

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 21, 2020

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM, as well as in the Community Room at the Bloomington Public Library. Below is the link and phone number to connect to the Zoom meeting.

All in-person gatherings will follow the physical distancing guidelines.

In lieu of providing public comment at the meeting, members of the public may send statements to the Library Director, at librarydirector@bloomingtonlibrary.org with the subject line: Public Comment. Comments sent to the Library may be read individually.

Zoom Meeting Link: <https://zoom.us/j/98221335243>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 982 2133 5243

Community Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Work Session with Architects Engberg Anderson
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of June 16, 2020 Regular BPL Board Meeting
 - B. Approve Bills List of June 2020
- X. Executive Session – Performance and Compensation of a Specific Employee (5 ILCS 120/2(c)(1)) and Collective Negotiating Matters (5 ILCS 120/2(c)(2))
- XI. Action Items
 - A. Approve Director Merit Increase for FY21
 - B. Approve a Second Amendment to the Settlement Agreement between State Farm Mutual Automobile Insurance Company, the Bloomington Public Library, and other taxing bodies in McLean County, Illinois regarding the assessed value of parcels owned by State Farm, applicable to tax years 2020-2024
- XII. Discussion Items
 - A. Library Expansion
 - B. COVID-19 Response Plans
- XIII. Comments from Board of Trustees
- XIV. Adjournment

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 16, 2020
5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM.

Minutes

I. Call to Order

President Westerhout called the meeting to order at 5:32 p.m.

II. Roll Call

Trustees Present: John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker (arrived at 5:35 p.m.), Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Absent: Van Miller

Others Present: Jeanne Hamilton, Kathy Jeakins, Renee Nestler, AFSCME Council 31 Staff Representative, Caprice Prochnow

III. Introduction of Public

President Westerhout welcomed Renee Nestler, AFSCME Council 31 Staff Representative, to the meeting.

IV. Public Comment

There were no public comments.

V. President's Report

President Westerhout reported that there were changes made to the Open Meetings Act in regard to requirements for virtual meetings. There are two major changes, one is that a verbatim audio or video recording must be maintained and made available to the public, if requested. The other, is that all votes, not just votes dealing with monetary matters, must be roll call votes.

Jeanne stated that there were other changes as well, but the Board was already adhering to these.

President Westerhout wanted to share the Library's stand on the racial tensions across the world, the United States and this community. He went on to say that he and Jeanne have been talking about this, and he has a short statement to share. Along with this, the library will be signing onto the Urban Library's Council Statement on Race and Social Equity, which you can find at <https://www.urbanlibraries.org>.

President Westerhout stated, *We recognize the impact of systemic racism in our community. Black Lives Matter. The Bloomington Public Library is committed to providing a safe, welcoming, and empowering environment for all, regardless of race, religious beliefs, sexual orientation, gender identity, national origin or status.*

President Westerhout shared that Jeanne was a recent guest on a local podcast, Pod BN www.podbean.com. The entire show is about the library and how things are being addressed with COVID-19 and plans for moving forward.

VI. Director's Report

Director, Jeanne Hamilton, shared some exciting statistics from last month – E-circulation for May was that 19,320, which was up 67% from last year. Also in May and first week of June, over 14,000 items were circulated at curbside.

Jeanne shared that just before the start of the meeting, she received an email saying that there is a new law that raised the upper limit of the Per Capita Grant. Currently, the upper limit is \$1.25 per person in the library's service area, and is being raised to \$1.475 per person. This upper limit has not been raised since 1995, so this is exciting. This is not to say that the Library will receive this higher amount every year, but possibly somewhere in that range.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that the first Property Tax Distribution was received, and now the second distribution of more than \$900,000.00 has been received, which brings the total thus far, to \$1,216,000.00.

Kathy stated that the budget should be at 8.3% after the first month. The Revenues are at 5.3% and Expenditures are at 3.9%.

She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of May 19, 2020 Regular BPL Board Meeting

B. Approve Executive Session Minutes of February 18, 2020

C. Approve Bills List of May 2020

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE CONSENT AGENDA.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller

THE MOTION CARRIED UNANIMOUSLY.

IX. Action Items

A. Approve Non-Resident Card Fee for 7.01.20 – 6.30.21

Jeanne stated that in the past, the flat fee method, which was the average that taxpayers paid to the library was used to compute the Non-Resident Card fee. There is a tax bill method that calculates what a person would pay if they lived in this service area, which is a much fairer method. There are only 11 households paying non-resident fees to the library, so it would be a very minimal impact to revenues. On the other hand, it would be a big impact for these individuals. There is one person that would save \$91.00, going with this method, and another, that would actually pay \$10 over what the average calculation would be.

Jeanne explained the underserved issue that has been in play for years, and the goal going forward is to provide more access for folks. There was discussion on this.

ALICIA WHITWORTH MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE NON-RESIDENT CARD FEE FOR 7.01.20 – 6.30.21 USING THE TAX BILL COMPUTATION METHOD.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Waiving Three-Quote Requirement to Renew OCLC Service from Illinois Heartland Library System

Jeanne stated that this is an annual fee that is paid. OCLC provides all of the cataloging records and also allows for inter-library loan services to be conducted. There are really no competitors and is a single source vendor.

Jeanne explained that the waive three-quote process along with the monetary purchase thresholds require Board approval.

DIANNE HOLLISTER MOVED, MATT WATCHINSKI SECONDED, THAT THE THREE-QUOTE REQUIREMENT BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR OCLC SERVICE TO ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$23,636.65.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller

THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. Sexual Harassment Training for Trustees

Jeanne shared that there is a new law that requires Boards of Trustees to receive annual sexual harassment training. She went on to say that the Board had approved the Sexual Harassment Policy in November 2018, and training is adapted from what staff receive. Jeanne conducted the sexual harassment training for the Board.

B. Library Expansion

President Westerhout shared that the hope is, in July, there might be some in-person meeting(s) with the architects.

C. COVID-19 Response Plans

Jeanne shared that curbside holds service has been expanded to almost all of our typical open hours and is going fairly well. She went on to say that the Managers are working

very hard on the limited re-opening plans. The focus is to get people in and out of the building in a timely manner. Staff were advised to prepare for the library opening in late June or early July. Jeanne shared that tomorrow the Department Manager meeting will be a fairly in-depth planning meeting to get things set and then to share with staff. The main focus is safety and doing things right. There was some discussion on this.

XI. Comments from Board of Trustees

President Westerhout gave major kudos and thanks to Jeanne and all staff for continuing to do a really great job during this extremely difficult circumstance. The Board appreciates it, along with a lot of people in the community who appreciate it too.

President Westerhout stated that the hope is that the Budget & Personnel Committee will be able to meet in July to discuss Jeanne's performance review.

Dianne Hollister stated that it is just wonderful to see all of the BPL presence in the community with Facebook, billboards, signs, and newspaper. She shared her appreciation for the curbside holds service.

Jeanne shared that daytime stops for the bookmobile started this week. Also, the bookmobile Facebook page just launched this week.

XII. Adjournment

DIANNE HOLLISTER MOVED, MATT WATCHINSKI SECONDED, TO ADJOURN THE MEETING.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller

THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:14 p.m.

BILLS LIST

Approved by BPL Board of Trustees, July 21, 2020

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	71.64
Amazon.com, LLC	Adult Books	37.50
Amazon.com, LLC	Children's Books	28.40
Amazon.com, LLC	COVID-19	287.15
Amazon.com, LLC	Janitorial Supplies	39.63
Amazon.com, LLC	Other Purchased Services	484.57
Ameren IP	Electricity	4,759.03
American Pest Control	Building Maintenance	80.00
Benn, Edwin H	Other Purchased Services	800.00
Bibliotheca, LLC	Library Supplies	4,733.33
Bibliotheca, LLC	Office/Equipment Mtnc	2,745.00
Bloomington Rotary Club	Membership Dues	300.00
Bridgeall Libraries, Ltd	Office/Equipment Mtnc	15,000.00
Brodart Co.	Library Supplies	1,089.05
CDW Government	Computer Supplies	1,586.72
CDW Government	Office/Equipment Mtnc	4,173.40
Cengage Learning	Adult Books	90.71
CIRBN	Telecommunications	420.33
City Directories	Adult Books	465.00
City of Bloomington	Dental Insurance	801.74
City of Bloomington	FICA	12,152.43
City of Bloomington	Gas & Diesel Fuel	112.84
City of Bloomington	Health Insurance-HMO	2,395.12
City of Bloomington	Health Insurance-PPO	19,019.00
City of Bloomington	IMRF	21,991.97
City of Bloomington	Life Insurance	240.80
City of Bloomington	Medicare	2,842.08
City of Bloomington	Payroll	207,338.44
City of Bloomington	Vision Insurance	393.66
City of Bloomington	Water	296.80
Cummins Mid-State	Vehicle Maintenance	2,389.52
Custom Digital Imaging	Printing	1,771.22
Dean's Graphics, Inc.	COVID-19	660.00
Dean's Graphics, Inc.	Other Purchased Services	1,366.00
Dell Marketing, L.P.	Computer Supplies	901.95
Engler, Callaway, Baasten, & Sraga, LLC	Other Purchased Services	1,771.00
Envisionware, Inc.	Office/Equipment Mtnc	8,793.14
F & W Lawn Care & Landscaping	Building Mtnc Supplies	2,492.50
Findaway World, LLC	A/V Materials	44.99
Frontier	Telecommunications	1,595.55

Grove Street Bakery	Employee Relations	78.90
Hartford Fire Insurance	Worker's Compensation	304.00
Illini Fire Equipment	Building Maintenance	183.00
Illinois Office of the State Fire Marshal	Building Maintenance	75.00
Illinois State University	Advertising	416.67
Ingram Library Services	A/V Materials	28.49
Ingram Library Services	Adult Books	2,355.35
Ingram Library Services	Children's Books	9.58
Kanopy, Inc.	Downloadable Materials	4,990.00
Kone, Inc.	Building Maintenance	1,877.00
Lamar Texas Limited	Advertising	5,500.00
Library Ideas, LLC	A/V Materials	495.01
Midwest Tape	A/V Materials	349.35
Miller Janitorial Supply	Janitorial Supplies	483.96
Northern Illinois Gas/NICOR	Natural Gas	853.69
OCLC	Office/Equipment Mtn	781.90
Office Depot	Computer Supplies	2,400.46
Office Depot	Employee Relations	9.35
Office Depot	Office Supplies	799.93
OverDrive	Downloadable Materials	4,990.00
Pantagraph	Advertising	2,101.00
Pilot Media, LLC	Advertising	200.00
POS Supply Solutions, Inc.	COVID-19	109.56
Proquest CSA, LLC	Downloadable Materials	68.19
Proquest CSA, LLC	Public Access Software	3,751.90
Quadient Leasing USA, Inc.	Rentals	166.92
Recorded Books, Inc.	A/V Materials	73.80
Ricoh USA, Inc.	Office/Equipment Mtn	91.89
Ricoh USA, Inc.	Rentals	2,513.47
Rosedrew, Inc.	Library Supplies	453.60
Stuard & Associates, Inc.	Building Maintenance	220.00
Tee Jay Central, Inc.	Building Maintenance	670.92
Today's Business Solutions, Inc.	Computer Supplies	2,895.00
Uline Shipping Supply Specialists	COVID-19	2,937.66
Weber Electric, Inc.	Building Maintenance	13,200.00
West Publishing	Adult Books	100.00
Windstream	Telecommunications	142.12
VISA - A B Hatchery	Other Purchased Services	50.00
VISA - Baker & Taylor Books	A/V Materials	2,227.17
VISA - Baker & Taylor Books	Adult Books	8,081.75
VISA - Baker & Taylor Books	Children's Books	7,398.42
VISA - Bandana's Bar-B-Q	Other Purchased Services	50.00
VISA - Barnes & Noble Booksellers	Other Purchased Services	50.00
VISA - Best Version Media	Advertising	591.52
VISA - Boba for Life	Other Purchased Services	50.00
VISA - Casey's Garden Shop	Employee Relations	50.00
VISA - Direct Supply Equipment	Janitorial Supplies	(82.99)
VISA - Displays2Go	COVID-19	52.92
VISA - Donny B's Gourmet Popcorn & Gifts, LLC	Advertising	25.00
VISA - Facebook	Advertising	231.59
VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - Flinger's Pizza	Employee Relations	366.30

VISA - Fox & Hounds Salon & Spa
 VISA - Global Leadership Network
 VISA - Jewel-Osco
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Madavor (Outdoor Photography Magazine)
 VISA - Menards
 VISA - Orange Leaf
 VISA - Oriental Trading Co, Inc.
 VISA - Party City
 VISA - Pop Up Chicken Shop
 VISA - Red Raccoon Games
 VISA - Regional Help Wanted.com
 VISA - Shop Pop Displays
 VISA - Sonic Drive-In
 VISA - Sprint
 VISA - Taco John's
 VISA - Tony's Tacos
 VISA - Upstaging, Inc.
 VISA - USPS
 VISA - Verizon Wireless
 VISA - VEX Robotics, Inc.
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Zoom.US
 VISA- Skillpath/National Seminars

Total

Other Purchased Services	50.00
Professional Development	516.00
Employee Relations	38.22
COVID-19	207.50
Building Mtn Supplies	194.74
Periodicals	9.00
COVID-19	16.48
Advertising	25.00
Other Purchased Services	7,197.56
Employee Relations	(4.98)
Other Purchased Services	50.00
Other Purchased Services	50.00
Advertising	264.00
COVID-19	2,974.70
Advertising	25.00
Telecommunications	2,211.55
Advertising	25.00
Other Purchased Services	50.00
COVID-19	1,130.00
Postage	6.95
Telecommunications	135.88
Other Purchased Services	4,549.00
Library Supplies	99.49
Other Purchased Services	38.32
COVID-19	129.11
Professional Development	149.00

422,554.08

Bloomington Public Library

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Director's Report

June 2020

Unless otherwise noted, all meetings listed below took place virtually.

COVID-19 Response:

- Attended 9 Emergency COVID-19 planning meetings with City Department Heads
- Met with Brian Chase, Normal Public Library Director weekly to discuss COVID-19 response plans
- Met with Central IL Medium-Sized Library Directors bi-weekly to discuss how their libraries are responding to COVID-19
- Coordinated an in-person tour of new safety precautions for the McLean County Law Library staff
- Sent a weekly email updating all staff on Library Operations during COVID-19 and hosted a Q & A for all staff
- Developed a detailed plan for stage 3: Limited Walk-In Service (started June 29th)
- Continued to coordinate a shared cross-departmental schedule for curbside/holds pickup service
- Worked five curbside service shifts and one adult services desk shift
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms

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

- Recorded an episode about the Library with a local podcaster
- Reviewed and submitted the Illinois Public Library Annual Report

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

- Attended a RAILS update
- Resolved a union grievance filed in December
- Met with Gayle to review current staff vacancies
- Met with Amy for her annual performance review
- Met with staff and maintained communication with union leadership in an effort to maintain a positive environment for staff in these stressful times
- Provided lunch (with safety precautions) for staff to express appreciation for all their hard work and to belatedly-celebrate National Library Week
- Started my work as the incoming Illinois Library Association Vice-President/President-Elect

Goal: Work effectively through the use of technology.

- Continued to coordinate the launch of our new room reservation software system
- Met with Department Managers via TEAMS to continue our regular weekly meeting to encourage physical distancing

Adult Services Report

Carol Torrens

June 2020

***The closure of the library to the public continued throughout June due to the COVID-19 virus. Staff worked a combination of in-library and at-home hours*

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

SERVICES

Interlibrary loan will reopen on July 1, 2020.

COLLECTIONS

A link to the digitized copies of a free local paper, *The Post Amerikan*, has been added to the website. The paper was published in Bloomington from 1972 to 2004.

Marcie resumed weeding (hooray!) SF authors N-R, both paperbacks and hardcovers, and also inspirational fiction (due to space constraints). Katie has weeded in the non-fiction collections, including travel books. Carol weeded DVDs in packed areas so there is room to shelve returns.

PROGRAMS

Carol represents BPL in an area group working on safety and social justice issues, focusing on the book *Just Mercy* by Bryan Stevenson. The library may hold a book discussion or similar program to support this effort.

Adult/Family programs

Books on Tap virtual book club – 1 session – 11 attended

Fiction/Mystery virtual book – 1 session – 9 attended

Teen Programs

No programs

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

Staff attended virtual training on a variety of topics, including the new Library Market room reservation software, library operations during the COVID pandemic, heritage and genealogy resources, and OCLC/ILL related topics.

Goal: Work effectively through the use of technology.

Librarians compiled lists of items in the collection by black authors, musicians, and directors. These will be offered soon via our website and/or social media.

There was one individual appointment via a phone call, a customer with a visual-impairment was helped to set up the Libby ebook service.

Business Office Report

Kathy Jeakins

June 2020

Goal: Administer a cost-effective public library.

Library Credit Cards: I contacted staff when their expiring cards were about to expire in order to get their new cards, cancelled cards for staff who left employment, and I entered all credit card transactions in account files.

The Library received two more Property Tax distributions in June, bringing the total to \$2,063,124.67

Golden Prairie also received two more Property Tax distributions, bringing the total to \$185,606.65; of this amount, the Library receives 95%

As expected due to the shut-down and not re-opening until late June, the Library revenues are down from last year--\$507,843 less than what we collected through June 30, 2019. The difference is primarily due to the following: one less Property Tax distribution, one less distribution from Golden Prairie and the loss of Miscellaneous revenue, including the Book Shoppe. The Property Tax deadline was later this year, so it is anticipated that the distributions are delayed rather than reduced. The expenditures are also down by \$190,000.

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

I have begun working on documents for the Foundation audit.

Bills Costing in Excess of \$5,000:

- Bridgeall Libraries, Ltd \$15,000.00: for year 3 of a 3-year agreement for Collection HQ
- Envisionware, Inc. \$8,793.14: for annual maintenance for the RFID Pads, Sorter, Upper Security Gates, PC Reservation Software, and Credit Card System Software
- Lamar Texas Limited \$5,500.00: for billboard advertising for Summer Reading
- Oriental Trading Co., Inc. \$7,197.56: for Items to be included in the Craft Packets that were given out

Upcoming:

I will continue to work on documents for the Foundation audit

I will continue to work on the telephone system upgrade

Children's Services Report

Melissa Robinson

June 2020

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

Services:

- Staff have increased their hours working in the building and have been helping with curbside pickup, answering phones, preparing craft packets and summer reading prize bags, and staffing the desk.
- Alysha delivered reading logs to the Boys and Girls Club and plans to drop prizes off for them in July.

Programs:

- Craft packets – 500 distributed
- Virtual Lego Construction – 39 attended
- Craft packet videos – 11 videos – 578 attended
- Virtual DIY – 3 videos – 922 attended
- Virtual Smarty Pants Story Time – 4 videos – 1107 attended
- Wild Card Friday – 51 attended

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

- Committee meetings are resuming. Alysha attended the Spirit committee meeting, and Alex attended staff development.
- Alysha attended a webinar called "Hands On Virtual: STEM Learning from a Distance."
- Jesse attended a webinar called "Best Practices for Techno-Storytime."
- Alex continues serving on the 2021 Notable Children's Book Committee.
- Alex attended ALA Virtual.

Goal: Work effectively through the use of technology.

- 35 posts were added to the Children's Facebook group, and we now have 200 members.

Circulation and Outreach Services Report

Colleen Shaw

June 2020

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

- Outreach virtual meetings attended by Outreach Library Associate, Michelle Cope:
 - ECIAAA Social Isolation Task Force¹
 - Human Services Council²
 - Recovery Oriented Systems of Care Council³
 - Recovery Oriented Systems of Care Spirituality Subgroup – helping participants get library cards, connecting them with different faith leaders, and answering questions about using Hoopla
 - Complete Count Committee – helped to get promo materials to our patrons
 - Moms Against Gun Violence – Gun Violence Awareness Day
 - Central IL Community Educators⁴
 - Leadership McLean County⁵ – leadership skills meeting
 - Dreams Are Possible
 - Chestnut Health Systems
 - Children's Home + Aid
 - NAACP meeting with Bloomington and Normal mayors

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

- Home Delivery crafted a comprehensive plan for getting items safely to Home Delivery patrons and resumed deliveries in mid- June. Curbside pickup was used by a select number of Home Delivery patrons in the interim. A total of 165 items were delivered, and 76 items were distributed at curbside. One new client was added.
- Deposits staff were able to deliver to 5 sites this month for a total of 415 items. A limited number of visits to popUP library sites will resume in July.
- Statutes of circulating passes:
 - Explore More Illinois passes remain suspended.
 - Passes for the Children's Discovery Museum are suspended.
 - Miller Park Zoo is open, and patrons may resume checking out our zoo pass.
- The bookmobile offered modified services on a limited schedule from June 15-June 27. The full schedule rolled out June 29, though services remain limited. Patrons are not be allowed on the bookmobile but are able to pick up holds, return items, and redeem their Summer Reading logs for prizes.
- The Bookmobile's Facebook page is live! Find and follow it by searching Bloomington Library Bookmobile.
- Book Shoppe Coordinator, Aleshia Phifer, priced all items (excluding \$.25 magazines) at \$1 to help patrons during this time.

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

- Part-time Library Assistant, Martha Kelly, resigned from her position this month. Applications are being accepted for two part-time Library Assistant openings.

¹ East Central IL Association for Aging Adults, Normal PL, Faith in Action, ARC, U of I Extension, ISU, LeRoy ARC

² Dreams Are Possible, Health Dept., HCC, YWCA, Jule Foundation, PATH, Chestnut Health, Babyfold, Normal PL, U5, D87, etc.

³ Chestnut Health, Health Dept, Children's Home + Aid, Bridgeway, ISU, NAACP, Children's Home + Aid, BN Parents

⁴ David Davis Mansion, Children's Discovery Museum, YWCA, Milner Library, Sugar Grove Nature Center, Normal PL, etc.

⁵ State Farm, Heartland Head Start, Rivian

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(6/2020) Circulation and Outreach Services Statistics

Total Circ BPL	59,235
Total Circ Main	44,800
Adults	20,809
Teens	1,651
Children	22,340
Total Circ Outreach	1,893
OTR Adults	968
OTR Teens	39
OTR Children	886
Total Circ eBooks	14,435
Hoopla	998
Overdrive	11,209
RBDigital	1,567
TumbleBooks	37
eBook Central	8
Kanopy	616
Borrowers Registered	144
Total Active Cardholders	38,823
Children	8,611
Teen	4,992
Adult	25,220
GPPLD	1,614
Total Holds Filled	20,060
Main Holds	18,769
Outreach Holds	1,291
Door Count	1,232*

Circulation Questions Answered: 128

Outreach Questions Answered: 52

Total Questions Answered: 180

*Count reflects June 29 and 30

10 Stops with Highest Circulation

WINGOVER PM	205
EKSTAM DRIVE	67
WINGOVER AM	51
FREEDOM OIL	39
GROVE	37
ARBORS APTS	34
EAGLE CREEK	27
NORTH POINTE	26
WATERFORD ESTATES	16
ROLLINGBROOK SOUTH	15

5 Stops with Lowest Circulation

OAKWOOD	7
SHIRLEY	3
FLEETWOOD	2
FRANKLIN PARK	2
EASTVIEW COMMUNITY CENTER	1

Bookmobile Customers: 304

Total Monthly Stops: 27* (at 26 locations)

*On June 15, the bookmobile began offering limited scheduled stops. The bookmobile began offering all scheduled stops on June 29.

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	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						
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800						
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823						

Human Resources Report

Gayle Tucker

June 2020

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

- I attend and encourage attendance at mini morning sessions (MMS) offered by the Staff Development Committee
- I attended a Zoom session on Library Market's new room reservation system
- In June, there were five Job Announcements and one website/Facebook posting
- I participated in two in-house interviews
- I onboarded three returning employees
- I coordinated a health check station for self-service temperatures for staff
- I updated and posted our dress code to include masks/face coverings
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- In June, I participated in several Teams and Zoom video meetings with other staff, and a lot of my work was accomplished using OneDrive and SharePoint
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am running the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I prepared a Leave Time Audit for the City of Bloomington
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies
- Employees may use the timeclock or clock in and out using the Kronos website due to the current COVID guidelines

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We hope the program will resume in August
- I track hours worked by part-time staff

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Personnel Code/Employee Handbook updates

Information Technology Systems Report

Jon Whited

June 2020

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

The network wiring and switch setup for the new phone system is complete. We are waiting for the new phones to arrive and then we can start setting them up.

The RFID pads were installed in the bookmobile. The staff members in the bookmobile now have a little more room to work with at the desks. We have other RFID pads for staff members that we will installing in the coming weeks.

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

Dale has been holding sessions of his Dungeons and Dragon's events virtually. He is currently teaching the attendees how to use Roll20 and how to create and run their own D&D events virtually. He plans to continue to host his events virtually using Zoom until such time as the pandemic guidelines have been lifted.

Upcoming:

We will be upgrading three servers in the upcoming months.

We will also be looking at upgrading the video surveillance system in the Library.

We are currently looking into moving the EZproxy server to being hosted by OCLC. This server controls the connections to the majority of our online resources.

Marketing Report

Rhonda Massie

July 2020

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

COVID Signage and Messaging

Composed press releases and artwork to share messaging via the following platforms: website, media, phones, texts, eBlasts, radio, Facebook, Twitter, and Instagram. Also continuously updated the library's hours on Facebook and Google to correspond with changes to curbside pickup and reopening.

- Increase in Curbside Pickup hours beginning June 7.
- Slow rollout of the Bookmobile on June 15 and again on June 22.
- Reopening of the library and the full rollout of the Bookmobile beginning June 29.

Summer Reading

- Solicited prizes in the form of vouchers from area businesses.
- Designed and printed three different voucher prize sheets for kids, teens, and adults.
- Decorated the library using the Summer Reading theme of *Dig Deeper: Read, Investigate, Discover*.
 - Said goodbye to Bret Williams, our temporary graphic designer
- Created artwork to promote the Summer Reading prizes which can be earned by finishers and instruction sheets which correspond with activity packs to be received by kids who complete the program.

Bookmobile

- Organized the mailing and design of 7 postcards which were delivered to those living on the carrier routes surrounding 6 new Bookmobile stops and 1 returning stop which saw a time, day, and week change.
- Continue to update all Bookmobile texts to explain that services are limited.

Design Work

- **Social Media & Web Messages/Art**
 - 3 campaigns promoting Curbside Pickup as hours increased
 - 3 campaigns promoting Bookmobile rollout as number of stops increased
 - Library reopening / Bookmobile stopping at all 48 stops
 - Contactless returns being accepted
 - Art for Craft Packet No. 1 distribution
 - Art for Craft Packet No. 2 distribution
 - Racial awareness reading list
 - Race related ebooks and eaudiobooks from Hoopla
 - LGBTQ related ebooks and eaudiobooks from Hoopla
 - Letterboxing Challenge
 - Mystery/Fiction Book Club
 - Books on Tap Book Club
 - Spanish Book Club
 - History Reads Book Club
 - July's children's programs in a single image
 - Profile and cover art for the new Bookmobile Facebook page
 - Bookmobile Facebook art – 6 pieces highlighting Week A, B, C: 3 outline limited services; 3 do not
 - Bookmobile Facebook art – 2 pieces highlighting mechanical cancellations and weather cancellations
 - Updates to Ancestry's at-home privileges
 - Summer Reading prizes
 - Return of Interlibrary Loan
 - July 4 closure
- **Design/Print**
 - Reading Logs for Summer Reading
 - Prize vouchers for Summer Reading

- Handouts to accompany Activity Kits in SRP prize packs for kids

- **Signs**

- Summer Reading sponsors banner
- Text Alert opt-in signs and handouts
- Teen Summer Reading prize drawings
- Adult Summer Reading prize drawings
- Monthly book display in Adult Services
- CD display
- *Closed to the Public*
- *Please DO NOT Sit Here*
- *Sanitized/Not Sanitized* room indicators
- *teenZone Closed* sign for teenZone door
- *Wear a mask / practice social* distance banner
- Sign marking the relocation of our hold items
- COVID Symptoms sign for staff
- Sign outlining instructions for touchless thermometer
- Sign marking blue bins as the area where returns need to be made when in the library
- *21 Out of Order* signs for AS computers and one self-check station
- *3 Room is Closed* signs for WWRR, Study Room, and DPS
- Directional sign for Adult Services Desk
- Sign about Microfilm Reader
- Sign about Scanning Computer
- Purchased 4 sandwich boards and created signage for each which include texting instructions for those coming to curbside pickup on/after June 29
- Sign posted at entrance asking patrons to wear masks, social distance, not come in if feeling ill, not gather in groups
- *Ring Bell for Service* – table tent
- New set of numbers – 1-17 – to number the computers in Adult Services

- **Extras**

- Bookmark highlighting new database – African American Heritage
- Purchased and mailed gift cards as part of an advertising agreement with The Pantagraph
- Took 500 kid reading logs and 500 teen reading logs to District 87 for distribution at their free lunch sites
- Bookmobile Signs about services, social distancing, and wearing masks
- Curbside Pickup Campaign update
- Curbside Pickup Sandwich Boards
- Flat Melvin Coloring Page for SRP Kid Prize Pack
- Flat Melvin Cut Out for Craft Packet 2
- Nametags
- Posted employment ads to Facebook and Instagram
- Picked up 5,000 bags ordered for the kids Summer Reading prize packs

Advertising

- Pantagraph Billboard Ad ran across the top of the print edition of the paper on June 7; promoted Summer Reading
- Ad in *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines | Summer Reading
- Audio ads on WGLT and visual (desktop & mobile) ads on WGLT.org
 - Curbside Pickup
 - Summer Reading
 - Reopening
 - Letterbox Challenge
 - Also agreed to a new 1-year contract with WGLT
- Ads on Magic 99.5
 - Summer Reading / Curbside Pickup

- Summer Reading / Reopening
- Ad posted to marquees at the Coliseum/Arena
 - Summer Reading
- Purchased on-air spots on WJBC and B104 to run during July. These spots will promote Summer Reading and the Letterbox Challenge.

COMMUNITY OUTREACH

- Met via Zoom to talk about the library with a Girl Scout Troop looking to secure their reading merit badges.

HEADLINES

- Pantagraph – *New events, reopenings, and more in Central Illinois: What you need to know*
- WJBC – *BPL adding more hours to Curbside Pickup*
- WJBC – *BPL announces return of Bookmobile*
- Pantagraph - *How curbside pickup is helping Bloomington, Normal library patrons nourish their need to read*
- CIProud.com – *BPL creates community Letterboxing Challenge*
- Pantagraph – *Bloomington Public Library plans to reopen Monday*
- WGLT – *Bloomington Public Library reopens doors to the public*
- Submitted an article about 1000 Books Before Kindergarten to *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines for their August editions

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

STAFF NEWSLETTER

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

Goal: Work effectively through the use of technology.

Social media presence:

- Facebook - 7,973 followers;
- Instagram - 1,643 followers;
- Twitter - 2,045 followers;
- Library text subscribers - 336
- Bookmobile text subscribers - 1,041
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks eBlast list – 31,505 subscribers.
- Program Guide eBlast list – 31,588 subscribers.
- GeneraleBlast list – 31,487 subscribers.

Goal: Administer a cost-effective public library.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and library news.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
- The library sends a monthly eBlast promoting one of its online resources to all cardholders who've not opted out of receiving such notifications. The online resource eBlasts are also posted to Facebook and Twitter. The ability to send these eBlasts comes with our subscription to Library Aware.
- A member of the library's staff is interviewed every other Monday on WJBC. The interview materials are prepped by the Marketing Department.

Support Services Report
Caprice Prochnow
June 2020

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

- Support Services staff:
 - Continued circuit identification project
 - Traffic control in the parking lot, setup and breakdown for curbside holds
 - Walled off the Holds area to be a temporary quarantine area for returned items
 - Provided service desks, IT, and bookmobile with cleaning materials to clean surfaces after a customer visit
 - Painted the exterior handrails at the entrance, staff entrance, and dock area
 - Setup acrylic shields at the service desks and staff workrooms
 - Replaced filters in the main air handler
 - Sanitation signs displayed outside of meeting rooms to indicate if a room is ready for use or if disinfecting is needed
- Caprice:
 - Procured six 10-bushel basket trucks with lifts and covers, along with covers for the 14-bushel trucks for housing returned items in quarantine
 - Procured acrylic shields for both staff and public areas
 - Completed the annual report for the library
 - Escorted a group from the Law Library located at the Law & Justice Center around the building, showing them modifications made to spaces for staff and the public in anticipation of the library's re-opening
- Repairs/Installs:
 - Weber Electric Tech Services finished installation of CAT6 for new phone system
 - The annual inspection of the elevator was conducted, and all was good
 - Mid-Illinois Mechanical performed a quarterly PM on the HVAC system

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

- Worked with -
 - Department Managers on extensive plan for safely opening the library to the public
 - Reservation system working committee for wrap up with Library Market
- Caprice viewed these webinars -
 - Designing Libraries for Safety in the Age of COVID-19
 - Navigating the 'New Normal' How libraries can continue to serve their communities in a post-Covid world
 - Dismantling Institutional Racism
 - Indoor Air Quality – Understanding the New ASHRAE and CDC guidelines

Upcoming:

- Installation of replacement actuators for the AHU cooling valve
- Installation of replacement UV emitters in main AHU

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

June 2020

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

- TS is very well caught up and selectors can now resume their weeding projects.
- In the month of June TS added 4,210 items. (And all this with one full-time staff position vacant!)
 - 1,756 adult books
 - 1,284 children's books
 - 584 AV items
 - 586 magazines

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

- TS participated in many curbside and picklist shifts.
- Katy trained in all things AV and is now the go-to person with any specific AV questions.
- Training Hours – 3

Goal: Work effectively through the use of technology.

- We're currently working on a new workflow for Missing items. We hope to roll it out later this month. Currently, TS staff is looking for missing items with holds once a week.

Goal: Administer a cost-effective public library.

- Volunteer Hours – 0

Upcoming:

- Cataloging big books in the children's department.

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

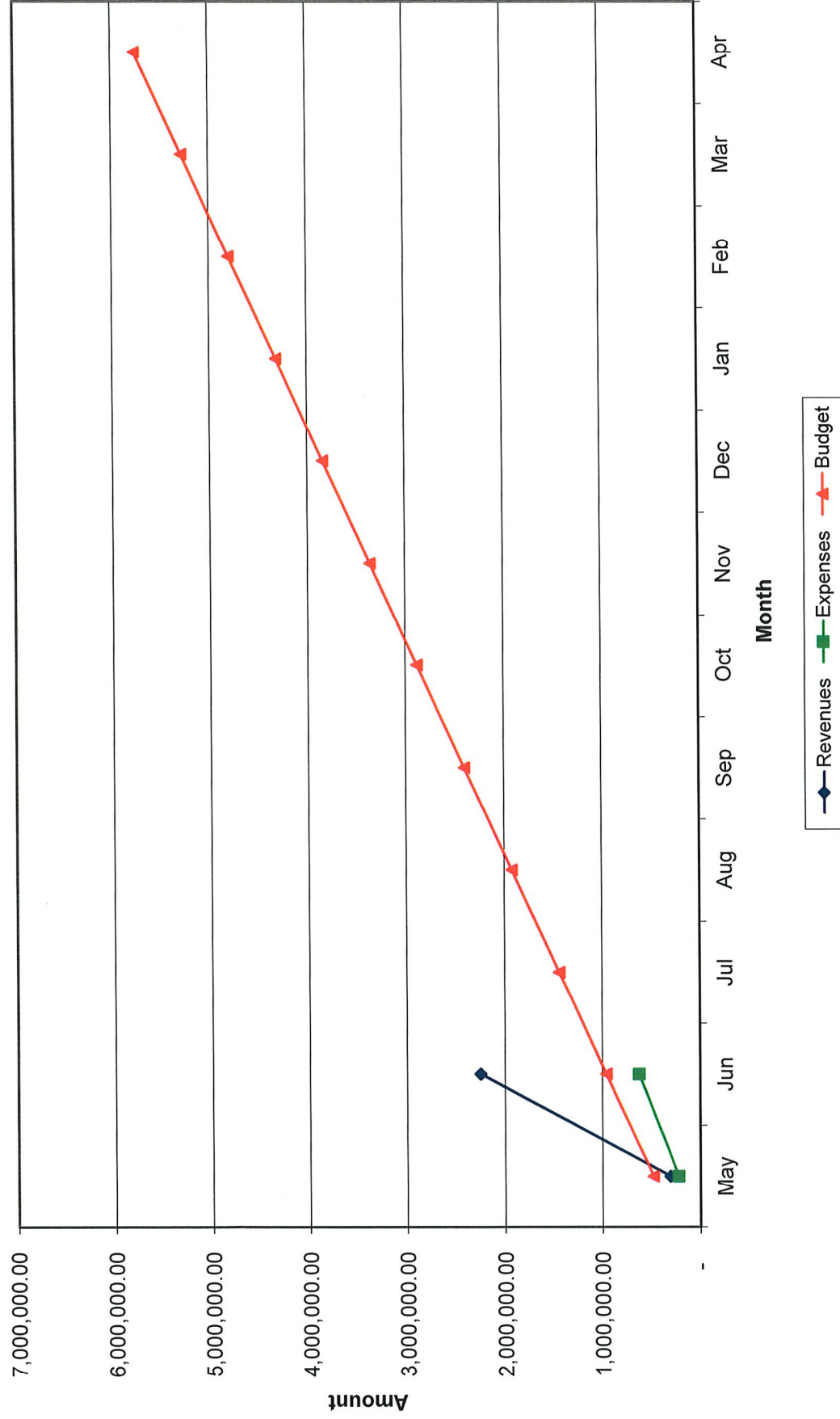
REVENUES:

ACCT NAME	BUDGET	JUNE 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	1,755,946.78	2,063,124.67	(2,872,234.33)	41.8
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,700	0.00	0.00	(95,700.00)	0.0
GPPLD	400,000	176,326.32	176,326.32	(223,673.68)	44.1
Fines & Fees	50,000	168.00	442.55	(49,557.45)	0.9
Copies	3,500	16.45	16.45	(3,483.55)	0.5
Interest on Investments	75,000	2,762.74	2,762.74	(72,237.26)	3.7
Interest From Taxes	0	0.00	0.00	-	-----
Sale of Property	0	0.00	0.00	-	-----
Donations	24,000	3,100.00	3,150.00	(20,850.00)	13.1
Other Private Grants	0	0.00	0.00	-	-----
Cash Over/Short	0	0.10	0.10	0.10	-----
Other	45,000	286.85	681.35	(44,318.65)	1.5
Total Revenues	5,758,959	1,938,607.24	2,246,504.18	(3,512,454.82)	39.0

ACCT NAME	BUDGET	JUNE 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	174,124.21	273,089.68	(2,126,095.32)	11.4
Part-Time Salaries	483,694	29,611.83	47,287.34	(436,406.66)	9.8
Seasonal Salaries	67,667	2,602.40	4,002.89	(63,664.11)	5.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,000.00	1,000.00	1,000.00	-----
Total Sals & Wages	2,951,646	207,338.44	325,379.91	(2,626,266.09)	11.0
Dental Insurance	11,000	801.74	1,259.88	(9,740.12)	11.5
Vision Insurance	3,000	393.66	543.63	(2,456.37)	18.1
Health Insurance, BC/BS PPO	366,827	19,019.00	29,887.00	(336,940.00)	8.1
Health Insurance, OSF HMO	16,000	2,395.12	3,763.76	(12,236.24)	23.5
Life Insurance	3,200	240.80	481.60	(2,718.40)	15.1
Library RSA Contribution	0	424.50	424.50	424.50	-----
IMRF	239,918	21,991.97	34,491.35	(205,426.65)	14.4
FICA	182,933	12,152.43	19,104.92	(163,828.08)	10.4
Medicare	42,783	2,842.08	4,468.04	(38,314.96)	10.4
Worker's Comp	18,385	0.00	0.00	(18,385.00)	0.0
Uniforms	800	0.00	0.00	(800.00)	0.0
Tuition Reimbursement	15,500	0.00	0.00	(15,500.00)	0.0
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	925,346	60,261.30	94,424.68	(830,921.32)	10.2
Rentals	25,000	1,169.02	2,943.54	(22,056.46)	11.8
Total Rentals	25,000	1,169.02	2,943.54	(22,056.46)	11.8
Building Mtnc	150,000	9,896.67	17,089.87	(132,910.13)	11.4
Vehicle Mtnc	12,000	2,389.52	2,596.39	(9,403.61)	21.6
Office & Computer Mtnc	195,000	21,561.29	22,710.75	(172,289.25)	11.6
Total Repair/Mtnc	357,000	33,847.48	42,397.01	(314,602.99)	11.9

ACCT NAME	BUDGET	JUNE 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	8,642.20	9,533.72	(40,466.28)	19.1
Printing/Binding	18,000	0.00	0.00	(18,000.00)	0.0
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	4,000	0.00	0.00	(4,000.00)	0.0
Professional Development	10,000	149.00	232.35	(9,767.65)	2.3
Other Purchased Services	150,000	16,445.05	17,396.59	(132,603.41)	11.6
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	6,500	0.00	0.00	(6,500.00)	0.0
Total Purchased Services	261,500	25,236.25	27,162.66	(234,337.34)	10.4
Office Supplies	20,000	1,186.18	1,996.90	(18,003.10)	10.0
Office Supplies-COVID-19	0	5,371.02	12,534.53	12,534.53	-----
Computer Supplies	90,000	3,077.48	3,977.06	(86,022.94)	4.4
Postage	2,500	6.95	6.95	(2,493.05)	0.3
Library Supplies	85,000	516.09	516.09	(84,483.91)	0.6
Janitorial Supplies	18,000	115.14	602.46	(17,397.54)	3.3
Gas & Diesel Fuel	5,500	112.84	112.84	(5,387.16)	2.1
Building Mtnc & Repair Supplies	20,000	337.74	993.73	(19,006.27)	5.0
Total Supplies	241,000	10,723.44	20,740.56	(220,259.44)	8.6
Natural Gas	31,000	853.69	853.69	(30,146.31)	2.8
Electricity	90,000	4,759.03	4,759.03	(85,240.97)	5.3
Water	9,000	296.80	704.76	(8,295.24)	7.8
Telecommunications	38,000	8,084.17	10,054.72	(27,945.28)	26.5
Total Utilities	168,000	13,993.69	16,372.20	(151,627.80)	9.7
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	40,000	9.50	16,189.83	(23,810.17)	40.5
Adult Books	143,000	12,233.25	17,504.78	(125,495.22)	12.2
Children's Books	118,500	7,444.87	12,160.58	(106,339.42)	10.3
A/V Materials	131,000	4,940.07	10,702.57	(120,297.43)	8.2
Public Access Software	188,880	4,500.00	17,583.65	(171,296.35)	9.3
Downloadable Materials	154,700	19,986.40	19,986.40	(134,713.60)	12.9
Total Materials	776,080	49,114.09	94,127.81	(681,952.19)	12.1
Employee Relations	5,000	537.79	537.79	(4,462.21)	10.8
Miscellaneous Expenses	10,000	389.12	532.23	(9,467.77)	5.3
Transfer to Capital Fund	36,887	0.00	0.00	(36,887.00)	0.0
Total Other Expenses	51,887	926.91	1,070.02	(50,816.98)	2.1
Total Expenses	5,758,959	402,610.62	624,618.39	(5,134,340.61)	10.8

Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2020

Property Tax (41.8%): The Library has received 3 distributions so far.

Replacement Tax (0.0%): The distribution has not taken place yet.

State Grants (0.0%): The Library has not received this yet.

Golden Prairie Public Library District (44.1%): Golden Prairie has received 3 distributions so far; of those 3 distributions, Bloomington Public Library get 95% of their tax dollars.

Fines (0.9%): Very little has been collected.

Copies (0.5%): Very little has been collected.

Interest (3.7%): This amount only reflects one month of Interest.

Other Revenue (1.5%): Receipts have been low.

Full-Time Salaries (11.4%): This is just under-spent due to a few staff vacancies.

Part-Time Salaries (9.8%): This is also low due to some staff vacancies.

Seasonal Salaries (5.9%): This is under-spent due to the decision to hire fewer seasonal employees this summer.

Overtime Salaries (0.0%): Nothing has been paid from this line item.

Dental Insurance (11.5%): This is just under-spent due to full-time staff vacancies.

Health Insurance, PPO (8.1%): This line item is also under-spent due to full-time staff vacancies.

Health Insurance, HMO (23.5%): This is over-spent due to reducing the total budgeted number—having a higher amount here, in turn, means that the PPO Health Insurance will be lower.

FICA (10.4%): This also reflects full-time staff vacancies.

Medicare (10.4%): This reflects full-time staff vacancies.

Worker's Compensation (0.0%): The annual worker's compensation premium is paid in December.

Uniforms (0.0%): Nothing has been paid from this line item.

Tuition Reimbursement (0.0%): Nothing has been paid from this line item.

Other Benefits (0.0%): Nothing has been paid from this line item.

Building Maintenance (11.4%): Charges have been minimal.

Office and Computer Maintenance (11.6%): Charges have been minimal.

Printing/Binding (0.0%): Nothing has been paid from this line item.

Travel (0.0%): Nothing has been paid from this line item.

Membership Dues (0.0%): Nothing has been paid from this line item.

Professional Development (2.3%): Charges have been minimal.

Other Purchased Services (11.6%): Charges have been minimal.

Property Insurance (0.0%): This will be paid at the end of December.

Vehicle Insurance (0.0%): This will be paid at the end of December.

Other Insurance (0.0%): This will be paid at the end of December.

Office Supplies (10.0%): Charges have been minimal.

Computer Supplies (4.4%): Charges have been minimal.

Postage (0.3%): Charges have been minimal.
Library Supplies (0.6%): Charges have been minimal.
Janitorial Supplies (3.3%): Charges have been minimal.
Gas & Diesel Fuel (2.1%): Charges have been minimal.
Building Maintenance Supplies (5.0%): Charges have been minimal.
Natural Gas (2.8%): Charges have been minimal.
Electricity (5.3%): Charges have been minimal.
Water (7.8%): Charges have been minimal.
Telecommunications (26.5%): This is over-spent due to the annual payment for Alert Media emergency notification system was paid in May.
Professional Collection (0.0%): Nothing has been paid from this line item.
Periodicals (40.5%): This is over-spent due to the payment of the annual subscription service.
Children's Books (10.3%): Charges have been minimal.
A/V Materials (8.2%): Charges have been minimal.
Public Access Software (9.3%): Charges have been minimal.
Employee Relations (10.8%): Charges have been minimal.
Miscellaneous Expenses (5.3%): Charges have been minimal.
Transfer to Capital Fund (0.0%): This transfer from the Operating Fund to the Capital fund has not taken place yet.

The Donations line item breaks out as follows:

Summer Reading Program Donations:	
Golden Prairie Public Library District:	\$3,000.00
Memorial Donations:	50.00
Miscellaneous Donations:	100.00
 Total Donations:	 \$ 50.00

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	394.50
Book Shoppe:	233.50
Drawstring Bags:	0.00
Ear Buds:	0.00
Flash Drives:	9.75
Hot Beverage Service:	0.00
Meeting Room Fees:	0.00
Mugs/Cups:	0.00
Print Station:	43.60
Reusable Bags:	0.00
Test Proctoring:	0.00
Tote Bags:	0.00
Umbrellas:	0.00
Miscellaneous:	0.00

Total Other Revenue:	\$ 681.35
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During June, 15 batches containing 143 invoices were processed, totaling \$95,916.78 and 100 credit card charges were made totaling \$39,314.21.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$4,198,198.89, which is 72.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY21 budget is \$1,439,739.75.

Library Fund Balance Information, 6/30/20:

Operating:	\$ 4,198,198.89
Capital:	\$ 3,367,780.90
Fixed Assets:	\$ 1,188,442.51

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

June 2020

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	21,777	44,536	-51%	26,259	84,936	-69%
Teens	1,690	4,324	-61%	1,965	7,277	-73%
Children	23,226	53,521	-57%	26,928	92,095	-71%
Digital Downloads	14,435	11,665	24%	33,755	23,258	45%
Total	61,128	114,046	-46%	88,907	207,566	-57%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	25,220	24,259	4%	49,404	24,259	104%
Teens	4,992	4,828	3%	9,916	4,828	105%
Children	8,611	9,203	-6%	17,103	9,203	86%
Total	38,823	38,290	1%	76,423	38,290	100%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	144	599	-76%	428	1,188	-64%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	1,232	31,229	-96%	1,232	55,496	-98%
Bookmobile	304	1,295	-77%	304	2,432	-88%
Total	1,536	32,524	-95%	1,536	57,928	-97%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	60	-100%	0	122	-100%
Digital Preservation Studio	0	24	-100%	0	34	-100%
Community Room	0	100	-100%	0	213	-100%
Total	0	184	-100%	0	369	-100%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	0	16	-100%	3	52	-94%
People Reached	0	864	-100%	96	8,734	-99%
Community Visits to the Library	0	25	-100%	0	25	-100%
People Reached	0	584	-100%	0	584	-100%
Total Outreach Visits	0	41	-100%	3	77	-96%
Total People Reached	0	1,448	-100%	96	9,318	-99%

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	2	21	-90%	4	46	-91%
Attendance	20	379	-95%	41	740	-94%
Teens	0	7	100%	0	9	100%
Attendance	0	110	100%	0	131	100%
Childrens	0	26	-100%	0	38	-100%
Attendance	0	1,343	-100%	0	2,023	-100%
Total Programs	2	54	-96%	4	93	-96%
Total Attendance	20	1,832	-99%	41	2,894	-99%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1	13	-92%	1	25	-96%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1,733	4,278	-59%	3,093	8,049	-62%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	44.50	142.75	-69%	97	333	-71%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	49	5,156	-99%	49	9,187	-99%
WiFi Sessions	1,079	3,549	-70%	1,923	6,652	-71%
Website/Catalog Hits	50,467	44,993	12%	101,570	86,012	18%
Online Resource Use	3,764	6,224	-40%	7,795	12,850	-39%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	20	456	-96%	21	860	-98%
Sent	2	269	-99%	2	527	-100%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0.00	66.75	-100%	0	162	-100%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 19, 2020
5:00 p.m.

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

MINUTES

- I. Call to Order
Vice President Novosad called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Stephen Peterson, Patti Salch

MEMBERS ABSENT: Laurie Nippe, Jodi Sherman, Stephanie Walden

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions:
There were no introductions.
- IV. Public Comments:
There were no public comments.
- V. President's Report
Vice President Ruth Novosad commented on the recent Illinois Legislative Meet-up and stated it was very worthwhile. Discussion was held on the issues facing the legislators in the General Assembly in regards to libraries.
- VI. Approval of Minutes
A. January 15, 2020
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared information about a Library Trustee Forum in Springfield on March 7, 2020 and invited any board member that is interested to sign their name to the flyer and Amy will follow up this week. Jeanne also passed around a copy of the City of Bloomington – 2019 City in Review and pointed out that the Library is mentioned in the report. The new sorter was installed on February 4, 2020 and it has increased efficiency and effectiveness. The Bloomington Library Board approved the contract with the architects, Engberg and Anderson. The visit to the Fountaindale library to view the lift gate on their outreach vehicle was worth the trip. The group determined both things that should be incorporated into our Techmobile, as well as items that we do not want. Caprice Prochnow, Support Services Manager has met with City of Bloomington Fleet Manager to discuss specifications and price ranges for the Ford Transit model that meets our capacity. Current estimate is \$35,000 for the vehicle and \$15,000 for the customer up-fitting. This price does not include Laptop cart and other items need to stock the Techmobile. Discussion was held on what is included in the up-fitting as well as timeline.

- B. Outreach Report: Colleen Shaw, Circulation and Outreach Manager, shared the arrival of a new sorter. The previous sorter lasted 10 years which was a long time considering that it was used all day, every day for those 10 years. The installation went well and we are happy with the product. It is a great fit for the BPL. The Bookmobile had a part replaced recently. The mechanic suggested a custom part that he would make in order to protect the generator. The new part would act like a screen and keep debris from being forced into the generator causing undue wear and tear, which would continue to require part replacement. Drivers would verify a clean screen during their pre-trip inspections. Circulation is going to proceed with the custom part in order to reduce down time and cost of replacing the generator.
- C. Financial Report: Kathy Jeakins, Business Manager, provided the monthly report. We received the updated tax-exempt certificate for GPPLD. The new certificate is valid from February 10, 2020 through March 1, 2025. The financial report is in the board meeting packet. We are at 58.3% through the end of January. The next Property Tax distribution will be received near the end of May or beginning of June.

VIII. Action Items

- A. Outcome of CD Expiring in February 2020 – Stephen Peterson shared that GPPLD renewed the CD at 1.7 percent with Community Bank of Morton for a term of 12 months. This included the \$2000 additional funds approved at December 2019 board meeting for a total of \$76,000. The new CD term ends in February 2021.
- B. Handling of CD Maturing on April 6, 2020: Stephen Peterson will handle the roll-over of the April CD in the same way as the February 2020 roll-over. The CD amount is \$61,000.00. The Board discussed the funding of techmobile and the timing of the roll-over. Please add this action item to the March 2020 agenda.

IX. Comments from Board Trustees

Discussion was held on library program, Painting with Aleshia as well as the upcoming Craft Swap event. Discussion was also held on the Summer Reading Program, Bloomington Reads Program and National Library Week.

X. Reminder

Next Board Meeting is March 18, 2020

XI. Adjournment

Vice President Novosad adjourned the meeting at 5:46 p.m.

Incident Report Summary for June 2020

2020-06-30 23:59:00
 2020-06-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
4219	2020-06-13 15:19:48	InappropriateBehavior
4220	2020-06-16 18:16:22	InappropriateBehavior
4221	2020-06-29 12:27:12	Loitering
4222	2020-06-29 15:36:49	InappropriateBehavior
4223	2020-06-30 09:58:02	Loitering

Suspension Report Summary for June 2020

2020-06-30 04:10:46pm
2020-06-01 04:10:46pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
343	2020-06-29 00:00:00	PoliceAmbulanceCall
344	2020-06-29 00:00:00	InappropriateBehavior
345	2020-06-30 00:00:00	Loitering

MEMO SENT TO THE CITY COUNCIL FOR JULY 13,2020



SPONSOR: Legal Department

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and action to approve a Second Amendment to the Settlement Agreement between State Farm Mutual Automobile Insurance Company, the City of Bloomington, and other taxing bodies in McLean County, Illinois regarding the assessed value of parcels owned by State Farm, applicable to tax years 2020-2024, as requested by the Legal Department.

RECOMMENDED MOTION:

The proposed Second Amendment be approved.

STRATEGIC PLAN LINK:

-Goal 3. Grow the Local Economy

STRATEGIC PLAN SIGNIFICANCE:

-Objective 3a. Retention and growth of current local businesses

BACKGROUND: In 2009 State Farm filed a protest of the assessment of its Corporate Headquarters and Corporate South properties. State Farm withdrew its protest in return for a promise from representatives of the taxing bodies to address the issue of the assessment of State Farm's properties. Because the school districts would have been the most impacted by a possible reduction in the assessed value of State Farm's properties, District 87 and Unit 5 took the lead in negotiating a settlement agreement which was ultimately approved by the City of Bloomington and all of the affected taxing bodies in 2010.

The 2010 agreement froze the assessed value of all State Farm properties for five (5) years: property tax years 2010 thru 2014. Additionally, if the annual property tax bills were to exceed one percent (1%) of the previous year's tax bill for these properties, the taxing bodies agreed to rebate the excess back to State Farm. However, the "cap" of one percent (1%) did not apply to any increase in property taxes which resulted from successful school tax referendums.

At the end of the term of the 2010 agreement, the parties approved a First Amendment extending the terms for the property tax years 2015 thru 2019. A Second Amendment has now been proposed extending the terms of the original settlement through 2024. District 87 is supportive of the extension and has requested the City's support and approval.

City staff is aware of heightened concerns regarding the current COVID-19 pandemic. However, this agenda item will have nominal financial impact.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: School District 87.

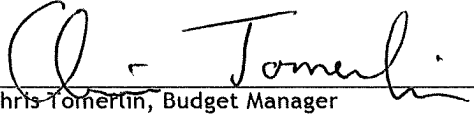
FINANCIAL IMPACT: The Second Amendment provides the status quo regarding the property tax revenue the City and other taxing bodies receive from the parcels owned by State Farm for the next five (5) years. State Farm has agreed to not seek a reduction in the assessed value for any of its parcels covered under the agreement so long as the assessed values remain constant. The agreement also provides stability for State Farm as the taxing bodies have agreed to not seek to increase the assessed value for any of State Farm's parcels covered under the agreement. The agreement also outlines a plan for determining the assessed value of each of State Farm's properties toward the end of the term of the agreement to mirror market values at that time.

COMMUNITY DEVELOPMENT IMPACT: N/A

Respectfully submitted for Council consideration.

Prepared by: Jeffrey Jurgens, Corporation Counsel

Reviewed by:

	
Jeffrey R. Jurgens, Corporation Counsel	Chris Tomerlin, Budget Manager
6/25/2020	7/2/2020


Tara Henry, Legislative Assistant
7/9/2020

Recommended by:


Tim Gleason, City Manager

Attachments:

- LGL 1B Second Amendment Signed by SF

SECOND AMENDMENT TO SETTLEMENT AGREEMENT

THIS SECOND AMENDMENT TO SETTLEMENT AGREEMENT is made and entered into as of January 2, 2020, by and between STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY and its subsidiaries and affiliates, (hereinafter referred to as "STATE FARM") and CITY OF BLOOMINGTON, ILLINOIS, a municipal corporation, COUNTY OF McLEAN, ILLINOIS, a municipal corporation, BLOOMINGTON SCHOOL DISTRICT NO. 87, McLean County, Illinois, MCLEAN COUNTY UNIT DISTRICT NO. 5, McLean County, Illinois, HEARTLAND COMMUNITY COLLEGE DISTRICT 540, McLean County, Illinois, BLOOMINGTON NORMAL WATER RECLAMATION DISTRICT, McLean County, Illinois, BLOOMINGTON-NORMAL AIRPORT AUTHORITY, McLean County, Illinois, CITY OF BLOOMINGTON TOWNSHIP, a municipal corporation located in McLean County, Illinois, BLOOMINGTON TOWNSHIP, a municipal corporation located in McLean County, Illinois, and BLOOMINGTON TOWNSHIP ROAD DISTRICT, McLean County, Illinois (hereinafter each individually referred to as a "TAXING BODY" and collectively referred to as the "TAXING BODIES") and STEVE SCUDDER, the CITY OF BLOOMINGTON TOWNSHIP ASSESSOR (hereinafter referred to as the "ASSESSOR").

WITNESSETH:

WHEREAS, the parties hereto entered a certain Settlement Agreement dated December 14, 2010, which was extended by the parties for an additional five years by a certain First Amendment to Settlement Agreement dated December 31, 2015 (hereinafter referred to as the "SETTLEMENT AGREEMENT"), whereby the parties agreed as to the assessed value of the real estate owned by STATE FARM located in McLean County, Illinois for property tax purposes; and

WHEREAS, the TAXING BODIES believe it is in the best interest of the public to extend the SETTLEMENT AGREEMENT an additional five years and that is the purpose of this Second Amendment; and

WHEREAS, for property tax purposes, STATE FARM's real estate in McLean County, Illinois, has been divided into uniquely described tracts of land that are each identified by a specific parcel identification number (hereinafter the individual tracts are referred to as a "PARCEL" and collectively they are referred to as the "PARCELS"); and

WHEREAS, the current PARCELS are set forth in Exhibit A-2 attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereto as hereinafter set forth, the parties hereto agree to the following additional provisions:

1. The assessed value for each PARCEL as determined by the ASSESSOR is set forth opposite the PARCEL in Exhibit A-2 and is accepted by the parties hereto for property tax years 2020, 2021, 2022, 2023 and 2024.

2. STATE FARM shall not seek to reduce the assessed value for any PARCEL for

property tax years 2020, 2021, 2022, 2023 and 2024 so long as the assessed value for the PARCEL remains the same as the assessed value set forth opposite the PARCEL in Exhibit A-2.

3. In the event STATE FARM files a complaint, appeal or any other proceedings before the McLean County Board of Review, the Illinois Property Tax Appeal Board or any court of competent jurisdiction to reduce the assessed value of any PARCEL, STATE FARM and the TAXING BODIES shall stipulate to the assessed value set forth opposite the PARCEL in Exhibit A-2.

4. The TAXING BODIES shall not seek to increase the assessed value for any PARCEL for property tax years 2020, 2021, 2022, 2023 and 2024, so long as the assessed value for the PARCEL remains the same as the assessed value set forth opposite the PARCEL in Exhibit A-2.

5. In the event one or more of the TAXING BODIES files a complaint, appeal or any other proceedings before the McLean County Board of Review, the Illinois Property Tax Appeal Board or any court of competent jurisdiction to increase the assessed value of any PARCEL, STATE FARM and the TAXING BODIES shall stipulate to the assessed value set forth opposite the PARCEL in Exhibit A-2.

6. In the event that STATE FARM constructs improvements that significantly increase the useable square footage of any PARCEL during property tax years 2020, 2021, 2022, 2023 or 2024, and the parties hereto are unable to reach an agreement that the assessed value of the PARCEL as determined by the ASSESSOR after the construction is acceptable, then said PARCEL shall not be subject to this Agreement commencing on the first day of January of the year following the completion of construction.

7. In the event that STATE FARM demolishes improvements or portions thereof and the useable square footage of any PARCEL during property tax years 2020, 2021, 2022, 2023 or 2024 significantly decreases and the parties hereto are unable to reach an agreement that the assessed value of the PARCEL as determined by the ASSESSOR after the demolition is acceptable, then said PARCEL shall not be subject to this Agreement commencing on the first day of January of the year following the completion of the demolition.

8. In the event STATE FARM purchases real estate during 2020, 2021, 2022, 2023 or 2024, that real estate will not be subject to this Agreement. In the event STATE FARM disposes of a PARCEL to a party unrelated to STATE FARM during 2020, 2021, 2022, 2023 or 2024, said PARCEL shall not be subject to this Agreement commencing on the first day of January of the year following the disposition.

9. Any PARCEL that is classified as agricultural property by the ASSESSOR (hereinafter referred to as an "AG PARCEL") shall not be subject to this Agreement.

10. For property tax years 2020, 2021, 2022, 2023 and 2024, the TAXING BODIES shall abate to STATE FARM the amount by which the property tax paid by STATE FARM exceeds One Hundred One Percent (101%) of the preceding year's property tax (net of any

abatement pursuant to the SETTLEMENT AGREEMENT) paid by STATE FARM (hereinafter referred to as the "ABATEMENT AMOUNT"). The ABATEMENT AMOUNT shall not include AG PARCELS and shall be limited to PARCELS having an assessed value in excess of Twenty Five Thousand Dollars (\$25,000.00), which are listed on Exhibit B-2 attached hereto and incorporated herein (hereinafter individually referred to as an "ABATEMENT PARCEL" and collectively referred to as the "ABATEMENT PARCELS"). There shall not be an abatement for any property tax increase that is the result of an assessment change due to construction improvements as set forth in Section 6 above.

11. In the event the registered voters of any TAXING BODY pass a referendum during property tax years 2020, 2021, 2022, 2023 or 2024, the TAXING BODIES shall not abate to STATE FARM the amount by which the property tax paid by STATE FARM is increased by said referendum in the first effective year of the rate increase from the referendum.

12. In the event an ABATEMENT PARCEL is annexed into a TAXING BODY's district during property tax years 2020, 2021, 2022, 2023 or 2024, the TAXING BODIES shall not abate to STATE FARM the amount by which the property tax paid by STATE FARM is increased by said annexation in the first effective year of the rate increase from the annexation.

13. The ABATEMENT AMOUNT shall be calculated on a year by year, parcel by parcel and TAXING BODY by TAXING BODY basis. Property taxes in McLean County, Illinois are paid a year in arrears. Therefore, any abatement for property tax year 2020 shall be calculated and paid in 2021 (hereinafter referred to as the "ABATEMENT YEAR"). Similarly, the ABATEMENT YEARS for property tax years 2021, 2022, 2023 and 2024 shall be 2022, 2023, 2024 and 2025, respectively.

14. Each TAXING BODY's share of the ABATEMENT AMOUNT shall be calculated as set forth in Section 15 of the original Settlement Agreement, which has been implemented since 2010. On or before the first day of August in each ABATEMENT YEAR, STATE FARM and the TAXING BODIES shall jointly prepare a schedule detailing each TAXING BODY's share of the ABATEMENT AMOUNT. On or before the fifteenth day of September in each ABATEMENT YEAR, STATE FARM and each ABATING TAXING BODY (as defined in Section 15 of the original Settlement Agreement) shall stipulate as to the ABATEMENT AMOUNT and each TAXING BODY's share of the ABATEMENT AMOUNT pursuant to said schedule.

15. Regardless of whether or not there is an ABATEMENT AMOUNT, STATE FARM shall pay its property tax in full in a timely manner.

16. On or before first day of December in each ABATEMENT YEAR, the TREASURER OF McLEAN COUNTY, ILLINOIS shall pay STATE FARM the ABATEMENT AMOUNT.

17. Prior to paying an ABATING TAXING BODY its final installment of tax revenue for property tax years 2020, 2021, 2022, 2023 or 2024, the TREASURER OF McLEAN COUNTY, ILLINOIS shall deduct from said payment the ABATING TAXING BODY's share

of the ABATEMENT AMOUNT.

18. On or before August 1, 2023, the ASSESSOR shall start obtaining market data and begin developing a plan, which will include opportunities for STATE FARM to present information and share thoughts, in an effort to reach an agreement concerning the assessed values of the PARCELS for property tax year 2025. The ASSESSOR will notify the TAXING BODIES of the projected assessed values for each of the PARCELS for 2025 as soon as practicable after that determination is made, but not later than May 31, 2025, and the TAXING BODIES agree to review the values for each of the PARCELS within a reasonable time after receiving the information from the ASSESSOR.

19. The parties shall execute any and all documents reasonably necessary to effectuate the purposes of the SETTLEMENT AGREEMENT as amended by this Second Amendment.

20. Except as herein modified, the SETTLEMENT AGREEMENT as previously amended is hereby ratified and confirmed, and shall constitute the full and complete agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and date first above written.

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY ("STATE FARM")

By: _____

Attest: _____

CITY OF BLOOMINGTON, ILLINOIS, a municipal corporation,

By: _____

Attest: _____

COUNTY OF McLEAN, ILLINOIS, a municipal corporation,

By: _____

Attest: _____

BLOOMINGTON SCHOOL DISTRICT NO. 87, McLean County, Illinois,

By: _____

Attest: _____

MCLEAN COUNTY UNIT DISTRICT NO. 5, McLean County, Illinois,

By: _____ Attest: _____

HEARTLAND COMMUNITY COLLEGE DISTRICT 540, McLean County, Illinois,

By: _____ Attest: _____

BLOOMINGTON NORMAL WATER RECLAMATION DISTRICT, McLean County, Illinois,

By: _____ Attest: _____

BLOOMINGTON-NORMAL AIRPORT AUTHORITY, McLean County, Illinois,

By: _____ Attest: _____

CITY OF BLOOMINGTON TOWNSHIP, located in McLean County, Illinois,

By: _____ Attest: _____

BLOOMINGTON TOWNSHIP, a municipal corporation located in McLean County, Illinois,

By: _____ Attest: _____

BLOOMINGTON TOWNSHIP ROAD DISTRICT, McLean County, Illinois

By: _____ Attest: _____

CITY OF BLOOMINGTON TOWNSHIP ASSESSOR

By: _____
STEVE SCUDDER

Parcel Id	State Farm Description	2020 AV		Property Address
21-15-276-012	Corporate South	4,519	Ag	HAMILTON RD
21-15-326-008	Flexible Storage Facility	2,676	Ag	OL A
21-14-300-013	Corp. South Excess #3	99,167	Ag	MORRISSEY DR
21-14-300-009	Corp. South Excess #2 - 4	21,973	Ag	SECTION 14
21-15-326-011	Flexible Storage III	2,674	Ag	14 JEREMIAH LN
21-15-326-006	Rhodes Lane Lot #5	2,133	Ag	7 JEREMIAH LN
21-15-326-010	Rhodes Lane Lot #6	2,370	Ag	7 NAOMI CT
21-14-451-010	Corp. South Excess #2 - 6	9,116	Ag	SECTION 14
21-15-326-002	Rhodes Lane Lot #7	1,089	Ag	1409 RHODES LN
21-15-326-005	Rhodes Lane Lot #8	1,430	Ag	2 NAOMI CT
21-15-326-009	Rhodes Lane Lot #9	1,236	Ag	1 NAOMI CT
21-15-376-002	Rhodes/Timber Property	4,447	Ag	
21-11-126-018	Oakland Avenue Building	23,454		2309 E OAKLAND AVE, ADJ
21-14-151-002	Corporate South	27,940		2005 E HAMILTON RD
21-16-251-008	State Farm Park	37,284		202 E HAMILTON RD, ADJ
21-14-151-001	Corporate South	54,284		2001 E HAMILTON RD
21-11-376-010	MRSF - Central	84,713		IRELAND GROVE RD
21-02-377-012	Corporate Headquarters	87,217		2610 E OAKLAND AVE
21-14-200-016	Corporate South	90,944		IRELAND GROVE RD
21-11-404-001	Corporate South	105,218		ARCADIA DR, EAST OF
21-02-326-017	Lincoln Building	113,367		2205 E WASHINGTON
21-14-102-002	Corporate South	115,703		HAMILTON RD
21-14-102-001	Corporate South	116,975		2101 IRELAND GROVE RD
21-11-402-001	Corporate South	131,524		LINCOLN & ARCADIA, SW COR
21-14-200-017	Corporate South	139,431		HAMILTON RD
21-11-452-001	Corporate South	175,715		ARCADIA DR, EAST OF
21-02-326-020	East Washington St	188,279		2201-2203 E WASHINGTON
21-16-177-003	State Farm Park	196,525		RT 51 SOUTH
21-02-451-038	Eldorado Parking	234,631		502 ELDORADO RD
21-16-401-015	State Farm Park	255,245		202 E HAMILTON RD, ADJ
21-01-226-003	Airport Hangar	354,171		2919 E EMPIRE
21-02-326-018	Executive Building Site	191,664		2207 E WASHINGTON
21-11-326-010	Corporate South	507,189		E LINCOLN & PKWY
21-14-201-001	Corporate South	555,476		HAMILTON RD
21-16-251-009	State Farm Park	601,071		202 E HAMILTON RD, ADJ
21-15-326-003	Research Laboratory	666,711		1 JEREMIAH LN
21-15-326-004	Flexible Storage Facility	1,033,874		2 JEREMIAH LN
21-15-326-007	Flexible Storage II	1,093,503		8 JEREMIAH LN
21-16-201-004	State Farm Park	2,006,655		202 E HAMILTON RD
21-02-376-010	Corp HQ Parking Deck	3,504,813		2403 E JACKSON
21-11-376-011	MRSF - Central	4,092,300		2202 GRAF RD
21-11-403-001	IL Operations Center	5,998,404		2702 IRELAND GROVE RD, PT
21-11-326-011	IL Operations Center	6,102,471		2702 IRELAND GROVE RD, PT
21-11-176-039	Oakland Avenue Building	6,760,825		2309 E OAKLAND AVE
21-02-326-019	Corporate Headquarters	39,414,906		1 STATE FARM PLAZA
21-14-126-001	Corporate South	93,561,790		3 STATE FARM PLAZA SOUTH

Parcel Id	State Farm Description	2020 AV	Property Address
21-14-151-002	Corporate South	27,940	2005 E HAMILTON RD
21-16-251-008	State Farm Park	37,284	202 E HAMILTON RD, ADJ
21-14-151-001	Corporate South	54,284	2001 E HAMILTON RD
21-11-376-010	MRSF - Central	84,713	IRELAND GROVE RD
21-02-377-012	Corporate Headquarters	87,217	2610 E OAKLAND AVE
21-14-200-016	Corporate South	90,944	IRELAND GROVE RD
21-11-404-001	Corporate South	105,218	ARCADIA DR, EAST OF
21-02-326-017	Lincoln Building	113,367	2205 E WASHINGTON
21-14-102-002	Corporate South	115,703	HAMILTON RD
21-14-102-001	Corporate South	116,975	2101 IRELAND GROVE RD
21-11-402-001	Corporate South	131,524	LINCOLN & ARCADIA, SW COR
21-14-200-017	Corporate South	139,431	HAMILTON RD
21-11-452-001	Corporate South	175,715	ARCADIA DR, EAST OF
21-02-326-020	East Washington St	188,279	2201-2203 E WASHINGTON
21-16-177-003	State Farm Park	196,525	RT 51 SOUTH
21-02-451-038	Eldorado Parking	234,631	502 ELDORADO RD
21-16-401-015	State Farm Park	255,245	202 E HAMILTON RD, ADJ
21-01-226-003	Airport Hangar	354,171	2919 E EMPIRE
21-02-326-018	Executive Building Site	191,664	2207 E WASHINGTON
21-11-326-010	Corporate South	507,189	E LINCOLN & PKWY
21-14-201-001	Corporate South	555,476	HAMILTON RD
21-16-251-009	State Farm Park	601,071	202 E HAMILTON RD, ADJ
21-15-326-003	Research Laboratory	666,711	1 JEREMIAH LN
21-15-326-004	Flexible Storage Facility	1,033,874	2 JEREMIAH LN
21-15-326-007	Flexible Storage II	1,093,503	8 JEREMIAH LN
21-16-201-004	State Farm Park	2,006,655	202 E HAMILTON RD
21-02-376-010	Corp HQ Parking Deck	3,504,813	2403 E JACKSON
21-11-376-011	MRSF - Central	4,092,300	2202 GRAF RD
21-11-403-001	IL Operations Center	5,998,404	2702 IRELAND GROVE RD, PT
21-11-326-011	IL Operations Center	6,102,471	2702 IRELAND GROVE RD, PT
21-11-176-039	Oakland Avenue Building	6,760,825	2309 E OAKLAND AVE
21-02-326-019	Corporate Headquarters	39,414,906	1 STATE FARM PLAZA
21-14-126-001	Corporate South	93,561,790	3 STATE FARM PLAZA SOUTH

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