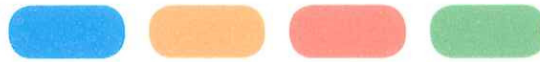


Bloomington Public Library

Books are just the beginning.



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

AGENDA

- 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. Consent Agenda
 - A. Approve Minutes of July 17, 2018 Regular BPL Board Meeting
 - B. Approve Bills List of July 2018
- IX. Action Items
 - A. Approve Innovative Interfaces, Inc. Contract & Authorize Payment for the Library's Integrated Library System Based on the Competitive Bid Process
 - B. Approve Waiving the Three Quote Requirement for Purchase of Server for Integrated Library System
 - C. Approve Fixed Asset Budget Amendment FY19-01
 - D. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes
- X. Discussion Items
 - A. Library Expansion
 - B. Review Board Packets and Policies Postings
- XI. Comments from Board of Trustees
- XII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, August 21, 2018

Signature, BPL Trustee

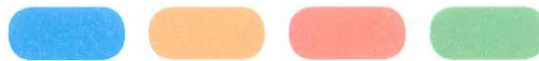
Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,039.07
Amazon.com, LLC	Adult Books	79.87
Amazon.com, LLC	Building Mtnc Supplies	21.60
Amazon.com, LLC	Children's Books	113.62
Amazon.com, LLC	Computer Supplies	222.56
Amazon.com, LLC	Janitorial Supplies	75.45
Amazon.com, LLC	Library Supplies	193.70
Amazon.com, LLC	Office Supplies	94.05
Amazon.com, LLC	Other Purchased Services	245.90
Amazon.com, LLC	Professional Books	54.99
Amazon.com, LLC	Vehicle Maintenance	15.45
American Pest Control	Building Maintenance	80.00
Asphalt Clinic, LLC	Building Maintenance	5,835.00
B & K Technology	Other Purchased Services	380.75
Bibliotheca, LLC	Office/Equipment Mtnc	5,621.41
CDW Government	Computer Supplies	351.10
CDW Government	Office/Equipment Mtnc	2,909.40
Cengage Learning	Adult Books	357.60
Chicago Tribune	Periodicals	299.00
CIRNB, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,045.54
City of Bloomington	FICA	11,978.12
City of Bloomington	Gas & Diesel Fuel	321.10
City of Bloomington	Health Insurance-HMO	3,643.52
City of Bloomington	Health Insurance-PPO	26,596.00
City of Bloomington	IMRF	21,283.92
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	2,801.37
City of Bloomington	Payroll	205,615.78
City of Bloomington	Vision Insurance	231.50
CM Promotions, Inc.	Library Supplies	653.39
CM Promotions, Inc.	Other Purchased Services	773.94
Coughlin Companies, LLC	Public Access Software	1,265.00
Cummins Mid State Power	Vehicle Maintenance	4,082.61
Cumulus Broadcasting	Advertising	1,134.00
Custom Digital Imaging	Other Purchased Services	4,554.01
Custom Digital Imaging	Printing/Binding	2,121.53
Dell Marketing, L. P.	Computer Supplies	5,636.78

Demco	Library Supplies	637.95
Earthwise, Environmental, Inc.	Building Maintenance	405.00
Earthwise, Environmental, Inc.	Building Mtnc Supplies	140.00
Elm USA, Inc.	Library Supplies	2,039.34
Emery, Tom	Other Purchased Services	150.00
Engler, Callaway, Baasten, and Sraga, LLC	Other Purchased Services	3,065.65
Envisionware, Inc.	Office/Equipment Mtnc	2,907.25
Evans, Dale	Other Purchased Services	200.00
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33
Facts on File	Public Access Software	4,290.02
Farnsworth Group	Other Purchased Services	6,213.72
Findaway World, LLC	A/V Materials	98.98
Four Season Peoria	Advertising	810.00
Frontier	Telecommunications	1,559.69
Illinois Heartland Library System	Office/Equipment Mtnc	22,948.20
Illinois State University	Advertising	310.00
Ingram Library Services	Adult Books	229.98
Massie, Rhonda	Advertising	270.67
McLean County Chamber of Commerce	Professional Development	600.00
Midwest Tape	A/V Materials	166.64
Midwest Tape	Downloadable Materials	4,900.00
Miller Janitorial Supply	Janitorial Supplies	921.82
Miller Janitorial Supply	Office/Equipment Mtnc	60.72
Neopost USA, Inc.	Rentals	23.00
Newsbank, Inc.	Public Access Software	15,160.00
Office Depot	Computer Supplies	499.97
Office Depot	Miscellaneous Expenses	14.10
Office Depot	Library Supplies	20.98
Office Depot	Office Supplies	985.11
OverDrive, Inc.	Downloadable Materials	9,800.00
Peek-A-Book, LLC	Computer Supplies	1,195.00
Penguin Random House, LLC	A/V Materials	78.75
Penworthy Company, LLC	Children's Books	290.89
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	386.77
Proquest, LLC	Public Access Software	2,663.00
Recorded Books, Inc.	A/V Materials	307.93
Ricoh USA, Inc.	Rentals	2,604.84
Ron Smith Printing Co.	Printing/Binding	120.00
Scott's Boiler Services, Inc.	Building Maintenance	700.00
Swank Motion Picture Licensing	Other Purchased Services	876.00
Taylor, Pamela	Other Purchased Services	150.00
Tee Jay Central, Inc.	Building Maintenance	2,062.20
Tri-County Irrigation Companies, Inc.	Building Maintenance	70.38
Uline, Inc.	Janitorial Supplies	104.52
Unique Management Services, Inc.	Other Purchased Services	814.45
Weber Electric, Inc.	Vehicle Maintenance	1,191.00
WEEK Television	Advertising	600.00
Wherry Machine & Welding, Inc.	Other Purchased Services	72.00
Wolpert, Emily	Travel	8.72
VISA - Baker & Taylor Books	A/V Materials	8,523.72
VISA - Baker & Taylor Books	Adult Books	10,322.87

VISA - Baker & Taylor Books	Children's Books	8,094.46
VISA - Demco	Library Supplies	223.40
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - GameStop	A/V Materials	1,512.46
VISA - Hy-Vee	Other Purchased Services	17.53
VISA - In Blubrry	Other Purchased Services	20.00
VISA - International Service Fee	Library Supplies	0.52
VISA - Jewel-Osco	Vehicle Maintenance	11.43
VISA - Meetup Organizer	Advertising	89.94
VISA - MegaDisc Store	Library Supplies	26.06
VISA - Meijer	Library Supplies	18.88
VISA - Michael's	Other Purchased Services	95.96
VISA - Monoprice, Inc.	Library Supplies	8.99
VISA - National Enquirer	Periodicals	129.48
VISA - NewEgg.com	Other Purchased Services	109.89
VISA - News Gazette	Periodicals	18.95
VISA - Red Raccoon Games	Other Purchased Services	36.00
VISA - Scholastic Education	Other Purchased Services	211.33
VISA - SharkNinja Sales Company	Building Mtnc Supplies	757.83
VISA - SteamGames.com	Other Purchased Services	55.00
VISA - UPS	Postage	50.55
VISA - Verizon Wireless	Telecommunications	126.90
VISA - Wal-Mart	Building Mtnc Supplies	39.88
VISA - Wal-Mart	Janitorial Supplies	152.77
VISA - Wal-Mart	Library Supplies	47.07
VISA - Wal-Mart	Miscellaneous Expenses	5.96
VISA - Wal-Mart	Office Supplies	22.71
VISA - Wal-Mart	Other Purchased Services	506.48
VISA - Webstaurant Store	Janitorial Supplies	282.10
VISA - Windstream	Telecommunications	132.39
Total		439,203.89

Bloomington Public Library

Books are just the beginning.



Director's Report July 2018

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

I continued to work with Farnsworth to complete our amended project. The completed Farnsworth report, focusing on revised conceptual site plans, was presented at the July board meeting. I invited the City Council members to attend and three joined us.

At the end of June, we learned that our Bookmobile generator was inoperable. I worked with Colleen, Circulation & Outreach Manager, Sara, Circulation Supervisor, and Caprice, Support Services Manager to encourage the mechanical company to find a faster resolution. As a staff team, we also found creative ways to provide service to Bookmobile customers while the Bookmobile was off the road.

I also:

- Attended the Multicultural Leadership Program Opening Reception, supporting one of our staff members participating in this year's program.
- Met with District 87, Unit 5, and Normal Public Library representatives to discuss the student card programs.
- Served on the Leadership McLean County's Leadership Skills Committee.
- Met the new City Manager, attended his open house, and shared information about Bloomington Public Library.

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

I worked with Colleen, Circulation and Outreach Manager, and Allison, Technical Services Manager to prepare passes from the Normal Children's Discovery Museum for circulation. We will have 4 passes, each allowing a family of four museum admission, available for checkout. We are grateful that Normal Children's Discovery Museum is partnering with us to provide this opportunity to the community.

I also continued to work with Innovative Interfaces to develop a contract for our replacement Integrated Library System (ILS, or catalog). We hope to bring a final contract to the Board for approval in August.

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

This month, I:

- Met with new board member, John Argenziano.
- Participated in an interview for a full-time LTA position in Technical Services.
- Helped prepare a job posting for a Children's Services Librarian vacancy.
- Participated in Union Negotiations.
- Worked on creating our new Personnel Handbook.
- Attended a Peoria-area Library Directors meeting.

Bloomington Public Library

Books are just the beginning.



- Met with Bookmobile Drivers regarding IDOT requirements.
- Attended an online RAILS update.

Goal: Administer a cost-effective public library.

I submitted a project application to the Leadership McLean County Leaders on Loan program. 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.

I also:

- Met with Kerrie, our webmaster, to discuss revisions for our donation webpage.
- Attended the Library Foundation Board Meeting.

**Adult Services Report
July, 2018
Carol Torrens, Manager**

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

- Tiffany met with a BJHS social studies teacher about using the library's electronic resources in his classroom.

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

COLLECTIONS

- Marcie completed grubby item and collection check reports for fiction authors Saa-Soz and dead item report for fiction authors Spa-Ter.
- Katie is working with our shelper Kam to weed the craft books in 745 – 746s based on no recent use or too much use. Items in the latter group may be replaced.
- Soon, we will circulate GoChip Beams. Each of these devices has five movies and link to a device or computer via an app or software. No downloading or internet connection is needed.

PROGRAMS

- Lincoln's Festival on Route 66 was the third weekend of July and was a huge success. Karen M. works on that community committee to plan events at the Library and throughout downtown. All the library events (children/teen/adult) together had more than 400 people participate.
- Tiffany has worked diligently to provide an excellent End of Summer Reading Party for teens on the evening of Friday, Aug. 3. They'll solve three different escape rooms, play VR games, play group video games, and enjoy snacks and board games.

Adult/Family programs

Fiction – 1 session – 9 attended

Mystery Book Club – 1 session – 6 attended

Books on Tap – 1 session – 9 attended

Pond Fish (3rd of a 4-part series) – 1 session – 5 attended

Author William Hazelgrove on Wright Brothers – 1 session – 15 attended

Lincoln Fest on Route 66

Young Mr. Lincoln film – 1 session – 12 attended

Pantagraph's film Lincoln's in Town – 1 session – 9 attended

Dale Evans on Dulcimer – throughout one day – 35 attended

Jesse Fell, Lincoln, and ISU – 1 session – 23 attended

Building the IL Central Railroad – 1 session – 30 attended

Lincoln's Lost Speech – 1 session – 55 attended

Civil War Music – 1 session – 53 attended

Jack of All Spades Card Club – 1 session – 5 attended

Next Step Dance Studio: Salsa – 1 session – 18 attended

B/N History, Part 2 – 1 session – 16 attended

Teen Programs

Monday Movie Matinee – 3 sessions – 53 attended

Sparkling Grape Juice and a Masterpiece (DIY painting) – 2 sessions – 28 attended

Monday Crafts

Watercolor Pillowcase – 1 session – 50 attended

Painted Rocks – 1 session – 20 attended

Passive program: Flag pins for Lincoln Fest – 14 made

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

- Several staff attended several mini-morning sessions on topics including Lincoln Fest, tornado procedures, and new circulating items: GoChips, Children's Discovery Museum passes, and an Ages and Stages kit. Karen M. presented on Lincoln Fest and Carol presented the GoChip.
- Webinars: Marcie, Daphne, & Karen H. -- Effective Responses to Homelessness. Marcie & Daphne -- How to Make Stress Your Friend. Rob & Daphne -- From Drained to Energized. Marcie & Carol -- ESP service from Collection HQ.

Goal: Work effectively through the use of technology.

- There were 12 individual computer appointments this month. Topics were: 3 for ereading; 1 for Facebook; 2 for email setup and online purchasing; 2 for resume/online application; 1 for using photos in Word; 1 for typing assistance when writing a letter; 1 for microfilm and newspapers.com; 1 for general computer and phone use.

Goal: Administer a cost-effective public library.

- Longtime volunteer Nancy Miller is "retiring" from her duties here. For 10+ years, she's handled out-of-area requests for local history and genealogy research. She also worked with customers here in the library. She will be missed!
- A new volunteer for movie programs, Lyndon Ma, has been trained.

BUSINESS OFFICE REPORT

Kathy Jeakins

July 2018

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

I attended Mini Morning Sessions on The Lincoln Festival and on Tornado procedures.

Goal: Administer a cost-effective public library.

In July, the Library received its annual distribution of Replacement Tax.

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.

I began pulling information for the Golden Prairie audit, which will be in August.

I sent information to the newspaper regarding Golden Prairie's annual budget and appropriation hearing, which will be on August 15, just prior to their regular Board meeting.

On July 10, I met with new Board member, John Argenziano, for an orientation of the Library's finances.

I was asked to provide documents for the Foundation audit.

Bills Costing in Excess of \$5,000:

1. Asphalt Clinic: \$5,835.00 to re-surface the parking lot
2. Bibliotheca: \$5,621.41 for 3 months maintenance for sorter, RFID pads, and the self-checks
3. Farnsworth Group: \$6,213.72 for consulting fees for Phase II of expansion project
4. Illinois Heartland Library System: \$22,948.20 for the annual OCLC Service
5. Newsbank: \$15,160.00 for the annual renewal of Bloomington Pantagraph/America's Newspapers

Upcoming:

Getting ready to start working on the FY20 Library budget

Golden Prairie audit will take place on August 16

Will provide Johanna with data for Golden Prairie's Annual Report

Children's Services Report

Melissa Robinson

July 2018

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

Danny is working with Kerrie from IT to develop a webpage which will promote our resources for customers with disabilities.

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

Collections:

Danny worked with Allison, Tura, and Kelly from TS to add "Bilingual" stickers and catalog data to the Spanish collection.

Programs:

- Fonziba Drums – 2 sessions – 172 attended
- Minute to Win It – 47 attended
- Journey to Story Book Land – 173 attended
- Jeanie B – 2 sessions – 129 attended
- Smarty Pants Story Time – 4 sessions – 546 attended
- Little Explorers – 4 sessions – 82 attended
- Singing, Swinging Story Time – 2 sessions – 46 attended
- Sensory Story Time – 5 attended
- Pirate Story Time – 71 attended
- Family Games Day – 20 attended
- Lego Construction Time – 56 attended
- Tales for Tails – 3 sessions – 71 attended
- Nature Play Date – 15 attended
- Don't Lose Your Marbles – 53 attended
- ISU Art Station – 2 sessions – 10 attended
- Lincoln Coloring Contest – 93 entries
- 24 programs/sessions offered – 1589

Circulation and Outreach Services Report

Colleen Shaw

July 2018

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

- Home Delivery staff delivered 376 items to 42 patrons this month.
- Deposit Collections delivered 794 items to 10 sites this month. Tech Day was offered at Miller Park and Luther Oaks. Staff had 17 attendees participate in a special program, "JeoParody", at Westminster Village on July 20.
- Outreach facilitated a large donation of books from Eastview Christian Church's new westside campus to the Western Avenue Community Center.
- The Children's Discovery Museum is partnering with the Library to offer 4 museum passes (good for 4 general admissions each) to be available for checkout at the Library. The passes will checkout for one week with no renewals and will be kept at the Circulation desk. Patrons can place the passes on hold and there is a one pass per household limit.
- The bookmobile continued to deal with an unfortunate bout of generator issues and stops were cancelled on July 2 & 3. Modified stops in the Library's van were made on July 5 – 7 & 9. On July 10 & 11 we made it to our scheduled stops without the use of A/C. On July 12 we were fully operational again! New routine maintenance of our generator will now be included in regular scheduled visits to the mechanic to keep things running smoothly.
- The bookmobile made two special one-time stops this month. On July 19 we headed to Woodhill Towers for their Friends and Caregivers event. On July 27 we visited the Miller Park Zoo.

Upcoming:

- Circulation/Outreach plan to staff a table at the following upcoming events:
 - Westside Block Party, First Christian Church – Aug 4
 - West Bloomington Neighborhood Block Party, corner of Mason and Mill – Aug 4
 - YMCA National Night Out – Aug 7
 - Growmark/Country Financial Wellness Fair – Aug 7
 - Back 2 School Alliance Fair, Grossinger Motors Arena – Aug 9
 - Cedar Ridge Fair – August 15
 - Heartland Community College Welcome Days – Aug 21 & 22
 - Illinois Wesleyan University RSO Fair – Aug 30

The following groups visited us on a regular basis:

- La Petite Academy – 2 visits – 100 attended
- Little Jewels – 4 visits – 124 attended
- Debra T Thomas – 8 visits – 200 attended

Children's staff visited the following groups:

- Children's Home and Aid – 2 visits - 24 attended
- La Petite Academy – 20 attended

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

Staff attended mini-morning sessions on new formats for check out, the Lincoln Festival, and tornado evacuation procedures.

Upcoming:

In August, the follow programs will be offered:

- Family Games Day – Aug 5
- Music Makers – Aug 7, 14, 21, and 28
- Lego Construction Time – Aug 8
- Pint Size Polka – Aug 10
- Singing Swinging Story Time – Aug 11 and 13
- ISU Art Station – Aug 12
- Move and Learn – Aug 20



(7/2018) Circulation and Outreach Services Statistics

Total Circ BPL	114,304
Total Circ Main	99,158
Adults	48,144
Teens	2,881
Children	48,133
Total Circ Outreach	4,763
OTR Adults	2,000
OTR Teens	105
OTR Children	2,658
Total Circ eBooks	10,383
Hoopla	2,344
MyMediaMall	7,669
RBDigital	341
TumbleBooks	29
Borrowers Registered	422
Total Active Cardholders	34,495
Children	8,282
Teen	3,163
Adult	23,050
GPPLD	1,385
Total Holds Filled	8,177
Main Holds	6,968
Outreach Holds	1,209
Door Count	34,217

10 Stops with Highest Circulation

THUR	2.5	WINGOVER APTS (EVENING)	387
THUR	1	WINGOVER APTS (MORNING)	195
WED	1.5	HERSHEY GROVE	140
THUR	1.25	EAGLE RIDGE	140
THUR	1	BALLYBUNION	130
TUE	1	PONDS APTS	111
MON	1.5	THE GROVE	110
MON	1	ROLLINGBROOK SOUTH	103
TUE	1.25	EAGLE CREEK	99
WED	1.25	NORTH POINTE	90

5 Stops with Lowest Circulation

SAT	1	MEADOWS	0
SAT	1	FOX CREEK	1
FRI	1	MARKET SQUARE SHOPPING CENTER	6
THUR	1.5	SUNNYSIDE PARK	7
TUE	1	BEICH RD.	8

Bookmobile Customers: 1,001

Total Monthly Stops: 60 (at 46 locations)

Circulation Questions Answered: 977

Outreach Questions Answered: 47

Total Questions Answered: 1,024



	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					
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					
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					

Bloomington Public Library

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Human Resources Report

Gayle Tucker

July 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 Tornado Procedures
 - I attended a session about Go Chips, Museum Passes, and SPICE Kits
- I share relevant training opportunities with Department Managers
- In July, there were two in-house Job Announcements and one website/Facebook posting
- In July, I participated in one interview
- I provided orientation for two new employees
- 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 spent several hours doing guided testing of the Kronos test database.

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 will resume in August
- 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

Information Technology Services Report

Jon Whited

June 2018

Goal: Work effectively through the use of technology.

We continue to evaluate the Envisionware selfchecks. Various staff in the Circulation department have been testing the Envisionware selfcheck in their department and giving their thoughts on it.

We are currently replacing all of the catalog PCs throughout the Library. We will be working on the Children's staff PCs next.

Marketing Report - 07.2018

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

FALL/WINTER PROGRAM GUIDES

- Our September-December Program Guide was sent to the printer on August 3.
- 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, Ages & Stages Bags, Children's Discovery Museum passes).
- The printed guides should arrive back from the printer between August 17 & August 20. Prior to that, the guide is available online at <https://bit.ly/2Knyx6N>
- Distribution
 - The guide will be distributed to every student in grades K-5 in both District 87 and TriValley.
 - The guide will be eBlasted to all our cardholders (unless they've opted out).
 - The guide will be available at the library, on the Bookmobile, and on the library's website.

SUMMER READING

- Summer Reading has ended.
- Preliminary reports indicate that **4,549** people completed the program.
 - Kids 3,421
 - Teens 544
 - Adults 584
- We are allowing people to finish the program until we run out of prize packs or until schools starts.

DESIGN WORK

Ads Created

- Pantagraph Ad promoting Lincoln's Festival
- Pantagraph Ad promoting Jeanie B.'s music program
- Pantagraph ad promoting "The Bizarre History of Illinois" program

Publicity (print and social media)

- September-December Program Guide
- Nature Playdate Program
- Lincoln's Festival (programs at the Library)
- Journey Through Storybook Land program
- Music Makers programs
- Polka Can Take You Anywhere program
- A Lifetime of Flying program
- Update Text Alert Image to accommodate Bookmobile schedule changes
- Handouts letting the Teens know that they earned their party
- August Calendars
- Update and print handouts that outline library offerings for teachers
- Update and Order "My Library Card" Handouts
- GoChips

Posters for the Bookmobile

- Polka Program
- Teen Summer Reading Program
- The Building of the Illinois Central Railroad
- Bizarre History of Illinois
- Illinois Memoirs

Website (Rotating Bar& Highlight Boxes) & Plasma TV Art

- GoChip Beam art for all three of these digital display areas

Signs

- Table Tents about Antibacterial Wipes
- Must-Read books with One-Word Titles (book display)
- August is the Month for a Little Romance: Celebrating National Romance Month (book display)
- Books that Make You Laugh (book display)
- "Save Your Vision; Read Large Print Books" (book display)
- Table Tent for Circulation - New & in the News: Biographies & Nonfiction
- Table Tent for Circulation - New & in the News: Fiction, Mystery & SciFi/Fantasy

Miscellaneous

- Magic School Bus Bookmarks
- Bookmarks for the *Who was; Who were; Who is*; etc., series
- Shelf Talkers for *The Outlaws of Cave-In Rock*
- Locate, edit, and print a 3-foot-tall version of the rabbit from Alice in Wonderland
- Update and print InterLibrary Loan Renewal Slips
- Changed Display Case from Summer Reading to Lincoln's Festival
- Revamped "Pirates in the Library" publicity to "Pirate Story Time" when the initial program cancelled
- Signs promoting that PATH is holding hours in the Library
- Mocked up an image of the Children's Department to show how it will look with future hanging signage
- Changed the color scheme on the Welcome sign in the Circulation Lobby
- BPL Address Labels for AS
- GoChip Beam Binder Cover

Printing

- Pond in Your Yard Handouts (25)
- Teen Movie Handouts (25)
- Story Time Brochures (50)
- Wireless Printing Handouts (100)
- How to Read a Book in 10 Minutes (200)
- Teen Summer Reading Logs (25)

PODCAST

- On July 30, the podcast committee published its 22nd episode which was about the Illinois Shakespeare Festival. This very well may have been the Library's final episode as we lost our host, Danny Rice, to NPL. Danny is the third person to leave the committee, and we're putting the podcast on indefinite hiatus. The current plan is to continue to host the existing episodes online for at least 6 months and revisit the matter at that time.

HEADLINES

- *Alderman: Library Expansion Concept Would Enhance Downtown*; July 19; WGLT
- *Library sees site expansion proposals ranging from \$28.5M to \$52M*; July 18; Pantagraph
- *Family-friendly & affordable summer activities in BloNo*; July 12; Pantagraph
- An article was requested, written, and submitted to *Pastelle* magazine. It focused on the GPPLD, but it did not run.

Electronic Outreach

- During the past month:
 - the Library added 61 Facebook followers for a total of 6,273;
 - the Library added 28 Instagram followers for a total of 1,044;
 - the Library added 4 Twitter followers for a total of 1,947;
- The Library has 256 current text subscribers.
- The Library's Bookmobile stops combined have 759 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.
- The Library's Cardholder Perks eBlast list contains 23,260 subscribers.
- The Library's Program Guide eBlast list contains 23,272 subscribers.

- The Library's General eBlast list contains 23,279 subscribers.

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information (this will change in late August when we start sending our emails to all cardholders except those who've already opted out of receiving such communications). The eBlasts are also posted to Facebook and Twitter. Through Facebook, they're also posted to Instagram.
 - On July 1, we sent the July eBlast to 23,349 cardholders. The eBlast promoted 4 online resources — Hoopla, RB Digital, Lynda.com, My Media Mall. These resources occupied spaces on the Bingo Card for the Adult Summer Reading Program.
 - On August 1, we sent information about the online resource AutoMate to 23,297 cardholders.
 - In mid-to-late August, I will eBlast the new Program Guide to cardholders.
 - On September 1, I plan to use the eBlast to highlight some new items the library will soon begin to circulate – GoChip Beams, Children's Discovery Museum passes, and Ages & Stages Bags. I may also plug the fact that our DVDs lend without charge.
- has a 1-year advertising package with Grossinger Arena which began on 4.1.18.
- has a 9-month advertising package with HOI (TV) which includes ads on their nighttime local news shows and began in April 2018
- 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 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.

STUDENT LIBRARY CARDS

A meeting about Student Cards took place at BPL on July 17. The meeting included representatives from BPL, NPL, Unit 5, and District 87. The goal of the meeting was to introduce the Student Card Project to our new district liaisons in these efforts.

- Both Cindy Helmers (District 87) and Carmen Bergman (Unit 5) – our previous liaisons -- are no longer in the positions that made them our partners in these efforts. We are now working with Diane Wolf (District 87) and Maureen Backe (Unit 5).

TRAINING

- Rhonda watched a webinar about Niche Academy which is used by the Library to provide video tutorials about specific online resources to patrons. The webinar outlined changes to the service. Rhonda and Kerrie (webmaster) later met to discuss which elements we wanted to incorporate onto the BPL website.
- Rhonda watched a webinar about Gale's Analytics On Demand, and, with AS librarian Rachel Park, will view a panel discussion about the service on August 9.

SIGNAGE

- Jim has designed replacement hanging signage for the library. This is a project we will continue to work on in August.

Support Services Report
Caprice Prochnow
July 2018

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

- Support Services staff:
 - Removed carpeting from the Sorter area in the Circulation workroom.
 - Moved furniture and electronic items from the boiler room and IT to under the overhang for pickup.
 - Replaced lamps in both AS and CS public areas.
 - The carpet in the Community Room and IT hallway was shampooed and the sectional in Children's was shampooed.
 - Metal recycle items were taken to Behr's and two book carts to Wherry Welding for repair.
 - Put together and placed wire racks in IT hallway for storage of electronic recycle items.
 - Annual installation of bag filters in main air handler.
 - A new flag was installed as the previous one had become frayed.
- Repairs/Installs:
 - Tri-County conducted the mid-season blowout of the irrigation system and repaired sprinkler heads.
 - The parking lot was striped with angled parking along with permanent speed bumps.
 - Johnson Controls replaced the smoke detector in the elevator room.
 - Automatic Fire Sprinkler replaced a corroded valve on the fire sprinkler system that was causing the system to lose pressure.
- A number of compromised or no longer used furniture items were donated to the Recycling Furniture for Families organization.
- Advanced Technology Recycling picked up a number of compromised or outdated electronic items for recycling.

Recruit, train and develop a knowledgeable, collaborative staff.

- Security Site Supervisor, Tom Drewry conducted two Mini Morning Sessions on Tornado Procedures training for staff. A session was filmed and can be viewed on SharePoint.
- Safety Committee met on July 26, to discuss safety training ideas for staff on Development Day this year.

Administer a cost-effective public library.

- Johnson Controls conducted the mid-season PM of the chiller.
- Two new vacuums were purchased as the current vacuums were out of warranty and failing.
- Earthwise Environmental conducted the quarterly PM on the chemical levels for the closed loops on the HVAC system.
- Scott's Boilers conducted the annual PM on the P-K boilers.

Upcoming

- The fire alarm panel will be replaced as the current panel is about 20 years old.
- The sensors for the front entrance doors will be replaced.
- New carpet squares will be installed in the Circulation workroom sorter area.

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

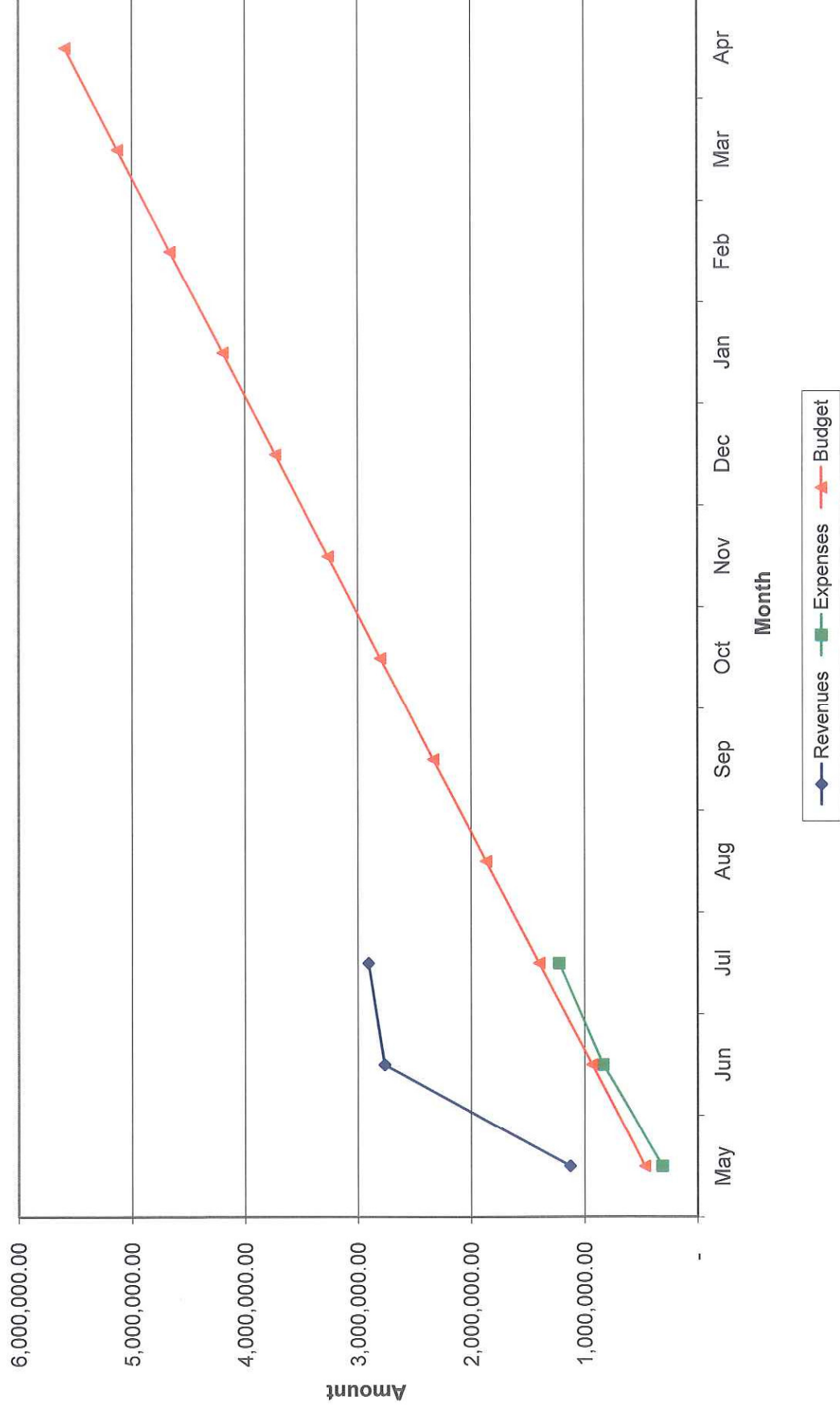
REVENUES:

ACCT NAME	BUDGET	JULY 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	0.00	2,512,125.25	(2,311,478.75)	52.1
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	405,000	0.00	211,768.05	(193,231.95)	52.3
Fees & Rentals	87,000	5,880.92	18,027.96	(68,972.04)	20.7
Copies	3,000	219.20	731.55	(2,268.45)	24.4
Interest on Investments	15,000	22.09	11,354.08	(3,645.92)	75.7
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	22.24	7,880.24	(17,119.76)	31.5
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	3.27	4.34	4.34	-----
Other	45,000	4,026.82	12,096.75	(32,903.25)	26.9
Total Revenues	5,594,004	140,574.54	2,904,888.22	(2,689,115.78)	51.9

ACCT NAME	BUDGET	JULY 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	167,063.32	451,274.55	(1,770,618.45)	20.3
Part-Time Salaries	453,622	30,267.53	89,842.52	(363,779.48)	19.8
Seasonal Salaries	61,224	8,284.93	20,204.34	(41,019.66)	33.0
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	205,615.78	562,133.41	(2,175,705.59)	20.5
Dental Insurance	14,952	1,045.54	3,118.06	(11,833.94)	20.9
Vision Insurance	2,651	231.50	689.90	(1,961.10)	26.0
Health Insurance, BC/BS PPO	326,236	26,596.00	79,788.00	(246,448.00)	24.5
Health Insurance, OSF HMO	61,134	3,643.52	10,319.66	(50,814.34)	16.9
Life Insurance	3,081	252.00	770.05	(2,310.95)	25.0
IMRF	336,259	21,283.92	63,847.60	(272,411.40)	19.0
FICA	177,143	11,978.12	32,985.43	(144,157.57)	18.6
Medicare	36,805	2,801.37	7,714.46	(29,090.54)	21.0
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	0.00	3,475.97	(16,524.03)	17.4
Total Benefits	1,021,372	67,831.97	214,346.13	(807,025.87)	21.0
Rentals	22,000	1,445.28	4,922.43	(17,077.57)	22.4
Total Rentals	22,000	1,445.28	4,922.43	(17,077.57)	22.4
Building Mtn	139,400	6,433.45	30,291.71	(109,108.29)	21.7
Vehicle Mtn	9,000	4,109.49	4,653.27	(4,346.73)	51.7
Office & Computer Mtn	175,000	26,104.99	98,445.63	(76,554.37)	56.3
Total Repair/Mtn	323,400	36,647.93	133,390.61	(190,009.39)	41.2

ACCT NAME	BUDGET	JULY 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	3,018.96	9,947.11	(35,052.89)	22.1
Printing/Binding	20,000	2,241.53	6,192.56	(13,807.44)	31.0
Travel	1,000	8.72	8.72	(991.28)	0.9
Membership Dues	6,000	0.00	450.00	(5,550.00)	7.5
Professional Development	14,500	1,113.00	1,488.00	(13,012.00)	10.3
Other Purchased Services	140,000	6,851.41	20,544.03	(119,455.97)	14.7
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	13,233.62	38,630.42	(224,869.58)	14.7
Office Supplies	19,100	480.60	2,619.29	(16,480.71)	13.7
Computer Supplies	87,000	722.53	13,079.31	(73,920.69)	15.0
Postage	12,000	50.55	63.80	(11,936.20)	0.5
Library Supplies	80,000	972.82	13,172.03	(66,827.97)	16.5
Janitorial Supplies	17,000	1,224.66	3,285.64	(13,714.36)	19.3
Gas & Diesel Fuel	4,500	320.10	1,020.06	(3,479.94)	22.7
Building Mtnc & Repair Supplies	10,600	828.31	6,019.97	(4,580.03)	56.8
Total Supplies	230,200	4,599.57	39,260.10	(190,939.90)	17.1
Natural Gas	22,000	0.00	2,838.18	(19,161.82)	12.9
Electricity	95,000	0.00	16,697.11	(78,302.89)	17.6
Water	10,000	0.00	862.44	(9,137.56)	8.6
Telecommunications	35,500	1,254.21	7,427.15	(28,072.85)	20.9
Total Utilities	162,500	1,254.21	27,824.88	(134,675.12)	17.1
Professional Collection	2,000	539.97	539.97	(1,460.03)	27.0
Total Prof Collection	2,000	539.97	539.97	(1,460.03)	27.0
Periodicals	41,000	(37.55)	16,258.70	(24,741.30)	39.7
Adult Books	154,000	11,415.41	36,979.43	(117,020.57)	24.0
Children's Books	124,000	8,341.05	23,271.54	(100,728.46)	18.8
A/V Materials	139,000	14,414.96	33,887.50	(105,112.50)	24.4
Public Access Software	140,000	8,436.00	52,986.00	(87,014.00)	37.8
Downloadable Materials	76,700	10,325.76	36,988.89	(39,711.11)	48.2
Total Materials	674,700	52,895.63	200,372.06	(474,327.94)	29.7
Employee Relations	6,400	40.00	334.74	(6,065.26)	5.2
Miscellaneous Expenses	9,600	85.70	803.21	(8,796.79)	8.4
Transfer to Capital Fund	140,493	0.00	0.00	(140,493.00)	0.0
Total Other Expenses	156,493	125.70	1,137.95	(155,355.05)	0.7
Total Expenses	5,594,004	384,189.66	1,222,557.96	(4,371,446.04)	21.9

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2018

Property Tax (52.1%): The Library has received three 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 (52.3%): This is 95% of Property Tax distributions, as per our agreement with them.

Interest on Investments (75.7%): The Library projected a low amount for Interest.

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

Donations (31.5%): This includes Community Donations for the Summer Reading Program of \$3,935, including \$3,000 from Golden Prairie. Golden Prairie also donated \$3,311 towards the purchase of a replacement poster printer.

Other Private Grants: The Library received \$500 from the Illinois Prairie Community Foundation for the Bingo for Books Program.

Part-time Salaries (19.8%): The line item is under-spent due to current Library negotiations for 5/1/18 wage increase. This will affect some benefit line items as well.

Seasonal Salaries (33.0%): 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.

Health Insurance, OSF, HMO (16.9%): Not as many employees selected this option as the PPO option.

IMRF (19.0%): This line item is under-spent due to current Library negotiations for 5/1/18 wage increases.

FICA (18.6%): This line item is under-spent due to current Library negotiations for 5/1/18 wage increases.

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.

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

Office/Computer Equipment Maintenance (56.3%): Several annual maintenance payments were made in the first quarter of the fiscal year.

Printing (31.0%): The Library printed three major items in the first quarter of the fiscal year: Program Guides, Bookmobile Schedules, and New Resident Cards.

Travel (0.9%): Charges have been minimal.

Membership Dues (7.5%): Charges have been minimal.

Professional Development (10.3%): Charges have been minimal.

Other Purchased Services (14.7%): 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 (13.7%): Charges have been minimal.
Computer Supplies (15.0%): Charges have been minimal.
Postage (0.5%): Charges have been minimal.
Library Supplies (16.5%): Charges have been minimal.
Janitorial Supplies (19.3%): Charges have been minimal.
Building Maintenance Supplies (56.8%): This line item is over-spent due to the purchase of ballasts and UV light bulbs.
Natural Gas (12.9%): Charges have been minimal.
Electricity (17.6%): Charges have been minimal.
Water (8.6%): Charges have been minimal.
Periodicals (39.7%): This is over-spent due to payment of the annual subscription service to Ebsco.
Children's Books (18.8%): Charges have been minimal; however, this does not reflect what has been ordered.
Public Access Software (37.8%): This is over-spent due to the payment of several annual renewals.
Downloadable Materials (48.2%): This is over-spent due to payments for various downloadable services.
Employee Relations (5.2%): Charges have been minimal.
Miscellaneous Expenses (8.4%): Charges have been minimal.
Transfer to Capital Fund (0.0%): the transfer has not been made yet.

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:	2.24
Fresh Thyme, Giving Bag Donation:	62.00
 Total Donations:	 \$ 7,880.24

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	359.70
Book Shoppe:	6,340.00
Ear Buds:	130.50
Flashdrives:	68.25
Hot Beverage Service:	220.00
Meeting Room Fees:	367.50
Print Station:	2,922.50
Reusable Bags:	159.00
Slingback Packs:	52.00
Test Proctoring:	275.00

Totebags:	144.00
Tumblers:	26.00
Umbrellas:	14.00
Miscellaneous:	1,018.30

Total Other Revenue:	\$12,096.75
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During July, 7 batches containing 57 invoices were processed, totaling \$78,642.62 and 148 credit card charges were made totaling \$31,694.36.

As of JuLY 31, the Library's Maintenance & Operating Fund Balance is \$3,921,041.94, which is 70.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 7/31/18:

Operating:	\$ 3,921,041.94
Capital:	\$ 2,649,892.53
Fixed Assets:	\$ 1,144,800.15

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 19

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00				150.00
Roberts Trophies	100.00				100.00
Don Owen Tire Service	100.00				100.00
Kathy Alwes-Petri, American Family Insurance	35.00				35.00
Golden Prairie Public Library District	3,000.00				3,000.00
Kurt's Auto Body	250.00				250.00
Specs Around Town	50.00				50.00
Copy Shop	250.00				250.00
Total Summer Reading Program Community Donations	3,935.00	0.00	0.00	0.00	3,935.00
Memorial Donations:					
Margie Hohenshell, Alan Sutter Memorial	50.00				50.00
Total Memorial Donations	50.00	0.00	0.00	0.00	50.00
Other Donations:					
Fountain Receipts	2.24				2.24
State Farm Good Neighbor Grant (for Nancy Miller)	500.00				500.00
Golden Prairie Public Library District (to replace poster printer)	3,311.00				3,311.00
Fresh Thyme, Giving Bag Donation	62.00				62.00
Total Other Donations	3,875.24	0.00	0.00	0.00	3,875.24
Foundation:					
Total Foundation	0.00	0.00	0.00	0.00	0.00
Total Donations	7,860.24	0.00	0.00	0.00	7,860.24

**Bloomington Public Library
Monthly Statistics - June 2018**

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	46,346	89,456	47,494	94,821
Teens	2,944	5,209	3,298	7,069
Children	50,859	89,641	52,974	91,038
OTR Adults	1,894	4,141	2,432	4,969
OTR Teens	152	289	204	383
OTR Children	3,251	7,090	4,179	8,117
e-Books - Overdrive	7,044	13,814	2,307	8,429
Hoopla Downloads	2,112	3,985	n/a	n/a
Zinio Magazines	436	768	80	389
Tumblebooks	42	92	11	51
TOTAL CIRCULATION				
Adults	48,240	93,597	49,926	99,790
Teens	3,096	5,498	3,502	7,452
Children	54,110	96,731	57,153	99,155
Digital Downloads	9,634	18,659	2,398	8,869
Combined Total	115,080	214,485	112,979	215,266
ITEMS IN THE COLLECTION				
Main	305,859	305,859	308,628	308,628
OTR	10,966	10,966	11,577	11,577
TOTAL	316,825	316,825	320,205	320,205
HOLDS FILLED	8,125	15,824	7,469	14,815
INTERLIBRARY LOAN				
Borrowing Requests Received	509	1,053	530	1,028
Outgoing Loans (Lending)	224	476	243	468
CARDHOLDERS				
Added	481	814	557	937
TOTAL ACTIVE CARDS				
Adults	23,157	23,157	24,760	24,760
Teens	3,177	3,177	2,930	2,930
Children	8,332	8,332	6,779	6,779
Combined Total	34,666	34,666	34,469	34,469
REFERENCE QUESTIONS				
Adults	2,295	4,347	2,498	4,687
Teens	219	387	288	419
Children	1,505	2,559	1,132	1,945
OTR	94	195	96	194
Circulation	1,064	1,867	892	1,480
Marketing (Facebook)	1	1		
TOTAL	5,178	9,356	4,906	8,725
PROGRAMS & OUTREACH				
Adult	11	26	15	26
Teens	7	7	6	9
Childrens	24	38	27	36
Community Group in Library	17	22	22	25
Staff Visit to Community Group	6	34	7	36
TOTAL	65	72	77	132

**Bloomington Public Library
Monthly Statistics - June 2018**

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
PROGRAM & OUTREACH ATTENDANCE				
Adult	157	318	469	590
Teen	197	197	207	244
Childrens	1,501	2,255	2,374	2,687
Community Group in Library	401	494	558	602
Staff Visit to Community Group	313	7,875	1,223	8,400
1-on-1 with Staff	8	15	10	10
TOTAL	2,577	11,154	4,841	12,523
COMPUTER USE				
Public computer uses	5,698	10,135	1,768	5,975
Website database/catalog hits	43,727	88,043	26,613	51,857
Online Resource (Database) uses	8,793	18,419	3,842	7,563
TOTAL	58,218	116,597	32,223	65,395
MEETING ROOM USAGE				
Study Room	96	181	93	168
Digital Media Lab	10	13	5	10
Community Room	62	105	48	84
TOTAL	168	299	146	262
CUSTOMER VISITS				
Main	33,286	60,179	29,567	57,567
Bookmobile	1,164	2,459	1,399	2,542
TOTAL	34,450	62,638	30,966	60,109
TRAINING HOURS	176	257	90	633
VOLUNTEER HOURS	69	179	83	175

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 20, 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, Laurie Nippe, Ruth Novosad, Patti Salch, Jodi Sherman, Stephanie Walden, Stephen Peterson

MEMBERS ABSENT: None

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Colleen Shaw, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson shared that he received a "Thank You" card from the Bloomington Public Library for the Board's donation towards the purchase of a new poster printer.
- VI. Approval of Minutes
A. May 16, 2018
RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE MAY 16, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton shared that Farnsworth will be attending the next Bloomington Board meeting to present new conceptual site plans. Patti Salch questioned how the recent changes at City Hall would impact the library expansion. Director Hamilton responded that, at this time, the Board and staff have requested that the City Council decide whether or not an expansion is foreseeable in the library's near future. If not, then this needs to be known soon because the building is in need of large repairs, such as a new roof.
Director Hamilton thanked the Trustees who assisted at the log tables during Summer Reading sign-up.

B. Outreach Report

Colleen Shaw reported that she spoke with two patrons regarding changes to their account statuses due to the recent audit of GPPLD residents. She added that education was key, and once the patrons understood that they could verify where they pay taxes, they were understanding of the necessary change.

Colleen Shaw highlighted that the Bingo for Books event at Western Avenue Community Center was a success and there was a great turnout. Colleen proceeded to entertain questions.

C. Financial Report

Kathy Jeakins reported that a Property Tax distribution was received toward the end of May, and two more have been received since then which will be reflected in next month's financial report. Kathy proceeded to entertain questions.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Director Hamilton shared that two homes have filled out and returned the paperwork for individual annexation. Ruth Novosad and Ary Anderson agreed to meet to discuss following up with the other households that have not yet responded.

IX. New Business

A. Discuss Results of Digital Marketing Campaign

Ruth Novosad shared that an e-blast was sent out on Tuesday, May 29. She added that BPL staff did a nice job of indicating on the promotional materials that GPPLD contracts with BPL. However, upon checking with GPPLD residents, she was unable to find anyone that received the e-mail. Per the campaign agreement, Cumulus also sent a list of people that opened the e-mails. 479 people were reported as having opened the e-mail, a lot of which are part of the City of Bloomington under the 61705 zip code. Per the Cumulus representative, there is no granular setting to remove those recipients. Ruth expressed concern about the list provided, as she was listed as having received and opened the e-mail, but she did not receive one. Ruth went on to share that she was unable to find anyone in the GPPLD area that was served the digital ads. All of the Board members confirmed not having seen the ads as well.

Upon reviewing the Cumulus bill for the digital marketing campaign, it was discovered that the company overcharged the Board for their services since the promotional material and graphics were created by BPL.

Laurie Nippe shared that after last month's meeting, she learned that there are a few stipulations which potential vendors should adhere to before the Board pursues another digital marketing campaign. They should be able to provide proof that their e-mail lists are scrubbed, and they should be able to provide a list of non-deliverable e-mails. Laurie recommended that, in the future, a promo code can be added to the e-mails, and GPPLD residents can be asked to provide the promo code when picking up SRP information.

Ruth Novosad expressed dissatisfaction with the services rendered by the vendor and shared that ultimately, the takeaway is that postcards may have been a better option for the GPPLD population. She added that she will meet with the Cumulus

representative prior to the next meeting and requested that BPL staff hold the payment until a corrected invoice is received. The Board also requested that Rhonda Massie attends next month's meeting if she is available.

B. Approve FY19 Meeting Dates

The Board reviewed the FY19 meeting dates and proposed that the November meeting date be moved to November 14th.

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE THE FY 19 MEETING DATES WITH THE AMENDED CHANGE TO THE NOVEMBER 14TH MEETING. THE MOTION CARRIED UNANIMOUSLY.

C. Discuss Budget

Kathy Jeakins reported that she contacted the Board Attorney, Phil Lenzini, and that the Budget Appropriation Hearing will take place during the August meeting. Leading up to that, Kathy needs to know if the Board would like to budget for advertising and programming, and if so, how much. The Board discussed this matter and decided to increase legal fees to \$1,750 and audit fees to \$1,600, moved from the advertising line item. Kathy will bring a draft of the budget next month and it will be voted on in August.

X. Comments from Board Trustees

There were no comments from Board Trustees.

XI. Adjournment

ARY ANDERSON MOVED, PATTI SALCH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

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

Incident Report Summary for July 2018

2018-07-31 23:59:00
 2018-07-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
3836	2018-07-05 14:49:22	Stolen/Damaged Library Material
3837	2018-07-06 12:37:11	Inappropriate Behavior
3838	2018-07-15 16:12:22	Inappropriate Behavior
3839	2018-07-19 15:36:11	Customer Complaint
3840	2018-07-23 21:24:25	Health Safety
3841	2018-07-26 19:44:15	Stolen/Damaged Library Material
3842	2018-07-26 19:50:56	Stolen/Damaged Library Material
3843	2018-07-27 14:22:20	Stolen/Damaged Library Material
3844	2018-07-30 14:42:25	Stolen/Damaged Library Material

Suspension Report Summary for July 2018

2018-07-31 11:04:29am
2018-07-01 11:04:29am
31 days in month

Suspension ID	Date/Time Submitted	Violation
160	2018-07-06 00:00:00	Inappropriate Behavior

A RESOLUTION TO APPROVE THE INNOVATIVE INTERFACES, INC CONTRACT AND AUTHORIZE PAYMENT
BASED ON THE COMPETITIVE BID PROCESS

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

1. That the Library Board selected Innovative Interfaces, Inc. as the preferred vendor for a replacement Integrated Library System (ILS, or catalog) based on the competitive bid process and the Library Director was authorized to begin contract negotiations in July 2018.
2. That four other proposals were received: from Insignia Software, Resource Sharing Alliance (RSA) NFP, SirsiDynix, and TLC.
3. That Insignia Software and Resource Sharing Alliance (RSA) NFP did not demonstrate an ability to meet our needs.
4. That we were dissatisfied with the service level, product, and product development that TLC and RSA demonstrated as our previous vendors.
5. That we have been dissatisfied with the service level, product, and product development that SirsiDynix has demonstrated as our current vendor.
6. That Innovative's Polaris product meets our current needs, has demonstrated through continued/ongoing development that it will continue to do so in the future, and due to its positive reputation in the Library field.
7. That contract negotiations were successful, and the Library Director authorizes payment for the implementation of and subscription to Polaris, an Integrated Library System.
8. That the funds come from the following source:
Bloomington Library Fixed Asset Budget: \$119,355.32

Approved this 21st day of August 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: Library-wide

Item: Integrated Library System (ILS, or catalog)

Single Source (Y/N): N

1. Vendor Name: Innovative Interfaces, Inc.

Vendor Remit Address: 1900 Powell St., Suite 400, Emeryville, CA 94608

Implementation Fee: \$54,374.00*

Software License Fee (Year 1): \$64,981.32

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$119,355.32*

**Does not include a cost for hardware. This would be a separate purchase from a different vendor.*

2. Vendor Name: Resource Sharing Alliance (RSA) NFP

Vendor Remit Address: 600 High Point Lane, East Peoria, IL 61611

Implementation Fee: \$49,314.26

Software License Fee (Year 1): \$73,500

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$122,814.26

3. Vendor Name: SirsiDynix

Vendor Remit Address: 3300 North Ashton Boulevard, STE 500, Lehi, UT 84043

Implementation Fee: \$52,830

Software License Fee (Year 1): \$50,730

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$103,560

4. Vendor Name: Insignia Software Corporation

Vendor Remit Address: 201 2544 Ellwood Drive SW, Edmonton, AB, T6X 0A9

Implementation Fee: \$15,000

Software License Fee (Year 1): \$10,000

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$25,000*

**Does not include a cost for hardware. This would be a separate purchase from a different vendor.*

5. Vendor Name: TLC

Vendor Remit Address: Research Park, Inwood, WV 25428

Implementation Fee: \$33,700

Software License Fee (Year 1): \$98,145

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$131,845

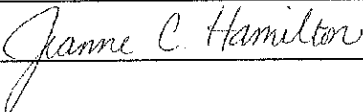
**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Recommendation (Include Justification):

On March 5, 2018, we initiated the competitive bid process by releasing a request for proposals. This request for proposals was issued in conjunction with Normal Public Library (NPL) but asked for proposals that included solutions for a joint system, a system for just NPL, and a system for just BPL. We received 5 proposals, upon review of those proposals, we invited 4 of the vendors (Innovative Interfaces, Inc., Resource Sharing Alliance (RSA) NFP, SirsiDynix, and TLC) to provide a web conference presentation. Considering the written proposals and the presentations, both the NPL and BPL review teams determined that Innovative Interfaces, Inc.'s Polaris product was the only product that meets our current needs, has demonstrated through continued/ongoing development that it will continue to do so in the future, and also has a positive reputation in the Library field. It is a product that is truly designed to meet the customer's needs (both library patrons and staff). Both BPL and NPL previously worked with a TLC product. The experience was not satisfactory. In TLC's presentation, they mentioned products still in development that NPL/BPL staff remembered being in development 5 years ago, demonstrating a lack of successful development. SirsiDynix is our current vendor and our experience has not been satisfactory. In their presentation, they promoted features that we had never seen or heard of as a current customer. There are also frequent limitations within the system and we have to find "workarounds." Resource Sharing Alliance (RSA) NFP is a consortium, that runs SirsiDynix. Bloomington Public Library was previously a member and Normal Public Library is a current member. BPL left (prior to the SirsiDynix system) due to the inability to meet our needs and one of the reasons NPL initiated the competitive bid process was due to dissatisfaction with their current system. As the consortium runs on SirsiDynix, it would have the same limitations previously stated. After identifying Innovative Interfaces, Inc. as the best proposed solution, the BPL and NPL teams, did further research by visiting a library of similar size, using the Polaris product. Upon reviewing the necessary changes in workflows and current staffing levels, Normal Public Library determined that they were not interested in pursuing a new system at this time. After weighing the options, Bloomington Public Library's review team recommends the purchase of the new ILS system and believes strongly that this system will better serve the Library staff, customers and community.

Prepared by: Jeanne Hamilton

Date: 8/14/18

Director Signature: 

Date: 8/14/18

Statement of Work

This Statement of Work (the "SOW") dated August 21, 2018 is entered into pursuant to the Master Professional Services Agreement between Bloomington Public Library ("Client") and Innovative Interfaces Incorporated ("Innovative") effective as of August 1, 2018 (the "Agreement"). Innovative and Client may each be referred to as "Party" from time to time or collectively as "Parties".

Purpose of this Statement of Work

This SOW outlines the Professional Services that will be provided by Innovative in order to implement the Polaris Success Bundle purchased under the Subscription License Agreement for Bloomington Library. The SOW provides an overview of the scope of the project and cost to complete the engagement based on Innovative's prior experience with similar projects and preliminary discussions with Client. The Client hereby acknowledges that the SOW is not meant to capture all detailed requirements but documents the high level requirements and implementation approach discussed and that additional detailed requirements discussions will be required to outline the full scope of work between the Parties.

Project Scope of Services

Innovative utilizes a five (5) stage Implementation Process to ensure a smooth & successful implementation that incorporates the learning experience of over 9,500 implementations for libraries in 66 countries around the world. The Methodology incorporates all of the necessary components for a successful project including:

- Project planning and staffing
- Project planning templates (schedules, requirements documents, budgets, etc.)
- Industry best practices for system setup
- Client communications including project plans, status reports, and status meetings.
- Use of a client collaboration tool
- Techniques, tools, and deliverables to accelerate implementations
- Quality assurance & testing
- Training & Change Management services

The Scope of the project includes the following set of professional services:

- **Setup the software and hosting environment** for the Client to access the Polaris ILS.
 - Polaris Success Bundle
 - Acquisitions
 - EDI - Electronic Ordering
 - EDI - Electronic Invoicing
 - Titles to Go
 - Selection Lists
 - Cataloging



- Automatic Authority Control
 - Export Express
 - Z39.50 Client, Broadcast & Server
 - Circulation
 - Classic Inventory Control
 - Collection Agency / Debt Collection (Unique Management)
 - eCommerce - PowerPAC (Payflow Link)
 - Self-Check using Express Check
 - Floating Collections
 - Held Item Delivery
 - Outreach
 - Interlibrary Loan
 - RFID Integration
 - Notices
 - Offline Circulation
 - SIP2 Interface for Self Check
 - Volume Level Holds
 - eContent Integration
 - Unlimited PowerPAC Users
 - Carousel Toolkit
 - Community Profiles w/ Campaigns
 - Children's PAC
 - Did you mean? (spellcheck)
 - Feature It
 - Location-based Profiles & PowerPAC Localization
 - Patron Self-Registration
 - Remote Patron Authentication against Polaris patron DB
 - RSS Feed Builder
 - URL Detective
 - Serials
 - Claiming
 - Polaris REST APIs
 - Polaris Canned Reports
 - Simply Reports
 - SQL query access with Microsoft reporting services
-
- **Project Management Services** to manage the Innovative services team, coordination of the technical services required to configure the software, delivery of project plans with periodic updates, project budgets tracking both hours and costs incurred, client communications and status reports and management of change orders as required.
SOW covers:
 - Up to 2 days of onsite profiling services
 - **Software Configuration** services to adapt the fully functional out of box software to the clients' unique needs.



- **Data Migration Services** to migrate the client's data from their existing ILS into the Polaris ILS. These services include analysis, mapping and loading of data into the Polaris Test Database. Revisions to the Polaris Test Database will be made, when possible, as issues are reported during the evaluation period. Includes Consulting, Profiling, Loading for: Bibliographic, Authority, Item, Patrons, Serials Holdings, Circulation Checkouts, Holds, Fines and Vendor records. Includes up to 2 data loads.
- **Training Services** to be delivered through a combination of on-site visits and web-based sessions. Training topics will be detailed in the schedule during the preparation phase based on library go-live priorities and target dates.

SOW covers:

- Up to 6 days of training onsite at the library's location
 - 3 Days of Patron Services Training (Onsite)
 - 2 Days of Acquisitions Training (Onsite)
 - 1 Day of Serials Training (Onsite)
 - Up to 23 hours of instructor led online training
 - System Administration
 - Simply Reports
 - Community Profiles
 - Outreach Services
 - Export Express
 - Feature IT
 - ILL
- **ZMarc Authorities Implementation**

Innovative will install and configure ZMarc Authorities.

Project Timeline

Innovative proposes the following draft timeline that outlines overall steps and responsibilities for a Polaris implementation. Event order and event time frames may be adjusted, e.g. time allotted for library tasks may be extended or compressed. A project plan tailored to your library will be mutually agreed upon after Innovative meets with you and fully understands the detailed requirements.

MAJOR TASKS	DATES
Contract Signing	Week 1
Initial Phone Call with Customer to discuss project and profiles	Week 1
Library set-up in Supportal (Access, Documentation, Usage)	Week 2
Kick-off Meeting	Week 2
Site Visit (Profile creation)	Week 3
Server staging	Week 4
Library System completes and submits Profiles to Project Manager	Week 6



Data Pull for Test load	Week 6
Implementation Profile input, review, and finalization	Week 7
Data Mapping	Week 8
Test data load	Week 9
Polaris QA of Data Load	Week 10
Library System has access to Test database for review and training	Week 11
Training – P1 – Circulation, Cataloging and PAC	Week 13
Acceptance Testing by Library System occurs	Week 13
Library System internal staff training	Week 13
Third Party prep and testing	Week 13
Training – P2 – Acquisitions and Serials	Week 17
Other selected training via Webinar	Week 18
Prepare for Polaris Offline	Week 20
Data Sign-off for Production load	Week 20
Library System is Offline with Polaris	Week 21
Final data migration on Production server	Week 21
Final Data QA	Week 21
Library System review of Production database and upload files	Week 21
Library System is Live on Polaris	Week 21
Transition to Polaris Support	Week 23

Implementation Fees and Payment Terms

All prices listed below are based on the deliverables included in this Statement of Work.

Item	Price
Polaris Success Bundle Implementation Services	\$54,054
Zmarc Authorities	\$320
Total	\$54,374
Estimated Hours	776

The Total Service Fees and hours estimated for this project are \$54,374 (USD) and 776 hours. These estimates are based on a Time and Materials (T&M) based arrangement, and are made in good faith based on the activities, approach and assumptions contained in this Statement of Work. Innovative will provide regular updates on the project budget for Client planning purposes. The quote contained herein is an estimate and may be affected by the final scope agreed and in any additional Change Requests.



This Statement of Work estimate is valid for 30 days. Pricing assumes that deliverables in this Statement of Work are completed within six months or additional Services fees will apply, unless due to no fault of Client.

Innovative Services Team

The Services Team will have a dedicated core project team that will be involved for the life cycle of the project. This team will consist of the following:

- **Project Manager:** The Project Manager has extensive knowledge of the Polaris ILS, the Polaris ILS database, library workflows, and library data. All Polaris Project Managers have years of project management experience, and have implemented ILS migrations for many libraries.
- **Data Migration Specialist:** The data migration specialist is responsible for creating, maintaining, and executing the SQL scripts, and other software, required for migrating your existing ILS databases into the Polaris ILS database. All Polaris Data Migration Specialists have extensive SQL skills, in-depth knowledge of MARC and other library data, and many years of experience in migrating ILS data.
- **Polaris Trainer:** One or more Polaris trainers will be assigned to your implementation, shortly after the project kicks off. Your trainers are selected based on their knowledge of the specific subsystems and options that you will be implementing, as well as their experience in training similar libraries. All Polaris trainers have significant experience in ILS operations and training.
- **Polaris System Engineer:** The Polaris System Engineer performs the staging and installation for your hosted system.
- **Executive Sponsor –** The Executive Sponsor is assigned to the project to provide oversight, be an escalation point, ensure the success of the project, and participate in the project steering committee.

Client Implementation Team

- **Executive Sponsor –** Provides executive oversight, ensuring the project is aligned to meet the goals of the Library project and Steering Committee.
- **Project Manager –** Works directly with the Services Team Project Manager to ensure that risks are mitigated, appropriate communications is achieved and milestones are met. Works with Services Team Project Manager to coordinate work plans, schedules, and teams' work. Will manage day-to-day operational aspects and ensure deliverables are met. Responsible for Project Steering Committee status reporting and Executive communications.



- Librarian Lead – Works closely with Project Managers to ensure requirements are comprehensive and representative of the needs of the library. The Librarian Lead will coordinate with key members of the team as required.
- Technical Lead - Will be responsible for assisting with Client responsibilities related to data migrations and any other system level duties required by Client.

Implementation Assumptions

- Customer is expected to provide adequate resources to ensure timely turnaround of reviews and prompt acceptance of data migration.
- Train-the-Trainer Approach: Innovative's approach to training is to train a core group (up to 10 trainees). This core group will receive in-depth training on the various subsystems. This core group will, in turn, train the remainder of the Library staff. Frontline training is available for purchase, if desired.
- There is a minimum two day charge for all on-site services.
- Customer is responsible for data extraction.
- Data will be extracted in formats specified in the Polaris Data Specifications Guide for both MARC and non-MARC data from the legacy integrated library systems (ILS).

IN WITNESS WHEREOF each party has caused this SOW to be executed by its duly authorized representatives.

AGREED:

Bloomington Public Library

Innovative Interfaces Incorporated

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit C
Pricing Exhibit

Additional Terms:

1. **Fees.** All Fees, expenses and other amounts owed to Innovative must be paid to Innovative within 45 days following receipt of the invoice.

[Approved Quote follows]



Pricing Exhibit

Innovative Interfaces, Inc.
1900 Powell St.
Suite 400
Emeryville CA 94608
United States

Date
Quote #

7/10/2018
EST-INC6545

Payment Terms
Sales Rep
Technical Contact
Site Code
Expires

Net 45
Carrie Pearson
CU9671 Bloomington Public Library
8/31/2018

Bill To

Bloomington Public Library
205 E Olive St
PO Box 3308
Bloomington IL 61701-5218
United States

Ship To

Bloomington Public Library
205 E Olive St
PO Box 3308
Bloomington IL 61701-5218
United States

Currency
US Dollar

Item	Item Category	Qty	Description	Options	Unit Price	Amount
Polaris Public Success Bundle Implementation Services	Services	1	Polaris Public Success Bundle Implementation Services		67,568.00	54,054.00
ZMARC Authorities Implementation	Services	1	Polaris ZMARC Authorities Implementation	Polaris ZMARC options: Authority	400.00	320.00

Total Fees US\$54,374.00

Exhibit A

Pricing Exhibit

1. **Fees.** All Fees must be paid to Innovative within 45 days following receipt of the invoice.
2. **Term.** Subject to the early termination provisions set forth in the GTCs, this Agreement will be effective for an initial term of three (3) years following the Effective Date (the "Initial Term"). This Agreement will be automatically renewed for additional one (1) year terms (each, a "Renewal Term" and, together with the Initial Term, the "Term"), unless either party gives the other not less than ninety (90) days' prior written notice of its intent to terminate this Agreement effective as of the end of the then-current Term. Commencing upon year 2 and thereafter, Innovative will have the right to increase rates hereunder by 2.5% over the previous year.

[APPROVED SOFTWARE LICENSE QUOTE FOLLOWS THIS PAGE]



Pricing Exhibit

1900 Powell St.
Suite 400
Emeryville CA 94608
United States

Date
Quote #

7/10/2018
EST-INC7583

Payment Terms
Overall Contract Term (Months)
Contract Start Date
Contract End Date
Sales Rep
Site Code
Expires

Net 45
60

Carrie Pearson

8/31/2018

Bill To

Bloomington Public Library
205 E Olive St
PO Box 3308
Bloomington IL 61701-5218
United States

Ship To

Bloomington Public Library
205 E Olive St
PO Box 3308
Bloomington IL 61701-5218
United States

Currency
US Dollar

Item	Item Category	Qty	Description	Options	Unit Price	Amount
Polaris Success Bundle - Public		1	Polaris Public Success Bundle Polaris is an integrated library system solution to manage physical and digital resources and library patron accounts. Combines library operational workflows with open architecture and APIs for integration with external systems. Web interface. Supports staff tasks and patron access services. Public Success Bundle includes Core Bundle functionality and adds: eContent Integration, Carousel, Outreach, up to 10 SIP2 Licenses, Community Profiles, Staff-Facing eCommerce, Integration with 3rd Party Vendors & RESTful APIs.			46,487.93
Staff User Licenses	License - Term	60	Staff User Licenses - Polaris		185.95165667	11,157.10
Polaris Automatic Authority Control	License - Term	1	Subscription to Polaris Automatic Authority Control includes automatic download of authority records when no local match is found during cataloging of a new record, plus weekly updates to the library's authority file.		1,487.61325...	1,487.61
Additional Patron Languages	License - Term	1	Additional Patron Languages	Polaris Language s: Spanish	1,239.67771...	1,239.68
Polaris Syndetics Subscription	License - Term	1	Polaris Syndetics Subscription		4,608.99999...	4,609.00

Total Fees US\$64,981.32

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR PURCHASE OF THE POLARIS PRODUCTION SERVER
DELL COMPUTER CORPORATION

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 purchase of the Polaris Production Server to Dell Computer Corporation in the amount of \$18,999.42
2. That the current products from Dell Computer Corporation are meeting the Library's needs
3. That the current production server will not be compatible with the new Innovative Interfaces, Inc. for the Polaris System
4. That the Library has been pleased with products from Dell Computer Corporation
5. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$18,999.42

Approved this 21st day of August 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: Information Technology

Item (Including Detailed Description & Model Number, if applicable): Dell Server for hosting Polaris Library system.

Qty: 1

Single Source (Y/N): Y

1. Vendor Name: Dell

Vendor Remit Address: Dell Computer Corporation. 1 Dell Way, Round Rock, TX 78682-0001

Vendor Email Address: Michael_boone@dell.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$18,999.42

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):

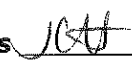
Recommendation (Include Justification): While the specific brand and server specification were provided by Innovative Interfaces to host their system, we had our Dell representative quote the price of the server to ensure that we got the best price. We currently have Dell servers for all of our servers and have received good support and pricing in the past. I ask that you waive the three quote requirement and I recommend that we follow Innovative's guidelines and purchase the Dell server they recommend.

Prepared by: Jon Whited

Date: 8/16/2018

Department Manager Signature: 

Date: 8/16/2018

Director: Approve/Deny Initials 

Date: 8/16/18



A quote for your consideration!

Total: \$18,999.42

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number:	Quote date:	Quote expiration:	Solution ID:	Deal ID:
3000027484970.1	Aug. 3, 2018	Sep. 2, 2018	9884561	13746855
Company name:	Customer number:	Phone:		
BLOOMINGTON PUBLIC LIBRARY	3506310	(309) 828-6091		
Sales rep information:	Billing Information:			
Jason Harper	BLOOMINGTON PUBLIC LIBRARY			
Jason_Harper@Dell.com	205 E OLIVE ST			
(800) 456-3355	P O BOX 3308			
Ext: 7230231	BLOOMINGTON			
	IL 61701-5218			
	US			
	(309) 828-6091			

Pricing Summary

Item	Qty	Unit Price	Subtotal
PowerEdge T430 - [dellstar_1454]	1	\$18,999.42	\$18,999.42
		Subtotal:	\$18,999.42
		Shipping:	\$0.00
		Environmental Fees:	\$0.00
		Non-Taxable Amount:	\$18,999.42
		Taxable Amount:	\$0.00
		Estimated Tax:	\$0.00
		Total:	\$18,999.42

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Dear Customer,

Your Quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,
Jason Harper

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Group 1 - Group 1

Shipping Contact:	Shipping phone:	Shipping via:	Shipping Address:
CAROL HUFFMAN	(309) 828-6091	DELL Standard Delivery	205 E OLIVE ST BLOOMINGTON IL 61701 US

SKU	Description	Qty	Unit Price	Subtotal
	PowerEdge T430 - [dellstar_1454]	1	\$18,999.42	\$18,999.42
	Estimated delivery date: Aug. 21, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			
210-ADLR	PowerEdge T430 Server	1	-	-
384-BBMX	PowerEdge T430 Motherboard MLK	1	-	-
461-AADZ	No Trusted Platform Module	1	-	-
321-BBOS	Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration	1	-	-
340-AMPV	PowerEdge T430 Shipping	1	-	-
338-BFFU	Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 1866MHz	1	-	-
374-BBHD	Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 1866MHz	1	-	-
412-AAFE	Heatsink for PowerEdge T430	1	-	-
412-AAFE	Heatsink for PowerEdge T430	1	-	-
370-ACPH	2400MT/s RDIMMs	1	-	-
370-AAIP	Performance Optimized	1	-	-
780-BBOH	RAID 5 for H330/H730/H730P (3-16 HDDs or SSDs)	1	-	-

405-AAGJ	PERC H730 Controller, 1GB NV Cache	1	-	-
542-BBPP	On-Board LOM	1	-	-
330-BBEH	iDRAC Port Card	1	-	-
385-BBHO	iDRAC8 Enterprise, integrated Dell Remote Access Controller, Enterprise	1	-	-
634-BBWU	OpenManage Essentials, Server Configuration Management	1	-	-
429-AAHW	DVD+/-RW, SATA, Internal	1	-	-
770-BBCR	No Rack Rails, No Cable Management Arm, No Casters	1	-	-
325-BBLH	Security Bezel	1	-	-
384-BBBL	Performance BIOS Settings	1	-	-
450-AEHH	Dual, Hot-plug, Redundant Power Supply (1+1), 750W	1	-	-
631-AACK	No Systems Documentation, No OpenManage DVD Kit	1	-	-
634-BILL	Windows Server 2016 Standard,16CORE,Factory Installed, No Media,NO CAL	1	-	-
634-BILD	Windows Server 2016 Standard,16CORE,Media Kit	1	-	-
634-BJCO	Microsoft SQL Server 2016 Standard, 4 CORE, OEM, NFI, ENGLISH	1	-	-
800-BBDM	UEFI BIOS Boot Mode with GPT Partition	1	-	-
440-BBFF	PowerVault RD1000 5.25" Internal Tape Backup Drive Bundled with Roxio Retrospect License Key	1	-	-
440-BBHB	Optical SATA, Dell PowerEdge T430	1	-	-
332-1286	US Order	1	-	-
440-BBFN	QTY 1, Removable Hard Disk Cartridge for RD1000, 2TB Native	1	-	-
440-BBFN	QTY 1, Removable Hard Disk Cartridge for RD1000, 2TB Native	1	-	-
440-BBFN	QTY 1, Removable Hard Disk Cartridge for RD1000, 2TB Native	1	-	-
978-9480	ProSupport: Next Business Day Onsite Service After Problem Diagnosis,5 Year	1	-	-
978-9499	ProSupport: 7x24 HW / SW Tech Support and Assistance, 5 Year	1	-	-
978-9564	Dell Hardware Limited Warranty Plus On Site Service	1	-	-

989-3439	Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	1	-	-
900-9997	On-Site Installation Declined	1	-	-
909-0259	Dell Proactive Systems Management - Declined - www.dell.com/Proactive	1	-	-
973-2426	Declined Remote Consulting Service	1	-	-
370-ACNQ	8GB RDIMM, 2400MT/s, Single Rank, x8 Data Width	6	-	-
400-ARQR	400GB Solid State Drive SATA Mix Use 6Gbps 512n 2.5in Hot-plug Drive,3.5 HYB CARR, Hawk-M4E	8	-	-
450-AALV	NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America	2	-	-
634-BIMQ	10-pack of Windows Server 2016,2012 USER CALs (Standard or Datacenter)	2	-	-
			Subtotal:	\$18,999.42
			Shipping:	\$0.00
			Environmental Fees:	\$0.00
			Estimated Tax:	\$0.00
			Total:	\$18,999.42

Unless you have a separate written agreement that specifically applies to this order, your order is subject to [Dell's Terms of Sale](#) (for consumers the terms include a binding arbitration provision). Please see the legal disclaimers below for further information.

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale (www.dell.com/learn/us/en/uscorp1/terms-of-sale), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (for [Consumer warranties](#) ; for [Commercial warranties](#)).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply ([Consumer](#); [Commercial](#)). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at

http://www.emc.com/collateral/sales/dellemc-satisfaction-guarantee-terms-and-conditions_ex-gc.pdf ("Satisfaction Guarantee") and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

LIBRARY
FIXED ASSET BUDGET
FISCAL YEAR 2018-2019
Budget Amendment 19-01

Account Number	Account Title	Approved Budget	Proposed Budget Increase	Amended Budget Amount
56010	Interest from Investments	5,000		5,000
57114	Sale of Equipment	-		-
57310	Donations	-		-
57350	Other Private Grants	-		-
85231	From M & O	-		-
	From Fixed Asset Fund Balance		144,117	144,117
	Total Revenues	5,000	144,117	149,117
72110	Office Furniture	20,000		20,000
72120	Office & Computer Equipment	10,000	139,117	149,117
72130	Licensed Vehicles	-		-
72140	Equip Other Than Office	-		-
72520	Buildings	-		-
72620	Other Cap Improvements	-		-
	Total Expenses	30,000	139,117	169,117
	Total Revenues	5,000	144,117	149,117
	Rev Over Exp (Surplus)	(25,000)	5,000	(20,000)

Approved on the 21st day of August 2018

Julian Westerhaut, President
Bloomington Public Library Board of Trustees