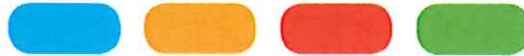# Bloomington Public Library

Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, November 15, 2022
5:30 p.m.

Osborn Room
Bloomington Police Department
305 S East St, Bloomington, IL 61701

AGENDA

I. Call to Order

II. Roll Call

III. Introduction of Public

IV. Public Comment

V. President's Report

VI. Director's Report

VII. Fiscal Report Presentation

VIII. Consent Agenda
   A. Approve Minutes of October 18, 2022 Regular BPL Board Meeting
   B. Approve Bills List of October 2022

IX. Approval Items
   A. Approve Revised FY24 Maintenance & Operating Budget
   B. Approve Letter of Intent to Work with Straight Up Solar
   C. Approve Change Order for Additional Cameras
   D. Approve Change Order for Additional Floor Power Boxes
   E. Approve Change Order for Additional Door Access Control

X. Discussion Items
   A. Library Expansion and Capital Campaign
   B. Per Capita Grant Requirements

XI. Comments from Board of Trustees

XII. Adjournment

BILLS LIST

Approved by BPL Board of Trustees, October 18, 2022

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Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,078.53
Amazon.com, LLC	Adult Books	851.15
Amazon.com, LLC	Building Mtnc Supplies	69.29
Amazon.com, LLC	Children's Books	145.07
Amazon.com, LLC	Computer Supplies	140.65
Amazon.com, LLC	Employee Relations	33.14
Amazon.com, LLC	Janitorial Supplies	197.01
Amazon.com, LLC	Library Supplies	6.89
Amazon.com, LLC	Non-Traditional Materials	4.94
Amazon.com, LLC	Office Supplies	171.66
Amazon.com, LLC	Other Purchased Services	342.39
Amazon.com, LLC	Periodicals	14.99
Ameren IP	Electricity	11,415.61
American Pest Control	Building Maintenance	80.00
Arnott, Samantha	Fees	103.75
Blackstone Audio	Adult Books	100.60
Brodart Company	Library Supplies	476.45
CDW Government	Computer Supplies	943.62
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	718.88
City of Bloomington	FICA	13,252.71
City of Bloomington	Gas & Diesel Fuel	351.53
City of Bloomington	Health Insurance-HMO	519.95
City of Bloomington	Health Insurance-PPO	23,274.76
City of Bloomington	IMRF	18,741.83
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,099.48
City of Bloomington	Payroll	224,997.81
City of Bloomington	RHS Contribution	577.53
City of Bloomington	Vision Insurance	230.38
City of Bloomington	Water	475.66
Creative Empire	Public Access Software	5,428.45
Cummins, Inc.	Vehicle Maintenance	249.67
Custom Digital Imaging	Printing	100.05
Decorator's Grocery	Other Purchased Services	125.00
Dell Marketing, L. P.	Computer Supplies	1,948.73
Dell Marketing, L. P.	Office & Computer Equipment	8,665.73
Dunham, Amy	Travel	10.88
Elmhurst University	Miscellaneous Expenses	50.00
F & W Lawn Care & Landscaping	Building Maintenance	85.00
Felmley Dickerson	Buildings	1,373,478.46

Findaway World, LLC	Adult Books	1,212.33
Findaway World, LLC	Children's Books	1,641.75
Geiger Brothers	Library Supplies	2,406.93
Global Water Technology, Inc.	Building Maintenance	1,400.00
Hamilton, Jeanne	Professional Development	336.25
Hamilton, Jeanne	Travel	163.75
Houck Motorcoach Advertising	Advertising	1,850.00
HV Management, LLC	Other Purchased Services	2,200.00
Illinois Office of the State Fire Marshal	Building Maintenance	140.00
Illinois State Police	Other Purchased Services	30.00
Illinois State University	Advertising	491.67
Johnson Controls fire Protection, L.P.	Building Maintenance	700.00
KCN Solutions, LLC	Rentals	750.00
Lewis, Chad	Other Purchased Services	200.00
Lincoln Library	Miscellaneous Expenses	31.43
Matthew Bender & Co, Inc.	Adult Books	313.99
Metronet	Telecommunications	1,987.54
Mid Illinois Mechanical	Building Maintenance	1,411.89
Midwest Engineering & Testing, Inc.	Building Maintenance	2,685.00
Midwest Tape	A/V Materials	824.56
Midwest Tape	Children's Books	14.99
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	321.90
Niche Academy	Other Purchased Services	2,400.00
NICOR/Northern Illinois Gas	Natural Gas	2,195.58
Nu Air Corp	Building Mtnc Supplies	1,428.40
Prochnow, Caprice	Travel	177.75
Proquest CSA, LLC	Downloadable Materials	244.44
Quill Corp.	Computer Supplies	446.09
Quill Corp.	Janitorial Supplies	361.71
Quill Corp.	Office Supplies	741.28
Ricoh USA, Inc.	Rentals	1,115.79
Ricoh USA, Inc.	Office/Computer Equip Mtnc	91.89
Rock Island Public Library	Miscellaneous Expenses	33.99
Rosedrew, Inc.	Library Supplies	900.40
Sands, Jennifer	Fees	79.64
Schmid, Allison	Travel	158.75
Scholastic Library Publishing	Public Access Software	10,165.00
Steele, K-Fai	Other Purchased Services	100.00
Swanton, Janis	Fees	36.25
Tumbleweed Press, Inc.	Public Access Software	510.00
Uline Shipping Supply Specialists	Janitorial Supplies	195.22
Uline Shipping Supply Specialists	Other Purchased Services	110.30
Weber Electric, Inc.	Building Maintenance	497.50
World Book, Inc.	Public Access Software	5,040.00
VISA - Baker & Taylor Books	A/V Materials	3,923.08
VISA - Baker & Taylor Books	Adult Books	8,697.92
VISA - Baker & Taylor Books	Children's Books	5,963.13
VISA - Best Version Media	Advertising	394.40
VISA - Bub City	Professional Development	16.63
VISA - Champaign Media Group	Periodicals	36.00
VISA - Chicago Books & Journals	Professional Collection	60.53
VISA - Doubletree Hotel	Professional Development	636.32

VISA - DTS Digital Advertising	Advertising	200.00
VISA - Dunkin'	Professional Development	10.27
VISA - Facebook	Advertising	331.75
VISA - Hilton Rosemont	Professional Development	29.43
VISA - HR Direct	Other Purchased Services	60.00
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	24.29
VISA - Illinois Prairie Community Foundation	Professional Development	30.00
VISA - Ingram	A/V Materials	28.63
VISA - Ingram	Adult Books	3,338.22
VISA - Ingram	Children's Books	272.47
VISA - International Service Fee	Computer Supplies	2.07
VISA - Jersey Mike's	Professional Development	15.95
VISA - Kroger	Other Purchased Services	27.47
VISA - Kulture City	Professional Development	199.00
VISA - Library Works	Professional Development	49.00
VISA - Lowe's	Janitorial Supplies	57.62
VISA - Lyft Ride	Professional Development	67.42
VISA - Marco Promotional Products	Library Supplies	496.15
VISA - McDonald's	Professional Development	3.62
VISA - McLean County Behavioral Health	Travel	21.00
VISA - McLean County YWCA	Professional Development	75.00
VISA - Menards	Janitorial Supplies	39.93
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - Oriental Trading Co	Library Supplies	184.59
VISA - Oriental Trading Co	Other Purchased Services	599.70
VISA - Park Tavern	Professional Development	25.55
VISA - Prusa Research	Computer Supplies	207.40
VISA - Regional Help Wanted.com	Advertising	264.00
VISA - Sam's Club	Other Purchased Services	51.02
VISA - Schnuck's	Other Purchased Services	43.82
VISA - Starcrest Cleaners	Other Purchased Services	29.95
VISA - Thornton's	Gas & Diesel Fuel	21.75
VISA - UPS Store	Postage	88.48
VISA - Verizon Wireless	Telecommunications	337.66
VISA - Village of Rosemont	Professional Development	60.00
VISA - Wal-Mart	Janitorial Supplies	37.24
VISA - Wal-Mart	Library Supplies	27.27
VISA - Wal-Mart	Other Purchased Services	21.35
VISA - Zoom.US	Other Purchased Services	339.83
Total		1,778,999.80

Bloomington Public Library

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Director's Report
October 2022

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

- Continued to make progress towards a Library expansion, by:
  - Attending two construction meetings with the architects, general contractors, and subcontractors
  - Meeting with the architects to review furniture options three times, including one visit to the architects' office to review furniture samples
  - Gathering information to evaluate the feasibility of solar panels
  - Reviewing building signage specifications
  - Coordinating a building closure for a water shutoff due to construction
  - Giving City Manager Gleason a tour of the construction site
  - Overseeing compliance with the Illinois State Library (ISL) grant and completing required reports
  - Submitting information to the US Census about our construction project
- Worked with City Finance Manager, Scott Rathbun, to prepare the annual levy
- Met with a potential vendor to discuss the Illinois Solar For All program
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association (ILA) DEI, Nominating, and Public Policy Committee Meetings

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

- Reviewed a draft of the updated board orientation packet

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

I attended the Illinois Library Association (ILA) Conference – the first in person one since 2019! As the immediate past president of ILA, I presented several awards at the awards banquet and was recognized at the annual membership meeting. I also represented Bloomington Public Library by serving on a panel about libraries with labor unions. In addition to my conference responsibilities, I was able to enjoy many inspirational sessions and conversations with colleagues.

This month, I also:
- Attended a virtual Bystander Invention Training
- Watched a RAILS member update
- Wrote appreciation day biographies for 2 staff members celebrating milestone anniversaries

Bloomington Public Library

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- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing

Goal: Administer a cost-effective public library.

- Worked with Kathy to develop the draft BPL budget for the upcoming year
- Met with Rhonda to discuss updates to our donor recognition plans

Bloomington Public Library
Books are just the beginning.

Director's Goals FY23
UPDATE

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

Director's Goal: Plan and oversee the move of all items and services away from the west side of the building by August 8, 2022. ~ GOAL ACHIEVED

Related Accomplishments:

- Adult Services and Children's Services staff workrooms were moved by July 18th
- Adult Services Collection was moved or packed by July 27th
- Adult Services Shelves were dismantled and donated or disposed by July 29th
- Adult Services Furniture was moved, disposed of, or donated by July 29
- Packed Collections were moved offsite by a moving company on August 2nd and 3rd

Director's Goal: Facilitate the completion of the first 12 months of the library expansion and renovation construction project. ~ IN PROGRESS

Related Accomplishments:

- Chiller has been relocated
- New transformer and its enclosure have been installed
- West side ground has been excavated
- West emergency stair tower has been demolished
- Temporary walls separating the construction zone has been completed
- Interior wall frames have been erected
- Northwest and West exterior walls have been removed
- Roof has been removed

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

Director's Goal: Safely and creatively provide services during construction, with half the space. ~ IN PROGRESS

Related Accomplishments:

- A temporary adult services desk has been put into place
- Collections have strategically been moved or stored
- Partnerships have been established to facilitate a variety of offsite programs

Bloomington Public Library
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Director's Goal: Guide the Equity, Diversity, and Inclusion (EDI) committee to complete at least two EDI projects to improve service to our diverse community by March 2023. ~ GOAL ACHIEVED

Related Accomplishments:

- **Developed a transition procedures document for staff undergoing a gender transition**
- **Created a calendar highlighting various cultural events for staff**
- **Added pronouns to staff name badges**
- **Created an Equity, Diversity, and Inclusion Statement**
- **Created Own Voices Reads Bookmarks to highlight diverse books**

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

Director's Goal: Negotiate a new collective bargaining agreement by June 30, 2022. ~ GOAL ACHIEVED

Related Accomplishments:

- **Came to a tentative agreement on June 16th**
- **Ratified by the union on June 30th**
- **Approved by the Library Board on July 19th**
- **Approved by the City Council on July 25th**

Goal: Work effectively through the use of technology.

Director's Goal: Plan and launch a pilot outreach and techmobile program using our existing vehicle by April 30, 2023.

Library Goal: Administer a cost-effective public library.

Director's Goal: Secure at least $1 million in grants, donations, and pledges for the capital campaign by April 30, 2023. ~ IN PROGRESS

Related Accomplishments:

- **Raised $733,633 in donations and pledges**

Adult Services Report
Carol Torrens
October 2022

Goal: Explore and implement strategies to improve access to the library and its resources.
Phase I Construction and Collections
The AS Dept. is settled into its new, temporary spaces for this portion of the construction project.

Marcie joined others on a trip to the architect's office in Chicago to look at furniture options for the expanded Library.

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

COLLECTIONS
Book displays this month were on these topics: Purr-fect Reads (cat books) and mysteries. The DVD display featured Halloween and scary movies.

PROGRAMS
Tiffany participated in the 8th grade expo and interacted with 500+ teens.

Tiffany did book talks to the listed number of students at these schools:
KJHS: 59; PJHS: 89; EJHS: 64; CJHS: 47; NCHS: 52; BJHS: 355 (5 visits)

Book club titles for 2023 are now displaying on the website.

Mimi has started uploading recordings of programs to the Library's You Tube channel.

Adult/Family programs
Mystery Book Club, virtual – 1 session – 11 attended
Fiction Book Club, virtual – 1 session – 10 attended
Books on Tap, in person – 1 session – 13 attended
Von Trapp Family, virtual – 1 session – 30 attended
Medigap programs, virtual – 1 session – 3 attended
Harvest Festival Plant Swap with WBRP, off site – 68 attended
Breast and Cervical Cancer Awareness, virtual – 1 session – 0 attended
Illinois' Most Haunted Locations, virtual – 1 session – 43 attended

Teen Programs
Take and Make Mason Jar Lid Pumpkin craft -- 34 participated

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
Eric has completed training on the AS Desk.

Staff watch recordings from previous mini-morning sessions and attended webinars on such topics as emerging tech trends, mindfulness in your career, and dealing with senstivie issues. Mimi attended the ILA conference, including giving a presentation about how to offer virtual programming.

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month, about setting up Libby, Hoopla, and Kanopy on a smartphone.

Business Office Report
Kathy Jeakins
October 2022

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

Expansion donations continued coming in during October, but at a slower pace

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new card, and I entered all credit card transactions in account files

In October, the Book Shoppe collected $1,578.50; a little more than last month

Hoopla usage was up again in October; $9,778.16; another month over $9,000!

Kanopy downloads for October were $876; a little more than last month

Jeanne and I met a couple of times in October to discuss/develop the FY 24 budgets

I attended the Library Budget & Personnel Committee meeting on Oct 11 to discuss the FY 24 budgets

With the approval of the FY 24 budgets in October, I began entering the data in City's spreadsheets, which is due mid-November

On October 4 Caprice and I met with Edward March, with the Builder's Risk Insurance, for a walk-through of the construction progress

Bills Costing in Excess of $5,000:

- Creative Empire $5,428.45 for Renewal of Mango Languages Service
- Dell Marketing, L.P. $8,665.73 for Replacement Controller
- Felmley Dickerson $1,373,478.46 for Expansion
- Scholastic Library Publishing $10,165.00 for Renewal of BookFlix and ScienceFlix Services
- World Book, Inc. $5,040.00 for Renewal of World Book Online Service

Upcoming:

I will continue to complete the spreadsheets for the FY 24 budget for City; the deadline to have it completed is Nov 23

Bloomington Public Library

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Cataloging & Technical Services Report
Allison Schmid
October 2022

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

- Duplicate returned items are still coming through CATS to be marked unavailable/not holdable and packed.
- CATS staff relocated the Illinois Locked Case materials due to construction above the area they were being housed.

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

- The Teen Zone inventory is complete except for Teen Manga. Statistics will follow in the next report.
- We processed and cataloged 5 Chromebooks that will be ready for public check-out as soon as their new carrying cases arrive. We will be promoting them and the Meeting Owl Pro Kit in the upcoming months.

**Goal: Recruit, train and develop a knowledgeable, collaborative staff.**
- TS continues to staff the TeenZone 10+ hours every week.
- Allison presented at ILA along with Caitlin Stewart (ISU) and Jennifer Williams (NPL). Going Off Book: Adding Non-Traditional Collections to Your Library. You can view the slides here. https://www.ila.org/content/documents/sesp7gskerc0hwzba_going_off_book_-_ila_2022_slides_1.pdf
- Allison met with Nazma and Carol to give a tour of CATS and go over the general workflow of the department.
- Allison attended a very full day of ILA. – 4.5
    - Opening General Session with Amy Tureen
    - Collaboration, Communication and the Cataloger: Measuring the Impact of Enhanced Cataloging on Discoverability of Library Resources
    - Exposing the Heart of Your Library Collections with the Cataloging Maintenance Center
    - Right-Sizing the Public Library Collection
- Eleanor cooked up an amazing batch of green chili for the City Chili Cook-Off. Our theme was D&D, competing against 12 other City teams. The team consisted of Eleanor, Olivia, and Allison, (with a special mention for Jesse who lent us a good deal of décor.)

Bloomington Public Library

Books are just the beginning.

- Allison, Olivia, and Eleanor also competed in the City pumpkin decorating contest. The competition was fierce!
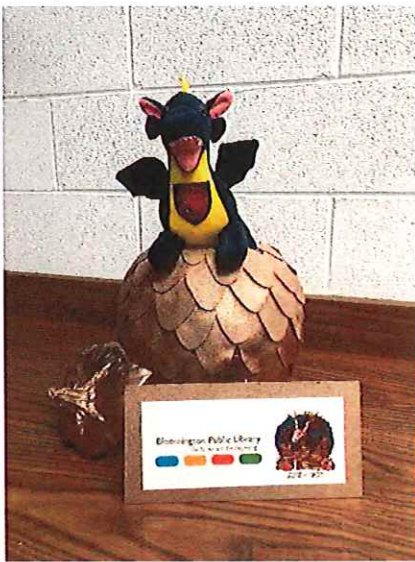
- Training Hours – 4.5

Goal: Work effectively through the use of technology.

- We can now request image updates for catalog records from Syndetics Corrections at ProQuest.

Upcoming:

- Beginning Reader inventory.

<p style="text-align:center">**Children's Services Report**
Melissa Robinson
Oct 2022</p>

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

Programs

- Story Times at McLean County Museum of History – 4 sessions – 35 attended
- Story Times at the Junction – 8 sessions – 81 attended
- Lego Construction – 10 attended
- Tales for Tails – 4 sessions – 30 attended
- 17 programs/sessions total – 156 attended

Passive Programs

- Diwali Drop-In Activities – 191 crafts made
- National Day on Writing – 12 participated
- Halloween Activities – 18 participated
- Vote for Melvin's Halloween Costume – 65 participated
- Crafts – crocodile, cat, space scene, rocket, Melvin's space adventures – 441 crafts made

Events/Group Visits

- Sarah Raymond Harvest Festival – 185 attended
- Miller Park Zoo Spooktacular – 768 attended
- Eastview Trunk or Treat – 388 attended
- Children's Home and Aid Trunk or Treat – 98 attended
- Trinity Lutheran Preschool – 15 attended
- Katie's Kids – 44 attended
- Little Jewels – 43 attended
- La Petite Academy – 25 attended
- Milestones Preschool – 27 attended
- 9 events/groups – 1593 attended

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

- Alex attended a webinar, "5 Authentic Literacy Strategies to Promote Diversity, Equity, Inclusion, and Belonging".

- I attended a webinar, "Addressing Sensitive Issues with Employees."

Goal: Work effectively through the use of technology.

- 20 posts were added to the Children's Facebook group, and we now have 621 members.
- 14 TikTok videos were posted, and we now have 452 followers.

Upcoming:

- Story Times at McLean County Museum of History – Tuesdays Nov 1 and 15
- Story Times at the Junction – Thursdays Nov 3, 10, and 17
- Virtual Lego Construction – Saturday Nov 5

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

Outreach Library Associate, Michelle, meetings and successful connections:
- Book donations to the McLean County Jail
- Reentry Council Board meeting
- Recovery Oriented Systems of Care and Sober Recreation subcommittee meetings
- BN Parent Coalition
- RISE core team meeting
- Fatherhood Coalition core team meeting
- Co-led Human Services Council
- Leadership McLean County Steering Committee, Leadership Skills Committee, and Leadership Launch event
- Human Services Council Board
- Leadership McLean County
- Night in a Car Steering Committee
- McLean County Behavioral Health Forum
- Immigration Project Lunch
- Met with the McLean County Health Department

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

Deposits staff prepared and delivered or renewed 620 items at 11 sites. Staff had 11 participants attend a program on library services at Carriage Crossing and 24 attend at Luther Oaks.

Home Delivery prepared and delivered 347 items to 50 active patrons. 1 new patron was added to the service.

Pop Up Library visits were held at the following locations: Luther Oaks, Bickford House, Villas of Hollybrook, Woodhill Towers, Westminster Village, and Liberty Health. 80 patrons were served, and 290 items checked out.

The new 4-month bookmobile schedule is active and runs November-February. The bookmobile will return to a 6-month rotation for the next schedule period, March-August.

The bookmobile attended Bent Elementary on 10/13 to visit the 3rd grade bilingual class and two other sections of 3rd grade. Students received a tour/overview of bookmobile services and were able to checkout an item.

The Boooooookmobile was at Maria Litta Park on 10/31 from 10a-12p offering Halloween themed games and candy.

Student volunteers from Hammitt School will be helping with shelving A/V in the department for the school year.

Staff attended the following Outreach events in October:
- 10/8: Walk to End Alzheimer's
- 10/8: Faith and Blue event
- 10/12: Shared a table with BN Parents at Normal Community High School
- 10/30: Attended the Miller Park Zoo Spooktacular event with Children's staff

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Outreach Library Associate, Michelle, was nominated for and won the YWCA Women of Distinction Community Key award!
- A part-time staff member in Circ-OTR accepted a part-time Library Technical Assistant position in IT and will start in November.

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(10/2022) Circulation and Outreach Services Statistics

Total Circ BPL	**80,656**
Total Circ Main	**52,596**
Adults	24,687
Teens	1,864
Children	26,045
Total Circ Outreach	**8,942**
OTR Adults	3,037
OTR Teens	73
OTR Children	5,832
Total Circ Drive-up	**355**
Drive-up Adults	194
Drive-up Teens	2
Drive-up Children	159
Total Digital Downloads	**18,763**
Hoopla	4,771
Overdrive	13,103
TumbleBooks	39
eBook Central	28
Kanopy	822
Borrowers Registered	**764**
Total Active Cardholders	**28,587**
Children	6,575
Teen	3,628
Adult	18,384
GPPLD	**1,365**
Total Holds Filled	**5,709**
Main Holds	4,521
Outreach Holds	1,188
Door Count	**11,165**

Top 10 Highest Circulations	
Wingover Apartments PM	300
Grove	146
Bohmer Drive	116
Eagle Crest East	107
Bohmer Drive	105
North Pointe	102
Old Farm Lakes	102
Eagle Ridge	97
Eagle Creek	82
Eagle Ridge	74

5 Stops with Lowest Circulation	
Franklin Park	6
Shirley	6
Spring Ridge	6
Irvin Apartments	5
Traditions	3
Mecherle Drive	1

Bookmobile Customers: 1,155
Total Monthly Stops: 72

Circulation Questions Answered: 419
Outreach Questions Answered: 177
Total Questions Answered: 596

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	95,326	90,538	90,648	100,674	97,293	89,157	78,273	80,656		
Main Circ												
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	71,516	66,754	64,832	74,543	71,450	61,524	52,629	52,951		
Active Users												
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	28,887	28,960	28,047	27,909	27,388	27,388	27,979	28,587		

Human Resources Report
Gayle Tucker
October 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In October, there were three in-house job announcements and two website postings
- I participated in seven interviews
- I provided orientation to four new part time employees
- I continued FMLA, ADA, and Covid administration and tracking
- I verify employment, including Public Service Loan Forgiveness (PSLF) paperwork, as needed
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In October, I participated in several Teams/Zoom meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - Due to construction, this partnership will be on hiatus for the 2022-2023 school year

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
October 2022

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

We completed the loading of the student cards for District 87. Both databases are up to date and the teachers and media specialists from District 87 are able to search for student library card information remotely.

We are working on Unit 5 student cards. Unit 5 will get physical cards which will be mailed out to the students. We hope to have this project done by the end of the month and to have their local electronic database updated as well.

The equipment has been set up for the Pantagraph Index digitization project. We have a workstation dedicated to scanning all the index cards and a group of laptops for volunteers to use to validate the data from the scanning. This process should be starting soon and will be ongoing for several months.

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

We had several programs over the course of the month. Artober took place in October with teens creating and sharing digital images that they have created either at home or using the station in the TeenZone. We had a class introducing teens to sketchup, a digital tool used for drawing. We had a 3D printed skeleton program, where the teens assembled 3D printed skeletons and connected LEDs, wires and batteries to light up their eyes and finally a 3D printed Jack-o-lantern program, where the teens created a 3D light up jack-o-lantern.

Upcoming:

Install new primary domain controller. This will take the place of our aging domain controller.

We are going to start loaning out chromebooks for the public to be able to check out, take home, and use. These are ready to go and should be circulating starting in November.

Marketing Report
Rhonda Massie – October 2022

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

Your Future Library
- Approximately $736,000 has been pledged and donated to the Building Fund.
  - Managed Stripe and Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during October 2022.
  - Managed State Farm employee donations and State Farm matching donations using cybergrants.com.

Art Collection
- Marketing has been working with Hindman Auctions out of Chicago to sell several pieces of the library's art collection which had been appraised at $1,000+. Of the eight pieces fitting this category which we'd hoped to sell via auction, Hindman Auctions feels they can sell four. The art was picked up on October 12 and transported to Chicago. These auctions will not take place until February and March of 2023 and notices will be published per state law.
- Marketing will work to sell 32 additional pieces from the art collection. Of these pieces, 13 have appraisal values; 19 do not. Of the pieces that have not been appraised, an educated solicited opinion puts the value of each at $0-$125.
- Marketing sold a piece of art – *African American Chief* – to a woman who reached out and inquired about making the purchase. She believes that the subject of this art is her brother.

2023 Book Clubs
- Marketing and the book club facilitators worked to update all the 2023 Book Club information in Library Aware – which feeds our website.
- Marketing created publicity for the following 2023 book clubs. The art for the Books on Tap Book Club will be completed in November.
  - Fiction Book Club – 24 pieces of art
  - Mystery Book Club – 24 pieces of art
  - True Colors Book Club – 12 pieces of art
  - History Book Club – 12 pieces of art
  - True Crime Book club – 10 pieces of art

Website
Marketing continues to maintain the library's website.
- Monthly addition of all November programs and registration forms to the online calendar
- Monthly update to the record sets for New Movies, New Music, and New Audiobooks
- Reviewed a document outlining new features available in Library Market following its recent upgrade.
- *Print from Anywhere* Button
  - Worked to add an icon to the homepage which leads patrons wanting to print wirelessly to the correct area of our website to get the ball rolling. This involved creating new icons and working to add the icons and print link to our website. This new icon is now live.
- Construction Photos
  - Created a page to display images which document the progress of the construction.
    - Code the images to display at full capacity if clicked.
    - Added a tile to the homepage which points to the page with the construction images.
    - Added directional links to the Building Project page.
- Book Clubs
  - Added a True Colors tile to the Book Club page.
  - Edited the 2023 Book Club pages housed in Library Market.
- Bookmobile
  - All the Bookmobile stops on the November-February schedule were added to our online calendar.
  - The new Bookmobile schedule is displaying on the website. The previous schedule has been removed.
- Added and removed job postings as requested.
- Locate QR Code traffic numbers from the Connect Transit promotion and reviewed other Google Analytics.
- Updated contact information in the *Contact Us* webform.
- A webform issue -- likely introduced by Library Market's upgrade -- continues to be troubleshot.

Advertising

- WGLT
  - On-air ads ran in October to promote a program titled *Illinois' Most Haunted Locations.*
  - On-air ads will run in November to promote a program titled, *The McLean County Regiment: A History*
- Neighbors Magazines
  - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington,* online ads on Google, and online ads on Facebook continue to promote the fact that library cards and library programs are free.
- Connect Transit
  - From September 10-December 10, large ads are present on 5 Connect Transit buses. These ads promote that library cards are free and share a QR code which takes people to the "Get a Card" page on our website.
- Ongoing
  - Renewed annual sponsorship of productions by The Community Players which allows us to run an ad on their screen during each 2022-2023 show (pre-show and intermission).
- Upcoming
  - BPL will sponsor The Community Players 2023 show *Puffs.* This show will run in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).

Writing

- Messaging and artwork for Nov 3-4 Construction Closure
  - Web Alert
  - Text Messages
  - Facebook Posts
  - Facebook Event
  - Facebook Cover
  - Instagram Post
  - Twitter
  - eBlast
  - Plasma TVs
  - Online Calendar
  - Paper Signs
  - Outgoing Phone Message
- On-air spot with WGLT to promote a program titled, *The McLean County Regiment: A History*
- Pen all texts for 2023 Holiday Closures and the 2023 Bookmobile Offroad Hiatus

November Programs

- The library continues to schedule and promote programs on a month-to-month basis.
  - November's programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.
  - A publicity timeline was developed.
  - A bitly link was created for each program requiring registration.
    - Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
  - A Facebook Event was or will be created for each online and at-home program being offered.
  - An Instagram post was or will be created for each online and at-home program being offered.

Paper & Digital Design Work

Program Publicity (4 pieces each – Facebook Event, Instagram, paper background, paper handout)
- Mason-Jar-Lid Pumpkins (update)
- Pop-Up Plant Swap
- IL Breast & Cervical Cancer Program
- National Day on Writing
- Halloween Digital Escape Room
- 3D-Printed Skeletons
- Drop-In Diwali Activity
- Pop-Up Story Time at MCMH
- Intro to Twine
- Story Time at The Junction
- Avoiding Identity Theft

- Reducing Anxiety through Meditation
- Melvin's Space Adventures
- All About Zines
- Easy-Sew Rice Hand Warmers
- Family Reading Night
- An Evening with Caitlin Doughty
- Find Melvin's Space Buddies

Construction signage
- Paper and digital signage pertaining to Construction Closure on Nov 3-4
- Revamping maps of floor plans as construction progresses

Other Signage
- GPPLD posters pertaining to specific Bookmobile stops
- TerraCycle signage for staff
- 24 x 36 Online Resource posters for Tiffany's offsite event
  - Brainfuse JobNow
  - Brainfuse HelpNow
  - Libby
  - Hoopla
- World Vegan Month book display
- Native American Heritage Month book display
- Juvenile graphic novels
- Create and print posters for the Children's Department's passive program pertaining to *Celebration of India*

Other
- Portrait walls – Many library-related posters were created to don the temporary construction walls. Some promote library services. Others include library-related quotes and ideas.
- New icons were created for the website.
  - The *Print from Anywhere* icon is live on the website.
  - The *Calendar* icon will go live on the website when we near the completion of construction and are ready to re-add the *Room Reservation* icon to the website.
- Created a digital banner for the library's YouTube channel.
- At Carol's request, a business card was created for the Adult Services Desk. This initial run of 50 cards was printed in-house.
- November Calendars

Re-Prints
300 My Library
300 Hoopla
300 Kanopy
300 Libby
300 Letters to accompany student cards

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Marketing organized the staff gift for Appreciation Day, created decorations, and created a program for the day which included short bios of staff members who celebrated milestone anniversaries in 2022.

Goal: Work effectively through the use of technology.
- Social media presence:
  - BPL Facebook – 9,567 followers
  - Instagram – 2,087 followers
  - Twitter - 2,033 followers
  - Monthly catalog referrals from Google & EBSCO's Linked Library – 235
  - Library text subscribers - 336
  - Bookmobile text subscribers – 1,242

- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,943 filtered active subscribers.
- Program Guide list – 33,935 filtered active subscribers.
- General eBlast list – 33,963 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, **all** library programs, employment opportunities, cancellations and closures, news, etc.
    o A weekly #TBT photo is posted to Facebook and Instagram.
    o A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
    o Posts promoting the following were also shared:
        ▪ *We're Hiring* – maintenance/custodial employment offering
        ▪ Walk to End Alzheimer's
        ▪ A staff member's nomination for a Woman of Distinction Award
        ▪ Recording of the library's *Medicare Supplement Insurance* program
        ▪ Fright Fest Horror films for Halloween on Kanopy
        ▪ Taylor Swift's new album on hoopla
        ▪ Staff member's win of a Women of Distinction Award in the Community Key category
        ▪ Library construction closure on Nov 3-4 (three times)
        ▪ Halloween Activities reminder
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
    o An eBlast promoting the Value Line database was delivered to 33,953 patrons on September 30.
    o An eBlast announcing the library's November 3-4 construction closure was delivered to 33,953 patrons on October 28.
    o An eBlast promoting the World book database was delivered to 33,791 patrons on November 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

Operations Report
Caprice Prochnow
October 2022

Goal: Explore and implement strategies to improve access to the library and its resources.
- Operations staff:
    - Moved miscellaneous boxes to storage
    - Replaced all filters in the main air handler
    - Worked with Kourtni on future floor plans moving through phases and finished building
    - Relocated furniture items in TS as needed for construction work
    - Freshened up acrylic holders in vestibule and hung holders on temp wall on upper level
    - Relocated Illinois Collection items from TS to storage room
    - Replaced power strip in breakroom with a higher amperage one
    - Assisted moms with strollers and those with mobility issues to the upper level via the east sidewalk and east patio door
    - Resecured back door handle of bookmobile
    - Relocated shed on east side to accommodate the setting of salt station
    - Moved tractor and spreaders to garage for snow season
    - Reorganized items in the garage to accommodate moving the second green cart and a rolling rack to the dock

- Repairs/Installs:
    - Mid-Illinois Mechanical replaced sump pump and replaced capacitor in split system for server room
    - Weber Electric replaced ballasts in fluorescent fixtures
    - Kone Elevator installed and monitors sanding sleeve on elevator piston

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Caprice - Expansion project:
    - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
    - Attended construction meetings
    - Attended architect FFE work plan & review
    - Continued coordinating construction progress pics to floor plan
    - Viewed furniture samples at architect's office
    - Coordinated delivery of sample furniture to the library with various vendors
    - Did a walk-thru of construction area with building risk rep from the library's insurance company
- Caprice –
    - Viewed "Addressing Sensitive Issues with Employees" webinar
    - Attended final session of "Fundamental Supervisory Skills" training for City Supervisors
    - Coordinated parking for staff during the winter months

- Safety & Accessibility Committee –
    - Met and discussed parking for winter months and construction challenges

Goal: Administer a Cost-Effective Library.
- Alpha Controls conducted quarterly PM

BLOOMINGTON PUBLIC LIBRARY
FY 2022-2023 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	OCT 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	0.00	4,871,598.77	(146,186.23)	97.1
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,116.50	11,116.50	-------
GPPLD	429,600	0.00	400,871.66	(28,728.34)	93.3
Fines & Fees	8,000	631.19	5,342.75	(2,657.25)	66.8
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	3,208.48	11,212.58	9,212.58	560.6
Interest from Taxes	0	0.00	0.00	0.00	-------
Donations	20,000	100.00	21,380.30	1,380.30	106.9
Cash Over/Short	0	0.00	(4.45)	(4.45)	-------
Other	25,000	2,861.83	21,489.74	(3,510.26)	86.0
Total Revenues	5,748,185	6,801.50	5,589,460.85	(158,724.15)	97.2

EXPENDITURES:

ACCT NAME	BUDGET	OCT 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	195,023.14	1,160,923.47	(1,366,009.53)	45.9
Part-Time Salaries	503,788	29,211.67	192,676.78	(311,111.22)	38.2
Seasonal Salaries	69,891	763.00	4,185.51	(65,705.49)	6.0
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	0.00	22,830.00	22,830.00	-------
Total Sals & Wages	3,101,712	224,997.81	1,380,630.21	(1,721,081.79)	44.5
Dental Insurance	11,000	718.88	3,869.30	(7,130.70)	35.2
Health Insurance, HMO	8,060	519.95	2,914.59	(5,145.41)	36.2
Life Insurance	3,100	252.00	1,506.40	(1,593.60)	48.6
Vision Insurance	3,000	230.38	1,249.30	(1,750.70)	41.6
Health Insurance, BCBC-PPO	275,812	23,274.76	127,037.51	(148,774.49)	46.1
Library RHS Contribution	0	577.53	3,608.30	3,608.30	-------
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	18,741.83	113,877.89	(164,129.11)	41.0
FICA	192,387	13,252.71	81,885.42	(110,501.58)	42.6
Medicare	44,994	3,099.48	19,150.75	(25,843.25)	42.6
Unemployment Insurance	0	0.00	210.00	210.00	-------
Worker's Compensation	12,000	0.00	0.00	(12,000.00)	0.0
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	20,000	(2,715.24)	0.00	(20,000.00)	0.0
Other Benefits	22,000	0.00	1,860.21	(20,139.79)	8.5
Total Benefits	889,560	57,952.28	357,169.67	(532,390.33)	40.2
Rentals	20,000	1,232.83	8,474.36	(11,525.64)	42.4
Total Rentals	20,000	1,232.83	8,474.36	(11,525.64)	42.4
Building Mtnc	140,000	6,200.58	77,106.91	(62,893.09)	55.1
Vehicle Mtnc	12,000	603.64	3,552.31	(8,447.69)	29.6
Office & Computer Mtnc	190,000	91.89	66,673.06	(123,326.94)	35.1
Total Repair/Mtnc	342,000	6,896.11	147,332.28	(194,667.72)	43.1

ACCT NAME	BUDGET	OCT 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	3,478.29	27,956.57	(22,043.43)	55.9
Printing/Binding	12,000	145.05	6,837.69	(5,162.31)	57.0
Travel	500	378.25	575.64	75.64	115.1
Membership Dues	5,000	0.00	2,105.00	(2,895.00)	42.1
Professional Development	10,000	1,713.19	4,219.29	(5,780.71)	42.2
Other Purchased Services	130,000	7,481.68	108,029.62	(21,970.38)	83.1
Other Purchased Services-Pandemic Grnt	0	0.00	1,097.60	1,097.60	-------
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	252,500	13,196.46	150,821.41	(101,678.59)	59.7
Office Supplies	15,000	725.96	5,358.06	(9,641.94)	35.7
Computer Supplies	85,000	1,637.03	43,524.03	(41,475.97)	51.2
Postage	5,000	0.00	14.66	(4,985.34)	0.3
Library Supplies	80,000	4,471.41	18,945.34	(61,054.66)	23.7
Janitorial Supplies	20,000	1,136.29	7,284.70	(12,715.30)	36.4
Gas & Diesel Fuel	6,000	396.77	2,643.50	(3,356.50)	44.1
Building Mtnc & Repair Supplies	15,000	2,604.49	6,237.66	(8,762.34)	41.6
Total Supplies	226,000	10,971.95	84,007.95	(141,992.05)	37.2
Natural Gas	21,000	2,195.58	8,688.78	(12,311.22)	41.4
Electricity	92,000	11,415.61	93,883.16	1,883.16	102.0
Water	6,000	475.66	2,803.93	(3,196.07)	46.7
Telecommunications	42,000	3,732.54	20,421.08	(21,578.92)	48.6
Total Utilities	161,000	17,819.39	125,796.95	(35,203.05)	78.1
Professional Collection	1,500	60.53	60.53	(1,439.47)	4.0
Total Prof Collection	1,500	60.53	60.53	(1,439.47)	4.0
Non-Traditional Materials	5,000	4.94	270.83	(4,729.17)	5.4
Periodicals	20,000	50.99	10,785.89	(9,214.11)	53.9
Adult Books	160,000	12,001.65	60,285.91	(99,714.09)	37.7
Children's Books	125,000	1,211.22	39,971.93	(85,028.07)	32.0
A/V Materials	111,600	5,691.25	32,904.00	(78,696.00)	29.5
Public Access Software	105,000	5,938.45	36,146.98	(68,853.02)	34.4
Downloadable Materials	180,000	10,228.94	95,124.53	(84,875.47)	52.8
Total Materials	706,600	35,122.50	275,219.24	(431,380.76)	38.9
Employee Relations	7,000	33.14	2,780.07	(4,219.93)	39.7
Miscellaneous Expenses	10,313	292.27	1,842.55	(8,470.45)	17.9
To Library Equip Replacement	30,000	0.00	0.00	(30,000.00)	0.0
Total Other Expenses	47,313	325.41	4,622.62	(42,690.38)	9.8
Total Expenses	5,748,185	368,575.27	2,534,135.22	(3,214,049.78)	44.1

Bloomington Public Library
FY 2022-2023

Amount

7,000,000.00
6,000,000.00
5,000,000.00
4,000,000.00
3,000,000.00
2,000,000.00
1,000,000.00
-

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr

Month

Revenues — Expenses — Budget
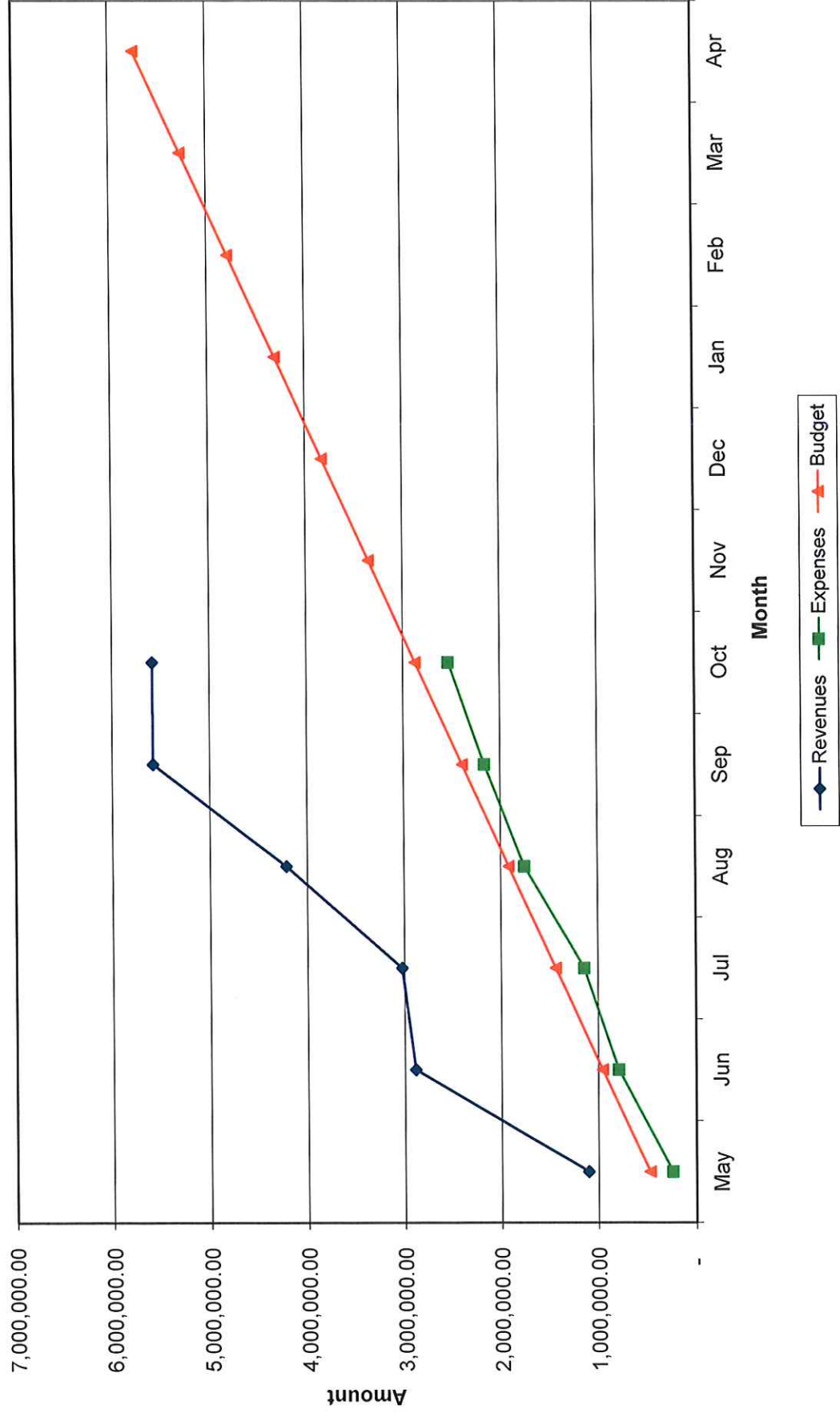
EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2022

Property Tax (97.1%): The Library has received six distributions so far.

Replacement Tax (100.0%): The annual distribution was received in July.

State Grants (103.0%): The Library received its Per Capita Grant—it was a little more than anticipated--$116,053.00

Golden Prairie Public Library District (93.3%): Golden Prairie has also received six distributions so far.

Fees (66.8%): Fee revenue is higher than projected.

Copies (0.0%): Copy revenue has been combined with Print Station revenue.

Interest (560.6%): We projected a lower amount for the year.

Donations (106.9%): This is due to receiving Summer Reading Program donations from the BPL Foundation ($18,000) and Golden Prairie ($3,000) in May.

Other Revenue (86.0%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (38.2%): This is under-spent due to staff vacancies.

Seasonal Salaries (6.0%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

Overtime Salaries (1.3%): It was necessary to pay overtime to a staff member toward the end of their work week.

Dental Insurance (35.2%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (36.2%): This is under-spent due to a decrease in the rates.

Vision Insurance (41.6%): This is under-spent due to a change in the rates.

Library HSA City Contributions (0.0%): This will be paid later in the year.

IMRF (41.0%): This is under-spent due to staff vacancies.

FICA (42.6%): This is under-spent due to staff vacancies.

Medicare (42.6%): This is under-spent due to staff vacancies.

Worker's Compensation (0.0%): The annual premium will be paid in January.

Uniforms (0.0%): Nothing has been charged to this line item.

Tuition Reimbursement (0.0%): The Foundation reimbursed for the tuition payment therefore this is back to 0% for the year.

Other Benefits (8.5%): Charges have been minimal.

Rentals (42.4%): Charges have been minimal.

Building Maintenance (55.1%): This line item is over-spent at this point due paying for a few expansion invoices from here.

Vehicle Maintenance (29.6%): Charges have been minimal.
Office & Computer Equipment (35.1%): Charges have been minimal.
Advertising (55.9%): This is over-spent due to a few large invoices that were paid for Summer Reading Program advertising.
Printing (57.0%): This is over-spent due to paying for the Summer Reading logs.
Travel (115.1%): This is over-spent due to more staff traveling to in-person meetings.
Membership Dues (42.1%): Charges have been minimal.
Professional Development (42.2%): Charges have been minimal.
Other Purchased Services (83.1%): This is over-spent because a few expansion costs were charged to this line item.
Other Insurance (0.0%): The annual premium will be paid in January.
Office Supplies (35.7%): Charges have been minimal.
Postage (0.3%): Charges have been minimal.
Library Supplies (23.7%): Charges have been minimal.
Janitorial Supplies (36.4%): Charges have been minimal.
Gas & Diesel Fuel (44.1%): Charges have been minimal.
Building Maintenance Supplies (41.6%): Charges have been minimal.
Natural Gas (41.4%): Charges have been minimal.
Electricity (102.0%): This is over-spent due to high usage during the summer months and due to higher rates.
Professional Collection (4.0%): Charges have been minimal.
Non-Traditional Materials (5.4%): Charges have been minimal.
Adult Books (37.7%): Charges have been minimal.
Children's Books (32.0%): Charges have been minimal.
A/V Materials (29.5%): Charges have been minimal.
Public Access Software (34.4%): Charges have been minimal.
Employee Relations (39.7%): Charges have been minimal.
Miscellaneous Expenses (17.9%): Charges have been minimal.
Transfer to Equipment Replacement (0.0%): The transfer will take place later in the year.

The Donations line item breaks out as follows:

Summer Reading Program Donations:	
Golden Prairie Public Library District:	$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
C-U Herb Guild:	50.00
Robert Starckovich:	100.00
Miscellaneous Donations:	30.30
Total Donations:	$ 21,380.30

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	$ 15.00
Book Pick-Up:	754.74

Book Shoppe:	10,626.50
Card Catalog Drawers:	245.00
Ear Buds:	100.50
Flash Drives:	39.00
Genealogy Searches:	50.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	6,257.30
Reusable Bags:	187.50
Test Proctoring:	25.00
Tote Bags:	168.00
Miscellaneous:	2,969.20
Total Other Revenue:	$21,489.74

During October, 12 batches containing 84 invoices were processed, totaling $1,462,692.45 and 108 credit card charges were made totaling $27,521.61.

As of October 31, the Library's Maintenance & Operating Fund Balance is $4,651,408.24, which is 80.9%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is $1,369,546.

Library Fund Balance Information, 10/31/22:

Operating:	$ 4,651,408.24
Fixed Assets:	$ 1,186,697.84
Capital:	$ 15,814,985.10

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 10/31/22

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	304,803.33	(945,196.67)	24.4
Interest	0.00	146,778.27	146,778.27	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	4,111,007.00	0.00	(4,111,007.00)	0.0
Total Revenues	25,242,766.00	14,653,471.00	(10,589,295.00)	58.1

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,264,055.06	(189,528.94)	87.0
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	16,420.18	(2,158,579.82)	0.8
Library Buildings	21,170,000.00	3,274,257.60	(17,895,742.40)	15.5
Total Expenses	25,242,766.00	4,646,061.93	(20,596,704.07)	18.4

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 23

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Golden Prairie Public Library District	3,000.00	0.00			3,000.00
The Copy Shop	200.00	0.00			200.00
Total Summer Reading Program Community Donations	3,200.00	0.00	0.00	0.00	3,200.00
Memorial Donations:					
Total Memorial Donations	0.00	0.00	0.00	0.00	0.00
Other Donations:					
C-U Herb Guild, Donation for Materials	50.00	0.00			50.00
Miscellaneous Donations Collected at Circulation/AS	30.10	0.20			30.30
Robert Starckovich, Miscellaneous Donation	0.00	100.00			100.00
Total Other Donations	80.10	100.20	0.00	0.00	180.30
Expansion Donations					
Expansion Donations	139,783.40	165,019.93			304,803.33
Total Expansion Donations	139,783.40	165,019.93	0.00	0.00	304,803.33
Foundation:					
Local History Materials (Paid with Mischler Funds)	2,000.00	0.00			2,000.00
Summer Reading Program	18,000.00	0.00			18,000.00
Tuition for Staff	2,652.00	9,716.84			12,368.84
Weiss Financial Ratings Service, 6/18/22-6/17/23	0.00	2,695.00			2,695.00
Development Day Costs	0.00	1,131.83			1,131.83
Total Foundation	22,652.00	13,543.67	0.00	0.00	36,195.67
Total Donations	165,715.50	178,663.80	0.00	0.00	344,379.30

Bloomington Public Library

Books are just the beginning.

Statistics At-A-Glance
October 2022

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	27,918	34,233	-23%	189,169	214,531	-12%
Teens	1,939	2,050	-5%	13,242	15,837	-16%
Children	32,036	40,732	-21%	223,186	256,715	-13%
Digital Downloads	18,763	16,485	14%	111,104	97,722	14%
Total	80,656	93,500	-14%	536,701	584,805	-8%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,384	19,908	-8%	112,647	120,729	-7%
Teens	3,628	4,329	-16%	19,892	26,270	-24%
Children	6,575	6,280	5%	35,045	36,471	-4%
Total	28,587	30,517	-6%	167,584	183,470	-9%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	764	458	40%	3,293	2,028	38%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,165	14,160	-21%	81,592	77,873	5%
Bookmobile	1,155	804	30%	8,017	4,742	41%
Total	12,320	14,964	-18%	89,609	94,246	-5%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	85	-100%	213	278	-23%
Digital Preservation Studio	0	16	-100%	26	83	-69%
Community Room	0	30	-100%	11	174	-94%
Total	0	131	-100%	250	535	-53%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	23	20	13%	91	46	49%
People Reached	3,129	3,013	4%	12,902	4,821	63%
Community Visits to the Library	0	1	0%	0	4	-100%
People Reached	0	36	0%	0	128	-100%
Total Outreach Visits	23	21	9%	91	44	52%
Total People Reached	3,129	3,049	3%	12,902	4,949	62%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	10	9	10%	56	56	0%
Attendance	178	156	12%	887	1,253	-29%
Teens	7	3	57%	39	21	46%
Attendance	69	8	88%	379	129	66%
Childrens	23	44	-48%	84	184	-54%
Attendance	1,909	2,244	-18%	9,440	13,012	-38%
Total Programs	40	56	-29%	179	261	-31%
Total Attendance	2,156	2,408	-10%	10,706	14,394	-26%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	2	-50%	12	982	-99%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,537	3,127	-19%	17,165	17,314	-1%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	227.00	253.00	-11%	1,065	1,179	-10%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,273	1,514	-16%	8,474	6,954	22%
WiFi Sessions	1,448	1,675	-14%	9,996	8,435	19%
Website/Catalog Hits	41,929	48,479	-14%	274,706	238,517	15%
Online Resource Use	3,677	3,436	7%	3,677	16,985	-78%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	424	348	22%	2,699	2,226	21%
Sent	83	222	-63%	774	1,225	-37%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	5.00	116.75	-96%	13	281	-95%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 21, 2022
5:00 p.m.

MINUTES

I. Call to Order
President called the meeting to order at 5:02 p.m.

II. Roll Call
Trustees Present: Stephen Peterson, Jim Russell, Kathy Vroman, Stephanie Walden, Ruth Novosad

Others Present: Amy Dunham, Jeanne Hamilton

Absent: Ary Anderson, Patti Salch

III. Introductions
There were no introductions.

IV. Public Comments
There were no public comments.

V. President's Report
President Novosad had no report to share.

VI. Approval of Minutes
A. August 17, 2022:
Hearing no objections, the minutes were approved as distributed.

VII. Old Business
A. Update on Annexations
The Board adjusted the original order of the agenda by unanimous consent. Robert Porter, Attorney with Costigan & Wollrab, P.C. spoke with the Board about the Library District Act and the criteria necessary to make a challenge to the court. Mr. Porter outlined the three different approaches the Board can decide to pursue regarding the area that was annexed by the Village of Downs: petition seeking declaratory relief, referendum, or voluntary annexation by homeowners. It is difficult to predict the price of each option, but Mr. Porter's fee is $225 an hour. The Board discussed how they would like to proceed.

STEPHEN PETERSON MOVED, STEPHANIE WALDEN SECONDED, TO RETAIN ROBERT PORTER, ATTORNEY WITH COSTIGAN & WOLLRAB, P.C. TO FILE A PETITION FOR DECLARATORY RELIEF UNDER THE PUBLIC LIBRARY DISTRICT ACT (75 ILCS 16) WITH THE MCLEAN COUNTY CIRCUIT COURT.

YAYS: STEPHEN PETERSON, JIM RUSSELL, KATHY VROMAN, STEPHANIE WALDEN, RUTH NOVOSAD

NAYS: NONE

ABSENT: ARY ANDERSON, PATTI SALCH

THE MOTION CARRIED UNANIMOUSLY.

Staff Reports
B. Director's Report: Jeanne Hamilton, Library Director, shared information on the Illinois Library Association Conference to be held in Rosemont, IL. The dates are October 18 – 20, 2022. Trustee Day is on Thursday, October 20. Jeanne told the Board about the Choose Your Own Adventure teen program series that was held at the end of summer reading. Jeanne also shared that the BPL Board expressed their extreme gratitude for GPPLD's donation toward the library expansion.

C. Circulation and Outreach Report: Jeanne Hamilton thanked the GPPLD for their idea of moving a hotspot to the bookmobile – this change has been implemented. Caitlin Clyne reports that she saw 45 people at the Arrowsmith and Ellsworth Labor Day events. She did collect 12 surveys and will continue to offer the survey to patrons over the next month. Colleen plans to attend the GPPLD meeting in October to provide an update on the data collection from the surveys. Jeanne shared about our amazing Connect Transit partnership for the month of September. In honor of National Library Card Sign-Up month, if someone shows the driver on a Connect Transit bus their library card, they can ride the bus for free!

D. Financial Report: Jeanne Hamilton, Library Director, shared that the Financial Report is in the Board packet. The last page of the report has the checks written and there is an error on the list for programming. The amount of the check should be $4000 and not $40,000. Per Capita Grant funds arrived in the GPPLD bank account in September, and the total was $11,757.23. The Expenses and Revenues should be at 17% through August 31. Kathy has started pulling documents for the audit which will begin in October.

VIII. New Business
A. Discuss April 2023 Election and Disburse 2023 Candidate Packets
The Board discussed the tasks and documents that need to be completed and the timeline for documents to be turned into Amy. Packets were distributed to candidates in attendance.

IX. Old Business
A. Update on Annexations:
(See VII. above as this agenda item moved up by unanimous consent.)

B. Marketing/User Data Discussion
Jim Russell shared his appreciation of Caitlin and her initiative in the Census research and user data. Discussion was held on how the user data will used in developing and updating GPPLD's Strategic Plan. This topic will be added to the January 2023 agenda.

X. Comments from Board Trustees
There were no comments.

XI. Reminder
Next Board Meeting is October 19, 2022.

XII. Adjournment
President Novosad adjourned the meeting at 6:25 p.m.

Incident Report Summary for October 2022

2022-10-31 23:59:00
2022-10-01 01:00:00
29 days in month

Incident ID	Date/Time Submitted	Violation
4383	2022-10-08 16:30:48	AlcoholDrugs
4384	2022-10-09 20:10:47	CustomerRelatedIllnessAccident
4385	2022-10-16 20:10:48	InappropriateBehavior

Suspension Report Summary for October 2022

2022-10-31 08:14:03pm
2022-10-01 08:14:03pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
479	2022-10-08 00:00:00	AlcoholDrugs
480	2022-10-16 00:00:00	InappropriateBehavior
482	2022-10-25 00:00:00	SleepingIncident

2022 Proposed & Historical Tax Levy
For FY2024 Budget Year

Bloomington Public Library

Levy Type	2022 Proposed Tax Levy	2021 Tax Levy	2020 Tax Levy	2019 Tax Levy	2018 Tax Levy	2017 Tax Levy
LIBRARY OPERATIONS	$ 5,185,600	$ 5,017,785	$ 4,967,785	$ 4,935,359	$ 4,871,840	$ 4,823,604
LIBRARY EXPANSION	$ 1,085,000	$ 850,000	$ -	$ -	$ -	$ -
TOTAL	$ 6,270,600	$ 5,867,785	$ 4,967,785	$ 4,935,359	$ 4,871,840	$ 4,823,604
Operations Increase	$ 167,815	$ 50,000				
Expansion Project Increase	$ 235,000	$ 850,000				
Dollar Increase/(Decrease)	$ 402,815	$ 900,000	$ 32,426	$ 63,519	$ 48,236	$ 140,493
Percent Increase/(Decrease)	6.86%	18.12%	0.66%	1.30%	1.00%	3.00%
EAV	2,058,750,000	1,926,553,423	1,887,703,781	1,881,602,162	1,867,939,698	1,858,132,129
Estimated Operating Tax Rate	0.25188%	0.26045%	0.26317%	0.26230%	0.26081%	0.25959%
Estimated Expansion Tax Rate	0.05270%	0.04412%	0.00000%	0.00000%	0.00000%	0.00000%
Estimated Tax Rate	0.30458%	0.30457%	0.26317%	0.26230%	0.26081%	0.2596%
Inc in Operating Tax Rate	-0.0086%	-0.0027%	0.0009%	0.0015%	0.0012%	0.2596%
Inc in Expansion Tax Rate	0.0086%	0.0441%	0.0000%	0.0000%	0.0000%	0.0000%
Increase in Rate	0.0000%	0.0414%	0.0009%	0.0015%	0.0012%	0.0066%
House EAV (165K full value)	$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000
Tax Increase	$ 0.00	$ 22.77	$ 0.48	$ 0.82	$ 0.67	$ 3.65

Account Number	Account Title	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 24 Approved	FY 24 REVISED PROPOSAL	$ Diff From FY24 Approved and Revised	$ Diff From FY 23 to FY 24	% Diff From FY 23 to FY 24
50110	Property Taxes	4,967,785	4,966,564	5,017,785	5,362,000	5,185,600	(176,400)	167,815	3.3%
50110-11000	Property Taxes-Expansion	-	-	851,046	1,085,000	1,085,000	-	233,954	27.5%
53020	Replacement Tax	130,400	130,400	130,400	130,400	130,400	-	-	0.0%
53120	State Grants	95,700	113,000	112,700	116,000	116,000	-	3,300	2.9%
53120-12000	State Grants-Pandemic Grant	-	110	-	-	-	-	-	N/A
53120-11000	State Grants-Expansion	5,681,759	-	-	4,972,040	4,972,040	-	4,972,040	N/A
53370	From Golden Prairie PL Dist	402,000	408,270	429,600	437,921	437,921	-	8,321	1.9%
54490	Library Fees & Rentals	5,000	12,554	8,000	10,000	10,000	-	2,000	25.0%
54720	Copies (merged w/ Other Misc Income)	3,000	2,695	2,700	-	-	-	(2,700)	-100.0%
56010	Interest from Investments	5,000	4,171	2,000	10,000	10,000	-	8,000	400.0%
56010-11000	Interest-Expansion	-	-	-	100,000	100,000	-	100,000	N/A
56020	Interest From Taxes	-	74	-	-	-	-	-	N/A
57310	Donations	10,000	22,257	20,000	25,000	25,000	-	5,000	25.0%
57310-1100	Donations-Expansion	75,000	75,080	550,000	150,000	150,000	-	(400,000)	-72.7%
57350	Other Private Grants	-	500	-	-	-	-	-	N/A
	Property Damage Claim		1,921	-	-	-	-	-	N/A
57510-11000	Bond Proceeds-Expansion	14,200,000	-	-	-	-	-	-	N/A
57610	Cash Over/Short	-	(18)	-	-	-	-	-	N/A
57990	Other Misc Income	24,211	43,556	25,000	40,000	40,000	-	15,000	60.0%
	Fr Library Fund Balance	-	-	-	-	-	-	-	N/A
	Fr Library Fixed Asset Fund	-	-	-	-	-	-	-	N/A
	Fr Illinois Funds Fund Balance	1,310,079	-	1,625,000	-	-	-	(1,625,000)	-100.0%
	Total Revenues	26,909,934	5,781,134	8,774,231	12,438,361	12,261,961	(176,400)	3,487,730	39.7%
61100	Full Time Salaries	2,466,734	2,402,674	2,526,933	2,684,344	2,676,237	(8,107)	149,304	5.9%
61110	Part Time Salaries	465,048	395,790	503,788	558,280	558,280	-	54,492	10.8%
61130	Seasonal Salaries	65,510	20,790	69,891	57,144	57,144	-	(12,747)	-18.2%
61150	Overtime Salaries	1,100	198	1,100	1,100	100	(1,000)	(1,000)	-90.9%
61190	Other Salaries	-	12,720	-	20,000	20,000	-	20,000	N/A
62100	Dental Insurance	11,064	9,006	11,000	11,400	11,520	120	520	4.7%
62109	Health Insurance HAMP HMO	33,053	9,034	8,060	6,600	6,600	-	(1,460)	-18.1%
62110	Life Insurance	3,100	2,950	3,100	3,125	3,091	(34)	(9)	-0.3%
62111	Vision Insurance	3,024	2,778	3,000	5,724	5,724	-	2,724	90.8%
62113	HI PPO 600/1200	250,906	192,008	275,812	298,980	213,390	(85,590)	(62,422)	-22.6%
62114	HI PPO W/ HSA	-	93,243	-	79,800	79,800	-	79,800	N/A
62115	RHS Contributions	-	6,534	-	7,500	7,500	-	7,500	N/A
62116	HSA City Contribution	16,000	16,100	18,100	14,800	14,800	-	(3,300)	-18.2%
62120	IMRF	246,673	282,981	278,007	295,278	294,386	(892)	16,379	5.9%
62130	FICA	185,832	170,042	192,387	204,586	204,082	(504)	11,695	6.1%
62140	Medicare	43,461	39,768	44,994	47,847	47,729	(118)	2,735	6.1%
62160	Worker's Comp	18,299	9,068	12,000	25,089	25,070	(19)	13,070	108.9%
62190	Staff Uniforms	800	837	1,100	1,100	1,100	-	-	0.0%
62210	Tuition Reimbursement	26,000	-	20,000	10,000	3,000	(7,000)	(17,000)	-85.0%
62990	Other Benefits	20,000	47,885	22,000	22,000	22,000	-	-	0.0%
70051-11000	Architectural/Design Services	1,276,991	920,050	-	5,000	5,000	-	5,000	N/A
70420	Equipment Rental	20,000	14,802	20,000	19,000	19,000	-	(1,000)	-5.0%
70510	Building Maintenance	140,000	83,945	140,000	140,000	130,000	(10,000)	(10,000)	-7.1%
70510-11000	Building Maintenance-Exp	-	-	-	170,000	170,000	-	170,000	N/A
70520	Vehicle Maintenance	12,000	16,850	12,000	17,000	17,000	-	5,000	41.7%
70530	Office/Equipment Maintenance	190,000	168,286	190,000	185,000	185,000	-	(5,000)	-2.6%
70610	Advertising	50,000	44,644	50,000	50,000	47,000	(3,000)	(3,000)	-6.0%
70611	Printing/Binding	20,000	18,585	12,000	20,000	20,000	-	8,000	66.7%
70630	Travel	500	250	500	500	500	-	-	0.0%
70631	Membership Dues	5,500	5,180	5,000	5,000	5,000	-	-	0.0%
70632	Professional Development	10,000	4,980	10,000	8,000	7,500	(500)	(2,500)	-25.0%
70690	Other Purchased Services	140,000	105,387	130,000	130,000	125,000	(5,000)	(5,000)	-3.8%
70690-11000	Other Purchased Srv-Expansion	96,838	91,329	-	140,000	140,000	-	140,000	N/A
70690-12000	Other Prchd Srv-Pan Grant	-	3,230	-	-	-	-	-	N/A
70790	Other Insurance	35,000	41,579	45,000	45,000	45,000	-	-	0.0%
71010	Office Supplies	20,000	11,516	15,000	15,000	14,000	(1,000)	(1,000)	-6.7%
71010-11000	Office Supplies-Expansion	-	-	2,175,000	95,000	95,000	-	(2,080,000)	-95.6%
71010-70000	Office Sups-COVID-19	-	542	-	-	-	-	-	N/A
71013	Computer Supplies	80,000	71,606	85,000	90,000	90,000	-	5,000	5.9%
71013-12000	Comptr Sps-Pan Grant	-	6,920	-	-	-	-	-	N/A
71017	Postage	4,500	216	5,000	2,000	1,500	(500)	(3,500)	-70.0%
71020	Library Supplies	80,000	49,582	80,000	70,000	65,000	(5,000)	(15,000)	-18.8%
71024	Janitorial Supplies	18,000	11,820	20,000	23,000	20,000	(3,000)	-	0.0%
71070	Fuel	6,000	4,439	6,000	6,000	6,000	-	-	0.0%
71080	Bldg & Maint Supplies	18,000	9,222	15,000	15,500	13,500	(2,000)	(1,500)	-10.0%
71310	Natural Gas	28,000	32,835	21,000	36,000	36,000	-	15,000	71.4%
71320	Electricity	90,000	94,598	92,000	110,449	110,449	-	18,449	20.1%

71330	Water	9,000	6,730	6,000	7,500	7,000	(500)	1,000	16.7%
71340	Telecommunications	32,700	37,766	42,000	49,000	46,000	(3,000)	4,000	9.5%
71410	Professional Collection	1,500	646	1,500	1,000	800	(200)	(700)	-46.7%
71411	Non-Traditional Materials	5,000	5,938	5,000	5,000	4,000	(1,000)	(1,000)	-20.0%
71420	Periodicals	20,000	21,046	20,000	20,000	17,000	(3,000)	(3,000)	-15.0%
71430	Adult Books	157,500	155,428	160,000	163,000	157,000	(6,000)	(3,000)	-1.9%
71440	Children's Books	123,400	117,872	125,000	126,000	121,000	(5,000)	(4,000)	-3.2%
71470	A/V Materials	111,600	85,366	111,600	110,000	91,000	(19,000)	(20,600)	-18.5%
71480	Public Access Software	132,000	86,083	105,000	105,675	105,675	-	675	0.6%
71490	Downloadables	179,950	181,981	180,000	190,000	190,000	-	10,000	5.6%
72520-11000	Buildings-Expansion	21,170,000	-	-	-	-	-	-	N/A
79120	Employee Relations	5,000	1,565	7,000	5,000	3,000	(2,000)	(4,000)	-57.1%
79990	Other Misc. Expenses	10,000	6,161	10,313	7,000	3,444	(3,556)	(6,869)	-66.6%
89237	To Library Equip Replacement	-	-	30,000	-	-	-	(30,000)	-100.0%
89409	Lib Expansion Project Fund	-	31,342	-	-	-	-	-	N/A
	To Capital Fund	31,342	-	-	4,812,040	4,812,040	-	4,812,040	N/A
89301	To General Bond & Interest	-	-	851,046	1,085,000	1,085,000	-	233,954	27.5%
								-	N/A
	Total Expenses	28,186,925	6,264,723	8,774,231	12,438,361	12,261,961	(176,400)	3,487,730	39.7%
	Total Revenues	26,909,934	5,781,134	8,774,231	12,438,361	12,261,961	(176,400)	3,487,730	39.7%
	Rev Over Exp (Surplus)	(1,276,991)	(483,589)	-	-	-	-	-	N/A
Items highlighted in yellow are related to construction									

LIBRARY
MAINTENANCE & OPERATING BUDGET SNAPSHOT
(DOES NOT INCLUDE CONSTRUCTION RELATED EXPENSES)
FISCAL YEARS 2022-2024

Account Number	Account Title	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 24 Approved	FY 24 REVISED PROPOSAL	$ Diff From FY24 Approved and Revised	$ Diff From FY 23 to FY 24	% Diff From FY 23 to FY 24
50110	Property Taxes	4,967,785	4,966,564	5,017,785	5,362,000	5,185,600	(176,400)	167,815	3.3%
53020	Replacement Tax	130,400	130,400	130,400	130,400	130,400	-	-	0.0%
53120	State Grants	95,700	113,000	112,700	116,000	116,000	-	3,300	2.9%
53120-12000	State Grants-Pandemic Grant	-	110	-	-	-	-	-	N/A
53370	From Golden Prairie PL Dist	402,000	408,270	429,600	437,921	437,921	-	8,321	1.9%
54490	Library Fees & Rentals	5,000	12,554	8,000	10,000	10,000	-	2,000	25.0%
54720	Copies (merged w/ Other Misc Income)	3,000	2,695	2,700	-	-	-	(2,700)	-100.0%
56010	Interest from Investments	5,000	4,171	2,000	10,000	10,000	-	8,000	400.0%
56020	Interest From Taxes	-	74	-	-	-	-	-	N/A
57310	Donations	10,000	22,257	20,000	25,000	25,000	-	5,000	25.0%
57350	Other Private Grants	-	500	-	-	-	-	-	N/A
	Property Damage Claim		1,921	-	-	-	-	-	N/A
57610	Cash Over/Short	-	(18)	-	-	-	-	-	N/A
57990	Other Misc Income	24,211	43,556	25,000	40,000	40,000	-	15,000	60.0%
	Fr Library Fund Balance	-	-	-	-	-	-	-	N/A
	Fr Library Fixed Asset Fund	-	-	-	-	-	-	-	N/A
								-	
	Total Revenues	5,643,096	5,706,054	5,748,185	6,131,321	5,954,921	(176,400)	206,736	3.6%
								-	
61100	Full Time Salaries	2,466,734	2,402,674	2,526,933	2,684,344	2,676,237	(8,107)	149,304	5.9%
61110	Part Time Salaries	465,048	395,790	503,788	558,280	558,280	-	54,492	10.8%
61130	Seasonal Salaries	65,510	20,790	69,891	57,144	57,144	-	(12,747)	-18.2%
61150	Overtime Salaries	1,100	198	1,100	1,100	100	(1,000)	(1,000)	-90.9%
61190	Other Salaries	-	12,720	-	20,000	20,000	-	20,000	N/A
62100	Dental Insurance	11,064	9,006	11,000	11,400	11,520	120	520	4.7%
62109	Health Insurance HAMP HMO	33,053	9,034	8,060	6,600	6,600	-	(1,460)	-18.1%
62110	Life Insurance	3,100	2,950	3,100	3,125	3,091	(34)	(9)	-0.3%
62111	Vision Insurance	3,024	2,778	3,000	5,724	5,724	-	2,724	90.8%
62113	HI PPO 600/1200	250,906	192,008	275,812	298,980	213,390	(85,590)	(62,422)	-22.6%
62114	HI PPO W/ HSA	-	93,243	-	79,800	79,800	-	79,800	N/A
62115	RHS Contributions	-	6,534	-	7,500	7,500	-	7,500	N/A
62116	HSA City Contribution	16,000	16,100	18,100	14,800	14,800	-	(3,300)	-18.2%
62120	IMRF	246,673	282,981	278,007	295,278	294,386	(892)	16,379	5.9%
62130	FICA	185,832	170,042	192,387	204,586	204,082	(504)	11,695	6.1%
62140	Medicare	43,461	39,768	44,994	47,847	47,729	(118)	2,735	6.1%
62160	Worker's Comp	18,299	9,068	12,000	25,089	25,070	(19)	13,070	108.9%
62190	Staff Uniforms	800	837	1,100	1,100	1,100	-	-	0.0%
62210	Tuition Reimbursement	26,000	-	20,000	10,000	3,000	(7,000)	(17,000)	-85.0%
62990	Other Benefits	20,000	47,885	22,000	22,000	22,000	-	-	0.0%
70420	Equipment Rental	20,000	14,802	20,000	19,000	19,000	-	(1,000)	-5.0%
70510	Building Maintenance	140,000	83,945	140,000	140,000	130,000	(10,000)	(10,000)	-7.1%
70520	Vehicle Maintenance	12,000	16,850	12,000	17,000	17,000	-	5,000	41.7%
70530	Office/Equipment Maintenance	190,000	168,286	190,000	185,000	185,000	-	(5,000)	-2.6%
70610	Advertising	50,000	44,644	50,000	50,000	47,000	(3,000)	(3,000)	-6.0%
70611	Printing/Binding	20,000	18,585	12,000	20,000	20,000	-	8,000	66.7%
70630	Travel	500	250	500	500	500	-	-	0.0%
70631	Membership Dues	5,500	5,180	5,000	5,000	5,000	-	-	0.0%
70632	Professional Development	10,000	4,980	10,000	8,000	7,500	(500)	(2,500)	-25.0%
70690	Other Purchased Services	140,000	105,387	130,000	130,000	125,000	(5,000)	(5,000)	-3.8%
70690-12000	Other Prchd Srv-Pan Grant	-	3,230	-	-	-	-	-	N/A
70790	Other Insurance	35,000	41,579	45,000	45,000	45,000	-	-	0.0%
71010	Office Supplies	20,000	11,516	15,000	15,000	14,000	(1,000)	(1,000)	-6.7%
71010-70000	Office Sups-COVID-19	-	542	-	-	-	-	-	N/A
71013	Computer Supplies	80,000	71,606	85,000	90,000	90,000	-	5,000	5.9%
71013-12000	Comptr Sps-Pan Grant	-	6,920	-	-	-	-	-	N/A
71017	Postage	4,500	216	5,000	2,000	1,500	(500)	(3,500)	-70.0%
71020	Library Supplies	80,000	49,582	80,000	70,000	65,000	(5,000)	(15,000)	-18.8%
71024	Janitorial Supplies	18,000	11,820	20,000	23,000	20,000	(3,000)	-	0.0%
71070	Fuel	6,000	4,439	6,000	6,000	6,000	-	-	0.0%
71080	Bldg & Maint Supplies	18,000	9,222	15,000	15,500	13,500	(2,000)	(1,500)	-10.0%
71310	Natural Gas	28,000	32,835	21,000	36,000	36,000	-	15,000	71.4%
71320	Electricity	90,000	94,598	92,000	110,449	110,449	-	18,449	20.1%
71330	Water	9,000	6,730	6,000	7,500	7,000	(500)	1,000	16.7%
71340	Telecommunications	32,700	37,766	42,000	49,000	46,000	(3,000)	4,000	9.5%
71410	Professional Collection	1,500	646	1,500	1,000	800	(200)	(700)	-46.7%
71411	Non-Traditional Materials	5,000	5,938	5,000	5,000	4,000	(1,000)	(1,000)	-20.0%
71420	Periodicals	20,000	21,046	20,000	20,000	17,000	(3,000)	(3,000)	-15.0%
71430	Adult Books	157,500	155,428	160,000	163,000	157,000	(6,000)	(3,000)	-1.9%
71440	Children's Books	123,400	117,872	125,000	126,000	121,000	(5,000)	(4,000)	-3.2%
71470	A/V Materials	111,600	85,366	111,600	110,000	91,000	(19,000)	(20,600)	-18.5%
71480	Public Access Software	132,000	86,083	105,000	105,675	105,675	-	675	0.6%

71490	Downloadables	179,950	181,981	180,000	190,000	190,000	-	10,000	5.6%
79120	Employee Relations	5,000	1,565	7,000	5,000	3,000	(2,000)	(4,000)	-57.1%
79990	Other Misc. Expenses	10,000	6,161	10,313	7,000	3,444	(3,556)	(6,869)	-66.6%
89237	To Library Equip Replacement	-	-	30,000	-	-	-	(30,000)	-100.0%
89409	Lib Expansion Project Fund	-	31,342	-	-	-	-	-	N/A
								-	N/A
	Total Expenses	5,611,754	5,253,344	5,748,185	6,131,321	5,954,921	(176,400)	206,736	3.6%
	Total Revenues	5,643,096	5,706,054	5,748,185	6,131,321	5,954,921	(176,400)	206,736	3.6%
	Rev Over Exp (Surplus)	31,342	452,710	-	-	-	-	-	N/A

StraightUp SOLAR

ILSFA Project Development Letter of Intent

Between:

StraightUp Solar, LLC
11696 Lilburn Park Rd
St. Louis, MO 63146

And:

Bloomington Public Library
205 E Olive St
Bloomington, IL 61701

Pending the signing of a Power Purchase Agreement, all parties agree to hold in strict confidence all commercial and trade information exchanged. All information should be used solely for the purpose of promoting the business relationship. Neither party shall act upon such information exchange to the detriment of the other party, said obligation constituting a separate and distinct right not dependent upon the enforceability of this Letter of Intent. The parties to this Letter of Intent (LoI) agree to the following:

Article 1: Purpose and Scope

The purpose of this agreement is onsite solar array development that meets the goals of the Customer and the Illinois Solar for All (ILSFA) Non-Profit/Public Facility (NP/PF) program. StraightUp Solar and development partners and affiliates (SUS) will:

- Develop engineering and design documents
- Provide financial plans
- Create an ILSFA submission package
- Act on behalf of the Customer for the utility interconnection process, including serving as signatory

As noted on the ILSFA NP/PF information page, "there are no to low upfront costs to participants and electricity savings are guaranteed." The NP/PF brochure (attached) states "ILSFA ensures that all qualified participants see savings by requiring all ongoing costs and fees are no more than half of the value you see from the energy produced from the onsite solar array."

Per the ILSFA NP/PF program, the energy produced by the onsite solar array must cost you no more than 50% of the cost of that same energy if purchased from your utility. In most cases, since the federal tax incentive will be taken as part of the Power Purchase Agreement, your savings must be a minimum of 65%. There can be no upfront costs; if there are, the costs must be included in the calculations for the required 50% - 65% savings.

Proposed Project:

Subject to an award through the ILSFA NP/PF program and final contract negotiations, the undersigned asserts they are the owner of the site listed below where the solar array(s) are being considered and consents to the construction, installation, operation and maintenance of the array(s) and related equipment at those Host sites. The installation will be in compliance with ILSFA and local requirements, and will offset as much utility energy as available space will allow at the following site:

1. 205 E Olive St, Bloomington, IL 61701

Article 2: Conditions and Arrangements

Through normal business it is understood that SUS will provide a full range of development services to include design, engineering, procurement, construction, administration applications, among other duties. It is the intent of the Customer to negotiate in good faith throughout, provide reasonable access to the premises, and ensure timely responses to communications from the SUS team.

StraightUp SOLAR

Article 3: Time and Future Cooperation

The agreement and relationship is effective immediately upon the signing of this document. This agreement is an understanding that the two parties, Customer and SUS, will work together in the above capacity to complete a review and submission of the above-listed project(s) for the ILSFA NP/PF program.

If one party or the other wishes to terminate such understanding, then it must be done in writing. Should the Customer, after signing this Letter of Intent, decide not to move forward with the project prior to submission to the program, the Customer will be responsible for actual engineering and ICA application costs, not to exceed $7,500.

StraightUp Solar   **Bloomington Public Library**

Sign _____   Sign _____

Print _____   Print _____

Date _____   Date _____

Illinois Solar for All

**Greater access. Cleaner energy.
A brighter tomorrow.**

Non-Profit and Public Facilities

What is Illinois Solar for All?

The Illinois Solar for All (ILSFA) program provides greater access to the clean energy economy and solar energy to low-income households, non-profit organizations, and public facilities across the state through incentives that help make solar installations more affordable. The ILSFA Non-Profit and Public Facilities sub-program provides incentives for properties occupied by non-profit organizations and public facilities located in low-income or Environmental Justice Communities.

What are the eligibility requirements?

- The property is occupied by a non-profit organization or a public entity.
- The property is within either a qualified ILSFA Environmental Justice Community or low-income community.
- The property is occupied by a Critical Service Provider (CSP). For a public facility, the building must host a department/agency that is a CSP.
- The non-profit or public entity must be able to demonstrate community engagement.

If the participant organization is not eligible for ILSFA, the Illinois Shines program may be an option. Visit www.IllinoisShines.com for more information.

What is net metering?

Net metering is an agreement between you and your electricity supplier. A net metering agreement allows you to sell back any excess energy generated but not used at your building to your supplier each month with each kilowatt-hour (kWh) you sell appearing as a credit on your electricity bill.

How does the program work?

ILSFA projects are developed by Approved Vendors. Approved Vendors are vetted and approved by the Program Administrator and must meet rigorous program requirements, including quality workmanship, participant savings, and consumer protections. If you are interested in participating in ILSFA, you must work through an Approved Vendor. Organizations can also choose to apply as a Single Project Approved Vendor for systems installed and owned onsite.

What are the options for installing solar?

While every solar project is different, Non-Profit and Public Facilities projects are installed onsite and directly serve the energy needs of qualified participants. Participants should understand their options, including costs and anticipated savings. While there are many different options, these are the most common:

System purchase
Participants purchase system and the energy produced from the system is credited on their electricity bill. Approved Vendors must ensure that any loan or financing agreement meets minimum savings requirements.

System lease
Participants lease system and all the energy produced from the system is credited on their electricity bill. The lease agreement must meet minimum savings requirements.

Power purchase agreement
Participants purchase electricity from the system owner at a set rate per kWh. The power purchase agreement must meet minimum savings requirements.

Savings

ILSFA ensures that all qualified participants see savings by requiring all ongoing costs and fees are no more than half of the value you see from the energy produced from the onsite solar array.

For example, if you pay an average retail rate of 10 cents per kWh for your electricity and your system produces 1,000 kWh in a month, you will see approximately 1,000 x 10 cents or $100 in energy value for that month (a portion from avoided usage and a portion from bill credits). If your system generates 12,000 kWh of energy in the first year, you might see up to $1,200 in energy value for that year and your total costs and fees can be no more than $600 per year. This means a savings of at least $600 for that year. If your monthly credits are greater than your total electricity supply bill, those credits may roll over to the next month. Check with your utility or electricity supplier for specific rules in your area.

The savings assumptions above are intended to provide a high-level example based on average retail electricity rates. Individual savings will vary.

Answers to the questions below will affect how you see savings.

- **What is the average rate per kWh you currently pay for electricity?** The higher the electricity rate you currently pay, the more money you can potentially save. Check with your electricity supplier or check your electric bill for current rates. (Note: some electricity suppliers offer rates that vary month to month.)

- **Is your roof good for solar?** The direction your roof faces, its angle, and how much shade it gets will affect how much electricity a roof-mounted solar array will generate. The roof's condition should also be considered.

- **Is your site right for solar?** For ground-mounted systems, the area or land where the system is to be installed should have no obstructions, flooding, or contamination and generally be able to support the racking and solar panels.

- **How much electricity will the system generate?** If your system produces more electricity than you use over the course of a year, you may not necessarily receive credit for all the electricity it generates. Sharing your electricity usage history with your Approved Vendor can help them optimize your system.

- **What are Renewable Energy Credits (RECs)?** RECs are created when solar panels generate electricity, but they do not represent the electricity itself. Instead, they represent the environmental value of the electricity generated from solar panels. RECs are important because they can be bought and sold. Your Approved Vendor will be paid for your system's RECs, which will help enable them to pass on savings to you.

- **Can you use the Federal Investment Tax Credit?** Non-profit organizations and public facilities cannot take advantage of tax credits. However, your Approved Vendor may be able to and, if so, they must pass on some of the benefit to you by providing at least 65% savings on energy value, rather than 50%.

- **How long do you expect to stay in your location?** If you lease or sign a power purchase agreement, you may be required to buy out the contract if you move. Read your contract to find out what happens if you move.

Important Consumer Protections

ILSFA ensures that Approved Vendors provide certain protections to all participants.

Savings

Eligible ILSFA participants are guaranteed to see savings, although savings amounts will vary from project to project depending on system size. Approved Vendors cannot charge you more than half of the energy value you receive from your solar system. Refer to the Savings section for a detailed example of how the savings requirements work.

Standard disclosures and brochures

Approved Vendors are required to present a standard disclosure form and this brochure to all participants before you sign a contract. These disclosures provide very important and clear details on exactly how much you will pay and how much you will save.

Complaint Procedures

If you have complaints related to the system or the program, first try to resolve the problem with your Approved Vendor. If you can't agree about how to solve the problem, please contact the Program Administrator by emailing info@IllinoisSFA.com or by calling 1-888-970-ISFA (English or Spanish).

If you have been subject to fraudulent or deceptive sales practices, the Illinois Attorney General's office may be able to help. For more information: www.IllinoisAttorneyGeneral.gov/Customers

For more information or to find an Approved Vendor:

Online: www.IllinoisSFA.com
Phone: 1-888-970-ISFA (4732)
Email: info@IllinoisSFA.com

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1. *Installing a solar project can be a significant financial commitment. Please exercise the same caution you would when making other major consumer decisions. If possible, compare offers from different Approved Vendors. Also, make sure that you have read the entire contract and that you understand it before you sign it.*

Engberg Anderson ARCHITECTS

Change Order

Bloomington Public Library
Expansion & Renovation

CO Number   08

11/9/2022

Engberg Anderson Project No.   193118.01

To:

Contractor	Owner
Jason Brewer	Jeanne Hamilton
Felmley Dickerson Co.	Bloomington Public Library
803 E. Lafayette St.	205 East Olive Street
Bloomington, IL 61701	Bloomington, IL 61701

The following changes are incorporated into the work under the provisions of the Conditions of the Contract, Supplementary Conditions and Additional Conditions as well as specific requirements of the specific references included below. This Change Order becomes effective when signed by Owner, Architect and Contractor.

THE AGREEMENT IS CHANGED AS FOLLOWS:

Description	Amount
Proposal 8 - PR 15 - Additional Cameras	$13,414

CONTRACT SUMMARY:

The original Contract Sum was	$21,170,000
Net change by previously authorized Change Orders was	$74,306
The Contract Sum prior to this Change Order was	$21,244,306
The Contract Sum will be revised by this Change Order in the amount of	$13,414
The new Contract Sum including this Change Order will be	$21,257,720

The Contract Time will
The adjustment, if any, is   Days
The Contract Completion Date is therefore

SIGNATURES:

ARCHITECT	OWNER	CONTRACTOR
Shaun Kelly,	Jeanne Hamilton, Library Director	Jason Brewer, Vice President
Engberg Anderson, Inc.	Bloomington Public Library	Felmley Dickerson Co.

By _____   By _____   By _____

Date _____   Date _____   Date _____

COPIED: Shaun Kelly, Engberg Anderson, Inc.

Change Request

To : Engberg Anderson
8618 W. Catalpa Avenue
Suite 1116
Chicago, IL 60656

Number: PR 015
Date: 10/17/22
Job: 22-015 Bloomington Public Library
Phone:

Description: Technology Changes

We are pleased to offer the following specifications and pricing to make the following changes:

Technology changes per PR 015 from Engberg Anderson dated 8/9/2022.

Description	Quantity	Unit	Unit Price		Price
Electrical	1.00	ls	$11,897.13		$11,897.13
				Subtotal:	$11,897.13
OH&P - FDCO					$0.00
OH&P - Subcontractors			$11,897.13	5.00%	$594.84
Subcontractor Coordination			$11,897.13	5.00%	$594.86
Bond & Insurance			$13,086.83	2.50%	$327.17
				Total:	$13,414.00

If you have any questions, please contact me at (309)828-4317.

Submitted by: Jason Brewer
FELMLEY-DICKERSON CO.

Approved by: _____
Date: _____

Anderson Electric

1609 S. Morris Ave.
Bloomington, IL 61701
309-828-4422

JOB	Bloomington Library	RFP#		
		SHEET		
WORK	PR15	1	OF	1

Estimate	Priced By	Extended By	Checked By	Date
KMT	KMT	KMT	KMT	8/11/2022

	Material	Qty	Material $$$	Per	Material Ext.	Labor Units	Per	Labor Ext.
1	Estimate	1	455.33	1	$ 455.33	34	1	34.00
2								
3								
4								
5	Material - $455.33							
6	Labor 34@78 - $2,652.00							
7	KCOM - $7,238.00							
8	M/U - $1,551.80							
9								
10	Total - $11,897.13							
11								
12								
13								
14								
15								
16								
17								
18								
19								
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21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
	TOTALS		MATERIAL		$ 455.33		LABOR	34

Proposal Request

Bloomington Public Library
Expansion & Renovation
Engberg Anderson Project No.   193118.01

PR No.   015
8/9/2022

To:

Contractor
Jason Brewer
Felmley Dickerson Co.
803 E. Lafayette St.
Bloomington, IL 61701

Owner
Jeanne Hamilton
Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701

Please submit an itemized proposal for changes in the Contract Price and Time for the proposed modifications to the Contract Documents described below. Submit this proposal within   14 days or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER OR OTHER DIRECTION TO PROCEED WITH THE WORK DESCRIBED.

DESCRIPTION:

Drawing T000 - TECHNOLOGY COVERSHEET
      a. ADD VS-CM-# to the Technology Symbols list.
Drawing T201 - FIRST FLOOR - TECHNOLOGY
      a. ADD camera CM5 in Stair 1 ST-1 along with Keynote 11.
Drawing T202 - SECOND FLOOR - TECHNOLOGY
      a. ADD camera CM5 in north stair and south stair along with Keynote7.
Drawing T203 - THIRD FLOOR - TECHNOLOGY
      a. ADD camera CM5 in Stair 1 ST-1 and stair 3 ST-3 along with Keynote 2.
Drawing T500 - TECHNOLOGY RISERS
      a. MODIFY 1/T500 as shown.
Drawing T600 - TECHNOLOGY SCHEDULES
      a. ADD VS-CM-5 to the Technology Equipment Schedule.

ATTACHMENTS:
T000, T201, T202, T203, T500, T600

ISSUED BY:

_____

Shaun Kelly,
Engberg Anderson, Inc.

COPIED: Shaun Kelly, Engberg Anderson, Inc.

[Items and ByProducts]

Item #	Item Name	Quantity	Price 1	U	Ext Price 1	NECA 1	U	NECA 1 Ext	CCode
Label Set: Combined, Combined, Combined, Combined, Combined					$455.33			33.69	
CCode: 150 – Branch R/I					$455.33			33.69	
860	3/4 EMT	240.00	$143.11	C	$343.47	5.00	C	12.00	B-R/I
977	3/4 EMT CONN S/C/I	10.00	$163.58	C	$16.36	0.30	E	3.00	B-R/I
1,025	3/4 EMT COUPL S/C	24.00	$124.07	C	$29.78	0.14	E	3.36	B-R/I
3,221	1/4-20 X 3/8 RH MACH SCREW	30.00	$3.43	C	$1.03	2.75	C	0.82	B-R/I
4,596	1/4-20 APP BEAM CLAMP	30.00	$87.20	C	$26.16	30.00	C	9.00	B-R/I
4,621	3/4 STL COND HGR W/BOLT	30.00	$38.62	C	$11.59	12.50	C	3.75	B-R/I
15,163	MASONRY BOX 1 GANG	5.00	$538.98	C	$26.95	35.00	C	1.75	B-R/I

[Items and ByProducts] Total: $455.33   33.69

K·COM
TECHNOLOGIES, INC.

6301 S. W. Washington
Bartonville, Il 61607
Phone: (309) 697-5650 Fax: (309) 697-5366

August 10, 2022
Anderson Electric

Bloomington Public Library
PR015 Proposal

K-COM Shall:

1. **Provide and install:**
    a. 5 – Axis P3265-LV cameras as shown in the PR015 documents
    b. 5 – 1 port CAT6 camera locations
    c. Programming and setup

Total: **$7,238.00**

Electrical contractor shall:
1. Provide and install all required conduit, cable tray, raceways, back boxes, t-bar hangers, sleeves and fire caulking.
2. Provide and install all required grounding and bonding.
3. Provide a lift as needed.
4. Provide and install any power required for the above systems.
5. Provide CAD files for engineered drawings if required.

Please Note:
1. The proposal is valid for 30 days.
2. <u>Sales tax has not been added.</u>

Respectfully Submitted

Ryan Koerner
K-Com Technologies
Vice President

Proposal Request

Bloomington Public Library
Expansion & Renovation

Engberg Anderson Project No.   193118.01

PR No.   015

8/9/2022

To:

Contractor

Jason Brewer
Felmley Dickerson Co.
803 E. Lafayette St.
Bloomington, IL 61701

Owner

Jeanne Hamilton
Bloomington Public Library
205 East Olive Street
Bloomington, IL 61701

Please submit an itemized proposal for changes in the Contract Price and Time for the proposed modifications to the Contract Documents described below. Submit this proposal within   14 days or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER OR OTHER DIRECTION TO PROCEED WITH THE WORK DESCRIBED.

DESCRIPTION:

Drawing T000 - TECHNOLOGY COVERSHEET
    a. ADD VS-CM-# to the Technology Symbols list.
Drawing T201 - FIRST FLOOR - TECHNOLOGY
    a. ADD camera CM5 in Stair 1 ST-1 along with Keynote 11.
Drawing T202 - SECOND FLOOR - TECHNOLOGY
    a. ADD camera CM5 in north stair and south stair along with Keynote7.
Drawing T203 - THIRD FLOOR - TECHNOLOGY
    a. ADD camera CM5 in Stair 1 ST-1 and stair 3 ST-3 along with Keynote 2.
Drawing T500 - TECHNOLOGY RISERS
    a. MODIFY 1/T500 as shown.
Drawing T600 - TECHNOLOGY SCHEDULES
    a. ADD VS-CM-5 to the Technology Equipment Schedule.

ATTACHMENTS:

T000, T201, T202, T203, T500, T600

ISSUED BY:

_____

Shaun Kelly,
Engberg Anderson, Inc.

COPIED: Shaun Kelly, Engberg Anderson, Inc.

Change Request

To: Engberg Anderson
8618 W. Catalpa Avenue
Suite 1116
Chicago, IL 60656

Number: PR 017
Date: 10/17/22
Job: 22-015 Bloomington Public Library
Phone:

Description: Added Floor Boxes

We are pleased to offer the following specifications and pricing to make the following changes:

Provide and install added floor boxes and associated electrical revisions per PR 017 from Engberg Anderson dated 9/10/22.

Description	Quantity	Unit	Unit Price	Price
Electrical	1.00	ls	$11,411.55	$11,411.55
			Subtotal:	$11,411.55
OH&P - FDCO				$0.00
OH&P - Subcontractors	$11,411.55		5.00%	$570.58
Subcontractor Coordination	$11,411.55		5.00%	$570.58
Bond & Insurance	$12,552.71		2.50%	$313.82
			Total:	$12,866.53

If you have any questions, please contact me at (309)828-4317.

Submitted by: Jason Brewer
FELMLEY-DICKERSON CO.

Approved by: _____
Date: _____

Anderson Electric

1609 S. Morris Ave.
Bloomington, IL 61701
309-828-4422

JOB	Bloomington Library	RFP#		
		SHEET		
WORK	PR 17 - Revised	1	OF	1

Estimate	Priced By	Extended By	Checked By	Date
KMT	KMT	KMT	KMT	11/4/2022

	Material	Qty	Material $$$	Per	Material Ext.	Labor Units	Per	Labor Ext.
1	Estimate	1	456.95	1	$ 456.95	38	1	38.00
2								
3								
4								
5	Material - $456.95							
6	Labor 38@80 - $3,040.00							
7	Crescent - $1,690.14							
8	KCOM - $4,736.00							
9								
10	M/U - $1,488.46							
11								
12	Total - $11,411.55							
13								
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35								
	TOTALS		MATERIAL		$ 456.95	LABOR		38

[Items and ByProducts]

Item #	Item Name	Quantity	Price 1	U	Ext Price 1	Bid Lbr	U	Lbr Fac	Bid Lbr Ext	CCode
Label Set: Combined, Combined, Combined, Combined, Combined					$456.95				38.35	
CCode: <none>					$250.00				26.00	
60,081	PT-2	1.00	$25.00	E	$25.00	3.00	E	1.0	3.00	–
60,082	PT-4	3.00	$25.00	E	$75.00	4.00	E	1.0	12.00	–
60,083	CORE POKE THRU HOLE	4.00	$25.00	E	$100.00	2.00	E	1.0	8.00	–
60,084	CORE HOLE	2.00	$25.00	E	$50.00	1.50	E	1.0	3.00	–
CCode: 150 – Branch R/I					$136.74				10.60	
860	3/4 EMT	80.00	$109.32	C	$87.46	3.00	C	1.0	2.40	B-R/I
965	3/4 EMT CONN S/C	40.00	$66.08	C	$26.43	15.00	C	1.0	6.00	B-R/I
1,025	3/4 EMT COUPL S/C	8.00	$124.07	C	$9.93	3.50	X	1.0	0.00	B-R/I
3,221	1/4-20 X 3/8 RH MACH SCREW	10.00	$3.43	C	$0.34	3.00	C	1.0	0.30	B-R/I
4,596	1/4-20 APP BEAM CLAMP	10.00	$87.20	C	$8.72	12.00	C	1.0	1.20	B-R/I
4,621	3/4 STL COND HGR W/BOLT	10.00	$38.62	C	$3.86	7.00	C	1.0	0.70	B-R/I
CCode: 350 – Branch Wire					$70.21				1.75	
43	12 THHN CU STRANDED	350.00	$200.61	M	$70.21	5.00	M	1.0	1.75	B-W
[Items and ByProducts] Total:					$456.95				38.35	

K·COM
TECHNOLOGIES, INC.

6301 S. W. Washington
Bartonville, Il 61607
Phone: (309) 697-5650 Fax: (309) 697-5366

September 28, 2022
Anderson Electric

Bloomington Public Library
PR017 Proposal

K-COM Shall:

1. **Provide and install:**
    a.   3 – new 2 port Cat 6 data locations per the info in PR 017
    b.   Cabling, terminations and testing for above
    c.   J Hooks as needed
    d.   Any floor box specific hardware or plates are not included

Total: **$4,736.00**
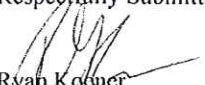
Electrical contractor shall:
1.   Provide and install all required conduit, cable tray, raceways. back boxes. t-bar hangers, sleeves and fire caulking.
2.   Provide and install all required grounding and bonding.
3.   Provide a lift as needed.
4.   Provide and install any power required for the above systems.
5.   Provide CAD files for engineered drawings if required.

Please Note:
1.   The proposal is valid for 30 days.
2.   Sales tax has not been added.

Respectfully Submitted

Ryan Kooner
K-Com Technologies
Vice President

CRESCENT ELECTRIC SUPPLY COMPANY

Quotation

TO:
ANDERS-BLO ANDERSON ELECTRIC
1609 S MORRIS AVE
BLOOMINGTON, IL 61701-6308

Project Info:
Project: BLOOMINGTON PUBLIC LIBRARY DEVICES
Job #:   256431
Bid Date: 09/29/22
Bid Time: 02:00 PM CDT
Quoter: HOWARD F BOERS

Type	Quantity	Vendor	Description	Unit or Lot#	Unit Price	Ext Price
			Crescent Electric and its Subsidiaries are not liable for failure to perform, or for delay in performance, resulting from fire or other casualty loss, war, riot, act of terrorism or revolutions, pandemic, labor difficulties, embargo, transportation problems, accidents, breakdown of machinery, interruptions or delays in the usual source of supply, governmental action or regulation, or any other cause, contingency or circumstance, within or without the United States, not subject to Crescent's control which shall make the fulfillment of the agreement impracticable; any of which shall, without liability, excuse Crescent from the performance of the agreement under Force Majeure. Prices are subject to change. Crescent does not guarantee the length of term that a manufacturer will hold pricing. All shipments are FOB shipping point, with a full reservation of all bond and lien rights. Buyer has sole responsibility for filing claims with the manufacturer or carrier.			
	0		Minimum Order for Freight Allowed is $1600.00	Unit	0.000/EA	0.00
FB-2		HUBBELL	BA2436 1-G RECT CAST FB, DEEP, FULL ADJ, ALU	Unit	92.743/EA	
FB-2		HUBBELL	SA3825 F-BOX CVR, RECT, DUP FLAP, ALU	Unit	65.189/EA	
FB-2		HUBBELL	SA3083 CARPET FLANGE, 1-G, RECTANGULAR ALU	Unit	68.080/EA	

From:
CRESCENT BLOOMINGTON, IL
MAIN 309-827-0700
607 ARCADIA DR
BLOOMINGTON, IL 61704-6115
Printed By: HOWARD F BOERS

Notes

CRESCENT ELECTRIC
SUPPLY COMPANY

Project:	BLOOMINGTON PUBLIC LIBRARY
Expiration	**10/29/22**

Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
FB-2	0		Comment: The above 3 items are for FB-2	Unit	0.000/EA	0.00
PT-2	1	HUBBELL	PT2X2BL FRPT, 2X2, COMP UNIT, BL	Unit	262.000/EA	262
PT-2	0		Comment: The above item is for PT-2	Unit	0.000/EA	0.00
PT-4	3	HUBBELL	S1R4PTFIT S1R 4, THROUGH FLOOR FITTING, W JUNCTION	Unit	249.657/EA	748.97
PT-4	3	HUBBELL	S1R4CVRBLK S1R 4, COVER, BLACK POWDER COAT	Unit	212.743/EA	638.23
PT-4	3	HUBBELL	S1R4SP2X2DUPLEX S1R 4, SUB-PLATE, 1 DUPLEX & 2 KEYSTONE	Unit	13.646/EA	40.94
PT-4	0		Comment: The above 3 items are for PT-4	Unit	0.000/EA	0.00
	4	HUBBELL	5352AW RCPT, DUP SB, HUBPRO, 20A 125V, SF , WH	Unit	2.000/EA	

CRESCENT ELECTRIC SUPPLY COMPANY

Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price

manufacturer's specifications.

7) The quotation is made for the listed types and quantities only and all descriptions, items, totals and quantities are listed for your convenience only. Seller is not bound by any specifications, drawings, notes, instructions, engineering notices, technical data or any other document referred to in a Purchase Order by Buyer, and shall not be deemed to be incorporated by reference in any document or order by Buyer, unless a full copy is provided to Seller and such terms are approved and accepted in writing by Seller. Take-offs are not guaranteed. All items, including equals, are subject to approval by the Specifier.

8) Special orders may not be subject to return for credit. Return privileges, if available, on special order material will involve restocking charges.

9) Prices do not include taxes for sales, use, property, excise, freight or other tax charges, which are Buyer's responsibility.

10) If the quotation is accepted and Buyer's order form is used for the purpose, it is expressly understood and agreed that these terms and conditions, including the Terms and Conditions of Sale, shall prevail if they conflict in any way with the terms and conditions set forth in such order form, and the issuance of such order by Buyer shall be deemed to note Buyer's assent to this condition.

11) BUYER AGREES TO AND ACKNOWLEDGES RECEIPT OF THESE TERMS CONDITIONS WHETHER IN HAND DELIVERED OR THROUGH VIEWING ONLINE AT www.cesco.com, where copies of the Terms and Conditions of Quotation, Terms and Conditions of Sale and Application for Open Account Privilege are available. Buyer may also request additional copies by contacting the Corporate Finance Manager of Seller directly at (815) 747-3145.

Revision: Approved February 7, 2014

From:

CRESCENT BLOOMINGTON, IL
MAIN 309-827-0700
607 ARCADIA DR
BLOOMINGTON, IL 61704-6115
Printed By: HOWARD F BOERS

Total	1690¹⁴

Notes

9/29/2022 3:09:41 PM

Change Request

To: Engberg Anderson
8618 W. Catalpa Avenue
Suite 1116
Chicago, IL 60656

Number: PR 013
Date: 11/7/22
Job: 22-015 Bloomington Public Library
Phone:

Description: Door, Hardware and Access Control Revisons

We are pleased to offer the following specifications and pricing to make the following changes:

Labor and material for door revisions per revised PR 013 dated 7/26/22.

Description	Quantity	Unit	Unit Price	Price
Hollow Metal Doors & Frames - Material	1.00	ls	$9,317.00	$9,317.00
Carpenter - Labor	28.00	hr	$80.00	$2,240.00
Laborer - Labor	2.00	hr	$75.00	$150.00
Electrical	1.00	ls	$27,380.76	$27,380.76
			Subtotal:	$39,087.76
OH&P - FDCO	$11,707.00		15.00%	$1,755.88
OH&P - Subcontractors	$27,380.76		5.00%	$1,369.04
Subcontractor Coordination				$0.00
Bond & Insurance	$42,212.68		2.50%	$1,055.32
			Total:	$43,268.00

If you have any questions, please contact me at (309)828-4317.

Submitted by: Jason Brewer
FELMLEY-DICKERSON CO.

Approved by: _____
Date: _____

DH PACE®
Everything Doors Since 1926

DH Pace Company
419 Bronco Drive
Bloomington, IL 61704
P 309-829-3667 • F 309-829-1377
TF 800-466-5201
DHPaceIllinois.com

PROPOSAL

CUSTOMER: Felmley Dickerson	**PROJECT: Bloomington Public Library**
Address: 803 E Lafayette St	**Address 1:** 205 E Olive St
City: Bloomington **State:** IL **Zip:** 61701	**Address 2:** Bloomington
Phone:	**City:** Bloomington **State:** IL **Zip:** 61701
Email: jbrewer@fdco.com	

Submitted To:	Jason Brewer		**Proposal Date:** 10/26/2022	**Proposal #:** BLM-2022-10-26-MR02
Submitted By:	Kevin Bergman	Aftermarket Sales Rep	309-857-5928	Kevin.bergman@dhpace.com
Addendums Acknowledged:			**Drawings Dated:**	**Specifications Dated:**

Per changes noted in PR 013

Total Material & Delivery (including applicable taxes) $9,317.00

Pricing is valid for 30 days. If purchased after that, updated pricing may be required.

1-year warranty on parts & labor.

*This price is based on completing the work during the hours of 7:00 am to 5:00 pm, Monday through Friday. If it is necessary to perform the work at a different time, an up charge will need to be applied.

*120V power, wiring, and conduit supplied and installed by others PRIOR to install. Return trips caused by incomplete or incorrect wiring may result in additional labor charges.
This proposal excludes all taxes, permits, drawings, relocation of utilities, alarm contact reconnections, drywall repair, ceiling repair, floor repair, and painting.

To place this order, simply sign this proposal and email it back.
Please allow appx 22-24 weeks lead time.
Thank you for allowing Overhead Door the opportunity to bid on this project.

-Covid-19 Addendum-

Due to the unprecedented situation happening around the world with the COVID-19 virus and the potential for follow-on impacts arising from reactions to the outbreak, it is uncertain as to the impact this event will have on manufacturing and supply lead times, shipping, as well as vendor and contractor services and construction activities moving forward. Accordingly, please understand that our quotation today is conditioned upon an acknowledgement and your agreement that, in the event the COVID-19 virus directly or indirectly delays or impacts our ability to perform, including our ability to obtain requisite materials, equipment, or furnish sufficient labor or supervision, DH PACE shall not be deemed in default and the parties shall agree to negotiate a modification of the contract scope, schedule or method of performance to appropriately address the impacts of such event. We will notify you promptly in the event of such impact and provide our best estimate as to the impact and will continue to update you as the circumstances evolve. Additionally, if awarded this project, DH Pace will require an amendment to any and all contract terms & conditions with the following statement: Neither Party shall be liable or in breach of its obligations under this Agreement to the extent performance of such obligations is delayed or prevented, directly or indirectly, by causes beyond its reasonable control and without its fault or negligence, including acts of God, fire, terrorism, war (declared or undeclared), severe weather conditions, earthquakes, epidemics or pandemics (including but not limited to COVID-19), material shortages, insurrection, acts or omissions of contractor's suppliers or agents, any act or omission by any governmental authority, national epidemics, or pandemics (Including but not limited to COVID – 19), strikes, labor disputes, acts or threats of vandalism or terrorism (including disruption of technology resources), transportation shortages, or vendor's failure to perform (each, an "Excusable Delay"). The delivery or performance date shall be extended for a period equal to the time lost by reason of such delay, including time to overcome the effect of the delay. The Party experiencing Excusable Delay shall use reasonable efforts to continue performance whenever such causes are removed. However, in the event an Excusable Delay continues for a period two (2) contiguous months or more, then either party may, upon 30-days written notice to the other terminate the affected part of this Agreement for convenience.

-Inflation Addendum-

Costs are currently rising at sudden and unpredictable rates. This proposal is based on current pricing from Sellers's suppliers and includes all price increases and surcharges levied by those suppliers and known by Seller as of the date of this proposal. Seller reserves the right to require an approved change order before the order can be released into production to compensate for any supplier price increases or surcharges announced after the date of this Proposal and prior to the release of materials for fabrication. Seller will provide written documentation of the Supplier increase notice upon request. All Buyer Contracts shall include a provision to this affect.

The proposal described herein, including all price(s) quoted, is made conditionally upon Buyer's continued credit status and must be accepted by Buyer as made by Seller. To accept this Proposal, Buyer must date, sign and return the original copy hereof to Seller within 30 days after the date hereof. Unless expressly disclosed and stated, the amount of any sales and use tax is not included in this proposal.

Buyer acknowledges and agrees that each and all of the terms and conditions on Attachment A (**TERMS AND CONDITIONS**) are a part of this Proposal and that upon Buyer's acceptance of this Proposal shall constitute a valid and binding contract between the parties and all prior proposals, discussions and agreements respecting the subject matter hereof are cancelled. **DEPOSIT ON SPECIAL ORDER ITEMS IS NON-REFUNDABLE.**

BUYER ACCEPTANCE

_____   _____/_____/_____   _____
TYPE OR PRINT NAME OF BUYER   **ACCEPTANCE DATE**   **REFERENCE #**

This is my authorization to proceed with the above stated work at the base price of **See Above**.

_____   _____
SIGNATURE of: ☐ Owner   ☐ Partner   ☐ Officer *(indicate which)*   **TITLE**

Felmley-Dickerson Co.

MANAGERS   CONTRACTORS

PROJECT BPL PR 013

LOCATION _____

ARCHITECT _____

BID DATE _____

SHEET NO. _____ OF _____

ESTIMATOR _____

JOB NO. _____

ACCT. CODE	DESCRIPTION	QUANTITY	UNIT	UNIT COST	LABOR	UNIT COST	MATERIAL	SUBCONTRACTOR OR SUPPLIERS
	Added Access Control	12	EA		.24 Capp	HOURS		
	Demo Door + Frame 128-1	1	EA		2 Laborer	HOURS		
	Instal New Door + Frame 128-1 (Hardware Already Owed)	1	EA		4 Carp	HOURS		

Anderson Electric

1609 S. Morris Ave.
Bloomington, IL 61701
309-828-4422

JOB	Bloomington Library	RFP#	PR13	
		SHEET		
WORK	Revised Access Control	1	OF	1

Estimate	Priced By	Extended By	Checked By	Date
KMT	KMT	KMT	KMT	11/4/2022

	Material	Qty	Material $$$	Per	Material Ext.	Labor Units	Per	Labor Ext.
1	Estimate	1	854.36	1	$ 854.36	37	1	37.00
2								
3								
4								
5								
6								
7	Material - $854.36							
8	Labor 37@80 - $2,960.00							
9	KCOM - $19,995.00							
10	M/U - $3,571.40							
11								
12	Total - $27,380.76							
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35								
	TOTALS		**MATERIAL**		$ 854.36	**LABOR**		37

[Items and ByProducts]

Item #	Item Name	Quantity	Price 1	U	Ext Price 1	NECA 1	U	NECA 1 Ext	CCode
Label Set: Combined, Combined, Combined, Combined, Combined									
CCode: 150 – Branch R/I					$854.36			37.42	
					$848.34			37.24	
860	3/4 EMT	250.00	$109.32	C	$273.31	5.00	C	12.50	B-R/I
941	3/4 EMT CONN S/S	48.00	$49.70	C	$23.86	0.10	E	4.80	B-R/I
1,013	3/4 EMT COUP S/S	1.00	$66.88	C	$0.67	0.05	E	0.05	B-R/I
1,132	3/4 EMT 1 HOLE STP/STL	48.00	$123.52	C	$59.29	4.00	C	1.92	B-R/I
3,221	1/4-20 X 3/8 RH MACH SCRE\	1.25	$3.43	C	$0.04	2.75	C	0.03	B-R/I
4,596	1/4-20 APP BEAM CLAMP	1.25	$87.20	C	$1.09	30.00	C	0.38	B-R/I
4,621	3/4 STL COND HGR W/BOL	1.25	$38.62	C	$0.48	12.50	C	0.16	B-R/I
15,137	4/S BOX 2-1/8" DEEP	12.00	$196.78	C	$23.61	30.00	C	3.60	B-R/I
15,141	4/S SG MUD RING 3/4"DP	12.00	$150.64	C	$18.08	15.00	C	1.80	B-R/I
15,511	6X4X4" NEMA 1 S/C J-BOX	12.00	$37.33	E	$447.91	1.00	E	12.00	B-R/I
CCode: 350 – Branch Wire					$6.02			0.18	
43	12 THHN CU STRANDED	30.00	$200.61	M	$6.02	6.00	M	0.18	B-W
[Items and ByProducts] Total:					$854.36			37.42	

K·COM
TECHNOLOGIES, INC.
6301 S. W. Washington
Bartonville, Il 61607
Phone: (309) 697-5650 Fax: (309) 697-5366

October 27, 2022
Anderson Electric

Bloomington Public Library
PR013 Proposal REVISED

K-COM Shall:

1. **Provide and install:**
   a. 6 – 2 door controller cards
   b. 1 – Cabinet with power supply
   c. Cabling for above including J-Hooks as needed
   d. Strikes, card readers, door contacts and other hardware is by the door hardware contractor
   e. Programming and setup

Total: **$19,995.00**

Electrical contractor shall:
1. Provide and install all required conduit, cable tray, raceways, back boxes, t-bar hangers, sleeves and fire caulking.
2. Provide and install all required grounding and bonding.
3. Provide a lift as needed.
4. Provide and install any power required for the above systems.
5. Provide CAD files for engineered drawings if required.

Please Note:
1. The proposal is valid for 30 days.
2. Sales tax has not been added.

Respectfully Submitted

Ryan Koener
K-Com Technologies
Vice President

The Per Capita Grant requires us to review the entire Serving Our Public 4.0: Standards for Illinois Public Libraries. We will do this over the course of several board meetings. Each chapter includes a checklist for libraries. Since the checklists reflect Bloomington Public Library's practices and should be the primary focus of our review, they are together at the front of this portion of the board packet. The supporting information from the chapters, immediately follows the checklists.

Building Infrastructure and Maintenance Standards Checklist

✓ 1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator. Caprice, our Support Services Manager, oversees all facility systems.

✓ 2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.

✓ 3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.

✓ 4. The library's operating budget should include funds for all ongoing maintenance costs.

✓ 5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.

✓ 6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.

✓ 7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

✓ 8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.

✓ 9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
We have a plan for fixed asset replacements (items over $5,000 with a life of more than one year). Most of the capital assets not included in the fixed asset plan are included in the renovation/expansion plans.

✓ 10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed. The Board entrusts this to the Director, Support Services Manager, and Business Manager and approves projects annual via the budget.

✓ 11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current. We have a healthy fixed asset and capital reserve fund to help cover flucuations in the costs of these items.

✓ 12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.

✓ 13. The library should strive to make its building as environmentally friendly as possible.

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

✓ 1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.

✓ 2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]

✓ 3. The library's attorney should review all contracts related to any construction project.

✓ 4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.

✓ 5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.

✓ 6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.

✓ 7. All construction shall comply with federal, state, and local codes and regulations.

✓ 8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)

✓ 9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.

✓ 10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

✓ 11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

☑ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.

☑ Elevators should be maintained at least annually, and should comply with applicable codes for safety.

☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced). We do this once per year.

☑ The building facade should be inspected once a year.

☑ Parking lot resealing and restriping should be performed every one to three years.

☑ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).

☑ Alarm system should be checked for proper operation at least once a year.

☑ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.

☐ Emergency lighting should be checked once a month. We currently do this quarterly.

☑ Sprinkler systems should be inspected as required by code, but at least once per year.

☑ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.

☑ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently. With the exception of the rodding of drain lines, we complete these tasks.

☑ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.

☑ Landscaping sprinklers should be checked and maintained twice a year.

☑ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.

☑ Hard surface flooring should receive thorough cleaning and/or polishing once per year.

☑ Window cleaning should be performed at least once per year.

- ✓ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.

- ✓ Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

- ✓ Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.

- ✓ Snow removal should be performed on an as-needed basis (either self-performed or contracted).

- ✓ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.

- ✓ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ✓ Tuck pointing of masonry: On an as-needed basis.

- ✓ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.

- ✓ Interior painting and wall coverings: On an as-needed basis.

- ✓ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.

- ✓ Wood and trim components: On an as-needed basis.

- ✓ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.

- ✓ Windows: Replace broken seals broken glass, caulking and glazing as needed.

- ✓ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.

- ✓ Landscaping: Inspect trees and sod replacement every one to two years.

- ✓ Graffiti removal: Perform on an as-needed basis.

- ✓ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.

- ✓ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Safety Checklist

☑ The library provides a list of emergency call numbers at all staff phones in the library.

☑ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

☑ The library has an emergency manual and disaster plan.

☑ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.

☑ The library provides a call list and contact information that is reviewed biannually.

☑ Emergency medical supplies are stored in a designated location and are accessible to staff.

☑ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

☑ A prioritization list shows what should be salvaged in order of importance.

☑ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

☑ A procedure exists for letting staff know when it is unsafe to enter the building.

☑ The library has a designated tornado shelter.

☑ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

☑ The library provides adequate security for staff, users, and collections.

☑ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

☑ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.

☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.

☑ A policy for security camera usage has been adopted and signage is posted.

Collection Management Checklist

☑ The library board of trustees ensures that the library has a publicly funded budget
to purchase materials. The minimum annual expenditure for materials for any size
library should be a minimum of 8 to 12 percent of the operating budget.
Our annual budget for the physical and electronic materials is 12% The cost of staff, supplies, and automation
to support the materials, as outlined in Appendix I, would increase this percentage quite a bit.

☑ Library budgets should put priority on purchasing materials that best serve their community.

☑ The library has a written collection development policy approved by the board.

☑ Materials are cataloged according to standard library practices utilizing MARC 21,
AACR2 Rules, Sears/LC subject headings, and RDA.

☑ Library collections are evaluated annually to measure the effectiveness of community
use of the collection and weeded if deemed appropriate.

☐ The library considers forming a cooperative collection plan with other libraries in
close proximity to one another.
While we don't have a formal cooperative collection plan with other libraries, we do work closely with other
libraries and do look to Interlibrary loan to complement our collection.

☑ The library strives to complement its print collection by purchasing electronic
materials and making them available to patrons through a variety of methods.

☑ The library publicizes and promotes interlibrary loan to its patrons.

☑ Library staff is trained in and follows policies and procedures related to the ILLINET
Interlibrary Loan Code and the ALA *Interlibrary Loan Code*. Libraries agree to be
responsible borrowers and lenders.

System Member Responsibilities and Resource Sharing Checklist

☑ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

☑ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

☑ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

☑ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

☑ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

n/a If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Reference Service Checklist

- ☑ All basic services are available when the library is open.

- ☑ The library has a reference service policy.

- ☑ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

- ☑ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

- ☑ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

- ☑ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

- ☑ The library provides easy access to accurate and up-to-date community information.

- ☑ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

- ☑ The library provides access to local ordinances or codes of all municipalities within its service boundaries.

- ☑ The library provides access to local and state maps.

- ☑ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

- ☑ The library provides voter information, including precinct boundaries and location of polling places.

- ☑ The library provides information about local history and events.

- ☑ The library has at least one current reference resource for each subject area.

- ☑ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

- ☑ Staff members are encouraged to attend at least one relevant continuing education event each year.

- ☑ The library evaluates its reference service on an annual basis.

Please note, some of the items on this checklist are available on external websites. The Library provides access by directing patrons to the resources and by offering internet access via WiFi/Public Computers.

Reader's Advisory Service Checklist

☑ All basic services are available when the library is open.

☑ The library has competently trained staff that has thorough knowledge of popular authors and titles.

☑ The library maintains a well-rounded collection of both fiction and nonfiction titles.

☑ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

☑ The library maintains a basic collection of reader's advisory reference materials.

☑ All staff members attend at least one relevant continuing education event each year.

☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

We have 52 staff members who provide Reader's Advisory Services so it would be very difficult to have all of them join a community organization, club, or council. We do have a variety of staff involved in the community.

☐ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.

Again, we have 52 staff members who provide Reader's Advisory Services so it would be very difficult to have all of them attend a reader's advisory workshop, reading roundtable, or continuing education event. We do promote continuing education and staff share Reader's Advisory tips on a regular basis.

☑ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Capital Project List

*Warranties and professional consultation should determine capital project items.

Parking lot reconstruction (not routine sealing)

Re-roofing

Window replacement

HVAC equipment replacement

Lighting replacements and upgrades

Building additions

Interior remodeling (carpeting, walls, furnishings, etc.)

Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades

Major facade repairs

Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

Building structure

Site elements such as parking lots, paving, site furnishings and signs

HVAC systems

Plumbing

Elevators

Building envelope including facade, windows, and roofs

Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

Roof

Mechanical systems

Windows

Library façade repair or replacement

Lighting/LED

Low-flow/water saving

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.

2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.

4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.

5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.

6. Emergency medical supplies are stored in a designated location and are accessible to staff.

7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.

9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.

10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.

11. The library has a designated tornado shelter.

12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.

13. The library provides adequate security for staff, users, and collections.

14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.

16. Copies of the emergency manual and disaster plan are provided to community safety personnel.

17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).

2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.

3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.

4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.

6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.

7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.

8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.

9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.

10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.

    a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.

    b. Library budgets should put priority on purchasing materials that best serve their community.

    c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.

    d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served

2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)

3. Purpose of the collection

4. Responsibility for collection management

5. Parameters of the collection, including subject areas, formats, etc.

6. Criteria for selection, replacement, and withdrawal

7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)

8. Gifts

9. Provision for user requests

10. Reconsideration of materials

11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: "The library spends a minimum of 8 to 12% of its operating budget on materials for patrons." This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library's fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other "special" collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

Materials: *Cost:*

Books (print) $

E-Books

Magazines/newspapers (print)

Magazines/newspapers (electronic)

Audio CDs

Audio CDs (downloadable)

DVDs

DVDs (downloadable/streaming)

Electronic Databases (available in-house & remotely)

Computer Software

Microfilm

Local History resources

Photographs

Video Games

Non-Book or Media

Automation: *Cost:*

Annual Cost for local automation system (including
    cataloging/circulation software as well as hardware
    necessary for operation) $

OCLC Membership costs

MARC Records costs

Additional consortia cost

Virtual reference service

Supplies: *Cost:*

Barcodes for circulating items and for patrons' cards $ _____

User library cards _____

Processing supplies (example: spine labels, book covers,
   book table, RF tags, property stamps, etc.) _____

Staffing: *Cost:*

Based on a 40-hour week, determine approximately
   how many hours staff spend on task and multiply it
   by pay rate x 52 weeks. (Example: Cataloger—
   25 hours per week X $10 X 52=$13,000) $ _____

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, "My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way." (Atkinson, H. (1987). Atkinson on networks. *American Libraries, 18*, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State's office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.

2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.

3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.

6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

Reference Service

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.

2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.

3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

7. The library provides easy access to accurate and up-to-date community information/resource files.

8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.

10. The library provides access to local and state maps.

11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

12. The library provides voter information, including precinct boundaries and location of polling places.

13. The library provides information about local history and events.

14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

16. Staff members are encouraged to attend at least one relevant continuing education event each year.

17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reader's Advisory Service

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.

2. The library has competently trained staff that has thorough knowledge of popular authors and titles.

3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.

5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.

6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.

7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.

8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.