Bloomington Public Library
Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, February 18, 2020
5:30 p.m.

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

AGENDA

I. Call to Order

II. Roll Call

III. Introduction of Public

IV. Public Comment

V. President's Report

A. Appoint Nominating Committee

VI. Director's Report

VII. Fiscal Report Presentation

VIII. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))

IX. Consent Agenda
A. Approve Minutes of January 21, 2020 Regular BPL Board Meeting
B. Approve Bills List of January 2020

X. Action Items
A. Approve Agreement with Engberg Anderson for Preliminary Design Services

XI. Discussion Items
A. Discuss Library Expansion
B. Discuss Process for the Library Director's Annual Performance Review
C. Discuss scheduling 3P's meeting to review the vision statement

XII. Comments from Board of Trustees

XIII. Adjournment

Posted: 2.14.20 9:30 a.m.

BILLS LIST

Approved by BPL Board of Trustees, February 18, 2020

____

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	8,724.91
Amazon.com, LLC	A/V Materials	820.64
Amazon.com, LLC	Adult Books	138.99
Amazon.com, LLC	Computer Supplies	79.12
Amazon.com, LLC	Janitorial Supplies	22.98
Amazon.com, LLC	Library Supplies	5.69
Amazon.com, LLC	Office Supplies	155.49
Amazon.com, LLC	Other Purchased Services	415.68
Amazon.com, LLC	Periodicals	19.95
Ameren IP	Electricity	4,001.71
Bibliotheca ITG, LLC	Library Supplies	4,846.67
Bloomington Public Schools	Advertising	50.00
Brodart Co	Library Supplies	1,028.60
Cengage Learning	Adult Books	186.67
Children's Plus, Inc.	Children's Books	6,699.81
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	868.66
City of Bloomington	FICA	19,786.94
City of Bloomington	Gas & Diesel Fuel	423.07
City of Bloomington	Health Insurance-HMO	2,999.30
City of Bloomington	Health Insurance-PPO	20,107.52
City of Bloomington	IMRF	35,096.14
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	4,627.63
City of Bloomington	Payroll	326,240.56
City of Bloomington	Vision Insurance	280.60
City of Bloomington	Water	504.12
Cope, Michelle	Travel	34.39
Cummins Mid-State Power	Vehicle Maintenance	192.02
Custom Digital Imaging	Printing/Binding	6,069.20
Dell Marketing, L.P.	Computer Supplies	1,663.60
Downer's Grove Public Library	Miscellaneous Expenses	18.95
Ebsco	Periodicals	59.02
Ebsco	Public Access Software	4,682.00
Educational Development Corp.	Children's Books	4.99
Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	46.00
Findaway World, LLC	A/V Materials	775.85
Frontier	Telecommunications	1,602.06
Illinois State University	Advertising	363.08
Illinois State University	Other Purchased Services	200.00

Illinois Wesleyan University	Other Purchased Services	257.85
Ingram Library Services	Adult Books	225.92
Ingram Library Services	Children's Books	156.15
J Spencer Construction, LLC	Building Maintenance	2,623.00
Library Ideas, LLC	A/V Materials	884.04
Library Solutions	Office/Equipment Mtnc	4,000.00
Lockett, Michael	Other Purchased Services	250.00
Massie, Rhonda	Advertising	557.63
Massie, Rhonda	Travel	54.05
McLean County Museum of History	Other Purchased Services	50.00
Mid Illinois Mechanical	Building Maintenance	576.67
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	84.00
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	240.00
Midwest Tape	A/V Materials	810.33
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	618.98
Neopost USA, Inc.	Rentals	193.37
Northern Illinois Gas/Nicor	Natural Gas	4,542.33
Nu Air Corp.	Building Mtnc Supplies	1,174.62
Office Depot	Office Supplies	274.18
OverDrive	Downloadable Materials	4,990.00
Pilot Media, LLC	Advertising	200.00
RAILS	Office/Equipment Mtnc	2,391.67
Recorded Books, Inc.	A/V Materials	6.95
Ricoh USA, Inc.	Rentals	764.64
Ron Smith Printing Co.	Printing/Binding	255.00
Rosedrew, Inc.	Library Supplies	1,446.34
Unique Management Services, Inc.	Other Purchased Services	384.85
Weber Electric, Inc.	Building Maintenance	3,947.25
Windstream	Telecommunications	134.23
VISA - 1000Bulbs.com	Building Mtnc Supplies	1,364.95
VISA - American Library Association	Membership Dues	207.00
VISA - Baker & Taylor Books	A/V Materials	7,009.18
VISA - Baker & Taylor Books	Adult Books	14,819.80
VISA - Baker & Taylor Books	Children's Books	7,696.07
VISA - Best Version Media	Advertising	591.52
VISA - Cheddars	Travel	48.64
VISA - Chicago Tribune	Periodicals	340.61
VISA - Delta Airlines	Professional Development	60.00
VISA - Dollar General	Employee Relations	28.31
VISA - Dollar Tree	Other Purchased Services	60.00
VISA - Don Owen Tire Service, Inc.	Vehicle Maintenance	24.77
VISA - Dutch Eating Place	Professional Development	10.26
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - Galco Industrial Electronics	Building Mtnc Supplies	20.75
VISA - GameStop	A/V Materials	1,474.57
VISA - Harvard Business Review	Periodicals	99.00
VISA - Hobby Lobby	Library Supplies	67.10
VISA - Hobby Lobby	Other Purchased Services	49.98
VISA - Houghton Mifflin Harcourt	Other Purchased Services	539.50
VISA - Illinois Library Association	Professional Collection	30.00
VISA - Illinois Library Association	Professional Development	180.00

VISA - Indiana State University	Postage	4.49
VISA - IUBL Conference	Professional Development	1,295.00
VISA - Jimmy John's	Miscellaneous Expenses	92.32
VISA - Jones	Professional Development	15.75
VISA - Le Pain Quotidien	Professional Development	12.72
VISA - Long Island Cab	Professional Development	58.20
VISA - Maximum PC	Periodicals	30.00
VISA - Meet-Up Organization	Other Purchased Services	98.94
VISA - National Audubon Society	Membership Dues	20.00
VISA - New Resident Service, Inc.	Other Purchased Services	83.40
VISA - Pantagraph	Periodicals	680.00
VISA - PC Gamer	Periodicals	8.85
VISA - Philadelphia Marriott Downtown	Professional Development	1,182.52
VISA - Pho Street	Professional Development	11.00
VISA - Royal Publishing, Inc.	Advertising	995.00
VISA - Speed Lube	Vehicle Maintenance	39.95
VISA - Spice Finch	Professional Development	36.07
VISA - Sprint	Telecommunications	645.14
VISA - Starbucks	Professional Development	21.10
VISA - Starcrest Cleaners	Other Purchased Services	44.25
VISA - Verizon Wireless	Telecommunications	272.46
VISA - Wal-Mart	Janitorial Supplies	107.60
VISA - Wal-Mart	Library Supplies	61.40
VISA - Wal-Mart	Office Supplies	12.82
VISA - Wal-Mart	Other Purchased Services	128.35
Total		532,321.18

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

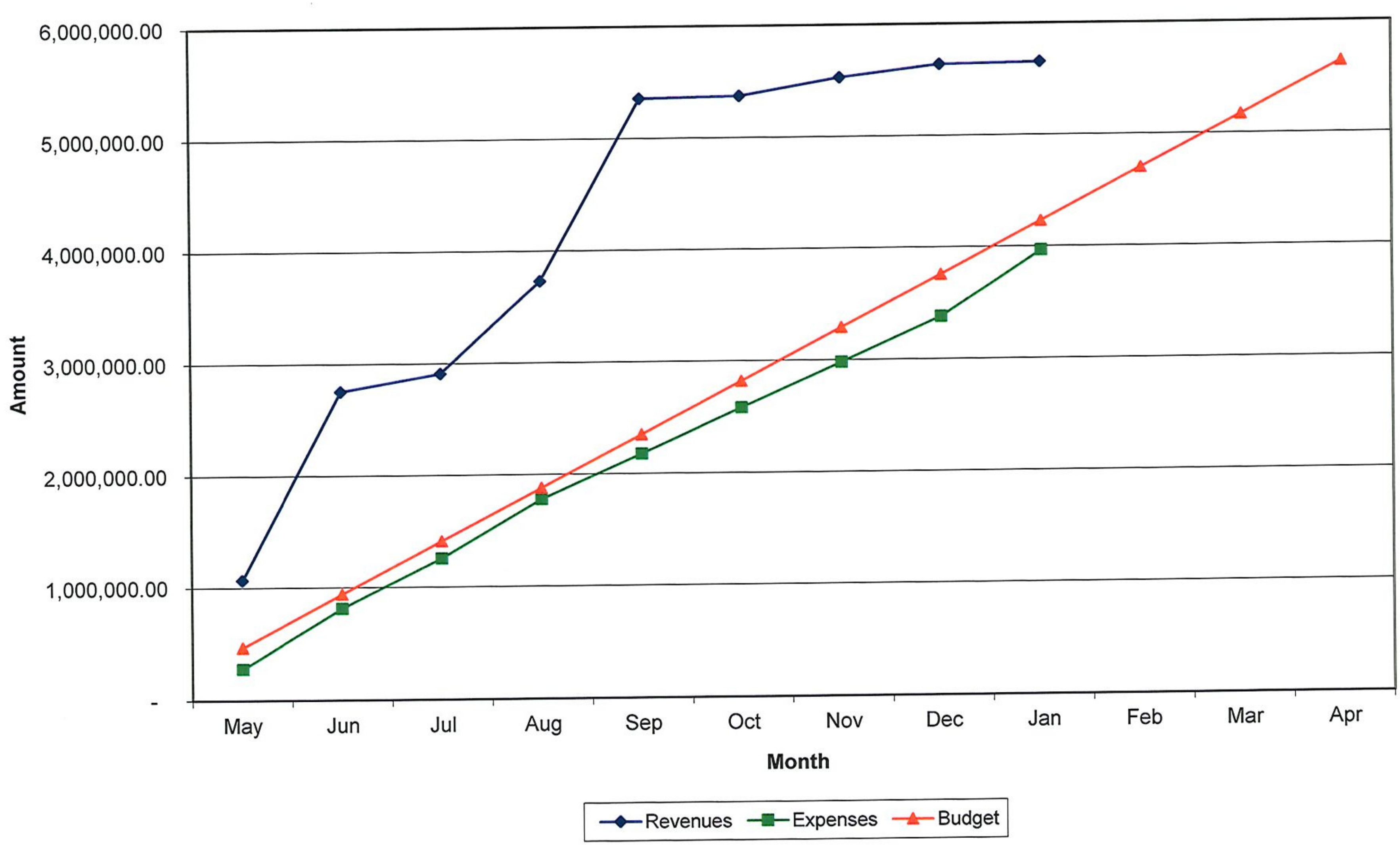
REVENUES:

ACCT NAME	BUDGET	JAN 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	0.00	4,864,936.06	(6,903.94)	99.9
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	400,000	0.00	402,655.12	2,655.12	100.7
Fines & Fees	75,000	4,290.55	35,925.57	(39,074.43)	47.9
Copies	3,500	323.20	2,489.96	(1,010.04)	71.1
Interest on Investments	30,000	6,054.25	64,373.98	34,373.98	214.6
Interest From Taxes	0	0.00	54.10	54.10	-------
Sale of Property	0	0.00	35.00	35.00	-------
Donations	25,000	104.00	22,310.08	(2,689.92)	89.2
Other Private Grants	0	0.00	500.00	500.00	-------
Cash Over/Short	0	(20.25)	(142.73)	(142.73)	-------
Other	45,000	4,301.99	34,492.50	(10,507.50)	76.7
Total Revenues	5,639,740	15,053.74	5,653,792.14	14,052.14	100.2

ACCT NAME	BUDGET	JAN 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	263,350.49	1,714,325.68	(598,976.32)	74.1
Part-Time Salaries	485,577	49,660.56	313,168.85	(172,408.15)	64.5
Seasonal Salaries	57,893	3,448.28	46,811.39	(11,081.61)	80.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	20,000.00	20,000.00	-------
Total Sals & Wages	2,857,872	316,459.33	2,094,305.92	(763,566.08)	73.3
Dental Insurance	13,554	868.66	7,528.03	(6,025.97)	55.5
Vision Insurance	2,802	280.60	1,949.48	(852.52)	69.6
Health Insurance, BC/BS PPO	357,285	20,107.52	176,350.91	(180,934.09)	49.4
Health Insurance, OSF HMO	61,134	2,999.30	26,060.70	(35,073.30)	42.6
HSA City Contribution	0	16,200.00	16,200.00	16,200.00	-------
Life Insurance	3,115	252.00	2,245.60	(869.40)	72.1
IMRF	231,330	35,096.14	184,177.10	(47,152.90)	79.6
FICA	177,120	19,786.94	126,685.74	(50,434.26)	71.5
Medicare	41,423	4,627.63	29,628.97	(11,794.03)	71.5
Worker's Comp	10,000	0.00	8,157.00	(1,843.00)	81.6
Uniforms	800	0.00	825.26	25.26	103.2
Tuition Reimbursement	40,000	0.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	9,781.23	38,847.82	13,847.82	155.4
Total Benefits	963,563	110,000.02	623,744.61	(339,818.39)	64.7
Rentals	23,000	1,448.73	16,625.93	(6,374.07)	72.3
Total Rentals	23,000	1,448.73	16,625.93	(6,374.07)	72.3
Building Mtnc	150,000	16,198.59	93,053.09	(56,946.91)	62.0
Vehicle Mtnc	10,000	1,064.78	8,126.95	(1,873.05)	81.3
Office & Computer Mtnc	195,000	0.00	74,999.10	(120,000.90)	38.5
Total Repair/Mtnc	355,000	17,263.37	176,179.14	(178,820.86)	49.6

ACCT NAME	BUDGET	JAN 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,218.64	34,093.16	(15,906.84)	68.2
Printing/Binding	20,000	6,324.20	25,755.89	5,755.89	128.8
Travel	1,000	137.08	236.93	(763.07)	23.7
Membership Dues	5,000	527.00	3,374.99	(1,625.01)	67.5
Professional Development	15,000	3,053.72	16,079.52	1,079.52	107.2
Other Purchased Services	140,000	1,039.92	50,314.23	(89,685.77)	35.9
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	6,000	27,402.00	27,402.00	21,402.00	456.7
Total Purchased Services	258,000	41,702.56	157,256.72	(100,743.28)	61.0
Office Supplies	13,000	1,087.89	18,167.53	5,167.53	139.8
Computer Supplies	90,000	3,876.54	59,944.42	(30,055.58)	66.6
Postage	5,000	235.00	350.65	(4,649.35)	7.0
Library Supplies	82,000	7,927.25	45,191.07	(36,808.93)	55.1
Janitorial Supplies	13,000	1,062.85	9,693.11	(3,306.89)	74.6
Gas & Diesel Fuel	9,000	423.07	3,287.12	(5,712.88)	36.5
Building Mtnc & Repair Supplies	20,000	4,071.96	8,307.36	(11,692.64)	41.5
Total Supplies	232,000	18,684.56	144,941.26	(87,058.74)	62.5
Natural Gas	22,000	4,542.33	12,659.13	(9,340.87)	57.5
Electricity	90,000	4,001.71	60,405.05	(29,594.95)	67.1
Water	7,500	504.12	5,560.02	(1,939.98)	74.1
Telecommunications	35,000	4,161.34	32,254.35	(2,745.65)	92.2
Total Utilities	154,500	13,209.50	110,878.55	(43,621.45)	71.8
Professional Collection	1,500	30.00	976.11	(523.89)	65.1
Total Prof Collection	1,500	30.00	976.11	(523.89)	65.1
Periodicals	20,000	1,276.77	19,678.24	(321.76)	98.4
Adult Books	143,000	14,745.80	113,058.45	(29,941.55)	79.1
Children's Books	118,000	14,174.15	87,838.49	(30,161.51)	74.4
A/V Materials	134,000	9,489.14	88,382.97	(45,617.03)	66.0
Public Access Software	150,000	33,374.00	145,601.47	(4,398.53)	97.1
Downloadable Materials	145,000	20,060.37	110,322.37	(34,677.63)	76.1
Total Materials	710,000	93,120.23	564,881.99	(145,118.01)	79.6
Employee Relations	5,000	26.03	1,720.35	(3,279.65)	34.4
Miscellaneous Expenses	9,000	888.11	4,907.20	(4,092.80)	54.5
Transfer to Fixed Asset Fund	32,500	0.00	32,500.00	0.00	100.0
Transfer to Capital Fund	37,805	0.00	37,805.00	0.00	100.0
Total Other Expenses	84,305	914.14	76,932.55	(7,372.45)	91.3
Total Expenses	5,639,740	612,832.44	3,966,722.78	(1,673,017.22)	70.3

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 70.0% to 80.0% is acceptable)
January 2020

Property Tax (99.9%): The Library has received all of its Property Tax distributions for the year.
Replacement Tax (100.0%): The distribution was made in July.
State Grants (162.3%): The Per Capita funds were released at the end of November.
Golden Prairie Public Library District (100.7%): Golden Prairie has also received all of its Property Tax distributions for the year; and of that amount, BPL receives 95%.
Fines (47.9%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.
Interest (214.6%): The projection for FY 20 was low.
Donations (89.2%): This is the amount the Library has received, which includes a donation from the Foundation for the Summer Reading Program in the amount of $18,002.33.
Part-Time Salaries (64.5%): This is less than projected due to a few vacancies that have occurred.
Seasonal Salaries (80.9%): The majority of this line item is spent during the summer with employees hired to help with the Summer Reading Program.
Overtime Salaries (0.0%): Nothing has been paid from this line item.
Dental Insurance (55.5%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.
Vision Insurance (69.6%): This is under-spent due to fewer employees choosing this insurance option; and the rates were less than anticipated.
Health Insurance, BC/BS PPO (49.4%): This is under-spent due to the amount being less than what was anticipated.
Health Insurance, OSF, HMO (42.6%): This is under-spent due to the amount being less than what was anticipated.
Worker's Compensation (81.6%): The annual premium for Worker's Compensation was paid at the end of December.
Uniforms (103.2%): All Custodian shirts were replaced at one time, causing tis line item to be over-spent by a small amount.
Tuition Reimbursement (12.7%): Charges have been minimal.
Other Benefits (155.4%): This is over-spent due to the payout of the vacation accruals to employees who left employment and due to the payment of Sick Leave Buy Back to 3 retiring employees.
Building Maintenance (62.0%): Charges have been minimal.
Vehicle Maintenance (81.3%): This is over-spent due to repairs to the bookmobile.
Office and Computer Maintenance (38.5%): Charges have been minimal.
Advertising (68.2%): Charges have been minimal.
Printing/Binding (128.8%): This is over-spent due to printing Bookmobile Schedules and the summer Program Guide.

Travel (23.7%): Charges have been minimal.
Membership Dues (67.5%): Charges have been minimal.
Professional Development (107.2%): This is over-spent due to staff registering for the upcoming Public Library Association Conference, to be held in Nashville, TN
Other Purchased Services (35.9%): Charges have been minimal.
Property Insurance (0.0%): This was paid at the end of December. Please see "Other Insurance" below for more information.
Vehicle Insurance (0.0%): This was paid at the end of December. Please see "Other Insurance" below for more information.
Other Insurance (456.7%): We paid for the Property, Vehicle, and Director's & Officer's annual premiums from one line item in December. It gets somewhat complicated to break out each individual type of insurance.
Office Supplies (139.8%): This is over-spent due to chairs and a staff workstation that were purchased earlier this fiscal year.
Computer Supplies (66.6%): charges have been minimal.
Postage (7.0%): Charges have been minimal.
Library Supplies (55.1%): Charges have been minimal.
Gas & Diesel Fuel (36.5%): Charges have been minimal.
Building Maintenance Sups (41.5%): Charges have been minimal.
Natural Gas (57.5%): Charges have been minimal.
Electricity (67.1%): Charges have been minimal.
Telecommunications (92.2%): This is over-spent due to the annual payment for the emergency alert notification service.
Professional Collection (65.1%): Charges have been minimal.
Periodicals (98.4%): This is over-spent due to the payment of the annual subscription service.
A/V Materials (66.6%): Charges have been minimal.
Public Access Software (97.1%): This is over-spent due to the renewal of several packages so far this fiscal year.
Employee Relations (34.4%): Charges have been minimal.
Miscellaneous Expenses (54.5%): Charges have been minimal.
Transfer to Fixed Asset Fund (100.0%): The transfer from the Operating Fund to the Fixed Asset Fund occurred in June.
Transfer to Capital Fund (100.0%): The transfer from the Operating Fund to the Capital fund occurred in June.

The Donations line item breaks out as follows:

Foundation, Summer Reading Program:	$ 18,002.33
Community Donations, Summer Reading Program:	3,435.00
Fresh Thyme, Giving Bag Donation:	114.00
Fountain Receipts:	18.75
Memorial Donations:	540.00
Robert Starckovich, Miscellaneous Donation:	25.00
Jean Robins, Miscellaneous Donation:	25.00
Verlyn Zachow, Miscellaneous Donation:	50.00
Lois Rubbel, Miscellaneous Donation:	100.00
Total Donations:	$ 22,310.08

The Other Revenue line item breaks out as follows:

Blankets:	$ 0.00
Book Pick-Up:	641.56
Book Shoppe:	20,173.91
Drawstring Bags:	114.00
Ear Buds:	385.50
Flash Drives:	175.50
Hot Beverage Service:	553.00
Meeting Room Fees:	200.00
Mugs:	167.00
Print Station:	9,971.94
Reusable Bags:	373.50
Test Proctoring:	125.00
Umbrellas:	70.00
Miscellaneous:	1,541.59
Total Other Revenue:	$34,492.50

During January, 14 batches containing 128 invoices were processed, totaling $102,969.74 and 166 credit card charges were made totaling $40,722.19.

As of January 31, the Library's Maintenance & Operating Fund Balance is $3,502,596.99, which is 62.1% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is $1,409,935.

Library Fund Balance Information, 1/31/20:

Operating:	$ 3,502,596.99
Capital:	$ 3,354,539.71
Fixed Assets:	$ 1,182,681.62

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 20

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00		150.00
Roberts Trophies	100.00	0.00	0.00		100.00
Don Owen Tire Service	100.00	0.00	0.00		100.00
Kathy Alwes-Petri, American Family Insurance	35.00	0.00	0.00		35.00
Golden Prairie Public Library District	3,000.00	0.00	0.00		3,000.00
Specs Around Town	0.00	50.00	0.00		50.00
Total Summer Reading Program Community Donations	3,385.00	50.00	0.00	0.00	3,435.00
Memorial Donations:					
David Mier, Shirley A. Marchewka Memorial	100.00	0.00	0.00		100.00
Lisa Carlson Bonham, Elvis, the Cat Memorial	0.00	50.00	0.00		50.00
Jacquelyn Kingsbury, Norita Olsson Memorial	0.00	200.00	0.00		200.00
Sally Talbert, Chuck Josvanger Memorial	0.00	50.00	0.00		50.00
Ellen Woods, Bill Mammen Memorial	0.00	40.00	0.00		40.00
Ann Schultz, Cora "Pat" Crews Memorial	0.00	100.00	0.00		100.00
Total Memorial Donations	100.00	440.00	0.00	0.00	540.00
Other Donations:					
Fountain Receipts	7.17	5.62	5.96		18.75
Fresh Thyme, Giving Bag Donation	109.00	1.00	4.00		114.00
Robert Starckovich, Miscellaneous Donation	0.00	25.00	0.00		25.00
Jean Robins, Miscellaneous Donation	0.00	25.00	0.00		25.00
Verlyn Zachow, Miscellaneous Doantion	0.00	0.00	50.00		50.00
Lois Rubbel, Miscellaneous Donation	0.00	0.00	100.00		100.00
Total Other Donations	116.17	56.62	159.96	0.00	332.75
Foundation:					
Local History Materials (Through Mischler Trust)	0.00	848.65	441.45		1,290.10
2019 Summer Reading Program	0.00	0.00	18,002.23		18,002.23
Development Day	0.00	816.09	0.00		816.09
Appreciation Day	0.00	1,947.59	0.00		1,947.59
Fold3 Service	0.00	0.00	2,500.00		2,500.00
Total Foundation	0.00	3,612.33	20,943.68	0.00	24,556.01
Total Donations	3,601.17	4,158.95	21,103.64	0.00	28,863.76

Bloomington Public Library

Books are just the beginning.

Director's Report
January 2020

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

This month, I:

- Was interviewed by CI Proud about the Miller Park Zoo Passes donated for checkout
- Visited Fountaindale Public Library with Caprice, Colleen, and Jon to get a tour of their Outreach vehicle and their Library
- Prepared for the Architect interviews, contacted other libraries to obtain references, and worked with the selected firm to develop a contract
- Reviewed historical files in a supply closet
- Attended the Annual Chamber of Commerce Gala
- Attended the Annual Martin Luther King Jr Award Luncheon
- Attended training and coordinated the launch of Find More IL, a platform facilitating discovery and interlibrary loan for Illinois libraries
- Submitted the following 2019 accomplishments for the City's Year in Review:
  - Implemented a new, more user-friendly checkout system & catalog, which involved launching online, paperless registration for new cardholders & waiving all fines that existed on migration day to remove barriers for people that stopped coming to the Library because of accumulated late fines
  - Negotiated a bargaining unit contract in a record-breaking 3-half day sessions & 1 full day session
  - Worked diligently with City staff to test, train staff on, & implement the new Kronos timekeeping software
  - Increased vocabulary, improved focus, & inspired more active imaginations by encouraging reading during the annual Summer Reading Program; 3,339 children, 572 teens, & 589 adults completed the program
  - Partnered with District 87 during Summer Reading to offer a second year of summer lunches, serving 2,522 lunches over 10 weeks

Goal: **Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.**

I worked to coordinate a new structure of planning for our Summer Reading Program and organized Summer program brainstorming sessions at the request of a staff member.

Bloomington Public Library

Books are just the beginning.

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

This month, I:

- Prepared and led two MMS about our sexual harassment policy
- Virtually attended a RAILS update
- Worked with Department Managers to review and discuss filling positions with vacancies, making shifts that better meet the current needs of the Library
- Participated in 4 LTA interviews and 2 Library Technical Assistant interviews
- Attended a Staff Development Committee Meeting
- Helped prepare materials to respond to Request for Information from the Union
- Reviewed all timesheets prior to payroll submission while Gayle was on vacation

Goal: Work effectively through the use of technology.

This month, I:

- Prepared a request for proposals for a replacement phone system
- Met with the staff Office 365 committee chair to discuss next steps for their committee
- Participated in the kickoff meeting for our replacement room reservation and event calendar software, each meeting we are in awe of the features that are included in this very reasonably priced product

Goal: Administer a cost-effective public library.

This month, I:

- Met with Rhonda to touch base about Library Development - she will be attending a Managing the Capital Campaign course in Chicago in April that comes highly recommended
- Met with Jon, Kathy, and a Ricoh representative to discuss adjustments to our copier contracts, resulting in newer machines and reduced costs
- Secured funding from the Bloomington Public Library Foundation for Local History, History, and Economic Materials and for Fold3, a collection of detailed online military records for genealogy research for the second year

Adult Services Report
Carol Torrens
January 2020

Goal: **Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.**

SERVICES
Tax forms are here! We provide the very few printed forms that the federal government sends out. Otherwise we help customers print specific forms, offering the first 5 pages for free.

COLLECTIONS
Marcie weeded romance paperbacks, authors Rob – Z, and all of Large Print Fiction. Katie weeded the 364.45 – 591.68.

The Fiction paperbacks were consolidated to provide an additional vertical section of shelving for Romance paperbacks. The latter has more published and fills up faster than the fiction area.

Katie is reviewing books that are categorized as Reference (for use only in the library). Many of these will be changed to allow for check outs. Outdated books will be weeded.

Displays featured materials on these topics: 1st in a series, National Tea Month, New Year – New You, and Money Matters. In the DVD area, Civil Rights Day was the theme.

PROGRAMS
Mimi presented a program on the new Fold3 database to the McLean County Genealogical Society.

Tiffany met with the listed number of teens at school events and/or at monthly Books & Bites book talks.
Parkside – 33; Kingsley – 34; Evans – 64; Chiddix – cancelled; BJHS (4 visits) -- 378

Adult/Family programs
Fiction Book Club -- 1 session – 7 attended
Mystery Book Club -- 1 session – 10 attended
Books on Tap Book Club – 1 session – 15 attended
On that Note Music Club – 1 session – 0 attended
Spanish Book Club— 1 session – 9 attended
Wellness Lifestyle weekly class – 5 sessions – 71 attended
Classic Movies: Roaring 20s – 4 sessions – 33 attended
IL Employment Workshop – 1 session – 31 attended
Meditation with Art of Living – 1 session – 15 attended
DIY Paint with Aleshia – 1 session – 15 attended
Prohibition in McLean County – 1 session – 31 attended
Financial Literacy for Parents & Kids – 1 session – 20 attended
Yoga – 1 session – 4 attended
DIY Colored Pencil Drawing with Rondalea – 1 session – 36 attended

Teen Programs
No School DIY, personalized mugs – 1 session – 15 attended

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
All staff attended or watched a recording of annual Sexual Harassment Training.

Carol, Debbie, Pat, and Kara, along with Jeanne & Jon, attend 6 hours of training on Find More IL. This is a service through RAILS that allows participating libraries to readily share materials. Customers will be able to place their own requests through the catalog or website.

Mimi watched a webinar a on RAILS e-content.

Several staff attended or later watched a recording of a mini-morning session about passwords.

Goal: Work effectively through the use of technology.
There were 3 individual appointments this month: 2 on ebooks and 1 on scanning.

Mimi worked with the Bloomington Township Medicare program to apply for a grant through the National Network of Libraries of Medicine. The grant was awarded and provides 20 FitBits that will be used by those who attend the weekly Friday Wellness sessions here at BPL.

Mimi worked with the Bloomington Township Medicare program to apply for a grant through the National Network of Libraries of Medicine. The grant was awarded and provides 20 FitBits that will be used by those who attend the weekly Friday Wellness sessions here at BPL.

Business Office Report
Kathy Jeakins
January 2020

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

I attended training on Sexual Harassment

Goal: **Administer a cost-effective public library.**

Library Credit Cards: I completed applications for staff getting credit cards and met with staff new to using Library credit cards; I canceled cards for staff leaving employment; and I entered all credit card transactions in account files

I contacted eight vendors to have them complete the New Vendor Registration process for the City

The monthly total for the Book Shoppe was $2,803.50; $447.50 more than December

Effective January 1, the IRS mileage rate is 57.5¢ per mile

We finalized plans to replace the postage meter (as the previous one would not be supported any longer); the new postage meter arrived on Feb 4

Jeanne, Jon and I met with Bradley Lucas, from Ricoh, to finalize plans to replace all three copiers; by replacing all three copiers at this time, the Library is saving $657.64 each month on the lease payments

I requested the Foundation to reimburse the Library for Illinois Collection books, paid for from the Mischler Trust, and to reimburse the Library for the annual service for Fold3, also from the Mischler Trust

Jeanne, Jon and I completed the Request for Proposal document to replace the Library's phone system; the proposals were released on Feb 8

I worked on the annual worker's compensation audit

Bills Costing in Excess of $5,000: None

Upcoming:

The new postage meter arrived on Feb 4

The new copiers arrived on Feb 5

Telephone RFPs to be released in Feb

The annual worker's compensation report is due Feb 4

Children's Services Report
Melissa Robinson
January 2020

Goal: **Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.**

Services:

- Alysha visited Washington School to share information with the teachers about educator cards, teacher packs, and upcoming library events.

Programs:

- Kiddie Drive-In – 2 sessions – 99 attended
- STREAM @ The Library – 28 attended
- DIY Bookmarks and Pencil Toppers – 77 attended
- 1000 Books before Kindergarten Pajama Night – 76 attended
- Where the Wild Things Read – 2 sessions – 25 attended
- Preschool Story Time – 3 sessions – 43 attended
- Toddler Time – 6 sessions – 96 attended
- Move and Learn - 3 sessions – 41 attended
- Sensory Story Time – 15 attended
- Monday Night Story Time Plus – 16 attended
- Lego Construction Time – 32 attended
- Tales for Tails – 3 sessions – 88 attended
- Global Tales – 23 attended
- Mandarin Class – 27 attended
- Family Games Day – 38 attended
- 28 programs/sessions total – 668 attended total

9 passive program offered – 1183 participated

We visited the following groups/events:

- Books Alive – 141 attended
- Boys and Girls Club Family Fun Night – 54 attended
- Katie's Kids – 83 attended
- Milestones Preschool – 55 attended
- Head Start at YWCA – 46 attended
- Trinity Lutheran Pre-K – 17 attended

- Little Jewels – 120 attended
- Washington School teachers – 30 attended

Heartland Head Start Reading Rocks visited us – 25 attended.

9 events/groups – 571

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

- Children's staff attended the mini morning sessions on sexual harassment and Kanopy.
- Alysha attended the webinar about Libby.
- Alysha attended the All Our Kids Network meeting where the focus was on Census 2020.
- Emily, a new work-study student, began work in the Children's Department.
- Alex attended ALA Midwinter where she continues to serve on the Notable Children's Book Committee.

Upcoming:

- In addition to our regular, recurring programs, the following programs are planned for March:
  - Read Across America Make-It Take-It Crafts – March 2
  - Stories from India – March 7
  - Balloons with Magoon – March 25
  - Pop-Up Free Play – March 24
  - Book Club Kick Off – Bloomington Reads Kids' Edition – March 25-27
- Head Start Reading Rocks will visit on March 12.
- Our work-study students will be on Spring Break March 14-22
- District 87 and Unit 5 are on Spring Break the week of March 23.

Circulation and Outreach Services Report
Colleen Shaw
January 2020

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

- Outreach Library Associate, Michelle Cope, met with the following groups/committees this month:
  - Participated in the Women's Justice Task Force[1] Mapping Session with the goal of identifying ways to improve public safety and disrupt women's pathways to prison here in our community.
  - Recovery-Oriented Systems of Care[2]
  - Project H.O.P.E.
  - Heartland Area Planning Council[3]
  - Fatherhood Coalition[4]
  - Census Complete Count Committee
  - Blue Bow Committee
  - McLean County Human Services Leader's Meeting[5]
  - ECIAAA Social Isolation Task Force
  - City Communications Team[6]

Goal: **Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.**

- Home Delivery selected and delivered 470 items to 58 patrons. One new recipient was added!
- Deposits selected and delivered 804 materials to 12 sites this month.
- Deposits had meetings with existing and two new sites (Aperion and Bickford House) regarding plans for a new Pop-Up Library service. Staff would visit the lobby or community room of a site in order to sign residents up for cards and check materials out to them. They would revisit on a monthly basis to accept returns and continue the relationship. They also shared information about a new, forthcoming collection of Memory Care materials that will be available for loan.
- On 1/31, the bookmobile stop to Westminster was modified due to problems with the generator. Staff took the Library van to deliver holds and accept returns. Needed parts for the generator were ordered and maintenance planned for the following Tuesday.

Goal: **Work effectively through the use of technology.**

- Installation date for the new self-return system is coming up on February 4.

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

- On January 27, Olivia Buck began a new role as a full-time Library Technical Assistant leading the Home Delivery team and Caitlin Clyne began her role as a full-time Library Technical Assistant supporting Bookmobile and Outreach initiatives. Neither of their former positions will be filled.

---

[1] 50 participants including BPD/NPD, parole officers, judges, women with prison experience, Chestnut Health Systems, etc.
[2] Heartland Headstart, Chestnut Health
[3] Career Link, Home Sweet Home Ministries, NPL, Forgotten Initiative, Heartland CC, Immigration Project, Unit 5, etc.
[4] 100 Black Men, DCFS, Unit 5, Project Oz, Recovery Oriented Systems of Care, etc.
[5] Baby Fold, Prairie State Legal, Marc 1st, Autism McLean County, Project Oz, Dreams Are Possible, etc.
[6] BPD, City Planners, Public Works, Parks and Rec, etc.

Bloomington Public Library

Books are just the beginning.

(1/2020) Circulation and Outreach Services Statistics

Total Circ BPL	**97,072**
Total Circ Main	**77,650**
Adults	42,363
Teens	2,706
Children	32,581
Total Circ Outreach	**5,995**
OTR Adults	2,058
OTR Teens	118
OTR Children	3,819
Total Circ eBooks	**13,427**
Hoopla	3,029
Overdrive	9,004
RBDigital	1,383
TumbleBooks	9
eBook Central	2
Borrowers Registered	**801**
Total Active Cardholders	**36,919**
Children	8,354
Teen	4,255
Adult	24,310
GPPLD	1,591
Total Holds Filled	**9,377**
Main Holds	7,762
Outreach Holds	1,615
Door Count	**24,412**

Circulation Questions Answered: 684
Outreach Questions Answered: 65
Total Questions Answered: 749

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	381
THURS	WINGOVER APARTMENTS PM	350
THURS	WINGOVER APARTMENTS AM	202
THURS	WINGOVER APARTMENTS AM	190
MON	GROVE	148
MON	GROVE	136
THURS	EAGLE RIDGE	135
WED	NORTH POINTE	131
WED	NORTH POINTE	120
TUES	PONDS APARTMENTS	115

5 Stops with Lowest Circulation

FRI	HILLTOP MOBILE HOME PARK	12
SAT	HEARTLAND HILLS	11
SAT	CRESTWICKE	10
MON	FLEETWOOD	8
WED	EASTVIEW COMMUNTIY CENTER	5

Bookmobile Customers: 831

Total Monthly Stops: 64* (at 46 locations)
*The bookmobile was scheduled off-road on Jan 1

	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	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	**97,072**											
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	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	**77,650**											
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	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	**36,919**											

Human Resources Report
Gayle Tucker
January 2020

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 assisted with two sessions on Sexual Harassment
- I share relevant training opportunities with Department Managers
- In January, there were three in-house Job Announcements and two website postings
- In January, I participated in six employment and two work study interviews
- I provided orientations to five new staff members
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: **Work effectively through the use of technology.**

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am running the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues are they arise
- I worked on a total compensation report for the City

Goal: **Administer a cost-effective public library.**

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - Student workers cost us $2.50/hour, each
  - The work study program resumed in August. We have nine students this semester.
- I closely track hours worked by part-time staff

Upcoming:

- Kronos timeclock administration and troubleshooting
- Personnel Code/Employee Handbook updates

Information Technology Systems Report
Jon Whited
January 2020

Goal: **Explore and implement strategies to improve access to the library and its resources.**
We upgraded Polaris to version 6.3. This new version has several new features including offline circulation in the web client, which should help the bookmobile.

We replaced the two laptops in the bookmobile with new laptops. We are looking into installing smaller RFID pads to save space there as well.

We upgraded the public printing to the latest version. The physical server was replaced and all of the software has been upgraded to the latest version along with the clients on all the public PCs.

Goal: **Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.**

A large group of people attended Dale's Dungeons and Dragons program. This group will meet once a month to discuss various tool and techniques for being able to run the games more effectively.

Girls who code met four times this month. The Teens are currently working on developing a game, in which you play a piece of toast and throw breadcrumbs at alien invaders. The ideas, characters, art, and gameplay is all chosen by the teens through methods provided by the library instructors and each class is focused on bringing part of the game to life. The teens are having a great time and learning how to code in python.

Upcoming:
The install of the new sorter will take place next month.

We will be replacing all of the copiers next month. We will be installing a new coinbox for public copying that takes debit/credit cards and will also be able to take payments smart phone.

We will be finishing a large number of library cards for students at Unit 5.

Marketing Report
Rhonda Massie
January 2020

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

<u>LIBRARY MARKET</u>

After several demos, the committee tasked with replacing the library's online room reservation and calendar software has chosen Library Market out of Arkansas. When the current software went down and left us in a lurch on January 20, the implementation of this product was fast tracked. The product will be set up over the next six weeks and is set to go live on March 31.

<u>KOIOS</u>

- This trial will begin in February - hopefully. The "last" hurdle, which I reported in December, proved to not be the last hurdle.

<u>EDUCATOR HANDOUT</u>

- With help from Alex in the Children's Department, there is now a Bloomington Public Library Educator Handout available to teachers.

<u>ADVERTISING</u> (scripts and artwork for each provided by Marketing)

- WGLT radio ads promoting
  - Employment Workshop
  - Prohibition Program
  - Dungeons & Dragons Program
  - 1st Anniversary Party for 1000 Books Before Kindergarten
  - Black Barbers in McLean County
- Magic 99.5 ads promoting
  - Girls Who Code
  - Black History Programs: Barbers in Historic McLean County, Bobby Norfolk's Anansi Stories, and Harambe with the Impact Dance Theatre
- Grossinger Arena
  - Digital Ads on both outdoor marquees
  - Vinyl ad on the concourse
- Ad to run in the Playbill for ISU's Spring theater season (7 shows)
  - Orphan Trains
  - After They've Seen Paree
  - Beginning Basket Weaving
  - George Rogers Clark: Revolutionary War in the West
  - Avanti Guard Trio
  - Making of *Star Wars*
- Eastside Neighbors & Neighbors of Southwest Bloomington
  - General ad stating that Library cards are free and so are the library's 600 annual programs.

<u>PRESS RELEASES</u>

- In January, press releases were penned in relation to:
  - AARP Tax Assistance which begins February 3
  - Bloomington Reads programming series (proofing stage; will be submitted in early February)

<u>ARTICLES/COVERAGE</u>

- Library Board Picks Architect to Create Conceptual Designs for Expansion - WGLT
- Bloomington Public Library decides on a firm for expansion – CIProud.com
- Bloomington legal department reorganization expected to save city $250000 - Pantagraph
- Bloomington Public Library to pick from four firms for its expansion – CIProud.com
- Renner: Bloomington 'In Better Shape' Than A Year Ago - WGLT
- Literacy Program Helps English Learners in Central Illinois – WGLT
- Bloomington church, homeless ministry team up for Night in a Car event - Pantagraph
- Recent donation allows public libraries to circulate family passes to Miller Park Zoo – CIProud.com

<u>PROGRAM PUBLICITY</u>

- AARP Tax Assistance

- Black History Month | 3 programs
- Classic Movie Series Salute to 100 Years of Football
- Colored Pencil Art Class for Kids
- Colored Pencil Workshop
- DIY Paint Along with Aleshia
- Craft Supply Swap
- Epilepsy: Ask the...
- Family Games Day
- Knit in with McLean County History Museum
- Kundalini Yoga
- McLean County and the Orphan Trains
- Medicare 101
- No School DIY for Teens
- Pajama Night at BPL
- Read Across America Make-It Take-It
- Sparkling Grape Juice and a Masterpiece
- Time to Read Story Time
- Tinker Lab
- Valentine's Blind Date with a Book for Teens
- Youth Mental Health First Aid

ADVERTISEMENTS/PROMO ITEMS
- New ad for Eastside Neighbors & Neighbors of Southwest Bloomington
- Ad for ISU's Spring Theater Playbill

DISPLAY SIGNS
- Monthly AS Sign | February
- Sign noting sorter construction and asking patrons to return items to the Circulation Desk

PRINT
- Bookmobile Text Alerts
- Books on Tap Bookmark 2020
- Hoopla
- Libby
- MyLibrary! App
- RBDigital Handouts

EXTRAS
- Artwork/post about RBDigital now offering more than 3,800 eMagazines
- Artwork for Kanopy eBlast
- Artwork for a new tote bag. The bags will be sold at the Circulation Desk.
- Bluestem Bookmark
- Caudill Bookmark (tZ)
- Caudill Bookmark (AS)
- New signage for the CD area
- Educator Card Tri-fold Handout
- Logo Request for NEW Calendar on BPL Website (BPL Logo Stylesheet)
- Memory Care Collection Sign
- Monarch Bookmark
- Outdoor Banners
- Software Upgrade Signage

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

STAFF NEWSLETTER
- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.

MEETINGS/WEBINARS/TRAININGS
- Rhonda attended the RAILS Online Roundtable: Managing the Marketing Process

- Rhonda attended the Quarterly Downstate Marketing Meeting
- Rhonda & Jim both attended a MMS about the Library's new Kanopy resource where much was learned.

Goal: Work effectively through the use of technology.

- Marketing is represented on the committee which is working to implement Library Market to take over the library's room reservation and online calendar software.
- Marketing continues to work with Koios to rollout our free trial.

<u>ELECTRONIC OUTREACH</u>

- Social media presence:
    - Facebook Page - 7,520 followers;
    - Instagram page - 1,487 followers;
    - Twitter feed - 2,043 followers;
    - Library text subscribers - 328
    - Bookmobile text subscribers - 1,003
    - Books on Tap Book Club is present on MeetUp.com
    - Dungeons & Dragons Club is present on MeetUp.com
    - Cardholder Perks eBlast list - 30,763 subscribers.
    - Program Guide eBlast list - 30,839 subscribers.
    - General eBlast list - 30,746 subscribers.

Goal: Administer a cost-effective public library.

<u>FREE(ish) PROMOTION</u>

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and library news. Unless a program requires registration and there's a fear that it will reach capacity, each program is also boosted. (Boosting is not free, but it is our best bang for the buck). Each individual event is posted with a piece of art that is designed by the Marketing Department.
    - A weekly #TBT photo is posted to Facebook and Instagram. These are often tiny research projects and are never boosted.
    - A weekly #BookFaceFriday photo is posted to Facebook and Instagram. They're loved and never boosted.
- The library sends a monthly eBlast promoting one of its online resources to all cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter. The ability to do these things comes with our subscription to Library Aware.
    - On January 1, an eBlast promoting the ability to sign up to receive new item lists by genre via email was sent to 30,937 cardholders.
    - On February 1, an eBlast promoting the Library's new Kanopy resource was delivered to 30,846 cardholders.
- The library's programs are sent to the following for promotion on their paper and/or online calendars
    - Macaroni Kid (kid & teen programs)
    - *Eastside Neighbors Magazine* and *Neighbors of Southwest Bloomington Magazine* (receive all our programs; the publishers pick and choose what to include)
    - *The Pantagraph* has specified that for their print editions, they will only accept non-recurring programs, and that's what we send them. They will not accept story times, movie series, book clubs, etc.
    - The DBA receives all our programs for inclusion on its website and its online calendar.
    - PATH receives specific programs for inclusion in its revived PATH-O-Gram.
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then a conversation about upcoming programs. The interview materials are prepped by the Marketing Department.
- All the library's programs are posted to the library's website and the plasma TV in the lobby.

Support Services Report
Caprice Prochnow
January 2020

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

- Support Services staff:
  - Replaced lamps in Children's, upper and lower lobbies, A/V area, elevator, vestibule, over the ramp, Story Room and WCW Room.
  - Added auto air freshener to the Study Room.
  - Repaired faucet in the breakroom.

- Repairs/Installs:
  - Alpha Controls repaired/replaced actuators in a few areas of Adult Services.
  - Weber Electric relocated electrical and data receptacles for new sorter install and repaired fluorescent fixtures.
  - The Blind Man installed blinds in the WCW Room.

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

- Caprice, Jeanne, Colleen, and Jon took a trip to the Fountaindale Public Library to check out their Techmobile and tour the Library.
- Support Services staff viewed the MMS Sexual Harassment Training.
- Caprice attended onboarding session for Library Market reservation system.
- Caprice and Tom Drewry viewed, "How Technology Can Improve Your Disaster Plan".
- The Safety Committee met and discussed the disaster plan, first aid kits, and Development Day training.

Goal: Administer a cost-effective public library.

- Mid-Illinois Mechanical conducted the quarterly PM of the HVAC system.
- Going Green Computers picked up our electronic recycle at no charge.

Upcoming:

- New vending machines.

Bloomington Public Library

Books are just the beginning.

Technical Services Report
Allison Schmid
January 2020

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

- Allison worked on ensuring we had all the current Illinois Room magazines issues, and Katie R. updated the magazine box and binder labels. (We were previously missing many back issues and numerous magazine boxes displayed the incorrect year.)
- Mobile hotspots are cataloged and processed. IT is working on some instructions and then they'll be ready for circulation.
- The Read-Along collection in the children's department is live and going very well. Of the 68 items we processed and cataloged, all but 4 are checked out as of the writing of this report! More titles will be coming soon.
- Round one of going through the Illinois Locked Case is now complete! Before this, very little of the Illinois Locked Case was cataloged at all.
- Box Office hits on-order records are now available as soon as we get the titles from B&T, typically a month or more before their release date!
- 50 copies of White Rose, the Bloomington Reads book, were cataloged and processed.

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

- Allison is working on magazine training documents. Simple check-in, shelving, weeding procedures are complete, but creating a bibliographic record and a publication pattern is forthcoming.
- We're happy to welcome Kam Knox into our department as our new periodical expert. She starts on February 11th.
- All TS staff attended the Sexual Harassment/E-mail Security MMS. – 2.5
- All TS staff attended the Kanopy MMS. – 2.5
- Katy attended an MCLS workshop: MARC an Introduction. – 6
- Katy assisted at Dale's D&D DM program.
- **Training Hours** – 11

Goal: **Work effectively through the use of technology.**

- We are now using EDI ordering with Midwest Tape. That means all our major vendors are EDI enabled and we have on-order records for all firm orders.
- We are currently in the testing phase for on-order records on Amazon purchases.

Goal: Administer a cost-effective public library.

- **Volunteer Hours** – 0

Upcoming:

- Moving our standing orders to notification push carts
- Cataloging Storytime books
- OCLC Reclamation project

Bloomington Public Library

Books are just the beginning.

Statistics At-A-Glance
January 2020

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	44,421	44,156	1%	393,051	400,461	-2%
Teens	2,824	1,849	53%	29,672	20,560	44%
Children	36,400	37,406	-3%	370,082	375,848	-2%
Digital Downloads	13,427	12,061	11%	109,134	91,481	19%
Total	97,072	95,472	2%	901,939	888,350	2%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,310	22,872	6%	24,310	22,872	6%
Teens	4,255	4,593	-7%	4,255	4,593	-7%
Children	8,354	9,041	-8%	8,354	9,041	-8%
Total	36,919	36,506	1%	36,919	36,506	1%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	801	214	274%	4,793	3,896	23%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	24,412	22,934	6%	231,000	242,393	-5%
Bookmobile	831	640	30%	9,355	8,730	7%
Total	25,243	23,574	7%	240,355	251,123	-4%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	52	90	-42%	758	952	-20%
Digital Preservation Studio	21	11	91%	239	86	178%
Community Room	135	50	170%	758	442	71%
Total	208	151	38%	1,755	1,480	19%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	16	17	-6%	160	154	4%
People Reached	1,183	997	19%	20,039	15,588	29%
Community Visits to the Library	1	2	-50%	58	36	61%
People Reached	25	99	-75%	1,423	1,273	12%
Total Outreach Visits	17	19	-11%	218	190	15%
Total People Reached	1,208	1,096	10%	21,462	16,861	27%

Goal: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	21	14	50%	195	121	61%
Attendance	297	185	61%	3,574	1,978	81%
Teens	1	5	-80%	30	31	-3%
Attendance	15	66	-77%	584	668	-13%
Childrens	28	24	17%	229	220	4%
Attendance	668	610	10%	8,174	8,153	0%
Total Programs	50	43	16%	454	372	22%
Total Attendance	980	861	14%	12,332	10,799	14%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	12	-75%	65	87	-25%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,360	3,670	-8%	32,543	35,479	-8%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	214.25	406.00	-47%	1,925	1,838	5%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	4,120	3,365	22%	37,855	39,032	-3%
WiFi Sessions	3,028	2,784	9%	29,771	28,116	6%
Website/Catalog Hits	43,522	43,957	-1%	374,295	366,227	2%
Online Resource Use	6,170	8,513	-28%	49,685	90,772	-45%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	528	458	15%	4,515	4,440	2%
Sent	213	262	-19%	2,213	2,202	0%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	122.00	82.00	49%	1,074	787	36%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, December 18, 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 Sherman called the meeting to order at 5:00 p.m.

II. Roll Call

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

MEMBERS ABSENT: Ary Anderson, Laurie Nippe

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw

III. Introductions:
There were no introductions.

IV. Public Comments:
There were no public comments.

V. President's Report
President Sherman had no report.

VI. Approval of Minutes

A. November 20, 2019
President Sherman stated that the minutes have been distributed to all Board members and asked for any corrections. There were no corrections. President Sherman stated that the minutes are approved as distributed.

VII. Staff Reports

A. Director's Report: Jeanne Hamilton, Library Director, shared information about the Central Illinois Library Legislative Breakfast on February 14, 2020 and Board members were asked to sign their names if they were interested in attending the event.

Director Hamilton provided an update about the status of the Techmobile. The plan is to buy a cargo van and accept proposals for outfitters to customize the van with features that will enable the Library to provide outreach and technology services. The team is scheduling a visit to another library to see their Outreach van's features. The preliminary timeline for purchasing the vehicle is estimated to be complete by early 2020. The outfitting proposal process and completion of the customization is estimated to be completed later in the year.

BPL Board reviewed the architect's submissions. The Board received 12 submissions and has narrowed it down to four firms to be interviewed in January.

B. Outreach Report: Colleen Shaw, Circulation and Outreach Manager, shared that Michelle Cope, Outreach Library Associate, is working on scheduling events for Census 2020 in the Golden Prairie District. She has confirmed attendance at an Easter Bunny event in Arrowsmith on April 4th. Michelle continues to work to schedule census events in other GPPLD locations. Discussion was held about new Bookmobile stops and the turnout. Colleen shared that it is hard to start new stops during this time of year.

C. Financial Report: Kathy Jeakins, Business Manager, provided the monthly report. A Property Tax distribution was received at the end of November. The Per Capita Grant funds continue to be spent.

VIII. Action Items

A. Approve FY19 Annual Amount to Set Aside for Capital Projects: Director Hamilton shared that GPPLD has unspent funds of $4,325.74. Discussion was held on the checking account balance and monthly fluctuation. Kathy Jeakins, Business Manager, clarified the balance and fluctuation question. Board member Stephen Peterson proposed setting aside $2,000.00 again this year.

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO SET ASIDE $2,000 FROM UNSPENT FUNDS FROM FY19 FOR CAPITAL PROJECTS.

YAYS:	RUTH NOVOSAD, PATTI SALCH, STEPHANIE WALDEN, STEPHEN PETERSON, JODI SHERMAN
NAYS:	NONE
ABSENT:	ARY ANDERSON AND LAURIE NIPPE

THE MOTION CARRIED UNANIMOUSLY.

IX. Discussion Items

A. Maturing CD: Board member Stephen Peterson reported on the CD rates. The GPPLD CD's are currently held at Morton Community Bank, which currently has a 1.8 percent interest for CD rates. Stephen suggested rolling over the maturing CD with Morton Community Bank at 1.8 percent and adding in the $2000 from unspent funds. This topic will be added as an Action Item for the January 2020 meeting. At the February 2020 meeting, the Board will discuss the roll-over of the CD maturing in April 2020, this discussion will include whether to pull out any amount to apply to the purchase of a techmobile.

X. Comments from Board Trustees

Discussion was held about the Library expansion project.

XI. Reminder

Next Board Meeting is January 15, 2020

XII. Adjournment

President Sherman adjourned the meeting at 5:40 p.m.

Incident Report Summary for January 2020

2020-01-31 23:59:00
2020-01-01 01:00:00
28 days in month

Incident ID	Date/Time Submitted	Violation
4162	2020-01-04 18:38:09	AlcoholDrugs
4163	2020-01-05 22:43:21	Other
4164	2020-01-07 23:18:33	AlcoholDrugs
4165	2020-01-08 02:12:33	InappropriateAttire
4166	2020-01-08 15:59:49	StolenDamagedLibraryMaterial
4167	2020-01-08 22:52:22	InappropriateBehavior
4168	2020-01-09 00:54:48	CustomerRelatedIllnessAccident
4169	2020-01-10 16:49:09	StolenDamagedLibraryMaterial
4170	2020-01-11 18:50:46	InappropriateBehavior
4171	2020-01-11 20:45:30	AlcoholDrugs
4172	2020-01-15 01:20:49	CustomerSuspensionViolation
4173	2020-01-16 22:39:20	PoliceAmbulanceCall
4174	2020-01-18 19:40:36	AlcoholDrugs

4175	2020-01-19 20:56:25	InappropriateBehavior
4176	2020-01-19 22:50:54	Other
4177	2020-01-19 23:48:41	StolenDamagedLibraryMaterial
4178	2020-01-22 00:26:03	SleepingIncident
4179	2020-01-23 23:12:49	Other
4180	2020-01-24 22:04:01	InappropriateBehavior
4181	2020-01-25 21:07:09	CustomerSuspensionViolation
4182	2020-01-26 20:08:22	InternetAbuse
4183	2020-01-26 22:24:16	StolenDamagedLibraryMaterial
4184	2020-01-27 18:32:31	InappropriateBehavior
4185	2020-01-28 02:00:00	StolenDamagedLibraryMaterial

Suspension Report Summary for January 2020

2020-01-31 09:44:02pm
2020-01-01 09:44:02pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
319	2020-01-05 00:00:00	Other
317	2020-01-08 00:00:00	BicycleIncident
318	2020-01-08 00:00:00	BicycleIncident
321	2020-01-08 00:00:00	InappropriateBehavior
322	2020-01-18 00:00:00	AlcoholDrugs
324	2020-01-21 00:00:00	SleepingIncident
325	2020-01-25 00:00:00	InappropriateBehavior
326	2020-01-19 00:00:00	StolenDamagedLibraryMaterial

Engberg Anderson ARCHITECTS

February 10, 2020

AGREEMENT FOR PRELIMINARY DESIGN SERVICES BLOOMINGTON PUBLIC LIBRARY

between
The Board of Library Trustees of the
City of Bloomington, Illinois
205 E Olive St
Bloomington, IL 61701
c/o Jeanne Hamilton, Director

and
Engberg Anderson, Inc,
5600 N River Rd, Suite 800
Rosemont, IL 60018

Engberg Anderson Project No. 193118

Dear Jeanne,

Engberg Anderson is pleased to submit this proposal for preliminary design services for the renovation of the interior of the Bloomington Public Library. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Library seeks to continue recent planning efforts to protect and revitalize the building. Recent planning has included a space needs assessment, program, strategic facility plan, and building condition summary. The focus of these efforts is to build on the assets of the current building, conduct repairs or replacements to extend its service life, and renovate and or expand the facility as appropriate with the amenities found in libraries built more recently. The building lacks convivial spaces for browsing relevant collections, collaboration, study areas, training spaces, play areas for children, makerspaces, a decently sized digital media space, various sized meeting rooms and staff offices and work areas.

Budget

As a first step in determining the best means by which to address the Library's space issues, this study will define and compare the cost and performance of a series of renovation and renovation/expansion concepts. These concepts are to fit within a maximum project budget of $15,000,000.

Schedule

The Library seeks to have the study complete in early summer to support various funding discussions. An initial schedule is appended as a guide. The Library and Architect will coordinate activities to meet the schedule requirements.

METHODOLOGY
Our methodology is organizes around a series of on-site workshops with the library's planning team. The Workshops are organized into 5 distinct steps in that comprise the design process: Review; Exploration; Testing; Refinement; and Presentation.

1 Review
Understanding context is critical to moving forward. We want to build on the efforts to this point in the broadest sense. That means understanding the current facility: as a library, as a building, and as a contributing structure in the downtown. We will conduct a series of workshops to frame this effort:

- Workshop 1:
  - Review in detail the work of the planning team to date to fully understand the concept defined by the work to date. Planning will include detailed discussion of the Library's recent stake holder participation.
  - Review of Goals and Priorities, Program Analysis, Visual Preference Survey. This will be a two part review, one with the library's plan team and one with the trustees.
- Workshop 2: Assess the existing building systems to understand their ability to support the intended improvements. Activities leading up to and following the workshop will include
  - Review available documentation including construction or record drawings and specifications as provided by the Library.
  - Convening a group of engineers and architects familiar with library building systems for a walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
  - Refine existing life-expectancy and replacement cost schedules. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
  - Identify discernable violations of plumbing, mechanical or electrical codes to the Library. Building systems that appear to warrant more intensive investigation or inspection will be addressed with the Library.
  - Evaluate existing parking lots (north and south lots) and access drives
    - Determine existing condition and recommend improvements
    - Examine circulation of north lot and recommend possible changes
    - Consider changes to allow additional and/or relocated parking
    - Consider changes in location of access from adjoining streets
    - Evaluate location of handicapped spaces in relation to proximity to entrances and reduction/elimination of pedestrian crossing of vehicular traffic lanes, especially from handicapped spaces
  - Evaluate the nature of the intended improvements and identify code required improvements necessitated by the nature or extent of the improvements – this is an old building, constructed

and renovated under old codes. We need to anticipate costs associate with bringing the building into compliance with current codes.

2 Exploration

Much has been made of the aesthetic value of portions of the current building and how or whether they contribute to the quality of the library experience. We will explore the range of responses possible to ascertain local sensibilities to design at various scales. As evidenced by recent efforts, parts of the building can, and probably should, respond to the cues of the existing building. Other parts of the building need to be more reflective of the dynamic and technologically driven nature of library service. We will explore various approaches from leading edge to transitional design to find the right mix of elements that supports evolving services, provides a timeless framework for adaptation, and inspires users and staff. The long-term vitality of the institution is enhanced and communicated by a design that is forward looking and exhilarating.

Part of this exploration will be to consider the various site related aspects of Library service and patron experience. The team will

- Consider options for proposed book drop
    - Location at northwest quadrant of building (drive to enter from Olive St. and exit onto East St.)
    - Location at southwest building quadrant (access from existing drive that presently goes under upper building level)
    - Other location to be determined

- Consider improved stormwater management strategies
    - Review exist drainage patterns for adequacy and condition
    - Discuss with City of Bloomington possible drainage improvements including connection to city storm sewers and storm water detention
    - Consider improvements to reduce any erosion issues.
    - Give Consideration to pipe proposed building improvement stormwater runoff directly to storm sewers, eliminating excess water draining over pedestrian areas.

There are many possible solutions to the issues at hand. Many concepts will be discussed with you before focusing on the two or three most appropriate directions for the project.

We will prepare:

- Conceptual site and building floor plans

- 3 dimensional renderings of key interior and exterior features and spaces

- Recommendations on which alternates can be included in the recommended plan, based on the fit of the various alternates into the building design and the estimated cost of the alternates. The recommendations must fit a project budget of up to $15,000,000.

Each concept will have worthy components that are identified and collected by the larger group assembled. This identification is based on the goals and priorities set by the group. Once collected these worthy components are analyzed for their performance potential. Key planning issues are addressed including:

• Building entry	• Lighting	• Adaptability
• Building zoning	• Acoustics	• Expandability
• Activity nodes	• Image	• Accessibility

• Collection organization • Technology integration •	• Identity • Ambiance • Durability	• Observation & control • Staff work flow • Wayfinding & self-help • Security

These efforts are centered on two workshops:

- Workshop 3: An initial review and discussion, including a SWOT analysis.
  This workshop will likely over multiple days and include review sessions with various internal stakeholders.

- Workshop 4: A review of revised concepts. This will be a two part review, one with the library's plan team and one with the trustees.

3 Testing

This process of preparing multiple options and combining the most successful elements will be repeated for each approach to create the optimum solution for every aspect of this project.

These options then become the focus of a Performance Evaluation. We work with you to tailor a set of evaluation criteria to your project and rate the options based on how well each meets your objectives. We then prepare a Cost of Development for each option. This looks at hard construction, phasing expenses, furnishings and equipment costs, and other expenses. With both in hand, we compare the performance score to the development cost to define a Value Index for each. This allows a quick, rational consideration of the multiple design options. This is process we have used to great effect with clients across the country. It helps focus attention on key goals, targets financial resources toward the services and spaces that have the greatest impact in the community, and galvanizes support for the project.

Once a conceptual design direction has been chosen for the library, the design will be further refined. The implication of these arrangements on wayfinding and image potential will be evaluated. Consideration will be given to the operational costs of the possible arrangements.

The team will:

- Insert furnishings into the preferred concept plans to further test the plan's ability to accommodate the program.

- Mechanical and electrical systems will be evaluated for their fit with the project goals, existing infrastructure and budget. These systems will include fire protection (sprinklers), plumbing, heating, ventilating, air conditioning, humidification, power, lighting, data, and life safety systems.

- Site analysis will include
  - o Review existing site grading and recommend changes based upon proposed improvements identified in selected schematic design.
  - o Existing retaining wall between upper and lower parking areas
    - ▪ Review condition and recommend repair/replacement
    - ▪ Consider relocating to the south to provide more space for the upper parking lot configuration.

Throughout these phases we are focused on maintaining the projects goals and budget control. These efforts lead up to:

- Workshop 5: Review of further refinements and phasing concepts, broad scale estimates, performance evaluations, and refined drawings. This will be a two-part workshop, one with the library's plan team and one with the trustees.

- A set of reviews will follow the workshop to discuss the shape of the project with selected stakeholder groups and individuals, city departments, and political leadership.
    - Sustainability Goals & Priorities
        - Engberg Anderson strives for a balance of building function, image, cost and environmental performance. The design team will use various checklists to help guide the design decision making process and insure that all Library representatives are aware of the sustainable design opportunities and trade-offs. This process will, at a minimum, identify achievable green strategies to increase energy efficiency, provide for greater user comfort and minimize the building's impacts on the environment.
        - Our LEED Accredited Professionals and other design team members can, at your option, conduct a sustainable design workshop early in the process to prioritize your sustainability goals and create a sustainability program statement against which subsequent design decisions can be evaluated. These goals may dramatically influence the design, construction, operation and occupancy of the finished project as well as the cost of construction.
    - Cost Control
        - Effective cost control starts during the facility specification/programming effort and continues through the design and construction phases of a project. Our approach is to prepare an initial project budget at the completion of the programming phase relating quality and quantity to available funding. This provides an early opportunity to adjust project expectations and avoid making painful, costly changes to the project later on.
        - Initial design concepts are then developed based on these understood cost/quality/quantity relationships.
        - We use independent cost estimators to maintain an objective view of costs.

- Deliverables for this phase include:
    - Estimate of project costs including line-by-line breakout of all fees, architectural costs, construction costs, furnishings, technology, phasing and contingencies.
    - Comparison of phasing options
    - Preliminary sections and elevations
    - Preliminary floor plans and interior concepts (including lighting and furnishings)
    - Preliminary assessment of mechanical and electrical requirements
    - Preliminary materials concepts
    - Renderings of internal features suitable for public viewing

4 Presentations

Using the product of this process, the project will be presented the principal participants for their approval. We will assist the Library in public presentations. This includes making formal presentations to and public discussions with the Board of Trustees, City Administration, Elected Boards, and commissions having jurisdiction over the project.

OWNER SUPPLIED INFORMATION
Information related to the building and site is needed to complete the study outlined. Details are in an appended Request for Owner Supplied Information. While much of this is currently readily available as part of the Library's current records, surveys, environmental assessments, and geotechnical engineering are typically notable project expenses separate from the fees associated with this agreement and should be budgeted accordingly.

FEE PROPOSAL

FEE
Based on this understanding, we propose an hourly not to exceed fee of $69,400 inclusive of architectural, civil, structural, plumbing, fire protection, heating ventilating air-conditioning, and electrical engineering, and cost estimating services as noted below. IF the scope of this agreement is completed with less effort, the savings will accrue to the Library. If the effort exceeds our projections, the fees for the services outline will be capped at the limit specified.

Discipline	Fee
Architectural & Interior Design	$38,000
Structural	$3,600
Mechanical, Electrical, Plumbing & Fire Protection	$12,800
Technology (Media, Security, IT)	$3,000
Civil/Site	$12,000

PROGRESS PAYMENTS
Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Invoices for basic services and any authorized additional services (if any) will be based on time charged to the project during the invoice period. The time will charged based on the following schedule up to the limits specified for each service or phase of the project.

Architectural rates (engineering and estimating rates differ and are available upon request.)

Category	Hourly rate	Category	Hourly rate
Partner	$170	Project Production	$95
Principal	$125	Senior Interior Designer	$125
Project Team Leader	$115	Interior Designer	$95
Project Architect	$110	Administrative/Graphics	$75
Project Designer	$105		

Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

REIMBURSABLE EXPENSES
In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters. Authorized expenses include travel using the prevailing IRS reimbursement rates and reproductions, plots, standard form documents, and postage. No other expenses will be undertaken without a defined scope and written authorization.

MISCELLANEOUS

INSURANCE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability
    - $2,000,000 each Occurrence; $4,000,000 Annual Aggregate; $4,000,000 Products/Completed Operations Aggregate; $1,000,000 Personal Injury

- Business Automobile
    - $1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.

- Workers Compensation
    - Statutory requirements, Coverage A and applicable federal

- Employers Liability
    - $1,000,000 per Accident/ $1,000,000 Disease – Policy limits; $1,000,000 Disease – Each Employee

- Umbrella/Excess Liability
    - $5,000,000 per Occurrence/Annual Aggregate

- Professional Liability
    - $2,000,000 per Claim; $2,000,000 Annual Aggregate

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ACCEPTANCE

Please have an authorized agent of the Library sign two copies of this Agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For: **ENGBERG ANDERSON, INC.**	**For:** **THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF BLOOMINGTON, ILLINOIS**
Signature: JMHuberty.	Signature:
Name: Joseph M. Huberty	Name:
Title: Partner	Title:
Date: February 10, 2020	Date:

EA File Name: P:\Chicago\2019 3005\193118 Bloomington PL\1-Project Administration\1-Contracts & Fees\1-Client\Agreements\Agreement For Pre-Funding Design Services.Docx

REQUEST FOR OWNER SUPPLIED INFORMATION

In preparation for our work we are in need of certain information. We would prefer a "send us what you have" approach rather than an exhaustive search for every item identified below. At some point in the process, we will know if searches for more detailed information will have value.

Please send the identified information in electronic format if available or as a hard copy. If you are providing hard copy documents we will, upon receipt, scan and return the documents along with a digital copy of the scans for your use. We will need the following:

1. List of existing, ideal, and prioritized space needs with area, furniture, equipment, collection capacity and other performance requirements for the spaces listed.

2. Topographical, boundary, and utility surveys.

3. Phase 1 Environmental Assessments including lead and asbestos inspections within the building.

4. Geotechnical Exploration for infiltration and bearing capacity, and Clean Construction or Demolition Debris testing.

5. Drawings of the existing building:
    - Original building drawings are useful in establishing a timeline and pattern of use of particular assemblies or equipment. If the building was constructed in multiple phases please include the applicable drawings from each phase.
    - Plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical.
    - Site plans and related drawings.
    - Architectural floor plans, roof plan, exterior elevations and building sections.

6. Repair or evaluation reports:
    - Roofing evaluations or repair reports.
    - Condition Reports, as may be available, for plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical systems noting any recent or anticipated repairs or replacements.
    - Any recent air test and balance reports.
    - Any recent boiler certifications or combustion test reports.
    - Elevator repairs or condition reports.

7. Building system contact information,
    - The name and telephone number of the preferred mechanical and plumbing service contractor.
    - The name and telephone number of the preferred temperature control service contractor, if different.

8. Operations and Maintenance (O & M) manuals should be collected and available for viewing on the day of the site visit. It is not necessary at this time to provide the manuals to the engineering team.

9. Other condition studies or reports you think might be relevant to assessing the condition of the facility.