Bloomington Public Library
Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, January 23rd, 2018

5:30 p.m.

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

AGENDA

I. Call to Order

II. Roll Call

III. Introduction of Public

IV. Public Comment

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

VI. President's Report

VII. Director's Report

VIII. Fiscal Report Presentation

IX. Consent Agenda
   A. Approve Minutes of December 19, 2017 Regular BPL Board Meeting
   B. Approve Minutes of January 16, 2018 Special Session Meeting with City Council and Connect Transit Board
   C. Approve Bills List of December 2017

X. Regular Action Items
   A. Approve Renewal of Lynda.com
   B. Approve Bargaining Unit Contract
   C. Appointment of New Member to Foundation Board

XI. Library Expansion Items
   A. Discussion on Library Expansion Timeline & Joint Meeting
   B. Approve Farnsworth Contract Amendment No. 1

XII. Comments from Board Trustees

XIII. Adjournment

Posted: 1/18/2018 3:15 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Jan. 23, 2018

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Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	522.64
Amazon.com, LLC	Adult Books	112.65
Amazon.com, LLC	Computer Supplies	106.94
Amazon.com, LLC	Office Supplies	195.99
Amazon.com, LLC	Other Purchased Services	351.47
Amazon.com, LLC	Professional Collection	79.50
American Pest Control	Building Maintenance	80.00
Blue Beacon International, Inc.	Vehicle Maintenance	44.00
Bound to Stay Bound Books	Children's Books	55.78
CDW Government	Computer Supplies	211.49
CDW Government	Office/Equipment Mtnc	2,989.20
Cengage Learning	Adult Books	352.35
Children's Plus, Inc.	Children's Books	3,935.61
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,197.40
City of Bloomington	FICA	12,663.76
City of Bloomington	Gas & Diesel Fuel	233.99
City of Bloomington	Health Insurance-HMO	4,631.36
City of Bloomington	Health Insurance-PPO	26,481.46
City of Bloomington	IMRF	22,990.91
City of Bloomington	Life Insurance	268.80
City of Bloomington	Medicare	2,691.69
City of Bloomington	Payroll	300,695.96
City of Bloomington	Vision Insurance	220.40
City of Bloomington	Water	386.34
Cummins Mid State	Vehicle Maintenance	2,349.77
Cumulus Broadcasting	Advertising	210.00
Custom Digital Imaging	Printing/Binding	2,187.80
Engler, Callaway, Baasten, & Sraga, LLC	Other Purchased Services	1,210.00
Findaway World, LLC	A/V Materials	845.11
Frontier	Telecommunications	807.95
History in Print	Adult Books	46.70
Houchen Bindery, Ltd	Printing/Binding	156.45
Illinois Wesleyan University	Other Purchased Services	892.63
Ingram Library Services	Adult Books	220.40
JanWay Company USA, Inc.	Library Supplies	295.22
Keystone US Management	Building Maintenance	294.10
Massie, Rhonda	Advertising	161.68
Mehlberg, Steve	Other Purchased Services	50.00

Mid Illinois Mechanical	Building Maintenance	565.20
Midamerica Books	Children's Books	490.70
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	269.88
Midwest Tape	A/V Materials	283.03
Midwest Tape	Downloadable Materials	4,900.00
Miller Janitorial Supply	Janitorial Supplies	570.99
Nicor/Northern Illinois Gas	Natural Gas	2,137.37
Norfolk, Bobby	Other Purchased Services	900.00
Office Depot	Computer Supplies	731.84
Office Depot	Copier Supplies	856.20
Office Depot	Office Supplies	480.53
Penguin Random House, LLC	A/V Materials	85.50
Pilot Media, LLC	Advertising	200.00
Postmaster	Postage	225.00
Project Oz	Building Mtnc Supplies	10.25
Recorded Books, Inc.	A/V Materials	365.33
Ricoh USA, Inc.	Rentals	3,415.80
Ron Smith Printing Co.	Printing/Binding	110.00
Rosedrew, Inc.	Library Supplies	1,849.50
Scholastic Library Publishing	Children's Books	1,014.00
Stumpf, Gerald	Library Supplies	1,407.95
Taylor, Pamela	Other Purchased Services	50.00
Uline Shipping Supply Specialists	Janitorial Supplies	103.00
Unique Management Services, Inc.	Other Purchased Services	841.30
Weber Electric, Inc.	Building Maintenance	144.00
Wherry Machine and Welding, Inc.	Other Purchased Services	18.00
World Book, Inc.	Children's Books	24.00
VISA - 1000 Bulbs	Building Mtnc Supplies	695.67
VISA - Amazon.com	A/V Materials	39.92
VISA - AmazonPrime	Membership Dues	(10.99)
VISA - American Library Association	Professional Development	1,001.25
VISA - Baker & Taylor Books	A/V Materials	10,892.71
VISA - Baker & Taylor Books	Adult Books	9,148.61
VISA - Baker & Taylor Books	Children's Books	8,791.48
VISA - Baker & Taylor Books	Other Purchased Services	60.88
VISA - Chile Pepper	Periodicals	28.99
VISA - Concord Custom Cleaners	Other Purchased Services	7.65
VISA - Demco	Library Supplies	249.29
VISA - Dollar Tree	Employee Relations	6.00
VISA - Dollar Tree	Other Purchased Services	4.00
VISA - Dollar Tree.com	Other Purchased Services	48.00
VISA - Farm & Fleet	Janitorial Supplies	63.56
VISA - Five Below	Employee Relations	2.00
VISA - Five Star Water Co.	Miscellaneous Expenses	42.35
VISA - GameStop	A/V Materials	335.92
VISA - GameStop	Other Purchased Services	127.97
VISA - Genealogical.com, Inc.	Adult Books	25.90
VISA - Harbor Freight Tools	Building Mtnc Supplies	119.48
VISA - Hayneedle	Building Mtnc Supplies	204.44
VISA - Hobby Lobby	Library Supplies	7.79
VISA - Hobby Lobby	Other Purchased Services	35.98
VISA - In Blubrry	Other Purchased Services	20.00
VISA - McLean County Chamber of Commerce	Professional Development	100.00

VISA - Normalite	Periodicals	24.95
VISA - Office Depot	Copier Supplies	47.97
VISA - Oriental Trading Company	Employee Relations	42.94
VISA - Party City	Employee Relations	46.90
VISA - Paypal*Melissa Alcorn	Advertising	385.00
VISA - Sharkninja Sales Company	Building Mtnc Supplies	279.90
VISA - Springfield Electric	Building Mtnc Supplies	791.40
VISA - Sprint	Telecommunications	1,126.57
VISA - Tesori	Professional Development	114.00
VISA - UPS	Postage	15.20
VISA - Verizon Wireless	Telecommunications	126.26
VISA - Wal-Mart	Employee Relations	63.00
VISA - Wal-Mart	Janitorial Supplies	209.80
VISA - Wal-Mart	Library Supplies	65.45
VISA - Wal-Mart	Other Purchased Services	85.32
VISA - Web*Network Solutions	Office/Equipment Mtnc	259.89
VISA - Webstaurant Store	Janitorial Supplies	108.76
VISA - Windstream	Telecommunications	134.64
Total		449,674.00

Director's Report

Bloomington Public Library

Books are just the beginning.

Find | Use | See & Do | Participate

December 2017

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

This month, I:

- Attended the Multicultural Leadership Project team's presentation and had a follow-up meeting.
- Attended the Downtown Task Force presentation at the History Museum (1).
- Planned important library dates for 2018.
- Met with the Flying Aces.
- Met with Farnsworth and key city staff to discuss the Library's conceptual site plans.
- Worked on developing a timeline of library expansion discussions and related projects.

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

This month, I:

- Attended a Director's Meeting in Champaign.
- Attended a Director's Meeting with the Riverfront Museum in Peoria.
- Met with NPL Director.
- Met with eBook selectors to review plans for eBook purchasing.
- Met with the History Museum Development Manager to discuss fundraising tips and tricks.
- Continued to meet with the Union to negotiate a new contract.
- Finalized a revised version of our Harassment policies to comply with new Illinois laws.
- Listened to a webinar on 10 Ways To Maximize Fundraising At Your Library.

Goal: Administer a cost-effective public library.

I presented the final levy request to the City Council on December 11^{th}. The levy with a $140,493 increase was approved by the City Council 8-0.

This month, I also:

- Worked on the Per Capita Grant application.

Adult Services - December, 2017
Carol Torrens, Manager

Collections
Marcie weeded fiction authors with last names "Mo," using a Collection HQ dead item report. She also ordered
replacements for several popular mystery authors A-C.

Rob weeded the Ethnic and Inspiration CDs of titles that had low checkouts or had not been used in over a year. He also ordered 90 replacement CDs for albums throughout the collection that 150 or more check outs.

Karen M. is using the Digital Media Lab to convert some VHS in the Illinois Collection to DVD.

Services
Carol attended a meeting at NPL with a Social Work grad student and her advisor. She's studied the idea of having a social worker at a public library, to better connect with people who need such services. It's possible that this student's work may result in a practicum of having a social worker on site at both public libraries.

An Email Kiosk has been created near the Print Station. These three walk-up computers offer 20-minute appointments to people who need to check email or do a quick print job. The catalog computers that had been in this space are now closer to the Reference Desk, better allowing staff to help customers using them.

Programs
Displays in Adult Services: holiday fiction and nonfiction; Inspirational Fiction books. The theme in the DVD area was holiday movies. In the Illinois Collections, WWI and Christmas titles were displayed.

Tiffany visited schools for book talks and promotion of library events. The number of students she reached is listed per each school
NCHS—5; EJHS—63; CJHS—34; PJHS—58; KJHS—canceled; BJHS (3 visits)—393

Tiffany also presented the Slime DIY program at PJHS's Activity Day for 60 teens.

<u>Adult/Family programs</u>
Note the timing of the change in the number of Program Guides per year meant there was not time to plan more programs than the below. Usually, there are a few more December programs.
Fiction & Mystery Book Club annual review of favorites – 1 session – 5 attended
Books on Tap – 1 session – 7 attended
Second Wednesday Classic Movie – 1 session – 5 attended

<u>Teen Programs</u>
Teen Advisory Board – 2 sessions – 0 attended
Teen DIY: Bath Bombs and Sugar Scrubs – 1 session – 58 attended

Training & Technology
There were 4 individual appointments with an Adult Services staffer. Topics: email and online job application; connect a tablet to the internet; Word; Excel. Amazingly, no ebook appointments this month, although we help customers nearly daily at the Reference Desk with brief ebook questions.

Carol watched a webinar entitled Amplifying Community Engagement, which is about a resource that helps self-published authors provide their books as e-titles to library customers.

Several staff attended Mini-morning sessions about Michelle's position as Outreach Library Assistant and about Children's electronic resources.

Karen M. watched Handling Inappropriate Conversations webinar. Tiffany and Rob watched a Breaking Bad Communication webinar. Daphne watched a Dealing with Difficult Patrons webinar. Rachel watched an E-resources: Measuring Impact webinar.

Staffing
Kelly, temporarily upgraded to work on the Reference Desk, as completed her training and is now working as a full team member at the desk. It's been great to have her in this capacity while Clare is on leave.

BUSINESS OFFICE - December 2017
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
- The Book Shoppe continued to be a success; they collected $455 more in December than in November
- Prepared 1 expense batch in MUNIS
- Prepared 9 deposit batches in MUNIS
- Prepared 0 Journal Entries
- Entered 6 expense batches in account files
- Entered 17 deposit batches in account files
- Expenditures in December in excess of $5,000: None
- Meetings:
  Attended a City Budget Session on Capital Improvements: 12/20
  Department Managers: 12/13 and 12/20

  BPL Budget & Personnel Committee: 12/6

  BPL Board Meeting: 12/19
  GPPLD Board Meeting: 12/20
- Bills review in December: Julian Westerhout (12/4) and Alicia Whitworth (12/11)
- Training Hours for December: .5

Children's Services - December 2017
Melissa Robinson, Manager

Programs

- Lego Construction Time – 87 attended
- Winter break movie – 40 attended
- Singing Swinging story time – 2 sessions – 33 attended
- Global Tales – 7 attended
- Music Makers – 34 attended
- Move and Learn story time – 16 attended
- 7 programs/sessions total – 217 attended

Children's staff visited the following groups:

- Katie's Kids – 42 attended
- Milestones Preschool – 80 attended
- Brigham Head Start – 2 classes – 79 attended
- Little Jewels – 54 attended
- Lisa helped prepare an activity for the Miller Park Zoo Wild Lights event.

The following groups visited the library for programming and tours:

- Sheridan 2nd grade – 3 visits – 69 attended
- Bloom School – 19 attended

Staff

- Heather Morris joined the Children's Department as a part-time library assistant.
- Briana Aken is working as a winter temp while the work-study students are on break and we are busy with school out.

Training

- Jesse and Lisa attended a webinar about STEAM programming.
- Jesse led the mini morning sessions on Children's Services eResources.

Other

- Jesse met with Kathy, Jeanne, and Carol to discuss redistributing e-book funds.
- Rondalea began a focused weeding project in the nonfiction.
- Danny continued working on the podcast and SharePoint working groups and the staff development committee.
- Rondalea met with Allison, Marion, and myself to discuss Baker & Taylor push carts. Rondalea also met with Colleen to discuss Collection HQ reports for OTR.
- Rondalea served on the holiday potluck committee.

Circulation and Outreach Services - December 2017
Colleen Shaw, Manager

1) Staff, committees, and training

- The Targeted Outreach Committee has been renamed Outreach Working Group with a renewed purpose of forging new connections with organizations in our community.
- Dean Khrisat and Seth Peterson joined the department filling the last two part-time positions we had open.

2) Outreach news

- Michelle Cope, Katy Stein, and Katie Gandhi staffed a table at the Miller Park Wild Lights program on Dec 8 and 9. Children's Services provided ornaments and a craft for children attendees. Staff had over 650 visitors stop at our table over both nights – the event was a great success!
- The bookmobile was scheduled off-road from December 20 to January 1.
- Home Delivery staff delivered 394 items to 42 patrons this month.
- Deposits staff delivered 474 to 7 sites. Programming will start back up in January.

Door Count: 22,513

Bookmobile Customers: 620

Training Hours: 87

Volunteer Hours: 18

(12/2017) Circulation and Outreach Services Statistics

Total Circ BPL	**90,227**
Total Circ Main	**77,814**
Adults	41,806
Teens	1,822
Children	34,186
Total Circ Outreach	**4,252**
OTR Adults	1,746
OTR Teens	56
OTR Children	2450
Total Circ eBooks	**8,161**
Hoopla	1,275
MyMediaMall	5,952
RBDigital (Zinio)	317
TumbleBooks	617
Borrowers Registered	**348**
Total Active Cardholders	**33,831**
Children	7,095
Teen	3,163
Adult	23,573
GPPLD	1,337
Total Holds Filled	**6,816**
Main Holds	5,853
Outreach Holds	963
Door Count	**22,513**

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	514
MON	1.5	THE GROVE	187
TUE	1	PONDS APTS	179
THUR	1	WINGOVER APTS (MORNING)	160
MON	1	EKSTAM DR	150
WED	1.25	RAINBOW AVE	137
WED	1	EAGLE CREST	133
SAT	1	ARROWSMITH	115
TUE	1.25	EAGLE CREEK	111
THUR	1.25	EAGLE RIDGE	107

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
SAT	1	FOX CREEK	0
MON	0.75	BROADMOOR	1
FRI	1	MARKET SQUARE SHOPPING CENTER	2
SAT	1	WHITE EAGLE	3
SAT	1	MEADOWS	4

Total Monthly Stops: 40 (at 39 locations)

Circulation Questions Answered: 794
Outreach Questions Answered: 55
Total Questions Answered: 849

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117209	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**
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**
Active Users												
2013	31325	31422	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**

Human Resources - December, 2017
Gayle Tucker, Manager

- Staff Development
    - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
    - I share relevant training opportunities with Department Managers
    - Johanna and I attended training on the Munis upgrade
- Expand use of SharePoint as staff Intranet
    - I contribute news to the monthly staff newsletter
    - I update the Staff Directory at least once a month
    - I post in-house Job Announcements to SharePoint
- In December, there was one in-house job announcement
- In December, I provided orientation sessions to two new staff members
- I serve on the negotiating team for renewal of the union contract
- I serve as the Work Study Coordinator with Illinois Wesleyan University
    - We have ten students hired for this school year
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
    - We continue a double-checking system for time entry until new timeclocks are implemented
    - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
    - I work proactively with the Payroll Department to ensure correctness of paychecks
    - Munis was upgraded on Dec. 12 and 13
    - I am hopeful for a timeline for new timeclocks in the next couple of months
- Recruit, coordinate and utilize volunteers effectively
    - We are currently accepting volunteer applications for Movie Hosts
    - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 1.0

Information Technology – December 2017

Jon Whited, Manager

Operational

We purchased the latest version of OCLC EZproxy. We will be getting that installed in order to give Customers a better experience when using the online resources.

We are testing the online signups for library cards. Customers type in their names, addresses, email and phone, which can later be verified when they come in to get their library card. The process will hopefully save staff time when helping Customers sign up for cards.

We have the first set of data for students from Unit 5. We are ready to load all of the elementary students into the database and create library cards for them. We have 1,7000 students from the Unit 5 elementary school system that will need cards.

We have finished replacing all the public computers in the Children's area. We will be replacing the 4 PCs at the public services desks and working on leftover public PCs on the second floor.

Marketing - December 2017
Rhonda Massie, Manager

PROGRAM GUIDE

- The January-April Program Guide arrived from the printer on December 19.
  It was distributed:
    - Via email to approximately 23,500 cardholders
    - Via backpacks to 2,800 District 87 students in grades K-5
    - At the Library
    - On the Bookmobile
    - Via the Library's website, Facebook page, and Twitter feed

ELECTRONIC OUTREACH

- During the past month:
    - the Library added 21 Facebook followers for a total of 5,820;
    - the Library added 21 Instagram followers for a total of 905;
    - the Library added 13 Twitter followers for a total of 1,867;
    - 49 new cardholders signed up to receive our Program Guides and eBlasts via email.
- The Library has 214 current text subscribers.
- The Library's Bookmobile stops combined have 684 text subscribers.

SPANISH LIBRARY CARD APPLICATIONS

A Spanish version of our Library Card Application was created and sent to the printer. We had a Spanish application in the past, but it was so outdated that we started from scratch.

WRITING

- Modified the D87 student card letter to accommodate U5 students.
- Penned a draft of a press release for the distribution of student library cards to elementary students in Unit 5. This is a work in progress as we're working with NPL.
- Penned a commercial script for the Read to Your Bunny Activity Program. It will run on Magic 99.5.
- Penned an eBlast promoting BPL's Read to Your Bunny Activity Program. The eBlast will be distributed to subscribers of the Macaroni Kid website.
- Penned two articles for *Pastelle* Magazine.
    - The February 12 issue will include an article about some of the online resources which a library card provides access.
    - The March 20 issue will include an article about the Bloomington Reads programming series and the coming visit of author Jamie Ford.

DESIGN WORK

Ads

- Full page, B&W ad for the program booklet at the MLK Jr luncheon – promotes three Black History Month programs:
    - Storyteller Bobby Norfolk (2.3)
    - WWI program about a local African-American regiment (2.11)

    - Harambee, an African drumming program (2.25)
- Community Players Playbill
- Leaderboard ad for Macaroni Kid Website – promotes Read to Your Bunny Activity Program

Website Highlight Boxes

- Consumer Reports
- Read to Your Bunny Activity Program

Display & Digital Signs

- Christmas and New Year's Holiday Closures
- Pricing signs used to promote and sell the Library's insulated tumblers
- Signs promoting our new email kiosk
- Art for the Story Room door and windows
- Podcast Recording Signs
- Multiple laminated signs/table tents regarding food consumption for the Children's Department
- Illinois' 200th Birthday; December 3, 2018
- International Crime Authors

Program Publicity (multiple digital formats & paper)

- Jan-April
- Program Guide
- Jan-Apr Story Time handout
- January Calendars
- My First Reading Program
- Tales for Tails promotion
- Central Illinois Rubik's Cube Competition
- Drop Everything and Read Bingo
- Classic Movie Series
- Books on Tap
- Family Games Day
- Music Makers
- Teen: No-School DIY
- SCORE Series

New/Updated Handouts; Other

- My First Reading Program – activity logs
- ABBY instructional handout
- Scanning instructional handout
- Appointment with a Librarian handouts
- BPL Foundation Letterhead

Additional Print Requests

- 25 podcast handouts
- 250 Winter Break Flyers for Outreach
- 200 copies of the Program Guide for an event which occurred before the Guides were to be delivered
- 50 $5 Book Shoppe Certificates with new expiration date of 12.31.18
- 200 Hoopla pamphlets
- 250 Text Alert Pamphlets
- 200 "Got Books?" book donation bookmarks
- 250 Lynda.com handouts
- 250 rb digital handouts
- 100 Mystery Book Club Cards
- 50 Mending/Discard Slips

PODCAST

- As of December 29, the podcast has been downloaded 7,208 times.
- Upcoming Podcast Topics (tentative):
  - January – Local drag queen Sharon Share Alike and the pageant she purchased which she's bringing to Bloomington
  - February – Storytelling with Emmy-winning storyteller Bobby Norfolk who will be here for a library program
  - March – Interview with author Jamie Ford
  - April - Local Breweries and Brewers – interviews with White Oak, Destihl, and the owner of the home brew shop

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
  - On November 30, an eBlast promoting BPL's TumbleBooks resource was delivered to 23,487 cardholders.
  - On January 1, an eBlast promoting BPL's rb digital resource (formerly Zinio) will be delivered to 23,423 cardholders.
    - These eBlasts are now also being posted to Facebook and Twitter.
- sponsors WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two on-air spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots change weekly and promote upcoming library programs. We also receive an ad at the beginning of WGLT's Grow podcast. For this spot, we promote the Library's podcast.

- has a monthly radio advertising package with Great Plains Media's Magic 99.5;
- submits all its Children's & Teen programs to the Macaroni Kid website each month;
- submits all its programs to the Eastside Neighbors Magazine each month;
- submits all its non-recurring programs to the print edition of *The Pantagraph* Daily Calendar;
- submits select programs to PATH's bi-weekly eNewsletter;
- submits select programs to the DBA's eNewsletter;
- is interviewed twice each month for Book Talk radio spots on WJBC;
- contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- runs an ad in each Community Players playbill.

Additionally, Library programs appear on the Library's website and on the plasma TV in the Library's lobby. And the Marketing Department continues to compile and distribute the monthly Staff Newsletter.

NON-STANDARD MEETINGS/TRAINING

- December 7: An Overview of the hoopla Roadmap - webcast
- December 11: ALA's Opioid Epidemic - webcast
- December 12: Amplifying Community Engagement - webcast (about self publishing)

Support Services – December 2017
Caprice Prochnow, Manager

- Meetings:
  Project OZ – Safe Place Training – December 2
  Security Team Meeting – December 2
  Room Reservation Committee – December 5
  Budget & Personnel Committee – December 5
  The Opioid Crisis webinar – December 13
  Department Managers – December 13 and 20
  BPL Board regular meeting – December 19

- Custodial staff –
  - Put together some wire racks and placed in the Childrens workroom to replace wooden shelving. The wooden shelving was added to the current board book shelving as more room was needed.
  - Continuing to replace fluorescent lamps in both the 2' and 4' fixtures.
  - Assisted IT staff in relocating the email kiosk and the catalog kiosk in Adult Services.
  - Custodial staff have done an awesome job in managing the snow removal and battling the snow and salt that ends up on the tile floors.
  - Removed the smart board and projector in the Board room to make room for the new Touch It. The wall was painted where the smart board had been.

- Security Officers, Tom and Bill did a great job in covering shifts when we were unexpectedly short staffed between Christmas and New Years.
- The van was in the shop for a bit to have some recalls addressed.

  - Alpha Controls conducted the quarterly PM for the HVAC controls.
  - Mid-Illinois Mechanical checked the operation of the heater in the east emergency stairwell. A valve for the heater in the electrical room has failed, they will order a new one and install it. Troubleshooting of alarms on the humidifier. Troubleshooting of the supply and exhaust fans (on the roof top air handler) that keep kicking off.
  - Weber Electric replaced some of the defective LED soffit fixtures on the exterior of the building.
  - TYCO installed a horn/strobe device in both the Adult Services and Childrens workroom to replace the strobe only devices. Along with this, the semi-annual testing of the fire alarm system was completed.

  Training: 6 hours

Technical Services – December 2017
Allison Schmid, Manager

GOAL - To provide sustainable services, collections, and programs to meet the needs of our diverse community.

- Allison and Marion met with Rondalea to streamline the juvenile B&T ordering process.
- Allison met with Jesse to discuss the logistics of STEAM kits. Jesse will do all the ordering and organizing of the collection, but Technical Services will do all the processing. Moving forward, Technical Services will do all the kit processing from start to finish.
- Allison is working with Rondalea to fix and reorganize portions of Dewey numbers in the juvenile non-fiction. Recently, the Wild West was tackled (978's).
- Theresa and Allison will be working the magazine sale on Saturday, January 6th. Set-up will occur in the Community Room all morning Friday.

GOAL – To recruit, train and develop a knowledgeable, collaborative staff.

- All TS staff went to a MMS on Children's eResources with Jesse.
- Tura went to a workshop entitled "Designing the Future: A Design Thinking Workshop" with Rachel and Rhonda.
- Training hours – 11

GOAL – To work effectively through the use of technology

- Jon ran a report of all 3-year-old Claims Returns. Jan went through and discarded them. Allison e-mailed a list of items to each selector in case they wanted to replace them. There were over 400 items on the master list.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 10

December 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	403	303
Adult Nonfiction	167	258
Juvenile Fiction	590	710
Juvenile Nonfiction	217	426
Adult CDs	95	127
Juvenile CDs	3	0
Adult DVDs	314	554
Juvenile DVDs	121	182
Adult Audio	37	5
Juvenile Audio	13	0
Adult Computer Games	8	0
Juvenile Computer Games	18	2
Total Adds/Withdraws	1986	2567

Total Items in Main	307520
Total Items in OTR	10859
Total Items in Library	318379

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

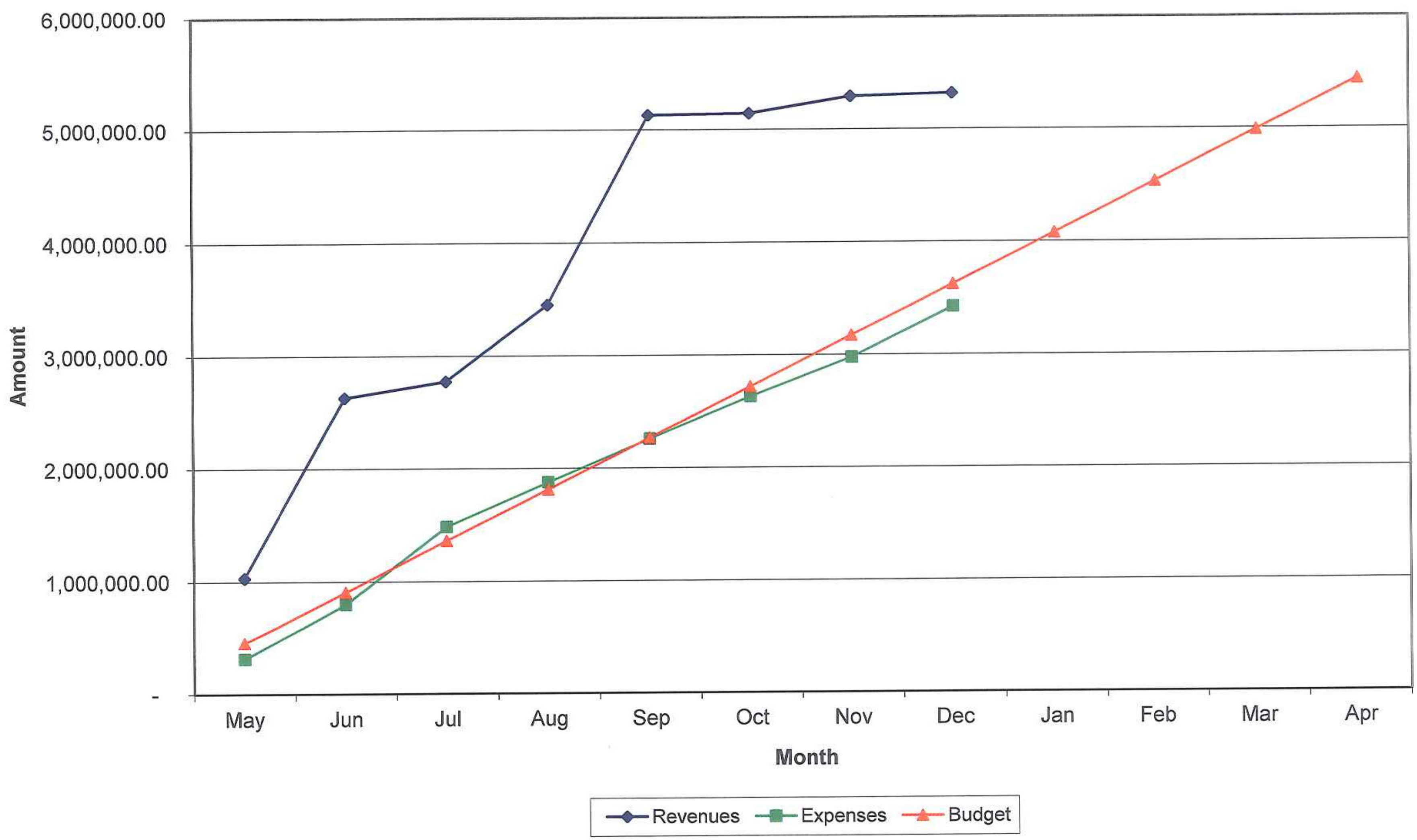
REVENUES:

ACCT NAME	BUDGET	DEC 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	0.00	4,679,452.84	(3,658.16)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	0.00	388,023.29	(11,976.71)	97.0
Fees & Rentals	85,000	4,341.67	43,811.91	(41,188.09)	51.5
Copies	3,500	212.00	2,282.90	(1,217.10)	65.2
Interest on Investments	5,000	3,733.80	25,020.62	20,020.62	500.4
Interest From Taxes	0	0.00	31.22	31.22	-------
Sale of Property	1,000	0.00	3.75	(996.25)	0.4
Donations	27,150	14,610.44	19,139.91	(8,010.09)	70.5
Cash Over/Short	0	(8.28)	(4.10)	(4.10)	-------
Other	41,200	3,568.59	30,582.15	(10,617.85)	74.2
Total Revenues	5,435,361	26,458.22	5,318,744.49	(116,616.51)	97.9

ACCT NAME	BUDGET	DEC 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	261,940.82	1,413,795.75	(726,099.25)	66.1
Part-Time Salaries	435,888	35,219.11	253,138.50	(182,749.50)	58.1
Seasonal Salaries	62,005	3,536.03	38,936.39	(23,068.61)	62.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	300,695.96	1,705,870.64	(933,017.36)	64.6
Dental Insurance	13,122	1,197.40	9,287.10	(3,834.90)	70.8
Vision Insurance	2,155	220.40	1,709.70	(445.30)	79.3
Health Insurance, BC/BS PPO	236,544	26,481.46	200,629.27	(35,914.73)	84.8
Health Insurance, OSF HMO	84,996	4,631.36	40,327.76	(44,668.24)	47.4
Life Insurance	3,100	268.80	2,064.82	(1,035.18)	66.6
IMRF	318,417	22,990.91	176,434.02	(141,982.98)	55.4
FICA	170,762	12,663.76	94,564.98	(76,197.02)	55.4
Medicare	38,248	2,961.69	22,115.82	(16,132.18)	57.8
Worker's Comp	17,075	0.00	(643.00)	(17,718.00)	-3.8
Uniforms	700	0.00	342.77	(357.23)	49.0
Tuition Reimbursement	20,000	0.00	7,648.00	(12,352.00)	38.2
Other Benefits	20,000	0.00	8,426.87	(11,573.13)	42.1
Total Benefits	925,119	71,415.78	562,908.11	(362,210.89)	60.8
Rentals	30,000	1,916.52	12,190.15	(17,809.85)	40.6
Total Rentals	30,000	1,916.52	12,190.15	(17,809.85)	40.6
Building Mtnc	123,600	518.10	52,509.36	(71,090.64)	42.5
Vehicle Mtnc	5,500	2,349.77	5,662.77	162.77	103.0
Office & Computer Mtnc	169,950	3,448.09	124,216.97	(45,733.03)	73.1
Total Repair/Mtnc	299,050	6,315.96	182,389.10	(116,660.90)	61.0

ACCT NAME	BUDGET	DEC 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	3,714.69	16,222.64	(16,777.36)	49.2
Printing/Binding	19,570	156.45	5,776.11	(13,793.89)	29.5
Travel	1,000	246.10	468.81	(531.19)	46.9
Membership Dues	5,150	314.01	2,241.46	(2,908.54)	43.5
Professional Development	14,000	1,243.25	8,480.39	(5,519.61)	60.6
Other Purchased Services	130,000	2,776.65	75,927.49	(54,072.51)	58.4
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	4,200	0.00	0.00	(4,200.00)	0.0
Other Insurance	5,700	0.00	0.00	(5,700.00)	0.0
Total Purchased Services	237,620	8,451.15	109,116.90	(128,503.10)	45.9
Office Supplies	15,000	732.65	5,359.52	(9,640.48)	35.7
Computer Supplies	82,400	318.43	60,500.14	(21,899.86)	73.4
Copier Supplies	3,500	394.37	2,481.27	(1,018.73)	70.9
Postage	12,360	4.48	322.52	(12,037.48)	2.6
Library Supplies	77,250	2,682.12	30,677.04	(46,572.96)	39.7
Janitorial Supplies	16,480	1,233.81	7,244.82	(9,235.18)	44.0
Gas & Diesel Fuel	4,500	233.99	1,556.51	(2,943.49)	34.6
Building Mtnc & Repair Supplies	10,300	1,896.70	10,228.44	(71.56)	99.3
Total Supplies	221,790	7,496.55	118,370.26	(103,419.74)	53.4
Natural Gas	25,000	2,137.37	6,817.14	(18,182.86)	27.3
Electricity	89,000	0.00	53,474.68	(35,525.32)	60.1
Water	8,500	386.34	5,091.75	(3,408.25)	59.9
Telecommunications	35,000	4,493.18	23,012.20	(11,987.80)	65.7
Total Utilities	157,500	7,016.89	88,395.77	(69,104.23)	56.1
Professional Collection	1,000	79.50	443.37	(556.63)	44.3
Total Prof Collection	1,000	79.50	443.37	(556.63)	44.3
Periodicals	38,000	53.94	33,484.68	(4,515.32)	88.1
Adult Books	162,000	8,991.38	101,897.25	(60,102.75)	62.9
Children's Books	130,000	17,048.12	74,745.76	(55,254.24)	57.5
A/V Materials	147,000	11,730.14	88,178.79	(58,821.21)	60.0
Public Access Software	148,000	0.00	93,628.54	(54,371.46)	63.3
Downloadable Materials	70,000	4,928.79	30,719.16	(39,280.84)	43.9
Total Materials	695,000	42,752.37	422,654.18	(272,345.82)	60.8
Employee Relations	6,180	210.84	2,218.47	(3,961.53)	35.9
Miscellaneous Expenses	9,270	450.58	4,562.76	(4,707.24)	49.2
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	661.42	220,725.23	(8,668.77)	96.2
Total Expenses	5,435,361	446,802.10	3,423,063.71	(2,012,297.29)	63.0

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7%% is acceptable)
December 2017

Property Tax (99.9%): The Library has received all Property Tax distributions this fiscal year; we were $3,658.16 below the projection; this is the closest we've come to the projected amount since FY 16, when Property Tax was only $1,945.05 short of the projected amount
Replacement Tax (100.0%): The Library received its Replacement Tax distribution in August.
State Grants (0.0%): The Library has not received its Per Capita Grant yet.
GPPLD (Golden Prairie Public Library District) (97.0%): The Library has received all distributions from Golden Prairie this fiscal year.
Fees & Rentals (51.5%): This is under the projected amount.
Interest on Investments (500.4%): The Library projected a low amount for Interest.
Sale of Property (0.4%): The Library sold an old garage sale item.
Other Revenue (74.2%): This is over the projected amount due to the success of the Book Shoppe.
Part-Time Salaries (58.1%): This is under-spent due to continuing bargaining unit negotiations.
Overtime Salaries (0.0%): Nothing has been paid from this line item.
Vision Insurance (79.3%): This is over-spent due to more staff enrolling in this insurance program than anticipated.
Health Insurance BC/BS PPO (84.8%): This is over-spent due to more staff choosing this option for their health insurance.
Health Insurance HMO (47.4%): This is under-spent due to fewer staff choosing this option for their health insurance.
IMRF (55.4%): This line item is under-spent because of the continuing bargaining unit negotiations and the impact salaries have on IMRF.
FICA (55.4%): This line is also affected by the continuing bargaining unit negotiations.
Medicare (57.8%): This line item is also affected by the continuing bargaining unit negotiations.
Worker's Compensation (-3.8%): This reflects a refund the Library received as a result of the annual Worker's Compensation Audit, which took place last January.
Uniforms (49.0%): Charges have been minimal.
Tuition Reimbursement (38.2%): Charges have been minimal.
Other Benefits (42.1%): Vacation time has been paid to employees who left employment.
Rentals (40.6%): Charges have been minimal.
Building Maintenance (42.5%): Charges have been minimal.
Vehicle Maintenance (103.0%): This is over-spent due to some bookmobile repairs.
Office/Equipment Maintenance (73.1%): Large annual maintenance payments have been made.

Advertising (49.2%): Charges have been minimal.
Printing/Binding (29.5%): Charges have been minimal.
Travel (46.9%): Charges have been minimal.
Membership Dues (43.5%): Charges have been minimal.
Professional Development (60.6%): Charges have been minimal.
Other Purchased Services (58.4%): Charges have been minimal.
Property Insurance (0.0%): Nothing has been paid from this line item.
Vehicle Insurance (0.0%): Nothing has been paid from this line item.
Other Insurance (0.0%): Nothing has been paid from this line item.
Office Supplies (35.7%): Charges have been minimal.
Computer Supplies (73.4%): This line item is over-spent due to the purchase of several computers for staff and public.
Postage (2.6%): Charges have been minimal.
Library Supplies (39.7%): Charges have been minimal.
Janitorial Supplies (44.0%): Charges have been minimal.
Gas & Diesel Fuel (34.6%): Charges have been minimal.
Building Maintenance Supplies (99.3%): This line item is over-spent due to the purchase of a supply of fluorescent light bulbs
Natural Gas (27.3%): Charges have been minimal.
Electricity (60.1%): Charges have been minimal.
Water (59.9%): Charges have been minimal.
Professional Collection (44.3%): Charges have been minimal.
Periodicals (88.1%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Children's Books (57.5%): Charges have been minimal; however, this does not reflect what has been ordered.
A/V Materials (60.0%): Charges have been minimal; however, this does not reflect what has been ordered.
Downloadable Materials (43.9%): Charges have been minimal.
Employee Relations (35.9%): Charges have been minimal.
Miscellaneous Expenses (49.2%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	$ 3,230.00
BPL Foundation (former Friends) for SRP:	14,460.44
State Farm Good Neighbor Grant:	500.00
State Farm: Rubix Cube Program:	250.00
Michael Lockett, Donation for Refreshments at Author Fair	75.00
Memorial Donations:	40.00
Miscellaneous Donations:	575.00
Fountain Receipts:	9.47
Total Donations:	$ 19,139.91

The Other Revenue line item breaks out as follows:

Blankets:	$ 15.00
Book Pick-Up:	1,064.98
Book Shoppe:	16,286.60
Ear Buds:	327.00
Eclipse Glasses:	339.25
Flashdrives:	185.25
Hot Beverage Service:	415.00
Meeting Room Fees:	547.50
Print Station:	8,565.95
Reusable Bags:	360.00
Slingback Packs:	297.00
Test Proctoring:	775.00
Totebags:	488.00
Tumblers:	112.00
Umbrellas:	35.00
Miscellaneous:	768.62
Total Other Revenue:	$30,582.15

During December, 6 batches containing 76 invoices were processed, totaling $32,701.68 and 168 credit card charges were made totaling $35,976.80.

As of December 31, the Library's Maintenance & Operating Fund Balance is $3,937,875.20, which is 72.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is $1,358,840.

Library Fund Balance Information, 12/31/17:

Operating:	$ 3,937,875.20
Capital:	$ 2,436,927.94
Fixed Assets:	$ 1,135,935.98

Bloomington Public Library
Monthly Statistics - December 2017

	FY18 Current Month	FY18 Cumulative	FY17 Last Year	FY17 Cumulative
CIRCULATION				
Adults	41,806	367,053	46,329	407,887
Teens	1,822	20,358	2,891	31,152
Children	34,186	329,157	37,941	366,824
OTR Adults	1,746	17,609	1,683	18,629
OTR Teens	56	1,049	83	1,307
OTR Children	2,450	29,427	2,519	33,137
e-Books - Overdrive	5,952	44,231	5,195	36,045
Hoopla downloads	1,275	7,977	n/a	n/a
Zinio Magazines	317	2,440	384	2,638
Tumblebooks	617	849	70	643
TOTAL CIRCULATION				
Adults	43,552	384,662	48,012	426,516
Teens	1,878	21,407	2,974	32,459
Children	36,636	358,584	40,460	399,961
Digital Downloads	8,161	55,497	8,168	39,326
Combined Total	90,227	820,150	99,614	898,262
ITEMS IN THE COLLECTION				
Main	307,520	307,520	306,136	306,136
OTR	10,859	10,859	11,565	11,565
TOTAL	318,379	318,379	317,701	317,701
HOLDS FILLED	6,816	59,972	7,538	63,627
INTERLIBRARY LOAN				
Borrowing Requests Received	400	3,902	455	4,281
Outgoing Loans (Lending)	184	1,929	258	2,132
CARDHOLDERS				
Added	348	3,027	221	3,399
TOTAL ACTIVE CARDS				
Adults	23,573	23,573	25,148	25,148
Teens	3,163	3,163	2,962	2,962
Children	7,095	7,095	6,958	6,958
Combined Total	33,831	33,831	35,068	35,068
REFERENCE QUESTIONS				
Adults	2,032	17,253	2,032	19,009
Teens	87	1,201	87	1,032
Children	595	5,983	555	5,965
OTR	55	718	73	967
Circulation	794	6,155	703	6,445
TOTAL	3,563	31,310	3,450	33,418
PROGRAMS & OUTREACH				
Adult	3	103	10	144
Teens	3	34	2	35

Bloomington Public Library
Monthly Statistics - December 2017

	FY18		FY17	
	Current Month	Cumulative	Last Year	Cumulative
Childrens	7	175	8	169
Community Group in Library	2	60	3	63
Staff Visit to Community Group	13	92	13	84
TOTAL	28	464	36	495
PROGRAM & OUTRACH ATTENDANCE				
Adult	17	2,054	169	2,118
Teen	58	710	22	326
Childrens	217	8,161	250	6,964
Community Group in Library	88	1,466	n/a	n/a
Staff Visit to Community Group	868	13,057	n/a	n/a
1-on-1 with Staff	4	76	n/a	n/a
TOTAL	1,252	25,524	441	9,408
COMPUTER USE				
Public computer uses	4,042	33,259	3,729	35,373
Website database/catalog hits	20,134	190,964	21,859	197,261
Online Resource (Database) uses	6,275	44,743	4,782	38,403
TOTAL	30,451	268,966	30,370	271,037
MEETING ROOM USAGE				
Study Room	48	678	48	470
Digital Media Lab	16	83	16	69
Community Room	24	317	32	339
TOTAL	88	1,078	96	878
CUSTOMER VISITS				
Main	22,513	192,426	n/a	42,993
Bookmobile	620	9,181	257	9,587
TOTAL	23,133	201,607	n/a	n/a
TRAINING HOURS	131	1,568	83	800

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, November 15, 2017
5:00 p.m.

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

MINUTES

I. Call to Order

President Peterson called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT:	Ary Anderson, Tim Ervin, Stephen Peterson, Patti Salch, Jodi Sherman
MEMBERS ABSENT:	Lynn Gray, Ruth Novosad
OTHERS PRESENT:	Jeanne Hamilton, Kathy Jeakins, Johanna Sneed

III. Introductions

There were no introductions.

IV. Public Comment

There was no public comment.

V. President's Report

President Peterson stated that he will be attending the BPL Board meeting next week. He went on to report that he saw in the newspaper that the Downtown Task Force is still recommending that the library move to the parking garage.

VI. Approval of Minutes

A. October 18, 2017

PATTI SALCH MOVED, ARY ANDERSON SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 18, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Hamilton reported that library staff have been working with the Multicultural Leadership Program on a door-to-door project. The project was successfully completed in the Miller Park neighborhood. Library cards were created, and staff and volunteers were able to engage with members of the community. The Multicultural Leadership group will be working on a plan for another door-to-door project that staff can replicate in the future.

Director Hamilton went on to report that the majority of the City Council was in favor of the proposed tax levy increase. They will vote on the tax levy during the December City Council meeting.
Director Hamilton proceeded to entertain questions. Stephen Peterson asked if there was a possibility that the Multicultural Leadership Program team could create a map for a door-to-door project in the Golden Prairie area. Direct Hamilton stated that she would ask them, but that the project ends in February and it would be challenging to complete another project during the cold winter months. She added that she could share the script and plan for the previous door-to-door project so that it can be redone in Golden Prairie.

B. Financial Report
Kathy Jeakins presented the October financial report. She reported that the final Property Tax Distribution was received on Friday, and it will be reflected on next month's report.
Kathy Jeakins shared that the FY17 audit is almost complete and will be available for approval at the December meeting. During last month's meeting, a question was posed about whether the Board is required to complete an annual audit. Upon researching, Kathy discovered that according to state statutes, any library district with a population of 800 or more is to be audited by a licensed public accountant. A library district with less than $850,000 in revenue for any fiscal year, in lieu of complying with annual audits, can either have an audit completed every four years or a financial report can be approved annually. The auditor would still complete the annual financial report, but verification of records would have to be done by the Board. Tim Ervin shared that to qualify for certain state grants, an annual audit is generally required. Upon further discussion, the Board agreed that they should continue with the annual audit.

VIII. Unfinished Business

A. Per Capita Grant Requirements:

1. Report on Online Safety Training by Lynn Gray
This discussion has been tabled to the December Board meeting due to Lynn Gray's absence.

2. Report on Serving Our Public Safety Chapter by Library Staff
Director Hamilton shared that one of the Per Capita Grant requirements is to review the Safety chapter of the Trustee Facts File. Director Hamilton shared that there is a Safety Committee in the library, and they are looking at safety issues that need to be addressed. Safety and disaster preparedness drills are also conducted within the library, and staff are trying to find ways to conduct them more frequently. She also shared that she watched a safety webinar. Director Hamilton will begin filling out the Per Capita Grant application in the next few weeks.

B. Discuss Library Service Gap in Downs, Illinois
Ary Anderson reported that she and Ruth Novosad have not had a chance to meet to identify the homes in the Downs service gap. Director Hamilton will review the

addresses of the homes in the unserved areas to see if any of the residents currently have BPL cards.

IX. New Business

There was no new business.

X. Comments from Board Trustees

Patti Salch shared that she had a wonderful time at the Bloomington Township fire station promoting GPPLD. She learned that about twenty people attend the Bloomington Township meetings, and they would be happy to share information about Golden Prairie at those meetings. Patti also shared that GPPLD was invited to have an informational table at the February Arrowsmith town hall meeting and during the spring ribeye dinner in Downs.

Jodi Sherman shared that the she helped with the Rubik's Cube program in October, and it went well. There will be a competition in February.

XI. Adjournment

PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 5:43 p.m.

Incident Report Summary for December 2017

2017-12-31 23:59:00
2017-12-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
3711	2017-12-02 09:28:50	StolenDamagedLibraryMaterial
3712	2017-12-05 14:31:37	StolenDamagedLibraryMaterial
3713	2017-12-10 15:10:19	CustomerRelatedIllnessAccident
3714	2017-12-10 17:22:09	StolenDamagedLibraryMaterial
3715	2017-12-11 16:56:30	StolenDamagedLibraryMaterial
3716	2017-12-14 16:07:13	AlcoholDrugs
3717	2017-12-15 16:10:11	StolenDamagedLibraryMaterial
3718	2017-12-15 16:46:39	InappropriateBehavior
3719	2017-12-16 10:59:25	AlcoholDrugs
3720	2017-12-16 14:38:52	InappropriateBehavior
3721	2017-12-17 17:22:54	InappropriateBehavior
3722	2017-12-19 09:44:35	PoliceAmbulanceCall
3723	2017-12-20 14:45:23	AlcoholDrugs

3724	2017-12-20 17:35:30	AlcoholDrugs
3725	2017-12-21 14:59:21	StolenDamagedLibraryMaterial
3726	2017-12-26 21:18:17	InappropriateBehavior
3727	2017-12-30 11:17:55	InappropriateBehavior

Suspension Report Summary for December 2017

2017-12-31 02:21:09pm
2017-12-01 02:21:09pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
117	2017-12-18 00:00:00	InappropriateBehavior
118	2017-12-18 00:00:00	InappropriateBehavior
119	2017-12-19 00:00:00	InappropriateBehavior
121	2017-12-21 00:00:00	AlcoholDrugs

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND

AUTHORIZING PAYMENT FOR LYNDA.COM ELECTRONIC DATABASE

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

1. That the three quote requirement is waived and the Library Director authorizes payment for Lynda.com, an electronic database.
2. That Lynda.com is a single source for this specific database.
3. That Lynda.com allows Library customers to learn about or advance their knowledge of various software, business, and creative skills.
4. That Lynda.com contains over 6000 courses.
5. That Lynda.com provides professional videos and tutorial-based courses.
6. That Lynda.com allows job seekers to learn new and relevant skills for today's workplace.
7. That the funds come from the following source:

   Bloomington Library Maintenance & Operating Budget: $13,125.00

Approved this 23rd day of January, 2018

____

Alex Cardona, President
Bloomington Public Library Board of Trustees

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

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Video-based, on demand online learning platform.

Qty: 1

Single Source (Y/N): Y

1. **Vendor Name**: Lynda.com from LinkedIn

Vendor Remit Address: 1,000 West Maude Ave., Sunnyvale, CA 94085

Vendor Email Address: jpalmer@linkedin.com

Vendor Number: 650-687-3600

Quote Amount (include Shipping, where applicable): $13,125

If not Single Source, at least two additional quotes needed: Single Source

Recommendation (Include Justification): I recommend that we renew Lynda.com for another year.
Though there are many online learning platforms available, none are more suited to the needs of the Bloomington community than Lynda.com. Lynda provides courses on demand, while many other platforms require that patrons enroll and wait for classes to start. Other platforms provide content that is either too technical or not rigorous enough to be recognized as professional development; for example, one platform provided courses on "Angel Healing" and "How to Live with a Teenager 101." Additionally, Lynda course content is professionally created and taught by paid experts, as opposed to other online learning platforms where anyone can submit instruction videos and quality is determined by user reviews.
Lynda is one of the resources about which the library has received the most positive feedback. It is a powerful resource for jobseekers or professionals looking to advance in their careers. It is an especially appropriate resource for the Bloomington community, where the top three employers are insurance agencies and a university, since the skills taught in Lynda.com are very applicable to the corporate and higher education fields. Finally, the platform of online learning is a natural extension of the library's mission to provide access to lifelong learning, and capitalizes on the convenience and adaptability of the internet to provide access to information when and where patrons need it.

Prepared by: Rachel Park **Date:** 1/12/18

Department Manager Signature: Carol E. Jones **Date:** 1/17/18

Director: Approve/Deny **Date:** 1/18/18 **Initials** JCH

LinkedIn
1000 West Maude Avenue
Sunnyvale, CA 94085
Phone: 650.687.3600
Fax: 1.650.429.2122
www.linkedin.com

Pricing Valid Through: February 19, 2018

Proposed by:
Julie Palmer
jpalmer@linkedin.com

CONTRACT CONTACT: Rachel Park

Sold to Customer Bloomington Public Library

BILL TO: **Please review the below Billing details and edit if necessary.**

Bill To Doing Business As:

Contact: Rachel Park

Bloomington Public Library

Address: 205 E Olive St

City/State/Zip: Bloomington IL 61701-5218

Country: United States

Email: rachelp@bloomingtonlibrary.org

Phone: (309) 557-8944

By initialing here, I agree that the Billing details are current and accurate. ________

SHIP TO: Bloomington Public Library

Ship To Doing Business As:

205 E Olive St

Bloomington, IL 61701-5218

United States

ORDER INFORMATION

Contract #: CS3130014-17

Billing Period: Annually Upfront

Billing Method: Invoice

Billing Instructions:

For Internal Only:

Master Agreement (LSA): Bloomington Library, IL-LL 35

Type: Renewal

Rep Region: LDC-NA-US-XXX5-GVED-SNL-HY

Agency Name:

Currency: USD

Contract Start Date*: February 19, 2018
Contract End Date: February 18, 2019
"The start date of the services on this Order Form will be the later of the Contract Start Date or the date that the Order Form is fully executed"

Product Order Description	Qty	Term (Months)	Notes	Sales Price	Total
Product Name: lyndaLibrary Product SKU: LLBXX01-1605 Product Description: Lynda for library customers (English content only). Includes one master admin complimentary user.	35	12		$13,125.00	$13,125.00
				SUB TOTAL	$13,125.00
				ESTIMATED TAX*	$0.00
				ESTIMATED ORDER TOTAL	$13,125.00

PURCHASE ORDER INFORMATION

Our records **INDICATE** that a Purchase Order Number may NOT be required for this order.

If a Purchase Order IS required, please enter the PO Number:

By initialing here, I confirm that a Purchase Order number is **NOT** required, or if a Purchase Order Number is listed **ABOVE**, I confirm that it is current and accurate.______

Please attach PO

PAYMENT OPTIONS

- Customer Payment Terms: 30 Days
- USA Customers: Check, Credit Card, or Bank Wire Transfer
- Non-US Customers: Credit Card or Bank Wire Transfer only

TAX INFORMATION

Check here if your company is tax exempt:
Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com.

Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form.

For customers located in AZ, CO, CT, FL, HI, IL, IN, MA, MN, NE, NM, NJ, NY, NC, OH, PA, TN, TX, UT, VT, WA and WI, Linkedin may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Any applicable sales tax charges will appear separately on your final invoice. For customers located in other states, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

TERMS

- Services provided under this Order Form are governed by the LinkedIn Subscription Agreement between the parties ("LSA") and the LinkedIn Service-Specific Terms available at https://legal.linkedin.com/service-specific-terms ("Service Terms"), the terms of which are incorporated into this Order Form. In the event of a conflict, the Service Terms shall govern, followed by the LSA, and finally this Order Form.
- Except as provided in the LSA, Services purchased under this Order Form are non-cancelable and non-refundable.
- Future orders will be at list price (including any applicable volume based discounts) at the time of purchase.

- Customer will maintain complete and accurate billing and contact information with LinkedIn and will notify LinkedIn of any inaccuracies on an invoice within the time period set forth in the Payment Terms section above.
- If and to the extent Customer provides to LinkedIn any personal data of European Union residents in connection with its use of the Services (not including data provided by members to LinkedIn), LinkedIn and Customer will comply with the applicable Standard Contractual Clauses available at https://business.linkedin.com/c/15/10/eu-scc, the terms of which are incorporated by reference into this Order Form.
- Add-on orders must co-term with the originating order.

CUSTOMER (or APPROVED AGENCY)	LinkedIn Corporation
Signature:	Signature: Marshia Escobar
Name:	Name: Marshia Escobar
Title:	Title: Senior Manager, Revenue Recognition
Date:	Date: December 21, 2017

I hereby represent that I am an authorized signatory and have read and agreed to the terms of this Order Form.

Bloomington Public Library
Books are just the beginning.

To: Bloomington Public Library Board
From: Jeanne Hamilton, Bloomington Public Library Director
Re: Agenda Item X – B

On March 16, 2017, Local 699 and Library staff began negotiating the terms of a collective bargaining agreement to succeed the agreement that expired on April 30, 2017. The expired agreement can be located at www.cityblm.org under Human Resources in a folder titled Labor Contracts. The revised agreement with markup is attached. The parties were able to reach Tentative Agreements on the following issues and the Union ratified the Tentative Agreements:

Term of Agreement
2-year agreement

Wages
Wages - General wage increases with retroactive pay as follows:

5/1/2017 2%
5/1/2018 Wage Reopener

$200 signing bonus

Shift Differential for Bookmobile Driving– Increase shift differential to two dollars per hour.

Group Insurance
The following changes were made to insurance:

- The parties agreed that Spouses/Domestic Partners who have access to medical insurance through their employers will be ineligible for City medical insurance ("ineligible" spouses). Those Spouses/Domestic Partners on insurance at time of ratification will be grandfathered in for the 2018 plan year.
- Effective January 1, 2019, those grandfathered employees who have ineligible spouses on the plan upon ratification of the agreement will receive $1200 gross annually as long as the employee's spouse continues to be ineligible for City medical coverage.
- The parties agreed to an insurance reopener which shall be limited to plan design changes (including but not limited to changing carriers, altering and amending insurance plans and introducing and/or eliminating additional medical insurance options) and premium contribution levels.

Leave Benefits
Personal Leave – Updated language on scheduling of leave time and pro-ration of leave for new employees.

Sick Leave – Added language addressing sick leave abuse.

FMLA Leave – Added language requiring the use of accrued leave concurrently with FMLA.

Unpaid Leave – Added language addressing paid leave accrual during an unpaid leave.

Miscellaneous Items

Housekeeping – Corrected miscellaneous typos and replaced/eliminated outdated terms.

Recognition – Updated recognized positions from two shelvers to at least two shelvers.

Promotions, Job Assignments, Job Postings, and Vacancies - Updated language regarding application of seniority, job postings, and vacancies.

Training and Education – Updated language regarding tuition reimbursement and completion of coursework on work time.

Uniforms – Updated language regarding custodial uniforms and selection of custodial uniforms.

Union Orientation – Updated language regarding notification of new hires and submission of union information for new hire packets.

Bookmobile – Updated language regarding CDL employees and added language to staff the bookmobile with two employees if a safety concern is expressed and for stops beginning after 5pm.

Payroll– The parties agreed upon 90-day notice to move to a bi-weekly payroll (from the current weekly payroll for part time staff). If an employee doesn't elect to enroll in direct deposit, paychecks will be mailed to the employee.

FINANCIAL IMPACT:

The financial impact of the tentative agreements includes:

- Estimated labor cost of the wage increase of 2% for FY18 is approximately $45,000 excluding roll-up costs.
- Total cost for a one-time signing bonus is $12,600.
- Group Health Insurance potential savings of approximately $26,400 annually if 2 of 5 Local 699 employees who have a spouse currently on the City's medical plan remove their applicable spouses as of January 1, 2019 forward. Annual average cost savings per spouse is $13,200 in both premium subsidy and claims avoidance costs.
- The increase in Bookmobile Shift Differential is generally $1600 annually.

Style Definition: Heading 2: Underline
Style Definition: TOC 2: Tab stops: 4.49", Right,Leader: ...

AGREEMENT

Between

CITY OF BLOOMINGTON
BLOOMINGTON, ILLINOIS

and

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES

and

LOCAL 699

AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO

BLOOMINGTON PUBLIC LIBRARY EMPLOYEES

MAY 1, ~~2014~~ 2017– APRIL 30, ~~2017~~ 2019

AGREEMENT

This Agreement made and entered into this 1st day of May, 2014, by and between the BOARD OF TRUSTEES, BLOOMINGTON PUBLIC LIBRARY (herein called the "Library"), CITY OF BLOOMINGTON, ILLINOIS (herein called the "City") (Library and City are jointly referred to as "Employer"), and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES COUNCIL 31, AFL-CIO for and on behalf of LOCAL 699 (herein called the "Union"):

WITNESSETH:

WHEREAS, it is the intent and purpose of this Agreement to promote and improve harmonious relations between the Library and its employees; aid economical and efficient operations; accomplish and maintain the highest quality of work performance; provide methods for a prompt and peaceful adjustment of grievances; ensure against any interruption of work, slowdown, or other interference with work performance; strengthen good will, mutual respect, and cooperation; and set forth the agreement covering rates of pay, hours of work and other conditions of employment where not otherwise mandated by statute, to be observed between the parties to this Agreement; and

WHEREAS, the rights, obligations, and authority of the parties to this Agreement are governed by and subject to the laws of the State of Illinois,

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 RECOGNITION

Section 1.1. Recognition.

The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, working conditions and other conditions of employment for all full and part-time employees of the Bloomington Public Library in the following positions: ~~Two~~ At least two (2) Shelvers; Library Assistant; Library Technical Assistant; Library Associate; Librarian 1, Custodian; excluding Library Director; Unit Manager; Librarian 2/Department Manager; Secretary; temporary employees; members of the Library Board; Mayor; and all other supervisory, confidential and managerial employees and all other employees excluded by law.

Section 1.2. New Classifications.

The Employer shall promptly notify the Union of its decision to create any and all new classifications. If the parties agree that the proposed new classification is a successor title to the classification covered by this Agreement, with no substantial change in duties, the Union and the Employer shall file a stipulated unit clarification petition with the Illinois State Labor Relations Board to ensure that the new classification becomes a part of this Agreement.

If the proposed new classification contains a significant part of the work now done by any of the classifications in the bargaining unit, or whose functions or community of interests are similar to those in the bargaining unit, the Union will notify the Employer within thirty (30) calendar days of its receipt of the Employer's notice, and the parties will then meet within fifteen (15) calendar days of such notice to review the position classification. If the Union and the Employer are able to reach agreement on the inclusion of the position classification in the unit, they shall submit a stipulated unit clarification petition to the Illinois State Labor Relations Board.

Once the inclusion of the proposed position classification has been found appropriate by the Illinois State Labor Relations Board, the parties shall negotiate as to the proper pay grade for the classification and its appropriate series and series placement. If no agreement is reached within thirty (30) calendar days of the date of the Illinois State Labor Relations Board decision, the Union may, within fifteen (15) calendar days, appeal the position classification as containing substantially the same duties as an existing position classification, the pay grade and/or the appropriate series to Arbitration.

The arbitrator shall determine the reasonableness of the proposed salary grade and relationship to:

(a) the job content and responsibilities attached thereto in comparison with the job content and responsibilities of other position classifications in the bargaining unit;

(b) like positions with similar job content and responsibilities within the labor market generally to the extent that salaries paid for them are consistent with other job classifications within the bargaining unit;

(c) significant differences in working conditions to comparable position classifications.

The pay grade originally assigned by the Employer shall remain in effect pending the arbitrator's decision.

If the decision of the arbitrator is to increase the pay grade of the position classification, such rate change shall be applied retroactive to the date of its installation.

Upon installation of the new position classification, posting and bidding procedures shall be in accordance with this Agreement.

Section 1.3. Seasonal Employees.

Seasonal employees shall receive not less than minimum wage nor more than the probationary rate for the type of work they are performing. If a seasonal employee is employed more than 585 hours or 9 months in any calendar year, he or she will be paid at the probationary rate and shall become a regular probationary employee. It is expressly agreed by the parties that seasonal employees are not part of the bargaining unit set forth in Section 1.1 of this Agreement and are not covered by any of the provisions of this Agreement. Seasonal employees will not be used in bargaining unit positions except in emergency situations, or temporary absences of a bargaining unit employee.

Section 1.4. Abolition or Merger of Job Classification.

The Employer shall notify the Union of its interest to establish new classifications, or abolish, or merge, or change existing classifications and shall negotiate with the Union over the impact of such.

Such negotiations shall include good faith impact bargaining as required under the State Labor Relations Act.

ARTICLE 2 UNION SECURITY

Section 2.1. Dues Check-off.

(a) Deduction. The City of Bloomington agrees to deduct Union membership dues, assessments, P.E.O.P.L.E. deductions and Union sponsored benefit program contributions from the pay of those employees who individually request it. Requests shall be made on a form provided by the Union, which will set forth the sum of the separate deductions set forth in the previous sentence. The City of Bloomington will deduct the requested amount from the employee's pay. The City of Bloomington will not be required to itemize the separate components (dues, assessments, etc.) of an individual employee's deduction.

Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with the law. The aggregate deductions of all employees and a list of their names, addresses, last four digits of their social security numbers, full-time or part-time status, and the amount of hours worked shall be remitted semi-monthly to the Union at the address designated in writing to the City of Bloomington by the Union. The Union shall advise the City of Bloomington of any increase in dues and other deductions in writing at least fifteen (15) days prior to its effective date.

Dues deductions shall remain in effect until revoked in writing by the employee at any time.

(b) Availability of Cards. The Union shall make available Union deduction cards to employees. The Union will be afforded an opportunity to meet with new employees during orientation or during their first week of employment.

Section 2.2. Fair Share Deductions.

(a) Applicability. Employees covered by this Agreement who are not members of the Union paying dues by voluntary payroll deduction shall be required to pay in lieu of dues, their proportionate fair share of the costs of the collective bargaining process, contract administration, and the pursuance of matters affecting wages, hours, and conditions of employment in accordance with the applicable Labor Relations Act. The fair share payment, as certified by the Union, shall be deducted by the City of Bloomington from the earnings of the non-member employees. The aggregate deductions of the employees and a list of their names, addresses, last four digits of their social security numbers, full-time or part-time status, and the amount of hours worked shall be remitted semi-monthly to the Union at the address designated in writing to the City of Bloomington by the Union. The Union shall advise the City of Bloomington of any increase in fair share fees in writing at least fifteen (15) days prior to its effective date. The amount constituting each non-member employee's share shall not exceed dues uniformly required of Union members.

(b) Notice and Appeal. The Union agrees to provide notices and appeal procedures to employees in accordance with applicable law.

Section 2.3. Indemnification.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 3 HOURS OF WORK AND OVERTIME

Section 3.1. Application of This Article.

This Article shall not be construed as a guarantee or limitation of work per day or per week.

Section 3.2. Workweek.

The workweek for all full-time employees shall be thirty-eight (38) hours except custodian which shall be forty (40) hours per week. The Library's workweek begins on Sunday.

Section 3.3. Scheduling.

The Employer agrees to make a good faith effort to continue its present scheduling practices. It is understood by the parties that there will be variations in an employee's work schedule. Work schedules showing the employee's work days and hours shall be emailed to employees one (1) month in advance barring emergency situations. For rotating Sunday work, permanent full-time staff members who work on Sunday will receive the following Friday and Saturday off, unless two other days off within the calendar week are mutually agreed upon.

To allow for flexibility, requests for schedule changes will be honored unless operational needs prohibit. The library may make temporary work schedule changes with reasonable advance notice to affected employees. If an employee calls in sick or is otherwise absent from work on an unscheduled basis, when time permits, the supervisor shall ask qualified employees from that department to agree to work in place of the absent employee and adjust their schedule for the week. The most senior employee who agrees to do so will receive the shift. If no qualified employee can adjust their schedule and an employee is required to work, the least senior employee will be assigned to work the shift. If a full-time employee is required to work in place of the absent employee, the full-time employee will receive compensatory time or overtime pay (at the employee's discretion). The employer shall not change any full-time employee's work schedule in order to circumvent the payment of overtime.

Section 3.4. Breaks.

Employees who work six (6) hours or more in any workday shall be entitled to two (2) fifteen (15) minute uninterrupted breaks. Employees who work more than two (2) hours but less than six (6) hours in any workday shall be entitled to one (1) fifteen (15) minute uninterrupted break. The time of such break(s) shall be arranged by the employee and the employee's Department Manager.

Section 3.5. Meal Periods.

All employees shall be granted a one (1) hour unpaid, uninterrupted meal period during each work shift of six (6) or more consecutive hours. The meal period shall be scheduled approximately midway in the shift. Employees are expected to consistently take their one (1) hour meal breaks each working day. In an attempt to maintain flexibility, occasional exceptions may be granted with prior approval from the employee's manager, assuring the departmental needs are met, so that employees can use their mealtime to alter the time worked on a given day. These occasional exceptions will not become patterned and will not permanently change an employee's work schedule. If a more permanent schedule change has previously been approved for an employee (to allow for one six-hour work day per week, for example), the manager will honor the schedule but will retain the right to temporarily alter the schedule, based on departmental needs.

Section 3.6. Overtime.

Employees who work more than thirty-eight (38) hours in any work week (Custodian 40 hours), shall be compensated at one and one-half (1 ½) times their regular rate of pay. Overtime must be pre-approved by the Department Manager and the Director. The present practice of offering a differential to full time employees who work rotating Sundays shall continue.

Section 3.7. Compensatory Time.

An employee may choose to receive overtime payment in the form of compensatory time at the rate of time and one-half (1 ½) for the overtime hours worked. Such compensatory time shall be taken within ninety (90) calendar days of the time earned at a time convenient to the employee, consistent with the operating needs of the Library, and with prior approval of the Department Manager or Director.

Accrued compensatory time not used within ninety (90) calendar days of when it was earned shall be liquidated and paid in cash at the rate it was earned.

Section 3.8. No Pyramiding.

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

ARTICLE 4 HOLIDAYS

Section 4.1. Number of Holidays.

The following days are recognized as 8-hour holidays:

New Year's Day
Martin Luther King, Jr. Day (library will be open)
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

Section 4.2. Floating Holidays.

When a holiday falls on a full-time employee's regularly scheduled day off, he/she will receive a floating holiday which may be taken within 30 days prior or 30 days after the holiday, with prior approval of manager. The exception is MLK Jr. Day, which may be taken on or within 60 days after the actual observance of the holiday, with approval of manager. A floating holiday is an 8-hour day.

Section 4.3. Eligibility Requirements.

Full-time employees shall be eligible for pay for any holiday, provided compensation has been paid for the last scheduled workday before and the first scheduled workday after the holiday.

Section 4.4. Holiday Pay.

Full-time employees who perform no work on a holiday shall suffer no loss of pay. Full-time employees who may be called in to work on a holiday for which the library is closed shall be compensated at a rate twice their normal earnings for hours worked. However, for Martin Luther King, Jr. Day, a holiday on which the library is open, there will be a Floating Holiday granted to full-time employees which may be taken on or within 60 days after the actual observance of the holiday.

Part-time employees, after two (2) years of continuous service, will receive holiday pay on a pro rata basis.

ARTICLE 5 VACATION

Section 5.1. Accrual and Eligibility.

All full-time employees shall accrue vacation in accordance with the following schedule:

Eighty (80) hours for the first year and 8 additional hours for each additional year of employment, up to 160 hours. An additional 16 hours will be granted on an employee's 16th anniversary, an additional 8 hours on an employee's 20th anniversary, and an additional 16 hours on an employee's 25th anniversary. The maximum number of accrued vacation is 200 hours.

After 1 year, 80 hours (10 days)
After 2 years, 88 hours (11 days)
After 3 years, 96 hours (12 days)
After 4 years, 104 hours (13 days)
After 5 years, 112 hours (14 days)
After 6 years, 120 hours (15 days)
After 7 years, 128 hours (16 days)
After 8 years, 136 hours (17 days)
After 9 years, 144 hours (18 days)
After 10 years, 152 hours (19 days)
After 11 years, 160 hours (20 days)
After 16 years, 176 hours (22 days)
After 20 years, 184 hours (23 days)
After 25 years, 200 hours (25 days)

Part-time employees, after two (2) years of continuous service, will accrue vacation on a pro rata basis.

Section 5.2. Vacation Scheduling.

Vacations must be taken within the vacation year in which they are due unless an exception is granted by the Library Director. After the completion of a new employee's probationary period, up to 5 days vacation may be taken. Vacation shall be arranged in the employee's department with the employee's Department Manager on a first-come, first-served basis. All requests for leaves must be made on an absence request form (i.e. Blue Slip) and approved by a Department Manager in advance of the time off. When requesting three or more consecutive days, the employee's Department Manager will make a reasonable attempt to respond to vacation requests within five days from the date of the request. If an employee's immediate supervisor is not available, another Department Manager or the Director may be presented with the request.

Managers will not call in an employee who is on vacation or on regularly scheduled days off adjacent to a scheduled vacation to offer or mandate overtime.

Requests for vacation on the days listed below shall not be accepted more than six (6) months in advance. Requests for vacation on those days shall be granted on a first-come, first-served basis unless more than one employee in a department submits a request on the same day for the same day(s). In that event, the employee with the most seniority will be granted the vacation.

Saturday before Memorial Day
Saturday before Labor Day
Friday and Saturday after Thanksgiving
Day after Christmas

Vacation leave can be taken in fifteen (15) minute increments after the first half (1/2) hour. Example: .5 hour; .75 hour; 1 hour; 1.25 hours; 1.5 hours; 1.75 hours, etc.

Full-time employees may carry over, up to but no more than, twenty-four (24) hours of vacation time annually. Part-time employees who are eligible to receive vacation benefits will receive pro-rated vacation carryover, up to but no more than twelve (12) hours of vacation time annually. A written Vacation Carry-Over Request Form must be submitted to the Department Manager and then to the Director for approval before the employee's anniversary date, to be credited with the carryover.

Section 5.3. Holidays During Vacation.

In the event a paid holiday falls during an employee's vacation period, an employee eligible for holiday pay will receive holiday pay for the day and the charge against the employee's vacation time will be reduced accordingly.

Section 5.4. Vacation Rights in Case of Separation or Layoff.

Employees shall be paid for their accrued, unused vacation at separation of employment or in the event the employee is laid off.

ARTICLE 6 WAGES

Section 6.1. Wages. Effective May 1, ~~2014~~ 2017, the rates of pay for all employees covered by this Agreement and on payroll upon ratification will be increased by ~~2.25%~~ 2.00% over the rate provided under the previous contract. Said rate of pay incorporating longevity schedules is shown in Appendix "D" attached hereto.

~~The positions of full-time and part-time Library Associate and full-time and part-time Library Technical Assistant will receive a one-time salary adjustment exceeding 2.25% to bring the entry level rate of pay up to that of average entry level rates of pay for comparable area libraries. Said rate of pay incorporating longevity schedules is shown in Appendix "B" attached hereto.~~

~~The second (2nd) year of this agreement will have a base rate increase of 2.25%. Said new rate of pay incorporating longevity schedules is shown in Appendix "C" attached hereto.~~

~~The third (3rd) year of this agreement will have a base rate increase of 2.25%. Said new rate of pay incorporating longevity schedules is shown in Appendix "D" attached hereto.~~

To attract new Librarians with education and experience levels comparable to the incumbents leaving those positions, Management may hire Librarians at the five-year step of the longevity schedule if they have five (5) or more years of experience as a Librarian. Such an employee would progress to the ten-year step at the end of her/his fifth (5th) year, to the fifteen-year step at the end of her/his tenth (10th) year, etc. Such a new employee would not begin employment with five (5) years seniority; she/he would begin at zero (0) years seniority, the same as any other new hire.

Any employee who earns an LTA Associate's Degree while in an LTA position at the Bloomington Public Library will be advanced to the salary at the next step on the longevity schedule upon completion of the degree. Any new hire into an available LTA position that possesses an LTA Associate's Degree will be hired in at the five-year step of the longevity schedule.

Section 6.2. Wages.

For those employees who do not elect to enroll in direct deposit, paychecks will be mailed on payday to the employee's home address.

Bargaining unit employees may be paid bi-weekly, with no less than a 90 day notice, if possible.

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ARTICLE 7 DISCIPLINE AND DISCHARGE

Section 7.1. Reason for Disciplinary Action.

The Employer agrees with the tenets of progressive and corrective discipline. Disciplinary action or measures shall include only the following:

(a) ~~Oral~~ Verbal reprimand;
(b) Written reprimand;
(c) Suspension (notice to be given in writing); and
(d) Discharge (notice to be given in writing).

Disciplinary action may be imposed upon an employee only for just cause. Discipline shall be imposed within a reasonable time after the Employer is aware of the event or action giving rise to the discipline and has a reasonable period of time to investigate the matter. Employees shall not be demoted for reasons unrelated to performance of her/his job.

Section 7.2. Manner of Discipline.

If the Employer has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 7.3. Grievances Involving an Employee's Discharge or Discipline Suspension

Grievances involving an employee's discharge, demotion, or disciplinary suspension may be presented at Step 2 of the grievance procedure.

Section 7.4. Union Representation.

An employee shall be informed of her/his right to Union representation at any investigatory meeting or any meeting at which discipline is to be imposed.

Whenever possible, the designated Union representative at the Library will receive written notification of any investigatory meeting or meeting at which discipline is to be imposed. At times, the need for a prompt investigation of an incident witnessed by an employee may preclude the furnishing of advanced written notice to the Union's designated representative prior to such investigation.

Section 7.5. Remedial Authority of Arbitrator in Disciplinary Cases.

Should it be found that any employee has been unjustly disciplined, demoted, or discharged, he or she shall be reinstated with seniority rights unimpaired and pay for time lost as determined by the arbitrator less any outside earnings since the disciplinary discharge. It is understood that the term "any outside earnings" shall not include such earnings as the employee was regularly earning from outside employment prior to the date of disciplinary action in question.

Section 7.6. Consideration of Prior Discipline.

The weight to be given prior discipline shall depend upon the seriousness of the prior offense, its similarity to the offense for which discipline is being imposed, and the amount of time which has elapsed since the prior offense.

ARTICLE 8 GRIEVANCE PROCEDURE

Section 8.1. Definition and Procedure.

A grievance is a dispute or difference of opinion raised by one (1) or more employee(s) against the Library involving the meaning, interpretation, or application of the express provisions of this Agreement. For purposes of this Section, "employee" shall include an employee acting in her/his capacity as a Union representative who raises a question involving an application of an express provision of the Agreement giving a right or benefit to the Union or over Library action which would constitute an unfair labor practice.

No grievance shall be entertained or processed unless it is submitted within ten (10) working days (Monday through Friday, non-holidays) after the occurrence of the event giving rise to the grievance or within ten (10) working days after the employee, through the use of reasonable diligence, should have obtained knowledge of the occurrences of the event giving rise to the grievance.

A grievance shall be processed in the following manner:

STEP 1: An employee who has a grievance shall submit it in writing to her/his Department Manager. The Department Manager shall give her/his answer within five (5) working days after such presentation.

STEP 2: If the grievance is not settled in Step 1 and the Union desires to appeal, it shall be referred by the Union to the Library Director within ten (10) working days after the Department Manager's answer in Step 1. A meeting between the Library Director or her/his representative, grievant, union representative (steward), and Council 31 staff representative shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Library Director or her/his representative and the Union. If no settlement is reached, the Library Director or her/his representative shall give the Library Director's written answer to the Union within five (5) working days following the meeting.

Section 8.2. Arbitration.

(a) Selection of Arbitrator. If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within ten (10) working days after receipt of the Library Director's answer in Step 2. The parties shall attempt to agree upon an arbitrator within five (5) working days after receipt of notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. Both the Library and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two (2) names; the other party shall then strike two (2) names. The remaining person shall be the arbitrator. The arbitrator shall be notified of her/his selection by a joint letter from the Library and the Union requesting that she/he set a date, subject to the availability of the Library and Union representatives. The hearing shall be held in the City of Bloomington, Illinois.

(b) Arbitration Process. Both parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. The Library and/or the Union shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expense of its own witnesses who are not employees of the Library.

(c) Time Off. The grievant(s) and/or Union grievance representative(s) will be permitted reasonable time without loss of pay during their working hours to investigate and process grievances. Witnesses whose testimony is pertinent to the Union's presentation or argument will be permitted reasonable time without loss of pay to attend grievance meetings and/or respond to the Union's investigation. No employee or Union representative shall leave her/his work to investigate, file, or process grievances without first notifying and making mutual arrangements with her/his Department Manager or designee and such arrangements shall not be denied unreasonably.

Upon request, the employee and Union representative shall be allowed the use of an available appropriate room while investigating or processing a grievance.

(d) Pertinent Witnesses and Information. Except as provided above, either party may request the production of specific documents, books, papers, or witnesses reasonably available and substantially pertinent to the grievance under consideration. Such request shall not be unreasonably denied, and if granted, shall be in conformance with applicable law, and rules issued pursuant thereto, governing the dissemination of such materials.

Section 8.3. Authority of Arbitrator.

The arbitrator shall have no right to amend, nullify, ignore, add to, or subtract from the provisions of this Agreement. She/he shall consider and decide only the specific issue submitted to her/him in writing by the Library and the Union, and shall have no authority to make a decision on any other issue not so submitted to her/him. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. The arbitrator shall submit in writing her/his decision within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon the arbitrator's interpretation of the meaning or application of the express terms of this Agree to the facts of the grievance presented. The decision of the arbitrator shall be final and binding as provided by law.

Section 8.4. Expenses of Arbitration.

The fees and expenses of the arbitrator and the cost of a written transcript shall be divided equally between the Library and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 8.5. Time Limits for Filing, Responding.

Grievances not appealed within the designated time limits will be treated as withdrawn grievances.

The Employer's failure to respond within the time limits shall not find in favor of the grievant, but shall automatically advance the grievance to the next step, except Arbitration.

The time limits at any step or for any hearing may be extended by mutual agreement of the parties involved at that particular step.

Grievances may be withdrawn at any step of the Grievance Procedure without prejudice.

ARTICLE 9 SENIORITY

Section 9.1. Seniority.

Seniority, as established by this Article for both full and part-time employees, shall be the employee's last date of hire. Seniority of part-time employees shall accrue at one-half (1/2) the rate of seniority for full-time employees.

Section 9.2. Seniority Lists.

The employer shall furnish seniority lists for full and part-time employees to the Union twice per year. The list provided shall include the employee's name, classification, and seniority order.

Section 9.3. Application of Seniority.

In cases of promotions~~, layoff, recalls,~~ and job assignments where employees are substantially equal in ~~ability~~ knowledge, skills, and abilities in accordance with the job description and posted job announcement, seniority shall be the determining factor.

Section 9.4. Termination.

~~Senior~~ Seniority shall be terminated when an employee:

(a) voluntarily resigns;
(b) is discharged;
(c) is absent for three (3) consecutive days without notifying the Library;
(d) fails to report to work after layoff within three (3) days after she/he has been notified to report to work, provided, however, that upon request made within the three (3) day period, the Library may grant an extension of time for good cause; or
(e) is laid off for a period of two (2) years.

Section 9.5. Probation Period.

The first six (6) months of service shall constitute the probationary period which may be extended an additional three (3) months by the Library Director for good cause. During this probationary period, any original employee may be dismissed by the Library Director for any reason not prohibited by law without the right to grieve.

Section 9.6. Layoff.

In the event of a reduction in the working force which is expected to last for more than one (1) week, employees shall be laid off in the inverse order of their seniority within the job classification, providing however, that part-time employees shall be laid off first. The Library shall give laid-off employees fifteen (15) days written notice of the layoff, except for an emergency. Employees shall be recalled from layoff according to the order of their layoff by letter. The employee is required to keep the Employer informed of the employee's current address and/or phone number. The employee recalled shall have five (5) working days to give notice of her/his intention to return to work.

Section 9.7. Transfer ~~of~~ or Bump to Avoid Layoff.

Employees displaced by the elimination of jobs, through consolidation (combining the duties of two (2) or more jobs), the installation of new equipment or machinery, the curtailment of replacement of existing facilities, the development of new facilities or for any other reasons shall be permitted to exercise their seniority rights to transfer or bump to any other job in an equal or lower rated classification for which they are qualified in the bargaining unit, provided however, that part-time employees may only bump other part-time employees.

ARTICLE 10 FILLING OF VACANCIES

Section 10.1. Definition of a Permanent Vacancy.

For the purposes of this Article, a permanent vacancy is created:

1. when the Library determines to increase the work force and to fill the new position(s);
2. when any of the following transactions take place and the Library determines to replace the previous incumbent: terminations, transfers, promotions, demotions and related transactions provided that nothing in this Section creates any obligation to replace the previous incumbent.

Section 10.2. Posting.

Permanent vacancies shall be posted for bid on the appropriate bulletin boards for a period of five (5) working days. The bid notice shall state the position, the work assignment qualifications, whether assessments may be required, and the rate of pay for such job. Any qualified bargaining unit employee may bid on such position.

Section 10.3. Selection.

Permanent vacancies shall be filled by the application of the provisions of this Article and Article 9, Seniority, and shall be filled within 60 days whenever practical. Where both full and part-time employees bid on a job, in applying the seniority principle, seniority of part-time employees shall accrue at one-half (1/2) the rate of seniority for full-time employees.

Section 10.4. Temporary Assignment.

An employee who is assigned work in a higher paying classification for a period of one (1) consecutive week or longer shall be paid at the higher rate for all time spent performing such work. An employee assigned work in a lower paying classification shall not lose pay for performing such work. The Library shall not split duties or rotate or reassign other employees to any specific temporary assignment for the purpose of circumventing its obligation to pay an employee at the higher rate of pay.

Section 10.5. Probation on Promotion or Transfer.

Any employee who accepts a promotion or transfer to another position within the bargaining unit in accordance with the provisions of this Article shall be on probation in such position for a period of ninety (90) calendar days. Any time loss in excess of five (5) working days, for whatever reason, occurring during this probationary period will extend probation by an amount of time equal to the amount of time loss. During the probationary period, if the employee fails to demonstrate her/his ability to perform the work involved, she/he shall be transferred back to the position or position classification she/he vacated, displacing the employee, if any, who replaced her/him without loss of seniority. During the ninety (90) calendar day period, the employee may voluntarily return to the position or position classification which she/he vacated, displacing the employee, if any, who replaced her/him without loss of seniority.

ARTICLE 11 TRAINING AND EDUCATION

Section 11.1. Conferences, Workshops, Seminars, and Conventions.

Employees who are requested by the Library to attend a conference, workshop, seminar, or convention, shall have travel, meal, registration, and other direct expenses paid by the Library in addition to being granted a paid leave of absence for the period necessary for such attendance. Travel time shall be considered as time worked to the extent required by the Fair Labor Standards Act.

Guidelines are as follows:

(1) Priority of Staff:
- **(a)** staff members that have a direct job related concern with the subject of the conference or agenda of the meeting;
- **(b)** staff participating in and members of professional organizations;
- **(c)** staff that are members of professional organizations;
- **(d)** all others.

(2) Priority of Meetings:
- **(a)** local and regional meetings sponsored by public libraries or public library systems;
- **(b)** Illinois Library Association, Annual Conference;
- **(c)** American Library Association, Annual Conference;
- **(d)** all others.

Official travel allowance will be at the current IRS rate per mile for personal automobiles used. Other direct expenses such as registration, parking, etc. will be paid at actual cost. Travel by other than personal automobile will be paid at actual cost. Library vehicles must be used, if available. Meals will be paid in accordance with the Library Personnel Code.

All payments provided for in this Section are subject to availability of funds. Nothing in this Section requires any particular level of funding for training or education or shall be construed as a guarantee of the right to attend any programs, conferences, workshops, conventions, or seminars.

Section 11.2. Academic Course Work.

~~Subject to the availability of funds, the~~ The Library may pay the tuition of permanent full-time employees who have at least one (1) year of continuous service for job or library related course work.

Employees must receive the Library Director's approval in advance of enrollment. Such approval shall not be unreasonably withheld. The tuition reimbursement policy and request form shall be available on staff intranet.

Any employee who leaves the Library within one (1) year of completing a course will refund the Library the amount paid for the course or reimbursed by the Library. This sum may be withheld from the final paycheck.

a. Tuition Reimbursement

At the end of the course, the employee will reimburse the Library according to the following schedule:

0% for a grade "A"
25% for a grade "B"
50% for a grade "C"
100% for a grade "D" or lower

The Library will reimburse employees who themselves paid for job related courses according to the following schedule:

100% for a grade "A"
75% for a grade "B"
50% for a grade "C"
0% for a grade "D" or lower

b. Leave for Library Related Course Work

Elective academic coursework, including homework, shall not be performed on work time. After completing one (1) year of service, an employee may request use of leave time to attend Library related course work of academic credit which, even after work schedules are rearranged by mutual agreement, cannot be scheduled during non-work time. The time off shall be charged to earned leave time in the following order:

(a) compensatory time
(b) vacation time
(c) personal leave

Approval for this leave will be at the discretion of the Library Director. Such approval will not be unreasonably withheld.

Section 11.3. Non-Credit Classes.

All full-time employees shall be given the opportunity to take job related non-credit classes (e.g. Heartland Community College Community Education classes, ~~Alliance~~ Library System~~'s~~ Continuing Education classes) subject to the availability of funds and arrangements of work schedules. ~~Class schedules shall be made available by the Library.~~ Employees must receive approval from their Department Manager. Such approval shall not be unreasonably withheld. If an employee who is still employed at the Library does not complete the class, she/he will be required to reimburse the Library for the cost of the class in lieu of discipline. If the employee is no longer a Library employee, no reimbursement will be required. This provision applies whether the class was taken at the request of the employee or the Library.

ARTICLE 12 SICK LEAVE

Section 12.1. Sick Leave Accrual.

Effective upon the signing of this Agreement, all full-time employees shall accrue sick leave to a maximum of 960 hours which shall be paid at full pay during time of illness. This benefit shall be accrued by new employees at a rate of 20 hours per month for her/his first twelve (12) months of employment, after which it shall accrue at a rate of 8 hours per month up to a maximum of 960 hours less sick leave used.

Sick leave can be taken in fifteen (15) minute increments after the first half (½) hour. Example: .5 hour; .75 hour; 1 hour; 1.25 hours; 1.5 hours; 1.75 hours, etc.

Whenever an employee uses more than 152 hours, leaving less than eighty (80) hours of sick leave by reason of one or more serious health conditions, defined as an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, residential medical care facility or continuing treatment by a physician, the employee, upon return to work, shall accrue sick leave at the rate of 20 hours per month until he/she has accrued the amount of sick leave he/she had available before the serious health condition or conditions. In order to be eligible to receive sick leave rapid accrual, an employee returning to work must present to her/his Department Manager a certificate from a reputable physician licensed in the state where medical treatment was provided that she/he personally treated said employee for the sickness which kept her/him from work and that the physician personally knew the employee was unable to perform the duties of her/his employment during the entire absence from work. The certificate may be waived at the discretion of the Department Manager. The employee shall receive full pay during the time of said absence, provided that paid leave time is available, if the absence is certified by the attending physician as being the result of an incapacitation and if it is so recognized in writing by the Department Manager and the Library Director. Employees are eligible to receive rapid accrual once during their career (most recent date of hire).

An employee who is unable to report to work because of illness shall contact her/his Department Manager as soon as practical. The Library Director shall have the right to contact any employee during the course of the first day of absence or any subsequent days of absence due to illness. Any employee who cannot be contacted by the Library Director during her/his absence and after diligent effort on the Library's part, will have to show the Library Director due reason for the inaccessibility before the days of absence will be compensated.

The Library will maintain complete and up-to-date records on all employees as regards to their health, sick leave record, job injury record, or any other information as deemed appropriate by the Library Director.

Employees will be notified not less than once per month of the amount of sick leave accumulated.

Section 12.2. Sick Leave Abuse.

Sick leave abuse sometimes occurs. Sick leave abuse is a very serious offense which constitutes cause for disciplinary action. Prior to any disciplinary action taking place, the employee's manager shall counsel the employee regarding her/his absences and remind them of the relevant policies. Some examples of sick leave abuse include, but are not limited to:

1. a pattern of sick leave usage such as repeated use of sick leave in conjunction with regular days off, approved leave days, or holidays.
2. a pattern of sick leave usage such as repeated use of sick leave on a particular day of the week.
3. repeated use of sick leave benefits as they are earned.
4. using sick leave and engaging in activities during the employee's normal work hours which indicate ability to work.

If an employee is suspected of sick leave abuse, the Library Director may require the employee to provide verification for all sick leave absences for a designated or reasonable time period. Nothing herein shall preclude an employee from voluntarily submitting a doctor's verification at any time for the Library Director's consideration.

Upon a good faith belief that an employee may be abusing sick leave, the Library Director may elect to have an employee submit to an examination by a physician designated by the Library certifying the employee's ability to perform the duties of their position and/or the entitlement of sick leave benefits. The cost of the examination will be paid by the Library. In said situation, reasonable travel time to and from the physician's office, reasonable waiting time, and duration of the exam will be paid at the employee's regular rate of pay, will not be counted as hours worked for purposes of overtime and will not be charged against the employee's paid leave time.

An employee absent for three (3) consecutive workdays or more without notice to the employee's supervisor will be regarded as having resigned her/his position. Prior to termination, the Library shall send a letter to the employee's last known address notifying them of a pre-termination meeting.

Section ~~12.2~~ 12.3. Sick Leave Buy Back Program.

All employees hired prior to May 1, 1997 will be grandfathered to the current contract language as regards Sick Leave Buy Back. Bargaining unit employees who retire or leave the employment of the library under honorable circumstances and with twenty (20) or more continuous years of service and at age 55 or older may choose to be paid at their final rate of pay for all accumulated unused sick leave according to the following schedule:

Total Hours Available	Percentage
Less than 400	0%
400-499	50%
500-599	55%
600-699	60%
700-799	65%
800 or more	70%

All employees hired from 5/1/97 through 4/30/10 who are at least 55 years of age, with twenty (20) or more years of service as a City employee, shall be paid at their final hourly rate for all accumulated unused sick leave according to the following schedule:

Less than 400 Hours	0%
Next 100 Hours (400-499)	50%
Next 100 Hours (500-599)	55%
Next 100 Hours (600-699)	60%
Next 100 Hours (700-799)	65%
Next 161 Hours (800-960)	70%

Employees hired after 4/30/10 are ineligible for sick leave buyback upon retirement or other separation from employment.

Section ~~12.3~~ 12.4. IMRF Creditable Service Credits.

The Library and the Union agree that IMRF Creditable Service Credits shall be retroactive to March, 1995.

Employees who have accumulated the maximum sick leave accrual of one hundred twenty (120) days (960 hours) may continue to accrue, for Illinois Municipal Retirement Fund creditable services purposes only, additional sick leave up to a maximum of two hundred forty (240) sick days. It is understood between the parties that such additional accrual over one hundred twenty (120) days (960 hours) shall be used for IMRF creditable service purposes only, and may never be used for any form of paid sick leave. If an employee who has accrued unused sick leave in excess of one hundred twenty (120) days (960 hours) is required to use sick leave which reduced the one hundred twenty (120) day (960 hours) amount, the amount of sick leave available for IMRF purposes shall not be reduced, but shall not begin accruing again until such point as the employee has again accrued one hundred twenty (120) days (960 hours) of sick leave.

ARTICLE 13 LEAVES OF ABSENCE

Section 13.1. Leave Without Pay.

The Library Director may grant a full-time employee or a part-time employee ~~with five (5) or more years of continuous service~~ a leave without pay for a period not to exceed one (1) year when it is in the interest of the Library to do so, provided that if a full-time employee requests a leave of absence without pay to take another position with the Library not covered by this Agreement, the Library Director shall grant a leave of absence for as long as the employee is in the probationary status of said position. During the employee's approved leave of absence, her/his position may be filled by a limited term appointment, temporary promotion, or temporary reassignment of an employee. At the expiration of the leave without pay, the employee has the right to and shall be reinstated to the position she/he vacated if the position still exists; or if not, to any vacant position in the same class.

A leave without pay up to seven (7) days shall be granted if prior request is made to the Department Manager by the employee at least five (5) working days in advance and the employee's absence would not disrupt operations.

All requests for leaves of absence without pay shall be made in writing.

Paid leave time shall not accrue during an unpaid leave lasting more than thirty (30) calendar days. An employee will be responsible for paying the entire cost of health and other insurance premiums for an unpaid leave lasting more than thirty (30) calendar days.

Section 13.2. Bereavement Leave.

Employees are paid straight time earnings for time lost, up to three working days, to grieve and/or attend or prepare for the funeral of a member of the immediate family. An immediate family member is defined as an employee's mother, father, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, or father-in-law. The library realizes that individuals may be deeply affected by the loss of someone other than these relatives and will consider each request for bereavement leave on an individual basis. Extenuating circumstances will be considered on an individual basis.

In the event of the death of an employee, at the discretion of the Director, employees may be granted time to attend the visitation and/or funeral service. Employees who are needed to serve as a pall bearer at a funeral in McLean County shall be excused from work without loss of pay to attend the service.

Section 13.3. Personal Leave.

After twelve (12) months of consecutive employment, all full-time employees shall be granted 24 hours of personal leave. Personal leave can be taken in fifteen (15) minute increments after the first half (1/2) hour. Example: .5 hour; .75 hour; 1 hour; 1.25 hours; 1.5 hours; 1.75 hours; etc. When at all possible, personal leave shall be pre-scheduled with the employee's Department Manager by submitting an absence request form (i.e. Blue Slip).

Part-time employees, after two (2) years of continuous service, will accrue personal leave on a pro rata basis.

During the first year of full-time employment only, ~~personal leave shall accrue until it equals the amount of time provided in this Section.~~ pro-rated personal time will be awarded based on the number of months remaining in the fiscal year.

Section 13.4. Family Emergency Leave.

In all cases where there is an emergency situation and/or illness which requires the presence of an employee, that employee may be granted enough time off duty, at the discretion of the Department Manager or Library Director, so she/he may leave and make arrangements to get help to stay with her/his family, or otherwise arrange to alleviate the emergency situation. When the emergency situation extends beyond one (1) twenty-four (24) hour period of time, permission to be absent from work will have to be secured from the Library Director or Department Manager for every twenty-four (24) hour period thereafter. In any case where an employee has taken more than three (3) family emergency leave days in any given fiscal year, the fourth (4th) day will be deducted from the employee's accrued sick leave days. Family emergency leave is not cumulative.

Section 13.5. Civil Leave.

Employees shall be given time off without loss of pay when performing jury duty, performing emergency civilian duty in connection with a national or local emergency, and for the purpose of voting when the polls are not open at least two (2) hours before or after the employee's scheduled hours of work. In the case of Jury Duty, employees duly summoned for Jury Duty shall show proof of summons as soon as possible to the employer and request leave if desired. If excused from jury duty before the end of the work shift, the employee is expected to report back to work unless previous arrangements have been made. Otherwise, the employee should report back at the beginning of his/her next work shift. If an employee is scheduled for an evening shift, he/she is expected to report back to work or switch shifts with another qualified employee in advance. Also in the case of Jury Duty, all fees received other than meal or travel allowances shall be returned to the Library.

Section 13.6. Service-Connected Injury.

An employee who suffers an on-the-job injury shall be allowed full pay during the first three (3) working days without the utilization of any accumulated sick leave or other benefits. Thereafter, the employee shall be permitted to utilize accumulated sick leave. In the event such service-connected injury becomes the subject of an award by the Industrial Commission, the employee shall reimburse the Employer the dollar equivalent which duplicates payment received as sick leave days, and the employee's sick leave account shall be credited with the number of sick leave days used. An employee who suffers on on-the-job injury shall not be required to utilize any accumulated sick days prior to being granted an injury leave under Section 13.7 below.

Section 13.7. Illness or Injury Leave.

Employees who have utilized all their accumulated sick leave days (except as provided in Section 13.6 above) and are unable to report to or back to work because of the start of or continuance of their sickness or injury, including pregnancy related disability, shall receive a disability leave not to exceed one (1) year from the onset of the disability. During said leave the disabled employee shall provide written verification by a person licensed under the Illinois Medical Practice Act or under similar laws of another state. Such verification shall show the diagnosis, prognosis, and expected duration of the disability; such verification shall be made no less than every thirty (30) days during a period of disability unless the nature of the illness precludes the need for such frequency. Prior to requesting said leave, the employee shall inform the Library in writing the nature of the disability and approximate length of time needed for leave. The written statement shall be provided by the attending physician. The Library will not arbitrarily deny such leave request.

Section 13.8. Treatment of Seniority.

Any nonprobationary employee shall retain and continue to accumulate seniority while on leaves provided for under this Article.

Section 13.9. Employee Rights After Leave.

At the expiration of any leave provided for in this Article, the employee has the right to and shall be reinstated to the position she/he vacated if the position still exists; or if not, to any other vacant position in the same class.

Section 13.10. Failure to Return from Leave.

Failure to return from a leave of absence within three (3) days after the expiration date thereof may be cause for discharge unless the Library Director, in her/his discretion, determines that it was impossible for the employee to so return.

Section 13.11. Notification of Leave.

Notification of balances of vacation, personal, and sick leave shall be provided to the employee once per month.

Section 13.12. FMLA Leave

To the extent that an employee or family member injury or illness qualifies as a serious health condition under the Family and Medical Leave Act (FMLA), the employee will be required to use accrued sick or other available leave time, which shall run concurrently with available FMLA time.

ARTICLE 14 INSURANCE

(a) All ~~benefited~~ eligible employees will ~~move to the Wellness PPO Plan through Blue Cross or the Wellness Health Alliance HMO effective January 1, 2012.~~receive insurance through the City of Bloomington.

(b) The Employer agrees to pay seventy-five percent (75%) of the health insurance premium for benefited employees with "Single" coverage.

(c) The Employer agrees to pay seventy-five percent (75%) of the full health insurance premiums for benefited employees with ~~"Employee + One" and "Family"~~ dependent coverage.

Spouses/Domestic Partners who have access to medical insurance with their non-City employers (hereinafter "ineligible spouses") will be ineligible for insurance on the City/Library medical plans. Those employees who have spouses on the plan as of the Month Day, 2018 contract ratification date will be grandfathered in for plan year 2018 coverage and will be eligible to keep such spouses on the plan until December 31, 2018. Spouses who are Medicare-eligible will be eligible to remain on the City/Library plan.

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For the plan year beginning January 1, 2019, any grandfathered employee (qualifications identified in previous paragraph) with an ineligible spouse who was on the City/Library medical care plan for the previous plan year, shall receive an annual stipend of $1,200.00 (gross), where the ineligible spouse has remained off the City/Library medical care plan for the entire medical plan year. Once a grandfathered employee's spouse is placed on the medical plan, the employee will no longer be eligible for the annual stipend, even if such spouse is determined to be ineligible at a later date. Such reimbursement shall be paid to the employee in the first quarter of the next plan year. For example, if the ineligible spouse was on the City/Library medical care plan for the 2018 plan year, the spouse will be ineligible to participate in the plan for the 2019 plan year and the employee shall be paid the $1,200.00 stipend in the first quarter of calendar year 2020.

If a grandfathered employee's spouse experiences a qualifying event resulting in a loss of medical coverage during the plan year, the employee shall receive a prorated stipend based on the full months the City medical plan was not accessed.

~~(c)~~(d) The Employer agrees to pay fifty percent (50%) of the dental insurance premium for employee coverage, and fifty percent (50%) of the dental insurance premium for dependent coverage for dental insurance for all benefited employees under the City of Bloomington Health Care Plan.

~~(d)~~(e) The Employer agrees to pay fifty percent (50%) of the vision insurance premium for employee coverage, and fifty percent (50%) of the vision insurance premium for dependent coverage for vision insurance for all benefited employees under the City of Bloomington Health Care Plan.

~~(e)~~(f) In any year in which the total amount of group insurance benefits paid is more than one hundred fifty percent (150%) of the average amount paid out over the past five (5) years, the Employer shall have the right to negotiate the type of benefits available under the City of Bloomington Employee Health Care Plan.

~~(f)~~(g) No changes in the level of benefits shall be made except by mutual agreement of the parties unless triggered by the following paragraphs.

Notwithstanding anything to the contrary in this Article, the City may make such necessary changes as it reasonably believes are necessary to insurance benefit levels so such coverage will (1) comply with the Affordable Care Act ("ACA") and any other federal or state health care laws; (2) avoid the imposition, directly or indirectly, of an excise tax for high-cost coverage ("Cadillac Tax") under the ACA or any similar state or federal legislation or regulation; or (3) ensure the City is not subject to any penalties or fees because employees are eligible to obtain insurance through a health insurance exchange in accordance with the ACA or any federal or state health care law(s). The City and the Union will meet during the term of this Agreement to propose changes and amendments to the City's Group Health Insurance, Dental and Vision plans. If such changes are deemed necessary by the City, the City will provide the Union with written notice of such proposed changes and provide evidence supporting the need for the changes and an opportunity to discuss the changes with the City prior to their adoption. The City may not institute such changes for members of the bargaining unit unless such changes, or their substantial equivalents, are instituted for all other City unrepresented employees.

If the City is required to pay an excise tax or penalty under the Affordable Care Act ("ACA") or any similar state or federal legislation or regulation for any coverage options, then the employee's monthly insurance contributions will be increased on a dollar-for-dollar basis to offset the amount of the tax/penalty paid by the City.

The City will not make any plan design changes for calendar year 2018.

The Agreement will be re-opened to discuss wages, effective May 1, 2018, and Article 14, Group Insurance, limited to plan design changes (including but not limited to changing carriers, altering or amending insurance plans, and introducing and/or eliminating additional medical insurance options) and premium contribution levels.

Such reopener negotiations shall begin no later than February 1, 2018, with the parties making all efforts necessary to conclude such negotiations no later than April 30, 2018.

ARTICLE 15 UNIFORMS

Custodians will be required to wear a uniform shirt with proper identification. The Library will furnish the following uniforms for each of the Custodial positions in the proper size:

1 pair Carhartt-type Coveralls or bibs
5 Work Shirts with Identification

The type/style of shirts will be decided by the ~~Labor-Management Committee.~~ Chapter Chair by conducting a poll of the custodial staff with options provided by Library management.

ARTICLE 16 NO STRIKE AND NO LOCKOUT

Section 16.1. No Strike.

During the term of this Agreement, there shall be no strikes, work stoppages, sympathy strikes or slowdowns. No officer or representative of the Union shall authorize, institute, instigate, aid, or condone any such activities.

Section 16.2. No Lockout.

No lockout of employees shall be instituted by the Employer or their representative during the term of this Agreement.

ARTICLE 17 PERFORMANCE REVIEWS

Section 17.1. Informal Conferences.

The Union and the Employer encourage periodic informal performance review conferences between the employee and her/his Department Manager to discuss work performance, job satisfaction, work-related problems, and the work environment.

Section 17.2. Written Performance Reviews.

Written Performance Reviews shall be prepared by the employee's Department Manager who is outside the bargaining unit and who either has firsthand knowledge of the employee's work or has discussed and received recommendations from someone who does. The Performance Review shall be limited to the employee's performance of the duties assigned and factors related thereto.

The Performance Review shall be discussed with the employee, and the employee shall be given a copy immediately after completion and shall sign the Performance Review as a recognition of having read it. Such signatures shall not constitute agreement with the Performance Review.

ARTICLE 18 PERSONNEL RECORDS

Section 18.1. Personnel Records.

The official personnel record shall be maintained at the Library. The personnel record shall be made available during regular business hours for an employee and/or her/his designee to review. However, the record shall not be removed from the Library, nor shall any documents in the record be altered or removed from the file. Employees may contribute documents to their record that relate to their performance and accomplishments.

Section 18.2. Right of Inspection and Copies.

Employees will be granted the right to inspect their personnel records under the following procedures:

(1) Any employee who wishes to inspect her/his personnel record must submit, in writing, her/his request to the person in charge of the record; the request shall not be unduly repetitious.

(2) The inspection shall be granted to the employee within seven (7) working days from the receipt of the request.

(3) The employee may make a copy of any material contained in her/his file.

Section 18.3. Employee Representation.

An employee may designate, in writing, a representative to inspect her/his personnel records and to make copies of pertinent information.

Section 18.4. Disciplinary Records.

Written notice will be mailed to the employee's last reported address on or before the day a disciplinary report, letter, reprimand, or other documentation is released to an external third party. This requirement will be waived if:

(a) the disclosure is ordered in a legal action;
(b) information is requested by a government agency to substantiate an employee's claim or complaint;
(c) the employee waives this right in writing.

Section 18.5. ~~*Disagreement With Content; to Comment.*~~ *Personnel Record Modification*

If an employee disagrees with the information contained in ~~the~~ her/his personnel record, it will be modified or removed by mutual agreement, or the employee may submit a written statement explaining her/his position, to be attached to the disputed portion of the record. This statement will be included whenever the disputed portion of the record is released to a third party.

ARTICLE 19 LABOR-MANAGEMENT COMMITTEE

For the purpose of maintaining communications between labor and management in order to cooperatively discuss and solve problems of mutual concern, representatives of the Library shall meet with the appropriate Union committee representing the bargaining unit. Meetings shall be scheduled if either side feels it is needed. Meetings will be at a time, place, and date mutually agreed upon. Each party shall prepare and submit an agenda to the other one (1) week prior to the scheduled meeting. These meetings may be attended by an AFSCME staff representative.

ARTICLE 20 UNION RIGHTS

Section 20.1. Union Activity During Working Hours.

Employees shall, after giving appropriate notice to their Department Manager, be allowed reasonable time off without loss of pay during working hours to attend grievance hearings, labor~~/~~-management meetings, and any other meetings and/or activities established by this Contract, or meetings called or agreed to by the Employer, if such employees are entitled or required to attend such meetings by virtue of being Union representatives, stewards, witnesses, or grievants.

Section 20.2. Access to Premises by Union Representatives.

The Employer agrees that local representatives and officers and AFSCME staff representatives shall have reasonable access to the premises of the Employer, giving notice upon arrival to the ~~appropriate Employer representative~~ Library Director or designee. Such visitation shall be for the reason of the administration of the Agreement. By mutual arrangement with the Employer in emergency situations, Union staff representatives or local Union representatives may call a meeting during work hours to prevent, resolve, or clarify a problem.

Section 20.3. Time Off For Union Activities.

Local Union representatives shall be allowed time off without pay for legitimate Union business such as Union meetings, State or International conventions, workshops, and other training meetings, provided such representative(s) shall give reasonable notice to her/his Department Manager of such absence. The employee may utilize any accumulated time (holiday, personal, vacation days) in lieu of taking such without pay.

Section 20.4. Union Bulletin Board.

The Library shall provide a bulletin board for the exclusive use of the Union, provided that such bulletin board shall not be for the posting of messages which are inflammatory or disruptive of harmonious relations.

Section 20.5. Union Meetings on Library Premises.

The Library agrees to allow appropriate meeting rooms to be used for Union meetings upon prior notification by the designated Union representative, subject to availability.

Section 20.6. Union Orientation.

The employer will notify the Library Chapter Chair or designee when a new bargaining unit employee is hired. The Union will submit relevant and appropriate Union information to Human Resources to be placed in the new employee packet. The Union will be afforded an opportunity to meet with new employees once per quarter for up to sixty (60) minutes to attend such orientation. If an employee is already scheduled to work during the orientation time, they are paid to attend. Those not already scheduled to work during the orientation time may attend on their own time if they wish to attend the meeting.

ARTICLE 21 MANAGEMENT RIGHTS

It is recognized that the Library has and will continue to retain the rights and responsibilities to direct the affairs of the Library in all of its various aspects. Among the rights retained by the Library are the Library's rights to direct the working forces; to plan, direct, and control all the operations and services of the Library; to determine the methods, means, organization, and number of personnel by which such operations and services are to be conducted; to determine whether goods or services shall be made or purchased; to relieve employees due to lack of work or for other legitimate reasons; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment, or facilities, provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

ARTICLE 22 NON-DISCRIMINATION

Section 22.1. Prohibition Against Discrimination.

Both the Employer and the Union agree not to discriminate against any employee on the basis of race, sex, creed, religion, color, age, national origin, disability, political affiliation and/or beliefs, sexual orientation, or other non-merit factors as provided by law.

Section 22.2. Union Activity.

The Employer and the Union agree that no employee shall be discriminated against, intimidated, restrained, or coerced in the exercise of any rights granted by the Illinois Public Labor Relations Act, 5 ILCS 315/1 et seq. (P.A. 83-1012) or by this Agreement, or on account of membership ~~on~~ or nonmembership in, or on account of participating or not participating in lawful activities on behalf of the Union.

ARTICLE 23 WELFARE TO WORK

No AFSCME represented position will be displaced, laid off, hours reduced, or otherwise reduced in pay as a result of any Welfare to Work initiative.

ARTICLE 24 CDL POLICY

The Library will pay for the difference in the cost of obtaining a Commercial Drivers' License and a Class D license. This amount, net of the regular renewal rate, will be paid each time a new or renewed CDL is required. The Library will not demand reimbursement of these amounts from CDL employees who cease employment with the Library.

A new employee in the Circulation/Outreach Department ~~in the Outreach Department~~ hired to drive the bookmobile will have 60 working days in which to successfully obtain a CDL. If the license is not obtained ~~with~~ within 60 working days, ~~this will~~ such may be cause for termination of a newly hired employee. An in-house employee who does not receive their CDL in 60 working days will be able to return to their previous position as governed by the union contract, Section 10.5. Section 10.5 will be adhered to with the additional stipulation of the 60-day requirement to obtain a CDL.

Bargaining unit CDL employees who fail a drug or alcohol test will be terminated after a second failed drug test.

Any bargaining unit CDL employee who is assigned to the bookmobile and works on the bookmobile shall be paid at the rate of ~~one dollar (1.00)~~ two dollars (2.00) per hour for each hour or portion thereof (in increments of fifteen minutes, rounded to the nearest increment) worked by the CDL employee on the bookmobile. This amount will be paid in addition to the CDL employee's present base rate of pay. The time shall be calculated beginning at the time the CDL employee leaves the Library garage and terminating when the CDL employee returns to the Library garage.

Bargaining unit CDL employees shall submit to their supervisor, on a weekly basis, a written confirmation of the amount of on-road hours (or portions thereof) worked by the CDL employee during each week. Such written confirmations will normally be submitted on Monday. If the supervisor agrees with the report of hours worked submitted by the CDL employee, she/he shall approve payment for such hours (or portions thereof) to the CDL employee in the amounts set forth above and she/he shall sign the written confirmation. If she/he does not agree with the report of hours worked, she/he will meet with the CDL employee and will discuss with the CDL employee what the supervisor believes an accurate summary of hours worked should be. If the supervisor and the CDL employee cannot agree on the number of hours worked by the CDL employee, the CDL employee may initiate the grievance ~~arbitration~~ procedures set forth in Article 8. ~~the collective bargaining agreement between the parties.~~

The parties recognize that a delay between the time a confirmation of hours is submitted by the CDL employee and the date that compensation for such hours worked by such CDL employees on the bookmobile will occur. The Library and the City agree to use their best efforts to compensate full-time CDL employees no later than three weeks after the date their confirmation of hours is submitted by the CDL employee, and to compensate part-time CDL employees no later than two weeks after the date the confirmation of hours is submitted by the CDL employee.

In the event the library purchases a bookmobile that does not require a CDL to drive, Management will have the right to bargain Article 24 at that time.

Bookmobile shall be staffed with two (2) employees for any stops beginning after 5:00 p.m. If the driver requests a second employee due to reasonable safety concerns, the request shall be granted.

ARTICLE 25 SUBCONTRACTING

It is the general policy of the Library to continue to utilize its employees to perform work they are qualified to perform. However, the Library reserves the right to contract out any work it deems necessary in the interest of efficiency, economy, improved work product or emergency. Except where an emergency exists, before the Library changes its policy involving the overall subcontracting of work in a general area, where such policy change amounts to a loss of bargaining unit employees, other than through attrition, the Library will notify the Union and offer the Union an opportunity to discuss (not bargain) the desirability of contracting such work prior to making a decision. The Library will provide no less than forty-five (45) calendar days' written notice to the Union, except in emergency situations. At the Union's request, the Library will provide to the Union all reasonably available and substantially pertinent information in conformance with applicable law. At the Union's request, the parties will meet for the purpose of reviewing the Library's contemplated actions and Union alternatives to the contemplated subcontract, but in no event will such obligation delay the Library's actions. If the Library decides to subcontract the work, it will notify the Union of its decision.

When the subcontracting of such work performed by bargaining unit members will subject an employee to layoff, Sections 9.6 and 9.7 will apply. If no opening or vacancy exists within the bargaining unit, the displaced employee will have the opportunity to apply for other vacancies within the Library. The Library shall have the right to implement its decision prior to the completion of impact or effects bargaining, as requested by the Union, to the extent the implementation of the decision does not prohibit meaningful bargaining over the impact or effect of the Library's decision.

ARTICLE 26 SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable Illinois statutes, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. The parties agree to meet as soon as practicable to renegotiate the provision to eliminate its illegality or unenforceability.

ARTICLE 27 ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

ARTICLE 28 TERMINATION

This Agreement shall be effective as of the last day of ratification and shall remain in full force and effect until the 30th day of April, ~~2017~~ 2019. It shall automatically be renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS WHEREOF, the parties hereto have set their hands this XX ~~17~~th day of ~~February, 2015~~ January, 2018.

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LOCAL 699, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO COUNCIL 31

/s/ Renee Nelson

/s/ ______

/s/ ______

/s/ ______

BOARD OF TRUSTEES
BLOOMINGTON PUBLIC LIBRARY

/s/ Narayndra Jaggi

/s/ ______

/s/ ______

/s/ ______

CITY OF BLOOMINGTON

/s/ ______

/s/ ______ Bonda

/s/ Dayle Tucker

APPENDIX "A" – MEMORANDUM OF UNDERSTANDING

It is agreed to by AFSCME 699 and BLOOMINGTON PUBLIC LIBRARY on this day, June 7, 2005, that the Library will be closed the Sunday before Memorial Day and the Sunday before Labor Day each year or until either party chooses to bring the subject to the bargaining table. These days are not paid holidays and schedules will need to be arranged with the Department Managers to ensure staff works their complete workweek during the two weeks affected by the closings.

APPENDIX "B" – EMPLOYEES GRANDFATHERED UNDER ARTICLE 14

Employees who have spouses on the plan as of the Month day, 2018 contract ratification date:

Debra Mattingly
Patricia Perkins
Robbin Petersen
Marcie Shaffer
Margaret Taylor

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APPENDIX "C" – MEMORANDUM OF UNDERSTANDING

It is agreed to by AFSCME 699 and BLOOMINGTON PUBLIC LIBRARY on this day, January XX, 2018, that the Library will provide a one-time $200.00 signing bonus for full-time and part-time bargaining unit employees on payroll at the time of final contract ratification, as approved by the Bloomington Public Library Board of Trustees.

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APPENDICES

WAGE TABLES

It is agreed to by AFSCME 699 and BLOOMINGTON PUBLIC LIBRARY that the following positions will be removed from the wage tables; however, the job classifications will remain in Section 1.1, Recognition, in the event these positions become necessary in the future:

- Full Time Shelver
- Full and Part Time Library Assistant (*)
- Full and Part Time Library Associate II

Due to position mergers in previous contracts, we no longer have these positions.

APPENDIX "D" – WAGE TABLE

~~MAY 1, 2014 – APRIL 30, 2015~~
MAY 1, 2017 – APRIL 30, 2018

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LIBRARY WORKERS – AFSCME LOCAL 699
SALARY AND WAGE SCALE

HOURLY WAGES FOR FULL TIME EMPLOYEES

POSITION	BASE	5 YR 5%	10 YR 7%	15 YR 9%	20 YR 11%	25 YR 13%	30 YR 15%
Library Asst.	~~13.98~~ 14.90	~~14.68~~ 15.65	~~14.96~~ 15.94	~~15.24~~ 16.24	~~15.52~~ 16.54	~~15.80~~ 16.84	~~16.07~~ 17.14
Custodian	~~13.97~~ 14.89	~~14.67~~ 15.63	~~14.95~~ 15.93	~~15.23~~ 16.23	~~15.50~~ 16.53	~~15.79~~ 16.83	~~16.06~~ 17.12
LTA	~~16.36~~ 17.45	~~17.18~~ 18.32	~~17.51~~ 18.67	~~17.83~~ 19.02	~~18.16~~ 19.37	~~18.49~~ 19.72	~~18.81~~ 20.07
Lib. Assoc. I	~~18.25~~ 19.46	~~19.16~~ 20.43	~~19.53~~ 20.82	~~19.89~~ 21.21	~~20.26~~ 21.60	~~20.62~~ 21.99	~~20.99~~ 22.38
Librarian	~~22.78~~ 24.29	~~23.92~~ 25.50	~~24.38~~ 25.99	~~24.84~~ 26.48	~~25.30~~ 26.96	~~25.73~~ 27.45	~~26.19~~ 27.93

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HOURLY WAGES FOR PART TIME EMPLOYEES

Shelver	~~8.96~~ 10.25	~~9.41~~ 10.76	~~9.58~~ 10.97	~~9.76~~ 11.17	~~9.95~~ 11.38	~~10.11~~ 11.58	~~10.30~~ 11.79
Library Asst.	~~10.59~~ 11.29	~~11.12~~ 11.85	~~11.34~~ 12.08	~~11.55~~ 12.31	~~11.77~~ 12.53	~~11.97~~ 12.76	~~12.18~~ 12.98
Custodian	~~11.71~~ 12.48	~~12.30~~ 13.10	~~12.54~~ 13.35	~~12.76~~ 13.60	~~13.00~~ 13.85	~~13.23~~ 14.10	~~13.47~~ 14.35
LTA	~~13.90~~ 14.82	~~14.60~~ 15.56	~~14.87~~ 15.86	~~15.15~~ 16.15	~~15.43~~ 16.45	~~15.71~~ 16.75	~~15.99~~ 17.04
Lib. Assoc. I	~~15.29~~ 16.30	~~16.05~~ 17.12	~~16.36~~ 17.44	~~16.67~~ 17.77	~~16.97~~ 18.09	~~17.27~~ 18.42	~~17.58~~ 18.75
Librarian	~~19.26~~ 20.53	~~20.24~~ 21.56	~~20.62~~ 21.97	~~20.99~~ 22.38	~~21.38~~ 22.79	~~21.77~~ 23.20	~~22.17~~ 23.61

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~~APPENDIX "C" – WAGE TABLE~~

~~MAY 1, 2015 – APRIL 30, 2016~~

~~LIBRARY WORKERS – AFSCME LOCAL 699~~
~~SALARY AND WAGE SCALE~~

~~HOURLY WAGES FOR FULL TIME EMPLOYEES~~

~~POSITION~~		~~BASE~~	~~5 YR~~ ~~5%~~	~~10 YR~~ ~~7%~~	~~15 YR~~ ~~9%~~	~~20 YR~~ ~~11%~~	~~25 YR~~ ~~13%~~	~~30 YR~~ ~~15%~~
~~Library Asst.~~	-	~~14.29~~	~~15.01~~	~~15.30~~	~~15.58~~	~~15.87~~	~~16.16~~	~~16.43~~
~~Custodian~~	-	~~14.28~~	~~15.00~~	~~15.29~~	~~15.57~~	~~15.85~~	~~16.15~~	~~16.42~~
~~LTA~~	-	~~16.73~~	~~17.57~~	~~17.90~~	~~18.23~~	~~18.57~~	~~18.91~~	~~19.23~~
~~Lib. Assoc. I~~	-	~~18.66~~	~~19.59~~	~~19.97~~	~~20.34~~	~~20.72~~	~~21.08~~	~~21.46~~
~~Librarian~~	-	~~23.29~~	~~24.46~~	~~24.93~~	~~25.40~~	~~25.87~~	~~26.31~~	~~26.78~~

~~HOURLY WAGES FOR PART TIME EMPLOYEES~~

~~Shelver~~	-	~~9.16~~	~~9.62~~	~~9.80~~	~~9.98~~	~~10.17~~	~~10.34~~	~~10.53~~
~~Library Asst.~~	-	~~10.83~~	~~11.37~~	~~11.60~~	~~11.81~~	~~12.03~~	~~12.24~~	~~12.45~~
~~Custodian~~	-	~~11.97~~	~~12.58~~	~~12.82~~	~~13.05~~	~~13.29~~	~~13.53~~	~~13.77~~
~~LTA~~	-	~~14.21~~	~~14.93~~	~~15.20~~	~~15.49~~	~~15.78~~	~~16.06~~	~~16.35~~
~~Lib. Assoc. I~~	-	~~15.63~~	~~16.41~~	~~16.73~~	~~17.05~~	~~17.35~~	~~17.66~~	~~17.98~~
~~Librarian~~		~~19.69~~	~~20.70~~	~~21.08~~	~~21.46~~	~~21.86~~	~~22.26~~	~~22.67~~

~~APPENDIX "D" – WAGE TABLE~~

~~MAY 1, 2016 – APRIL 30, 2017~~

~~LIBRARY WORKERS – AFSCME LOCAL 699~~
~~SALARY AND WAGE SCALE~~

~~HOURLY WAGES FOR FULL TIME EMPLOYEES~~

~~POSITION~~		~~BASE~~	~~5 YR~~ ~~5%~~	~~10 YR~~ ~~7%~~	~~15 YR~~ ~~9%~~	~~20 YR~~ ~~11%~~	~~25 YR~~ ~~13%~~	~~30 YR~~ ~~15%~~
~~Library Asst.~~	-	~~14.61~~	~~15.35~~	~~15.64~~	~~15.93~~	~~16.23~~	~~16.52~~	~~16.80~~
~~Custodian~~	-	~~14.60~~	~~15.34~~	~~15.63~~	~~15.92~~	~~16.21~~	~~16.51~~	~~16.79~~
~~LTA~~	-	~~17.11~~	~~17.97~~	~~18.30~~	~~18.64~~	~~18.99~~	~~19.34~~	~~19.66~~
~~Lib. Assoc. I~~	-	~~19.08~~	~~20.03~~	~~20.42~~	~~20.80~~	~~21.19~~	~~21.55~~	~~21.94~~
~~Librarian~~	-	~~23.81~~	~~25.01~~	~~25.49~~	~~25.97~~	~~26.45~~	~~26.90~~	~~27.38~~

~~HOURLY WAGES FOR PART TIME EMPLOYEES~~

~~Shelver~~	-	~~9.37~~	~~9.84~~	~~10.02~~	~~10.20~~	~~10.40~~	~~10.57~~	~~10.77~~
~~Library Asst.~~	-	~~11.07~~	~~11.63~~	~~11.86~~	~~12.08~~	~~12.30~~	~~12.52~~	~~12.73~~
~~Custodian~~	-	~~12.24~~	~~12.86~~	~~13.11~~	~~13.34~~	~~13.59~~	~~13.83~~	~~14.08~~
~~LTA~~	-	~~14.53~~	~~15.27~~	~~15.54~~	~~15.84~~	~~16.14~~	~~16.42~~	~~16.72~~
~~Lib. Assoc. I~~	-	~~15.98~~	~~16.78~~	~~17.11~~	~~17.43~~	~~17.74~~	~~18.06~~	~~18.38~~
~~Librarian~~		~~20.13~~	~~21.17~~	~~21.55~~	~~21.94~~	~~22.35~~	~~22.76~~	~~23.18~~

Bloomington Public Library

Building Project *Timeline*

1976 Roof collapses in the Withers Library Building and City Council instructs the Library to purchase the 200 block of Olive street to build a new library.

1977 A new 46,000 sf library is completed (for a pop. of 41,000). The intent is to eventually expand to the South.

2000 Consultants complete a long-range plan that concludes the Library needs more space. The Library Board approves plans to explore the expansion of the library in whatever form that may take.

2001 A library building consultant, completes a space needs assessment and recommends a 93,000 sf main branch and a 18,961 sf branch. (Pop. is 73,000.)

An RFP is released for an architect to expand the existing building by 50,486 sf but it is then delayed due to branch discussions.

A joint city council/ library board task force is formed.

2002 An architect is hired to develop plans to add 33,852 sf to the North and South sides of the existing building and a 28,552 sf branch.

The board approves recommending an expansion package to council.
PHASE 1 – build a 28,552 sf branch on the East side and replace the existing building's HVAC system,
PHASE 2 – build a 19,936 sf addition to the existing building.

2003 The City Council approves replacement of the existing building's HVAC system.

At the Council's direction, the Library surveys existing cardholders. The Council leads the Library Board to propose a 19,936 sf expansion and renovation for approximately $3.6 million.

2004 HVAC system is replaced.

2005 The City approves a $3 million loan for library expansion and an architect is hired for a 19,936 sf expansion. Due to the budget, the expansion is pared down to a 7,500 sf expansion.

2006 Renovation and addition of 7,500 sf is completed.

2008 Discussion about an expansion and a branch library resumes.

2011 The Library Board and City Council has a joint meeting. The Library presents its strategic plan which includes building an east side branch. A joint task force is appointed.

2012 At the Council's direction, Anders Dahlgren and Library Planning Associates are hired to complete a needs assessment. A supplemental survey is conducted by IWU.

2013 At the request of City Council, the Library develops a proposed operating budget and plan of service for a potential branch. Later, Mayor Renner reports enthusiasm for obtaining land to the south for the Library to expand in the current location.

2014 The City Manager shares that the purchase of the Sugar Creek Packing plant will allow for more parking for City employees and in turn more parking for the Library. A Joint Library Board and City Council Task Force is established.

2015-2016 Farnsworth is hired to conduct a needs assessment, building program, site analysis, and conceptual design for the expansion of the existing library.

2017 The Library's presents a proposal for expansion for the Council's 5-year Capital Improvement Plan.

The Library and City Council have a joint meeting to discuss the expansion plan.

The Council approves a $140,493 increase in the Library levy to support capital improvements.

Farnsworth
GROUP

2709 McGraw Drive
Bloomington, Illinois 61704
p 309.663.8435 f 309.663.1571

www.f-w.com | www.greennavigation.com

December 05, 2017

Mr. Alex G. Cardona, Library Board President
Ms. Jeanne Hamilton, Director
Bloomington Public Library
205 East Olive St.
Bloomington, IL 61701-5218

Re: **Additional Concept Site Planning Services**
Renovation & Expansion
Bloomington Public Library

Dear Alex & Jeanne:

Many thanks for our meeting last Thursday afternoon, November 30th, to discuss some further refinements to the "Option 2" concept site development plan for your library renovation and expansion project. As always, we very much look forward to working with you to further push this important project forward. In accordance with our discussions at that meeting, we would propose the following tasks:

Task 1 • Working meeting with City Planner Katie Simpson to discuss the following items:

- City of Bloomington's vision for this neighborhood.
- Identification of City owned properties around library and their current users.
- Existing road networks, travel volumes, and long-term road and infrastructure improvements which may impact the library neighborhood.
- Open space opportunities and connections.
- City's thoughts on phasing opportunities.
- Outreach efforts to other governmental stakeholders (intent is for City Planner Simpson to lead direct outreach efforts to these public-agency stakeholders, and generally exclude the Bloomington Public Library or Farnsworth Group from those discussions),
- Other concerns the City wishes to discuss.

Task 2 • Follow-up meeting or conference call with City Planner Simpson to discuss her findings in her outreach efforts.

Task 3 • Preparation of a preliminary (black and white) updated neighborhood master plan (2D) for the entire neighborhood.

Task 4 • Meet with Bloomington Public Library to review preliminary updated neighborhood master plan prior to meeting with City Planner Simpson.

Task 5 • Meet with Bloomington Public Library and City Planner Simpson to review preliminary updated neighborhood master plan. Intent of meeting is to determine what elements of plan to refine into the final updated neighborhood master plan exhibits.

Task 6 • Prepare final updated neighborhood master plan exhibits which would include the following:

- Color rendered site plan (2D) with pertinent data for proposed site and building improvements and functions.
- Sketch Up (3D) perspective massing visualizations.
- Order of magnitude cost opinions for proposed improvements.
- Holistic, Multi-Step Phasing Plan.
- Inspirational images of similar urban, mixed use developments, with a library component.

Task 7 • Presentation of final plan exhibits to Bloomington Public Library and City Planner Simpson prior to official presentation at City Council session.

Task 8 • Presentation of final plan exhibits at official meeting of the Bloomington City Council.

For the above-described tasks, we would propose a not-to-exceed maximum professional services fee of $14,850.00; plus $250.00 in reimbursable expenses. Invoices for these professional services would be billed on a time-and-expense basis, in accordance with our current Farnsworth Group rate schedule, with the above-noted fee plus reimbursable expenses serving as a not-to-exceed maximum.

This proposal assumes commencement of our work right away. And, it assumes completion of all project work no later than 31 May 2018.

We propose that this letter be considered as Amendment No. 1 to our previous contract. If acceptable, kindly acknowledge that acceptance by signing both copies and returning one of them (via e-mail) to our attention. Again, we look forward to continuing our work with you on this terrific Bloomington Community project.

Many Thanks & Best Regards,

FARNSWORTH GROUP, INC.

Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP
Principal

Chad T. Frankeberger, Associate AIA
Senior Project Manager

Jeff Martin, PLA
Landscape Architectural Manager

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Signature

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Typed Name

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Date