

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 16, 2013
4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. June 18, 2013
- V. President's Report
- VI. Director's Report
 - A. Annual Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's)
 - 1. Approve Confidentiality Policy
 - 2. FY 14 Per Capita Grant Requirements
- X. Unfinished Business
- XI. New Business
 - A. Discussion and Approval of Tax Abatement for 115 E Monroe Street
 - B. Recommendation to Foundation to Approve Matching Funds for Mural
 - C. Recommendation to Foundation to Approve Purchase of AWE Early Literacy and After School Edge Stations
 - D. Discussion and Approval of RFQ for Consulting Services for Heating and Control Systems Based on SEDAC Energy Assessment
 - E. Waive Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of \$15,412.00
 - F. Waive Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of \$21,327.00
- XII. Executive Session to Discuss Bargaining Unit Negotiations
- XIII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

June 18, 2013

4:30pm

Minutes

- I. Call to Order
President Jaggi called the meeting to order at 4:32pm.
- II. Roll Call
MEMBERS PRESENT: Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos, Joni Painter (arrived at 4:35pm), Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, David Hales, Kathy Jeakins, Caprice Prochnow, Tari Renner, Patti Salch, Carol Torrens, Gayle Tucker, Rachel Wells
- III. Introductions/Public Comment
President Jaggi introduced Rachel Wells from the Pantagraph, and Patti Salch from the GPPLD Board. He went on to say that some staff members were in attendance as well.
- IV. Approval of Minutes
A. May 21, 2013

President Jaggi asked that the May 21, 2013 Minutes be modified in the following areas-
IV. The following sentence was inserted between the motions for President and Vice President - "This rendered the position of Vice President vacant."
XII. A. "Vice President Jaggi" was replaced with "President Jaggi".

PATSY BOWLES MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE MAY 21, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Jaggi had nothing to report.
- VI. Director's Report
Director Bouda had nothing to report.
- VII. Fiscal Report
Kathy Jeakins stated that the Library received the second Property Tax Distribution.

B. Approve Non-Resident Fee for 7/01/13-6/30/14

Director Bouda shared that the worksheet showing the formula for calculating the Non-Resident Fee is included in the packet and that the fee has not changed since last year. She went on to say that a non-resident user is one that resides in an area not taxed for public library service from a participating public library.

PATSY BOWLES MOVED, JAN KIBLER SECONDED, TO APPROVE THE NON-RESIDENT FEE OF \$140.00 FOR 7/01/13 – 6/30/14. THE MOTION CARRIED UNANIMOUSLY.

C. Waive Three-Quote Requirement to Renew Agreement with Innovation Experts for My Media Mall (Ebooks) in the Amount of \$9,783.00

Director Bouda shared that the Library's policy is that if any product costs more than \$5,000.00, the Library is required to get three quotes. Sometimes the product is only available from a certain vendor or is a renewal. In this case, the Library will ask the Board that the 3 quote requirement be waived.

BILL WETZEL MOVED, PATSY BOWLES SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO RENEW AGREEMENT WITH INNOVATION EXPERTS FOR MY MEDIA MALL (EBOOKS) IN THE AMOUNT OF \$9, 783.00.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.C"

D. Waive Three-Quote Requirement to Renew Agreement with Ebsco Subscription Services for Periodicals in the Amount of \$16,974.67

PEGGY BURTON MOVED, JONI PAINTER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO RENEW AGREEMENT WITH EBSCO SUBSCRIPTION SERVICES FOR PERIODICALS IN THE AMOUNT OF \$16,974.67.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.D"

- E. Waive Three-Quote Requirement to Renew Agreement with Library Ideas (Freegal) for Downloadable Music Service in the Amount of \$16,625.00

PATSY BOWLES MOVED, CATHY PRATT SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO RENEW AGREEMENT WITH LIBRARY IDEAS (FREEGAL) FOR DOWNLOADABLE MUSIC SERVICE IN THE AMOUNT OF \$16,625.00.

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"

- XII. Adjournment
President Jaggi adjourned the meeting at 5:39pm.

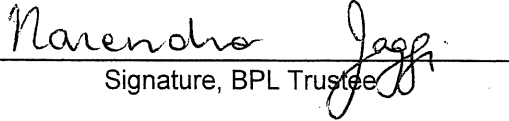
Next Meeting Date

August 20, 2013

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 18, 2013


 Signature, BPL Trustee

Vendor	Line Item	Amount
3M	Office/Equipment Mtn	29,174.00
Bound to Stay Bound Books	Juvenile Books	187.56
Broad, Robert	Other Purchased Services	300.00
Carrigan, Terry (TKSJE Enterprises)	Periodicals	1,418.56
CDW Government	Computer Supplies	385.42
Cengage Learning	Adult Books	619.97
City of Bloomington	Dental Insurance	853.42
City of Bloomington	ERI Reimbursement	36,732.00
City of Bloomington	FICA	11,680.53
City of Bloomington	Fixed Asset Transfer	170,768.00
City of Bloomington	Health Insurance-HMO	7,542.84
City of Bloomington	Health Insurance-PPO	17,659.40
City of Bloomington	IMRF	32,253.01
City of Bloomington	Life Insurance	240.17
City of Bloomington	Medicare	3,433.38
City of Bloomington	Payroll	243,727.01
City of Bloomington	Vision Insurance	199.48
City of Bloomington	Water	580.89
Custom Digital Imaging	Printing/Binding	703.75
Evans, Dale	Other Purchased Services	125.00
Evergreen F.S., Inc.	Other Property Maintenance	65.00
Facts on File	Public Access Software	6,942.38
Findaway World, LLC	Library Supplies	555.15
Frontier	Telecommunications	1,648.85
Hohulin Fence Co.	Building Maintenance	100.00
Innovation Experts	Public Access Software	18,083.00
Johnson Controls	Building Maintenance	1,462.17
Jones, Suzie	Travel	5.09
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	60.00
Kone, Inc.	Building Maintenance	2,246.46
Mid Illinois Mechanical Services, Inc.	Building Maintenance	176.00
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtn	137.67
Midwest Tape	A/V Materials	2,057.06
Miller Janitorial Supply	Janitorial Supplies	997.21
Newsbank, Inc.	Public Access Software	11,820.00
Officemax	Copier Supplies	118.52
Officemax	Office Supplies	113.60
Pantagraph	Advertising	840.00
Picture This Digital Media, LLC	Advertising	945.00

Proquest LLC
 Rainbow Book Co.
 Random House, Inc.
 Recorded Books
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Schneider, Michael
 Scholastic Library Publishing
 Sirsi Corp.
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Unique Management Services, Inc.
 VISA - A-1 Security Locksmith
 VISA - AbeBooks.com
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Chicago Tribune
 VISA - Concord Custom Cleaners
 VISA - Continental Research Corp
 VISA - Copy Shop
 VISA - Demco
 VISA - Denny's Doughnuts
 VISA - Dunkin' Donuts/Dairy Queen
 VISA - Engraving Express
 VISA - Five Star Water
 VISA - Fresh Market
 VISA - Fun n Nuf
 VISA - Gamestop
 VISA - Growing Grounds
 VISA - Hawthorne Suites
 VISA - Hobby Lobby
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Ingram
 VISA - Jewel
 VISA - Jinx.com
 VISA - Kelly's Bakery & Café
 VISA - Kroger
 VISA - Kroger
 VISA - Lake Land Floral
 VISA - Lowe's
 VISA - Lowe's
 VISA - McLeod
 VISA - Meijer
 VISA - Monitor Productions, Inc.

Public Access Software	39,470.00
Juvenile Books	2,020.90
A/V Materials	225.00
A/V Materials	350.76
Rentals	1,430.00
Printing/Binding	60.00
Other Purchased Services	320.00
Public Access Software	6,465.00
Office/Equipment Mtnc	37,984.21
Other Purchased Services	61.00
Building Maintenance	27.21
Building Maintenance	503.26
Other Purchased Services	581.75
Other Purchased Services	5.85
Adult Books	24.60
A/V Materials	251.32
A/V Materials	758.86
Other Purchased Services	29.95
Membership Dues	125.00
Professional Development	70.00
A/V Materials	9,331.00
Adult Books	12,676.12
Juvenile Books	6,300.57
Periodicals	415.48
Other Purchased Services	12.90
Janitorial Supplies	180.95
Other Purchased Services	27.50
Library Supplies	955.03
Other Purchased Services	15.00
Other Purchased Services	105.89
Office Supplies	72.00
Miscellaneous Expenses	7.05
Other Purchased Services	25.00
Other Purchased Services	67.95
A/V Materials	965.41
Building Mtnc Supplies	212.60
Other Purchased Services	89.55
Library Supplies	58.11
Membership Dues	795.00
Adult Books	862.90
Other Purchased Services	10.75
Other Purchased Services	75.00
Other Purchased Services	7.70
Other Purchased Services	25.00
Building Mtnc Supplies	50.00
Library Supplies	14.55
Employee Relations	49.69
Building Mtnc Supplies	79.32
Janitorial Supplies	73.59
Telecommunications	117.46
Other Purchased Services	57.06
Advertising	347.00

VISA - Murphy USA
 VISA - NRS
 VISA - Office Depot
 VISA - Office Depot
 VISA - Office Depot
 VISA - Oriental Trading
 VISA - Owen Nursery & Florist
 VISA - Party City
 VISA - Pheasant Lanes
 VISA - Radio Shack
 VISA - Radio Shack
 VISA - Rockford Map Publishers
 VISA - Scholastic Book Fairs
 VISA - Sprint
 VISA - Things Remembered
 VISA - Twin City Awards
 VISA - USPS
 VISA - Viva La Flora
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA Google*Devices
 VISA- Nuance Communications

Total

Fuel	15.51
Other Purchased Services	98.40
Library Supplies	6.99
Office Supplies	73.83
Other Purchased Services	3.19
Other Purchased Services	2,424.74
Miscellaneous Expenses	25.85
Library Supplies	6.48
Other Purchased Services	50.00
Employee Relations	85.98
Office Supplies	25.98
Adult Books	129.95
Other Purchased Services	334.48
Telecommunications	310.42
Other Purchased Services	99.00
Other Purchased Services	106.00
Postage	42.00
Other Purchased Services	25.00
Building Mtnc Supplies	2.94
Employee Relations	103.58
Janitorial Supplies	190.85
Library Supplies	37.79
Office Supplies	32.41
Other Purchased Services	21.73
Other Purchased Services	(14.91)
Office/Equipment Mtnc	(37.78)

736,005.76

Illinois Non-Resident Card Program Minimum Fee Calculator for General Mathematical Formula

Fill in the three boxes below to calculate the minimum fee your library can charge for a non-resident card.

Library income from local property taxes (or equivalent)

Find this information on your library's most recent Illinois Public Library Annual Report.
Item 9.1 on the 2011 - 2012 report

\$4,518,200

Service population (per latest official U.S. census)

Find this information on your library's most recent Illinois Public Library Annual Report.
Item 1.26 on the 2011-2012 report.

76,610

Average household size (per latest official U.S. census)

Find this information at <http://factfinder2.census.gov>

In the Quick Start box: type "average household size" in the box labeled "topic or table name",
Fill in your city or zip code(s) in the box labeled Geography, then click "Go".

2.35

The minimum fee your library can charge for a non-resident card is:

Bloomington Public Library will charge:

Effective 07/01/2013 through 06/30/2014

138.595092

\$140.00

The above fee is the average cost per household on which to base a fee for a family card. Libraries using the general mathematical formula may establish a non-resident fee higher than this amount, but may not charge less.

Approved this 18th day of June 2013

Narendra Jaggi
Narendra Jaggi, President

XI.B.

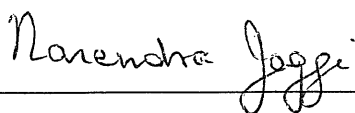
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR MY MEDIA MALL MEMBERSHIP
TO INNOVATION EXPERTS

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 My Media Mall membership in the amount of \$9,783.00 to Innovation Experts
2. That My Media Mall is the consortium that allows access to eBooks, owned by all
3. That the eBook titles are available through OverDrive
4. That the vendor is the only source for My Media Mall
5. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$9,783.00

Approved this 18th day of June 2013



Narendra Jaggi, President

Bloomington Public Library Board of Trustees



200 Applebee Street
Suite 211
Barrington, IL 60010

Positive | Real
Change | Value

Invoice

Date	Invoice #
7/1/2013	MMM70113-05

Bill To

Bloomington Public Library
205 E. Olive St.
Bloomington, IL 61702

Ship To

Customer Contact
Georgia Bouda

Terms	Due Date
Net 30	7/31/2013

Description	Amount
Annual Participation fee for MyMediaMall: July 1, 2013 through June 30, 2014	9,783.00
 Remit to: Innovation Experts 200 Applebee Street Suite 211 Barrington, IL 60010 For questions regarding your invoice, contact: Debbie Baaske - dbaaske@innovationexperts.com Donna Veldt - dveldt@innovationexperts.com	

Phone # 224-848-4556

Fax # 224-848-4571

Total	\$9,783.00
Payments/Credits	\$0.00
Balance Due	\$9,783.00

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

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 the annual periodical subscription service to Ebsco Subscription Services in the amount of \$16,974.67
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$16,974.67

Approved this 18th day of June 2013

Narendra Jaggi

Narendra Jaggi, President

Bloomington Public Library Board of Trustees



BLOOMINGTON PUB LIB
Account Number: CG16084-00
Subscriber Code: AA
[Select Another Location](#)

205 E OLIVE ST-PO BOX 3308
BLOOMINGTON, IL 61701

Ship-To Totals

Subscriber Name	Subscriber Code	Account Number	Quantity Ordered	Renewal Total	Currency
All ▼	All ▼	All ▼			
BLOOMINGTON PUB LIB	AA	CG16084-00	312	13,301.24	US Dollars
JUVENILE DEPT	JA	CG16084-00	25	529.80	US Dollars
OUTREACH DEPT	OA	CG16084-00	53	1,487.18	US Dollars
PROFESSIONAL COLLECTION	PA	CG16084-00	19	1,656.45	US Dollars

Ship-To Grand Total: US Dollars 16,974.67

Renewal prices shown are subject to change based on changes in publisher prices and/or currency conversion rates. Rates selected for format changes will be verified when renewal order is submitted.

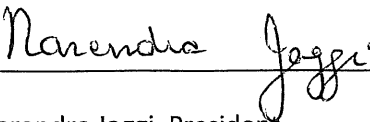
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR DOWNLOADABLE SONGS
TO LIBRARY IDEAS

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 Downloadable Songs to Library Ideas in the amount of \$16,625.00
2. That the renewal period will be from July 1, 2013 to June 30, 2014
3. That the Library will continue to offer free downloadable songs from the Sony book of music to Bloomington Library cardholders
4. That the Library will offer a service similar to iTunes
5. That each cardholder will be allowed to download three songs per week
6. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$16,625.00

Approved this 18th day of June 2012



Narendra Jaggi, President

Bloomington Public Library Board of Trustees



Library Ideas LLC
P.O. Box 9
Vienna, VA 22180

Invoice

Date	Invoice #
6/12/2013	32259

Bill To
BLOOMINGTON PUBLIC LIBRARY Kathy Jeakins 205 E. Olive St. Bloomington, IL 61702

****PLEASE NOTE OUR NEW ADDRESS****
Remit payment within 30 days to the address above.

THANK YOU for your business!

P.O. Number	Rep
	KW

Quantity	Description	Amount
1	Freegal Music Subscription - Renewal	16,625.00
		Total USD 16,625.00
Phone #	571-730-4300	E-mail
Fax #	571-730-4305	orders@libraryideas.com
		Payments/Credits USD 0.00
		Balance Due USD 16,625.00

Bloomington Public Library Director's Report July 2013

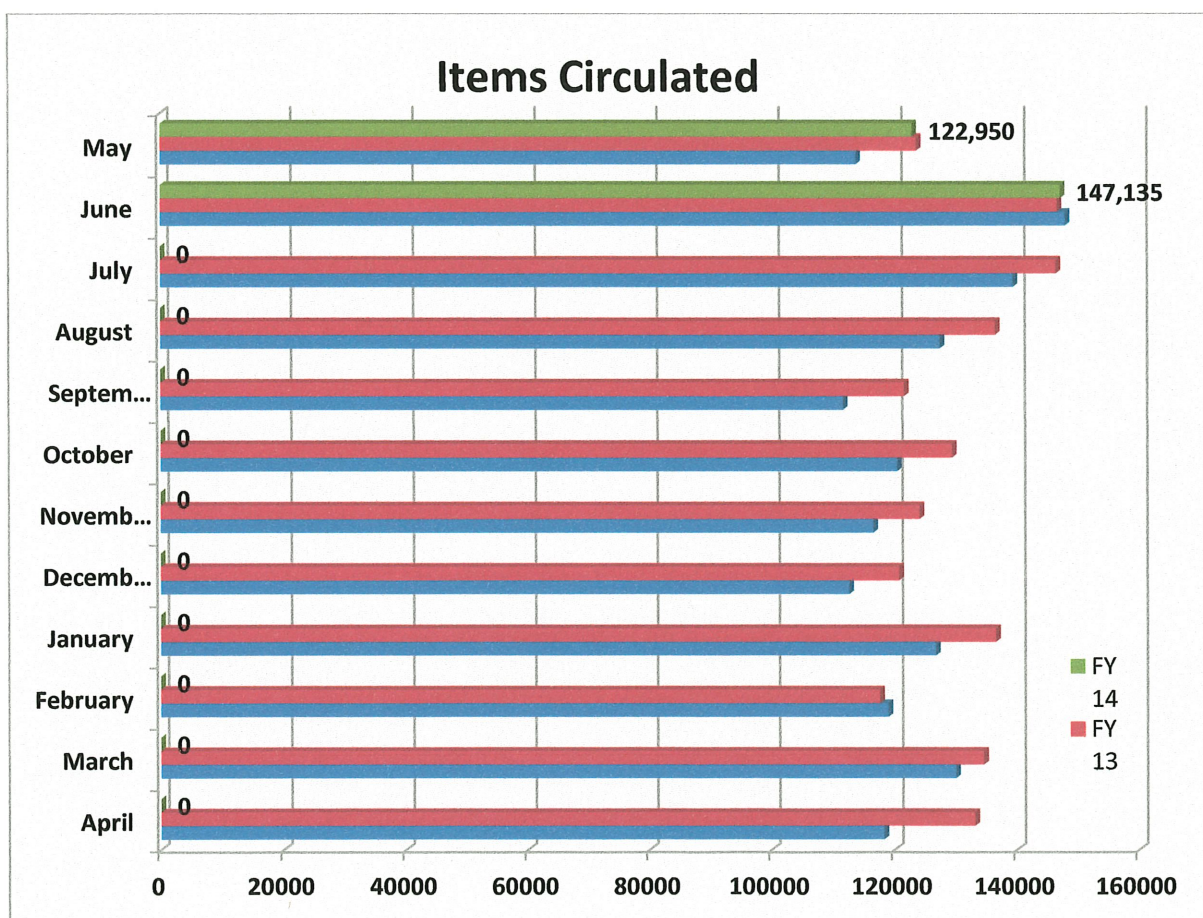
1. Summer Reading

So far 7147 children, teens, and adults have registered for Summer Reading. This is a little less than last year's 7840, but there are still 12 days left to register for this year.

2. Wine Gala Proceeds

I would like to recommend that we use the funds raised from the Wine Gala of \$6020 to purchase an Early Literacy Station and an After School Edge computer station. There is a quote and literature in your packet. The Board could ask the Foundation to cover the balance or use Library funds.

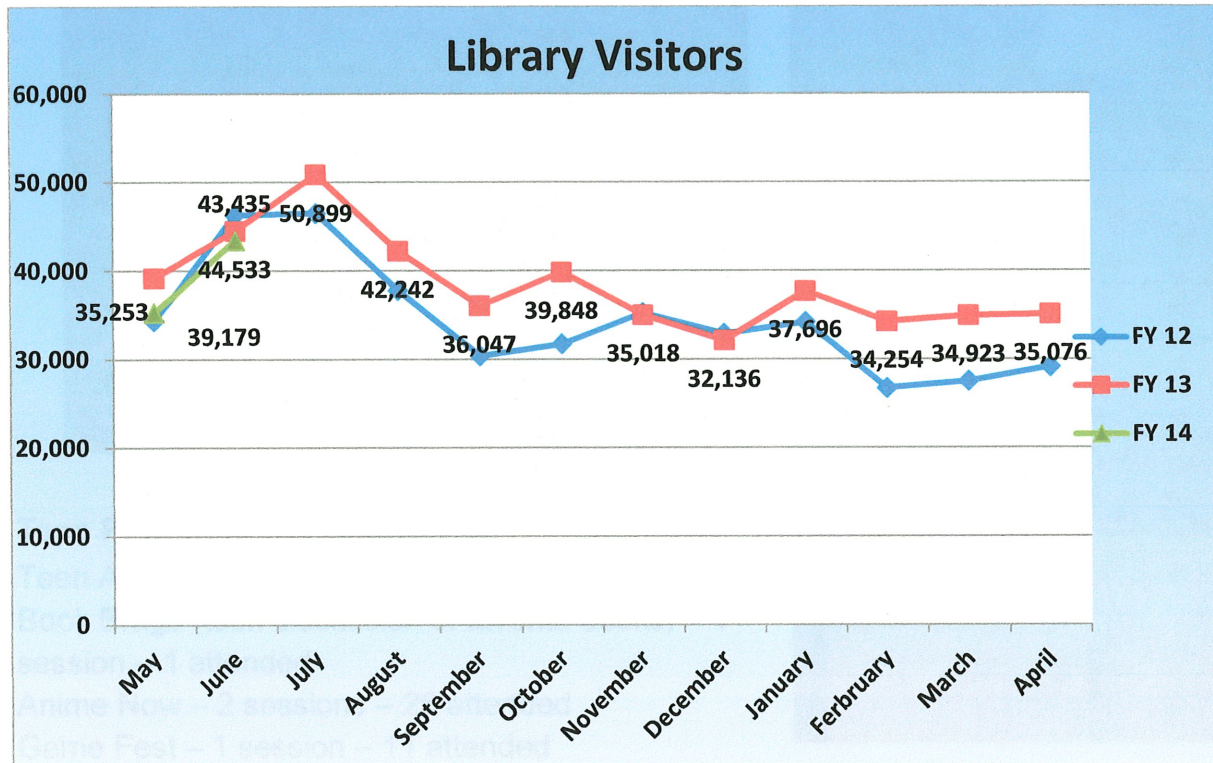
3. Statistics



Summer Reading is in full swing. The Library lent 147,135 items in June 2013, compared to 146,606 items borrowed in June 2012.

There were 43,435 visitors to the Library and Bookmobile in June 2013, a decrease from the 44,533 visitors in June 2012.

Staff answered 4924 questions from customers this month.



Programs and Attendance in the month of June:

Children Programs and Attendance

Registered summer reading participants and gave out prizes to those who finished

Shakespeare program – 64 attended

Ecology Action Center – 21 attended

Afternoon Road Rally – 130 attended

Madcap Puppets (partnered with Normal Public Library and used Heartland Community College auditorium) – 630 attended – 2 shows

Bilingual story time (partnered with McLean County Museum of History) – 40 attended

Lapsit story time – 30 attended – 3 sessions

Wednesday morning story time – 103 attended – 3 sessions

Wiggle Giggle evening story time – 28 attended

Tales for Tails (reading with dogs) – 31 attended – 2 sessions

- **Mural**

Several months ago the Library Board approved doing a mural on the mechanical tower on the west side of the building. The Downtown Bloomington Association applied for and has been awarded a grant from the IL Prairie Community Foundation to fund \$5000 or half of the proposed cost of the mural by Joel Bergner. The Board needs to decide if they would like to request that the Foundation fund the remaining \$5000. There is a summary of the project in your packet.

Respectfully submitted,

Georgia Bouda, Director

BLOOMINGTON PUBLIC LIBRARY 2013**IDENTIFICATION (1.1 - 1.37)**

1.1 ISL Control # [PLSC 151, PLSC 701]	30053
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0050
1.3b FSCS_SEQ [PLSC 700]	004
1.4a Legal Name of Library [PLSC 152]	Bloomington Public Library
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	205 East Olive Street
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Bloomington
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61702
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	3308
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	PO Box 3308
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Bloomington
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	61702
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	3308
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	309-828-6091
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	309-828-7312
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http://www.bloomingtonlibrary.org

Library Director's Information

1.16 Name	Georgia Bouda
1.17 Title	Director
1.18 Library Director's E-mail	georgiab@bloomingtonlibrary.org

BLOOMINGTON PUBLIC LIBRARY 2013**Library Information**

1.19a Type of library	City
1.19b If this locked question's answer has changed, then enter the updated answer here.	
1.19c Legal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19d Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20 Is your library a combined public and school library?	No
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
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Administrative Information

1.23a County in which the administrative entity is located [PLSC 161]	McLean
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Central City
1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	76,610
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	
1.28a This library is currently a member of what Illinois library system?	RAILS
1.28b If this locked question's answer has changed, then enter the updated answer here.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30 Does this library have paid staff?	Yes
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33 Is this library supported in whole or in part with public funds?	Yes
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35 Number of Central Libraries [PLSC 209]	1
1.36 Outlet Type Code [PLSC 709]	Central Library
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

BLOOMINGTON PUBLIC LIBRARY 2013**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)**

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.2 Total number of branch libraries [PLSC 210]	

Branch Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If this locked question's answer has changed, then enter the updated answer here.
BLOOMINGTON P.L.		
BOOKMOBILE		
BLOOMINGTON P.L.		

ISL #

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
BLOOMINGTON P.L.	30053	01
BOOKMOBILE		
BLOOMINGTON P.L.		

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If this locked question's answer has changed, then enter the updated answer here.
BLOOMINGTON P.L.		
BOOKMOBILE		
BLOOMINGTON P.L.		

Address

Location	2.7a City [PLSC 704]	2.7b If this locked question's answer has changed, then enter the updated answer here.	2.8a Zip [PLSC 705]	2.8b If this locked question's answer has changed, then enter the updated answer here.	2.9a Zip +4 [PLSC 706]	2.9b If this locked question's answer has changed, then enter the updated answer here.
BLOOMING TON P.L. B OOKMOBIL E						
BLOOMING TON P.L.						

BLOOMINGTON PUBLIC LIBRARY 2013**County & Phone**

Location	2.10a County [PLSC 707]	2.10b If this locked question's answer has changed, then enter the updated answer here.	2.11a Telephone [PLSC 708]	2.11b If this locked question's answer has changed, then enter the updated answer here.
BLOOMINGTO N P.L. BOOKMOBILE BLOOMINGTO N P.L.				

Square Feet

Location	2.12a Square Footage [PLSC 711]	2.12b If this locked question's answer has changed, then enter the updated answer here.	2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
BLOOMINGTON P.L. BOOKMOBILE BLOOMINGTON P.L.	297		

IDs

Location	2.13 Outlet Type Code [PLSC 709]	2.14 Metropolitan Status Code [PLSC 710]	2.15 FSCS ID [PLSC 700]	2.16 FSCS_SEQ [PLSC 700]
BLOOMINGTO N P.L. BOOKMOBILE BLOOMINGTO N P.L.	Bookmobile	Central City	IL0050	005

Hours

Location	2.17 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.18 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]
BLOOMINGTON P.L. BOOKMOBILE BLOOMINGTON P.L.	924	50

BLOOMINGTON PUBLIC LIBRARY 2013**ANNUAL REPORT DATA (3.1 - 3.7)**

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2013
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Caprice Prochnow
3.5 Telephone Number	309-557-8902
3.6 FAX Number	309-828-7312
3.7 E-Mail Address	capricep@bloomingtonlibrary.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2012/2013?	No
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Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1
4.8 Annexation - Effective Date (mm/dd/year)	-1
4.9 Other (please specify)	-1
4.10 Other - Effective Date (mm/dd/year)	-1
4.11 Other (please specify)	-1
4.12 Other - Effective Date (mm/dd/year)	-1

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

Members

5.5 Name	Peggy Burton
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2015
5.8 Telephone Number	309-662-3845
5.9 E-mail Address	lhamo1000@gmail.com
5.10 Home Address	34 Chiswick Circle
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61704
5.14 Zip +4	-1

BLOOMINGTON PUBLIC LIBRARY 2013**Second member**

5.5 Name	Patsy Bowles
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2014
5.8 Telephone Number	309-827-6654
5.9 E-mail Address	phb50@aol.com
5.10 Home Address	1208 Elmwood Road
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61701
5.14 Zip +4	-1

Third member

5.5 Name	Blake Mier
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2013
5.8 Telephone Number	309-661-1012
5.9 E-mail Address	blake.mier@wellsfargoadvisors.com
5.10 Home Address	9 Pendleton Way
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61704
5.14 Zip +4	N/A

Fourth member

5.5 Name	Wilma Bates
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2013
5.8 Telephone Number	309-663-9395
5.9 E-mail Address	wilma24@msn.com
5.10 Home Address	3402 Stephanie Rd.
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61704
5.14 Zip +4	N/A

Fifth member

5.5 Name	Narendra Jaggi
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2016
5.8 Telephone Number	309-663-2866
5.9 E-mail Address	njaggi@iwu.edu
5.10 Home Address	1312 Park Street
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61701
5.14 Zip +4	-1

BLOOMINGTON PUBLIC LIBRARY 2013**Sixth member**

5.5 Name	Cathy Pratt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2015
5.8 Telephone Number	309-828-2302
5.9 E-mail Address	cathy@prattandprattpc.com
5.10 Home Address	415 N. Center St.
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61701
5.14 Zip +4	-1

Seventh member

5.5 Name	Bill Wetzel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2015
5.8 Telephone Number	309-828-9061
5.9 E-mail Address	wwetzel@lbbs.com
5.10 Home Address	115 W. Jefferson, Suite 200
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61701
5.14 Zip +4	-1

Eighth member

5.5 Name	Carol Koos
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2014
5.8 Telephone Number	309-828-5791
5.9 E-mail Address	Ckoos1@frontier.com
5.10 Home Address	305 Woodland
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61701
5.14 Zip +4	-1

Ninth member

5.5 Name	Jan Kibler
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2014
5.8 Telephone Number	309-663-4191
5.9 E-mail Address	jckibler11@me.com
5.10 Home Address	2208 Berrywood Ln
5.11 City	Bloomington
5.12 State	IL
5.13 Zip	61704
5.14 Zip +4	

BLOOMINGTON PUBLIC LIBRARY 2013

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	No
6.2 Does your library have a library foundation?	Yes

FACILITY/FACILITIES (7.1 - 7.2)

7.1a Total square footage of the main library building [PLSC 711]	51,000
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1
7.2 Total square footage of the branch library building(s), if applicable	-3
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1

ASSETS AND LIABILITIES (8.1 - 8.13)**PROPERTY**

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$16,005,521
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$4,000,000
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BLOOMINGTON PUBLIC LIBRARY 2013**FISCAL ACCUMULATIONS**

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	1. Capital Special Reserve Fund: \$1,733,912 (by Board of Trustees Resolution, this "Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.") 2. Fixed Asset Special Reserve Fund: \$654,486 (by Board of Trustees Resolution, this "Fund shall be for the purchase and replacement of office and computer equipment, vehicles, and furniture for the Library.")

LIABILITIES

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	No
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	\$0
8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$4,512,535
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BLOOMINGTON PUBLIC LIBRARY 2013**STATE GOVERNMENT**

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$78,564
9.3 Equalization aid grant	\$0
9.4 Personal property replacement tax	\$130,400
9.5 Educate and Automate grants (an IL State Library grant)	\$0
9.6 Other	\$0
9.7 If Other, please specify	-1
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$208,964

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$12,500
9.10 E-Rate funds received	\$0
9.11 Other federal funds received	\$0
9.12 If Other, please specify	-1
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$12,500

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$503,470
9.15b Other non-capital receipts placed in reserve funds	\$0
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$503,470

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$5,237,469
9.18 The library safeguards its funds using which option?	Insurance Policy/Instrument
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,000,000
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.21 The designated custodian of the library's funds is:	Municipal Corporate Authority
9.22 Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No

BLOOMINGTON PUBLIC LIBRARY 2013

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$2,192,257
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$690,256
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$2,882,513
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	\$361,328
11.2 Electronic Materials [PLSC 354]	\$125,199
11.3 Other Materials [PLSC 355]	\$177,624
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$664,151

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$1,229,945
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$4,776,609
12.3 Children's Materials Expenditures	\$116,235

BLOOMINGTON PUBLIC LIBRARY 2013

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$0
13.1b Local Government: Other	\$351,525
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$351,525
13.2 State Government [PLSC 401]	\$0
13.3 Federal Government [PLSC 402]	\$0
13.4 Other [PLSC 403]	\$1,409
13.5 If Other, please specify	Interest
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$352,934

CAPITAL EXPENDITURES

13.7 Total Capital Expenditures [PLSC 405]	\$9,328
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

BLOOMINGTON PUBLIC LIBRARY 2013

Group A

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	Director
14.2 Primary Work Area Code	Library Director
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$53.30
14.7 Total Hours/Week	38.00
14.1 Position Title	Adult Services Manager
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$37.32
14.7 Total Hours/Week	38.00
14.1 Position Title	Technical Services Manager
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$28.63
14.7 Total Hours/Week	38.00
14.1 Position Title	Childrens Service Manager
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$32.75
14.7 Total Hours/Week	38.00
14.1 Position Title	Circulation Services Manager
14.2 Primary Work Area Code	Circulation
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$28.63
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$23.77
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.48
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)

BLOOMINGTON PUBLIC LIBRARY 2013

14.5 Sex	Female
14.6 Hourly Rate	\$22.48
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Young Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.41
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.41
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$23.77
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.91
14.7 Total Hours/Week	38.00
14.1 Position Title	Librarian 1
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.41
14.7 Total Hours/Week	38.00
14.1 Position Title	
14.2 Primary Work Area Code	
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	
14.5 Sex	
14.6 Hourly Rate	
14.7 Total Hours/Week	

Group A Total

14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	12.35
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BLOOMINGTON PUBLIC LIBRARY 2013

Group B

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	Librarian 1
14.10 Primary Work Area Code	Reference
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$24.62
14.15 Total Hours/Week	38.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Children's Services
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$17.55
14.15 Total Hours/Week	38.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Reference
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	19.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Reference
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	19.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Reference
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	19.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Reference
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	19.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Reference
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	19.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Children's Services
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	19.00
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Children's Services
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Master's Degree: Not in library science

BLOOMINGTON PUBLIC LIBRARY 2013

14.13 Sex	Male
14.14 Hourly Rate	\$13.74
14.15 Total Hours/Week	
14.9 Position Title	Librarian Associate 1
14.10 Primary Work Area Code	Cataloging
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	Less than a Bachelor's degree
14.13 Sex	Female
14.14 Hourly Rate	\$18.20
14.15 Total Hours/Week	38.00

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	5.23
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	17.58

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	1,457.00
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$9.96
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$35.45
14.21 Total FTE Group C employees (14.18 / 40)	36.43

Group D

Full-time/part-time pages or shelvees.

14.22 Total hours worked in a typical week by all Group D employees	83.00
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.42
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$9.01
14.25 Total FTE Group D employees (14.22 / 40)	2.08

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	190.00
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$11.01
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	14.45
14.29 Total FTE Group E employees (14.26 / 40)	4.75
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	43.25
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	60.83

BLOOMINGTON PUBLIC LIBRARY 2013**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	None
14.33 Primary Work Area Code	-1
14.34 Education Code	-1
14.35 Total Hours/Week	0.00
14.36 Number of Weeks Vacant during FY2012/13	0
14.37a Annual Salary Range Minimum	\$0.00
14.37b Annual Salary Range Maximum	\$0.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2012/2013.

14.38 Position Title	-1
14.39 Primary Work Area Code	-1
14.40 Education Code	-1
14.41 Total Hours/Week	-1
14.42 Current Status: Filled or Unfilled	-1
14.43 Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2011/12 but was not in the budget for FY2012/13.

14.44 Position Title	-1
14.45 Primary Work Area Code	-1
14.46 Education Code	-1
14.47 Total Hours/Week	0.00
14.48 Date Eliminated (mm/year)	-1
14.49 Last Annual Salary Paid	-1
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	-1

BLOOMINGTON PUBLIC LIBRARY 2013

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	
15.10 Based on a typical Friday, how many hours was the library open on this day?	8.00
15.11 Saturday Open?	
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday Open?	
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	4
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,400
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	924
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	4,324
15.19 Total annual visits/attendance in the library [PLSC 501]	463,042
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

BLOOMINGTON PUBLIC LIBRARY 2013

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	213
16.2 Adult Program Attendance	2,435
16.3 Total Number of Young Adult Programs [PLSC 602]	77
16.4 Young Adult Program Attendance	767
16.5 Total Number of Children's Programs [PLSC 601]	204
16.6 Children's Program Attendance [PLSC 604]	8,525
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	494
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	11,727

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	26,785
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	4
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$560.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	26,789
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	No

BLOOMINGTON PUBLIC LIBRARY 2013**RESOURCES OWNED (18.1 - 18.15)**

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of FY2012/13 [PLSC 450]	232,282
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of FY2012/13	22
18.3 Are these counts a volume count OR a title count	Title
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13	5,113
18.5 Are these counts a volume count OR a title count	Volume
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	237,417
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13 [PLSC 460]	317
18.8 E-books Held at end of FY2012/13 [PLSC 451]	50,575
18.9a Audio Recordings: Physical Units Held at end of FY2012/13 [PLSC 452]	18,395
18.9b Audio Recordings: Downloadable Titles Held at end of FY2012/13 [PLSC 453]	19,724
18.10a DVDs/Videos: Physical Units Held at end of FY2012/13 [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	31,076
18.10b DVDs/Videos: Downloadable Titles Held at end of FY2012/13 [PLSC 455]	161

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	55
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22
18.13 Other consortia within the state or region	1
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	78

Children's Holdings

18.15 Children's Holdings	112,360
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USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	824,870
19.2 Number of children's materials loaned [PLSC 551]	696,881
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,521,751

BLOOMINGTON PUBLIC LIBRARY 2013

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	790,915
19.5 Videos/DVDs	575,221
19.6 Audios (include music)	132,303
19.7 Magazines/Periodicals	26,703
19.8 Other Formats	38,406
19.9 TOTAL (Sum of 19.4-19.8)	1,563,548
19.10 Number of interlibrary loans loaned to other libraries [PLSC 552]	3,426
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 553]	4,776
19.12 Does your library participate in reciprocal borrowing?	Yes
19.13 IF YES, report the number of materials loaned	171,909

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	53,277
20.2 Children's Department	12,199
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	65,476

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	168
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	96
21.3 Is your library's catalog automated?	Yes
21.4 Is your library's catalog accessible via the web?	Yes
21.5 Does your library have a telecommunications messaging device for the hearing imparied?	No

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes
22.2 Does your library have wireless Internet access?	Yes

What Internet provider(s) does your library use? (Check all that apply)

22.3 Illinois Century Network (ICN)	Yes
22.4 Other	Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	-1

BLOOMINGTON PUBLIC LIBRARY 2013

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6 DSL	
22.6 Cable	Yes
22.6 Wireless	
22.6 Satellite	
22.6 Fiber	
22.6 Leased Line	
22.6 Network (State, Regional, Municipal)	Yes
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps
22.8 If Other, please specify	
22.9 Has your library board adopted an Internet public access policy?	Yes
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	88
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	59,071
22.12 Report the annual number of views of your library's homepage	387,546
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14 Does your library utilize Internet filters?	Yes
22.15 IF YES, when did your library start using filters? (mm/year)	05/2002

IF YES, which Internet stations have filters?

	All	Some
Staff	Yes	
Public	Yes	
Children	Yes	
Young Adult	Yes	
Adult	Yes	

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2012/13?	No
23.2 IF YES, what is the dollar amount that your library was awarded for FY2012/13?	
23.3 Why did your library NOT participate in the E-rate program?	Complicated process

BLOOMINGTON PUBLIC LIBRARY 2013

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$9,725
24.2 Does this include travel expenses?	Yes
24.3 How many hours of training did employees receive this year?	1,397.00

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2012/2013."
NOTE: If there ARE any errors or discrepancies, please list and explain fully.
3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CERTIFICATION PAGE

FISCAL YEAR 2012/3

INSTRUCTIONS:

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

http://il.countingopinions.com/docs/il/IPLAR_Certification_copy.pdf

Name of Community	Bloomington
Name of Library	Bloomington Public Library
Fiscal Year State Date:	05/01/2012
Fiscal Year End Date:	04/30/2013

BLOOMINGTON PUBLIC LIBRARY
FY 2014 FISCAL REPORT

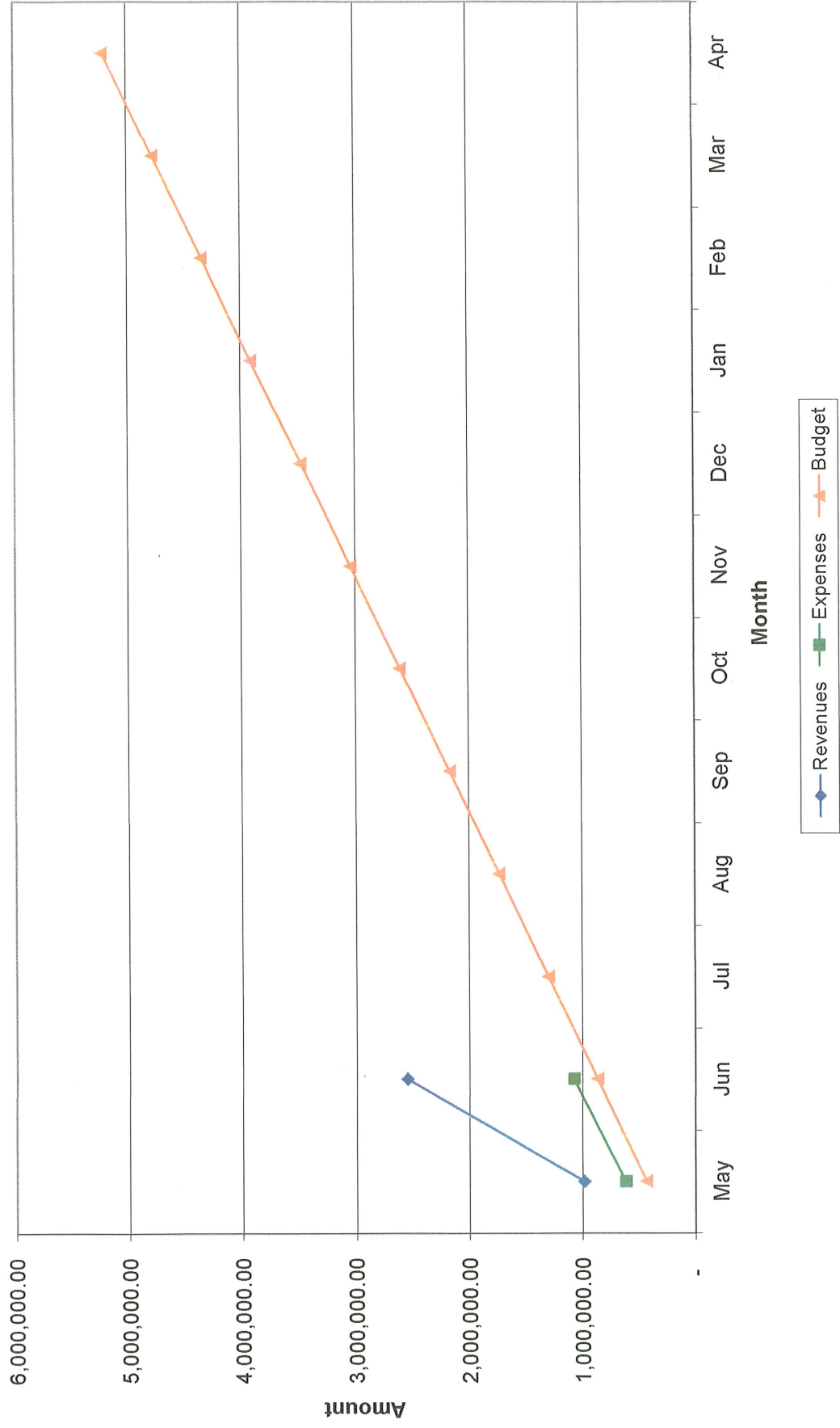
REVENUES:

ACCT NAME	BUDGET	JUNE 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,477	1,428,928.50	2,337,760.16	(2,175,716.84)	51.8
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	77,000	0.00	0.00	(77,000.00)	0.0
GPPLD	380,000	125,858.45	189,340.07	(190,659.93)	49.8
Fees & Rentals	80,000	9,556.90	16,006.26	(63,993.74)	20.0
Copies	3,600	333.20	624.70	(2,975.30)	17.4
Interest on Investments	3,000	46.75	87.80	(2,912.20)	2.9
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	10,000	76.03	2,496.42	(7,503.58)	25.0
Cash Over/Short	0	8.98	(8.43)	(8.43)	-----
Other	14,000	4,125.34	7,507.70	(6,492.30)	53.6
Total Revenues	5,212,477	1,568,934.15	2,553,814.68	(2,658,662.32)	49.0

ACCT NAME	BUDGET	JUNE 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,877,650	140,589.94	349,077.69	(1,528,572.31)	18.6
Part-Time Salaries	381,725	36,521.38	68,944.04	(312,780.96)	18.1
Seasonal Salaries	35,990	10,075.27	12,891.87	(23,098.13)	35.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,429.12	1,429.12	1,429.12	-----
Total Sals & Wages	2,296,465	188,615.71	432,342.72	(1,864,122.28)	18.8
Dental Insurance	11,050	861.20	1,714.62	(9,335.38)	15.5
Vision Insurance	2,600	201.50	400.98	(2,199.02)	15.4
Health Insurance, BC/BS PPO	234,700	17,178.02	34,837.42	(199,862.58)	14.8
Health Insurance, OSF HMO	79,100	7,971.10	15,513.94	(63,586.06)	19.6
Life Insurance	3,900	246.24	486.41	(3,413.59)	12.5
IMRF	299,300	21,970.29	54,223.30	(245,076.70)	18.1
FICA	142,320	10,320.82	22,001.35	(120,318.65)	15.5
Medicare	33,290	2,413.91	5,847.29	(27,442.71)	17.6
Worker's Comp	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	600	60.79	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	61,223.87	135,086.10	(741,773.90)	15.4
Rentals	26,000	200.00	1,630.00	(24,370.00)	6.3
Total Rentals	26,000	200.00	1,630.00	(24,370.00)	6.3
Building Mtn	125,000	8,272.67	8,713.14	(116,286.86)	7.0
Vehicle Mtn	20,000	326.92	326.92	(19,673.08)	1.6
Office & Computer Mtn	155,000	29,315.67	67,359.33	(87,640.67)	43.5
Other Mtn	25,000	65.00	65.00	(24,935.00)	0.3
Total Repair/Mtn	325,000	37,980.26	76,464.39	(248,535.61)	23.5

ACCT NAME	BUDGET	JUNE 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	840.00	2,132.00	(12,868.00)	14.2
Printing/Binding	17,000	60.00	823.75	(16,176.25)	4.8
Travel	13,200	16.79	21.88	(13,178.12)	0.2
Membership Dues	8,500	0.00	920.00	(7,580.00)	10.8
Professional Development	12,000	35.00	70.00	(11,930.00)	0.6
Other Purchased Services	90,000	6,367.99	8,526.22	(81,473.78)	9.5
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	7,319.78	12,493.85	(177,806.15)	6.6
Office Supplies	52,000	196.73	588.05	(51,411.95)	1.1
Computer Supplies	80,000	769.50	769.50	(79,230.50)	1.0
Copier Supplies	6,000	0.00	0.00	(6,000.00)	0.0
Postage	28,000	87.56	129.56	(27,870.44)	0.5
Library Supplies	77,500	5,129.65	6,749.81	(70,750.19)	8.7
Janitorial Supplies	13,500	1,360.32	2,416.06	(11,083.94)	17.9
Gas & Diesel Fuel	8,000	1,035.58	1,051.09	(6,948.91)	13.1
Building Mtnc & Repair Supplies	7,500	432.64	777.50	(6,722.50)	10.4
Total Supplies	272,500	9,011.98	12,481.57	(260,018.43)	4.6
Natural Gas	40,000	3,445.24	3,445.24	(36,554.76)	8.6
Electricity	105,000	8,863.88	8,863.88	(96,136.12)	8.4
Water	7,500	560.37	1,141.26	(6,358.74)	15.2
Telecommunications	30,000	1,785.74	2,924.79	(27,075.21)	9.7
Total Utilities	182,500	14,655.23	16,375.17	(166,124.83)	9.0
Professional Collection	7,000	1,646.10	1,646.10	(5,353.90)	23.5
Total Prof Collection	7,000	1,646.10	1,646.10	(5,353.90)	23.5
Periodicals	32,000	15,242.43	17,556.47	(14,443.53)	54.9
Adult Books	165,300	14,728.78	29,979.06	(135,320.94)	18.1
Children's Books	120,300	10,862.85	17,353.74	(102,946.26)	14.4
A/V Materials	167,100	14,188.40	26,554.70	(140,545.30)	15.9
Public Access Software	178,800	89,572.14	91,812.14	(86,987.86)	51.3
Ebooks	33,300	0.00	0.00	(33,300.00)	0.0
Total Materials	696,800	144,594.60	183,256.11	(513,543.89)	26.3
Employee Relations	5,000	(6.60)	245.67	(4,754.33)	4.9
Miscellaneous Expenses	12,000	355.09	464.79	(11,535.21)	3.9
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	348.49	208,210.46	(16,289.54)	61.4
Total Expenses	5,212,477	465,596.02	1,079,986.47	(4,132,490.53)	20.7

BPL FY 2013-2014



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
July 2013

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

Replacement Tax (0.0%): Nothing has been received yet.

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 (2.9%): Interest rates are still low.

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

Donations (25.0%): The Donations line item includes \$2,405.00 for the Summer Reading Program.

Other (53.6%): This is over the projected amount due to the sale of items from the Book Shoppe.

Seasonal Salaries (35.8%): 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.

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 (6.3%): Charges have been minimal.

Building Maintenance (7.0%): Charges have been minimal.

Vehicle Maintenance (1.6%): Charges have been minimal.

Office & Computer Maintenance (43.5%): This line item is over-spent because the one-time annual payment for the Library's database service was paid in May.

Other Property Maintenance (0.3%): Charges have been minimal.

Printing/Binding (4.8%): Charges have been minimal.

Travel (0.2%): Charges have been minimal.

Membership Dues (10.8%): Charges have been minimal.

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

Other Purchased Services (9.5%): 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 (1.1%): Charges have been minimal.

Computer Supplies (1.0%): Charges have been minimal.
Copier Supplies (0.0%): Nothing has been paid from this line item yet.
Postage (0.5%): Charges have been minimal.
Library Supplies (8.7%): Charges have been minimal.
Building Maintenance Supplies (10.4%): Charges have been minimal.
Natural Gas (8.6%): Charges have been minimal.
Electricity (8.4%): Charges have been minimal.
Telecommunications (9.7%): Charges have been minimal.
Professional Collection (23.5%): This is over-spent due to the annual payment for Professional Collection journals and periodicals.
Periodicals (54.9%): This is over-spent due to the annual payment of magazines for the public.
Public Access Software (51.3%): This is over-spent due to the annual payments for several public access software packages have been paid.
Ebooks (0.0%): Nothing has been spent form this line item yet.
Employee Relations (4.9%): Charges have been minimal.
Miscellaneous Expenses (3.9%): 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:	1.42
Miscellaneous:	90.00
Total Donations:	\$ 2,496.42

The Other Revenue line item breaks out as follows:

Print Station:	\$ 1,578.80
Book Shoppe:	2,646.00
Sale of Reusable Bag:	61.50
Sale of Sling Backpacks:	144.00
Sale of Earbuds:	177.50
Sale of Flashdrives:	39.00
Sale of CD-R's:	6.00
Sale of Totebags:	0.00
Hot Beverage Station:	122.00
Test Proctoring:	375.00
Meeting Room Fees:	150.00
Miscellaneous:	2,207.90
Total Other Revenue:	\$ 7,507.70

During June, 13 batches containing 136 invoices were processed, totaling \$157,161.37 and 235 credit card charges were made totaling \$45,674.21.

Library Fund Balance Information, 6/30/13:

Operating:	\$ 2,013,332.74
Capital:	\$ 1,733,970.97
Fixed Assets:	\$ 825,278.85

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 16, 2013

Narciso Joggi

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)
 Nicor/Northern Illinois Gas
 Nu Air Corp.
 Oberlander Communications
 Office of the State Fire Marshal
 Officemax
 Officemax
 Officemax
 Officemax
 Officemax
 Officemax
 Peek-A-Book, LLC
 Proquest LLC
 Pyne, Edward (Normalite)
 Random House, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Seng, Ken
 Sindlinger, Anne
 Stanlaw, James
 Taylor, Pamela (Seastar Aquascapes)
 Technical Solutions & Services, Inc.
 ThyssenKrupp Elevator Corp.
 Tinley Park Public Library
 Unique Management Services, Inc.
 Vernon Library Supplies
 Whited, Jon
 Wilson, James (A-1 Security Locksmith)
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Bill's Key & Lock Shop
 VISA - Boston Market
 VISA - Brodart
 VISA - Comcast
 VISA - Concord Custom Cleaners
 VISA - Demco
 VISA - Denny's Doughnuts

Other Purchased Services	638.33
Natural Gas	3,445.24
Building Mtnc Supplies	118.00
Telecommunications	48.50
Building Maintenance	75.00
Computer Supplies	416.92
Copier Supplies	350.10
Employee Relations	57.51
Library Supplies	113.32
Office Supplies	195.36
Other Purchased Services	160.14
Public Access Software	1,140.00
Public Access Software	990.00
Periodicals	19.95
A/V Materials	45.00
Library Supplies	32.77
Office/Equipment Mtnc	16.87
Rentals	1,430.00
Printing/Binding	60.00
Other Purchased Services	150.00
Other Purchased Services	100.00
Other Purchased Services	75.00
Other Purchased Services	64.75
Building Maintenance	3,190.00
Building Maintenance	27.21
Miscellaneous Expenses	18.00
Other Purchased Services	456.45
Library Supplies	2,777.15
Travel	50.85
Building Maintenance	199.95
A/V Materials	206.52
Computer Supplies	514.13
Library Supplies	51.90
Other Purchased Services	221.10
A/V Materials	301.62
Adult Books	91.07
Computer Supplies	521.65
Juvenile Books	90.08
Membership Dues	75.00
Professional Collection	80.00
Uniforms	60.79
A/V Materials	8,140.34
Adult Books	10,044.48
Juvenile Books	7,946.38
Other Purchased Services	41.12
Other Purchased Services	9.75
Travel	7.79
Library Supplies	603.18
Telecommunications	86.90
Other Purchased Services	12.90
Other Purchased Services	85.00
Other Purchased Services	15.00

VISA - Emedco
 VISA - ExxonMobile
 VISA - Five Star Water
 VISA - Gamestop
 VISA - Hobby Lobby
 VISA - Hyatt Hotels
 VISA - Illinois Tollway
 VISA - Ingram
 VISA - Jewel
 VISA - JoAnn Fabric
 VISA - Law Bulletin
 VISA - Maker Media
 VISA - Marathon
 VISA - McDonald's
 VISA - McLeod
 VISA - Menards
 VISA - Menards
 VISA - Michael's
 VISA - Mini Science
 VISA - NewEgg.com
 VISA - NRS
 VISA - Office Depot
 VISA - O'Reilly Auto Parts
 VISA - O'Reilly Auto Parts
 VISA - Paper Direct
 VISA - Parallax, Inc.
 VISA - Party City
 VISA - Party City
 VISA - Peter's Diner
 VISA - POS Supply Solutions
 VISA - Precision Car Wash
 VISA - Rydin Decal
 VISA - Savor McCormick Place
 VISA - Sprint
 VISA - Standard & Poor's Financial Services, LLC
 VISA - SteamPowered.com
 VISA - U S Toy Co.
 VISA - US Borne Books
 VISA - USPS
 VISA - Valve Software
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart.com
 VISA - Wal-Mart.com
 VISA- Boy Scouts of America, Inc.

Total

Building Mtnc Supplies 314.64
 Fuel 27.73
 Miscellaneous Expenses 7.16
 A/V Materials 221.91
 Library Supplies 5.99
 Travel 55.98
 Miscellaneous Expenses 40.00
 Adult Books 383.39
 Miscellaneous Expenses 120.03
 Library Supplies 9.18
 Adult Books 75.93
 Computer Supplies 715.50
 Miscellaneous Expenses 4.53
 Travel 7.50
 Telecommunications 130.15
 Janitorial Supplies 46.71
 Library Supplies 26.69
 Other Purchased Services 15.98
 Computer Supplies 238.89
 Computer Supplies 7.38
 Other Purchased Services 92.70
 Other Purchased Services 7.29
 Building Mtnc Supplies 10.47
 Vehicle Maintenance 46.95
 Copier Supplies 90.31
 Computer Supplies 37.72
 Employee Relations 6.42
 Library Supplies 19.95
 Travel 9.00
 Library Supplies 1,836.42
 Vehicle Maintenance 8.00
 Library Supplies 321.00
 Travel 86.55
 Telecommunications 309.98
 Public Access Software 6,709.80
 Public Access Software (7.50)
 Library Supplies 345.89
 Juvenile Books 765.92
 Postage 101.01
 Public Access Software 2,429.46
 Janitorial Supplies 289.15
 Library Supplies 15.48
 Office Supplies 3.51
 Other Purchased Services 238.17
 Janitorial Supplies 116.37
 Office/Equipment Mtnc 4.00
 Juvenile Books 118.22

355,685.28

**Bloomington Public Library
Monthly Statistics - June 2013**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	63,435	122,816	64,371	124,404
Teens	4,696	8,500	4,723	8,634
Children	68,240	116,539	67,143	116,044
OTR Adults	2,435	5,198	3,050	6,015
OTR Teens	139	308	172	384
OTR Children	3,855	8,184	4,216	9,082
e-Books - Freading	1	63		
e-Books - Overdrive	3,306	6,418	2,258	4,329
Freegal downloads	712	1,492	673	1,370
Zinio Magazines	316	567	0	0
TOTALS				
Adults	65,870	128,014	67,421	130,419
Teens	4,835	8,808	4,895	9,018
Children	72,095	124,723	71,359	125,126
Digital Downloads	4,335	8,540	2,931	5,699
COMBINED TOTAL	147,135	270,085	146,606	270,262
ITEMS IN THE COLLECTION				
Main	281,424	281,424	0	0
OTR	13,305	13,305	276,239	276,239
TOTAL	294,729	294,729	276,239	276,239
HOLDS FILLED	8,107	15,255	0	0
CARDHOLDERS				
Added	798	1,331	0	0
TOTAL NUMBER				
Adults	17,687	17,687	0	0
Teens	2,137	2,137	21,930	21,930
Children	8,781	8,781	1,903	1,903
REFERENCE QUESTIONS				
Adults	3,146	5,929	3,858	7,207
Teens	151	256	0	0
Children	1,449	2,361	1,404	2,347
OTR	51	161	45	239
Circulation	127	737	1,106	2,099
PROGRAMS				
Story Times	8	11	0	0
Adult	12	28	7	10
Teens	13	19	21	38
Juvenile	6	6	8	12
Outreach Adult	0	0	7	7
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	201	270	0	0

Bloomington Public Library
Monthly Statistics - June 2013

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	187	375	273	330
Teen Programs	91	141	430	676
Juvenile Programs	876	876	121	155
Outreach Adult	0	0	1,434	1,434
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	5,520	10,500	0	0
Website database/catalog hits	3,211	16,244	6,400	12,253
Online Resource (Database) uses	2,904	6,153	3,500	6,692
TOTAL	11,635	32,897	9,900	18,945
INTERLIBRARY LOAN				
Borrowing Requests Received	393	836	0	0
Outgoing Loans (Lending)	238	476	365	780
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	25	31	0	0
Outside the library (events)	4	28	32	36
Number of people	748	7,737	6	31
VOLUNTEER HOURS	245	431	0	0
MEETING ROOM USAGE				
Study Room	56	114	99	222
Digital Media Lab	48	92	0	0
Customer Visits (MAIN)	42,128	75,927	43,154	80,909
Customer Visits (OTR)	1,307	2,761	1,379	2,803
COMBINED TOTAL VISITS	43,435	78,688	44,533	83,712
TRAINING HOURS	173	354	89	195

Golden Prairie Public Library District
Board of Trustees Meeting
May 15, 2013
7:00 am
Minutes

I. Call to Order

President Salch called the meeting to order at 7:03am.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Lynn Gray, Adrienne Ives, Bill McCullough, Mathew Nadakavukaren, Patti Salch

MEMBERS ABSENT: Carolyn Dail

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Caprice Prochnow

III. Introductions & Public Comment

No Introductions were made.

IV. President's Report

President Salch mentioned that she was very impressed with the Wine Gala Fundraiser that was held in April at Fresh Market.

President Salch shared with the Board members that the Business Before Hours will be held here at the Library on Wednesday, May 22 beginning at 7:00am.

President Salch shared with the Board members a very positive article on the Digital Media Lab that was featured in the Pantagraph.

President Salch shared the Secretary of State Per Capita Grant award letter with the other members.

V. Approval of Minutes

A. April 17, 2013

CAROL CAREY-ODEKIRK MOVED, BILL MCCULLOUGH SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 17, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Bouda shared that the new BPL Board members are Joni Painter and Emily Kelahan.

Director Bouda stated that we recently reached the 1.5 million mark in circulation. She went on to say that a small celebration was held with staff that featured an array of flavored popcorn from a gourmet popcorn shop.

Director Bouda shared that the Library may be implementing the use of a PIN when a customer uses a self-check to help prevent someone from using another person's card, as there have been several cases of this lately.

Director Bouda shared that the Library is gearing up for Summer Reading.

Director Bouda shared with the Board members that they may want to attend a reception to honor outgoing BPL Board members, Blake Mier and Wilma Bates, on June 18.

B. Outreach Report

Laura Golaszewski stated that a new Bookmobile stop will be added at the Boys & Girls Club, 1615 Illinois Street, over the summer. She went on to say that Danny Rice and Carol Torrens will be trying a new stop at a new apartment complex near the Wingover stop.

C. Fiscal Report

Kathy Jeakins stated that she heard from Rebecca McNeil that the first of the Property Tax Distributions should be made at the end of May.

1. Approve April Financial Report

MATHEW NADAKAVUKAREN MOVED, BILL MCCULLOUGH SECONDED,
TO APPROVE THE APRIL 2013 FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, LYNN GRAY, ADRIENNE IVES,
BILL MCCULLOUGH, MATHEW NADAKAVUKAREN,
PATTI SALCH

NAYES: NONE

ABSENT: CAROLYN DAIL

THE MOTION CARRIED.

VII. Unfinished Business

A. Progress of the Nominating Committee Regarding the Slate of Officers

President Salch thanked both Bill McCullough and Mathew Nadakavukaren for agreeing to be on the Nominating Committee, and asked them to share their progress with the Board.

Bill McCullough shared that he and Mathew Nadakavukaren spoke with each of the Board members as to which, if any offices they may be interested in. Bill McCullough shared that the following offices were offered and accepted: Adrienne Ives, President, Lynn Gray, Vice President, Carol Carey-Odekirk, Secretary/Treasurer. The election of officers will take place at a future meeting.

B. Discussion of Potential New Members for the Board

President Salch shared that a potential Board member has been contacted, and he is very willing to serve on the Board. She went on to say that he and his wife are Library supporters.

Bill McCullough suggested that since a new member with a financial background is desired, that perhaps Rick Phillips, GPPLD auditor, should be contacted to see if he could provide some possible names.

VIII. New Business

There was none to come before the Board.

IX. Adjournment

President Salch adjourned the meeting at 7:48am.

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.)

Illinois State Library
FY2012 – FY2014 PER CAPITA GRANT REQUIREMENTS

Library's Promotion and Programming – Identify segments of the population that do not use or underuse library services. Describe how the library reaches out or plans to reach out to those populations.

Trustees — The library board will review *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants*. The board will then review a list of supplemental taxes and identify potential supplemental tax funding for the library.

FY2014 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes [hereinafter referred to as ILCS]:

- For municipal (city, town, township, and village) libraries, the deadline is within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — The library must review and report on progress in meeting Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

Collaboration and Cooperation — Describe what the library is doing to promote itself as a vital service to the community.

Library's Promotion And Programming – Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to: various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

Trustees – The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

SWOT Analysis Worksheet

- For instructions on using SWOT Analysis, visit www.mindtools.com/rs/SWOT.
- For personal career or life strategy, visit www.mindtools.com/rs/LifePlanWorkbook.

Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
Opportunities What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to?

To learn more skills like this, subscribe to the free Mind Tools newsletter: <http://www.mindtools.com/subscribe.htm>.

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Bloomington Public Library

Incident Summary

Date	Time	Type
06/1	12:49 PM	Stolen/Damaged Library Material
06/2	2:28 PM	Inappropriate Behavior
06/2	3:57 PM	Other
06/2	4:35 PM	Inappropriate Behavior
06/3	11:01 AM	Inappropriate Behavior
06/4	5:36 PM	Sleeping Incident
06/5	2:53 PM	Stolen/Damaged Library Material
06/6	3:10 PM	Staff Related Incident
06/6	6:03 PM	Inappropriate Behavior
06/6	6:50 PM	Stolen/Damaged Library Material
06/6	9:15 PM	Library Equipment Incident
06/7	10:44 AM	Staff Related Incident
06/7	10:53 AM	Inappropriate Behavior
06/7	11:09 AM	Other
06/7	11:11 AM	Sleeping Incident
06/7	11:53 AM	Sleeping Incident
06/7	1:05 PM	Inappropriate Behavior
06/7	2:31 PM	Other
06/8	9:57 AM	Inappropriate Behavior
06/9	3:00 PM	Inappropriate Behavior
06/9	3:03 PM	Inappropriate Behavior
06/11	6:21 PM	Sleeping Incident
06/11	7:57 PM	Customer Complaint
06/11	8:04 PM	Other
06/11	9:15 PM	Stolen/Damaged Library Material
06/12	9:45 AM	Stolen/Damaged Library Material
06/12	1:53 PM	Internet Abuse
06/12	6:01 PM	Other
06/13	7:16 PM	Inappropriate Behavior
06/13	7:25 PM	Other
06/14	2:25 PM	Stolen/Damaged Library Material
06/15	11:56 AM	Inappropriate Behavior
06/15	11:58 AM	Sleeping Incident
06/15	12:32 PM	Sleeping Incident
06/15	4:25 PM	Inappropriate Behavior
06/17	10:18 AM	Sleeping Incident
06/17	11:57 AM	Sleeping Incident
06/17	12:00 PM	Inappropriate Behavior
06/17	5:27 PM	Sleeping Incident
06/17	5:36 PM	Inappropriate Behavior
06/21	11:41 AM	Stolen/Damaged Library Material
06/22	8:20 AM	Alcohol/Drugs Incident
06/22	9:56 AM	Inappropriate Behavior
06/22	10:19 AM	Inappropriate Behavior
06/22	11:28 AM	Inappropriate Behavior
06/22	3:05 PM	Inappropriate Behavior
06/23	1:32 PM	Inappropriate Behavior
06/23	1:36 PM	Inappropriate Behavior
06/23	3:56 PM	Inappropriate Behavior

06/23	4:38 PM	Sleeping Incident
06/25	9:25 AM	Stolen/Damaged Library Material
06/26	6:00 PM	Bicycle Incident
06/26	6:05 PM	Other
06/27	7:54 PM	Inappropriate Behavior
06/28	4:31 PM	Customer Related Illness or Accident
06/29	12:29 PM	Inappropriate Behavior
06/30	3:12 PM	Inappropriate Behavior
06/30	3:13 PM	Inappropriate Behavior
06/30	4:21 PM	Sleeping Incident
06/30	5:20 PM	Inappropriate Behavior
07/1	11:28 AM	Inappropriate Behavior
07/1	1:01 PM	Inappropriate Behavior
07/1	2:32 PM	Inappropriate Behavior
07/1	2:36 PM	Sleeping Incident
07/1	9:27 PM	Inappropriate Behavior

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 |
| ☒ Billing and Payment | ☒ General Information | ☐ Soil Survey Information | ☐ Taxing Body |
| ☐ Exemption History | ☐ GIS Map Information | | |

Update Display

Search Again

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
Township	CITY OF BLOOMINGTON
Property Class	0060 - Improved Commercial
Tax Status	Taxable
Acres	0.0000
Tax Code	4001
Legal Description	SUBN LOT 1,2,3,4,5&6 ORIG TOWN LOT 1,4,5 &8
Direct Link to This Parcel	http://webapp.mcleancountyil.gov/webapps/Tax/taxparcelinfo.aspx?parcel=2104194006

Notice Mailing Address

107 HILLTOP RD
BLOOMINGTON IL 61701
[Change of Address Form](#)

Property Address

Click the button below for Property Address information.

Map The Selected Parcel

Tax Bill Mailing Address

Same as Notice Address

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

Tower Mural Proposal

The proposed Downtown Bloomington Mural Project is collaboration between the Downtown Bloomington Association (DBA), mural artist and educator Joel Bergner, and a group of local at-risk high school students. The project would include a series of educational workshops with the youth, cumulating in the creation of a large-scale work of public art. The Downtown Bloomington Mural Project is an opportunity for the City to add to its cultural heritage by having a large, prominently-displayed work of public art in Downtown. The project was designed to benefit local youth, businesses and the public.

Details of the project are attached.

Following are the costs:

Materials:	\$1,800.00
Airfare:	500.00
Scaffolding Rental:	2,000.00
Travel during the project:	100.00
Refreshments for Students:	400.00
Per Diem for Artist (\$20 x 30 days):	600.00
Inaugural Event:	600.00
Artist Stipend:	4,000.00
 Total Budget:	 \$10,000.00

A grant of \$5000.00 has been awarded by the Illinois Prairie Community Foundation for the project.

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation approve matching funds for the Library Mural Project at a cost not to exceed \$5,000.00.

**sign
here**



Approved on this 16th day of July, 2013

Narendra Jaggi, President

1.Summary Statement

The proposed Downtown Bloomington Mural Project is a collaboration between the Downtown Bloomington Association (DBA), mural artist and educator Joel Bergner and a group of local at-risk high school students. The project would include a series of educational workshops with the youth, culminating in the creation of a large-scale work of public art. The Downtown Bloomington Mural Project is an opportunity for the city to add to its cultural heritage by having a large, prominently- displayed work of public art Downtown. The project was designed to benefit local youth, businesses and the public.

2. Objectives and outcome goals of the project

The “Downtown Bloomington Mural Project” has three main objectives. The first is to create a cultural icon for the city; a high-quality work of public art that all residents and visitors will be able to enjoy. Too often, art is only accessible to a relatively small segment of the population who frequents galleries and museums. The power of mural art is that everyone has the opportunity to enjoy the painting, which becomes part of the fabric of the community. It will feature a positive message that reflects the values of education, diversity, and a positive environment for all residents. The artwork is intended to inspire people of all backgrounds and create a sense of unity.

Secondly, the creation of public art is intricately tied to economic development, as high-profile works of art draw visitors to a commercial area and call attention to the small businesses there. In many cities such as Philadelphia and San Francisco, mural projects have famously been used to draw visitors to previously- ignored areas, stimulating the local economy. By creating an inviting, culturally- rich environment in Downtown Bloomington, the artwork will contribute to the positive experience that consumers have when they frequent local establishments.

The third objective is to give a group of local youth the unique opportunity to learn about mural painting and collaborate with others to create a professional work of public art. Young people rarely have the chance to contribute to their communities in a concrete way. It is powerful for a teenager to be able to point to a cultural icon and say, “I helped create that!” The students will study local history, social issues that are important to local communities and learn about career options in the areas of art and community development. By combining educational topics with the creation of art, the process of learning becomes more interesting and enjoyable to young people, enhancing their educational experience and their level of engagement in the topics being studied.

3. Specific activities that will be used to accomplish the objectives

The first week of the project would be dedicated to planning sessions, organizing the workshops, media outreach, and the purchase of supplies. The second and third week would be the heart of the project; the workshop series and fabrication of the mural in collaboration with 30 at-risk students who will be selected by District 87 for their interest in the arts, their desire and ability to participate in the project and their designation as “at-risk” due to factors such as poverty, single-family homes and personal struggles in school and family life.

The workshops will focus on teaching 30 teenage participants about a variety of public art styles throughout history and the relevance they had to their societies, from ancient cave paintings to the Renaissance; the Mexican Mural Movement to modern urban art styles. Mr. Bergner will highlight the connections between art and other disciplines like history and the social sciences. The students will learn drawing and painting techniques, portraiture and basic color theory. They will also discuss and explore local history and social issues that will inform the mural design. Mr. Bergner will then guide the students in the process of applying what they have learned to the designing the mural. This involves brainstorming sessions, the selection of images and text, and the creation of sketches and then a detailed design. The group will then prepare the wall and paint a large public mural, which will be created on-site. As the lead artist, Mr. Bergner will spend the fourth and final week on his own at the end, fine-tuning the mural with more skilled techniques to ensure that the artwork is of professional quality. The mural will then be inaugurated with a public event, where Mr. Bergner and the youth will present their work to the community. This event will include short speeches by guest speakers, a

presentation by the students and Mr. Bergner, and music and refreshments for the public. The families of the students will be invited as well as local residents and officials. The media will be invited to cover the project as it is in progress and to attend the public event.

During the project, Mr. Bergner will also give a presentation to university and high school art students and others in the community. He will present his work and lead discussions about public art, exposing young people to an artistic genre and a career path that many may not have been aware of.

4. The need for the project in the community

There is a need in Bloomington to engage at-risk youth in educational and cultural activities that they often do not have the opportunity to participate in. These are the students who are most likely to feel alienated and ignored by the educational system and society at large, and are at the highest risk of dropping out of school and getting involved in self-destructive behavior. By getting them involved in innovative and interesting activities, there is an opportunity for these youth to take a more positive direction in life.

Downtown Bloomington also has a need for public art. There is a lack of the visual arts in public spaces, especially art that is created in a community-oriented way that reflects the culture, values and history of Bloomington. This is important for cultural reasons as well as business reasons.

5. The estimated number of people the project will serve

This project will directly serve 30 local at-risk teenagers. Mr. Bergner's presentation to university and high school students will serve another estimated 50 young people. Through the mural itself, the public event and the media coverage for the project, thousands of Bloomington-Normal residents and visitors will have the opportunity to view the artwork and learn about the story behind its creation.

6. The methods and timeline for evaluating the project's objectives and outcomes

The project will be evaluated in several ways. At its conclusion, the students will fill out surveys related to the effectiveness of various aspects of the project in order to gauge how their experience was. After 3 months time, local businesses in the immediate area around the mural will answer a survey to conclude what impact they believe the mural has had on the overall environment in Downtown Bloomington, what the reaction of customers and business owners has been, and what effect, if any, they believe it has had on their business. The third way that the project will be evaluated is by monitoring local media, blogs, and websites in order to estimate how many people have had access to the mural project virtually, even if they have not come to see the mural in person.

7. Qualifications of key personnel and evidence of organizational capacity to complete project

Joel Bergner was born and raised in Bloomington-Normal, where he graduated from NCHS in 1998. He has lived in several major cities since graduation, but regularly returns to visit his family. In recent years, he has created large-scale public murals with marginalized youth in cities all across the US and in Brazil, Kenya, Cuba, Poland, Mexico, Mozambique, El Salvador and Cape Verde. Through his "Action Ashé! Global Mural Project," Mr. Bergner has partnered with non-profit organizations, schools, and local institutions to lead educational workshops with local youth, who have the opportunity to participate in the creation of public art in their communities. These projects have been funded by the European Union, the DC Commission on the Arts and Humanities, the Baltimore Office on Promotion and the Arts, the Open Society Foundation among other agencies. His work has appeared widely in the media, including National Public Radio (NPR), *The New York Times*, *The Washington Post*, TIME Magazine, and the international news networks BBC World News, Al-Jazeera English, and Voice of America. It will be exciting for Mr. Bergner and for the Bloomington-Normal community to finally have him back to paint his first mural in his hometown and share his knowledge and experience with local youth. He was recently featured in *The Pantagraph*.

8. How IL Prairie Community Foundation will be recognized

The Illinois Prairie Community Foundation will be recognized in several ways. First, it will be thanked on the mural itself and credited for funding the project. Secondly, the Foundation will be publicly recognized at the events associated with the project. In addition, all media coverage will include a recognition of the Foundation, as will all coverage of the project on the internet.

9. A detailed total budget

I. Materials:	\$1,800.00
This includes the purchase of paint, primer, cleaning supplies to prepare the wall, sketching paper, pencils and markers for designing the mural, brushes, rollers, and buckets.	
II. Airfare for Joel Bergner to come to Bloomington:	\$500.00
III. Scaffolding rental:	\$2,000.00
IV. Travel costs during the project:	\$100.00
V. Refreshments for the students during the workshops:	\$400.00
VI. Per diem for Joel Bergner for meals (\$20 per day x 30 days):	\$600.00
VII. Final public inaugural event:	\$600.00
This includes refreshments for an estimated 100 guests, the rental of a sound system, a stipend for the DJ and the printing of certificates of completion for the 30 students.	
VIII. Stipend for Joel Bergner:	\$4000.00
This stipend includes \$500.00 for the organization and planning of the project, \$2,000.00 for leading educational workshops with the students and the presentation and \$1,500.00 for the creation of a public work of art.	
Total Budget:	\$10,000.00

10. The amount requested, detailing the line items of the total budget to be funded

This request is for the full budget of \$10,000.00

11. How or if the project would proceed with partial funding

This budget was developed with the intention of creating a large and highly impactful mural and an extensive series of workshops with the students. Should the project be partially funded, we would first search for other funding sources. If we were unsuccessful, we would develop a plan to modify the project to lower the budget. This would include painting a smaller mural that would require less money for materials, fewer workshops with the students, a shorter time frame for the project and a smaller public event.

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joel bergner artist

gbsula@gmail.com

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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.

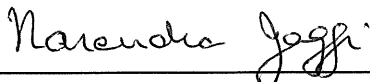
More details about each station are attached.

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™



Purchase Quotation – Early Literacy Station™ English V10 & AfterSchool Edge™ English V10

Quotation developed for: Georgia Bouda

Date: **July 8, 2013**

Organization: Bloomington Public Library

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 ► 20" All-in-One / Touch Screen			
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 ► 20" All-in-One / Touch Screen			
CUSTOMER REQUIRES A STANDARD KEYBOARD & MOUSE ► YES			
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	2	\$ (100.00)	\$ (200.00)
Shipping	2	\$ 50.00	\$ 100.00
Market: <u>Library [LIB-LIB]</u>	Subtotal		\$ 6,400.00
Applicable State Sales Tax --> <u>0.000%</u>		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			
<u>Linda S. Mavrinnac</u>	<u>7/8/2013</u>		
(Signature)	Date	I agree to AWE's Terms & Conditions (Date)	
		(Authorized Signature or corresponding purchasing order)	
Linda S. Mavrinnac			
(Print Name)	(Print Name) / (Title)		
Senior Account Specialist			
(Title)	(Email Address & Phone Number)		
Bill To Information		Ship To Information	
Name: Accounts Payable		Name: Georgia Bouda	
Organization: Bloomington Public Library		Organization: Bloomington Public Library	
Address: PO Box 3308		Address: 205 East Olive Street	
City, State, Zip: Bloomington, IL 61702		City, State, ZIP: Bloomington, IL 61702	
Phone / Fax: 309.828.6091		Phone / FAX: 309.828.6091	
Email: melissa@bloomingtonlibrary.org		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			

Terms and Conditions

Fees, Invoicing: CUSTOMER agrees to make payment in full for all amounts due according to invoice on or before the net 15 due date.

Returns: Customers may return items using the following procedures: i) Prior to shipping, request an RMA (Return Materials Authorization) number from AWE (866 463-6357) ii.) shipped items must be received by AWE within 20 calendar days from RMA issuance; and iii) items must be secured with proper (original) packaging to prevent any damage in transit. A restocking fee of 15% (of the non-discounted item price), return shipping cost, and packaging (if applicable) will be charged to Customer for all items returned after initial shipment.

Delinquent Payment: The CUSTOMER agrees to pay interest on all amounts that are past due at the lesser of 1.5% per month or the highest rate allowed by law. The CUSTOMER also agrees to pay collection costs and attorneys fees, if AWE, prevails in a court of law or administrative proceeding, required to collect delinquent fees. AWE may suspend services and/or terminate the Agreement in the event that CUSTOMER fails to make timely payment with 30 days notice. Termination shall not alter CUSTOMER's obligation to make full payment under this Agreement.

Services: AWE will invoice CUSTOMER monthly.

Equipment & Software: AWE will invoice CUSTOMER for all systems, when they are shipped to the Customer.

Warranty and Upgrade: AWE bundled hardware and software products (AWE products) include a three year coverage period from the date of shipment (Warranty and Upgrade Period). Warranty and Upgrade extensions are available for years 4 and 5. Warranty and Upgrade periods must run consecutively. That is, a year 5 extension may not be purchased without a year 4 extension. The Warranty and Upgrade period cannot exceed (5) years from original date of shipment. Printers include a limited one year warranty that CANNOT be extended.

Limited Warranty: AWE warrants that hardware will be free of defects in materials and workmanship during the warranty coverage period. The limited warranty also covers malfunctions in the general operation of the AWE product that are not pre-existing in the original educational software titles. AWE's limited warranty covers only those defects that arise as a result of normal use of the product and does not cover any other problems, including those that arise as a result of: (i) External causes such as accident, abuse, misuse, or electrical power problems (ii) Servicing not authorized by AWE (iii) Usage that is not in accordance with product instructions (iv) improper or unauthorized maintenance or modification; (v) using accessories, parts, or components not supplied or supported by AWE; (vi) products for which we have not received payments.

Upgrade: AWE will develop new versions of the Digital Learning System software annually. During the initial three year period, all software updates and two software version upgrades will be standard within the Upgrade Period. Each one-year extension period will entitle CUSTOMER to all software updates and one additional Digital Learning System software version upgrade. During the CUSTOMER's valid warranty and upgrade period, AWE will notify the CUSTOMER, via email, of the availability of new product versions. It is the CUSTOMER's responsibility to inform AWE of any changes to the CUSTOMER contact information. AWE will not be held responsible in the event that CUSTOMER is unable to be contacted because of invalid or outdated contact information. For each new version upgrade the CUSTOMER must review and submit their upgrade request form and the new version(s) will be delivered to CUSTOMER via a product drive upgrade kit that is on loan to the CUSTOMER. Under this process, AWE will ship CUSTOMER a Product Drive containing the New Version for all qualified systems as well as updated documentation. CUSTOMER will have a set period of time to apply upgrades and then return AWE's Product Drive to AWE with the original packing and prepaid return labels included with the kit.

Technical Support: Any questions or issues regarding your Digital Learning System can be reported to our Help Desk by calling (toll free) 1-(866) INFO-ELS. The Help Desk staff is available Monday – Friday 9am – 5pm to take your call. Support requests can also be made online using the Support Link on AWE's homepage (www.awelearning.com).

Limitation of Liability: AWE warrants that it will perform all services associated with this agreement in a professional and workman like manner. In no event will AWE's liability whether in contract or tort, exceed the total amount of the fees and expenses paid to it by the customer under this agreement, neither party will be liable for consequential damages, even if advised of the possibility hereunder.

Liability and Indemnification: AWE shall indemnify defend and hold harmless the CUSTOMER, its officers, employees and designated representative from any and all claims, suits, actions, damages, liabilities, expenses and costs of any kind, including litigation costs and reasonable attorney's fees, arising out of bodily injury (including death) and/or damage to real or tangible personal property, provided that the injury or damage was caused by the fault or negligence of AWE, its officers, employees, agents or sub-contractors (including suppliers).

CUSTOMER shall indemnify defend and hold harmless AWE, its officers, employees and designated representative from any and all claims, suits, actions, damages, liabilities, expenses and costs of any kind, including litigation costs and reasonable attorney's fees, arising out of bodily injury (including death) and/or damage to real or tangible personal property, provided that the injury or damage was caused by the fault or negligence of CUSTOMER, its officers, employees, agents or sub-contractors (including suppliers).

Proprietary, Confidential and Non-Disclosure Agreement: Each party acknowledges that all information concerning the other party which is designated by the party as "Confidential and Proprietary" shall be deemed to be Confidential and Proprietary Information. Confidential and Proprietary Information is not meant to include any information, which, at the time of disclosure, is generally known by the public. Each party agrees that it will not permit the duplication, use or disclosure of any such Confidential and Proprietary Information to any person (other than its own employees who must have such information for the performance of their obligation under this Agreement and as necessary to secure the performance of obligations hereunder by legal means), unless authorized in writing by the other party.

Neither party shall use the name(s), trademark(s) or trade name(s), whether registered or not, of the other party in publicity releases or advertising without securing the prior written approval of the other party, such approval not to be unreasonably withheld; provided that AWE shall have the right, without CUSTOMER's approval to use CUSTOMER's name in its general list of customers.

Each party agrees to hold in confidence any such Confidential and Proprietary information disclosed pursuant to this Agreement for a period of 3 years from the effective date of this Agreement. The parties shall have no obligation to maintain such information in confidence provided, they can show that such information (i) was in their possession prior to disclosure of such information, (ii) is or becomes publicly available through no fault of the party or (iii) was developed by the party independent of this Agreement.

Ownership Rights: AWE shall retain all right, title and interest in all technical information, inventions, patents, trade secrets, developments, discoveries, software, know-how, methods, techniques, formulae, data, processes and other proprietary ideas, whether or not patentable or copyrightable, that are developed pursuant to performance of the services hereunder.

Relationship & Right to Employ: AWE is an independent contractor and nothing in this Agreement shall be deemed to create a partnership or joint venture between CUSTOMER and AWE. As an independent contractor, AWE shall be responsible for withholding and paying all employment taxes, unemployment insurance, workers' compensation insurance and benefits for its employees. During the term of this Agreement, and any extensions thereto, the CUSTOMER and AWE agree not to engage in either solicitation or recruitment of each other's employees.

Term: This Agreement shall be effective when signed by both the CUSTOMER and AWE and thereafter remain in effect for such term as is provided in contract.

Governing Law: This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

Final Agreement: This Agreement and Exhibits contain the final and entire agreement between the parties and is intended to be an integration of all prior agreements between them regarding the services.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly appointed representative as of the day and year on the face of the Agreement.

AWE, Inc. All Rights Reserved

Confidential & Proprietary

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

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**Support early literacy in your community with a proven asset:
*over 35% of public library systems in the U.S. have an Early Literacy Station™***

Children learn independently

No technical support, Internet connection, or staff assistance required



Put it on a desk, and plug it in!

The Early Literacy Station™ (ELS) is a self-contained educational computer for children ages 2–8. It requires no technical support. You simply plug it in and turn it on. It is available on various computer hardware types. The English version features 56 top-rated educational software programs spanning seven curricular areas. It is also available in Bilingual Spanish and French.

Kids and librarians will love the ELS!

- Kids are instantly engaged by an imaginative interface that includes touchscreen gesturing and page-turning functionality
- AWE has carefully selected the best educational software so libraries don't have to
- The ELS is an incredible asset and value featuring a 3–5 year warranty, full technical support, and a new version each year



Libraries continue to be "the great equalizer," serving all types of communities

Some children don't have access to educational computer programs in their homes. With the ELS, you can bridge the education gap in your communities. You can make your library more valuable by having tools that help *all* kids.

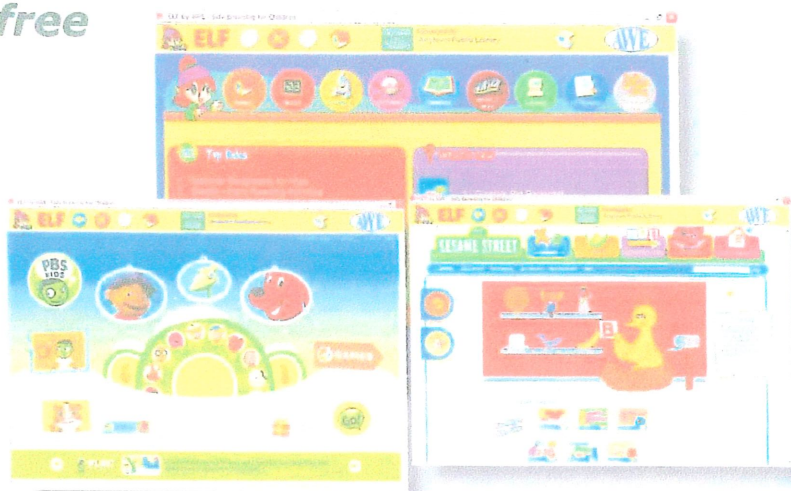
- Children gain literacy skills at your library that will put them on the path to a lifetime of learning
- Supports school readiness and cultivates a love of learning
- Draws children and families to your library
- Ideal for special programming like Math Mondays, Music Wednesdays, or Art Fridays
- Makes your library a popular destination for children—they will be excited to use the ELS and will want to come back again and again



ELF™ Child-Safe Browser: A free tool you can give to parents

The ELF™ Child-Safe Browser allows children to safely explore carefully chosen, highly engaging free-use educational resources on the Internet.

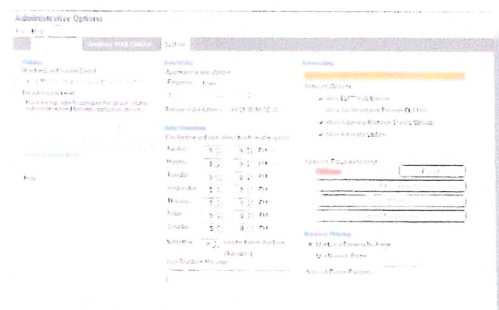
With ELF™, children can only visit sites that are wholesome, educational, and fun. The content control software enables you to add or de-select websites for your library. You can also add your library's logo to the browser to uniquely brand it. ELF can be distributed to children and parents in your community.



Ease your administrative burden

The ELS features many behind-the-scenes controls that simplify your job.

- Automatic utilization reports for funders and state libraries
- Timed session controls eliminate sign-up sheets
- Set the ELS to turn on and off automatically each day
- Manage printing to control costs
- Connect the ELS to the Internet to receive updates and check usage stats from anywhere online
- Work created by kids can be automatically cleared daily, weekly, monthly, or even between user sessions



"We can see that these Early Literacy Stations™ engage their thinking. The programs are intuitive and very easy to use. Even children with no computer experience are able to sit down and start right in and begin learning on so many levels."

- Julia Cartwright, Fond du Lac Public Library

Carefully selected content that is fun and educational

AWE uses a comprehensive process to evaluate and select the content titles to ensure the ELS features a wide range of educational programs that touch on all curriculum subjects. The ELS seamlessly combines classic titles like *Reader Rabbit Toddler* with cutting-edge programs like *Math Doodles*, the *Giggles* titles, and *World of Goo*.





Hardware platforms

The Early Literacy Station is available on various computer hardware types to meet your needs.*



**Hardware platforms change periodically. Contact us for the most up-to-date options.*

Customer support and updates



AWE offers customer support via phone and email. The AWE Help Desk is the point of contact for all questions, problems, and information or service requests for our customers. Well trained and experienced representatives deliver responsive service and technical support throughout the entire service lifetime of every Early Literacy Station.

ELS hardware is covered by a three-year hardware warranty, and can be extended to five years.

The NRL program has changed.

Warranty & Upgrades for the first 3 years is now built into the base price of each AWE product. The new plan can also be extended to a 4th and 5th year.

Program that ensures customers receive software updates ELS software once a year. Enrolling in the NRL program will ensure you will be completely up to date and you will have full

Contact us for more information on the Early Literacy Station™
We can also help you with grant assistance!

www.awelearning.com phone: 1-888-AWE-0272 email: info@awelearning.com

AWE, Inc.
2501 Seaport Dr., Ste. 410-SH
Chester, PA 19013

Inspiring every child to become a lifelong learner™



Complete digital learning solution designed for youth 6-14 years old

Helps you achieve your afterschool program's objectives:

- ***Get kids excited about learning***
- ***Increase attendance at your program***
- ***Improve student achievement***
 - ***Boost graduation rates***
 - ***Provide enriching content***

***It's also a great complement to the Early Literacy Station™
in public libraries. Now you can serve older kids too!***



Extends learning from school to afterschool

Put your afterschool program on the cutting edge

The AfterSchool Edge™ from AWE is the first complete digital learning solution designed specifically for out-of-classroom use. Available on either a netbook or a touchscreen desktop computer, the AfterSchool Edge is an easy-to-use solution that features over 50 top-rated educational software titles that appeal to ages 6-14 years old. There is something for everyone!

How will this enhance your afterschool program?

- Youth can access electronic educational content without the Internet, software downloads, or technical assistance
- Fosters independent, self-paced learning
- Content covers math, science, music, art, history, geography, reading, writing, and more!



Recharging cart option increases the mobility and flexibility of your programs

Are your afterschool programs held in whatever room is available? Does the location change often? Understanding that your program may be "on the go," we developed a solution that can keep up.

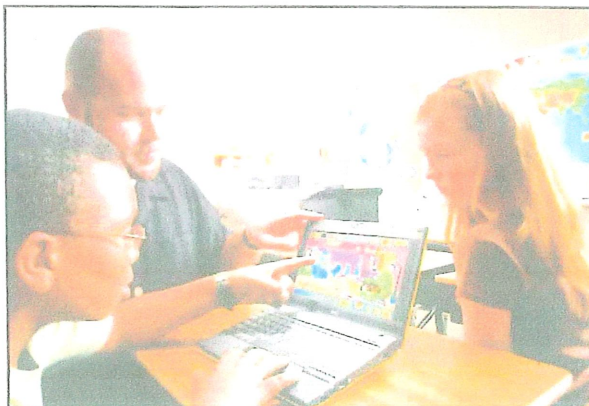
The AfterSchool Edge is available on netbook computers that can be purchased with a recharging cart. The cart holds up to 24 netbooks, making mobility and recharging simple and easy.

How will a charging cart help your afterschool program?

- Kids can grab any netbook, log into their personal learning portfolio, and work anywhere
- The cart can serve as a mobile wireless hub if Internet connection is desired
- Acts as a secure, locked storage compartment for your netbooks



Holds up to 24 netbooks



Mobile Cart

Self-guided discovery • Available with a mobile cart

Carefully selected content that is fun, effective, and educational

Working closely with educators, industry leaders, and innovative software developers for over 10 years, AWE is known for its expertise in selecting the most high quality, effective, and age-appropriate educational software content for its products.

The AfterSchool Edge features an eclectic range of educational titles to ensure there are engaging activities for all the age ranges that you serve.

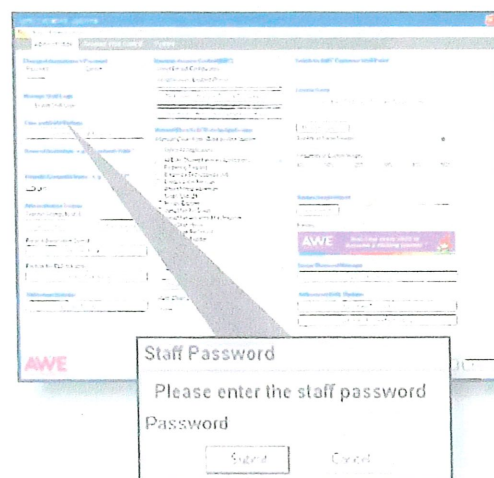
Content on the AfterSchool Edge spans the entire curricular spectrum, from reading and math to reference and the arts. Titles include titles *World of Goo*, *Animation-ish*, *BBC Science Simulations 2*, *Kid Pix 3D*, and *ClueFinders* titles.



Technology that is easy to use, simple to manage

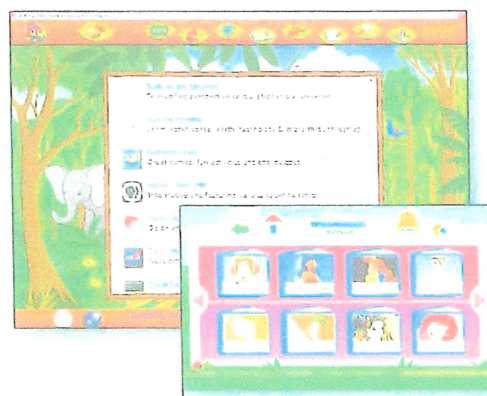
The AfterSchool Edge features many administrative controls that are easy to learn and manage. These administrative features simplify the management of the AfterSchool Edge and require no technical knowledge.

- Wireless-enabled networking
- Set up networked profiles for users so they can sign on to any AfterSchool Edge computer
- Manage student portfolios and accounts from the Internet
- Administrator-controlled timed sessions eliminate sign-up sheets
- Utilization reports are easily generated to share with parents, school officials, and other stakeholders
- Customize content options to create programs such as "Math Mondays" or "Music Fridays"
- Work saved on an AfterSchool Edge can be automatically removed daily, weekly, or even between user sessions



Educational, safe Internet usage for younger kids: ELF™ Child-Safe Browser and ELF™ Reading & Reference

The **ELF™ Child-Safe Browser** allows children to safely explore carefully chosen, highly engaging free-use educational resources on the Internet. **ELF™ Reading & Reference** is an expanded version that also includes exclusive access to a library of Speakaboos interactive storybooks and Encyclopedia Britannica for Kids.



Both of these can be distributed to families in your community for free!



Product options and warranties that meet your needs

To address your needs and requirements, the AfterSchool Edge is available on compact netbooks, touchscreen all-in-one desktops, and standard desktops.

The AfterSchool Edge is a worry-free technology supplement to your program. Whatever workstation you choose, set-up is easy and minimal technical support is required.

The AfterSchool Edge—both hardware and the pre-loaded software—is covered by a three-year Warranty & Upgrades plan, which you can extend to five years.



Incomparable service and support

AWE products are designed to be easy-to-use right out of the box, with minimal training and support required. To help answer any questions, free support is available via phone or email. The AWE Support team, a well-trained and experienced staff, provides the gold standard for service and support. Talk to our current customers—AWE's most enthusiastic sales people!

"These computers are very easy to administer. When I do have a question, I have found their support department to be very responsive. And using the administrative controls to access reports and other features is simple."

- Gary Krajacic, Technology Administrator, Fayetteville Free Library

Warranty & Upgrades - Now included in the purchase price!

AWE provides a comprehensive Warranty & Upgrades service for the AfterSchool Edge included in the purchase price. Each AfterSchool Edge includes a standard three-year warranty plus annual upgrades to the latest software version of the product throughout the life of the initial warranty. After the third year, we offer the optional Warranty & Upgrades Extend Plan for one or two additional years. This service ensures your AfterSchool Edge will always be up-to-date with the latest software version throughout the life of the hardware warranty.

Contact us for more information on the AfterSchool Edge™
We can also help you with grant assistance!

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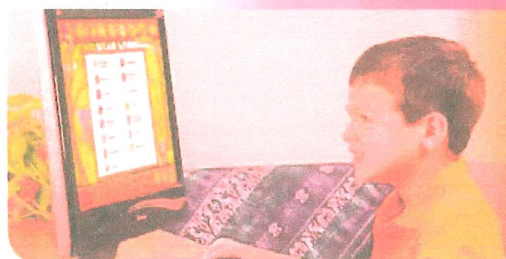
Inspiring every child to become a lifelong learner™

AWE

DIGITAL LEARNING SOLUTIONS

AfterSchool Edge™

Enriching out-of-school time



Version 10

Educational Content

The educational titles in each curricular area are carefully chosen based on a number of weighted characteristics, including educational efficacy, age appropriateness, engagement quotient, and overall breadth of academic experience.



Animation-Ish

Bring your drawings to life with this intuitive animation-authoring tool designed by award-winning cartoonist Peter Reynolds.



Bailey's Book House

Contains seven easy-to-use early language activities with speech and graphics. Great introduction to letter sounds and words.



BBC Science Simulations 2

Conduct a series of virtual experiments involving both natural and physical sciences.



Britannica's International Science Suite

This visually dazzling series lets you explore the biological processes of the "Human Body," the geological and meteorological sciences in "Planet Earth" and "Weather," and the final frontier in "Universe."



Britannica Encyclopedia

This renowned reference resource includes the Elementary and Student editions.



ClueFinders 3rd Grade and 4th Grade Adventures

Go on adventures by following clues and solving puzzles based on math, reading, science, and geography.



ClueFinders Search and Solve

Help solve a mystery in an amusement park by completing an engaging series of logic games.



Diego's Safari Adventure

Help Diego save the African elephants of the Serengeti from an evil magician while learning about animals on the savannah, counting, colors, shapes, patterns, and native culture.



Eyewitness History of the World

This ambitious program uses the combination of a timeline and a globe to break recorded history into 10 epochs which can be explored via one of Dorling Kindersley's classic child-friendly interfaces.



Graph Club 2.0

Teaches children to create and evaluate five different types of charts and graphs. Helps develop basic math assessment and skills.



Grammar for the Real World

Ascend the ladder at a Hollywood studio by completing grammar activities involving proofreading, punctuation, context, and spelling.



History Explorer

Travel through time, visiting eight empires and dynasties and locating famous artifacts as you attempt to rescue a lost professor.



I Love Science!

Take part in 100 different interactive science activities and experiments involving matter, nature, and forces.



JumpStart Advanced Kindergarten

Classic educational title features six early reading, math, music, and art activities.



JumpStart 1st Grade

Beloved program includes 10 activities that teach math, reading, science, and more. Includes tutorial assistance for struggling kids.



Kid Pix 3D

This time-tested favorite now features eye-popping 3D graphics and easy-path animation.



Know Your USA / Know Your Europe / Know Your World

This outstanding trio brings geography to life with in-depth series of maps, quizzes, and puzzles.



Krazy ArtRoom

A rare, magical program full of great special effects. Easy-to-use art and creativity center captures the power of interactive media.



La Casa de Dora

Explore virtually every primary curricular area as you explore the rooms of Dora's house and play soccer against Boots.



Math Blaster 5-7

Eight entertaining math activities cover concepts all the way from basic addition and subtraction to measurement and even Mancala.



Math Doodles

Count money, tell time, learn fractions and solve problems as part of this engaging, inventive math program. Even algebra is covered.



Math for the Real World

Help your rock band complete a cross-country tour and earn enough money to make a music video by solving math and logic problems.



Merriam Webster Dictionary

The premier Student Dictionary and Thesaurus. Multiple language translations.



Millie's Math House

Explore numbers, shapes, patterns, addition, and subtraction in this educational staple.



MusiCan 1

This active listening program offers a "world of sound." Includes sing-alongs, the sounds of a farm, sporting events, a busy town, and more.



MusiCan 2-3

Uses animation, visual cues, audio tracks, repetition, songs, and role play to introduce pitch, beat, dynamics, timbre, rhythm, and timing.



MusiCan 4-5

Investigate music styles, instruments, melodies, notation, and structures. Helps kids develop appraising, composing, and performing skills.



My Amazing Human Body

Entertaining introduction to the human body led by a humorous skeleton. Covers the skeleton, organs, and body systems.



Libre Office: Calc, Draw, Impress, Writer

Learn the computer skills you will use for a lifetime within these applications based on word processing (Writer), spreadsheet manipulation (Calc), presentation creation (Impress), and chart, table, and illustration authoring (Draw).



Oregon Trail

Lead a wagon train to Oregon via the Oregon Trail in 1848 in this timeless educational staple requiring problem solving, situational analysis, and decisive management.



Photo Kit Junior

Lots of activities using photos, art work, and writing. Create your own slideshow with captions and music.



Photo Puzzle Builder

Create word and picture puzzles using this engine and then play and share your creations.



Reader Rabbit Math Ages 6-9

Math practice in the guise of nine entertaining activities featuring various levels of difficulty.



Reading Blaster 9-12

Develop reading comprehension, vocabulary and grammar skills while solving word games and uncovering clues that will help you save six of Bizarroville's leading citizens.



Return to Mechanica

Learn basic principals of mechanical engineering and put that knowledge to practical use.



Sammy's Science House

Introduces early science and thinking skills: classify animals, sequence movies, adjust weather conditions, and observe wild life.



Space and the Universe

Land the lunar module, explore the stars in a virtual planetarium, and enjoy all things outer space.



SpeedCrunch

Easy to use open-source calculator application includes advanced Math Book feature.



SpongeBob Square Pants Typing

Become Bikini Bottom's best typist by helping SpongeBob master a series of typing-based games.



Stationery Studio

Award-winning program develops handwriting and computer composition. Kids write stories, reports, letters, and illustrate with colorful graphics.



Thinkin' Things: Toony The Loon's Lagoon

Six activities build logical thinking skills like compare and contrast, hypothesize and test, create and discern, and analyze and predict.



Trudy's Time and Place House

Focuses on time and geography skills. Inside Trudy the Alligator's main room, children choose from five activities.



Tux Paint

Create your own art masterpieces with this award-winning, open source gem.



Typing Tournament

Take the drudgery out of learning to type by completing this quest to best the Black Knight and his diabolical typing machine.



USA Explorer

Learn U.S. geography, visiting interesting locations and landmarks, as you track down Joe across the 50 states.



Volcanic Panic

Compete against other players or the computer in this 3D math challenge with a volcanic eruption imminent—rescue awaits only the winner!



World Explorer

This time, the search for Joe is worldwide. Explore 40 scrolling map scenes, 600 information screens, 16 videos, 19 journeys, and five games.



World of Goo

Solve an increasingly more difficult set of challenges with constructions of "goo" featuring varying characteristics in this wildly popular game based on simple physics and problem solving.



Zoombinis Logical Journey

Help the Zoombinis negotiate 12 logic-based activities on their treacherous trek to a new homestead in this mind-bending educational classic.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

FOR CONSULTING SERVICES FOR HEATING AND CONTROL SYSTEMS

FOR

BLOOMINGTON PUBLIC LIBRARY

Mailing Address: Bloomington Public Library
205 East Olive Street
P.O. Box 3308
Bloomington, IL 61702-3308

Contact Person Georgia Bouda

Statements Due: August 2, 2013

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) BLOOMINGTON PUBLIC LIBRARY

Statement of Qualifications (RFQ) will be received at the Bloomington Public Library, 205 East Olive Street, Bloomington, Illinois 61701, until 3:00 p.m., Friday, August 2, 2013 Central time for the following:

Professional Services related to replacement and/or upgrade of the Bloomington Public Library's current heating system and the heating, ventilating, and air conditioning (HVAC) control system. The Library has already completed a SEDAC energy assessment. The firm selected would be expected to design an energy efficient heating system and HVAC control system and to solicit Requests for Proposal. The firm selected would be expected to develop an estimated budget for the project. The firm selected would be expected to pursue appropriate grants for funding opportunities for this project. Your Statement of Qualifications should include:

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 systems
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 systems
5. Proposed fee for services

One (1) original and ? (BPL Board to decide) copies of the complete statement are to be submitted. 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.

TERMS AND CONDITIONS FOR OFFERORS

Background:

The Bloomington Public Library is a municipal library, under the auspices of the City of Bloomington. The current library building was constructed in 1976 with a 4,300 square foot addition in 2006. The total square footage of the current building is 51,000. In 2003 the air conditioning component of the HVAC system was updated.

Definitions:

1. "City" shall mean the City of Bloomington, Illinois.
2. "Requests for Qualification" (RFQ) is a method of procurement permitting discussions with responsive, responsible offerors and revisions to statements prior to award of contract. Statements will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Questions regarding the technical nature or performance expectations of the equipment, material, or service in the Statement shall be submitted in writing to:

Georgia Bouda, 309-557-8901

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

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

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

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

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

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

NON DISCRIMINATION:

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

SECURITY:

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

PREVAILING WAGE:

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

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005, contractors and subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate for that County and

that the contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project, the name, address, telephone number, social security number, job classification, hourly wages paid in each period, number of hours worked each day, and starting and ending time of each work day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number and social security number. Any contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES FOR PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the unpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid.

For violations that occur after January 1, 2006, the debarment period-during which contractors are ineligible for public works contracts, increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5 year period. In addition, a new monetary penalty of \$5,000 may be assessed against contractors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT:

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

OSHA REQUIREMENTS:

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

There are times when the City must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the City must perform their duties in a manner that is compliant with all State and Federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all State and Federal health and safety laws, regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and

Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency and the Department of Transportation.

PURCHASE EXTENSION:

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

EX PARTE COMMUNICATION:

Please note that to insure the proper and fair evaluation of a statement or bid, the City of Bloomington prohibits exparte communication (i.e., unsolicited) initiated by the Offeror to a City Official (i.e. City Aldermen, Mayor, etc.) or Employee evaluating or considering the statement/bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone calls, email and personal visit. Communication between Offeror and the City will be directed in writing to the Purchasing Agent or designated contact person only. The Purchasing Agent will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Offeror from consideration or award of the statement and repeat offenders may be disqualified from future projects.

STATEMENT EVALUATION:

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

CRITERIA FOR MAKING SELECTION:

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

1. Qualifications and experience for the specific scope of services as set for the herein (50 points)
2. Compliance with requirements of this RFQ (40 points)
3. Past Performance and References provided (10 points)

Total 100 points.

PROOF OF LICENSE, PERMIT, CERTIFICATIONS, ETC.:

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

STATEMENT FORM:

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

DEFAULT BY OFFEROR:

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

CANCELLATION:

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

WITHDRAWAL OF STATEMENT:

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

REJECTION OF STATEMENTS, WAIVERS AND IRREGULARITY:

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

PROTESTS:

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

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this Equal Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), or the City of Bloomington's Contract Compliance Program, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, including the City of Bloomington, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute, ordinance or regulation. During the performance of this contract, the contractor agrees as follows:

- (1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under-utilization.
- (2) That, if it hires additional employees in order to perform this contract any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations or those of the Human Relations Commission) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- (3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, familial status, or an unfavorable discharge from military service.
- (4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and Human Relations Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- (5) That it will submit reports as required by the Department's Rules and Regulations and Human Relations Commission, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.
- (6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.
- (7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency, the Department and the Human Relations Commission in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission or Human Relation Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations including the City of Bloomington.

THIS PAGE IS MANDATORY

REFERENCES:

Five (5) references are **required** with your statement. The references shall be from the last five (5) different sources where you have provided the minimum specifications as required in this statement. Offeror may use the City of Bloomington and/or Bloomington Public Library as references if the Offeror has provided this equipment or service to the City and/or Library since January 1, 2010.

(1.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(2.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(3.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

THIS PAGE IS MANDATORY

(4.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(5.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

**STATEMENT SUBMISSION: PLEASE SUBMIT (1) ORIGINAL AND ? COPIES OF
THE ENTIRE STATEMENT PACKET**

THIS PAGE IS MANDATORY

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

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:

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

Print Name & Date

Authorized Signature

Company Name

INSURANCE:

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

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

Print Name & Date

Authorized Signature

Company Name

THIS PAGE IS MANDATORY

GIFT BAN ACT:

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

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

Print Name & Date

Authorized Signature

EQUAL OPPORTUNITY GUIDELINES:

The City requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non job-related disabilities. This program was approved by the City Council on May 27, 1974. In accordance with this program the City shall require that the offeror or contractor be familiar and comply in every respect with the provisions of this program. Information regarding the program may be obtained by contacting the Human Relations Department 309/434-2218.



Community Relations
109 E. Olive St.
Bloomington, IL 61701-3157
(309) 434-2218 (TTY) 829-5115

To Whom It May Concern:

The City of Bloomington's Equal Opportunity in Purchasing Ordinance and the Bloomington Human Relations Ordinance requires that any entity doing business with the City in the excess of \$10,000 during one year, must submit an Affirmative Action Report Form and an Affirmative Action Plan.

It is my understanding that your company will be or are presently a contractor/offeree for the City of Bloomington. In order for this office to approve your company to continue to conduct business with the City of Bloomington, all of the enclosed forms must be submitted to the Community Relations Division within 14 days after receipt of the requested information.

Please complete the enclosed information in its entirety and return it to the Community Relations Office. If your company has an approved Affirmative Action Plan, you may submit it instead of completing the enclosed forms. You must also include a breakdown of your present workforce by race and gender.

If the information requested is not submitted, your company may not be approved to do business with the City of Bloomington and could subsequently not be placed on the "Approved Contractor/Offeree List."

If you should have any questions regarding either of the forms, please feel free to contact me at (309) 434-2468

Sincerely,

Ernestine Jackson
Equal Opportunity Associate

City of Bloomington
Community Relations Division
109 E. Olive Street
Bloomington, Illinois 61701

(309) 434-2218

(309) 434-2831 (fax)

CONTRACT COMPLIANCE REPORT FORM

Failure to properly complete this form prior to the execution of a contract with the City, or within 7 days after a request for submission of this report, will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid or do business with the City of Bloomington.

Section I. Identification

1. Company Name and Address:

Name: _____

D/b/a: _____

Address: _____

City/State/Zip: _____

Telephone Number(s) include area code: _____

Check one of the following:

Corporation Partnership Individual Proprietorship Limited Liability Corp.

2. Name and Address of the Company's Principal Office (answer only if not the same as above)

Name: _____

Address: _____

City/State/Zip: _____

3. Major activity of your company (product or service);

Section II. Policies and Practices

Description of EEO Policies and Practices

Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, sex, color, religion, national origin, age, mental and/or physical disability, and sexual orientation?

YES _____ NO _____

Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility.

Name: _____

Title: _____

Telephone: _____

Has the Company developed a written Affirmative Action Plan? **Note: a copy of the Affirmative Action Plan must be submitted with this form in order to be considered eligible to do business with the City of Bloomington.** If you would need technical assistance in developing your plan, please contact the Community Relations Office at (309) 434-2218.

YES _____ NO _____

Has the Company developed a written policy statement prohibiting Sexual Harassment? Please attach a copy of the policy statement.

YES _____ NO _____

E. Have all recruitment sources been notified that the Company will consider all qualified applicants without regard to race, color, age, national origin, age, religion, sexual orientation mental/and or physical disability?

YES _____ NO _____

F. If advertising is used, does it specify that all qualified applicants will be considered for Employment without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES _____ NO _____

G. Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?

YES _____ NO _____

H. In the Company a state certified minority/women owned business? If yes, please attach a copy of the state certification.

YES _____ NO _____

I. Does the Company have collective bargaining agreements with labor organizations?

YES _____ NO _____

J. Have the labor organizations been notified of the Company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts by the City of Bloomington?

YES _____ NO _____

Section III. Employment Information

A. Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. Be sure to complete all applicable columns.
--

B. Job Classifications (See descriptions attached)

C. Identify the geographical area(s) from which the company may reasonably recruit employees (use city, county, SMSA, or distance in miles from company location, etc.)

D. If minorities and women are currently under -utilized in your work force, please attach a copy of an explanation for your plan to recruit and hire minorities and women.

CONTRACT COMPLIANCE WORKFORCE ANALYSIS

Job Categories	Overall Totals		White(Not of Hispanic origin)		Black of African American (Not of Hispanic Origin)		Hispanic of Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Managers												
Professionals												
Technicians												
Office & Clerical												
Craft Workers (skilled)												
Operatives (semi-skilled)												
Laborers (unskilled)												
Service Workers												
TOTAL												

M= Male, Column B is sum of Rows D, F, H, J and L.

F= Female, Column C is sum of rows E, G, I, K and M.

Date of above date: _____

Name of person that compiled the above data _____

Title of Person that compiled the above data _____

Section IV. Certification

The Company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief. The Company also agrees that it will comply and abide by the City's Contract Compliance Ordinance and the City of Bloomington Human Relations Ordinance.

Signature:	Typed Name & Title	Telephone Number	Date

RESOLUTION NO. 2012-21
A RESOLUTION OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS
ASCERTAINING THE PREVAILING RATES OF WAGES FOR LABORERS, WORKERS AND
MACHANICS EMPLOYED AT PUBLIC WORKS
OF THE CITY OF BLOOMINGTON

WHEREAS, the Prevailing Wage Laws, 820 ILCS 130/1 et seq., as amended, require that each public body awarding any construction contract for public work or doing such work by day labor shall ascertain the general prevailing rates of wages for employees engaged on such work; and

WHEREAS, "public work", as defined in the Prevailing Wage Law, includes commercial or industrial projects financed in whole or in part through the issuance of revenue bonds by the City of Bloomington under authority of the Industrial Project Bond Act or Home Rule Ordinance or financed in whole or in part through other public funds, without regard to what person or entity formally contracts for such work; and

WHEREAS, the statutes further provide that said rates be published, publicly posted and/or kept available for inspection by any interested party in the Office of the Secretary of State and Labor Department; and

WHEREAS, the City of Bloomington believes Prevailing Wage Law should apply to private commercial economic development projects directly supported by public funds, including projects supported by Tax Increment Financing or tax incentives of any kinds; and

WHEREAS, the City of Bloomington believes that contractors awarded contracts for public work as defined by the state statute and this Resolution should, as a prerequisite to such contract, provide proof of participation in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all construction contracts in excess of \$100,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bloomington, County of McLean, State of Illinois that the prevailing wages as established and regularly updated by the Illinois Department of Labor are incorporated herein by reference as the prevailing rates of hourly wages in the City of Bloomington, Illinois for the laborers, workers and mechanics specified therein who are engaged in the construction of public works within the jurisdiction of the municipality; and

BE IT RESOLVED that the prevailing wages as established and regularly updated by the Illinois Department of Labor shall be paid to laborers, workers and mechanics specified therein when such persons perform work on private commercial economic development projects directly supported by public funds, including projects supported by Tax Increment Financing or tax incentives of any kind; and

BE IT RESOLVED that contractors shall submit to the City on a monthly basis all certified payroll records for prevailing wage work performed by contractor **employees and subcontractors**. The certified payroll records must include the following for each employee employed on the project: Name, Address, Telephone Number, Social Security Number, Job Classification, hourly wages paid in each pay period, number of hours worked each day and starting and ending time of work each day. The contractor shall submit these records with a signed statement that the records are true and accurate, that the wages paid to each worker are not less

than the prevailing rate and that the contractor is aware that filing records known to be false is a Class B misdemeanor offense; and

BE IT RESOLVED that contractors awarded contracts for public work as defined by state statute and the Resolution should, as a prerequisite to such contract, provide proof of participation in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all construction contracts in excess of \$100,000; and

BE IT RESOLVED that nothing herein contained shall be construed to apply said prevailing hourly rates of wages in the locality to any work or employment other than public works or private commercial economic development projects directly supported by public funds as defined in the Act and this Resolution; and

BE IT RESOLVED that contractors awarded contracts for public work as defined by state statute and this Resolution should, as a prerequisite to such contract, obtain the current prevailing wage rates from the Illinois Department of Labor and regularly check for updated prevailing wage rates during the entire duration of said contract; and

BE IT RESOLVED that the City Clerk shall mail a copy of this Resolution to any employer, any association of employers, and to any person or association of employees who have filed or do file their names and addresses with the Clerk requesting copies of any determination under said law of the particular rates and of the particular classes of persons whose wages will be affected by such rates; and

BE IT RESOLVED that the City Clerk shall promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois; and

BE IT RESOLVED that the City Clerk, as required by law, shall cause to be published in a newspaper of general circulation within the area of this municipality a notice of this Resolution and that it is the effective prevailing wage determination of the public body.

ADOPTED this 29th day of May, 2012

APPROVED this 30th day of May, 2012

APPROVED

Stephen F. Stockton
Mayor

ATTEST:

Tracey Covert
City Clerk

THIS PAGE IS MANDATORY

STATEMENT FORM

**Bloomington Public Library Heating System and
HVAC Control System Upgrade/Replacement**

The offeror certifies by signature below that it has not been barred from contracting with a unit of State or Local government in the State of Illinois as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

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

Name of Company

Authorized Signature

Address

City

State

Zip

Telephone Number

Fax Number

Email Address

Date

STATEMENT CHECKLIST:

1. Return the **entire** packet – not just your response
2. Sign and Attach all addenda if any were issued
3. Sign and date all required forms
4. Include a copy of your certificate of insurance for your business and any other required certificates, permits, etc.
5. Seal the envelope and attach the label or print in the lower left corner of the outer envelope the bid/statement name and date due
6. Your (1) original and ? required copies.

Tentative Statement Schedule:

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

Action	Date
RFQ Available	July 17, 2013
Pre-Statement Meeting	?
Questions Due to Library	?
Proposed Answers from Library	?
Statement Due 3:00 p.m.	August 2, 2013
Anticipated Award Date	August 20, 2013

2. Questions will be answered in the form of written addenda and provided to all Offeror's, as per State of Illinois statutes. Submit questions regarding the statement in writing to Georgia Bouda, Library Director no later than 5:00 p.m., (BPL Board to decide)

END OF DOCUMENT

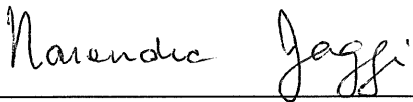
A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR COLLECTION HQ SERVICE
TO BRIDGEALL LIBRARIES LIMITED

****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



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

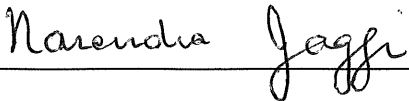
A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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, President

Bloomington Public Library Board of Trustees



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

NET DUE 21,327.00

IHLIS is the fiscal agent for ILLINET/OCLC and E-Resources.
To view your ILLINET/OCLC account online, go to: <http://www.illinetoclc.info>
Contact email for ILLINET/OCLC and/or E-Resources at rrollins@illinoisheartland.org

Annually
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.

Make check payable and remit to the address above

NET DUE 21,327.00