

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 20, 2013
4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. July 16, 2013
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - 1. Report on SWOT Analysis for the Per Capita Grant Application
 - 2. Recommendation on Mural
- X. Unfinished Business
 - A. Discussion and Approval of Revised RFQ for Consulting Services for Heating and Control Systems Based on SEDAC Energy Assessment
- XI. Executive Session to Discuss Bargaining Unit Contract
- XII. New Business
 - A. Approve Bargaining Unit Contract
 - B. Discussion and Approval of RFQ for Bookmobile Consultant
 - C. Approve Costs to Attend ILA Trustee Day
- XIII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

July 16, 2013

4:30 p.m.

Minutes

- I. Call to Order
President Jaggi called the meeting to order at 4:30pm.
- II. Roll Call
MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos, Joni Painter, Cathy Pratt (arrived at 4:31pm), Bill Wetzel (arrived at 4:31pm)

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Justine Robinson
- III. Introductions/Public Comment
President Jaggi introduced Justine Robinson, Economic Development Coordinator for the City of Bloomington.
- IV. Approval of Minutes
A. June 18, 2013
PATSY BOWLES MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 18, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi had nothing to report.
- VI. Director's Report
Director Bouda stated that Circulation numbers have started to level off with the upswing in the economy and constraints of space and parking at the Library.

A. Annual Report
President Jaggi shared with new Board members that the Annual Report is presented to Board members for review each year.
- VII. Fiscal Report
Kathy Jeakins entertained questions on what was reported.
- VIII. Approval of Bills
PATSY BOWLES MOVED, CAROL KOOS SECONDED, TO APPROVE THE BILLS LIST FROM JUNE 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.07"

IX. Committee Reports

A. Budget & Personnel

The Budget & Personnel Committee did not meet. Bill Wetzel stated that the Budget & Personnel Committee is currently working on the Director's Evaluation.

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

1. Approve Confidentiality Policy

Patsy Bowles, Chair, stated that originally a summarized Confidentiality Policy had been presented, but Committee members revised it to include the entire statute, which was distributed to Board members. The Committee made some suggestions for the accompanying procedures.

PATSY BOWLES MOVED, NO SECOND NEEDED, TO APPROVE THE CONFIDENTIALITY POLICY. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IX.B"

2. FY 14 Per Capita Grant Requirements

Patsy Bowles shared that the Committee will be meeting on August 7, 2013 to accomplish the SWOT Analysis. All the Board members are encouraged to attend this meeting.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Discussion and Approval of Tax Abatement for 115 E Monroe Street

President Jaggi reviewed the Tax Abatement with members. Justine Robinson, Economic Development Coordinator for the City of Bloomington, outlined the Tax Abatement for 115 E. Monroe Street with Board members. She shared with the Board members that after the 5 years, there will be a significant return on the investment.

PATSY BOWLES MOVED, BILL WETZEL SECONDED, TO APPROVE THE TAX ABATEMENT FOR 115 E MONROE STREET. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.A"

B. Recommendation to Foundation to Approve Matching Funds for Mural

President Jaggi and Joni Painter both asked to be recused from discussion as they are friends with Lori Bergner, who is the artist's mother.

The Board members discussed whether to pursue discussion of this today or to have the 3P's Committee review this and present it to the Board at a later date. It was decided that the 3P's Committee will review this at a future meeting.

C. Recommendation to Foundation to Approve Purchase of AWE Early Literacy and After School Edge Stations

Director Bouda shared that she was able to try out the stations at the ALA Conference. She went on to say that the stations are touch screen, and the Early Literacy Station (which is bi-lingual) is for children 2 - 8 years old and the After School Edge Station is for children 6 - 14 years old.

Director Bouda stated she would like to ask the Foundation to pay the entire purchase price of \$6,400.00, this would include the \$6,020.00 raised at the Wine Gala as well as the balance of \$380.00.

BILL WETZEL MOVED, JONI PAINTER SECONDED, TO RECOMMEND THE FOUNDATION PURCHASE EARLY LITERACY AND AFTER SCHOOL EDGE STATIONS IN THE AMOUNT OF \$6,400.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.C"

D. Discussion and Approval of RFQ for Consulting Services for Heating and Control Systems Based on SEDAC Energy Assessment

President Jaggi reviewed that after the SEDAC Assessment of the boiler, it was found to be operating at only 60% efficiency. He went on to say that the time has come to pursue a new boiler along with a new controls system.

Director Bouda shared that in working with SEDAC, they assessed the HVAC first, as this was a priority, and the energy assessment for the rest of the building is in the works.

She went on to say that to move forward, an RFQ (Request for Qualifications) should be sent out to engineering firms. Director Bouda stated that after thorough investigation, she has decided against pursuing performance contracting, and instead she

recommends that the Library use some of the capital fund and heavily pursue grants.

PATSY BOWLES MOVED, CAROL KOOS SECONDED, TO APPROVE THE RFQ
FOR CONSULTING SERVICES FOR HEATING AND CONTROL SYSTEMS
BASED ON SEDAC ENERGY ASSESSMENT. THE MOTION CARRIED
UNANIMOUSLY.

See Attachment "XI.D"

E. Waive Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of \$15,412.00

President Jaggi reviewed with Board members that when the amount is over \$5,000.00 and there is only one supplier, the Three Quote Requirement should be waived.

President Jaggi noted that Resolution needed to be amended to reflect that Bridgeall Libraries Limited is the only vendor of this service.

PEGGY BURTON MOVED, CAROL KOOS SECONDED TO APPROVE THE
AMENDED RESOLUTION TO WAIVE THE THREE QUOTE REQUIREMENT TO
RENEW COLLECTION HQ SERVICE FROM BRIDGEALL LIBRARIES IN THE
AMOUNT OF \$15,412.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.E"

F. Waive Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of \$21,327.00

President Jaggi asked for a motion to approve the Resolution with the following amendments: Waiving the Competitive Bid Process and Illinois Heartland Library System is the only vendor of this service.

EMILY KELAHAAN MOVED, PEGGY BURTON SECONDED TO APPROVE THE AMENDED RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS TO RENEW OCLC SERVICE FROM ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$21,327.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.F"

XII. Executive Session to Discuss Bargaining Unit Negotiations

PEGGY BURTON MOVED, JAN KIBLER SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS BARGAINING UNIT NEGOTIATIONS.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:17pm, the Board went into Executive Session.

PEGGY BURTON MOVED, CAROL KOOS SECONDED, TO RESUME REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

At 5:33pm, the Board resumed regular session. President Jaggi stated that no action took place during Executive Session.

XIII. Adjournment

President Jaggi adjourned the meeting at 5:34pm.

Next Meeting Date

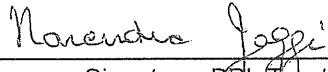
August 20, 2013

2013.07

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 16, 2013


 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	8,863.88
CDW Government	Computer Supplies	1,035.71
Cengage Learning	Adult Books	2,507.46
Center Point Large Print	Adult Books	477.54
City Directories (InfoGroup)	Adult Books	935.00
City of Bloomington	Dental Insurance	861.20
City of Bloomington	FICA	10,320.82
City of Bloomington	Fuel	1,035.58
City of Bloomington	Health Insurance-HMO	7,971.10
City of Bloomington	Health Insurance-PPO	17,178.02
City of Bloomington	IMRF	21,970.29
City of Bloomington	Life Insurance	246.24
City of Bloomington	Medicare	2,413.91
City of Bloomington	Payroll	188,615.71
City of Bloomington	Vision Insurance	201.50
City of Bloomington	Water	560.37
Demco	Library Supplies	272.19
DePriest Puppets	Other Purchased Services	400.00
Ebsco Subscription Services	Periodicals	15,222.48
Ebsco Subscription Services	Professional Collection	1,646.10
Express Services	Other Purchased Services	689.56
File, Richard	Other Purchased Services	300.00
Fonziba, Theresa	Other Purchased Services	350.00
Frontier	Telecommunications	1,387.17
Genealogical Publishing	Adult Books	144.90
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	154.68
Harlan Vance Company	Library Supplies	366.74
Harlan Vance Company	Other Purchased Services	191.00
Hays, Aaron (Funbelievable Balloons)	Other Purchased Services	450.00
Johnson Controls	Building Maintenance	488.00
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	60.00
Keystone US Management (ADT Security)	Building Maintenance	226.20
Kone, Inc.	Building Maintenance	400.00
Lockett, Michael	Other Purchased Services	200.00
Lower, Mickey	Other Purchased Services	125.00
Madcap Productions	Other Purchased Services	552.50
MicroMarketing, LLC	A/V Materials	231.78
Midwest Tape	A/V Materials	4,029.14
Miller Janitorial Supply	Janitorial Supplies	466.93

Moreland, Debra (Furry Friends)	Other Purchased Services	638.33
Nicor/Northern Illinois Gas	Natural Gas	3,445.24
Nu Air Corp.	Building Mtnc Supplies	118.00
Oberlander Communications	Telecommunications	48.50
Office of the State Fire Marshal	Building Maintenance	75.00
Officemax	Computer Supplies	416.92
Officemax	Copier Supplies	350.10
Officemax	Employee Relations	57.51
Officemax	Library Supplies	113.32
Officemax	Office Supplies	195.36
Officemax	Other Purchased Services	160.14
Peek-A-Book, LLC	Public Access Software	1,140.00
Proquest LLC	Public Access Software	990.00
Pyne, Edward (Normalite)	Periodicals	19.95
Random House, Inc.	A/V Materials	45.00
Research Technology International	Library Supplies	32.77
Ricoh, USA, Inc.	Office/Equipment Mtnc	16.87
Ricoh, USA, Inc.	Rentals	1,430.00
Ron Smith Printing Co.	Printing/Binding	60.00
Seng, Ken	Other Purchased Services	150.00
Sindlinger, Anne	Other Purchased Services	100.00
Stanlaw, James	Other Purchased Services	75.00
Taylor, Pamela (Seastar Aquascapes)	Other Purchased Services	64.75
Technical Solutions & Services, Inc.	Building Maintenance	3,190.00
ThyssenKrupp Elevator Corp.	Building Maintenance	27.21
Tinley Park Public Library	Miscellaneous Expenses	18.00
Unique Management Services, Inc.	Other Purchased Services	456.45
Vernon Library Supplies	Library Supplies	2,777.15
Whited, Jon	Travel	50.85
Wilson, James (A-1 Security Locksmith)	Building Maintenance	199.95
VISA - Amazon Marketplace	A/V Materials	206.52
VISA - Amazon Marketplace	Computer Supplies	514.13
VISA - Amazon Marketplace	Library Supplies	51.90
VISA - Amazon Marketplace	Other Purchased Services	221.10
VISA - Amazon.com	A/V Materials	301.62
VISA - Amazon.com	Adult Books	91.07
VISA - Amazon.com	Computer Supplies	521.65
VISA - Amazon.com	Juvenile Books	90.08
VISA - American Library Association	Membership Dues	75.00
VISA - American Library Association	Professional Collection	80.00
VISA - Automotive Workwear, Inc.	Uniforms	60.79
VISA - Baker & Taylor Books	A/V Materials	8,140.34
VISA - Baker & Taylor Books	Adult Books	10,044.48
VISA - Baker & Taylor Books	Juvenile Books	7,946.38
VISA - Barnes & Noble	Other Purchased Services	41.12
VISA - Bill's Key & Lock Shop	Other Purchased Services	9.75
VISA - Boston Market	Travel	7.79
VISA - Brodart	Library Supplies	603.18
VISA - Comcast	Telecommunications	86.90
VISA - Concord Custom Cleaners	Other Purchased Services	12.90
VISA - Demco	Other Purchased Services	85.00
VISA - Denny's Doughnuts	Other Purchased Services	15.00

VISA - Emedco	Building Mtn Supplies	314.64
VISA - ExxonMobile	Fuel	27.73
VISA - Five Star Water	Miscellaneous Expenses	7.16
VISA - Gamestop	A/V Materials	221.91
VISA - Hobby Lobby	Library Supplies	5.99
VISA - Hyatt Hotels	Travel	55.98
VISA - Illinois Tollway	Miscellaneous Expenses	40.00
VISA - Ingram	Adult Books	383.39
VISA - Jewel	Miscellaneous Expenses	120.03
VISA - JoAnn Fabric	Library Supplies	9.18
VISA - Law Bulletin	Adult Books	75.93
VISA - Maker Media	Computer Supplies	715.50
VISA - Marathon	Miscellaneous Expenses	4.53
VISA - McDonald's	Travel	7.50
VISA - McLeod	Telecommunications	130.15
VISA - Menards	Janitorial Supplies	46.71
VISA - Menards	Library Supplies	26.69
VISA - Michael's	Other Purchased Services	15.98
VISA - Mini Science	Computer Supplies	238.89
VISA - NewEgg.com	Computer Supplies	7.38
VISA - NRS	Other Purchased Services	92.70
VISA - Office Depot	Other Purchased Services	7.29
VISA - O'Reilly Auto Parts	Building Mtn Supplies	10.47
VISA - O'Reilly Auto Parts	Vehicle Maintenance	46.95
VISA - Paper Direct	Copier Supplies	90.31
VISA - Parallax, Inc.	Computer Supplies	37.72
VISA - Party City	Employee Relations	6.42
VISA - Party City	Library Supplies	19.95
VISA - Peter's Diner	Travel	9.00
VISA - POS Supply Solutions	Library Supplies	1,836.42
VISA - Precision Car Wash	Vehicle Maintenance	8.00
VISA - Rydin Decal	Library Supplies	321.00
VISA - Savor McCormick Place	Travel	86.55
VISA - Sprint	Telecommunications	309.98
VISA - Standard & Poor's Financial Services, LLC	Public Access Software	6,709.80
VISA - SteamPowered.com	Public Access Software	(7.50)
VISA - U S Toy Co.	Library Supplies	345.89
VISA - US Borne Books	Juvenile Books	765.92
VISA - USPS	Postage	101.01
VISA - Valve Software	Public Access Software	2,429.46
VISA - Wal-Mart	Janitorial Supplies	289.15
VISA - Wal-Mart	Library Supplies	15.48
VISA - Wal-Mart	Office Supplies	3.51
VISA - Wal-Mart	Other Purchased Services	238.17
VISA - Wal-Mart.com	Janitorial Supplies	116.37
VISA - Wal-Mart.com	Office/Equipment Mtn	4.00
VISA- Boy Scouts of America, Inc.	Juvenile Books	118.22
Total		355,685.28

Procedures Related to the Library Records Confidentiality Act

The Library does not share information about customer transactions regarding materials borrowed, resources reviewed, or services used. Examples are whether a particular customer has a library card, what materials are or have been charged to a customer's library card, or a customer's use of library public access computers.

A customer must present his/her barcode number and personal identification number (PIN) either in person or on the telephone before any information will be given concerning: specific items charged out or specific items overdue. General information may be given to the customer such as the total fines on the account or how many items are checked out. If a person other than the customer requests information, staff will inform the person that library staff are only permitted to discuss specific information with the customer. If a person other than the customer has the library card and knows the PIN number for the account, staff will provide the information asked for or allow use of the customer's card. On the rare occasion that the customer has not set up or does not remember their pin, staff may use other information or identification for verification to allow access to the account.

Confidentiality applies to all, regardless of age. While the parent is asked to sign for financial responsibility on the library card application, this does not give the parent the right to information covered under the Library Records Confidentiality Act. BPL staff shall assume, if the parent knows the PIN associated with the account, it is permissible to share information with the parent.

Staff has access to confidential information from Library user accounts because of the nature of their work. This information is to be kept confidential. Employees hold positions of public trust. All employees must respect the sometimes private and sensitive nature of information to which they are privy, or to which they may have access. To assure confidentiality of information, employees may not disclose, use, remove, record, or copy confidential information unless required to do so in the course of Library business or by law.

Employees may not use information obtained through their employment with the Library for their personal gain or profit, or for the profit of others, during or after their employment with the Library.

Bloomington Public Library

Policy on Confidentiality of Records

Approved by the Bloomington Public Library Board of Trustees, July 16, 2013

Bloomington Public Library complies with the Library Records Confidentiality Act of the Illinois Statutes (75 ILCS 70/1) which states that the registration and circulation records of a library are confidential information. The statute follows:

LIBRARIES

(75 ILCS 70/) Library Records Confidentiality Act.

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under a court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.
(Source: P.A. 86-1475.)

Bloomington Public Library*Books are just the beginning.*www.BloomingtonLibrary.org

FOR LIBRARY BOARD: July 16, 2013

SUBJECT: Green Building, LLC Property Tax Abatement

RECOMMENDATION/MOTION: Recommendation to the Bloomington City Council that the proposed property tax abatement be approved, the Resolution adopted and the Agreement executed.

BACKGROUND: Green Building, LLC is a local development team which has decades of experience in the Bloomington-Normal community. The project in question would rehabilitate an existing structure located at 115 East Monroe in Downtown Bloomington.

This project would serve two primary functions. First, it would serve as a 15-unit residential apartment building for current and prospective residents of the Downtown community; a use that is currently in high demand as rental occupancy sits at 100% (DBA) and businesses are increasing the number of short-term employees working in the Downtown area. Secondly, the project site would serve to provide enhanced retail and restaurant space (2 units) for the commercial sector.

In all, this revitalization project would invest a minimum of \$1.6 million into taxable property in Bloomington and would serve to revitalize an existing structure in the Downtown community, an area highlighted on the City's Economic Development Target Area Map. In addition to the rehabilitation of an existing structure in a focus area of our community, a few elements of particular interest in regards to this project include its compatible design and occupancy, a synergy with the concepts outlined in the forthcoming Downtown Plan and a focus on environmentally sustainable outcomes.

In order to make the project financially feasible and thus complete the renovation, Green Building is requesting a freeze on real estate taxes owed on the site in question. The freeze, if approved by the taxing bodies, would allow Green Building to pay a portion of the new increment of property tax during each of the five (5) years while the company invests into the site. After the period of five (5) years is over, the company's taxes will rise to take into account the full value of the new investment. At that point, all taxing bodies would begin to collect the full amount of post-investment taxes.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: National Development Council, Economic Development Council for the Bloomington-Normal Area, Downtown Bloomington Association, City of Bloomington, Bloomington School District 87, McLean

TAXING BODY	2011 TAX RATE	2011 TAXES COLLECTED	EST. TAXES COLLECTED DURING AGREEMENT (PER YEAR)	EST. ABATEMENT DURING AGREEMENT (PER YEAR)	EST. TAXES COLLECTED AFTER AGREEMENT (PER YEAR)
MCLEAN COUNTY	0.915710	\$478.19	\$842.98	\$3,094.62	\$3,937.55
CITY OF BLOOMINGTON TOWNSHIP	0.143280	\$74.82	\$131.90	\$484.20	\$616.10
CITY OF BLOOMINGTON	1.059550	\$553.30	\$975.39	\$3,580.69	\$4,556.07
B-N WATER RECLAMATION DIST	0.163900	\$85.59	\$150.88	\$553.90	\$704.77
BLM-NRM AIRPORT AUTH	0.154860	\$80.87	\$142.56	\$523.35	\$665.90
CUSD 87 BLOOMINGTON	4.657410	\$2,432.10	\$4,287.44	\$15,739.38	\$20,026.86
CITY OF BLOOMINGTON LIBRARY	0.250730	\$130.93	\$230.81	\$847.32	\$1,078.14
HEARTLAND COMM COLLEGE 540	0.475840	\$248.48	\$438.03	\$1,608.04	\$2,046.11
TOTALS	7.82128	\$4,084.28	\$7,200.00	\$26,431.50	\$33,631.50

VALUE OF ABATEMENT AFTER 5 YEARS: (ASSUMES ALL TAXING BODIES PARTICPATE)	% OF PROJECT COSTS (ASSUMES ALL TAXING BODIES PARTICPATE)
\$132,157.50	8.17%

Proposed Tax Abatement Illustration

TAXING BODY	2011 TAXES	YEAR 1 TAXES	YEAR 2 TAXES	YEAR 3 TAXES	YEAR 4 TAXES	YEAR 5 TAXES	YEAR 6 TAXES
MCLEAN COUNTY	\$478.19	\$842.98	\$842.98	\$842.98	\$842.98	\$842.98	\$3,937.55
CITY OF BLOOMINGTON TOWNSHIP	\$74.82	\$131.90	\$131.90	\$131.90	\$131.90	\$131.90	\$616.10
CITY OF BLOOMINGTON	\$553.30	\$975.39	\$975.39	\$975.39	\$975.39	\$975.39	\$4,556.07
B-N WATER RECLAMATION DIST	\$85.59	\$150.88	\$150.88	\$150.88	\$150.88	\$150.88	\$704.77
BLM-NRM AIRPORT AUTH	\$80.87	\$142.56	\$142.56	\$142.56	\$142.56	\$142.56	\$665.90
CUSD 87 BLOOMINGTON	\$2,432.10	\$4,287.44	\$4,287.44	\$4,287.44	\$4,287.44	\$4,287.44	\$20,026.86
CITY OF BLOOMINGTON LIBRARY	\$130.93	\$230.81	\$230.81	\$230.81	\$230.81	\$230.81	\$1,078.14
HEARTLAND COMM COLLEGE 540	\$248.48	\$438.03	\$438.03	\$438.03	\$438.03	\$438.03	\$2,046.11
TOTAL	\$4,084.28	\$7,199.99	\$7,199.99	\$7,199.99	\$7,199.99	\$7,199.99	\$33,631.50

Resolution No. _____

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BLOOMINGTON PUBLIC LIBRARY, CONDITIONALLY AND PARTIALLY ABATING PROPERTY TAX FOR GREEN BUILDING, LLC

WHEREAS, the Board of Trustees of the Bloomington Public Library (the “Board of Trustees”) is a local taxing district; and,

WHEREAS, tax abatement is a tool often used as an incentive to induce business retention, business expansion and new development resulting in community revitalization; and;

WHEREAS, the promise of financial assistance can make the difference in a developer’s decision regarding the location of a project or the eagerness to expand or initiate a project; and,

WHEREAS, Green Building, LLC, a Delaware limited liability company (the “Developer”) has requested real estate tax abatements on the part of the local taxing districts in order to undertake the renovation of a century old building located at 115 E. Monroe Street (the “Building”) in the area known as “Downtown Bloomington”; and,

WHEREAS, the Developer has advised the Board of Trustees that without the real estate tax abatements as requested, this undertaking will not be economically viable; and,

WHEREAS, all parties believe the economic development impact of this proposed project will ultimately be advantageous to the community as a whole due to the capital investment by the Developer and the resulting job opportunity, neighborhood revitalization, and the increase in the tax base of all of the taxing districts; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Bloomington Public Library, as follows:

Section 1. The Tax Abatement Agreement by and between the Board of Trustees and Green Building, LLC, in the form attached hereto, is hereby approved and the Mayor is hereby authorized and directed to execute said Agreement on behalf of the Board of Trustees.

Section 2. The McLean County Clerk is hereby ordered to abate that portion of real estate taxes levied by the Board of Trustees against the Subject Property over and above the sum of \$230.81 commencing with the 2015 taxes payable in 2016; the 2016 taxes payable in 2017; the 2017 taxes payable in 2018; the 2018 taxes payable in 2019; and, the 2019 taxes payable in 2020; subject, however, to cancellation and termination upon written notice from the City Clerk of a default by the Developer under the Tax Abatement Agreement.

Section 3. The real estate tax abatement provided in Section Two shall terminate immediately upon written notice from the City Clerk that, at any time after December 31, 2014, a default has occurred on the part of the Developer which has not been cured.

Section 4. Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

Section 5. This Resolution shall be in full force and effect upon its passage, approval, and publication as provided by law.

Parcel Information Search System					
Display Control					
NOTE: If you plan on printing information, it is best to click the Printer Friendly button before you select items in the Display Control.					
☒ Assessment History	☐ Forfeiture Information	☐ Parcel Photos	☐ Tax Sale and Redemption	Update Display	
☒ Billing and Payment	☒ General Information	☐ Soil Survey Information	☐ Taxing Body	Search Again	
☐ Exemption History	☐ GIS Map Information	Printer Friendly			
Check the items you want to display and click "Update Display". If an item is greyed out, no information is available for that section.					
Property Details					
Parcel Number	21-04-194-006	Notice Mailing Address			
Township	CITY OF BLOOMINGTON	107 HILLTOP RD			
Property Class	0060 - Improved Commercial	BLOOMINGTON IL 61701			
Tax Status	Taxable	Change of Address Form			
Acres	0.0000	Property Address			
Tax Code	4001	Click the button below for Property Address information.			
Legal Description		Map The Selected Parcel			
SUBN LOT 1,2,3,4,5&6 ORIG TOWN LOT 1,4,5 &8		Tax Bill Mailing Address			
Direct Link to This Parcel		Same as Notice Address			
http://webapp.mcleancountyil.gov/webapps/Tax/taxparcelinfo.aspx?parcel=2104194006					
Parcel Assessment Information					
Year	Farm Land	Farm Building	Land/Lot	Buildings	Total
2012 Payable in 2013	\$0.00	\$0.00	\$18,297.00	\$32,360.00	\$50,657.00
2011 Payable in 2012	\$0.00	\$0.00	\$18,861.00	\$33,359.00	\$52,220.00
2010 Payable in 2011	\$0.00	\$0.00	\$18,861.00	\$33,359.00	\$52,220.00
2009 Payable in 2010	\$0.00	\$0.00	\$18,861.00	\$33,359.00	\$52,220.00
2008 Payable in 2009	\$0.00	\$0.00	\$18,455.00	\$32,641.00	\$51,096.00
2007 Payable in 2008	\$0.00	\$0.00	\$17,996.00	\$31,829.00	\$49,825.00
2006 Payable in 2007	\$0.00	\$0.00	\$17,212.00	\$30,443.00	\$47,655.00
2005 Payable in 2006	\$0.00	\$0.00	\$16,858.00	\$29,817.00	\$46,675.00
2004 Payable in 2005	\$0.00	\$0.00	\$16,367.00	\$28,949.00	\$45,316.00
2003 Payable in 2004	\$0.00	\$0.00	\$15,728.00	\$27,820.00	\$43,548.00
2002 Payable in 2003	\$0.00	\$0.00	\$15,728.00	\$27,820.00	\$43,548.00
2001 Payable in 2002	\$0.00	\$0.00	\$15,106.00	\$26,719.00	\$41,825.00

Parcel Billing Information

Select Tax Year

- ☒ 2012 Payable in 2013
 ☐ 2009 Payable in 2010
 ☐ 2006 Payable in 2007
☐ 2011 Payable in 2012
 ☐ 2008 Payable in 2009
 ☐ 2005 Payable in 2006
☐ 2010 Payable in 2011
 ☐ 2007 Payable in 2008
 ☐ 2004 Payable in 2005

	1st Installment	2nd Installment	Total
Due Date	June 3, 2013	September 3, 2013	
Taxes	\$1,992.45	\$1,992.45	\$3,984.90
Drainage	\$0.00	\$0.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00
Fees	\$0.00	\$0.00	\$0.00
Amount Paid	\$1,992.45	\$0.00	\$1,992.45
Date Paid	June 7, 2013		
Amount Due	\$0.00	\$1,992.45	\$1,992.45

Payment Options

Pay Online

Print Payment Coupons

Pay by Phone

Sign Up for Direct Debit

Other Payment Options

IMPORTANT CONTACT INFORMATION

McLean County Treasurer & Tax Collector

309-888-5180 Email: treasurer@mcleancountyil.gov
 General Tax Questions; Real Estate & Mobile Home
 Tax Collection & Payment
 Options; Distribution; Senior Deferral Program;
 Mobile Home Tax Certs

McLean County Supervisor of Assessments

309-888-5130 Email: assessor@mcleancountyil.gov
 Assessment Questions; All Exemption Questions &
 Applications; Real Estate
 Bill Name and Address Changes

McLean County Clerk

309-888-5190 Email:
countyclerk@mcleancountyil.gov
 Sold Real Estate Tax Redemptions; Mobile Home
 Exemptions; Mobile Home
 Bill Name and Address Changes

Illinois Department on Aging

800-624-2459 Email: www.state.il.us/aging
 Illinois Circuit Breaker/Illinois Cares Rx; Senior
 Citizen & Disabled Persons
 Pharmaceutical Assistance

CALENDAR OF EVENTS FOR TAX YEAR 2012
PAYABLE 2013**04/26/13**

Tax bills released & mailed

06/03/13

1ST Installment Due Date (Per 35 ILCS 200/21-15,
 Interest will be applied at 1.5% per month on
 payments made after this date)

09/03/13

2nd Installment Due Date (Per 35 ILCS 200/21-15,
 Interest will be applied at 1.5% per month on
 payments made after this date)

10/01/13

Last day to pay before certified funds are required for
 payment (Per 35 ILCS 200/20-25)

10/10/13

Last day to pay to avoid publication of delinquent
 taxes in newspaper (Per 35 ILCS 200/21-110).
 Certified funds required

10/31/13

Last day to pay to avoid tax sale. Certified funds must

be received in the Treasurer's Office before 4:30 pm.
(Per 35 ILCS 200/21-165)

11/01/13

Property tax sale begins 9 am. (Per 35 ILCS 200/21-205)

Any installment that is postmarked or paid after the due date will be assessed an interest penalty of 1 ½% per month per 35 ILCS 200/21-15 of the Property Tax Code. Additional costs will be due as applicable.

Rebecca C. McNeil

McLean County Treasurer & Tax Collector
115 E. Washington Street, Rm M101 Government Center
Bloomington, IL 61702-2400
Phone (309) 888-5180
Fax (309) 888-5176
Office Hours: 8:00 A.M. – 4:30 P.M. Monday – Friday
Email: treasurer@mcleancountyil.gov

XI.C.

Early Literacy Station & After School Edge Station Proposal

The Library is interested in purchasing an Early Literacy Station and an After School Edge Station. The Early Literacy Station is a self-contained education computer for children ages 2-8. The station includes 56 top-rated educational software programs spanning seven curricular areas. It is available in English, Spanish, and French. The After School Edge Station is a complete digital learning solution designed for youth 6-14 years old. It gets kids excited about learning, improves student achievement and boosts graduation rates.

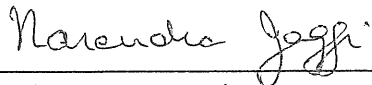
More details about each station are attached.

Following are the costs:

Early Literacy Station:	\$3,350.00
After School Edge Station:	3,150.00
Discount:	-200.00
Shipping:	100.00
Total:	\$6,400.00

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation approve the purchase of the Early Literacy Station and the After School Edge Station at a cost not to exceed \$6,400.00, using the proceeds from the Wine Gala Fundraising Event (\$6,020.00) and from general sources (\$380.00).

Approved on this 16th day of July, 2013



Narendra Jaggi, President



Inspiring every child to
become a lifelong learner™



Quotation developed for: Georgia Bouda
Organization: Bloomington Public Library

Date: July 8, 2013
Valid until: August 7, 2013

Product	Quantity	Unit Cost	Total
Early Literacy Station™ Bilingual Spanish			
Early Literacy Station™ Bilingual Spanish - LIST PRICE	0	\$ 4,187.00	\$ -
Early Literacy Station™ Bilingual Spanish Educational Discount (1-9 units)	1	\$ 3,350.00	\$ 3,350.00
Early Literacy Station™ Bilingual Spanish Volume Discount (10-24 units)	0	\$ 3,183.00	\$ -
Early Literacy Station™ Bilingual Spanish Volume Discount (25-49 units)	0	\$ 3,015.00	\$ -
Early Literacy Station™ Bilingual Spanish Volume Discount (50+ units)	0	\$ 2,848.00	\$ -
ON THIS HARDWARE PLATFORM ▶ <u>20" All-in-One / Touch Screen</u>		\$ -	\$ -
AfterSchool Edge™ :			
AfterSchool Edge™ English - LIST PRICE	0	\$ 3,937.00	\$ -
AfterSchool Edge™ English Educational Discount (1-9 units)	1	\$ 3,150.00	\$ 3,150.00
AfterSchool Edge™ English Volume Discount (10-24 units)	0	\$ 2,993.00	\$ -
AfterSchool Edge™ English Volume Discount (25-49 units)	0	\$ 2,835.00	\$ -
AfterSchool Edge™ English Volume Discount (50+ units)	0	\$ 2,678.00	\$ -
ON THIS HARDWARE PLATFORM ▶ <u>20" All-in-One / Touch Screen</u>		\$ -	\$ -
CUSTOMER REQUIRES A STANDARD KEYBOARD & MOUSE ▶ <u>YES</u>			
Warranty & Upgrades Extend Plan:			
1 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 4 years)	0	\$ 500.00	\$ -
2 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 5 years)	0	\$ 1,000.00	\$ -
ELF Licensing:			
ELF Child Safe Browser: New ELF annual subscriptions per year / per building	0	\$ 200.00	\$ -
ELF Reading & Reference: per year / per building	0	\$ 1,250.00	\$ -
Options:			
AWE headphones w/ volume control and pull-away cord – durable, (1) yr. mfg. warranty	0	\$ 20.00	\$ -
Audio Y splitter cable (allows 2 set of headphones simultaneously)	0	\$ 3.00	\$ -

ALA Coupon #CHI100

Shipping

Market: Library [LIB-LIB]

Applicable State Sales Tax --> 0.000%

SUBTOTAL \$6,400.00

SALES TAX \$ -

If you are exempt, please include a copy of your sales tax certificate

TOTAL \$6,400.00

NOTE: An authorized customer contact should sign and return a copy of this quote to AWE within 30 days, to accept this price quote

AWE, Inc.

Bloomington Public Library

Linda S. Mavrinac

7/8/2013

(Signature)

Date

I agree to AWE's Terms & Conditions

(Date)

(Authorized Signature or corresponding purchasing order)

Linda S. Mavrinac

(Print Name)

(Print Name) / (Title)

Senior Account Specialist

(Title)

(Email Address & Phone Number)

Bill To Information

Name: Accounts Payable

Organization: Bloomington Public Library

Address: PO Box 3308

City, State, Zip: Bloomington, IL 61702

Phone / Fax: 309.828.6091

Email: melissa@bloomingtonlibrary.org

Ship To Information

Name: Georgia Bouda

Organization: Bloomington Public Library

Address: 205 East Olive Street

City, State, ZIP: Bloomington, IL 61702

Phone / FAX: 309.828.6091

Email: Georgiab@bloomingtonlibrary.org

PAYMENT TYPE: Net 15 Terms or Credit Card: VISA MASTERCARD / # EXP.

Key (primary AWE) Contact NAME: Georgia Bouda

Email: Georgiab@bloomingtonlibrary.org

Phone: 309.828.6091

Warranty and Upgrade Contact NAME: Melissa

Email: melissa@bloomingtonlibrary.org

Phone: 309.828.6091

Special Interest Group Contact NAME: Georgiab@bloomingtonlibrary.org

Email: Georgiab@bloomingtonlibrary.org

Phone: 309.828.6091

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2501 Seaport Drive, Suite # 410 SH • Chester • Pennsylvania, 19013

Phone (610) 833-6400 • Fax (610) 833-6440 • Email: info@awelearning.com • www.awelearning.com

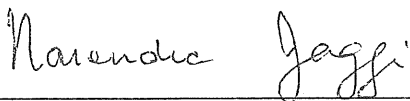
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR COLLECTION HQ SERVICE
TO BRIDGEALL LIBRARIES LIMITED

****AMENDED****

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

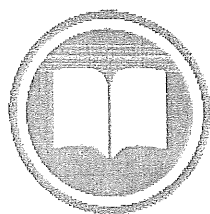
1. That the three quote requirement be waived and the Library Director authorize payment for CollectionHQ Service to Bridgeall Libraries Limited in the amount of \$15,412.00
2. That the CollectionHQ software offers a proven methodology for collection performance improvement
3. That the Library can make appropriate selection decisions based on usage data
4. That the CollectionHQ software works with the Library's current ILS (SIRSI) to base purchasing decisions on circulation data
5. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$15,412.00
6. That Bridgeall Libraries Limited is the only source for the CollectionHQ Service.

Approved this 16th day of July 2013



Narendra Jaggi, President

Bloomington Public Library Board of Trustees



collectionHQ

data. insight. solutions.

INVOICE

Bridgeall Libraries Limited (reg'd in Scotland No 297736), 1 Ainslie Road, Glasgow, G52 4RU, Scotland, UK
Phone: +44(0)141 585 6427 Fax: +44(0)141 585 6301
VAT Registration Number: GB924792594
www.collectionhq.com
angela.lawson@collectionhq.com

Billing Address

Bloomington Public Library
205 EAST OLIVE STREET
BLOOMINGTON
Illinois
61701
USA

Shipping Address

Bloomington Public Library
205 EAST OLIVE STREET
BLOOMINGTON
Illinois
61701
USA

Invoice Number	SIN000449
Invoice Date	03/07/2013
Customer Vat Number	

Customer Reference	Shipping Method	Invoice Currency	Due Date
		USD	2/8/2013

	Product Name	Quantity	Unit Price	Tax Code	Tax Value	Net Value
1	Annual Subscription - initial Product Code: SUBS-I	1.00	15,412.00	GB-O-EXP	0.00	15,412.00
2	Implementation Fee Product Code: IMP	1.00	0.00	GB-O-EXP	0.00	0.00

Tax Summary			
Tax Code	Tax Rate	Net Value	Tax Value
GB-O-EXP	0.0%	15,412.00	0.00

Net Total	15,412.00
Tax Total	0.00
Invoice Total	15,412.00

Invoice Description
2-year renewal option

Bank Details (US customers):
Bank of America Account name: Bridgeall Libraries Limited Account number: 4427712443 ABA number (ACH): 111000012 ABA number (Wire): 026009593

XI.F.

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

****AMENDED****

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

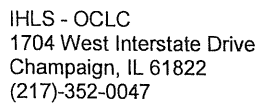
1. That the three quote requirement be waived and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$21,327.00
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$21,327.00
7. That the Illinois Heartland Library System is the only source for OCLC Service

Approved this 16th day of July 2013

Narendra Jaggi

Narendra Jaggi, President

Bloomington Public Library Board of Trustees



INVOICE DATE	7/10/2013
INVOICE NO	75694
ACCOUNT ID	JCH

NET DUE	21,327.00
---------	-----------

2014 OCLC Service Fee
Please write your ILLINET/OCLC
Account ID & Invoice# on all checks.
This will help process your payment in a
more timely manner. Thank You.

NET DUE 21,327.00

Bloomington Public Library Director's Report August 2013

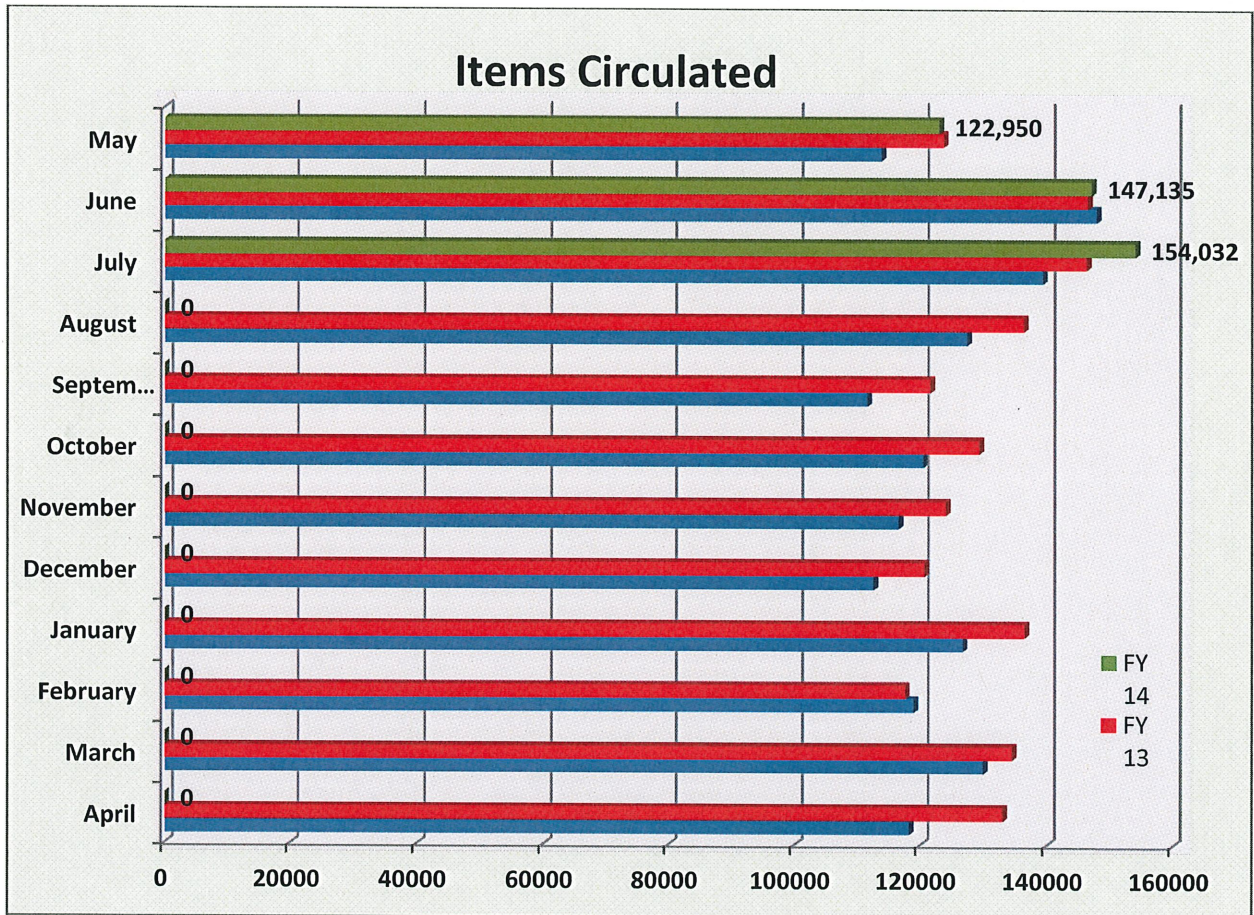
1. ILA

Trustee Day at the Illinois Library Association conference is scheduled for Wednesday, October 16th. This year's conference is at Navy Pier in Chicago. Early bird registration closes on Aug. 26, so I have added this to the agenda for approval, if any of you wish to attend.

2. Mayor's Reception for Boards and Commissions

Invitations should be out soon for the annual reception for boards and commissions. It will be held at the BCPA on Tuesday, Sept. 3 from 5:30 to 7pm.

3. Statistics

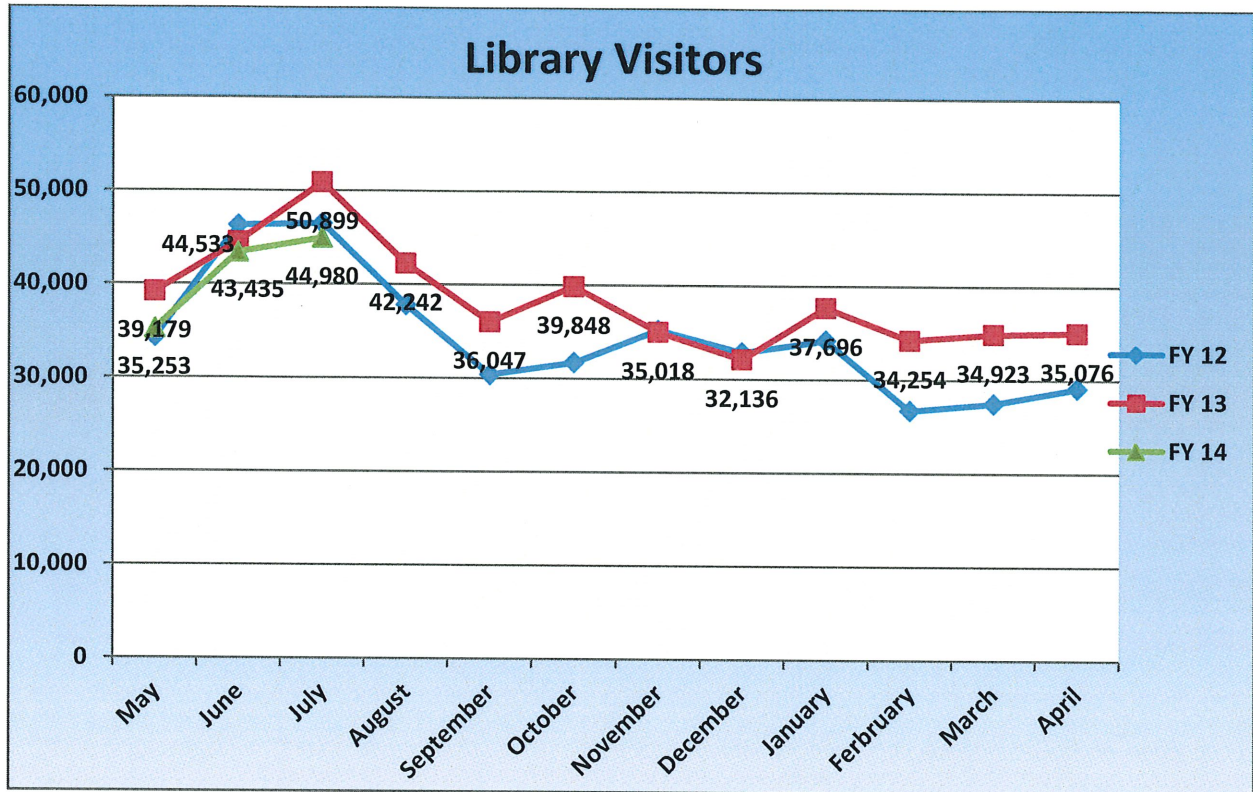


Summer Reading has gone very well this summer, but our numbers are down slightly from last year. The Library registered 7,543 Summer Readers. This reflects a 3.79% decrease from the 2012 program to the 2013 program. 4,036 people (53% of participants) finished the program. In 2012, 57% of those who registered completed the program. The Library lent 154,032 items in July 2013, compared to 146,388 items borrowed in July 2012. July was

the first month the Library has ever lent over 150,000 items in one month, although 4649 of them are digital downloads.

There were 44,980 visitors to the Library and Bookmobile in July 2013, a decrease from the 50,899 visitors in July 2012.

Staff answered 5713 questions from customers this month.



Programs and Attendance in the month of July:

Children Programs and Attendance

- Pint Size Polka – 55 attended
- Twin City School of Dance – 87 attended
- DePriest Puppets – 2 shows – 224 attended
- Tales for Tails – 2 sessions – 32 attended
- Fonziba Drums – 163 attended
- Lincoln Coloring Contest and Craft – 128 participated
- Dora Party – 230 attended
- Meet a Princess – 150 attended
- Story Time Cruise Line – 5 sessions – 176 attended
- Lapsit story time – 4 sessions – 54 attended

2nd Saturday story time – 19 attended
Wiggle Giggle evening story time – 28 attended
Daycare visits – 30 groups – 770 attended
Visited Chesterbrook – 103 attended

Teen Programs and Attendance

Teen Advisory Board – 1 session – 0 attended
Book Brags (teen discussion of favorite books) – 1 session – 0 attended
Anime Now – 2 sessions – 29 attended
Game Fest – 1 session – 6 attended
Create-a-Thon Wed. night drop in – 5 sessions – 1 attended
Henna tattoos – 1 session – 25 attended
Origami Airplanes – 1 session – 1 attended
Foam-Cut Art – 1 session – 2 attended

Adult Programs and Attendance

Fiction – 1 session – 8 attended
Mystery Book Club – 1 session – 13 attended
Non-Fiction Book Club – 1 session – 7 attended
Summer Travel Book Club – 1 session – 0 attended
Family Friendly Movies – 3 sessions – 41 attended
Grandma, Grandpa, and Me Movie – 1 session – 2 attended
Concert on the Patio – 2 sessions – 97 attended
Summer Travelogue programs – 2 sessions – 13 attended
Lincoln-related movies – 2 sessions – 21 attended
Lincoln Festival (programs here at the library)
 Death's Impact on Life during Civil War – 1 session – 14 attended
 Civil War in 4 Minutes movie – 2 sessions – 22 attended
 Pantagraph Presents Lincoln's in Town movie – 1 session – 16 attended
 Strange but True Stories of the Civil War – 1 session – 45 attended
 Songs of the Sesquicentennial/Orpheus Mandolins – 1 session – 56 attended
There were 14 individual appointments with customers this month. Topics included ereaders, email set up, job searching, editing a Word document, and Skype.

4. Program Guide

The next program guide will be coming out in the Sept. 1 edition of the Pantagraph.

Respectfully submitted,

Georgia Bouda
Director

BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

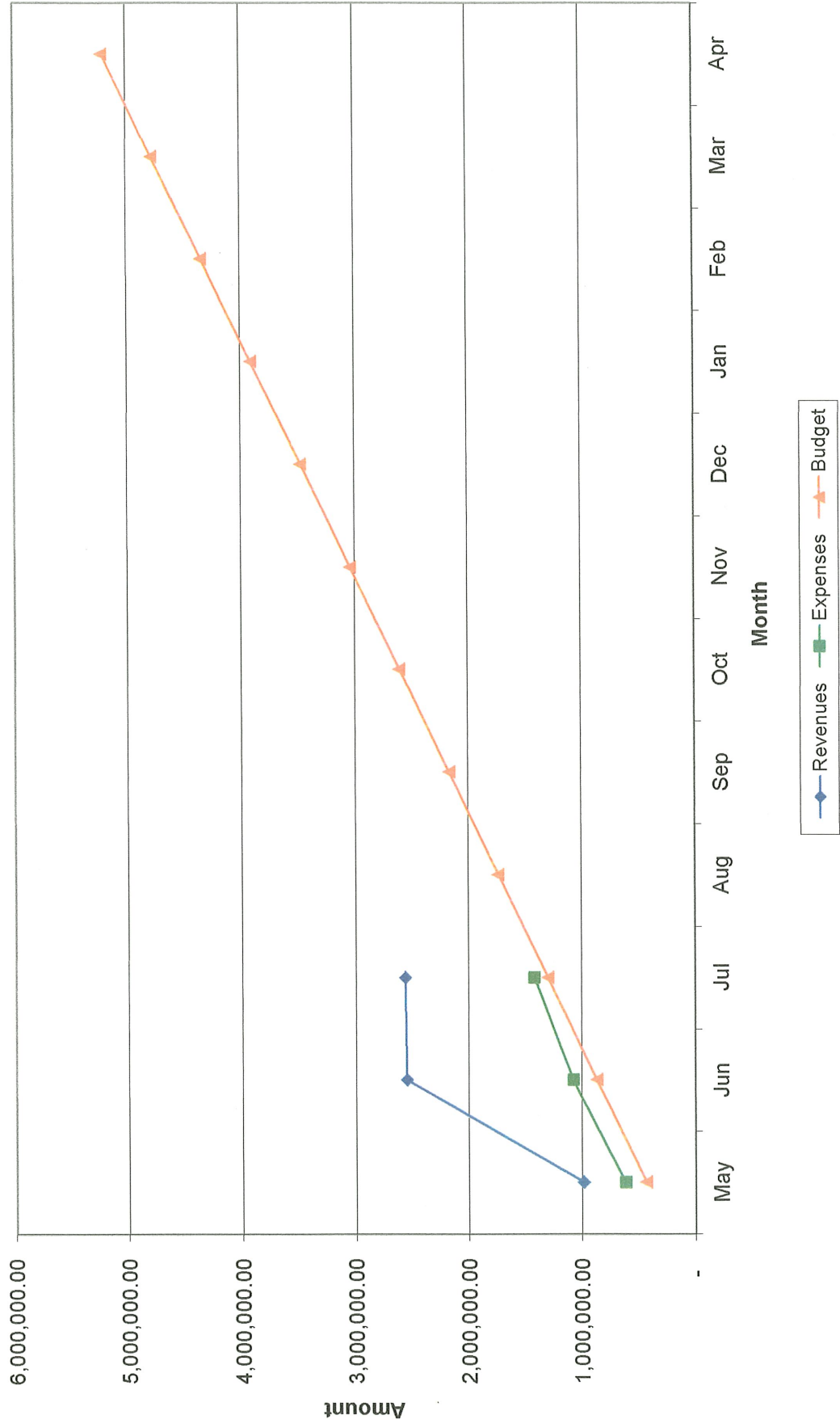
REVENUES:

ACCT NAME	BUDGET	JULY 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	0.00	2,337,760.16	(2,175,716.84)	51.8
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	77,000	0.00	0.00	(77,000.00)	0.0
GPPLD	380,000	0.00	189,340.07	(190,659.93)	49.8
Fees & Rentals	80,000	7,285.88	23,292.14	(56,707.86)	29.1
Copies	3,600	349.20	973.90	(2,626.10)	27.1
Interest on Investments	3,000	44.22	132.02	(2,867.98)	4.4
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	10,000	1,002.88	3,499.30	(6,500.70)	35.0
Cash Over/Short	0	(15.76)	(24.19)	(24.19)	-----
Other	14,000	3,262.97	10,770.67	(3,229.33)	76.9
Total Revenues	5,212,477	142,329.39	2,696,144.07	(2,516,332.93)	51.7

ACCT NAME	BUDGET	JULY 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	119,899.63	468,907.32	(1,408,742.68)	25.0
Part-Time Salaries	381,725	28,682.37	97,626.41	(284,098.59)	25.6
Seasonal Salaries	35,990	9,439.36	22,331.23	(13,658.77)	62.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	1,429.12	1,429.12	-----
Total Sals & Wages	2,296,465	158,021.36	590,294.08	(1,706,170.92)	25.7
Dental Insurance	11,050	845.44	2,560.06	(8,489.94)	23.2
Vision Insurance	2,600	199.14	600.12	(1,999.88)	23.1
Health Insurance, BC/BS PPO	234,700	17,589.42	52,426.84	(182,273.16)	22.3
Health Insurance, OSF HMO	79,100	15,085.68	23,056.78	(56,043.22)	29.1
Life Insurance	3,900	241.71	728.12	(3,171.88)	18.7
IMRF	299,300	32,268.87	86,492.17	(212,807.83)	28.9
FICA	142,320	13,377.62	35,378.97	(106,941.03)	24.9
Medicare	33,290	2,427.08	8,274.37	(25,015.63)	24.9
Worker's Comp	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	600	0.00	60.79	(539.21)	10.1
Tuition Reimb	10,000	0.00	0.00	(10,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	876,860	82,034.96	209,578.22	(667,281.78)	23.9
Rentals	26,000	2,673.99	4,303.99	(21,696.01)	16.6
Total Rentals	26,000	2,673.99	4,303.99	(21,696.01)	16.6
Building Mtnc	125,000	2,785.46	11,498.60	(113,501.40)	9.2
Vehicle Mtnc	20,000	682.85	1,009.77	(18,990.23)	5.0
Office & Computer Mtnc	155,000	39,835.81	107,195.14	(47,804.86)	69.2
Other Mtnc	25,000	145.38	210.38	(24,789.62)	0.8
Total Repair/Mtnc	325,000	43,449.50	119,913.89	(205,086.11)	36.9

ACCT NAME	BUDGET	JULY 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	600.00	2,732.00	(12,268.00)	18.2
Printing/Binding	17,000	810.51	1,634.26	(15,365.74)	9.6
Travel	13,200	222.82	244.70	(12,955.30)	1.9
Membership Dues	8,500	75.00	995.00	(7,505.00)	11.7
Professional Development	12,000	0.00	70.00	(11,930.00)	0.6
Other Purchased Services	90,000	2,705.22	11,231.44	(78,768.56)	12.5
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	3,600	0.00	0.00	(3,600.00)	0.0
Total Purchased Services	190,300	4,413.55	16,907.40	(173,392.60)	8.9
Office Supplies	52,000	1,532.40	2,120.45	(49,879.55)	4.1
Computer Supplies	80,000	2,008.46	2,777.96	(77,222.04)	3.5
Copier Supplies	6,000	350.10	350.10	(5,649.90)	5.8
Postage	28,000	149.26	278.82	(27,721.18)	1.0
Library Supplies	77,500	6,995.84	13,745.65	(63,754.35)	17.7
Janitorial Supplies	13,500	1,339.42	3,755.48	(9,744.52)	27.8
Gas & Diesel Fuel	8,000	1,010.84	2,061.93	(5,938.07)	25.8
Building Mtnc & Repair Supplies	7,500	210.23	987.73	(6,512.27)	13.2
Total Supplies	272,500	13,596.55	26,078.12	(246,421.88)	9.6
Natural Gas	40,000	2,153.82	5,599.06	(34,400.94)	14.0
Electricity	105,000	9,272.11	18,135.99	(86,864.01)	17.3
Water	7,500	731.41	1,872.67	(5,627.33)	25.0
Telecommunications	30,000	3,198.44	6,123.23	(23,876.77)	20.4
Total Utilities	182,500	15,355.78	31,730.95	(150,769.05)	17.4
Professional Collection	7,000	80.00	1,726.10	(5,273.90)	24.7
Total Prof Collection	7,000	80.00	1,726.10	(5,273.90)	24.7
Periodicals	32,000	(16.99)	17,539.48	(14,460.52)	54.8
Adult Books	165,300	9,215.31	39,194.37	(126,105.63)	23.7
Children's Books	120,300	9,534.16	26,887.90	(93,412.10)	22.4
A/V Materials	167,100	8,888.63	35,443.33	(131,656.67)	21.2
Public Access Software	178,800	2,230.00	94,042.14	(84,757.86)	52.6
Ebooks	33,300	0.00	0.00	(33,300.00)	0.0
Total Materials	696,800	29,851.11	213,107.22	(483,692.78)	30.6
Employee Relations	5,000	57.51	303.18	(4,696.82)	6.1
Miscellaneous Expenses	12,000	241.61	706.40	(11,293.60)	5.9
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	170,768	0.00	170,768.00	0.00	100.0
To Capital Fund	114,552	0.00	0.00	(114,552.00)	0.0
Total Other Expenses	339,052	299.12	208,509.58	(15,990.42)	61.5
Total Expenses	5,212,477	349,775.92	1,422,149.55	(3,790,327.45)	27.3

BPL FY 2013-2014



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
August 2013

Property Tax (51.8%): The Library has received three Property Tax distributions—right on target.

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

State Grants (0.0%): Nothing has been received yet.

Golden Prairie (49.8%): The Library has received three distributions from Golden Prairie—right on target.

Interest on Investments (4.4%): Interest rates are still low.

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

Donations (35.0%): The Donations line item includes \$2,405.00 for the Summer Reading Program.

Other (76.9%): This is over the projected amount due to the sale of items from the Book Shoppe.

Seasonal Salaries (62.0%): This is over-spent at this point because the Library hires Seasonal employees to help during the summer, thus most of the funds for this line item are expended during the summer months.

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

Other Salaries (0.0%): This line item is for vacation payouts when staff leave employment.

Life Insurance (18.7%): Charges have been minimal.

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

Uniforms (10.1%): Charges have been minimal.

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

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

Rentals (16.6%): Charges have been minimal.

Building Maintenance (9.2%): Charges have been minimal.

Vehicle Maintenance (5.0%): Charges have been minimal.

Office & Computer Maintenance (69.2%): This line item is over-spent because several one-time annual payments for Library services, i.e. database service, Collection HQ, etc. have been paid.

Other Property Maintenance (0.8%): Charges have been minimal.

Advertising (18.2%): Charges have been minimal.

Printing/Binding (9.6%): Charges have been minimal.

Travel (1.9%): Charges have been minimal.

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

Professional Development (0.6%): Charges have been minimal.

Other Purchased Services (12.5%): Charges have been minimal.

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

Vehicle Insurance (0.0%): Nothing has been paid from this line item yet.
Other Insurance (0.0%): Nothing has been paid from this line item yet.
Office Supplies (4.1%): Charges have been minimal.
Computer Supplies (3.5%): Charges have been minimal.
Copier Supplies (5.8%): Charges have been minimal.
Postage (1.0%): Charges have been minimal.
Library Supplies (17.7%): Charges have been minimal.
Building Maintenance Supplies (13.2%): Charges have been minimal.
Natural Gas (14.0%): Charges have been minimal.
Electricity (17.3%): Charges have been minimal.
Periodicals (54.8%): This is over-spent due to the annual payment of magazines for the public.
Public Access Software (52.6%): This is over-spent because the annual amount for several public access software packages has been paid.
Ebooks (0.0%): Nothing has been spent form this line item yet.
Employee Relations (6.1%): Charges have been minimal.
Miscellaneous Expenses (5.9%): Charges have been minimal.
ERI Reimbursement (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
Fixed Asset Fund Transfer (100.0%): One transfer was made for the year, as opposed to transferring one-twelfth each month.
To Capital Fund (0.0%): This transfer has not been made yet.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,405.00
Fountain Receipts:	4.30
State Farm Good Neighbor Grant (Nancy Miller & Denyce Berg):	1,000.00
Miscellaneous:	90.00
Total Donations:	\$ 3,499.30

The Other Revenue line item breaks out as follows:

Print Station:	\$ 2,345.95
Book Shoppe:	4,447.00
Sale of Reusable Bag:	93.00
Sale of Sling Backpacks:	192.00
Sale of Earbuds:	279.50
Sale of Flashdrives:	48.75
Sale of CD-R's:	16.50
Sale of Totebags:	0.00
Hot Beverage Station:	196.00
Test Proctoring:	500.00
Meeting Room Fees:	180.00
Miscellaneous:	2,461.97
Total Other Revenue:	\$10,760.67

During July, 18 batches containing 140 invoices were processed, totaling \$69,852.40 and 196 credit card charges were made totaling \$32,054.00.

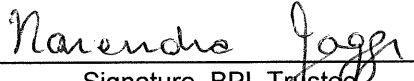
Library Fund Balance Information, 7/31/13:

Operating:	\$ 1,794,021.36
Capital:	\$ 1,733,992.39
Fixed Assets:	\$ 825,289.04

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, August 20, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	9,272.11
Automatic Fire Sprinkler, LLC	Building Maintenance	450.00
Bell Techlogix, Inc.	Office/Equipment Mtnc	719.79
Bridgeall Libraries	Office/Equipment Mtnc	15,412.00
CDW Government	Computer Supplies	427.99
Cengage Learning	Adult Books	1,604.34
Center Point Large Print	Adult Books	520.08
City of Bloomington	Dental Insurance	845.44
City of Bloomington	FICA	13,377.62
City of Bloomington	Fuel	1,010.84
City of Bloomington	Health Insurance-HMO	15,085.68
City of Bloomington	Health Insurance-PPO	17,589.42
City of Bloomington	IMRF	32,268.87
City of Bloomington	Life Insurance	241.71
City of Bloomington	Medicare	2,427.08
City of Bloomington	Payroll	158,021.36
City of Bloomington	Vision Insurance	199.14
City of Bloomington	Water	731.41
Custom Digital Imaging	Printing/Binding	1,833.75
Dell Marketing, L.P.	Computer Supplies	4,463.58
Dell Marketing, L.P.	Office/Equipment Mtnc	4,837.00
Demco	Library Supplies	3,573.50
Evergreen FS, Inc.	Other Property Mtnc	65.00
Frontier	Telecommunications	1,552.99
Hatchette Book Group	Other Purchased Services	155.75
Ideal Environmental Engineering, Inc.	Building Maintenance	496.00
Illinois Heartland Library System	Office/Equipment Mtnc	21,327.00
Illinois State University	Advertising	600.00
Kone, Inc.	Building Maintenance	370.52
Library Ideas, LLC	Office/Equipment Mtnc	16,625.00
Lincolnland Architectural Graphics	Other Purchased Services	61.50
McLean County Child Protection Network	Advertising	200.00
McLean County Child Protection Network	Employee Relations	25.00
McLean County Child Protection Network	Library Supplies	25.00
McLean County Child Protection Network	Miscellaneous Expenses	375.00
MicroMarketing, LLC	A/V Materials	17.97
Mid Illinois Mechanical Services, Inc.	Building Maintenance	723.85
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	236.00
Midwest Tape	A/V Materials	4,389.90

Miller Janitorial Supply
 Moen, Karen
 Nicor/Northern Illinois Gas
 Officemax
 Officemax
 Officemax
 Orkin Pest Control
 Penworthy Co.
 Random House, Inc.
 Recorded Books, LLC
 Research Technology International
 Ricoh, USA, Inc.
 Ricoh, USA, Inc.
 Scholastic, Inc.
 Swank Motion Pictures
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 Verizon Wireless
 Vernon Library Supplies
 Weber Electric
 West Publishing
 VISA - A B Hatchery
 VISA - Abe Books
 VISA - Ace Hardware
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Barnes & Noble
 VISA - Boy Scouts of America
 VISA - Buyonlinenow.com
 VISA - Comcast
 VISA - Concord Custom Cleaners
 VISA - Continental Research Corp
 VISA - Dell Marketing, LLP
 VISA - Denny's Doughnuts
 VISA - Farm & Fleet
 VISA - Gamestop
 VISA - Gingerbread House
 VISA - Hobby Lobby
 VISA - Ingram
 VISA - Ingram
 VISA - Kroger
 VISA - Kroger
 VISA - Lowe's

Janitorial Supplies	750.18
Adult Books	40.00
Natural Gas	2,153.82
Library Supplies	55.30
Office Supplies	207.43
Other Purchased Services	113.21
Building Maintenance	757.09
Juvenile Books	2,617.14
A/V Materials	60.00
A/V Materials	1,042.88
Library Supplies	778.54
Office/Equipment Mtnc	2,785.95
Rentals	1,430.00
Other Purchased Services	200.00
Other Purchased Services	720.00
Other Purchased Services	50.00
Building Maintenance	27.21
Other Property Mtnc	401.37
Other Purchased Services	680.20
Telecommunications	1.26
Library Supplies	867.38
Building Maintenance	604.88
Adult Books	205.92
Building Mtnc Supplies	128.37
Adult Books	44.98
Building Mtnc Supplies	25.98
A/V Materials	12.68
A/V Materials	298.06
Adult Books	52.95
Other Purchased Services	189.12
A/V Materials	5,684.55
Adult Books	7,200.07
Juvenile Books	9,122.81
Other Purchased Services	110.30
Adult Books	16.95
Other Purchased Services	287.32
Juvenile Books	13.47
Janitorial Supplies	349.60
Telecommunications	86.90
Other Purchased Services	2.15
Janitorial Supplies	360.16
Office/Equipment Mtnc	293.99
Other Purchased Services	15.00
Janitorial Supplies	75.79
A/V Materials	199.30
Library Supplies	79.94
Other Purchased Services	23.43
Adult Books	237.84
Other Purchased Services	14.12
Janitorial Supplies	18.88
Miscellaneous Expenses	4.99
Building Mtnc Supplies	55.88

VISA - Lowe's
 VISA - Maker Media
 VISA - Martin Luther King Self Parking
 VISA - McCormick Place Hotel
 VISA - McLeod
 VISA - Meijer
 VISA - Monoprice, Inc.
 VISA - NRS
 VISA - Oriental Trading Co.
 VISA - POS Supply Solutions
 VISA - Praxair Distribution, Inc.
 VISA - Printing Services
 VISA - Rockford Map Publishers
 VISA - Savor McCormick Place
 VISA - Scholastic, Inc.
 VISA - Shopper, Inc.
 VISA - Speed Lube
 VISA - Sprint
 VISA - UPS
 VISA - USPS
 VISA - Wal-Mart
 VISA - Wal-Mart
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 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Janitorial Supplies	15.86
Computer Supplies	50.15
Travel	21.00
Travel	26.00
Telecommunications	104.19
Janitorial Supplies	28.91
Computer Supplies	326.98
Other Purchased Services	113.40
Other Purchased Services	433.99
Library Supplies	685.81
Rentals	13.99
Printing/Binding	106.76
Adult Books	122.90
Travel	25.79
Other Purchased Services	54.50
Library Supplies	101.92
Vehicle Maintenance	56.95
Telecommunications	309.09
Postage	64.17
Postage	90.09
A/V Materials	60.88
Janitorial Supplies	44.14
Library Supplies	15.94
Office Supplies	31.41
Other Purchased Services	80.84

376,700.19

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 14

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

Bloomington Public Library
Monthly Statistics - July 2013

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	69,551	192,367	67,644	192,048
Teens	4,620	13,120	4,441	13,075
Children	68,112	184,651	64,947	180,991
OTR Adults	2,871	8,069	2,417	8,432
OTR Teens	156	464	131	515
OTR Children	4,073	12,257	3,657	12,739
e-Books - Freading	48	111	2,312	6,641
e-Books - Overdrive	3,479	9,897	N/A	N/A
Freegal downloads	818	2,310	839	2,209
Zinio Magazines	304	871	0	1,512
TOTALS				
Adults	72,422	200,436	70,061	200,480
Teens	4,776	13,584	4,572	13,590
Children	72,185	196,908	68,604	193,730
Digital Downloads	4,649	13,189	3,151	10,362
COMBINED TOTAL	154,032	424,117	146,388	418,162
ITEMS IN THE COLLECTION				
Main	283,168	283,168	279,125	279,125
OTR	13,103	13,103	20,075	20,075
TOTAL	296,271	296,271	299,200	299,200
HOLDS FILLED	8,584	23,839	7,246	20,337
CARDHOLDERS				
Added	627	1,958	714	2,286
TOTAL BY TYPE				
Adults	17,687	17,687	22,007	22,007
Teens	2,205	2,205	1,945	1,945
Children	8,908	8,908	5,927	5,927
Combined Total of Active Cards	28,800	28,800	29,879	29,879
REFERENCE QUESTIONS				
Adults	3,770	9,699	3,927	11,134
Teens	84	340	0	0
Children	1,405	3,766	1,247	3,594
OTR	83	244	86	325
Circulation	371	1,108	1,097	3,196
PROGRAMS				
Story Times	11	22	10	20
Adult	20	48	25	63
Teens	13	32	8	20
Juvenile	10	16	8	15
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	277	547	367	697

Bloomington Public Library
Monthly Statistics - July 2013

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	355	730	397	1,073
Teen Programs	64	205	114	269
Juvenile Programs	1,069	1,945	946	2,380
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	0
Completed	0	0	0	0
TEENS				
Registered	0	0	0	0
Completed	0	0	0	0
ADULTS				
Registered	0	0	0	0
Completed	0	0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	6,118	16,618	4,625	16,878
Website database/catalog hits	5,521	21,765	13,177	19,869
Online Resource (Database) uses	4,211	10,364	3,650	19,311
TOTAL	15,850	48,747	21,452	56,058
INTERLIBRARY LOAN				
Borrowing Requests Received	429	1,265	416	1,196
Outgoing Loans (Lending)	234	710	330	940
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	30	61	37	73
Outside the library (events)	2	30	8	39
Number of people	876	8,613	1,175	11,661
VOLUNTEER HOURS				
	194	625	127	352
MEETING ROOM USAGE				
Study Room	58	172	79	301
Digital Media Lab	65	157	0	0
Customer Visits (MAIN)	43,475	119,402	49,824	130,733
Customer Visits (OTR)	1,505	4,266	1,075	3,878
COMBINED TOTAL VISITS	44,980	123,668	50,899	134,611
TRAINING HOURS				
	42	396	97	292

Golden Prairie Public Library District
Board of Trustees Meeting
Annual Meeting
June 19, 2013
7:00 am
Minutes

I. Call to Order

President Salch called the meeting to order at 7:03

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Lynn Gray, Bill McCullough, Patti Salch

MEMBERS ABSENT: Adrienne Ives, Mathew Nadakavukaren

OTHERS PRESENT: Georgia Bouda, Narendra Jaggi, Kathy Jeakins, Caprice Prochnow

III. Introductions & Public Comment

President Salch introduced Narendra Jaggi, the new BPL Board President.

IV. President's Report

President Salch thanked Board member Bill McCullough for his years of service on the Board and presented him with a card and a gift.

President Salch also thanked Mathew Nadakavukaren (who is absent) for his years of service to the Board. She went on to say that Mathew Nadkavukaren chose to have a donation made to the BPL Library in his name rather than a gift.

President Salch stated that she had attended the wonderful reception that was held last evening for outgoing BPL Board members, Blake Mier and Wilma Bates.

V. Approval of Minutes

A. May 15, 2013

CAROL CAREY-ODEKIRK MOVED, LYNN GRAY SECONDED, TO APPROVE THE MINUTES FROM THE MAY 15, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Bouda stated that she and four Managers will be attending the ALA Conference this Saturday, specifically to attend the Bookmobile parade. She went on to say that the Library is looking to replace the Bookmobile in the next year.

Director Bouda stated that a Bookmobile Consultant may be hired in order to have a Bookmobile built with the correct specifications for this Library to accommodate the type of service the Bookmobile will be providing in the future.

Director Bouda stated that the Summer Reading Program is going fine; more people are signed up this year than last year.

B. Outreach Report

In Laura Golaszewski's absence, staff entertained questions.

C. Fiscal Report

Kathy Jeakins stated that a Property Tax Distribution was received at the end of May, and another was received in June, (which is not reflected on the report). She entertained questions.

1. Approve May Financial Report

CAROL CAREY-ODEKIRK MOVED, BILL MCCULLOUGH SECONDED,
TO APPROVE THE MAY 2013 FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN
GRAY, BILL MCCULLOUGH, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, MATHEW NADAKAVUKAREN

THE MOTION CARRIED.

VII. Unfinished Business

A. Recommendations for Board Vacancy

President Salch shared that the Board is still looking for one more person to serve on the Board. She went on to say that the new member would be filling the term until the next general election, and then at that time, they would need to run for the position.

VIII. New Business

A. Appointment of New Member to the Board

President Salch stated that Stephen Peterson is willing to serve as a member on the GPPLD Board. President Salch asked that a motion be made to appoint Stephen Peterson to fill the term for Bill McCullough that expires June 30, 2013. He would fill this term until the next general election.

LYNN GRAY MOVED, CAROLYN DAIL SECONDED TO APPOINT
STEPHEN PETERSON TO FILL THE POSITION BEING LEFT VACANT
BY BILL MCCULLOUGH THAT EXPIRES ON JUNE 30, 2013. HE WILL
FILL THIS POSITION UNTIL THE NEXT GENERAL ELECTION IN
2015.

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY14 Slate of Officers

Bill McCullough presented the Slate of Officers for FY14:

President – Adrienne Ives

Vice President – Lynn Gray

Secretary/Treasurer – Carol Carey-Odekirk

CAROLYN DAIL MOVED, CAROL CAREY-ODEKIRK SECONDED, TO
APPROVE THE SLATE OF OFFICERS FOR FY14.
THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY14 Meeting Dates

CAROL CAREY-ODEKIRK MOVED, CAROLYN DAIL SECONDED, TO
APPROVE THE FY14 MEETING DATES. THE MOTION CARRIED
UNANIMOUSLY.

D. Present Timeline for FY14 Tax Levy

Kathy Jeakins presented the timeline for the FY14 Tax Levy. Kathy Jeakins stated that the notice for the Budget Hearing to be held on July 17, was to appear in the Pantagraph on June 14, but this has not yet been verified.

Kathy Jeakins stated that Phil Lenzini will be attending the July 17 Board meeting.

IX. Adjournment

President Salch adjourned the meeting at 7:40am.

Next Meeting Date

July 17, 2013

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

March 6, 2013
12:00 pm
Library Board Room

I. Call to Order

Narendra Jaggi called the meeting to order at 12:07pm.

PRESENT: Patsy Bowles, Narendra Jaggi, Cathy Pratt

ABSENT: Wilma Bates, Peggy Burton

OTHERS: Georgia Bouda, Caprice Prochnow

II. Approval of Minutes

A. February 11, 2013

Cathy Pratt moved, Patsy Bowles seconded to approve the Minutes from the February 11 meeting. The motion carried.

III. Review Meal Allowance Rate

The Committee members reviewed the current Meal Allowance Rate policy that shows specific dollar amounts, and therefore the policy needs to be revised frequently. The Committee agreed that rather than putting in specific dollar amounts, the contemporaneous IRS rates should be referenced.

IV. Review "Active Shooter Plan"

The Committee members reviewed the "Active Shooter" plan which is the policy recommended by the U.S. Department of Homeland Security as depicted in the video, "Run, Hide, Fight," produced by the City of Houston. An "Active Shooter" procedures practice is scheduled for staff on May 2.

V. Review Changes to "Customer Expectations"

Committee members reviewed the suggested changes to the "Customer Expectations" document, and some revisions were made.

All three items reviewed will go to the March BPL Board meeting for approval.

VI. Adjournment

The meeting was adjourned at 1:10pm.

3Ps Committee - 8/7/13

SWOT Analysis

Strengths:

- **What do we do well?**
 - We are very efficient with both space and staff. We've become more efficient with the self-check stations and the sorter.
 - Our staff provides top-notch customer service and roving customer service
 - The staff is competent.
 - Strong programming offered; high attendance
 - TeenZone
 - We've stayed abreast of new technology from computers to gaming.
 - The collection is up-to-date
 - The Foundation has money
 - We have general positive support from the community.
 - Location is a plus with proximity to social services
 - We have a great board.
 - We're a very technical library in a very technological town.
 - We have an excellent Illinois Collection.
- **What unique resources can you draw on?**
 - Wine Gala (\$6K), Putt with the Prose (\$4.5K), Book Shoppe (\$21), grants
 - We participate in the Project Next Generation Program
 - We'll be participating in the Prime Time Family Literacy Program
 - We have big business and university options
 - School districts
 - We have a Bookmobile that makes many (44) stops.
- **What do others see as your strengths?**
 - We're responsive to the needs of our community.
 - The Library is a welcoming facility with helpful staff.
 - We work well with the school districts.
 - The Summer Reading Program
 - We have a Bookmobile that makes many (44) stops.

Weaknesses:

- **What could you improve?**
 - We could use an additional 26,000 square feet.
 - We do not have enough parking.
 - We are not located centrally within the community. The east side feels underserved.

- We could use more public computers.
 - Our collection could be more diverse and have more breadth.
 - Improve fundraising while making sure we have something for which to fundraise
 - There are still people in the community who don't know of all the services we offer.
 - Communication with the schools
 - Not enough green space
 - The building's exterior is unappealing
 - Our working relationship with the City Council and the mayor
- **Where do you have fewer resources than others?**
 - Parking
 - Square footage
- **What are others likely to see as weaknesses?**
 - Parking
 - Square footage

Opportunities:

- **What opportunities are open to you?**
 - A new mayor and some new council members could be an opportunity.
 - The City Council is becoming more aware of the Library, its services, and the issues its facing.
 - Partnering with NPL
 - The percentage of card holders in the community is very low
 - We have the means to expand.
- **What trends could you take advantage of?**
 - Provide technological training to seniors.
 - Provide hands-on programming, education, and a social network for Baby Boomers.
 - Continue to explore emerging technology
- **How can you turn your strengths into opportunities?**
 - A Pew Study found that people are starting to link libraries with free technological education.
 - Communicate our strengths to members of the community.

Threats:

- **What threats could harm you?**
 - A new 70,000 square foot Normal Public Library. We could lose staff to them. We would have a very hard time running simultaneous capital campaigns.

- The economic climate which also affects our city government
 - A very conservative financial mentality
 - Our use goes up when the economy goes south and our resources are squeezed.
 - Poor infrastructure in the City of Bloomington may dictate how much money comes to the Library.
 - We're in Illinois, and the state is in poor shape.
- **What threats do your weaknesses expose you to?**
 - Our use goes up when the economy goes south. At the same time, our resources are squeezed.

**REQUEST FOR QUALIFICATIONS
For
ENGINEERING SERVICES
For the
PRIMARY SPACE HEATING HOT WATER BOILER
and
CONTROL SYSTEM SOFTWARE**

Bloomington Public Library

Acceptance Date:

12:00 PM, September 17, 2013

Acceptance Location:

Bloomington Public Library

Attn: Georgia Bouda

205 E. Olive

Bloomington, Illinois 61701

1.0 PURPOSE

Bloomington Public Library is requesting the submission of a Statement of Qualifications from engineering firms to provide design services related to the replacement and/or upgrade of the Library's current primary space heating hot water boiler and the heating, ventilation, and air conditioning (HVAC) control system software. The Library has already completed a SEDAC energy assessment. The firm selected would be expected to design an energy efficient primary space heating hot water boiler and HVAC control system software and to solicit Requests for Proposal. All costs listed are complete project costs, including but not limited to the Consultant's fee, reimbursable costs, construction costs, and any advertising costs.

Bloomington Public Library reserves the right to select one or more consultants and assign them to respective projects. The Library also reserves the right to retain the same consultant on the same project if funds are inadequate to complete the construction/repairs within the current budget and additional funds are requested in a subsequent fiscal year to complete the project.

2.0 PROJECT DESCRIPTION

The scope of the projects is for the replacement of the existing primary space heating hot water boiler and the control system software that have exceeded their useful life.

The Library has budgeted approximately \$100,000 to \$150,000 for the completion of this project.

3.0 SCOPE OF SERVICES

3.1 Planning Phase: The Consultant will develop a plan and schedule for the replacement of the primary space heating hot water boiler and the HVAC controls system software that will have a minimum effect on the operations of the Library. The plan shall first address areas that currently have been a source of problems. A statement of probable cost shall be prepared for the construction elements of this project upon completion of this phase

3.2 Design Documents: The Consultant will develop Design documents to illustrate alternative design solutions to functional issues, and providing for all requirements. The Design documents should be prepared in sufficient detail to explain the characteristics of the proposed project, and to convey design intent. Outline specifications, cost of construction, phasing, plans indicating existing conditions and renovations, and section details, will be included in the submittals for this part of the project. In addition, the submittals shall be in compliance with current applicable state and local codes. A detailed cost estimate for the construction of this project will be prepared at the completion of this phase.

3.3 Construction Documents: The Consultant will prepare Construction Documents including site, mechanical plan, and detail drawings and specifications for each division of work (as applicable). Construction Documents and specifications will be prepared as required for a formal bid procedure for the project. Construction Documents may require the preparation of "add-alternates". Construction Documents shall be prepared for bidding as a Single Prime Contract. A detailed cost estimate for the construction of this project will be prepared at 50% completion of this phase, and a final update will be provided at the completion of construction documents.

3.4 Plan Review/Approval: Before applying for a building permit (if required), the Consultant will provide complete sets of construction documents for final review by selected representatives of the Bloomington Public Library. After this review, the Consultant will submit, modify and obtain plan approvals for construction documents from the Bloomington Public Library and other applicable governing agencies.

3.5 Bidding Phase: The Consultant will perform complete bidding phase services for the project. The project will be bid as a Single Prime Contract. These services include, but are not limited to: responding to inquiries and issuing addenda, administering a pre-bid conference(s), managing public bid openings, and modifying drawings and specifications as often as required to award within the estimated construction cost.

3.6 Construction Administration : The Consultant will perform construction administration services including, but not limited to, weekly on-site observations with written reports, administration of weekly progress meetings with owner and contractors, the distribution of meeting minutes, review and approval of contractor pay requests, review and approval of contractor shop drawings and submittals, preparation of bulletin and clarification drawings, review and approval of contingency adjustments, field directives & change orders, review and punch-listing of all contractor work, reviews and responses to Requests For Information (RFI) for the design. In addition, the Consultant shall be responsible for providing record drawings, for the Certificate of Compliance, and for evaluation services during the warranty phase of construction. The Consultant will also assist in determining solutions for mitigation of any impact to building occupants of the construction work (e.g. prevention of leaks during construction, migration of fumes into interior, etc.)

3.7 Application for Grants - The firm selected will be required to apply for up to a maximum of three grants for funds for this project.

4.0 SELECTION PROCESS / SCHEDULE

Bloomington Public Library utilizes a "qualifications-based" selection process without consideration of fee proposals in the initial stage for hiring architects and engineers. The selection process and schedule will be as follows:

Advertisement -A Request for Qualifications will be made available to local consulting firms and those firms who have expressed an interest in the project.

Inquiries / Questions- Questions regarding this project must be emailed directly to the Library Director, Georgia Bouda, georgiab@bloomingtonpubliclibrary.org, or call 309-557-8901 from 9:00 a.m. to 5:00 p.m., Monday through Friday. To ensure fair consideration for all Consultants and maintain equal access to information we request that you not contact anyone other than Ms. Bouda prior to the time an award decision has been made.

4.1. Inquiry Deadline - Any Consultant in doubt as to the true meaning of any part of the Request for Qualifications or related documents may submit a request to the Library Director at least (7) seven days prior to the submittal deadline in order to be considered for a response. Any changes or additions to the RFQ information will be e-mailed or mailed to each firm who has submitted a Notification of Interest. Oral answers will not be authoritative.

4.2 Shortlist Selection - The Shortlist Selection Committee will evaluate the written submittals based on the criteria identified in Section 5.0. Selected firms will be informed about the interview date and time, and interview requirements. Interviews are likely to be held the week of September 23 at the Bloomington Public Library.

4.3 Interviews - During oral presentations to the Selection Committee, the shortlisted project teams will further detail their qualifications, approach to the project, and their ability/expertise to perform the services required for this project. (These presentations shall be made at no cost to Bloomington Public Library.) Reference checks will be carefully considered during this phase of the selection. Interview presentations will be limited to personnel directly involved in the project. **(Note: The Library reserves the right to select a firm or firms without interviews at the Library's sole discretion.)**

Based on the criteria set forth in Section 5.0 and the additional detail received at the oral presentations, the Selection Committee will rank the firms through a process of discussion and consensus. This ranking will be recommended to the Bloomington Public Library Board of Trustees.

4.4 Board Approval- The Bloomington Public Library Board of Trustees will consider authorizing the Library Director to negotiate and execute a contract with the top ranked firm. The Board will also authorize the Library Director to negotiate with the second ranked firm, if negotiations with the top ranked firm are unsuccessful.

5.0 SELECTION CRITERIA

The selection of a consulting team shall be based on qualification information exhibited in both written and graphic form, personal interviews and reference checks. Consultants will be evaluated on past performance and relevant experience/expertise with similar projects, the qualifications and experience of key project team members who will be actively involved in the work, and the specific details of their Project Approach. Criteria for selection will include, but not necessarily be limited to the following:

5.1 Similar Project Experience: The Consultant shall demonstrate experience in different HVAC systems and their experience with the systems anticipated being used for these projects.

5.2 Management / Technical Expertise: The consultant shall demonstrate recent project management / technical expertise and individual qualifications for projects of this type. The

consultant shall be able to demonstrate a track record of completing projects on schedule and within budget.

6.0 SUBMITTAL REQUIREMENTS

Prospective firms shall submit **one electronic copy in addition to one original and twelve (12) paper copies** of their qualification statements. You may not respond with a faxed or electronic submission. All statements must be submitted in a sealed envelope, with original signatures. They are not publicly opened and read at the time and date set. It is the responsibility of the offeror to see that the statement is delivered to the Library by the specified time and date. The date of the postmark will not be considered. Statements received after the time and date set will be returned unopened to the Offeror. This includes Statements not received as a result of mail delays. In the event that Library is closed for business at the time scheduled for the statement submission, sealed statements will be accepted on the next business day of the Library, up to the originally scheduled time.

The Bloomington Public Library reserves the right to reject any and all statements and to waive technicalities. The award will be based on the criteria for selection contained within this document.

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

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

Submittals shall contain the following:

1. The history of your firm and a biography of staff that may be involved in the project
2. Your firm's experience specific to new construction and remodeling of library heating systems and library HVAC control system software
3. References related to library-specific projects your firm has been involved with
4. A list of consultants your firm would use and their experience in library heating systems and HVAC control system software

7.0 GENERAL PROVISIONS

7.1 Submittal Ownership/Costs. Upon submission, all information becomes the property of Bloomington Public Library which has the right to use any or all ideas presented in any submission in response to this RFQ, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by Bloomington Public Library.

7.2 Non-Warranty of Request for Qualifications – Due care and diligence has been used in preparing this Request for Qualifications. The Library shall not be responsible for any error or omission in this Request for Qualifications, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

7.3 Request for Clarification – Bloomington Public Library reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

7.4 Acceptance/Rejection of Submittals - Bloomington Public Library reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the Library's judgment, best serve the interest of the Library.

Bloomington Public Library reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contract which results from this Request for Qualifications.

7.5 Collusion – The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

8.0 MISCELLANEOUS REQUIREMENTS

8.1 ADA Compliance - Bloomington Public Library will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Bloomington Public Library will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Bloomington Public Library programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Library Staff.

8.2. Minority/Women/Small Business Enterprise - It shall be the policy of Bloomington Public Library Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in Bloomington Public Library's business opportunities including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of Illinois. The policy of Bloomington Public Library prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of Bloomington Public Library to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

8.3 Insurance and Indemnity Requirements - To the extent permitted by law the Consultant shall indemnify and save harmless Bloomington Public Library, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services under this contract.

Throughout the term of this contract, the Consultant and **any of his Sub-Consultants** will comply with the insurance requirements described in this section. In the event that the Consultant fails to maintain required insurance, Bloomington Public Library shall be entitled to terminate or suspend the contract immediately.

The Consultant agrees to purchase and maintain the following insurance coverage during the life of the contract:

A) Automobile Liability:

Insurance with a limit of not less than \$1,000,000 per occurrence combined single limit each occurrence for bodily injury and property damage liability covering all owned, non-owned, and hired vehicles.

B) Commercial General Liability:

Insurance with a limit not less than \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.

C) Workers' Compensation:

Selected firm must have insurance which meets the statutory requirements of the State of Illinois. Bloomington Public Library shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this agreement.

The Consultant shall not commence any work in connection with the resulting contract until it has obtained all of the types of insurance set forth in this section and furnished the project manager with proof of insurance coverage by certificates of insurance accompanying the contract. The Consultant shall be responsible for notifying Bloomington Public Library of any material changes (including renewals) to or cancellation of the insurance coverages required above. Notice to Bloomington Public Library must be completed in writing within 48 hours of the changes.

The Consultant shall not allow any Sub-Consultant to commence work until all such Sub-Consultants have obtained the same insurance coverage's as described above.

All insurance policies shall be written by insurers qualified to do business in the State of Illinois. Bloomington Public Library shall be exempt from, and in no way liable for any sums of money that may represent a deductible or self-insured retention in any insurance policy.

The Consultant's insurance shall be primary of any self-funding and/or insurance otherwise carried by Bloomington Public Library for all loss or damages arising from the Consultant's operations under this agreement. The Consultant and each of its subconsultants shall and does waive all rights of subrogation against Bloomington Public Library and each of the Indemnities.

D) Professional Errors & Omissions:

Insurance with a limit of not less than \$1,000,000 per claim occurrence as shall protect the Consultant and the Consultant's employees for negligent acts, errors or omissions in performing the professional services under this contract.

Important Dates:

Submission of Request for Qualifications Due: September 17, 2013, noon

Interviews with Top Three or Four Firms: Week of September 23, 2013

Library Board of Trustee Meeting for Final Approval of Firm: Oct 1, 2013

Final Report from Selected Firm Due: November 7, 2013, noon

Library Committee to Review Final Report: November 12, 2013

Library Board of Trustee Meeting for Final Approval of Project: November 19, 2013

END OF REQUEST FOR QUALIFICATIONS

Date	Time	Type
07/1	1:01 PM	InappropriateBehavior
07/1	2:32 PM	InappropriateBehavior
07/1	2:36 PM	SleepingIncident
07/1	9:27 PM	InappropriateBehavior
07/2	7:07 PM	InappropriateBehavior
07/5	5:18 PM	LibraryEquipmentIncident
07/6	3:18 PM	InappropriateBehavior
07/6	3:30 PM	InappropriateBehavior
07/7	1:42 PM	CustomerComplaint
07/7	2:27 PM	InappropriateBehavior
07/7	4:30 PM	CustomerRelatedIllnessAccident
07/5	2:17 PM	SleepingIncident
07/8	10:10 AM	InappropriateBehavior
07/8	11:34 AM	InappropriateBehavior
07/8	5:43 PM	InappropriateBehavior
07/10	3:27 PM	LostFound
07/9	6:22 PM	InappropriateBehavior
07/17	4:44 PM	Food Incident
07/9	6:14 PM	InappropriateBehavior
07/14	4:56 PM	Other
07/14	10:10 AM	Inappropriate Behavior
07/13	10:10 AM	Other
07/13	10:10 AM	InappropriateBehavior
07/13	10:10 AM	InappropriateBehavior
07/13	10:10 AM	InappropriateBehavior
07/15	10:10 AM	Other
07/15	10:10 AM	InappropriateBehavior
07/15	6:04 PM	StolenDamagedLibraryMaterial
07/15	6:10 PM	StolenDamagedLibraryMaterial
07/15	6:25 PM	LostFound
07/17	1:22 PM	InappropriateBehavior
07/20	3:20 PM	SleepingIncident
07/18	3:26 PM	SleepingIncident
07/22	3:17 PM	InappropriateBehavior
07/22	5:24 PM	CustomerLibraryCardAbuse
07/22	6:11 PM	TobaccoUse
07/23	12:06 PM	BicycleIncident
07/23	8:14 PM	StolenDamagedLibraryMaterial
07/24	4:47 PM	InappropriateBehavior
07/24	6:36 PM	InappropriateBehavior
07/24	9:42 PM	Other
07/25	12:23 PM	InappropriateBehavior
07/25	12:51 PM	Other
07/27	2:42 PM	SleepingIncident
07/27	4:19 PM	SleepingIncident
07/28	2:46 PM	InappropriateAttire
07/30	1:11 PM	StolenDamagedLibraryMaterial
07/30	7:39 PM	InappropriateBehavior
07/30	8:55 PM	Other

Date	Time	violation
07/18	4:28 PM	SleepingIncident
07/24	5:02 PM	InappropriateBehavior
07/24	5:00 PM	InappropriateBehavior
07/22	4:53 PM	InappropriateBehavior
07/24	6:43 PM	InappropriateBehavior

Bloomington Public Library

Books are just the beginning.

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Use

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205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

August 20, 2013

RE: REQUEST FOR QUALIFICATIONS

Dear Consultant;

Bloomington Public Library (BPL), Bloomington, IL is requesting a statement of qualifications for a consultant to assist with the purchase of a new bookmobile.

The Library currently has a 34 foot Mulroony that is going on 15 years old. The Library intends to continue its current level of service and replace this bookmobile. The following outline provides a preliminary scope of services to be completed. Three consultants may be interviewed. The likely date for a presentation to the Library Board is October 15.

Upon approval by the Library Board, a contractual agreement will be negotiated between the Library and the consultant that outlines a final scope of services to be completed by the consultant and the compensation for the project.

Outline of Proposed Work

1. Review the specifications prepared by the Library for errors or omissions. Suggestions based on your expertise will be welcome.
2. Review the final Request for Proposal for the bookmobile and suggest appropriate vendors.
3. Assist the Library in reviewing the proposals submitted and make a recommendation as to which proposal best suits the Library's needs.
4. Travel to the vendor chosen to review and approve progress during the construction of the bookmobile as required. Travel expenses will be covered by the vendor or the Library.
5. Conduct a final inspection of the vehicle upon delivery.

Provided by Bloomington Public Library:

The Library will provide written specifications for the bookmobile to serve as a starting point for the consultant's work.

Provided by the Consultant:

Written review of the specifications prepared by the Library with any suggestions for change.

Assistance with writing of Request for Proposal based on agreed upon specifications.

Written report on trip/trips to vendor and progress on construction of the vehicle.

Trip to inspect the bookmobile upon delivery and list of any defects observed with the vehicle.

Evaluation Criteria

The following criteria will be used to evaluate the written submissions of each consultant's qualifications. The comments of the consultant's previous clients will also be considered. The following are not ranked in any order of importance.

1. There shall be a clear assignment of responsibilities for the project tasks to specific individuals. All individuals with major project responsibilities should be identified.
2. The consultant's ability to give expert advice and recommendations regarding the bookmobile
3. Project references from past clients
4. Proximity and ability to provide services on a timely basis
5. Past projects completed by the consultant similar in scope

Responses should be addressed to:

Georgia Bouda
Bloomington Public Library
205 E. Olive Street
Bloomington, IL 61701

Questions may be addressed to Georgia Bouda, Director, Bloomington Public Library at 309.557.8901 or georgiab@bloomingtonlibrary.org.

Statements of Qualifications will be accepted through 5:00pm on September 11, 2013.

Please provide the following information:

1. Firm name and address
2. General history of the firm including but not limited to: number of years in business, names of owners/principals, geographical area of operations, professional affiliations
3. Amounts and kinds of professional insurance carried.

4. Resumes of the personnel that will be assigned to this project
5. Additional consultants that you might propose to hire to supplement your firm's services
6. Up to five other similar projects that you have completed in the past ten years
7. References that may be contacted for each of the projects listed. Include name, title, address, and phone number for each contact person.
8. Any other pertinent information that illustrates how you are qualified for the proposed project

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

Thank you for your consideration.

Sincerely,

Georgia Bouda
Director

Bookmobile Specifications

Bloomington Public Library

205 East Olive Street
Bloomington, Illinois
61701

Bookmobile Specifications (for a 32'-35' rear engine bus style unit)

Released: To Be Determined

205 E. Olive Street
Bloomington, IL 61701
309-557-8901

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

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

New Equipment

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

Quality and Standards

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

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

Methods should meet all applicable regulations of:

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

Guarantee

Warranty will be furnished stating that the equipment is suitable for the service intended in accordance with the specifications. Vendor also to furnish the Bloomington Public Library with a

General

- 1.1. Vendor to furnish all material and perform all labor to complete vehicle upfitting and conversion as specified herein, as shown on the concept drawings, or as required to complete the work.
- 1.2. Quality Control
Upfitting and conversion to be performed by vendor regularly engaged in work of this type, in shop owned and operated by vendor, by full-time employees of vendor. Additionally, vendor must have produced and delivered a minimum of five (5) specialty vehicles of the type and size specified herein or larger.
- 1.3. Submittals
Successful vendor to prepare and submit a full design drawing package to include: floor plan and left and right elevations indicating specific dimensions with regard to workstations, bookshelves, desk, and all other interior features; exterior side views showing door locations, windows, under floor equipment and storage locations, and dimensions to aid in exterior graphics design.
- 1.4. Delivery
To be made by vendor driver/trainer who will make any minor adjustments to the vehicle as well as explain complete operation and routine maintenance.

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

Basic Specifications and Dimensions

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

Type: The chassis shall be a 2012 or current model year Thomas Built, Blue Bird, International, or equivalent heavy duty forward control rear engine transit type bus. The chassis, body, and accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction.

Capacities/Dimensions

- 1.1. Exterior Length: 32-35 feet (approximate, not to exceed 36 feet)
- 1.2. Exterior Width: 8.5 feet (102 inches)
- 1.3. Wheel Base: 180-220 inches
- 1.4. Turn Radius: 26.5 feet (approximate)
- 1.5. Overall Height: 11 feet 5 inches maximum (includes rooftop air conditioners)
- 1.6. Interior Width: 87 inches minimum (finished)
- 1.7. Interior Height: 84 inches minimum
- 1.8. Ground Clearance: 12 inches minimum

11. Cooling Charge air and cross-flow radiator in tandem located on left side at rear of vehicle. A 26 inch nylon cooling fan with nine blades is hydraulically driven and thermostatically modulated. Black rubber coolant hoses with constant torque clamps.

11.1. [Radiator shutters shall be provided.]

11.1.1. RADIATOR - shall be mounted in tandem to the charge air radiator, i.e. one in front of the other. Coolant radiator shall have molded fiber reinforced nylon top and bottom tanks with integral seam-free inlet and outlet fittings. The radiator shall consist of 186 tubes with 15 fins per inch. Minimum radiator core cooling area shall be 777 square inches. De-aeration tank must be supplied.

11.1.2. Charge Air (After Cooler) – Core area shall be a minimum of 707 square inches. The after cooler shall be welded aluminum construction, capable of withstanding pressure up to 25 psi.

11.1.3. Remote Mounted Transmission Cooler – To be mounted external from engine coolant radiator. Transmission fluid cooled by 2100BTU/Min heat exchanger external to radiator.

12. Cruise Control Dash-mounted Electronic Cruise Control.

13. Drive Line Drive shafts shall be dynamically balanced and have protective guard at each shaft. Individual drive shaft sections shall not exceed 60" in length.

14. Engine Cummins ISB-10*, 200 HP, 520 LB-FT, w/Allison PTS 2500S-E-M

14.1.1. *2010 compliant. Operates on Ultra Low Sulfur Petroleum Diesel or B-20 Bio Diesel fuels ONLY.

14.1.2. [Cummins ISC-10*, 220 HP, 520 LB-FT, w/Allison PTS 2500S-E-M]

14.1.3. [Cummins ISC-10*, 250 HP, 660 LB-FT, w/Allison PTS 3000S-E-M]

14.1.4. [Cummins ISC-10*, 260 HP, 660 LB-FT, w/Allison PTS 3000S-E-M]

14.1.5. [Cummins ISC-10*, 280 HP, 660 LB-FT, w/Allison PTS 3000S-E-M]

14.1.6. [Cummins ISC-10*, 260 HP, 660 LB-FT, w/Allison PTS 3000S-E-M]

14.1.7. [Cummins ISC-10*, 270 HP, 800 LB-FT, w/Allison PTS 3000S-E-M]

14.1.8. [Cummins ISC-10*, 300 HP, 860 LB-FT, w/Allison PTS 3000S-E-M]

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

15. Engine Block Heater [ISB-10 Engine block heater shall be provided. 750 watts]

15.1. ISC-10 Engine block heater or equivalent shall be provided. 1,000 watts

16. Engine Hood Rear access door, top hinged with gas strut assist.

27. **Power Steering** TRW THP-60 integral unit or equal, 18.2 to 1 ratio; with gear driven hydraulic pump. Tilt/telescoping steering column with 18 inch, two spoke, padded wheel shall be provided.
28. **Shocks** Front and rear heavy-duty, direct acting, 1.75 diameter bore double action piston type with long life bonded bushings.
29. **Springs** Minimum 14,600 lbs. front; 19,000 lbs. rear.
30. **Tires** Choice of 11R22.5, 16 Ply Radial, Goodyear or Michelin.
31. **[Spare Tire]** [Spare tire shall be provided.]
32. **Transmission** Allison, PTS 2500- 5-speed, automatic, electronic. Synthetic transmission fluid.
32.1.1. [Allison PTS 3000, 5-speed, automatic, electronic.]
33. **Valves** Brass ball valves are required to eliminate hot water circulation in vehicle's coolant heaters when ambient temperature is high. Also to prevent heater bleed down if radiator/engine block is drained. Gate valves will not be acceptable.
34. **Wheels** Ten stud, hub piloted, disc wheels shall be provided. 22.5" x 8.25" rims
35. **[Spare Wheel]** [Spare wheel shall be provided.]
36. **Wiring** All chassis wiring to be color coded and number coded; protected by fuses. Wiring Terminal shall be accessible from exterior below driver's side window. Color Key to coding shall be provided.

Body Specification

37. **Access Panels** Hinged grille panel with easy-access locking latches to service coolant recovery reservoir.
- 37.1.1. Two (2) hinged doors with easy-access locking latches on right and left front of body below windshield. Provide easy outside access to wipers motors, heater fresh air intake screen and windshield washer reservoir.
- 37.1.2. A hinged locking door on exterior below driver's window providing access to the 12vdc electrical junctions, circuit breakers and terminals for body wiring.

and evaporate at joint areas. 11-gauge auxiliary triangular gussets shall be double riveted to main floor cross-members and project vertically to give additional support to side skirting.

- 45. Insulation** Commercial application of urethane foam sprayed in place on interior walls, interior ceiling, and under floor. R-7 per inch minimum. NO EXCEPTIONS. Urethane foam provides moisture barrier.
- 46. Lights** 12 volt basic body, interior dome, exterior stepwell, exterior clearance, 7" LED stop and tail, 7" back-up, cluster front and rear, side markers, 7" LED directional, rectangular halogen headlamps. Breaking lights to be separate from turn signals, in body and color.
- 47. Metal Treatment** E-Coat, Cationic epoxy to provide environmentally friendly (no heavy metals, lead, chrome or zinc) corrosion protection.
- 48. Mirrors** Remote controlled heated mirrors shall be provided on driver and passenger side, Mirror-Lite "View Master" or equivalent. Comprised of 8" x 9.5" flat rearview mirror and 8.5" x 5" convex head. Stainless steel mirror brackets shall be provided. Mirror-Lite "High Definition" 9.25" x 9.25" crossview mirror system shall be provided. Rearview lenses to be remote controlled independently. All mirror lenses are heated and activated by switch on driver's switch panel
- 49. Mud Flaps** Minimum 24" x 30" front and rear.
- 50. Painting and Graphics** One solid color (Gunmetal Gray or similar), heat-cured polyurethane paint applied electrostatically to body. Graphics and lettering will be determined after bid award.
50.1.1. [Graphics allowance of \$_____ to be included in price]
50.1.2. [Body color other than Fleet White.]
- 51. Rain Visors** Aluminum rain visor molding, full length each side
- 52. Rear Section** Rear section shall be steel, assembled, and welded in a jig. Components shall consist of 11-gauge posts, 14-gauge header, 16-gauge upper corner posts, 14-gauge belt rails, 14-gauge lower corner posts, and 14-gauge one-piece steel roof bow. Rear section shall become integral part of body structure.
- 53. Reflectors** All necessary, side, front and rear reflectors.
- 54. Roof Bows** 14-gauge, hat-shaped, cold-rolled, one-piece roof bows; of zinc coated steel shall be installed at every main section. Bows shall extend from floor line on one side to floor line of the other side. Both ends of the continuous roof bows shall terminate and rest on the floor. Bows shall be riveted to the main floor gusset and to adjoining body panels.
- 55. Roof Panels** 20-gauge, steel panels shall be one piece from side to side. Panels shall be riveted to the roof bows, stringers and headers. Panels shall begin at the rear, with each subsequent panel overlapping the previous one. Sealers and adhesives shall be used between

66. **Sun Visors** Driver and passenger 6.5" x 30" commercial type with transparent dark green plastic.
67. **Undercoating** Underside of body floor, skirt and wheelhousing thoroughly undercoated prior to body mount to ensure best coverage and maximum corrosion resistance. Undercoat material offers optimum corrosion protection.
68. **Ventilation** Fresh air-through-heater system. Air intake on right front side below windshield, electrically controlled.
69. **Windows** Windows in doors as specified. Driver and right side horizontal sliding windows with lock.
69.1.1. [Emergency exit w/crank out ventilation, sliding and fixed configurations.]
69.1.2. Window coverings
70. **Windshield** Two piece curved, tinted windshield, safety plate. Minimum of 3185 sq. in.
71. **Wipers** Dual 2-speed electric, single switch, parallelogram type, intermittent, bottom mounted with remote control. Non-glare arms and blades. Washer outlets installed on wiper arms. Wiper control to be located on steering column or within 8 inches of column on dash board.
72. **Wiring** Basic body wiring to be number and color-coded. Protection to be provided by fuses.
72.1.1. [Manual resetting circuit breakers shall be provided.]

Upfitting Specifications

73. **Audio/Visual/Appliances** Battery operated clock.
73.1.1. AM/FM/CD Player/Radio with 4 interior speakers.
74. **Ceiling** Commercial textured Fiberglass Reinforced Plastic (FRP) interior ceiling panels, Marlite or Sequentia FRP board or equal; P-100 white in color, or equal; must meet ASTM E-84 rating.
75. **[Desk(s)]** Driver and Passenger desks constructed from ¾ in. cabinet grade, poplar core, birch plywood for staff. Desk tops shall be covered with commercial laminate, Formica Brand or equal and have vinyl t-molding edges. Each desk shall include pencil drawer, with a marine push to latch hardware.
75.1.1. Standing: (details TBD)
75.1.2. Sitting: (details TBD)

76.1.8. [Spring rewind shoreline reel to be provided.]

76.1.9. [Power shoreline reel to be provided.]

76.1.10. [Power shoreline automatic cable storage system to be provided.]

77. Floor Covering Commercial carpet installed in one piece with no seams. Minimum 10 year wear-dated. Plywood floor seams shall be filled and sanded prior to installation of carpet.

78. Generator & Tray ONAN QD "Quiet Diesel" commercial generator shall be provided, sized to exceed all electrical componentry draw requirements. Installation must meet specifications as established by manufacturer. Generators shall be mounted on heavy-duty steel rollout tray, with industrial-grade sealed roller bearings, to provide easy access for service and maintenance. The coach battery shall be used for generator start and shall be 1125 CCA or equal and separate from chassis batteries. Jump switch between generator start battery and chassis batteries shall also be provided for contingencies.

79. Generator Compartment Compartment may be above/ below floor, depending on ground clearance requirement. Compartment shall be enclosed in galvanized steel sheet and fully lined utilizing POLYDAMP acoustical barrier with absorber consisting of 1" thick acoustical foam with a metalized polyester facing, a 1 LB/SQFT loaded vinyl barrier and a 0.25 inch thick foam rubber decoupling layer with a supported acrylic pressure sensitive adhesive. Compartment door shall be lockable with a hold-open.

80. HVAC Provide (2) 120VAC Dometic Brisk Air 13,500 BTU rooftop air conditioners evenly spaced on the roof of the vehicle. The roof top units shall be equipped with 5600 BTU heat strips and individual controls. Placement to be determined.

80.1.1. Heaters shall be 240VAC, 1500 watt, forced air, electric heaters with individual controls.

80.1.2. [Comfort Control thermostat shall be provided. The wall mounted control shall operate heat and air conditioning from one central location creating up to four climate zones.]

80.1.3. [120VAC, 15,000 BTU Dometic Brisk Air rooftop air conditioners with 5600 BTU heat strips and individual controls shall be provided.]

80.1.4. [120VAC, 13,500 BTU Dometic Penguin Low Profile rooftop air conditioners with 5600 BTU heat strips and individual controls shall be provided.]

80.1.5. [120VAC, 15,000 BTU Dometic Penguin Low Profile rooftop air conditioners with 5600 BTU heat strips and individual controls shall be provided.]

80.1.6. [One basement model heat pump or air conditioner with heat/cool thermostat shall be provided. Configuration TBD.]

80.1.7. [Hydronic heat exchanger connected to the chassis cooling loop.]

80.1.8. [Diesel-fired heat system shall be provided. Configuration TBD]

90.1.2. Seat belt to include extension/extender.

91. Shelving Shelving sections shall be constructed of $\frac{3}{4}$ inch uprights and $\frac{3}{4}$ inch shelves and shelf backs. Material shall be cabinet-grade, 5-ply, poplar core, birch plywood. Sections shall be constructed as individual bookcases capable of supporting their own weight. Sections to be anchored to structural members in walls and to each other. Bookcase type construction increases strength, reduces body stress, noise and increases the longevity of shelving. Shelf backs to be recessed into a groove in the shelf at 90 degrees, glued and nailed in place. The front edges of all double uprights and cabinets to be covered with $\frac{3}{4}$ inch solid hardwood that is glued and nailed in place. Shelf nosing shall be covered in solid hardwood that is glued and nailed in place. Veneer and PVC edge banding are not acceptable. Cabinet backs shall be $\frac{1}{2}$ inch cabinet grade, poplar core birch plywood.

91.1.1. All nail holes to be filled and sanded by hand. All cabinetry shall be hand-sanded to ensure a smooth and uniform surface. All wood cabinetry shall be sealed with one (1) coat of catalyzed urethane or equal, uniformly applied by spray method. Sealer coat shall be hand sanded, followed by one (1) coat satin clear catalyzed urethane which shall be uniformly applied by spray method, then hand sanded and two (2) additional coats spray-applied.

91.1.2. Adjustable shelving shall be installed on KV256 steel shelf clips. Clips shall attach to KV255 steel adjustable track recessed into the cabinet/shelving uprights. Aluminum not acceptable.

92. Workstations [Computer workstations; Removable & storable tables]

93. Warranties

- 93.1.1. Chassis: Five-year/ 100,000-mile limited warranty.
- 93.1.2. Body: Five year /50,000 mile limited warranty.
- 93.1.3. Upfitting and Conversion: One year limited warranty.
- 93.1.4. Generator: Two years as specified by manufacturer.
- 93.1.5. Air conditioners: One year as specified by manufacturer.
- 93.1.6. All other components as specified by manufacturer.
- 93.1.7. [Extended warranty for engine]
- 93.1.8. [Extended warranty for transmission]

NOTICE: ALL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTIFICATION PER ENGINEERING/UPFITTING METHODS AND QUALITY CONTROL PRACTICES

ILA Registration Form

Register online at www.ila.org/2013

Last Name: _____ First Name: _____

Institution: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

☐ Check here if registering as a non-member at the member rate, using an institutional member credit.

Conference Registration Fees (Please circle fee)

Full Conference*	Early Bird (by 8/26)	Advance (by 9/16)	On-site (after 9/16)
ILA Member	\$200	\$225	\$250
Non-Member	\$250	\$275	\$300
ILA Full-Time Student/Retired/Unemployed Member	\$100	\$125	\$150

*Full Conference Registration includes admission to the Awards Luncheon on Tuesday, October 15, and the Exhibits Buffet Luncheons on Wednesday, October 16, and Thursday, October 17.

Trustee Registration**	Early Bird (by 8/26)	Advance (by 9/16)	On-site (after 9/16)
ILA Member Trustee Day (Wednesday, October 16)	\$150	\$175	\$200
Non-Member Trustee Day (Wednesday, October 16)	\$175	\$200	\$225
ILA Member Trustee Day + full conference	\$200	\$225	\$250
Non-Member Trustee Day + full conference	\$250	\$275	\$300

**Trustee Day Registration includes a continental breakfast and luncheon. Full Conference Trustee Registration includes admission to the Awards Luncheon on Tuesday, October 15, and the Exhibits Buffet Luncheons on Wednesday, October 16, and Thursday, October 17.

Single Day***	Early Bird (by 8/26)	Advance (by 9/16)	On-site (after 9/16)
ILA Member	\$100	\$125	\$150
Non-Member	\$150	\$175	\$200
ILA Full-Time Student/Retired/Unemployed Member	\$50	\$75	\$100

Check day attending: ☐ Tuesday 10/15 ☐ Wednesday 10/16 ☐ Thursday 10/17

***Single-Day Conference Registration includes admission on day of registration to the Awards Luncheon on Tuesday, October 15, and the Exhibits Buffet Luncheons on Wednesday, October 16, and Thursday, October 17.
Please note: exhibits are not open on Tuesday, October 15.

Exhibits Only****	Early Bird (by 8/26)	Advance (by 9/16)	On-site (after 9/16)
Access to Exhibit floor only	\$10	\$10	\$10

****Exhibits-Only attendees are invited to attend the ILA Membership Meeting at 11:30 a.m. on Wednesday, October 16.
Exhibits passes include access to talk tables and poster sessions, which are held in the Exhibit Hall.

Meal Functions	Early Bird (by 8/26)	Advance (by 10/01)	On-site
Wednesday, October 16			
Youth Services Author Breakfast	\$40	\$45	N/A
Public Library Forum Luncheon	\$40	\$45	N/A
DiversITEA	\$30	\$35	N/A

***Event registrations will not be available on-site. Please plan to register early to save money and secure your space.

Please indicate if you require a special meal:
☐ vegetarian ☐ vegan ☐ gluten-free
☐ other, please explain: _____

Registration Recap (Please Complete)

Conference Registration Fee \$ _____
 Meals and Special Events Fee \$ _____
Total \$ _____

Payment

☐ Check or money order enclosed (payable to ILA)
☐ P. O. #: _____
☐ Charge my: ☐ Visa ☐ Mastercard
☐ Discover ☐ AmEx

Card #: _____

Exp. Date: _____

Signature: _____

Please photocopy and retain for your records. Thank you.

Please complete and return this form with your payment or credit card information no later than September 16 for the Advance rate. Save money by returning the form by August 26 for the Early Bird rate.

Mail your completed registration form to:
 ILA Annual Conference
 33 W. Grand Ave., Suite 401
 Chicago, IL 60654-6799

Or, fax with credit card payment to: 312-644-1899

(If sending by fax please DO NOT send a duplicate by mail.)

You may also register securely online at
<http://www.ila.org/2013>

We cannot accept telephone or e-mail registrations or process registrations submitted without payment. Deadlines refer to date of postmark or fax. Please print clearly.

Registration Policies: To qualify for Early Bird registration rates, registrations must be postmarked or faxed by August 26. All registrations postmarked/faxed after August 26 and by September 16 qualify for the Advance rate. Registrations post-marked/faxed after September 16 qualify for the on-site registration rate.

All refund requests must be received in writing by September 26, 2013. This includes refunds for pre-conferences, conference registration, meals, and special events. No telephone cancellations/refund requests can be accepted. No refunds after September 26. All cancellations are subject to a \$15 processing fee.

Membership rates are available to ILA members — personal, trustee, student, retired, unemployed, and co-members. Institutional member libraries may send a non-member at the personal member rate by noting "institutional credit" on the conference registration form. If your institution is unsure whether they have credits available, please contact the ILA office at 312-644-1896 or ila@ila.org.

Conference speakers who are employees or trustees of Illinois libraries or library agencies are required to register.

Special Needs: If you have physical or communication needs that affect your participation in conference activities, please contact Cyndi Robinson, ILA Conference Manager, at robinson@ila.org or 312-644-1896 for assistance.