	A/V Materials	19.25
Ingram Library Services	Adult Books	171.76
Kone, Inc.	Building Maintenance	92.59
Library Ideas, LLC	A/V Materials	484.00
Massie, Rhonda	Advertising	352.95
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	464.12
Midwest Tape	A/V Materials	59.93
Midwest Tape	Downloadable Materials	4,900.00
Miller Janitorial Supply	Janitorial Supplies	509.92
Neopost USA, Inc.	Rentals	23.00
NICOR/Northern Illinois Gas	Natural Gas	1,140.98
Nu Air Corp	Building Mtnc Supplies	826.20
Office Depot	Computer Supplies	849.07
Office Depot	Office Supplies	23.62
OverDrive, Inc.	Downloadable Materials	4,990.00
Pantagraph	Advertising	942.00
PATH, Inc.	Adult Books	45.00
PATH, Inc.	Professional Development	100.00
Penguin Random House, LLC	A/V Materials	22.50
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	44.99
Recorded Books, Inc.	A/V Materials	786.68
Ricoh USA, Inc.	Rentals	1,422.28
Ron Smith Printing Co.	Printing/Binding	90.00
Rosedrew, Inc.	Library Supplies	577.80
Stoeling, Rebecca	Other Purchased Services	450.00
Torrens, Carol	Travel	53.41
Unique Management Services, Inc.	Other Purchased Services	340.10
Weber Electric, Inc.	Building Maintenance	144.00
WEEK Television	Advertising	400.00
Wilcox Electric & Service, Inc.	Building Maintenance	255.00
VISA - Abe Books	Adult Books	62.55
VISA - AED Superstore	Employee Relations	506.70
VISA - American Library Association	Other Purchased Services	16.00
VISA - Baker & Taylor Books	A/V Materials	9,092.25
VISA - Baker & Taylor Books	Adult Books	13,340.58
VISA - Baker & Taylor Books	Children's Books	14,135.24
VISA - Baker & Taylor Books	Other Purchased Services	33.94
VISA - Concord Custom Cleaners	Other Purchased Services	3.50

VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - Illinois Library Association	Membership Dues	250.00
VISA - Illinois Library Association	Professional Development	200.00
VISA - In Blubrry	Other Purchased Services	20.00
VISA - iStock	Other Purchased Services	295.80
VISA - Janet's Cakes	Employee Relations	72.84
VISA - Jewel-Osco	Other Purchased Services	29.61
VISA - Marco's Pizza	Other Purchased Services	189.04
VISA - Meijer	Employee Relations	101.29
VISA - Meijer	Other Purchased Services	22.95
VISA - Menards	Janitorial Supplies	54.95
VISA - Michael's	Other Purchased Services	46.99
VISA - Monoprice, Inc.	Computer Supplies	41.65
VISA - NEPELRA	Professional Development	399.00
VISA - NewEgg.com	Other Purchased Services	153.52
VISA - Office Depot	Office Supplies	145.38
VISA - Office Depot	Other Purchased Services	9.99
VISA - Oriental Trading Co.	Library Supplies	159.75
VISA - Paypal*Macaroni Kid	Advertising	250.00
VISA - Really Useful Boxes, Inc.	Library Supplies	483.02
VISA - Sam's Club	Employee Relations	44.58
VISA - Sam's Club	Other Purchased Services	43.15
VISA - School Shop	Other Purchased Services	9.00
VISA - SmartSign Store	Building Mtn Supplies	349.43
VISA - Sprint	Office Supplies	399.96
VISA - Sprint	Telecommunications	1,207.85
VISA - UPS	Postage	23.87
VISA - USPS	Postage	6.70
VISA - Varidesk, LLC	Office Supplies	555.00
VISA - Verizon Wireless	Telecommunications	126.81
VISA - Wal-Mart	Employee Relations	1.48
VISA - Wal-Mart	Janitorial Supplies	236.87
VISA - Wal-Mart	Library Supplies	51.56
VISA - Wal-Mart	Miscellaneous Expenses	7.96
VISA - Wal-Mart	Office Supplies	16.59
VISA - Wal-Mart	Other Purchased Services	32.89
VISA - Windstream	Telecommunications	144.56
Total		520,345.49

Bloomington Public Library

Books are just the beginning.



Director's Report

August 2018

Goal: Explore and implement strategies to improve access to the library and its resources.

I met with WGLT for an interview about our revised conceptual site plans. I also met with City Manager, Tim Gleason & Julian to discuss Library expansion plans.

I also mapped out the timeline for our A-V area refresh project and researched fine free libraries.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

I participated in the Summer Reading Program wrap-up meeting. We discussed things that went well and things to do next year.

I continued to work with Innovative Interfaces to negotiate and review a final contract for our replacement Integrated Library System (ILS, or catalog).

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

This month, I:

- Participated in 3 interviews for a full-time LTA position in Technical Services
- Participated in 4 interviews for a full-time Library Assistant position in Circulation/Outreach
- Participated in 3 interviews for a full-time Librarian position in Children's
- Helped prepare a job posting for an Administrative Assistant vacancy
- Worked to update staff committee assignments after retirements, resignations, and promotions
- Participated in 2 Union Negotiation sessions, reaching a tentative agreement in the second session
- Attended the local simulcast of the Global Leadership Summit, an event attended by 445,000+ leaders in 135+ countries
- Met with Rhonda to discuss Library Development/Fundraising
- Attended Margaret's retirement open house
- Hosted tours for staff from two other libraries

Goal: Administer a cost-effective public library.

I:

- Prepared a memo and packet materials for the City Council regarding the Fixed Asset Budget Amendments the Library Board approved in August
- Met with Kathy and Carol to review the FY19 eBook budget
- Created budget planning worksheets for FY20 for the Department Managers
- Attended orientation meeting for our Leadership McLean County Leaders on Loan project. Our project proposal requested a team to develop promotional videos for our TeenZone, Digital Media Lab, and Bookmobile as well as a plan to capture impact stories from the community.

**Adult Services Report
Carol Torrens
August 2018**

Goal: Explore and implement strategies to improve access to the library and its resources.

- Tiffany attended District 87's Teacher Breakfast to showcase library resources. Talked to about 50-75 teachers, many who are new to the district/city.
- Tiffany attended BJHS First Day of School for 6th Graders to showcase library resources to about 85 parents.
- Tiffany attended 100 Caring Adults at BJHS's First Day of School to welcome back students.
- Plans are in place for a reorganization of the AV area on the main level after Thanksgiving. More DVD and audio book shelving space will be added while the whole area is updated with new paint and flooring.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

COLLECTIONS

- Marcie used dead item removal reports for weeding fiction authors TRA-WEA. Collection check and grubby item reports were utilized, and appropriate actions completed for fiction authors SPA-TOY.
- Katie weeded the early 000s, mid-700s, and large print nonfiction & biographies using Collection HQ Grubby and Dead reports.
- Katie fulfilled a \$50 memorial request for nonfiction books related to antique cars and their maintenance.
- Tiffany weeded Teen Fiction A-M that hasn't been used in the last year using a Sirsi report.
- Most of the new GoChip Beams have been borrowed one to 3 times. Advertising to promote these new items continues.
- The materials selectors met to review features of Collection HQ, to talk about their new service ESP and the new device "Gizmo", and to answer questions from our newest selectors Rob and Katie.
- Tiffany, Marcie, and Carol discussed ways to give more room to Adult Graphic Novels/Manga. Marcie will weed the end of Fiction. Westerns and Urban Fiction will switch sides, opening up some sections of shelving for Graphic Novels and Manga.
- Carol participated in virtual meetings of the Electronic Content Consortium (ECC) board and full consortium. As this group becomes more defined, we hope to remove a "middleman" company that's currently working between the libraries and Overdrive. By doing so, some costs may be reduced since there would no longer be administrative fees paid to Libraries First. Overdrive is willing to work directly with us, the libraries.

PROGRAMS

This year's Teen End-of-Summer Reading Party was the best one yet. The teens loved the three Escape Room puzzles to solve, group video games to play, and board games to enjoy along with refreshments. This year had the largest turn out at 70 teens. Congrats to Tiffany for coordinating this successful event and thanks to staff from other departments who worked at it on a Friday evening.

Adult/Family programs

Fiction – 1 session – 7 attended

Mystery Book Club – 1 session – 10 attended

Books on Tap – 1 session – 10 attended

History Reads Quarterly Book Club – 1 session – 15 attended

Pond in a Bowl (4th of a 4-part series) – 1 session – 9 attended

August weekly Classic Movies – 5 sessions – 32 attended

Illinois' Bicentennial

Bizarre History of Illinois with Terry Fisk – 1 session – 47 attended

Illinois Memoirs – 1 session – 16 attended

Evergreen Cemetery Walk – 1 session – 52 attended

DIY Paint Along with Aleshia – 1 session – 15 attended

Jack of All Spades Card Club – 1 session – 4 attended

SCORE Small Business Program – 1 session – 15 attended

Lifetime of Flying with retired pilot Rick Anhalt – 1 session – 13 attended

Teen Programs

End of Summer Reading Party – 1 sessions – 70 attended

Monday Crafts

Back to School locker magnets – 1 session – 25 attended

SERVICES

Rob met with a library school student to discuss weeding for a class project.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Several staff attended mini-morning sessions (MMS) on topics including Door-to-Door campaign, using the library van, and tornado procedures.
- Webinars: Marcie – Listener's Advisory from Booklist; Rachel – Analytics on Demand from Gale, eBook Central Library, and a RAILS session; Rob & Karen H. – Drained to Energized.
- Tiffany is participating in online training about accessibility, especially for those with disabilities.
- Katie & Olivia received additional training about the ILL process and the IL Collection.

Goal: Work effectively through the use of technology.

- There were 11 individual computer appointments this month. Topics were: 7 for ereading; 1 saving a doc to print wirelessly; 1 for scanning and uploading docs; 1 for LinkedIn; 1 for genealogy.
- Katie used Sirsi reports to analyze nonfiction and biographical audio book usage.

Goal: Administer a cost-effective public library.

- Volunteers helped with adult movie programs and with teenZone shelving.

BUSINESS OFFICE REPORT

Kathy Jeakins

August 2018

Goal: Explore and implement strategies to improve access to the library and its resources.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

On Aug 28 and 30, Caprice and I presented Mini Morning Sessions on Van Etiquette, including procedures to follow in the event of an accident

Goal: Work effectively through the use of technology.

Goal: Administer a cost-effective public library.

In Aug, the Library received its 4th Property Tax distribution of \$879,991.33

In Aug, Golden Prairie also received its 4th Property Tax distribution of \$74,955.63

Library Credit Cards: I processed applications for staff new to using a Library credit card and then met with the staff once their card arrived to go over the credit card guidelines and usage policy; I entered all credit card transactions in account files

The Golden Prairie audit was completed on Aug 16

I sent information to the newspaper to publish Golden Prairie's budget appropriation ordinance; Golden Prairie will approve their tax levy on Sept 19

In Johanna's absence, I helped with Full-time and Part-Time payrolls; and mailed out accounts payable checks

I was asked to provide documents for the Foundation audit

Bills Costing in Excess of \$5,000:

1. Bibliotheca, LLC: \$9,482.29 for annual maintenance for the Sorter
2. Bradford Systems Corp: \$7,663.34 for partial payment for A/V Shelving

Upcoming:

We are going to say good-bye to Johanna, who is moving on to a new position—we are very happy for her, but very sad for us; her last day is Sept 14

I will participate in interviews to replace Johanna

Circulation and Outreach Services Report

Colleen Shaw

August 2018

Goal: Explore and implement strategies to improve access to the library and its resources.

- To keep consistent with our computer use policies, ecards issued to patrons are now assigned a profile of Juvenile, Teen, or Adult based on their age.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

- Home Delivery staff delivered 340 items to 42 patrons this month. 2 new Peace Meal recipients were added to receive deliveries this month.
- Deposit Collections staff delivered 388 items to 6 sites this month. Tech Drop In was offered at Luther Oaks, Miller Park, and the McDonald's on IAA Dr and South 51.
- The bookmobile made 4 special, one-time stops at Luther Oaks on August 17, Growmark on August 23, the Day of the Dozer event on August 25, and Country Financial on Aug 7 for their annual Health and Wellness Fair.
- Outreach kept very busy with back to school events this month!
 - On August 4, we attended both the West Side Back to School Block Party at First Christian Church and the West Bloomington Neighborhood Block Party.
 - We had fun playing ladder ball with attendees at the YMCA's National Night Out event on August 7.
 - On August 9, we headed over to Grossinger Motors Arena to give away our BPL sling backpacks to lucky winners at the Back 2 School Alliance Fair.
 - On August 15, we attended Cedar Ridge's Back to School Fair and also welcomed Heartland Community College students back to campus at their Welcome Days event on August 21 and 22.
 - We closed out the month at Illinois Wesleyan University's RSO Fair on August 30 where we signed over 30 students up for library cards.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- On August 27, Amber Gauthier returned to our department as a work study student for the 2018-2019 school year.
- Our summer temps, Courtney Cox, Hannah Kroonblawd, and Amanda Rogers all finished up their time in our department this month.
- Julie Castle left the part-time Library Assistant position to accept a job outside the Library. Her last day was August 8.
- Katy Stein, full-time Library Assistant, accepted the full-time Library Technical Assistant position in Technical Services.
- Interviews were conducted for two vacant part-time Library Assistant positions and the full-time Library Assistant position.

Upcoming:

- Light the Night, Uptown Normal – September 6
- Door to Door, Miller Park Neighborhood – September 8
- Medici Oktoberfest, Uptown Normal – September 22



- McLean County Chamber of Commerce Nonprofit Showcase, Parke Hotel – September 26

(8/2018) Circulation and Outreach Services Statistics

Total Circ BPL	101,761
Total Circ Main	86,406
Adults	46,736
Teens	2,401
Children	37,269
Total Circ Outreach	5,533
OTR Adults	2,079
OTR Teens	141
OTR Children	3,313
Total Circ eBooks	9,825
Hoopla	2,255
Overdrive	7,139
RBDigital	376
TumbleBooks	52
eBook Central	3
Borrowers Registered	425
Total Active Cardholders	34,551
Children	8,265
Teen	3,166
Adult	23,120
GPPLD	1,407
Total Holds Filled	7,672
Main Holds	6,623
Outreach Holds	1,049
Door Count	27,618

10 Stops with Highest Circulation

THUR	2.5	WINGOVER APTS (EVENING)	463
THUR	2.5	WINGOVER APTS (EVENING)	420
WED	1.5	RAINBOW AVE	202
THUR	1	WINGOVER APTS (MORNING)	170
TUE	1	PONDS APTS	166
WED	1.25	NORTH POINTE	138
SAT	2.5	FREEDOM OIL	122
WED	1.25	NORTH POINTE	106
MON	1	ROLLINGBROOK SOUTH	106
MON	1.5	THE GROVE	101

5 Stops with Lowest Circulation

TUE	1	BEICH RD.	0
WED	1	WESTERN AVE COMMUNITY CENTER	0
TUE	1	BEICH RD.	0
FRI	1	MARKET SQUARE SHOPPING CENTER	0
WED	1.25	WELBROOK	1

Bookmobile Customers: 1,399

Total Monthly Stops: 73* (at 50 locations)

*Including 4 special, one-time stops

Circulation Questions Answered: 835

Outreach Questions Answered: 996

Total Questions Answered: 931



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761				
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406				
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551				

Children's Services Report
Melissa Robinson
August 2018

Goal: Explore and implement strategies to improve access to the library and its resources.

- Jesse and Tiffany presented at the STEM Teacher Resource Professional Development event.
- Jesse and I met with Erica Tisdale from Head Start about Reading Rocks, which was formerly called Fun Club. This group visits the library a few times a year for story time and literacy activities.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

Collections:

- Rondalea and Lisa attended the selectors' meeting to discuss Collection HQ.

Programs:

- Pint Size Polka – 81 attended
- Music Makers – 4 sessions – 414 attended
- Singing Swinging Story Time – 2 sessions – 45 attended
- Move and Learn Story Time – 20 attended
- Family Games Day – 12 attended
- Lego Construction Time – 39 attended
- 10 programs/sessions offered – 611 attended

Children's staff visited the following groups and events:

- Chesterbrook Academy – 90 attended
- McFamily Day – 100 attended
- District 87 Teachers Breakfast – 55 attended
- Cedar Ridge Back to School Picnic – 75 attended

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Children's staff attended mini-morning sessions on the DSLR camera, the door to door campaign, and van use.
- Danny Rice left the library for another position.

- Jeanne, Gayle, and I interviewed librarian candidates.

Goal: Administer a cost-effective public library.

Jesse and Rachel prepared a proposed eResource budget, and I completed the remainder of the budget worksheet for next fiscal year.

Upcoming:

We will be offering the following programs in September:

- TinkerLab – Sept 6
- Grow Together! Preschool Story Time at Sunnyside Gardens – Sept 7
- Global Tales – Sept 8
- Sensory Story Time – Sept 8
- Lego Construction Time – Sept 9
- Where the Wild Things Bike – Sept 10
- Weekly story times resume week of Sept 10
 - Brick by Brick story time on Tuesday mornings
 - Preschool story times on Wednesday mornings
 - Toddler story time on Thursday mornings
 - Move and Learn on Friday mornings (also once a month on Monday evening)
- Where the Wild Things Read – Sept 15
- Itsy Arts - Sept 17 and Sept 24
- Chinese Mid-Autumn Moon Festival – Sept 22
- Family Games Day – Sept 30

Bloomington Public Library

Books are just the beginning.



Human Resources Report

Gayle Tucker

August 2018

Goal: Recruit, train, and develop a knowledgeable, collaborative staff.

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session about Van Procedures
- I share relevant training opportunities with Department Managers
- In August, there were two in-house Job Announcements and two website/Facebook postings
- In August, I participated in 17 interviews, 1 exit interview, and 5 work study interviews
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- Johanna and I are working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. We worked on some Kronos parallel testing with actual payroll hours, time off, and shift differentials.

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - The Work Study program has resumed. Five students returned to us, and I will be hiring four more.
- I closely track hours worked by part-time staff

Upcoming:

- Personnel Code/Employee Handbook updates
- Updating orientation documents
- Kronos training/testing
- New timeclocks that communicate directly with Munis
- Union Contract updates

Information Technology Services Report
Jon Whited
August 2018

Goal: Work effectively through the use of technology.

We purchased the Envisionware selfchecks to replace the aging 3M/Bibliotheca selfchecks. The new software and hardware will be available soon.

We purchased the new servers to be able to house the new Polaris ILS. We will be in contact with Innovate Interfaces to see what the next step is to get these servers setup and start the process of migrating the system.

We have replaced several of the Catalog PCs on the second floor along with the two scan stations. We have upgraded the scan stations software to the latest version in the process.

We are working on setup up new equipment in the Digital Media Lab to be able to convert more forms of media. We are currently working on converting cassette tapes to digital so that we can make that available to the public.

Marketing Report

Rhonda Massie

August 2018

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

FALL/WINTER PROGRAM GUIDES

- The September-December Program Guide was delivered.
- This Program Guide is the first full-color, glossy paper guide we've ever created. It is 12 pages and includes 187 programs as well as promo "ads" for some online resources and some items that are new to our circulation (GoChips, an Ages & Stages Kit, Children's Discovery Museum passes).
- Distribution
 - The guide was distributed to every student in grades K-5 in both District 87 and TriValley.
 - The guide was eBlasted to all our cardholders (unless they've opted out).
 - The guide is available at the library, on the Bookmobile, and on the library's website.
 - The guide was eBlasted to the subscriber list of the Macaroni Kid website.
- During the time when the guides were only available online (the physical guides remained in the printing stage), we designed and printed a handout with a QR Code and a Bitly link which took people to the online Program Guide. Because we attend so many popular offsite events in the weeks leading up to the start of each new school year, we felt it a disservice that we were going to be unable to hand out our Program Guide. The handout was a great solution/compromise.

CREATIVE WORK

Ads Created (design and scripts)

- Scripts for our weekly spot on WGLT were submitted for the months of September-December. The spot changes weekly.
- Scripts for our monthly spot on Magic 99.5 were submitted for the months of September-December. We are able to change the spot twice per month.
- A press release was scripted and submitted to promote the Library's new partnership with the Children's Discovery Museum and the fact that BPL is now circulating CDM family passes.
- Pantagraph Ad promoting a program titled The Bizarre History of Illinois
- Pantagraph Ad promoting Donation Day and new Donation Day Hours
- Ad for the Community Players Playbill; promoted the Chinese Mid-Autumn Moon Festival for kids and the upcoming Cuban Missile Crisis Program for adults
- Ad created for the 2018 Cemetery Walk program. We purchased a 2-page spread. It will highlight these programs: Super Stolie Guacamole, Halloween Parade & Story Time, and Yoga Fun (kids); FAFSA workshop, No-School Halloween DIY programs, Make an Emergency USB Phone Charger (teens); Pages from Our Past, Turbine Tour, Murder Mystery Party, Local Author Fair (adults); and it will highlight that library cards are FREE.

Program Publicity (print and social media)

- | | |
|---------------------------------------|--------------------------------|
| • September Calendars | • Jack of all Spades Card Club |
| • SCORE Workshops | • FAFSA Workshop |
| • Craft Swap | • Classic Movie Series |
| • Where the Wild Things Read/Bike/Eat | • Story Time Flyer |
| • Tales for Tails | • Adult DIY |
| • Tinker Lab | • Family Games Day |
| • Sensory Story Time | • Nonfiction Book Club |
| • Lego Construction | • Chinese Mid-Autumn Moon Fest |
| • Grow Together | • Itsy Arts |
| • Illinois Bicentennial Series | • No-School DIY for Teens |
| • Global Tales | • Teen Tech DIY: Phone Charger |
| • WWI Series | • Teen Fortnite Competition |
| • Rubik's Cube Competition | • Online Resources Program |
| | • Rubik's Cube Competition |

Bookmobile Poster

Signs

- | | |
|----------------------------------|------------------------------|
| • RIP Aretha Franklin, 1942-2018 | • RIP John McCain, 1936-2018 |
| • RIP Neil Simon | • TeenZone Hours Sign |

- Prep work for Labor Day Closure Notifications
- National Yoga Month
- Fall for A Good Movie
- Arrren't Ya Gonna Read a Pirate Book

Website (rotating bar & highlight boxes) Plasma TV Art

- GoChip
- Book Shoppe/Donation Day
- Cemetery Walk
- Sensory Story Time with Fall Dates
- Program Guide Now Available
- Prep work for Labor Day Closures

Handouts

- Created a new "Educational Online Resources" handout at the request of District 87. Each District received 500 handouts for their teachers. Tiffany also handed these out at the District 87 Teacher Breakfast, and they're now also available in the wall-mounted brochure holders outside of TeenZone.
- Revamped/updated additional handouts for teachers. One focuses on elementary teachers. The other focuses on junior high and high school teachers.
- A new Donation Day handout was created to reflect the day's changing hours and upcoming dates.

Miscellaneous

- We will be able to display ads or messages on the new self-check stations that are to be installed in the coming month or so. Jim designed GoChip ads so we'll have something to plug into those spots when the stations are ready. After we see how they look and we have a firm timeline, we'll likely design more.
- We designed, ordered, and received a new table skirt to use at offsite events. This table skirt matches our standing vinyl display stand.
- Jim edited and printed artwork to cover 4 panels in the Children's Department during the Chinese Mid-Autumn Moon festival.
- Created an instructional sheet for the GoChip Binders.
- Changed the Display Case to promote our program about the Museums Cemetery Walk.
- Held a "photo shoot" in preparation of a future elevator wrap which will incorporate an I Spy image/game.
- Replaced the Hoopla ads on the backs of the Circulation computers with ads for the GoChip Beams.
- Marketing is working with Dean's Graphics to add a frosted look to the windows between the Circulation Desk and the Circulation Workroom.
- We were running low on items to hand out at offsite events. A good bit of time was spent choosing, getting quotes, designing artwork, and ordering some new library giveaways.
 - We ordered 330 drawstring bags for the First Christian Block Party and School Supply Giveaway. We gave them all away in under three hours.
 - We now have 12oz BPL mood cups, highlighters, and pizza cutters.
 - Arriving soon will be 10-color pens, frisbees, small pen/notebooks, and sparkle mood pencils.
 - We will soon have a smaller drawstring bag for sale at Circulation.

Printing

- (900) Hoopla
- (500) Online Library Account Handouts
- (500) Overdrive
- (500) RB Digital
- (330) Kindle Handouts
- (250) Story Time Handouts
- (100) GoChip
- (50) Tales for Tails Trading Cards
- (30) Lynda.com
- (25) Brainfuse Handouts

HEADLINES

- *City Library Director Needs Council Input On Expansion; August 3; WGLT*
- *Dark chapter: BJHS teacher learns techniques for teaching Holocaust history; August 5; The Pantagraph*
- *Power back on after widespread outage in Bloomington-Normal area; August 10; The Pantagraph*
- *Check it out: local library gives out free museum passes; August 23; CIProud*
- *What BloNo wants to see in the anchor spots at Eastland Mall; August 25; The Pantagraph*
- *Bloomington Council to Consider Earlier Meeting Time; August 25; WGLT*
(headline doesn't reflect it, but this story touches on the new City Manager postponing our presentation for a proposed expansion)

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 76 Facebook followers for a total of 6,349;
 - the Library added 24 Instagram followers for a total of 1,068;
 - the Library lost 17 Twitter followers for a total of 1,930;
- The Library has 263 current text subscribers.
- The Library's Bookmobile stops combined have 794 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.
- The Library's Cardholder Perks eBlast list contains 27,120 subscribers.
- The Library's Program Guide eBlast list contains 27,107 subscribers.
- The Library's General eBlast list contains 27,099 subscribers.

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to all its cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter. Through Facebook, they're also posted to Instagram.
- On August 1, we sent an eBlast with information about the online resource AutoMate to 23,297 cardholders.
- On September 1, we sent an eBlast to 27,150 cardholders to announce that we're now circulating GoChip Beams and Children's Discovery Museum passes with the Ages & Stages Kit to be circulated soon.
- has a 9-month advertising package with HOI (TV) which includes ads on their nighttime local news shows and began in April 2018
- has a 1-year advertising package with Grossinger Arena which began on 4.1.18.
- has an advertising package with WEEK (TV) which begin in late April 2018 and includes commercials airing during 62 Cubs games and 42 Sox games
- has a 1-year advertising package with WGLT (radio) which began in late April.
- has a 1-year advertising package with *The Pantagraph* which began on 2.17.18.
- renewed a 1-year advertising package with Pilot Media (radio; Magic 99.5) which began in May 2018
- submits all Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all non-recurring programs to the print edition of *The Pantagraph* Daily Calendar;
- submits select programs to PATH's bi-weekly eNewsletter;
- submits select programs to the DBA's eNewsletter (though they are rarely published);
- is interviewed twice each month for Book Talk radio spots on WJBC;
- contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- runs an ad in each Community Players playbill.

Additionally, Library programs appear on the Library's website and on the plasma TV in the Library's lobby. And the Marketing Department continues to compile and distribute the monthly Staff Newsletter.

Goal: Explore and implement strategies to improve access to the library and its resources.

LEADERSHIP McLEAN COUNTY & LEADERS ON LOAN

- Rhonda and Jeanne attended BPL's first meeting in relation to the Chamber's Leadership McLean County Leaders on Loan program. The Library will work with its Leaders on Loan Team through the fall and winter to benefit from this partnership in the spring.
 - A Leaders on Loan Team will be assigned to the Library in October. The project that we submitted for the team to complete includes producing promotional videos for the Library's Bookmobile, Digital Media Lab, and teenZone. Rhonda will serve as BPL's liaison to this project.

HANGING SIGNS PROJECT

- The hanging sign project is getting closer to completion. Proofs of each individual sign were distributed to the managers involved on August 15. When the last set of proofs is returned, we'll be ready to place the order and start working on a plan for removal of the old signs and installation of the new signs. The entire library will be without signage for about a week as the current signs are stripped and sanded before the new vinyl is installed.

Support Services Report

Caprice Prochnow

August 2018

Explore and implement strategies to improve access to the library and its resources.

- Custodial staff:
 - The carpeting was cleaned in the community room, break room and dock area. All of the preschool rugs were cleaned as well.
 - Relocated the café table and two stools to the break room to make room for more accessible new kite tables and chairs in front of the plasma.
 - Added and adjusted shelving for unit behind Circ desk to make room for new Go Chip items.
- Repairs/Installs:
 - Wilcox Electric replaced the internal fan in the cabinet that houses the variable frequency drive for the main air handler.
 - TeeJay Doors replaced all four of the activation/safety sensors for the entrance doors.
 - Weber Electric repaired a few fluorescent fixtures.
 - Earthwise Environmental has been conducting tests on the water/chemical in the chilled water loop. There is some corrosion debris in the system that needs to be eradicated to prevent damage to the equipment.
 - Alpha Controls cleaned out the pressure sensor for the building that was full of debris. Since this happens often, a new sensor that is designed better has been ordered and will be installed.
- The two credenzas that had been taking up space in the upper hallway have been donated to the ReStore Habitat for Humanity.
- New iPhone 7s were purchased for Support Services staff. The previous phones were fairly banged up and were failing fast.
- A new STOP sign was installed before the first crosswalk and the old one is being used at the staff crosswalk. Also, a LOT IS FULL sign was ordered for use when we have popular programs.

Recruit, train and develop a knowledgeable, collaborative staff.

- Caprice Prochnow and Kathy Jeakins presented two Mini Morning Sessions on Library Van Procedures training for staff. A session was filmed and can be viewed on SharePoint.
- Safety Committee met on August 23, to discuss Power Outage Procedures for staff. Pads and batteries were replaced in both of the AED machines.
- Another power outage occurred on August 9, and the public was quickly evacuated from the building and all staff gathered in the lower lobby to wait it out. Two people were stuck in the elevator until the power was restored. Both Kone and the Fire Dept. came out for the rescue, but power was restored, just in time.

Administer a cost-effective public library.

- Automatic fire Sprinkler performed the annual inspection of the fire alarm system.
- Mid-Illinois conducted the quarterly preventative maintenance on the HVAC system. Some repairs were made to the roof top air handler.
- Johnson Controls conducted preventative maintenance on the chiller.

Upcoming

- Two new "Do Not Enter – Exit Only" signs to be installed at the exit. These signs will be positioned at windshield height.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

August 2018

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

- Allison worked on cleaning up rogue item types and locations. For example, an item type of NEW-BOOK with the location of FIC needed the item type changed to BOOK. There were many other examples like this and it took many days and reports to find all the anomalies.
- SRP Stats
 - Logs Handed Out (does not include online prints)
 - Kids – 8,508
 - Teen – 1,090
 - Adult – 1,885
 - Prizes Envelopes Handed Out
 - Kids – 3,428
 - Teen – 544
 - Adult – 584

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Theresa and Allison worked with Marketing and Kerrie to produce a Seek and Find image for the elevator door wrap.
- TS assisted Circulation with holds pick lists, checking AV, and shelving AV throughout the month of August.
- All TS staff attended the MMS on the Door-to-Door Project with Michelle.
- Tura helped setup for the End of SRP Teen Party.
- 3 TS staff attended the MMS on Van Procedures.
- Kelly went to the IWU registered student organizations fair with Colleen.
- Allison is currently updating all the adult and children's cataloging/processing procedural documents in SharePoint.
- Training Hours - 6.5

Goal: Work effectively through the use of technology.

- Allison went to a webinar called "Librarian Copyright Superpowers: Inter-Library Loan, Preservation, Fair Use and More!"
- Allison tested the new Libby app instructions.

NICHE ACADEMY

- Rhonda and Kerrie met to go over changes to Niche Academy which were outlined in a webinar. Following this discussion, Kerrie made the agreed upon changes to this resource which provides recorded tutorials of some of our online resources.

Bloomington Public Library

Books are just the beginning.



Upcoming:

- Katy Stein starts in TS on Monday, September 10th!
- We're taking the Anime DVDs out of Action Adventure and TV Series and giving them their own genre.
- Allison is hoping to start processing and cataloging the STEAM kits this month and next.

August 2018

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	467	1155
Adult Nonfiction	231	509
Juvenile Fiction	801	526
Juvenile Nonfiction	276	195
Adult CDs	98	117
Juvenile CDs	1	0
Adult DVDs	327	440
Juvenile DVDs	23	8
Adult Audio	32	3
Juvenile Audio	5	4
Adult Computer Games	0	5
Juvenile Computer Games	0	2
Total Adds/Withdraws	2261	2964

Total Items in Main	306081
Total Items in OTR	10807
Total Items in Library	316888

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

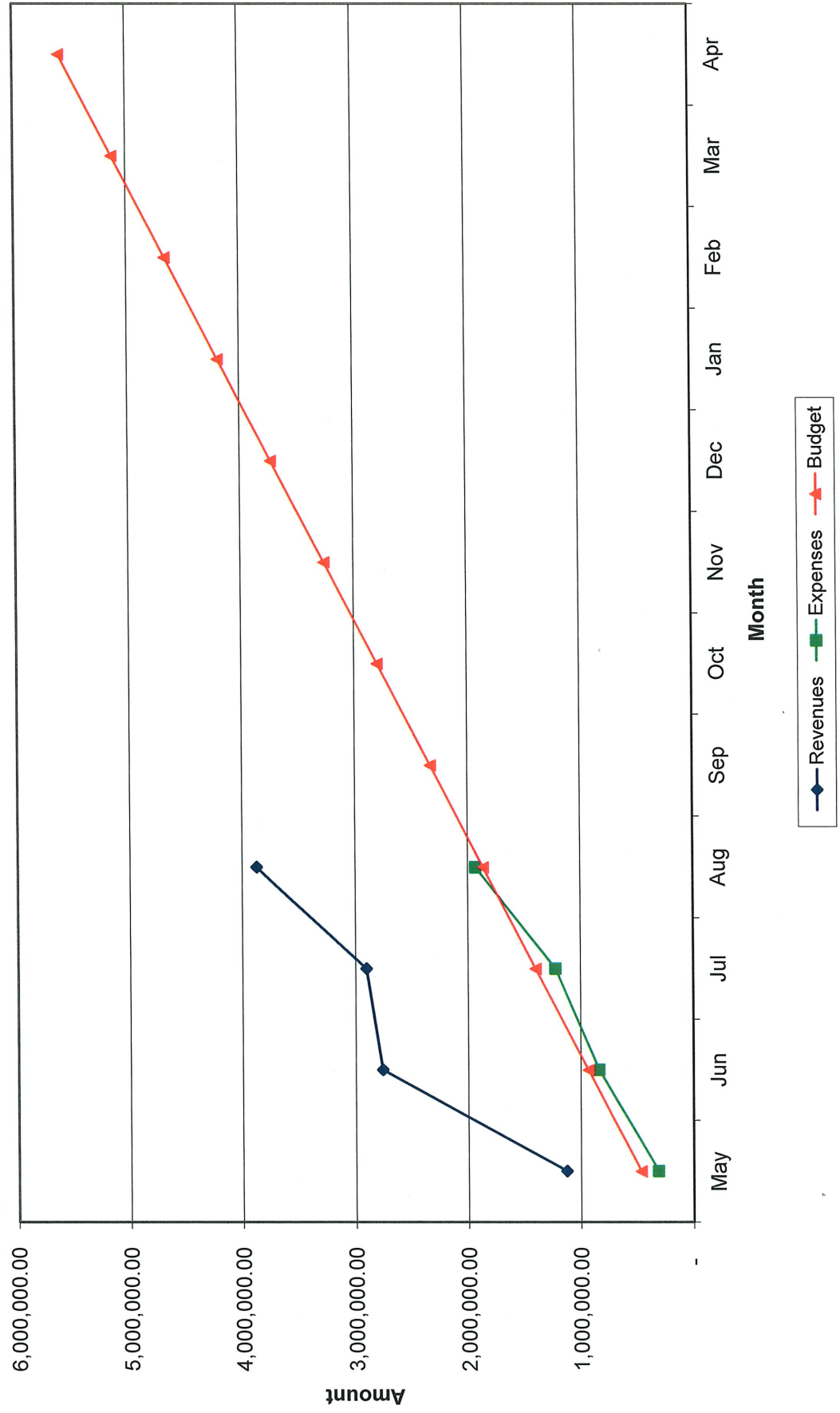
REVENUES:

ACCT NAME	BUDGET	AUGUST 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	879,991.33	3,392,116.58	(1,431,487.42)	70.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	405,000	74,955.63	286,723.68	(118,276.32)	70.8
Fees & Rentals	87,000	4,173.59	22,201.55	(64,798.45)	25.5
Copies	3,000	380.05	1,111.60	(1,888.40)	37.1
Interest on Investments	15,000	6,362.70	17,716.78	2,716.78	118.1
Interest From Taxes	0	0.00	0.00	-	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	8.98	7,889.22	(17,110.78)	31.6
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	49.19	53.53	53.53	-----
Other	45,000	4,002.15	16,098.90	(28,901.10)	35.8
Total Revenues	5,594,004	969,923.62	3,874,811.84	(1,719,192.16)	69.3

ACCT NAME	BUDGET	AUGUST 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	249,035.22	700,309.77	(1,521,583.23)	31.5
Part-Time Salaries	453,622	38,649.39	128,491.91	(325,130.09)	28.3
Seasonal Salaries	61,224	7,862.62	28,066.96	(33,157.04)	45.8
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	806.00	806.00	-----
Total Sals & Wages	2,737,839	295,547.23	857,680.64	(1,880,158.36)	31.3
Dental Insurance	14,952	1,054.93	4,172.99	(10,779.01)	27.9
Vision Insurance	2,651	232.85	922.75	(1,728.25)	34.8
Health Insurance, BC/BS PPO	326,236	26,897.36	106,685.36	(219,550.64)	32.7
Health Insurance, OSF HMO	61,134	3,643.52	13,963.18	(47,170.82)	22.8
Life Insurance	3,081	263.20	1,033.25	(2,047.75)	33.5
IMRF	336,259	32,527.68	96,375.28	(239,883.72)	28.7
FICA	177,143	17,936.48	50,921.91	(126,221.09)	28.7
Medicare	36,805	4,194.80	11,909.26	(24,895.74)	32.4
Worker's Comp	17,411	0.00	(339.00)	(17,750.00)	-1.9
Uniforms	700	0.00	0.00	(700.00)	0.0
Tuition Reimbursement	25,000	0.00	11,976.00	(13,024.00)	47.9
Other Benefits	20,000	6,435.81	9,911.78	(10,088.22)	49.6
Total Benefits	1,021,372	93,186.63	307,532.76	(713,839.24)	30.1
Rentals	22,000	2,627.84	7,550.27	(14,449.73)	34.3
Total Rentals	22,000	2,627.84	7,550.27	(14,449.73)	34.3
Building Mtnc	139,400	10,469.53	40,761.24	(98,638.76)	29.2
Vehicle Mtnc	9,000	0.00	4,653.27	(4,346.73)	51.7
Office & Computer Mtnc	175,000	21,730.01	120,175.64	(54,824.36)	68.7
Total Repair/Mtnc	323,400	32,199.54	165,590.15	(157,809.85)	51.2

ACCT NAME	BUDGET	AUGUST 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	3,843.67	13,790.78	(31,209.22)	30.6
Printing/Binding	20,000	90.00	6,282.56	(13,717.44)	31.4
Travel	1,000	53.41	62.13	(937.87)	6.2
Membership Dues	6,000	250.00	700.00	(5,300.00)	11.7
Professional Development	14,500	599.00	2,087.00	(12,413.00)	14.4
Other Purchased Services	140,000	13,784.20	34,328.23	(105,671.77)	24.5
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	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	263,500	18,620.28	57,250.70	(206,249.30)	21.7
Office Supplies	19,100	1,713.19	4,332.48	(14,767.52)	22.7
Computer Supplies	87,000	10,841.33	23,920.64	(63,079.36)	27.5
Postage	12,000	17.42	81.22	(11,918.78)	0.7
Library Supplies	80,000	13,416.74	26,588.77	(53,411.23)	33.2
Janitorial Supplies	17,000	1,371.32	4,656.96	(12,343.04)	27.4
Gas & Diesel Fuel	4,500	334.98	1,355.04	(3,144.96)	30.1
Building Mtnc & Repair Supplies	10,600	1,315.63	7,335.60	(3,264.40)	69.2
Total Supplies	230,200	29,010.61	68,270.71	(161,929.29)	29.7
Natural Gas	22,000	1,140.98	3,979.16	(18,020.84)	18.1
Electricity	95,000	17,057.43	33,754.54	(61,245.46)	35.5
Water	10,000	1,270.08	2,132.52	(7,867.48)	21.3
Telecommunications	35,500	4,021.03	11,448.18	(24,051.82)	32.2
Total Utilities	162,500	23,489.52	51,314.40	(111,185.60)	31.6
Professional Collection	2,000	0.00	539.97	(1,460.03)	27.0
Total Prof Collection	2,000	0.00	539.97	(1,460.03)	27.0
Periodicals	41,000	(967.96)	15,290.74	(25,709.26)	37.3
Adult Books	154,000	13,209.38	50,188.81	(103,811.19)	32.6
Children's Books	124,000	13,162.08	36,433.62	(87,566.38)	29.4
A/V Materials	139,000	10,528.82	44,416.32	(94,583.68)	32.0
Public Access Software	140,000	23,378.02	76,364.02	(63,635.98)	54.5
Downloadable Materials	76,700	14,228.26	51,217.15	(25,482.85)	66.8
Total Materials	674,700	73,538.60	273,910.66	(400,789.34)	40.6
Employee Relations	6,400	798.95	1,133.69	(5,266.31)	17.7
Miscellaneous Expenses	9,600	57.06	860.27	(8,739.73)	9.0
Transfer to Capital Fund	140,493	140,493.00	140,493.00	0.00	100.0
Total Other Expenses	156,493	141,349.01	142,486.96	(14,006.04)	91.1
Total Expenses	5,594,004	709,569.26	1,932,127.22	(3,661,876.78)	34.5

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2018

Property Tax (70.3%): The Library has received four distributions so far.

Replacement Tax (100.0%): The Library received its distribution in July

State Grants (0.0%): The Library has not received this yet.

Golden Prairie (70.8%): This is 95% of Property Tax distributions, as per our agreement with them.

Fees & Rentals (25.5%): This is just slightly below the projected amount.

Interest on Investments (118.1%): The Library projected a low amount for Interest.

Sale of Property (0.0%): Nothing has been collected.

Seasonal Salaries (45.8%): The Library hires additional staff to help in the summer with the Summer Reading Program--this is what much of this line item is for.

Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.

Dental Insurance (27.9%): Not as many employees elected to have dental coverage

Health Insurance, OSF, HMO (22.8%): Not as many employees selected this option for their health insurance.

Worker's Compensation (-1.9%): The Library received a refund as a result of the 2017 Worker's Compensation audit.

Uniforms (0.0%): Nothing has been spent from this line item.

Tuition Reimbursement (47.9%): Tuition for Summer semester classes has been paid for three employees.

Other Benefits (49.6%): This is over-spent at this point due to recent staff retirements and resignations.

Vehicle Maintenance (51.7%): This line item is over-spent due to recent repairs to the bookmobile generator.

Office/Computer Equipment Maintenance (68.7%): Several annual maintenance payments were made in the first quarter of the fiscal year.

Travel (6.2%): Charges have been minimal.

Membership Dues (11.7%): Charges have been minimal.

Professional Development (14.3%): Charges have been minimal.

Other Purchased Services (24.5%): Charges have been minimal.

Property Insurance (0.0%): Nothing has been paid from this line item.

Vehicle Insurance (0.0%): Nothing has been paid from this line item.

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

Office Supplies (22.7%): Charges have been minimal.

Computer Supplies (27.5%): Charges have been minimal.

Postage (0.7%): Charges have been minimal.

Janitorial Supplies (27.4%): Charges have been minimal.

Building Maintenance Supplies (69.2%): This line item is over-spent due to the purchase of ballasts and UV light bulbs.

Natural Gas (18.1%): Charges have been minimal.

Water (21.3%): Charges have been minimal.

Professional Collection (27.0%): Charges have been minimal.

Public Access Software (54.5%): This is over-spent due to the payment of several annual renewals.

Downloadable Materials (66.8%): This is over-spent due to payments for various downloadable services.

Employee Relations (17.7%): Charges have been minimal.

Miscellaneous Expenses (9.0%): Charges have been minimal.

Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,935.00
Golden Prairie, towards replacement of Poster Printer:	3,311.00
Memorial Donations:	70.00
State Farm Good Neighbor Grant:	500.00
Fountain Receipts:	6.72
Fresh Thyme, Giving Bag Donation:	63.00
Miscellaneous Donations:	3.50

Total Donations: \$ 7,889.22

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	359.70
Book Shoppe:	8,710.00
Ear Buds:	190.50
Flashdrives:	117.00
Hot Beverage Service:	263.00
Meeting Room Fees:	382.50
Print Station:	4,128.40
Reusable Bags:	211.50
Slingback Packs:	52.00
Test Proctoring:	325.00
Totebags:	168.00
Tumblers:	26.00
Umbrellas:	21.00
Miscellaneous:	1,144.30

Total Other Revenue: \$12,096.75

During August, 10 batches containing 104 invoices were processed, totaling \$121,038.60 and 182 credit card charges were made totaling \$43,409.80.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$4,289,275.73, which is 76.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 8/31/18:

Operating:	\$ 4,289,275.73
Capital:	\$ 2,790,385.53
Fixed Assets:	\$ 1,144,800.15

Bloomington Public Library
Monthly Statistics - August 2018

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	46,736	184,336	48,013	191,311
Teens	2,401	10,491	2,515	12,544
Children	37,269	175,043	41,792	180,938
OTR Adults	2,079	8,220	2,329	9,464
OTR Teens	141	535	143	672
OTR Children	3,313	13,061	5,072	16,753
e-Books - Overdrive	7,139	28,622	6,146	20,822
Hoopla downloads	2,255	8,584	1,196	3,502
Zinio Magazines	376	1,485	383	1,205
Tumblebooks	52	173	5	59
TOTAL CIRCULATION				
Adults	48,815	192,556	58,279	200,775
Teens	2,542	11,026	4,209	13,216
Children	40,582	188,104	51,084	197,691
Digital Downloads	9,822	38,864	3,109	25,588
Combined Total	101,761	430,550	116,681	437,270
ITEMS IN THE COLLECTION				
Main	306,081	306,081	307,298	307,298
OTR	10,807	10,807	11,237	11,237
TOTAL	316,888	316,888	318,535	318,535
HOLDS FILLED				
	7,672	31,673	7,495	29,760
INTERLIBRARY LOAN				
Borrowing Requests Received	640	2,134	571	2,101
Outgoing Loans (Lending)	239	977	307	981
CARDHOLDERS				
Added	425	1,661	404	1,800
TOTAL ACTIVE CARDS				
Adults	23,120	23,120	24,608	24,608
Teens	3,166	3,166	2,860	2,860
Children	8,265	8,265	6,737	6,737
Combined Total	34,551	34,551	34,205	34,205
REFERENCE QUESTIONS				
Adults	2,192	8,706	2,370	9,289
Teens	110	676	122	780
Children	704	4,397	527	3,521
OTR	96	338	99	403
Circulation	835	3,679	619	2,631
Marketing (Facebook)	0	1	n/a	n/a
TOTAL	3,937	17,797	3,737	16,624
PROGRAMS & OUTREACH				
Adult	17	58	21	66
Teens	2	16	2	19
Childrens	10	71	6	68
Community Group in Library	0	26	1	48
Staff Visit to Community Group	4	40	5	42

Bloomington Public Library
Monthly Statistics - August 2018

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
TOTAL	33	211	35	243
PROGRAM & OUTRACH ATTENDANCE				
Adult	245	863	304	1,407
Teen	95	443	68	495
Childrens	611	4,362	127	4,929
Community Group in Library	0	919	2	1,162
Staff Visit to Community Group	320	8,239	511	8,936
1-on-1 with Staff	12	39	22	43
TOTAL	1,283	14,865	1,034	16,972
COMPUTER USE				
Public computer uses	4,532	20,331	5,000	16,128
Website database/catalog hits	41,103	173,679	26,069	103,204
Online Resource (Database) uses	13,192	40,631	6,956	20,520
TOTAL	58,827	234,641	38,025	139,852
MEETING ROOM USAGE				
Study Room	125	389	68	304
Digital Media Lab	13	36	16	37
Community Room	47	214	42	172
TOTAL	185	639	126	513
CUSTOMER VISITS				
Main	27,618	122,014	28,179	120,165
Bookmobile	1,399	4,859	1,336	5,579
TOTAL	29,017	126,873	29,515	125,744
TRAINING HOURS	94	436	210	928

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 18, 2018
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

MINUTES

I. Call to Order

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

II. Roll Call

MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Patti Salch, Jodi Sherman,
Stephanie Walden, Stephen Peterson

MEMBERS ABSENT: Laurie Nippe

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Julian Westerhout

III. Introductions – Julian Westerhout

President Peterson introduced Julian Westerhout.

IV. Public Comment

Julian Westerhout introduced himself as the new Bloomington Public Library Board President and expressed that the BPL Board values the GPPLD Board's contributions to the Library.

V. President's Report

President Peterson shared that he attended the BPL Board Meeting yesterday. He passed around the Conceptual Site Plans that were shared by Farnsworth at the meeting. He shared that the discussion on Library Expansion yesterday was interesting. Farnsworth shared that the current building has good bones. The Board hopes for an expansion (doubling the Library's size, from approximately 50,000 sf to 100,000 sf) in 1-2 years. There was also discussion at the BPL Board meeting of potentially reopening North entrance, to pick up pedestrian traffic and tie better to Downtown. The conceptual plans suggest moving the drive up book drop to North side and tying the Library to Constitution Trail. The Library Expansion is the same in all 3 plans that were presented. The rest of the plans reflect a vision for rest of the land - the Library would not control the vision for a campus to the South. Peterson shared that he thought the presented plans make a lot of sense but it is ultimately up to the City Council. The Library Board is going to make a positive/proactive recommendation to the Council and will request a yes or no answer. President Peterson encouraged GPPLD board members to contact City Councilmembers and express the GPPLD support as partners.

VI. Approval of Minutes

A. May 16, 2018

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 20, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Hamilton shared that Colleen Shaw and Rhonda Massie were unable to make it tonight. The Bookmobile was off the road due to mechanical issues for about 9 service days. She added that there were some limited service stops with the van but the bookmobile is back on the road.

The Board discussed the parking lot resurfacing.

B. Financial Report

Kathy Jeakins shared that GPPLD received two more Property Tax distributions. She confirmed that the Cumulus payment was listed but the check has not been sent. Kathy took suggestions for budget. Discussion included increasing legal, audit, programming, and books (reflecting the per capita grant award), and decreasing advertising.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Ruth Novosad and Ary Anderson have a plan in place to follow up with individuals who haven't responded to the initial GPPLD letter. Two residents have responded by submitting annexation paperwork and there are approximately 12 outstanding.

A. Discuss Results of Digital Marketing Campaign

Ruth Novosad shared that she and Laurie Nippe met with Cumulus. They expressed various concerns, including the fact that they haven't encountered anyone who has seen the email blast (e-blast). Cumulus is legally prohibited from disclosing third-party vendors but recognizes there are issues with the e-blast vendor. Cumulus presented two options: either waive e-blast fee or redo the e-blast at no additional charge (\$785). The geo-targeted ads were through a different third-party vendor. Lori and Ruth expressed concern that they haven't encountered anyone who has seen the geo-targeted ads. Cumulus said the fact that they can generate a list of websites is proof that the campaign occurred. GPPLD still hasn't received the full list of websites that the ads were on but have received a partial list. Ruth was not impressed with the domains and hasn't heard of many of them. Ruth left a message asking the ISU chairman of the marketing department, who would have expertise in digital marketing, if they would look over the information and give their opinion. Ruth believes Cumulus is doing what they can to rectify the situation, but Ruth is still not sure that the campaigns actually happened.

Rhonda Massie, the Bloomington Public Library Marketing Manager, doesn't see the same issues that Ruth does. BPL was offered the same deal with the eBlast and chose to redo the eBlast.

Ruth Novosad thinks this was an experiment, but it does not meet GPPLDs needs. Ruth recommended postponing the payment until the August meeting, after a corrected invoice and a final report is received.

RUTH NOVOSAD MOVED TO RESCIND PREVIOUS APPROVAL TO PAY CUMULUS,
ARY ANDERSON SECONDED. THE MOTION CARRIED UNANIMOUSLY.

YAYS: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH, JODI
 SHERMAN, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: LAURIE NIPPE

- B. Appoint Committee for Secretary's Audit of FY 2017-2018 Minutes
President Peterson appointed Stephanie Walden and Ary Anderson to audit the FY
2017-2018 Minutes.

- IX. Comments from Board Trustees
Patti Salch expressed that we have a great board.

- X. Adjournment
 SALCH MOVED, WALDEN SECONDED, TO ADJOURN THE MEETING. THE
 MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 5:44 p.m.

Incident Report Summary for August 2018

2018-08-31 23:59:00
 2018-08-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
3845	2018-08-03 10:07:23	Stolen/Damaged Library Material
3846	2018-08-03 12:00:12	Stolen/Damaged Library Material
3847	2018-08-07 15:04:22	Internet Abuse
3848	2018-08-08 16:38:57	Inappropriate Behavior
3849	2018-08-08 21:14:05	Stolen/Damaged Library Material
3850	2018-08-09 14:55:09	Library Equipment Incident
3851	2018-08-13 15:00:32	Inappropriate Behavior
3852	2018-08-17 13:12:50	Customer Related Illness Accident
3853	2018-08-21 16:34:29	Tobacco Use
3854	2018-08-22 18:16:54	Customer Related Illness Accident
3855	2018-08-28 15:17:29	Police Ambulance Call
3856	2018-08-28 16:59:22	Inappropriate Behavior
3857	2018-08-30 11:14:38	Staff Related Incident

Suspension Report Summary for August 2018

2018-08-31 01:47:39pm
 2018-08-01 01:47:39pm
 31 days in month

Suspension ID	Date/Time Submitted	Violation
163	2018-08-21 00:00:00	LibraryEquipmentIncident
172	2018-08-21 00:00:00	
164	2018-08-21 00:00:00	StolenDamagedLibraryMaterial
166	2018-08-21 00:00:00	PoliceAmbulanceCall
167	2018-08-21 00:00:00	StalkingIncident
168	2018-08-21 00:00:00	StolenDamagedLibraryMaterial
170	2018-08-21 00:00:00	PoliceAmbulanceCall
171	2018-08-21 00:00:00	StolenDamagedLibraryMaterial
165	2018-08-21 00:00:00	StolenDamagedLibraryMaterial
161	2018-08-03 00:00:00	StolenDamagedLibraryMaterial
169	2018-08-21 00:00:00	InappropriateBehavior
162	2018-08-07 00:00:00	InternetAbuse

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Collective Bargaining Agreement – Reopener Negotiations

On February 12, 2018, AFSCME Local 699, the Bloomington Public Library Board, and City of Bloomington Council ratified a collective bargaining agreement (located at www.cityblm.org under Human Resources in a folder titled Labor Contracts) to cover the period of May 1, 2017 – April 30, 2019. This collective bargaining agreement included the agreement to re-open the contract to discuss wages, effective May 1, 2018 and Article 14, Group Insurance.

On July 19, 2018, Local 699 and Library staff began negotiating the terms of the re-opener. The parties were able to reach Tentative Agreements on the issues detailed below (and in the attached appendices). The Union ratified the Tentative Agreements on September 6th.

- **Wages:**
 - General wage increases with retroactive pay as follows:
 - 5/1/18 2%
 - New starting base wages with retroactive pay as follows:
 - Custodian - \$15.50 for full-time employees, part-time employees at 85% of full-time rate
 - Librarian - \$25.28 for full-time employees, part-time employees at 85% of full-time rate
 - \$200 signing bonus
- **Group Insurance:**
 - The following changes were made to insurance, effective 1/1/19:
 - The PPO Benefit Plan deductible will be \$600 individual/\$1200 family.
 - The PPO Benefit Plan Hospital Emergency Care will be 80% after current copay (\$250), waived if admitted.

The financial impact of the tentative agreements includes:

- Estimated additional labor cost of the wage increase of 2% for FY19 (excluding the Custodian and Librarian classifications) is approximately \$14,905 excluding roll-up costs.
- Estimated additional labor cost of the base wage increases for the Custodian positions for FY19 is approximately \$4,004 excluding roll-up costs.
- Estimated additional labor cost of the base wage increases for the Librarian positions for FY19 is approximately \$16,085 excluding roll-up costs.
- Total cost for a one-time signing bonus is \$12,600.
- Group Health Insurance potential savings of approximately \$7,496 for FY19 premium decreases due to health insurance plan changes.

The wage increase was included in the FY2019 Budget. It is anticipated that vacancies, hiring new employees at lower wage rates, and reductions/savings in other categories will cover the other unbudgeted increases.

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APPENDIX "E" – REOPENER NEGOTIATIONS

As agreed in the contract ratified on February 12, 2018, the agreement was re-opened to discuss wages, effective May 1, 2018 and Article 14, Group Insurance. The following is agreed to by AFSCME 699 and BLOOMINGTON PUBLIC LIBRARY on this day, MONTH DAY, 2018:

Healthcare

PPO Benefit Plan

Deductible –

Calendar Year 2019 - \$600 individual/\$1200 family

Hospital Emergency Care –

80% after current copay (\$250), waived if admitted

The rest of the plan status quo

HMO Benefit Plan

Current plan design through 12/31/19

Wages

Year 1 – 2% retroactive to 5/1/18 (for employees on payroll upon ratification by Union/Library Board/
Council)

New starting base wages*:

Custodian - \$15.50 for full-time employees, part-time employees at 85% of full time rate, retroactive to 5/1/18 (for employees on payroll upon ratification by Union/Library Board/Council)

Librarian - \$25.28 for full-time employees, part-time employees at 85% of full time rate, retroactive to 5/1/18 (for employees on payroll upon ratification by Union/Library Board/Council)

*All in - no 2% wage increase in addition to hourly rate

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APPENDIX "F" – WAGE TABLE

MAY 1, 2018 – APRIL 30, 2019

LIBRARY WORKERS – AFSCME LOCAL 699 SALARY AND WAGE SCALE

		5 YR	10 YR	15 YR	20 YR	25 YR	30 YR
Position	Base	5%	7%	9%	11%	13%	15%
Full-Time							
Lib Asst	15.20	15.96	16.26	16.57	16.87	17.18	17.48
Cust	15.50	16.28	16.59	16.90	17.21	17.52	17.83
LTA	17.80	18.69	19.05	19.40	19.76	20.11	20.47
Lib Assoc	19.85	20.84	21.24	21.64	22.03	22.43	22.83
Libn	25.28	26.54	27.05	27.56	28.06	28.57	29.07
Part-Time							
Shelver	10.46	10.98	11.19	11.40	11.61	11.82	12.03
Lib Asst	11.52	12.10	12.33	12.56	12.79	13.02	13.25
Cust	13.18	13.84	14.10	14.37	14.63	14.89	15.16
LTA	15.12	15.88	16.18	16.48	16.78	17.09	17.39
Lib Assoc	16.63	17.46	17.79	18.13	18.46	18.79	19.12
Libn	21.49	22.56	22.99	23.42	23.85	24.28	24.71

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2019

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 15, 2019

February 19, 2019

March 19, 2019

April 16, 2019

May 21, 2019

June 18, 2019

July 16, 2019

August 20, 2019

September 17, 2019

October 15, 2019

November 19, 2019

December 17, 2019



5.7 Meeting Room Usage Policy

Approved 09/18/18

The Community Room and the Study Rooms in the Library are available to groups and organizations for events and activities that are in accord with the mission of the library, "To provide our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning." The Library reserves the right to deny reservations based on its compatibility with the library's mission.

Failure to abide by the following policies will jeopardize future meeting room use.

General Meeting Room Policies: (Applies to all rooms)

- Use of Library meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program.
- The Library and its affiliates have first priority on use of the meeting rooms. Other requests will be considered in the order in which they are received. The Library reserves the right to cancel prior reservations when the Community Room is needed for Library or City of Bloomington purposes.
- Groups/organizations using the meetings rooms must comply with all applicable local, state, and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.
- There shall be no admission charges, no solicitation for donations, or selling of products or services at the meetings. However, if the room is reserved for a presentation by an author, they may sell their own published works.
- All groups/organizations are responsible for reimbursing the Library for any damages, unusual cleaning expenses, or security measures related to the meeting. The meeting rooms should be left in the same condition in which they were found.
- Group/organization attendees are subject to all Bloomington Public Library Policies including the Conduct Policy.
- Candles, any open flames, smoking, and alcohol are prohibited.
- No tacks, nails, or tape are to be placed in or on doors, walls, windows, or furniture. The Library will allow use of its bulletin boards or easels, if requested.
- The group/organization is responsible for the supervision of all children who may accompany its members. Children should remain with the group or be supervised by an adult who must remain with them.
- The Library assumes no responsibility for private/personal belongings.
- The Library assumes no responsibility for personal injury to any person or damage to the property of others.

Bloomington Public Library

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- The meeting rooms are not available for private parties or social events.
- Groups/organizations are not allowed to use the Library as their official mailing address or phone number. When issuing posters, press releases, or other publicity, groups should make clear that their programs are not sponsored, co-sponsored, or approved by the library.
- The Library reserves the right to cancel a meeting because of weather related or building emergencies.
- The Library staff or security personnel will monitor the use of the meeting rooms and enforce all policies.
- Meetings that may become disruptive to normal Library operations must end immediately.

Community Room Use:

- Refreshments must be approved by the Library's Meeting Room Coordinator. Meals are not allowed.
- Fees for usage:

	Meetings intended for the Public	Private meetings, workshops, trainings
For Profit Groups	\$40 per hour	\$40 per hour
Non-Profit Groups	No Charge	\$15 per hour

- Payment of the usage fee must be made prior to or on the day of the reservation. An invoice is available upon request.
- The room can be reserved for a maximum of 6 hours per day by any one group/organization.
- Groups/organizations may use the Community Room up to twice per month.
- Groups/organizations may reserve the Community Room no more than 90 days prior to date of the meeting and no less than the day before the meeting. The Community Room is not considered reserved until Library staff has confirmed the reservation.
- Reservation changes and cancellations must be made no later than 24 hours prior to the reservation. Consistent failure to cancel and not notify the Library will jeopardize future meeting room use.

Group Study Room Use:

- Groups may reserve the Study Room up to one week in advance for up to two hours per group per day.
- Individuals are not eligible to make advance reservations, but they may use the Study Room for up to two hours per day when there are no reservations scheduled.
- Only covered beverages are allowed in the study room.

Digital Media Lab (DML) Use:

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- Regular library cardholders, age 12 and up, in good standing are eligible to use the DML. Regular library cardholders in good standing may also accompany children under the age of 12 that are capable of appropriately using the DML equipment.
- Individuals and Groups may reserve the DML up to one week in advance for up to two hours per day.
- No food or drink may be brought into the DML.
- If the group study room is occupied and there are no reservations for the DML, Library staff may allow use of the DML for group study purposes. All other DML policies shall still apply in these instances.



Meeting Room Information

- A pay phone is available on the Main Level near the entrance door.
- Free parking in the Library's lot is available, accessible parking for people with disabilities are located in the covered parking area. There is free street parking on Olive and Prairie Streets. The lower level parking lot (South of the Library lot and North of Jackson Ave.) is available on evenings and weekends.
- Library staff will not take or deliver messages for meeting participants and will not advertise the meeting.

Community Room:

- Accommodates Seats approximately 200 standing, 100 in chairs (auditorium style), 50 at tables (classroom style), or 16 for a business meeting (4 tables in a square with chairs facing inward).
- Kitchen facility available, but the kitchen is not to be used for cooking/baking.
- There is a cordless sweeper located in the Community Room kitchen for touch-up cleaning. Please notify Circulation (Check Out Desk) to page a custodian if any spills occur.
- Hours of usage:
 - Monday-Thursday 9:30 a.m. to 8:30 p.m.
 - Friday -Saturday 9:30a.m. to 4:30p.m.
 - Sunday 1:30 p.m. to 4:30 p.m.
- The Community Room can be reserved by phone 309.828.6091, option 4, then option 1 or email reserveroom@bloomingtonlibrary.org. If there is a question about the reservation, Library staff will contact the group.
- Reservation changes and cancellations must be made no later than 24 hours prior to the reservation by emailing cancelroom@bloomingtonlibrary.org.

Group Study Room:

- The Group Study Room is available for collaborative work. Examples of appropriate Study Room usage include, but are not limited to, students studying together, tutors, or by small private clubs/groups, such as book clubs or investment groups.
- Accommodates up to 6 people.
- If a group does not show up within 10 minutes of the reserved start time, the room may be given to others that ask for it.
- The Group Study Room can be reserved in person, by phone (309)828-6093, or email reference@bloomingtonlibrary.org

Digital Media Lab (DML):

- The Digital Media Lab (DML) is an electronic maker space. Among the many projects that may be accomplished here are: edit video, save physical photos and

Bloomington Public Library

Books are just the beginning.



slides into digital form, create digital artwork, record VHS tapes to disc or digital format, and record & edit sound.

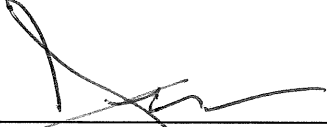
- Accommodates up to 6 people.
- The DML can be reserved in person, by phone (309)828-6093, or email reference@bloomingtonlibrary.org

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZE PAYMENT FOR UPGRADING THE EXISTING FIRE ALARM DEVICES
TO JOHNSON CONTROLS

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

1. That the three-quote requirement be waived and the Library Director authorize payment for upgrading the existing fire alarm zone devices from zone devices to addressable devices to Johnson Controls in the amount of \$11,978.00
2. That the current fire alarm panel was upgraded earlier this month as the panel was obsolete and replacement parts were no longer being manufactured
3. That Johnson Controls is a Limited Source in that we have an established relationship with the vendor, who has supplied the Library with equipment and service for multiple years
4. That with the new, addressable panel, it was recommended that the devices be upgraded as well
5. That the upgrade will replace the "zone" system for identifying the location of a triggered alarm
6. That the upgrade will allow staff to quickly identify the exact detector that was triggered
7. That the upgrade will allow staff to receive "trouble" notifications on electronic devices
8. That the funds come from the following source:
Maintenance and Operating Budget: \$11,978.00

Approved on this 18th day of September 2018



Julian Westerhout, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Support Services

Item (Including Detailed Description & Model Number, if applicable): Upgrade existing fire alarm zone devices to addressable devices to go with the upgraded fire alarm panel. Installation and programming internet dialer for purpose of replacing POTS lines.

Single Source (Y/N): Y

1. Vendor Name: Johnson Controls, Inc.

Vendor Remit Address: 686 High Point Lane, E. Peoria, IL 61611-9329

Vendor Email Address: Daniel.galletti@jci.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$11,978.00 (reduced \$1,000 as they are at the end of their fiscal year)

If not Single Source, at least two additional quotes needed:

2. Vendor Name:

Vendor Remit Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable):

3. Vendor Name:

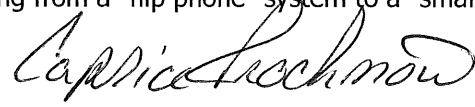
Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable):

Recommendation (Include Justification): Johnson Controls (formerly Tyco, which was formerly Simplex) is the Library's fire detection and alarm system provider. We have an annual contract with them. The fire alarm panel was upgraded as the panel was obsolete and replacement parts were no longer being manufactured. With the new, addressable panel, it is recommended that the devices be upgraded as well. This would be considered phase 2 of the upgrade. With addressable systems, each device has an address or location, enabling the exact detector that was triggered to be quickly identified. We will be able to access the panel info and receive "trouble" notifications on our electronic devices. Basically, we are moving from a "flip phone" system to a "smart phone" system.

Department Manager Signature: 

Date: 9.12.18

Director:  **Approve/Deny** **Date:** 9/13/18 **Initials** JAD



686 High Point Lane
EAST PEORIA, IL 61611-9329
(309) 694 8000
FAX: (309) 694 8007

Johnson Controls Quotation

TO:

Bloomington Public Library
205 E OLIVE ST
Po Box 3308
BLOOMINGTON, IL 61701-3308
Attn: Caprice Prochnow
Phone: (309) 557-8902 EXT(____) Fax:

Project: Bloom Library Device Upgrade
Customer Reference:
Johnson Controls Reference: 375424696
Date: 09/06/2018
Page 1 of 5

Johnson Controls is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
1	TL300	T-LINK TL300 W/PC5003C
4	4098-9756	DUCT SENSOR HOUSING-4-WIRE
4	2098-9806	REMOTE TEST STATION
4	4098-9856	SAMPLING TUBE 49", PLASTIC
21	4098-9792	SENSOR BASE
20	4098-9714	PHOTO SENSOR
10	4090-9001	SUPERVISED IAM
4	4090-9002	RELAY IAM
4	2088-9008	RELAY, SPDT W/LED
1	4098-9733	HEAT SENSOR
14	4099-9006	STATION-LED, DA PUSH ADDR
1	DPIM	INSTALLATION MATERIALS

Total net selling price, FOB shipping point, \$11,978.00

Comments

Scope: Proposal to upgrade existing zone devices to addressable devices. Also install and program internet dialer for the purpose of replacing POTS lines. Price includes installation, programming, and commissioning.

Note: Customer to supply IP drop to fire panel for internet monitoring and IT access. Replacement notification devices and NAC panels not included.

This quotation includes material and labor, is valid for 30 days, and is based upon acceptance of delivery within one (1) year. All work performed by a JCI-Simplex technician. Labor based on Prevailing Wage as required for McLean County. Any additional device coverage needed as required by the local authority having jurisdiction (AHJ) will be provided on a separate quote.

Orders over \$1000.00 will require a written purchase order.

Excludes:

Monitoring, Network Access, Device Sync, Taxes, Fees, Permits, Bonding, Paint, Plastering,

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



Project: Bloom Library Device Upgrade
Customer Reference:
Johnson Controls Reference: 375424696
Date: 09/06/2018
Page 2 of 5

Johnson Controls Quotation

Comments (continued)

Patchwork, TVSS, Lift Rental, Conduit, and Raceway unless otherwise noted.

Regards,
Dan Galletti
Electronic Service Sales Executive
SimplexGrinnell (A Tyco International Company)
686 High Point Lane, East Peoria, IL 61611 USA
Cell: 309-349-5140
Fax: 309-694-8007
www.tycosimplexgrinnell.com <<http://www.tycosimplexgrinnell.com>

TERMS AND CONDITIONS (Rev. 4/18)

1. Payment. Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at Company's then-prevailing rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer's failure to make payment when due is a material breach of this Agreement. If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

2. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement. Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at any time before the quotation or proposal has been accepted. Prices for products covered may be adjusted by Company, upon notice to Customer at any time prior to shipment, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) incurred by Company after issuance of Company's applicable proposal or quotation.

3. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and

waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

6. Reciprocal Waiver of Claims (SAFETY Act). Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

7. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. – 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement

date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.

8. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.

9. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails

to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

13. OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location,

type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Backcharges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes,

video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after ours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at



Customer's premises or unavailability of parts.

26. Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 ½% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid, 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

27. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency

Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

28. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

29. Force Majeure; Delays. Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

30. One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

31. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388: AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600: CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.jci.com or contact your local Johnson Controls office.

IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.**

Offered By:
Johnson Controls Fire Protection LP License#:

686 High Point Lane
EAST PEORIA, IL 61611-9329

Telephone: (309) 694 8000 Fax: 309-694-8007

Representative: Dan Galletti

Email: dgalletti@simplexgrinnell.com

Accepted By: (Customer)

Company:

Address:

Signature:

Title:

P.O.#:

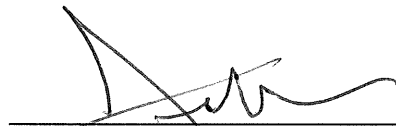
Date:

A RESOLUTION TO APPROVE THE PAYMENT FOR AUDIOBOOK SHELVING
TO BRADFORD SYSTEMS

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

1. That the Library Director authorize payment for Audiobook Shelving to Bradford Systems in the amount of \$11,940.00
2. That the current shelving is not optimal for library shelving
3. That the new shelving will take up less room and therefore can accommodate more items
4. That the new shelving will better accommodate customers as the bottom shelves are sloped for easier browsing
5. That the funds come from the following source:
Maintenance & Operating Fund, with a Donation from the
Bloomington Public Library Foundation: \$11,940.00

Approved this 18th day of September 2018



Julian Westerhout, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Audiobook shelving

Single Source (Y/N): N

1. **Vendor Name:** Bradford Systems

Vendor Remit Address: 430 Country Club Dr., Bensenville, IL 60106

Vendor Email Address: glowery@bradfordsystems.com

Vendor Number:

Quote Amount (include Shipping, where applicable): 11,940.00

2. **Vendor Name:** LFI (Library Furniture International)

Vendor Remit Address: 1945 Techny Rd. #10, Northbrook, IL 60062

Vendor Email Address: meghann@libraryfurniture-intl.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$6,430

3. **Vendor Name:** Demco

Vendor Remit Address: n/a

Vendor Email Address: n/a

Vendor Number: n/a

Quote Amount (include Shipping, where applicable): never replied with a bid or quote

Recommendation (Include Justification):

The current audiobook shelves are hand-me-downs not designed for a library. They take up a lot of square footage without providing adequate shelving space. The fiction audiobooks are weeded every 6 – 8 months due to space restrictions instead of evaluating demand and usage rates by considering of the number of titles and copies that should be in the collection. Alternate shelving in that area will better utilize the space and provide increased room for a larger audiobook collection. While downloadable digital audiobooks are growing in popularity, physical books on CD remain a popular format for customers. Maintaining a larger collection with more titles and adequate duplicate copies of popular titles would better meet demonstrated customer need.

We reached out to each vendor with the square footage of space available for audiobook shelving and asked them to provide shelving specs/quotes for what they thought would fit in the space. LFI submitted a proposal for one freestanding unit with wooden end panels. Bradford submitted two proposals – a proposal for one freestanding unit with acrylic end panels and a proposal for two freestanding units with acrylic end panels.

I recommend Bradford Systems' proposal for two freestanding units with acrylic end panels. I believe it is the best choice for several reasons: they have shown that two shelving ranges fit where we now have one (gaining much needed shelving space); their acrylic end panels will match the panels on the new DVD shelving that is coming from them; the end panels will be similar to the existing music CD panels; their proposal for a single range of shelving is \$5,720 which is less than LFI's, who did not bid two ranges of shelving; the sloped bottom shelf makes browsing easier when looking at

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

audiobooks near the floor; they worked very well with us when adding a new range of Large Print shelving; they will be here in November to install the new DVD shelving and can do the audiobook shelving at the same time.

Please note this quote does include two additional acrylic end panels (matching the proposed audiobook end panels and the ordered DVD end panels, and similar to the existing music CD end panels) for our current wall-mount shelving at a price of \$530. The existing end panels are wooden. It is my recommendation to include these in our purchase.

At the Foundation's September Board meeting, they approved donating up to \$11,940 for new audiobook shelving.

Prepared by: Carol Torrens

Date: September 13, 2018

Department Manager Signature: Carol E. Torrens

Date: 9/13/18

Director: Approve **Deny** **Initials** JCH

Date: 9/14/18



Bloomington Public Library Audio Books

Prepared for:
Carol Torrens

Bloomington Public Library
205 East Olive
Bloomington, IL 61702

Submitted by:
Gary Lowery
309.437.5512

glowery@bradfordsystems.com

August 20, 2018
BSC Project #30851

Bradford Systems Corporation is a qualified National IPA Contract provider and is proposing the following Spacesaver equipment and related services benchmarked against:
Contract # P15-150-DT

Corporate

430 Country Club Drive
Bensenville, IL 60106

630-350-3453 office
630-350-3454 facsimile
800-696-3453 toll-free

Merchandise Mart

222 Merchandise Mart Plaza
Suite 11-117
Chicago, Illinois 60654

312-467-1727 office
312-467-1447 facsimile

Missouri & So. Illinois

1735 Larkin Williams Rd.
Fenton, Missouri 63026

636-343-1515 office
636-343-3588 facsimile
800-696-3453 toll-free

Central Illinois

125 Thunderbird Lane
Suite 211
East Peoria, Illinois 61611

309-698-0490 office
309-698-0491 facsimile

Indiana

3815 River Crossing Parkway
Suite 100
Indianapolis, Indiana 46240

317-895-0670 office
317-895-0672 facsimile
800-862-5036 toll-free

Bloomington Public Library
Audio Books
Project #30851

Fixed Shelving Storage Solution:

- 2 Fixed shelving ranges (to sit directly on the floor), 18" D x 21' L
- 4 Acrylic end panels, 18" D x 58" H
- 2 Acrylic end panels, 12" D x 84" H (for existing shelving units)

Shelving Components:

- 14 Cantilever welded frames, 36" W x 58" H
 - Each frame includes:
 - 2 Plain sloped base shelves with integral low back, 8" D x 36" W
 - 8 Plain adjustable shelves with integral low back, 8" D x 36" W
 - 4 adjustable shelves per side

Project Investment:

Audio Books—Total-Materials, Delivered & Installed \$11,940.00

Notes:

1. The above quote is based on the drawings.
2. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
3. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
4. Pricing valid for 30 days.

Bloomington Public Library
Audio Books
Project #30851

1. Purchase orders should be made out to the following:
Bradford Systems Corporation
430 Country Club Drive
Bensenville, IL 60106
2. Purchase orders may be sent via:
 - Email: purchaseorders@bradfordsystems.com
 - USPS: 430 Country Club Drive, Bensenville, IL 60106
 - Facsimile: (630) 350-3454
3. Please send the following in conjunction with your purchase order:
 - Reference BSC project # 30851 on your purchase order
 - Project Information Sheet
 - Signed copy of the proposal and project drawings

7/17/2018

LFI Proposal QT-1038 For:

Library Furniture International

Factory: Biblio

1945 Techny Rd, #10

Bloomington, IL Library

Northbrook, IL. 60062

Lead Time: 10-12 weeks

ph: 847-564-9497

fax: 847-564-9337

Quote #:

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-1	8	FORTE		AUDIOBOOK SHELVING	\$ 804	\$ 6,430

72" H x 36" W x 16" D

7 rows high

base MULTIPURPOSE SHELF 36" X 8" X 10"
row 2 STEEL SHELF W/BOOK STOP 36" X 8"
row 3 STEEL SHELF W/BOOK STOP 36" X 8"
row 4 STEEL SHELF W/BOOK STOP 36" X 8"
row 5 STEEL SHELF W/BOOK STOP 36" X 8"
row 6 STEEL SHELF W/BOOK STOP 36" X 8"
row 7 STEEL SHELF W/BOOK STOP 36" X 8"

STEEL COLOR: **TBD**SIGNAGE: **6" high**END PANELS **3/4" wood stain to match**

1	STARTER
7	ADDER
2	OTHER

1 2 **Wood Veneer End Panel**
72"H x 22.5" W x 3/4" thick
Maple Wood Veneer, Stained
3mm Hardwood Edge

TOTAL FOB FACTORY	\$ 6,430
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INSTALLATION + FREIGHT - LFI to Arrange

TDB

TOTAL**\$ 6,430**

50% DEPOSIT	\$ 3,215
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7/17/2018

Factory: Biblio

Lead Time: 10-12 weeks

Quote #:

LFI Proposal QT-1038 For:

Bloomington, IL Library

Library Furniture International
1945 Techny Rd, #10
Northbrook, IL. 60062
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<u>QUOTATION TERMS</u> * quotes are valid for 60 days * quotes are based on stated quantities; any change in quantity may require re-quoting * prices include standard materials/finishes unless otherwise noted * customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote * LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer. <u>PAYMENT TERMS</u> 50% deposit; balance due upon completion <u>TO ACCEPT THIS QUOTE:</u> * sign and date below as formal acknowledgement of the quote terms * please forward a deposit if one is required per the quote terms * please fax back to LFI at 847-564-9337 and we will begin processing your order * LFI will coordinate and schedule in-bound freight of your order. * An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory. * By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims. * Factories and freight carriers will require digital photography of any damage related issues. Signature _____ Date _____		
				TOTAL	\$	6,430

BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES

~~Adopted June 10, 1973~~

Proposed changes also reflect reformatting numbering for all sections.

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1. The Bloomington Public Library is a municipal library, serving the corporate boundaries of the City of Bloomington, as established under the Illinois Local Library Act (75 ILCS 5). As provided in the Illinois Local Library Act, the Board of Trustees shall be composed of 9 city residents, appointed by the mayor and approved by the city council. Vacancies shall be reported to the mayor and shall be filled in like manner as original appointments. The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.
2. The regular meeting of the Board of Trustees of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board at the first regular meeting of the Board each fiscal year. All meetings of the Board of Trustees are open to the public as provided in Illinois Open Meetings Act (5 ILCS 120).
3. Special meetings may be held at any time at the call of the President, the Vice-President, or any two members of the Board, provided that it complies with the Illinois Open Meetings Act (5 ILCS 120).
4. A quorum at any meeting shall consist of a majority of the members of the Board.
5. The Officers of the Board of Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. Each fiscal year, they shall be elected at the last regular meeting of the Board of Trustees and shall serve one year terms, or until their successors are elected.
6. The President shall preside at all meetings of the Board, appoint all committees, serve as ex-officio on all committees, serve as the only board spokesperson to staff, and perform such other duties as are normally associated with the office or may be assigned by the Board. ~~The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.~~

In the absence of the President, Trustees shall preside in the following order: Vice-President, Secretary, Treasurer, and finally the Trustee with the most seniority.

The Secretary, or designee, shall create the written minutes of the Board meetings including closed session and committees, call the roll and record votes.

The Treasurer shall serve as the chair of the Budget and Personnel Committee, review the budget and shall have such other duties as may be assigned by the Board.

The Library Director, or their designee, shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.

Committees: The President shall appoint such committees before the first regular meeting of the Board each fiscal year and as needs arise, charging them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee. Ad hoc committees may be formed as needs arise.

- The Budget and Personnel Committee is chaired by the treasurer and is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director annually.
- The 3 P's Committee is charged to work with staff 1) to develop the short-term and long-term plans for the Library; 2) to periodically review Library policies; and 3) to review and assess the Library's balance of programs.
- The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including seeking self-nominations.

Committees shall meet and discuss at the direction of the Board.

7. The Board is responsible for hiring and employing a Library Director who oversees the operations of the Library. Six affirmative votes shall be required to hire and/or fire the Library Director.
8. Order of Business: the order of business at all regular meetings of the Board shall be determined by the Board.
9. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board except as specified herein.
10. All regular and special meetings of the Board shall comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Trustees may attend and participate in meetings of the Board by telephone subject to the following limitations:

- a. The minimum qualifications specified by the Open Meetings Act are met.
- b. The Trustee notifies the appropriate Library Staff at least two hours prior to the scheduled meeting start time.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board has approved the written minutes of the closed session and the destruction of the particular recordings.

11. Library Board Trustees are expected to adhere to the following ethical precepts (originally created as the ALA Ethics Statement for Public Library Trustees):
 - a. Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
 - b. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

- c. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
 - d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
 - e. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
 - f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
 - g. Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.
12. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.

Adopted June 19, 1973

Revisions Approved 10/16/18 Approved 09/20/16

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