

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, April 16, 2019

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Library Services: Presentation of Library Outreach by Colleen Shaw, Circulation and Outreach Manager & Michelle Cope, Outreach Library Associate
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report
- IX. Consent Agenda
 - A. Approve Minutes of March 19, 2019 Regular BPL Board Meeting
 - B. Approve Executive Session Minutes of February 19, 2019
 - C. Approve Bills List of March 2019
- X. Executive Session – Performance and Compensation of a Specific Employee (5 ILCS 120/2(c)(1))
- XI. Action Items
 - A. Approve Director Merit Increase for FY20
 - B. Approve FY20 Salary Ranges for Non-Union Employees
 - C. Approve FY20 Slate of Officers
 - D. Waive Competitive Bid Process to Replace #2 Compressor on Chiller
- XII. Discussion Items
 - A. Discussion on Library Expansion
- XIII. Comments from Board Trustees
- XIV. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 16, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	1,299.30
Alpha Controls & Services	Building Maintenance	280.00
Amazon.com, LLC	A/V Materials	1,210.44
Amazon.com, LLC	Adult Books	146.95
Amazon.com, LLC	Building Mtnc Supplies	69.84
Amazon.com, LLC	Children's Books	32.24
Amazon.com, LLC	Computer Supplies	423.92
Amazon.com, LLC	Employee Relations	8.99
Amazon.com, LLC	Janitorial Supplies	463.12
Amazon.com, LLC	Office Supplies	57.53
Amazon.com, LLC	Other Purchased Services	274.29
Amazon.com, LLC	Professional Collection	19.99
American Pest Control	Building Maintenance	80.00
Armored Lock & Safe Co	Other Purchased Services	95.00
Bill's Key & Lock Shop	Building Maintenance	430.24
CDW Government	Computer Supplies	1,971.97
CDW Government	Office/Equipment Mtnc	759.12
Cengage Learning	Adult Books	185.17
Central Catholic High School	Adult Books	160.00
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	12,378.39
City of Bloomington	Gas & Diesel Fuel	671.62
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	20,443.06
City of Bloomington	IMRF	17,072.85
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,894.87
City of Bloomington	Payroll	202,280.38
City of Bloomington	Vision Insurance	216.92
City of Bloomington	Water	302.11
Connor Company	Building Mtnc Supplies	331.38
Demco	Library Supplies	253.55
Downtown Bloomington Association	Advertising	400.00
Ebsco Subscription Services	Downloadable Materials	2,862.00
Ebsco Subscription Services	Public Access Software	2,540.00
Ela Area Public Library	Miscellaneous Expenses	12.19
Emery, Tom	Other Purchased Services	150.00
Engler, Callaway, Baasten, Srage, LLC	Other Purchased Services	2,515.65

Four Seasons Peoria
 Frontier
 Gold Medal
 Golden Prairie Public Library District
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 Johnson Controls
 KCN Solutions, LLC
 Lower, Mickey
 Massie, Rhonda
 McLean County Arts Center
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Nicor/Northern Illinois Gas
 O'Brien, Michael
 Office Depot
 Office Depot
 Office Depot
 OverDrive, Inc.
 Penguin Random House
 Penworthy
 Pilot Media, LLC
 Proquest, LLC
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Ron Smith Printing Co.
 Rosedrew, Inc.
 Sanchez, Cecilia
 Stephens, Nathan
 Taylor, Pamela
 Uline, Inc.
 Venu Works of Bloomington, LLC
 Weber Electric, Inc.
 Weber Electric, Inc.
 West Publishing
 Widmer Interiors
 Windstream
 VISA - 1000 Bulbs.com
 VISA - American Airlines
 VISA - American Flags Express
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble Booksellers
 VISA - Concord Custom Cleaners
 VISA - Dollar Tree
 VISA - Dollar Tree

Advertising	752.00
Telecommunications	1,570.50
Other Purchased Services	288.45
A/V Materials	2.50
Advertising	673.08
Other Purchased Services	649.82
Adult Books	62.92
Building Maintenance	6,132.40
Building Maintenance	666.60
Other Purchased Services	340.00
Advertising	604.94
Other Purchased Services	225.00
Building Maintenance	345.00
A/V Materials	684.77
Downloadable Materials	9,980.00
Janitorial Supplies	476.01
Children's Books	91.75
Natural Gas	3,191.69
Other Purchased Services	100.00
Computer Supplies	375.30
Miscellaneous Expenses	199.73
Office Supplies	624.53
Downloadable Materials	9,980.00
A/V Materials	405.00
Children's Books	1,935.66
Advertising	400.00
Downloadable Materials	282.97
A/V Materials	401.10
Rentals	1,422.28
Printing/Binding	45.00
Library Supplies	410.40
Other Purchased Services	400.00
Other Purchased Services	200.00
Other Purchased Services	50.00
Janitorial Supplies	105.19
Advertising	3,000.00
Building Maintenance	192.00
Vehicle Maintenance	543.50
Adult Books	1,668.00
Library Supplies	4,999.96
Telecommunications	131.61
Building Mtnc Supplies	154.61
Professional Development	364.00
Office Supplies	157.35
Professional Development	195.00
A/V Materials	6,793.65
Adult Books	7,976.35
Children's Books	956.86
Other Purchased Services	50.00
Other Purchased Services	8.75
Library Supplies	2.00
Other Purchased Services	105.00

VISA - Fastenal Company	Building Mtncl Supplies	(5.27)
VISA - Five Star Water Co.	Miscellaneous Expenses	49.20
VISA - Flinger's Pizza	Employee Relations	283.99
VISA - GameStop	A/V Materials	1,736.56
VISA - GameStop	Other Purchased Services	50.00
VISA - GoDaddy.com	Office/Equipment Mtncl	159.98
VISA - Harvard Business Review	Periodicals	59.00
VISA - Hy-Vee	Other Purchased Services	9.99
VISA - Idea Store	Other Purchased Services	56.29
VISA - Illinois Audubon Society	Membership Dues	25.00
VISA - Illinois Library Association	Professional Development	625.00
VISA - Jewel-Osco	Other Purchased Services	9.78
VISA - Lowe's	Building Mtncl Supplies	90.30
VISA - Lowe's	Other Purchased Services	97.80
VISA - McLean Co Chamber of Commerce	Professional Development	50.00
VISA - Menards	Building Mtncl Supplies	135.79
VISA - Menards	Janitorial Supplies	11.96
VISA - Michael's	Other Purchased Services	38.07
VISA - Motion Picture Licensing Corp.	Other Purchased Services	253.38
VISA - National Audubon Society	Membership Dues	20.00
VISA - Paypal*NewResident	Other Purchased Services	30.00
VISA - Penguin Random House	A/V Materials	18.00
VISA - Red Raccoon Games	Library Supplies	103.45
VISA - School Shop	Other Purchased Services	8.50
VISA - Springfield Electric	Building Mtncl Supplies	227.40
VISA - Sprint	Telecommunications	644.83
VISA - SteamGames.com	Other Purchased Services	200.00
VISA - US Borne Books	Children's Books	1,530.57
VISA - Verizon Wireless	Telecommunications	135.85
VISA - Wal-Mart	Employee Relations	28.46
VISA - Wal-Mart	Janitorial Supplies	163.50
VISA - Wal-Mart	Library Supplies	66.02
VISA - Wal-Mart	Miscellaneous Expenses	4.38
VISA - Wal-Mart	Other Purchased Services	45.46
Total		355,764.65

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Director's Report

March 2019

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

This month, I:

- Finalized language to update the strategic plan
- Gave a presentation highlighting library services for a PEO group
- Reviewed and suggested updates to our My Library Card Brochure
- Prepared and submitted a National Library Week Proclamation to the City Council

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

We continued to work hard to ensure a smooth implementation of our new ILS (Checkout System and Catalog) and our Polaris Fresh Start program. I coordinated the decision-making processes, worked on system administration settings, led planning for communications and implementation, and managed the documentation of known issues. All our work seems to have paid off with a pretty smooth transition and minimal issues.

I also continued to work with this year's Summer Reading Chair, Melissa Robinson, to discuss Summer Reading plans, including the summer lunch partnership with District 87.

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

This month, I:

- Prepared for union negotiations and attended 1 negotiation session
- Attended Polaris trainings on Interlibrary Loan
- Staffed 3 Polaris Drop-In Sessions to answer staff questions
- Attended a webinar on Developing the Coaching Skills of Your Managers
- Submitted a Conference Program Proposal for a panel presentation on Fine Waiving and Autorenewal Programs
- Met with the National Library Week Staff Working Group to plan activities for National Library Week

Goal: Administer a cost-effective public library.

I reviewed our final grant report for the Bingo for Books grant that we received in 2018. I also completed and submitted the Reaching Across Illinois Library System annual standards survey for both BPL & GPPLD (a requirement of system membership).

**Adult Services Report
Carol Torrens
March 2019**

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

COLLECTIONS

- Katie weeded NFIC 306-327 using CollectionHQ dead reports.
- Displays topics were: Enjoy a Good Book, National Pi Day, My Weekend is Booked, and large print. National Women's History Month was featured on the rack in the DVD area.

PROGRAMS

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students: BJHS (3 visits) – 334; CJHS – 24; PJHS – cancelled; KJHS – 21; EJHS – 27

Tiffany attended the Girls Expo on March 3 and ran three programs, twice each: Canvas Sharpie paintings, decorative mugs, buttons. 183 girls attended the programs. Many more stopped by the booth to hear about the library.

Heads of the Colored People, this year's Bloomington Community Reads title, continues to be popular with copies checking in and right back out again.

Adult/Family programs

Fiction Book Club -- 1 session – 7 attended

Mystery Book Club – 1 session – 7 attended

Books on Tap Book Club – 1 session – 12 attended

Nonfiction Book Club – 1 session – 5 attended

Classic Movie – 2 sessions – 4 attended

IDES Hiring Fair – 1 session – 18 attended

State & Local Agency Resource Fair – 1 session – 22 attended

Getting Started with Computers

 Google Suite – 7 attended

 Social Media – 8 attended

 Mobile Apps – 8 attended

Bloomington Reads: *Heads of the Colored People* by Nafissa Thompson-Spires

 Letter Writing – 1 session – 4 attended

 Movie *The Hate U Give* – 1 session – 3 attended

 Book Discussion – 1 session – 1 attended

 Vision Board – 1 session – 5 attended

 Story Slam with MCAC – 1 session – 75 attended

 Self-portrait Collage – 1 session – 9 attended

 Graphic Novel Design – 1 session – 9 attended

 Social Justice and Racial Identity – 1 session – 26 attended

Beginning Beadweaving – 2 sessions – 22 attended

Creating a Business Plan with SCORE – 2 sessions – 2 attended
DIY Cat Scratchpad – 1 session – 6 attended
Notable Women of IL History – 1 session – 15 attended

Teen Programs

Sparkling Grapejuice and a Masterpiece – 1 session – 15 attended

The IT Dept. offered several programs aimed at teens in March; those stats are reported separately.

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

- Marcie and Carol continued with duties as Polaris trainers. Each staffed some drop-in times for other staff and answered questions as they arose when working with customers.
- Marcie has been instrumental in testing, correcting, and helping staff adapt to Polaris.
- Several staff watch a recording of a mini-morning session (MMS): children's outreach.

Goal: Work effectively through the use of technology.

- There were 10 individual computer appointments this month. Topics were: 4 for ereading; 4 for general computer help; 1 as a follow up to the Website Builders Bootcamp program series; 1 for scanning and emailing documents.

BUSINESS OFFICE REPORT

Kathy Jeakins -- March 2019

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

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

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

Trained Amy on how to code credit card charges during my vacation

Goal: Work effectively through the use of technology.

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment, increased the monthly credit card limit for one staff member who will be attending a conference; I entered all credit card transactions in account files.

Line item transfers were made

The monthly total for the Book Shoppe was \$2,210.55

Bills Costing in Excess of \$5,000:

1. Johnson Controls: \$5,680.00 for annual chiller maintenance

Upcoming:

I will be attending a Year-End Training Session at City Hall on April 18

Children's Services Report

Melissa Robinson

March 2019

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

We offered the following programs:

- Read Across America
 - Clothespin Puppets performance – 60 attended
 - Crafts – 32 crafts made
- Music and Magic – 118 attended
- Story Time Celebration! – 56 attended
- Move and Learn story time – 5 sessions – 80 attended
- Brick by Brick story time – 3 sessions – 72 attended
- Evening Lapsit – 3 sessions – 16 attended
- Preschool story time – 3 sessions – 71 attended
- Toddler time – 6 sessions – 88 attended
- Where the Wild Things Read – 2 sessions – 50 attended
- Sensory story time – 15 attended
- Tales for Tails – 3 sessions – 53 attended
- TinkerLab – 12 attended
- Global Tales – 15 attended
- Lego Construction Time – 30 attended
- Family Games Day – 14 attended
- Fiber Arts – 4 attended
- Itsy Arts – 2 sessions – 14 attended
- 37 programs/sessions total – 800 attended total

The following groups visited us:

- Trinity Lutheran 1st grade – 20 attended
- Noah's Ark preschool – 16 attended
- Head Start Reading Rocks – 18 attended

We visited the following groups:

- Trinity Lutheran Preschool – 17 attended
- Boys and Girls Club – 28 attended
- Stevenson School Family Reading Night – 50 attended
- Brigham School Family Reading Night – 82 attended

- Irving School Family Reading Night – 200 attended
- Sheridan School Books’n’Bites – 26 attended
- Katie’s Kids – 54 attended
- Milestones Preschool – 52 attended
- Brigham Head Start – 2 classes – 85 attended
- Little Jewels – 42 attended

13 groups – 690 attended total

Passive programs – 10 offered – 1029 participated

Services

- Alex helped at the Eastview Community Center to weed and organize their library.
- District 87 has set up their annual 5th grade art show.

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

- Alex continues to serve on the 2020 Notable Children’s Book committee.
- Alex and I attended the Illinois Youth Services Institute.
- Lisa attended a webinar, “5 Ways to Promote Digital Equity in Your Library.”
- Jesse and I helped with the Polaris drop-in sessions to answer staff questions before we switched to Polaris.
- Children’s selectors attended the Baker & Taylor grid training.

Upcoming:

In addition to our regular, recurring programs, the following programs are planned for April:

- Drop Everything and Read – April 12
- Story Walk – April 22
- Dia de los libros/dia de los ninos – Apr 27

We also have the following events/visits (in addition to our regular group visits) on the calendar:

- Books Alive – Apr 12
- Sciencepalooza – Apr 16

Circulation and Outreach Services Report
Colleen Shaw
March 2019

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

- Circulation-Outreach was on the frontlines this month working to resolve overdue balances and make deep cuts on other fees as part of the Library's Fresh Start program. Staff enjoyed the opportunity to absolve fines for active patrons and remove barriers for others so they could begin to checkout materials again.
- Outreach Librarian, Michelle Cope, met with the following groups/committees this month:
 - Reducing Social Isolation in Aging Adults Task Force¹
 - Community Educators Group²
 - Human Services Council³

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

- Home Delivery staff delivered 366 items to 52 patrons this month. One new recipient was added!
- Deposit Collections staff delivered 823 items to 12 sites. Deposits had a great turnout at the program they presented on BPL online resources at Luther Oaks - 24 residents!
- The new May-October bookmobile schedule takes effect on May 1. Major changes include replacement of the following stops: Crestwicke will replace Meadows, Cedar Ridge will replace Beich Rd, and Sapphire Lake will replace Welbrook.
- Outreach staffed a table at ISU's Read Across America event and gave a presentation to a lunchtime Rotary group in tandem with NPL.

Goal: Work effectively through the use of technology.

- Circulation-Outreach staff worked very hard this month to ensure a smooth transition to our new library system, Polaris. Staff trained on Polaris' Offline Client in order to maintain the ability to checkout and register new patrons while our system was offline during March 17-19.
- Polaris' patron services web client, LEAP, is an excellent customer service tool that has transformed our workflows. Staff continue to work at streamlining processes and adapting to new procedures in order to maximize efficiency and improve patron experience with our services.

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

- Sarah Bandy transitioned from a 15 to a 19 hour/week Library Assistant position.
- Sarah Frey transitioned from a 19 to a 15 hour/week Library Assistant position.
- Swati Chalam resigned from her position on March 4. She will be missed!
- Circulation-Outreach is hiring to fill 3 existing, part-time Library Assistants – two 19 hour/week positions and one 15 hour/week position.

¹ ARC, NPL, Advocate BroMenn Adult Daycare, Community Care Systems

² U of I extension, McLean Co History Museum, Unit 5, D87, BCAI, NPL, ARC, etc.

³ WACC, NPL, YWCA, Integrity Counseling, LifeCil, Children's Home+Aid, Bloomington Housing Authority, Habitat for Humanity, etc.

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(3/2019) Circulation and Outreach Services Statistics

Total Circ BPL	96,342
Total Circ Main	79,508
Adults	39,807
Teens	2,142
Children	37,559
Total Circ Outreach	4,972
OTR Adults	1,912
OTR Teens	93
OTR Children	2,967
Total Circ eBooks	11,862
Hoopla	2,702
Overdrive	8,006
RBDigital	1,076
TumbleBooks	76
eBook Central	2
Borrowers Registered	256
Total Active Cardholders	37,323
Children	9,074
Teen	4,647
Adult	23,602
GPPLD	1,419
Total Holds Filled	6,939
Main Holds	5,924
Outreach Holds	1,015
Door Count	26,601

Circulation Questions Answered: 747

Outreach Questions Answered: 53

Total Questions Answered: 800

10 Stops with Highest Circulation*

THUR	2.5	WINGOVER APTS (EVENING)	469
THUR	1.25	EAGLE RIDGE	162
WED	1.5	RAINBOW AVE	135
TUE	1	PONDS APTS	132
WED	1	BOHMER DR.	114
WED	1.25	NORTH POINTE	109
SAT	2.5	FREEDOM OIL	94
SAT	1	ARROWSMITH	93
MON	1	ROLLINGBROOK SOUTH	90
SAT	1	WHITE EAGLE	78

5 Stops with Lowest Circulation*

SAT	1	MEADOWS	0
THUR	1.5	SUNNYSIDE PARK	1
THUR	1.5	SUNNYSIDE PARK	1
TUE	1	STEVENSON SCHOOL	2
WED	1.25	WELBROOK	2

*Bookmobile circulation statistics were not gathered on Monday, 3/18 and Tuesday, 3/19 during our offline period.

Bookmobile Customers: 782

Total Monthly Stops: 68 (at 48 locations)

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467									
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576										
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471										

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Human Resources Report

Gayle Tucker

March 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended Polaris Catalog Training, led by Jeanne
- I share relevant training opportunities with Department Managers
- In March, there were four in-house Job Announcements and two website/Facebook postings
- In March, I sat in on five interviews
- I provided orientation to one new staff member
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation
- I attended the first session of union negotiations
- The Spirit Committee created a "Relaxation Station" for staff during the Polaris migration

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am now running the library's background checks (City HR had done this in the past)
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. We are in the testing phase. I compiled 145 unique schedules for 65 individual employees.
- I provided total compensation information (leave time earned in 2018) to the City of Bloomington

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - We have seven students for the Spring semester
- I closely track hours worked by part-time staff
- I compiled data for a HR Source Salary Survey
- The last weekly payroll was processed. Going forward, weekly staff will be included on the bi-weekly payroll. Instead of processing three payrolls every two weeks, we'll be processing one payroll every two weeks.

Upcoming:

- Personnel Code/Employee Handbook updates
- Kronos training/testing
- New timeclocks that communicate directly with Munis

Information Technology Services Report
Jon Whited
March 2019

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

Girls Who Code met on 3/6 with 9 attendees, 3/13 with 9 attendees, 3/20 with 6 attendees, and 3/27 with 9 attendees.

The Fortnite tournament was on 3/28 and we had 32 attendees plus about 10 spectators (non-participants).

Goal: Work effectively through the use of technology.

We went live on Polaris on the 20th. We have a few vendors, such as RBdigital and Lynda.com that are still working on switching their connections to access Polaris. There are a few items left to clean up for the conversion process but the data is in good shape and things are moving forward on the new system.

We finished the upgrades to the public PCs and we are scheduling the upgrade to the PC-Reservation software.

The new system allows for tablets to be used in processing holds and weeding the collection. We have ordered several so that staff can use them in the stacks.

Marketing Report

Rhonda Massie

March 2019

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

SUMMER READING

- Summer Reading planning is in full swing. The Marketing Department is participating on the Decorating Committee, leading the Prize/Sponsor Solicitation Committee, and producing all the paper materials for the program.
 - The Prize/Sponsor Committee has been in contact with approximately 45 area businesses in search of prizes and monetary donations for the program.
- Anissa Ortiz has returned for her third year working as the Library's temporary graphic designer. Anissa will work part time from late March until the end of May. She will work exclusively to produce materials for the Summer Reading Program.

PROGRAM GUIDE

- The May-August Program Guide is still in the production phase. It will be 16 pages. As of April 1, it's been out for one round of proofing. It will go to the printer on April 5.
 - 6,225 Program Guides will be inserted into the backpacks of every PreK-Grade 5 student in District 87 and into the backpacks of PreK-Grade 5 students at the following Unit 5 schools: Benjamin, Brigham, Cedar Ridge, Fox Creek, Grove, Northpoint, and Pepper Ridge. (These are the Unit 5 schools with high concentrations of students living in Bloomington.)
- In all, 10,000 copies of the Program Guide are being ordered for the Summer programming cycle.

HEADLINES

- March 4; Bloomington Library forgives all overdue fines; WEEK TV
- March 6; Bloomington library waiving fines temporarily as new catalog system installed; *The Pantagraph*
- March 18; Money Smart Week offers personal finance workshops; *The Pantagraph*
- March 20; Bloomington Library holds resource fair to benefit community; Clproud.com / WMBD TV

CREATIVE WORK

Publicity: Paper & Social Media

- Succulent Zen Garden for Teens
- Program about Mennonite College of Nursing's 100th Anniversary
- Story Walk
- Digital Preservation Studio
- Drop Everything and Read Party
- Money Smart Week

Rotating Bar, Highlight Boxes, Plasma Slides on Website, ads on Self-Checkout Stations

- 1000 Books Before Kindergarten
- Bloomington Reads – Heads of the Colored People
- Lynda.com
- Hoopla
- Consumer Reports
- Mango Languages
- Libby/Overdrive
- Ancestry/Heritage Quest
- AutoMate
- BookFlix
- Tumblebooks
- Brainfuse HelpNow Tutoring
- RB Digital's eMagazines
- WorldBook
- Pebble Go
- Multiple slides, etc. giving people information about the migration to Polaris
- Social Media Art used to seek Storytellers for the March 22 Story Slam

Extra Printing

- 300 Reading Logs for 1000 Books Before Kindergarten (different levels requested)
- 200 Tax Assistance Handouts
- 175 Libby Handouts
- 100 Wireless Printing Handouts
- 80 Bloomington Reads Handouts
- 25 Parenting Discussion Group Handouts
- 25 "Welcome to TeenZone" Handouts

Signs

- Signs for Circulation and the Self-checkout stations warning people about the Polaris migration
- Display Sign: April is Child Abuse Prevention Month
- Display sign: Quilting
- Display sign: Books that will make you laugh ... possibly until you cry
- Display Sign: Spring is in the air: Butterflies & Birds

Advertising

- Digital ads – 2 sizes – to promote Bloomington Reads via WGLT's online offerings
- Weekly radio ads on WGLT promoted:
 - IDES Job Fair
 - Donation Day
 - Notable Women in Illinois' History
 - Anniversary program about Mennonite College of Nursing's 100th Anniversary
- Scripted radio ads on Magic 99.5 promoted:
 - Notable Women in Illinois History
 - Bloomington Reads Author Presentation with Nafissa Thompson-Spires

MISC

- Create and print bibliography handouts for Bloomington Reads
- April Calendars

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 111 Facebook followers for a total of 6,674;
 - the Library added 44 Instagram followers for a total of 1,190;
 - the Library gained 10 Twitter followers for a total of 1,983;
- The Library has 283 current text subscribers.
- The Library's Bookmobile stops combined have 832 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.

For the next 3 three bullets, we are now adding new cardholder subscribers to the eBlast list every 4 months – with the release of each Program Guide – as opposed to monthly. These subscriber numbers will not increase again until April.

- The Library's Cardholder Perks eBlast list contains 29,291 subscribers.
- The Library's Program Guide eBlast list contains 30,051 subscribers.
- The Library's General eBlast list contains 29,282 subscribers.

ONGOING FREE PROMOTION

The Library:

- posts a lot of information to Facebook, including but not limited to
 - all the library's programs and a lot of library news
 - Unless a program requires registration and there's a fear that it will fill up, each is posted/boosted as an event on Facebook. Each individual event receives a piece of artwork which is designed in Marketing.
 - posts weekly #TBT (Throwback Thursday) photos to Facebook.
 - posts weekly #BookFaceFriday photos to Facebook with help from the Circulation Staff which takes the time to take these photos.
- sends a monthly eBlast to all its cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter.
 - On March 5, we sent an eBlast to 30,062 cardholders promoting our lendable STEAM Kits and ScienceFlix
 - On March 7, we sent an eBlast to 30,101 cardholders promoting the waiving of fines and the transition to Polaris

- On April 1, we sent an eBlast to 29,291 cardholders promoting the Library's AutoMate database.
- submits all Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all non-recurring programs to the print edition of *The Pantagraph* for its Daily Calendar;
- submits select programs to the DBA's eNewsletter;
- is interviewed every other Monday on WJBC for a segment called Book Talk;
- posts its programs to the library website and the plasma TV in the lobby

The Marketing Department continues to compile and distribute the monthly Staff Newsletter.

COMMUNITY

- The library supplied a raffle prize for the BCAI Basket Auction.

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

BOOKMOBILE SCHEDULE

- The Bookmobile schedule was updated and sent to the printer at the very end of March.
 - The new schedule will run from May 1-October 31.

MY LIBRARY CARD HANDOUT

- The My Library Card Handout is being revised to reflect changes introduced by the migration to Polaris. It continues to make the rounds as a proof. This handout is given to each person when they sign up to receive a library card.

LEADERS ON LOAN GROUP PROJECT

- Unfortunately, the Leaders on Loan group assigned to the Library by the Chamber of Commerce did not complete the three videos they were assigned.
 - The library will receive 1 professional video which promotes the Digital Preservation Studio.
 - The library will receive 1 video promoting teenZone which was produced by two teens in a media production class at NCWHS.
 - The library will not receive the video which was to feature the Bookmobile.
 - Unfortunately, the Leaders on Loan group did not reveal its intentions until library representatives asked to see footage and provide feedback/edits for all three videos. The group is trying to line someone up to shoot the missing video this summer. This person would likely be a student at Heartland Community College who might be willing to work on the video for class credit.
 - With the 2018-2019 session of Leaders on Loan ending on April 5, we do not have high hopes that the video will see fruition.

Support Services Report

Caprice Prochnow

March 2019

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

- **Support Services staff:**
 - Installed the new wayfinding signs in Adult Services and Children's.
 - Installed a new flag on the flag pole.
 - New door stops were installed on the community room kitchen doors.
 - Replaced standard flood lamps with LED lamps in the Community Room floodlights .
 - Relocated the bulletin board from the main level lobby to the lower level lobby. In the vacated space, a smart TV will be installed and will have a running loop of library programs showing.
 - Inspection and repair of plumbing fixtures and exit and emergency fixtures.
 - Took cans collected for Spirit Committee to Behr for recycling.
- **Repairs/Installs:**
 - Weber Electric removed four lenses from high fixtures in AS that were not secure and secured others, infrared scan of electrical panel that feeds chiller, repaired cord end on bookmobile shoreline, and removed a receptacle in the AS public area.
 - Earthwise Environmental made repairs to the RO water system.
 - Culligan replaced pump and motor for the RO system.
 - Bill's Key & Lock installed the remaining "vacant/in use" lock on a staff restroom door.
 - MIM completed backflow inspection on water softener system and made repairs to RTU exhaust fan.
 - Blind Man repaired chain on UV blind in AS.
- Caprice met with the parking lot contractor to get a quote and timeline for re-stripping of the parking lot.

Recruit, train and develop a knowledgeable, collaborative staff.

- Caprice and Tom D. viewed a demo of AlertMedia mass notification system.
- Caprice and Tom D. viewed a webinar on Opiate Users in Your Library.

Administer a cost-effective public library.

- Alpha Controls conducted a quarterly PM of the controls on the HVAC system.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

March 2019

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

- Rhonda and Allison met to discuss SRP decorations and to give Anissa, our SRP temp, direction on what to create first.
- Allison made many bulk changes as they came up in the days after the Polaris migration to match our previous procedures and practices including (but not limited to) fine codes, shelf locations, material types, collections, and check out limits.
- 2,808 items were added. *(With the changeover to Polaris mid-month, we will not have detailed collection additions/deletes statistics for March.)*

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

- Allison staffed 2 Polaris drop-in sessions. - 2
- Allison attended one of the leadership breakfast series at ISU "Leading in the Apocalypse: Lessons from the Walking Dead." - 2
- Tura attended a webinar "Shaping the Future of Libraries with Instructional Design." - 3
- Allison created documentation on how to discard, depop, create an on-the-fly record, and how to send something to mending.
- Kelly trained with Tiffany in TeenZone and can now staff the TZ in times of need. - 1
- TS is still working through our new workflow with Polaris, and while we're making progress, we still know there are ways to make ourselves even more efficient.
- **Training Hours – 8**

Goal: Work effectively through the use of technology.

- Allison set up our fiscal year, funds, and suppliers in Polaris.
- Allison trained all the selectors on the use of Grids in B&T.
- We now have on-order records for anything firm ordered through B&T and also for Box Office DVDs, Automatically Yours books and audiobooks. This means customers can place holds on items as soon as they're ordered!
- We are now able to order using EDI (electronic data exchange) carts and ASN (advanced shipping notice) technology with B&T.
- We're hoping to switch our CD standing order away from the Parade plan and onto a push cart notification system. That way, we'll have on-order records for CDs.

Goal: Administer a cost-effective public library.

Bloomington Public Library

Books are just the beginning.



- We're hoping to find another volunteer soon to help us with Discards.
- **Volunteer Hours – 4**

Upcoming:

- When we're sure our workflow in B&T is working to our satisfaction, we'd like to get EDI enabled carts in Ingram as well.
- We are exploring new security solutions for the DS and Switch video games.

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

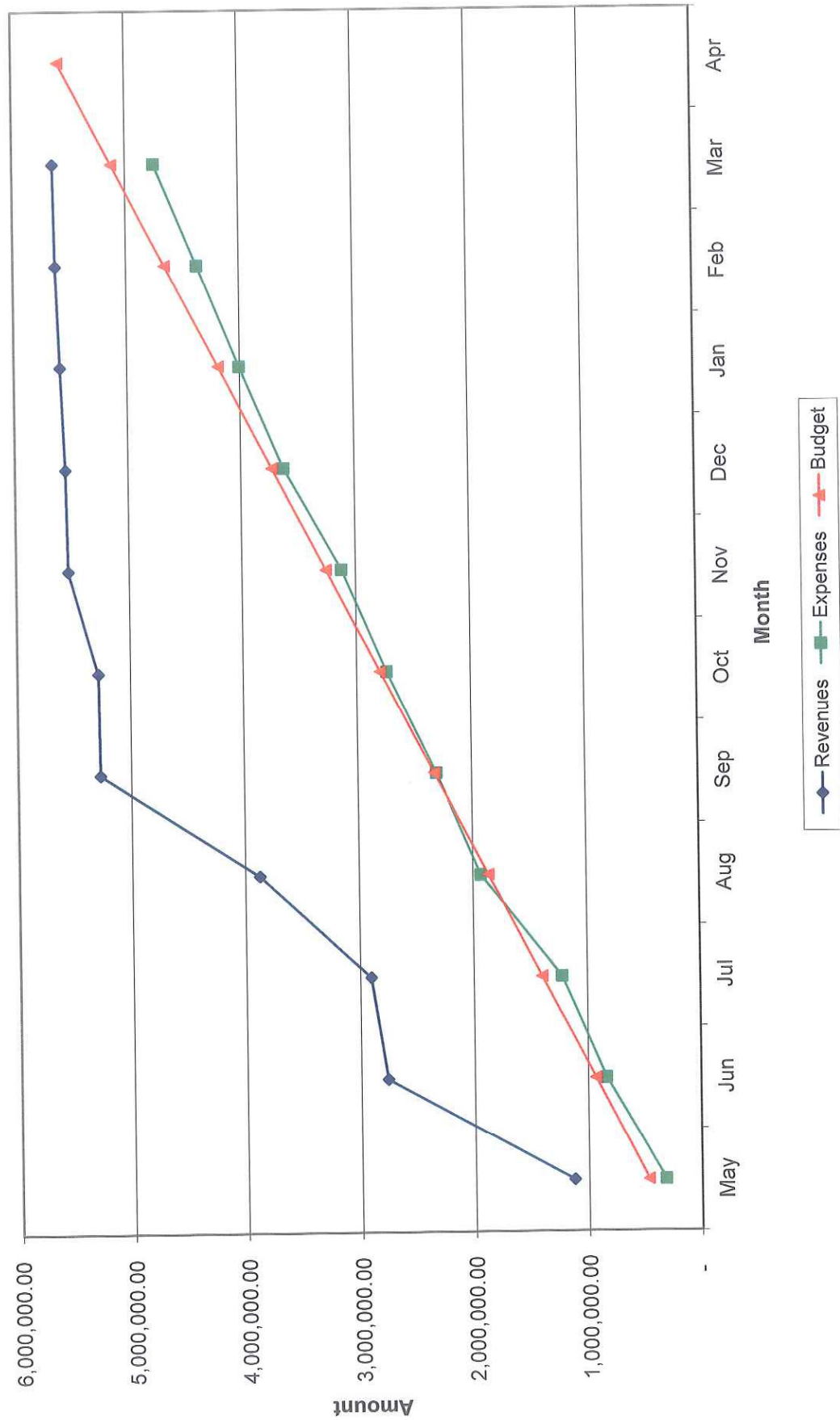
REVENUES:

ACCT NAME	BUDGET	MAR 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	0.00	4,822,566.96	(1,037.04)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	95,762.50	36,762.50	162.3
GPPLD	405,000	0.00	394,489.88	(10,510.12)	97.4
Fines & Fees	87,000	2,171.09	51,655.60	(35,344.40)	59.4
Copies	3,000	271.40	3,094.15	94.15	103.1
Interest on Investments	15,000	8,538.30	77,517.59	62,517.59	516.8
Interest From Taxes	0	0.00	25.24	25.24	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	0.00	24,557.06	(442.94)	98.2
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(0.11)	51.52	51.52	-----
Other	45,000	4,263.47	44,522.22	(477.78)	98.9
Total Revenues	5,594,004	15,244.15	5,645,142.72	51,138.72	100.9

ACCT NAME	BUDGET	MAR 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	171,070.69	1,986,737.84	(235,155.16)	89.4
Part-Time Salaries	453,622	29,812.33	365,345.23	(88,276.77)	80.5
Seasonal Salaries	61,224	1,397.36	38,042.38	(23,181.62)	62.1
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	13,406.00	13,406.00	-----
Total Sals & Wages	2,737,839	202,280.38	2,403,537.45	(334,301.55)	87.8
Dental Insurance	14,952	871.32	10,894.87	(4,057.13)	72.9
Vision Insurance	2,651	216.92	2,467.31	(183.69)	93.1
Health Insurance, BC/BS PPO	326,236	20,443.06	272,251.02	(53,984.98)	83.5
Health Insurance, OSF HMO	46,134	3,017.38	37,589.40	(8,544.60)	81.5
Life Insurance	3,081	246.40	2,808.45	(272.55)	91.2
IMRF	336,259	17,072.85	244,736.43	(91,522.57)	72.8
FICA	177,143	12,378.39	141,791.18	(35,351.82)	80.0
Medicare	36,805	2,894.87	33,160.61	(3,644.39)	90.1
Worker's Comp	10,411	0.00	8,236.00	(2,175.00)	79.1
Uniforms	700	0.00	29.77	(670.23)	4.3
Tuition Reimbursement	25,000	0.00	22,152.00	(2,848.00)	88.6
Other Benefits	20,000	0.00	11,596.75	(8,403.25)	58.0
Total Benefits	999,372	57,141.19	787,713.79	(211,658.21)	78.8
Rentals	22,000	1,600.63	19,694.68	(2,305.32)	89.5
Total Rentals	22,000	1,600.63	19,694.68	(2,305.32)	89.5
Building Mtnc	149,400	8,155.44	133,743.94	(15,656.06)	89.5
Vehicle Mtnc	9,000	45.00	9,774.48	774.48	108.6
Office & Computer Mtnc	175,000	3,574.43	139,321.57	(35,678.43)	79.6
Total Repair/Mtnc	333,400	11,774.87	282,839.99	(50,560.01)	84.8

ACCT NAME	BUDGET	MAR 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	1,306.95	29,928.87	(15,071.13)	66.5
Printing/Binding	20,000	(274.17)	17,517.58	(2,482.42)	87.6
Travel	1,000	0.00	104.36	(895.64)	10.4
Membership Dues	6,000	45.00	2,579.00	(3,421.00)	43.0
Professional Development	14,500	469.82	8,791.92	(5,708.08)	60.6
Other Purchased Services	140,000	10,015.21	76,692.59	(63,307.41)	54.8
Property Insurance	25,000	0.00	14,625.00	(10,375.00)	58.5
Vehicle Insurance	6,000	0.00	3,043.00	(2,957.00)	50.7
Other Insurance	6,000	0.00	5,072.00	(928.00)	84.5
Total Purchased Services	263,500	11,562.81	158,354.32	(105,145.68)	60.1
Office Supplies	14,100	422.59	10,846.08	(3,253.92)	76.9
Computer Supplies	87,000	1,395.87	71,398.14	(15,601.86)	82.1
Postage	7,000	5.20	370.47	(6,629.53)	5.3
Library Supplies	70,000	10,399.49	67,144.71	(2,855.29)	95.9
Janitorial Supplies	17,000	968.77	11,471.54	(5,528.46)	67.5
Gas & Diesel Fuel	4,500	676.37	3,977.60	(522.40)	88.4
Building Mtnc & Repair Supplies	10,600	969.23	18,119.25	7,519.25	170.9
Total Supplies	210,200	14,837.52	183,327.79	(26,872.21)	87.2
Natural Gas	22,000	3,191.69	20,663.03	(1,336.97)	93.9
Electricity	95,000	0.00	69,963.60	(25,036.40)	73.6
Water	10,000	302.11	7,227.97	(2,772.03)	72.3
Telecommunications	35,500	1,885.13	31,751.10	(3,748.90)	89.4
Total Utilities	162,500	5,378.93	129,605.70	(32,894.30)	79.8
Professional Collection	2,000	19.99	1,011.70	(988.30)	50.6
Total Prof Collection	2,000	19.99	1,011.70	(988.30)	50.6
Periodicals	41,000	59.00	29,907.51	(11,092.49)	72.9
Adult Books	147,000	9,750.29	126,615.88	(20,384.12)	86.1
Children's Books	124,000	3,038.95	100,292.63	(23,707.37)	80.9
A/V Materials	139,000	9,148.53	122,684.98	(16,315.02)	88.3
Public Access Software	140,000	21,631.00	123,301.02	(16,698.98)	88.1
Downloadable Materials	115,700	20,395.74	130,781.43	15,081.43	113.0
Total Materials	706,700	64,023.51	633,583.45	(73,116.55)	89.7
Employee Relations	6,400	384.93	2,229.45	(4,170.55)	34.8
Miscellaneous Expenses	9,600	955.55	5,396.89	(4,203.11)	56.2
Transfer to Capital Fund	140,493	0.00	140,493.00	0.00	100.0
Total Other Expenses	156,493	1,340.48	148,119.34	(8,373.66)	94.6
Total Expenses	5,594,004	369,960.31	4,747,788.21	(846,215.79)	84.9

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% to 96.7% is acceptable)
March 2019

Property Tax (100.0%): The Library received its final distribution in November, bringing the total for the year to \$4,822,566.96, just \$1,037.04 short of the projected amount.
Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (162.3%): The Library received the Per Capita Grant in November.

Golden Prairie (97.4%): As per our agreement with Golden Prairie, they give BPL 95% of their tax dollars to provide service to the residents of the Golden Prairie area.

Fines & Fees (59.4%): This is below the projected amount partly due to the Fresh Start Project related to switching to the Polaris system.

Copies (103.1%): This is more than we had projected.

Interest on Investments (516.8%): The Library projected a low amount for Interest.

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

Donations (98.2%): The Library received a donation from the Foundation for the Summer Reading Program.

Other Revenue (98.9%): This is more than the projected amount due to an increase in Book Shoppe sales.

Part-Time Salaries (80.5%): This is under-spent due to a few vacancies.

Seasonal Salaries (62.1%): This is under-spent because the majority of this is used for employees hired to help with the Summer Reading Program; additional funds are used for various Seasonal positions, i.e., Shelves and Custodians.

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

Dental Insurance (72.9): Not as many employees elected to have dental coverage; and effective January 1, 2019, the rates decreased by 15%.

Health Insurance, BC/BS PPO (83.5%): Due to changes with health insurance, the total for the year will be less than anticipated.

Health Insurance, OSF, HMO (81.5%): Not as many employees selected this option for their health insurance and due to changes with health insurance, the total for the year will be less than anticipated.

IMRF (72.8%): This is under-spent due to some vacancies.

FICA (80.0%): Same as for IMRF.

Worker's Compensation (79.1%): This was less than the Library budgeted.

Uniforms (4.3%): Charges have been minimal.

Other Benefits (58.0%): This is where we charge vacation payouts to exiting employees; charges have been minimal.

Vehicle Maintenance (108.6%): This is over-spent due to several bookmobile repairs.
Office/Equipment Maintenance (79.6%): Charges have been minimal.
Advertising (66.5%): Charges have been minimal.
Travel (10.4%): Charges have been minimal.
Membership Dues (43.0%): Charges have been minimal.
Professional Development (60.6%): Charges have been minimal.
Other Purchased Services (54.8%): Charges have been minimal.
Property Insurance (58.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Vehicle Insurance (50.7%): The annual premium for 2019 was paid in December and was less than anticipated.
Other Insurance (84.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Office Supplies (76.9%): Charges have been minimal.
Computer Supplies (82.1%): Charges have been minimal.
Postage (5.3%): Charges have been minimal.
Janitorial Supplies (67.5%): Charges have been minimal.
Building Maintenance Supplies (170.9%): This line item is over-spent due to the purchase of supplies that the Library made as opposed to a contractor supplying them when working on a project.
Electricity (73.6%): Charges have been minimal.
Water (72.3%): Charges have been minimal.
Professional Collection (50.6%): Charges have been minimal.
Periodicals (72.9%): Charges have been minimal.
Adult Books (86.1%): charges have been minimal.
Children's Books (80.9%): Charges have been minimal.
Downloadable Materials (113.0%): This is over-spent due to customer demand for various downloadable services.
Employee Relations (34.8%): Charges have been minimal.
Miscellaneous Expenses (56.2%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,935.00
Golden Prairie, towards replacement of	
Poster Printer:	3,311.00
BPL Foundation, for Summer Reading Pgm:	16,362.25
Memorial Donations:	170.00
State Farm Good Neighbor Grant:	500.00
Fountain Receipts:	12.31
Fresh Thyme, Giving Bag Donation:	63.00
Robert Starckovich, Miscellaneous Donation:	25.00
Judith Hughes, to honor Book Club members:	25.00
Miscellaneous Donations:	153.50

Total Donations:	\$ 24,557.06
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	993.23
Book Shoppe:	22,427.65
Drawstring Bags:	69.00
Ear Buds:	508.50
Flashdrives:	282.75
Hot Beverage Service:	706.00
Meeting Room Fees:	995.00
Print Station:	11,205.40
Reusable Bags:	531.00
Slingback Packs:	52.00
Test Proctoring:	1,000.00
Totebags:	440.00
Tumblers:	26.00
Umbrellas:	42.00
Miscellaneous:	5,243.69

Total Other Revenue:	\$44,522.22
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During March, 14 batches containing 87 invoices were processed, totaling \$99,499.77 and 136 credit card charges were made totaling \$23,726.81.

As of March 30, the Library's Maintenance & Operating Fund Balance is \$2,893,275.87, which is 51.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 3/31/19:

Operating:	\$ 2,893,275.87
Capital:	\$ 3,065,979.41
Fixed Assets:	\$ 1,129,648.64

Bloomington Public Library
Monthly Statistics - March 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	39,807	460,481	46,813	502,619
Teens	2,142	23,756	2,337	26,883
Children	37,559	421,903	39,869	441,790
OTR Adults	1,912	21,056	2,237	23,645
OTR Teens	93	1,178	112	1,355
OTR Children	2,967	32,018	3,437	38,656
e-Books - Overdrive	8,006	80,162	7,001	64,073
Ebook Central	2			
Hoopla downloads	2,702	23,096	1,934	13,248
Zinio Magazines	1,076	9,195	438	4,112
Tumblebooks	76	1,338	120	1,116
TOTAL CIRCULATION				
Adults	41,719	481,537	49,050	526,264
Teens	2,235	24,934	2,449	28,238
Children	40,526	453,921	43,306	480,446
Digital Downloads	11,862	113,837	9,493	82,549
Combined Total	96,342	1,074,229	104,298	1,117,497
ITEMS IN THE COLLECTION				
Main	305,716	305,716	304,998	304,998
OTR	9,946	9,946	10,661	10,661
TOTAL	315,662	315,662	315,659	315,659
HOLDS FILLED	6,939	81,946	8,157	83,270
INTERLIBRARY LOAN				
Borrowing Requests Received		4,865	516	5,361
Outgoing Loans (Lending)		2,439	217	2,650
CARDHOLDERS				
Added	256	4,442	379	3,920
TOTAL ACTIVE CARDS				
Adults	23,602	23,602	46,813	46,813
Teens	4,647	4,647	2,337	2,337
Children	9,074	9,074	39,869	39,869
Combined Total	37,323	37,323	89,019	89,019
REFERENCE QUESTIONS				
Adults	2,003	22,715	2,355	24,176
Teens	100	1,155	132	1,554
Children	831	8,853	817	8,299
OTR	53	633	90	933
Circulation	747	9,153	844	8,422
Marketing (Facebook)	0	1	n/a	n/a
TOTAL	3,734	42,510	4,238	43,384
PROGRAMS & OUTREACH				

Bloomington Public Library
Monthly Statistics - March 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
Adult	25	167	19	148
Teens	1	35	1	41
Childrens	37	308	36	266
Community Group in Library	3	40	6	68
Staff Visit to Community Group	20	143	10	130
TOTAL	86	693	72	653
PROGRAM & OUTREACH ATTENDANCE				
Adult	275	2,634	297	2,799
Teen	45	787	72	961
Childrens	800	12,293	870	10,450
Community Group in Library	54	1,274	231	1,718
Staff Visit to Community Group	1,299	16,449	603	15,846
1-on-1 with Staff	10	101	7	94
TOTAL	2,483	33,538	2,080	31,868
COMPUTER USE				
Public computer uses	4289	47,061	4,371	45,624
Website database/catalog hits	44,565	449,456	41,440	315,101
Online Resource (Database) uses	7,138	105,390	11,449	71,001
TOTAL	55,992	601,907	57,260	431,726
MEETING ROOM USAGE				
Study Room	112	1,179	89	956
Digital Media Lab	9	110	12	108
Community Room	65	566	58	468
TOTAL	186	1,855	159	1,532
CUSTOMER VISITS				
Main	26,601	292,497	28,176	299,845
Bookmobile	782	10,153	900	11,537
TOTAL	27,383	302,650	29,076	311,382

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 16, 2019
5:00 p.m.

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

MINUTES

- I. Call to Order
President Peterson called the meeting to order at 5:02 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Patti Salch, Stephanie Walden,
Stephen Peterson

MEMBERS ABSENT: Jodi Sherman, Laurie Nippe

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson reported that Mayor Renner announced that he would like to fund two major projects this year: O'Neil Pool and the Bloomington Public Library. Mayor Renner brought up the amount of \$28 million.
- VI. Approval of Minutes
A. December 19, 2018

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 19, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton reported the start of training on the new online catalog and checkout system, Polaris. Staff training will be in phases. The "go live" date is March 20th. The Per Capita Grant for GPPLD was filed. There are some upcoming trainings available to GPPLD Board Members. For the ILA Central Illinois Legislative Breakfast, GPPLD has five members interested and Amy will register all interested members. There is an ILA Trustee Forum on March 9, 2019 in Springfield, IL. Cost is \$95.00 each. Some BPL trustees expressed interest,

so there may be car pool opportunities. Discussion was held about if GPPLD exceeds the Travel budget and the steps to take to re-allocate funds from another area into the Travel budget, if needed. Director Hamilton did change the agenda this week to Action Items because of the need to list the items in a specific order. The Bloomington Library Board has already moved to an agenda format with Action Items and Discussion Items. Does Golden Prairie want to change from an Old Business and New Business format to an Action Items and Discussion Items format? Discussion was held and the decision was that both agenda formats are fine. President Peterson said that the new format is more directed. Discussion was held about Mayor Tari Renner's statement about the Bloomington Public Library expansion. There is no new news to share but the BPL Board is cautiously optimistic and feels the City Council supports the BPL. Currently, the money allocation is undecided.

B. Outreach Report

Director Hamilton reported on behalf of Colleen Shaw, Circulation and Outreach Manager, that flyers will be sent this week to the list of locations provided by Board Member Salch. Last weekend, the Bookmobile was cancelled due to the weather. Freedom Oil was one of the cancelled stops. This weekend is not looking great weather-wise and includes a Shirley stop.

C. Financial Report

Kathy Jeakins, Business Manager, reported the last property tax distribution for the year in the amount of \$14,800 was received. The Per Capita Grant was also received in the amount expected. Manager Jeakins has started spending the Per Capita Grant funds on books. Discussion was held on what books are purchased and it was confirmed that purchases include adult and children's books and adult and children's audio-visual items.

VIII. Action Items

A. Approve Cost of Completion of FY18 Comprehensive Annual Financial Report:

The cost of completion of the FY18 Comprehensive Annual Financial Report is \$ 1,675.00. Currently, there is \$1,600 in the Audit Line Item; therefore, it is necessary to transfer \$75.00 from the Miscellaneous Line Item to cover this expense.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE TRANSFERRING \$75.00 FROM THE MISCELLANEOUS LINE ITEM TO THE AUDIT LINE ITEM.

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

NAYS: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY18 Annual Amount to Set Aside for Capital Projects:

Director Hamilton presented a memo that was provided to all Board Members. In 2004, GPPLD approved to establish a fund for future capital expenditures. GPPLD started the fund at \$20,000 and stated that they would add 3.5% of the total tax distribution each year. The past practice has been to wait until after the audit every year to calculate that 3.5% and then to transfer money from the Miscellaneous Line Item to the Capital Fund. A few years ago, the GPPLD Board chose to move the Capital Fund from a savings account into CDs. The 3.5% of FY 2018's tax distribution would be \$14,307. However, that now exceeds what is budgeted for Miscellaneous Expenses. The Bloomington Public Library Board transfers 50% of their unexpended funds from their Maintenance and Operating Fund to their Capital Fund. Staff recommends that GPPLD consider adopting a similar practice. Jeakins also

recommended starting with less than 50% or creating a policy that states, 'It is Golden Prairie Public Library District's policy to transfer a portion of the unexpended balance from the budgeted funds in the Maintenance and Operating Fund to the Capital Fund.' Then instead of changing the policy yearly, the Board could look at the balances annually and decide what percentage to transfer. Discussion was held.

STEPHEN PETERSON MOVED AND ARY ANDERSON SECONDED, TO AMEND THE GPPLD BOARD PRACTICE REGARDING ITS FUND FOR FUTURE CAPITAL EXPENDITURES TO THE FOLLOWING: **IT IS THE GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT'S PRACTICE TO ANNUALLY SET ASIDE A PORTION OF THE UNSPENT BUDGETED FUNDS AT FISCAL YEAR-END FOR CAPITAL PROJECTS.** THE MOTION CARRIED UNANIMOUSLY.

Discussion was held on how much of the unexpended balance of budgeted funds for this year should be transferred to the Capital Fund. Discussion was also held about the accessibility of the Capital Funds. A roll call vote was held.

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO TRANSFER \$2,000.00 FROM THE MISCELLANEOUS LINE ITEM TO THE CAPITAL PROJECTS FUND.

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

NAYS: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Next Steps for Maturing CD:

President Peterson presented his research on the best rates available for rolling over the Capital Fund CD as well as the length of the commitment. He recommended continuing the relationship with Morton Community Bank. The amount of the current CD is \$57,589.89.

RUTH NOVOSAD MOVED, STEPHANIE WALDEN SECONDED, TO ROLL OVER THE CD THAT IS MATURING ON FEBRUARY 6, 2019 IN THE AMOUNT OF \$57,589.89 PLUS \$2,000.00 FROM THE MISCELLANEOUS LINE ITEM INTO A NEW 14-MONTH CD AT MORTON COMMUNITY BANK.

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

NAYS: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

IX. Comments from Board Trustees

Ruth Novosad will be absent at the February 20th meeting. She will be out of town from January 21 to March 1, 2019.

X. Reminder: Next Board Meeting is February 20, 2019

XI. Adjournment

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:00 p.m.

Incident Report Summary for March 2019

2019-03-31 23:59:00
 2019-03-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
3951	2019-03-01 17:18:46	InappropriateBehavior
3952	2019-03-06 09:22:25	InappropriateBehavior
3953	2019-03-06 11:55:34	StolenDamagedLibraryMaterial
3954	2019-03-09 16:53:55	InappropriateBehavior
3955	2019-03-13 16:32:13	StalkingIncident
3956	2019-03-14 18:30:32	InappropriateBehavior
3957	2019-03-19 12:49:50	PoliceAmbulanceCall
3958	2019-03-19 15:03:38	StolenDamagedLibraryMaterial
3959	2019-03-23 09:53:32	InappropriateBehavior
3960	2019-03-23 14:28:31	InappropriateBehavior
3961	2019-03-26 21:23:00	StolenDamagedLibraryMaterial
3962	2019-03-28 11:09:48	StolenDamagedLibraryMaterial
3963	2019-03-28 20:09:33	InappropriateBehavior

3964	2019-03-29 15:22:07	UnattendedChild
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Suspension Report Summary for March 2019

2019-03-31 10:46:49am
 2019-03-01 10:46:49am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
194	2019-03-09 00:00:00	InappropriateBehavior
193	2019-03-06 00:00:00	InappropriateBehavior
191	2019-03-06 00:00:00	InappropriateBehavior
190	2019-03-06 00:00:00	InappropriateBehavior
192	2019-03-06 00:00:00	InappropriateBehavior
189	2019-03-06 00:00:00	InappropriateBehavior
197	2019-03-11 00:00:00	InappropriateBehavior
196	2019-03-09 00:00:00	InappropriateBehavior
198	2019-03-11 00:00:00	InappropriateBehavior
199	2019-03-11 00:00:00	Other
200	2019-03-11 00:00:00	InappropriateBehavior
201	2019-03-11 00:00:00	InappropriateBehavior
202	2019-03-13 00:00:00	StalkingIncident

203	2019-03-14 00:00:00	InappropriateBehavior
204	2019-03-19 00:00:00	PoliceAmbulanceCall
205	2019-03-28 00:00:00	StolenDamagedLibraryMaterial
206	2019-03-28 00:00:00	InappropriateBehavior
207	2019-03-28 00:00:00	StolenDamagedLibraryMaterial
208	2019-03-28 00:00:00	StolenDamagedLibraryMaterial
209	2019-03-28 00:00:00	StolenDamagedLibraryMaterial

FY2019 SALARY RANGES

Position	<u>Bottom of Range</u>		<u>Top of Range</u>	
	<u>Bi-Weekly</u>	<u>Annual</u>	<u>Bi-Weekly</u>	<u>Annual</u>
Part Time Security Officer	\$13.02/ hour		\$18.69/ hour	
Security Site Supervisor	\$ 1,152	\$ 29,952	\$ 1,832	\$ 47,632
Secretary	1,313	34,138	1,707	44,382
Network Administrator	1,524	39,624	1,984	51,584
Webmaster	1,524	39,624	1,984	51,584
Unit Manager	1,917	49,842	3,031	78,806
Marketing & Public Relations Manager	2,005	52,130	2,777	72,202
Librarian II	2,466	64,116	3,943	102,518
Information Technology Services Manager	2,947	76,622	3,503	91,078
Director	3,462	90,012	5,534	143,884

PROPOSED FY2020 SALARY RANGES

Position	<u>Bottom of Range</u>		<u>Top of Range</u>	
	<u>Bi-Weekly</u>	<u>Annual</u>	<u>Bi-Weekly</u>	<u>Annual</u>
Part Time Security Officer	\$13.28/ hour		\$19.07/ hour	
Security Site Supervisor	\$1,200	\$31,200	\$1,850	\$48,100
Secretary Administrative Assistant (retitled)	\$1,313	\$34,138	\$1,900	\$49,400
Network Administrator	\$1,554	\$40,404	\$2,024	\$52,624
Webmaster	\$1,554	\$40,404	\$2,024	\$52,624
Unit Manager	\$1,917	\$49,842	\$3,200	\$83,200
Marketing & Public Relations Manager (Move to Unit Manager)	2,005	52,130	2,777	72,202
Librarian II	\$2,466	\$64,116	\$3,654	\$95,004
Information Technology Services Manager	\$2,947	\$76,622	\$3,654	\$95,004
Director	\$3,532	\$91,832	\$5,645	\$146,770

Approved by the BPL Board of Trustees _____.

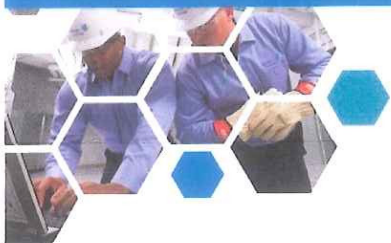
A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING THE LIBRARY DIRECTOR TO PURCHASE A #2 COMPRESSOR FOR THE CHILLER
FROM JOHNSON CONTROLS IN THE AMOUNT OF \$43,306.06

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

1. That the competitive bid process be waived and the Library Director authorize purchase of a # 2 compressor for the chiller from Johnson Controls in the amount of \$43,306.06
2. That annual maintenance for years 2-5 would cost \$5,079.00
3. That Johnson Controls is a vendor in good standing with the Library
4. That the replacement compressor be compatible with the existing equipment
5. That the Library would want to secure maintenance from one vendor for all components of the chiller
6. That the Library currently has a service agreement with Johnson Controls for the chiller and all its components
7. That securing a service agreement for the replacement compressor only from another source is not possible
8. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$43,306.06 (for the compressor)
Bloomington Public Library Maintenance & Operating Budget: \$5,079.00 (for annual maintenance for the compressor for years 2-5)

Approved this 16th day of April 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees



Proposal

TO: BLOOMINGTON PUBLIC LIBRARY
205 E OLIVE ST
BLOOMINGTON IL
USA 61701-5218

JOHNSON CONTROLS PEORIA IL CB -
ON19
3850 N MAIN ST
EAST PEORIA IL 61611-5512
PH: (866) 854 - 4729
FAX: (309) 427 - 2829

Date: 04/02/2019
Quote Ref: 1-135RB46K
Project Name: YORK Compressor Replacement
Site: BLOOMINGTON PUBLIC LIBRARY
205 E OLIVE ST
BLOOMINGTON IL 61701-5218

ATTN: Caprice Prochnow

We propose to furnish the materials and/or perform the work below for the net price of: **\$36,871.06**

For the above price this proposal includes:

YORK YCAS Compressor Replacement
Power down unit and lock out tag out
Evacuate refrigerant into recovery tanks
Remove failed circuit 2 compressor and contactor
Install REMANUFACTURED compressor and new contactors
Install new filter and drier cores
Start up machine - perform operational inspection and log
Provide oil sample analysis

For NEW compressor - add \$6,435.00

Both Compressors comes with standard 1 year parts warranty, for additional warranty to cover years 2-5, add \$5,079.00 (parts only).

This proposal DOES NOT include:

1. Labor or material not specifically described above is excluded from this proposal.
2. Unless otherwise stated, any and all overtime labor is excluded from this proposal.
3. Applicable taxes or special freight charges are excluded from this proposal.

Important: This proposal incorporates by reference the Terms and Conditions attached

This proposal is hereby accepted and
Johnson Controls is authorized to proceed
with the work, subject to credit approval by
Johnson Controls, Inc. Milwaukee, WI.

This proposal is valid through: 04/17/2019

This quote was prepared for your review by: **Alan Biagini**

BLOOMINGTON PUBLIC LIBRARY

Johnson Controls Inc.

Signature: _____

Signature: Alan Biagini

Name: _____
Title: _____
Date: _____
PO: _____

Name: Alan J Biagini
Title: Service Sales
Date: April 2, 2019

(IMPORTANT): This proposal incorporates by reference the terms and conditions which are attached to this document. All work is to be performed Monday through Friday during normal JCI business hours unless otherwise noted. This proposal, or any accepted alternates, are hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.

TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

- 1. SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching, and painting are excluded. Disinfecting of chiller condenser and cooling tower water systems and components for biohazards, such as but not limited to Legionella, are excluded unless otherwise specifically stated in this agreement. In-line duct and piping devices, including, but not limited to valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI and shall not operate to compel JCI to perform any work relating to Hazards or Biohazards, such as but not limited to Legionella, without JCI's express written consent.
- 2. INVOICE AND PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Johnson at the time purchaser signs this agreement an advance payment equal to 10% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due here in under and purchaser Johnson additional amounts invoiced upon receipt of the invoice. Waivers of lien will agree to pay be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.
- 3. MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.
- 4. EQUIPMENT WARRANTY.** Johnson Controls, Inc. (JCI) warrants that equipment manufactured or labeled by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of one year. Only if JCI installs or furnishes a piece of equipment under this Agreement, and that equipment is covered by a warranty from a manufacturer other than JCI, JCI will transfer the benefits of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not installed by JCI shall be borne by Customer. These warranties shall not extend to any equipment that has been abused, altered, misused or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty date decals have been removed or altered. Customer must promptly report any failure of the equipment to JCI in writing.
- 5. LABOR WARRANTY.** Johnson Controls, Inc. (JCI) warrants its workmanship or that of its agents (Technicians) in relation to installation of equipment for a period of ninety (90) days from date of installation. Customer shall bear all labor costs associated with replacement of failed equipment still under JCI's equipment warranty or the original manufacturer's warranty, but outside the terms of this express labor warranty. All warranty labor shall be executed on normal business days during JCI normal business hours. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused in any way, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. UNDER NO CIRCUMSTANCES SHALL JCI BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATING TO ANY DEFECT IN MATERIAL OR WORKMANSHIP OF EQUIPMENT OR THE PERFORMANCE OF SERVICES.
- 6. LIABILITY.** Johnson shall not be liable for any special, indirect, or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
- 7. TAXES.** The price of this proposal does not include duties, sales, use, excise, or other taxes, unless required by federal, state, or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
- 8. DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts of circumstance beyond Johnson's control, including but not limited to: acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson, etc.
- 9. COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state, and local laws and regulations, and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits a permanent nature shall be procured and paid for by the Purchaser.
- 10. PAYMENT.** Customer shall pay all invoices when due in accordance with the payment terms provided for in the Agreement, and such payment is a condition precedent to Johnson Controls' obligation to provide products or perform services under the Agreement. In issuing any purchase order related to or arising out of this proposal and notwithstanding any language to the contrary therein, Customer acknowledges and agrees that any and all Johnson Controls invoices for an amount greater than \$25,000 shall be paid via wire transfer, check or money order, and that Customer shall not make, nor will Johnson Controls accept, payment in excess of \$25,000 in the form of a credit card, debit card, or other similar payment device.
- 11. DISPUTES.** All disputes involving more than \$15,000.00 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorneys fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
- 12. INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.
- 13. INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees which may arise in connection with the execution of the work herein specified and which are caused, by the negligent act or omission of the indemnifying Party.
- 14. OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of the, Occupational Safety and Health Act relating in any way to the project or project site.
- 15. ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
- 16. CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon JCI unless accepted by JCI in writing.