

AGENDA
ANNUAL MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 19, 2021
5:30 p.m., Via Zoom

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Correspondence to the Board
- V. Presentation by Audience on Agenda Items
(Bylaws, Article II, Section 1 To assure an opportunity for public participation at both regular and special meetings of the Board, the Board shall adopt rules from time to time that, (a) provide for an opportunity to receive public comment at all Board meetings other than those properly closed to the public, and (b) govern the portion of each meeting during which there is an opportunity for public comment.)
- VI. Consent Agenda
 - A. #2021-01: Request to Approve Minutes as listed below:
 1. Minutes of the Regular Board meeting of December 15, 2020
 2. Minutes of the Regular Board meeting Executive Session of December 15, 2020
 3. Minutes of the Special Board meeting of December 21, 2020
 4. Minutes of the Special Board meeting Executive Session of December 21, 2020
 5. Minutes of the Executive Committee meeting of December 28, 2020
 - B. #2021-02: Request to Approve Expenditures as listed below:

| | |
|---|--------------|
| 1. Payroll for Period Ending December 12, 2020 | \$124,324.54 |
| 2. Payroll for Period Ending December 26, 2020 | \$124,509.54 |
| 3. Payroll, Attendance Bonuses, December 26, 2020 | \$ 4,850.00 |
| 4. Payroll for Period Ending January 9, 2021 | \$125,981.04 |
| 5. Regular Expenditures for December 2020 | \$206,124.81 |
| 6. 2020 Obligated Fund Expenditures – January | \$371,554.02 |
 - C. #2021-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 15, 2021
 - D. #2021-04: Request of the Executive Director to Receive and File Finance Report for the month of December 2020
 - E. #2021-05: Request of the Executive Director to Receive and File Library Use Statistics for the month of December 2020
 - F. #2021-06: Establish dates and times for 2021 Regular Board of Library Trustees meetings

VII. Other Action Items

- A. #2021-07: First Reading Review of a Recommendation from the Administration to Adopt Revised Bylaws
- B. #2021-08: First Reading Review of a Recommendation from the Administration to Adopt a Succession and Transition Policy
- C. #2021-09: Approve Revised 2021 Budget

VIII. Report of the Executive Director

- A. Upcoming Programming and Exhibits
- B. Extension of Curbside Services to the End of January 2021
- C. Annual Performance Evaluations
- D. Approval of the New CBA
- E. Library Website Update
- F. Curbside Kits and Projects
- G. COVID Campaign from the Peoria City/County Health Department
- H. Practicum Student from ICC
- I. Annual Review of Standards for Illinois Public Libraries, Chapters 6-13
- J. Oath of Office
- K. Statements of Economic Interest
- L. Other

IX. Report of Library Board Liaison to the Friends of Peoria Public Library

X. Committee Reports

- A. Building Committee
- B. Community Relations Committee
 - 1. Library Website Update
- C. Executive Committee
 - 1. Report of the meeting of December 28, 2020
- D. Finance Committee
- E. Nominating/Appeals Committee
- F. Personnel/Negotiations Committee
- G. Strategic Planning Committee

XI. Presentation by Audience

(Bylaws, Article II, Section 1 To assure an opportunity for public participation at both regular and special meetings of the Board, the Board shall adopt rules from time to time that, (a) provide for an opportunity to receive public comment at all Board meetings other than those properly closed to the public, and (b) govern the portion of each meeting during which there is an opportunity for public comment).

XII. Other Business

XIII. #2021-10: Executive Session

XIV. #2021-11: Return from Executive Session

XV. Agenda Building (opportunity to suggest topics for future Board meetings)

XVI. #2021-12: Adjournment

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
December 15, 2020

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:31 p.m. This Regular meeting was held in via Zoom.

PLEDGE OF ALLEGIANCE

Because this meeting was held via Zoom, the President dispensed with the reciting of the Pledge of Allegiance.

ROLL CALL

Board Members Present: Stephen M. Buck, Margaret E. Cousin, Lucy D. Gulley, Dr. Arun Pinto, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Tiffanie S. Duncan, Dr. Mandar Pattekar, and Vivian Rutherford

Library Staff Present: Chris Farris, Reference Assistant; Jennifer Davis, Manager of Public Relations; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Jenny Sevier, Manager of Reference Services; and Randall Yelverton, Executive Director

Others Present: None

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. They included two thank you notes from patrons who appreciated the take-home crafts available from the Library.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-133: Request to Approve Minutes as listed below:

1. Minutes of the Personnel/Negotiations Committee meeting of August 28, 2018
2. Minutes of the Finance Committee meeting of April 23, 2019
3. Minutes of the Strategic Planning Committee meeting of September 5, 2019
4. Minutes of the Building Committee meeting of January 21, 2020
5. Minutes of the Building Committee meeting of January 28, 2020
6. Minutes of the Building Committee meeting of February 11, 2020
7. Minutes of the Building Committee meeting of March 10, 2020
8. Minutes of the Finance Committee meeting of May 12, 2020
9. Minutes of the Personnel/Negotiations Committee meeting of November 9, 2020

10. Minutes of the Personnel/Negotiations Committee Executive Session of November 9, 2020
 11. Minutes of the Regular Board meeting of November 17, 2020
 12. Minutes of the Personnel/Negotiations Committee meeting of November 17, 2020
 13. Minutes of the Personnel/Negotiations Committee meeting Executive Session of November 17, 2020
 14. Minutes of the Executive Committee meeting of November 19, 2020
 15. Minutes of the Executive Committee meeting Executive Session of November 19, 2020
- B. #2020-134: Request to Approve Expenditures as listed below:
- | | |
|--|--------------|
| 1. Payroll for Period Ending November 14, 2020 | \$127,539.01 |
| 2. Payroll for Period Ending November 28, 2020 | \$126,188.95 |
| 3. Regular Expenditures for November 2020 | \$234,699.96 |
- C. #2020-135: Request of the Executive Director to Approve Personnel Actions for the period ending December 11, 2020
- D. #2020-136: Finance Report from the Executive Director for the month of November 2020 with Request to Receive and File
- E. #2020-137: Library Use Statistics from the Executive Director for the month of November 2020 with Request to Receive and File

Mrs. Gulley asked Board members if they wished to have any Consent Agenda items removed for further discussion. Hearing none, a motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve Consent Agenda items #2020-133 through #2020-135 as presented. Motion carried by viva voce vote. A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to receive and file Consent Agenda items #2020-136 and #2020-137. Motion carried by viva voce vote.

OTHER ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

Randall reported that he attended a Rod Cross board meeting this morning they recognized "local heroes" including Peoria Public Library for hosting blood drives at North Branch. Randall thanked Randall and the North Branch staff for their collaboration on the blood drives.

Randall also reported that contract negotiations have ended and union-represented Library staff ratified the new Collective Bargaining Agreement yesterday. A Special Board meeting will be scheduled soon for approval of the new CBA by the Library Board.

- A. Upcoming Programming and Exhibits
The monthly programming report was provided in the Board packet.

B. Changes to Library Service

Randall reported that the Library has switched to curbside services only for the period of 11/23 thru 1/3. Administration will meet with the Executive Committee on December 28th to discuss whether further alteration of library services is needed or if we can return to normal services and hours.

C. Curbside Service Modifications

Randall reported that, to reduce staff numbers in each building, full-time staff will be working some hours at the Library and some at home on continuing education or supervisor-approved projects like virtual programming. Part time staff will split their time between work and home as well. This change to staff hours will begin on 11/30.

D. Local Interview about BrainFuse

Randall reported that he appeared on The Greg and Dan Show to discuss the BrainFuse service that the Library subscribes to and makes available to patrons. BrainFuse offers patrons online tutoring and skills instruction. With BrainFuse, you can contact an online tutor with specific homework questions and receive help with answering them.

E. New Library Website

Randall reported that our PR staff is working hard preparing the new Library website. They are having to do a significant amount of original writing for the new copy on the website. A small preview of it will be presented to the Community Relations Committee at their January meeting.

F. Reporting Improper Unemployment Claims

Randall reported that, like many employers throughout the state, we are seeing some false unemployment claims and have been in contact with the Illinois Department of Employment Security to report the false claims.

G. Staff Pitching in Where Needed

Randall reported that many of our staff are pitching in throughout the Library with curbside service and are altering their normal daily duties during this unique month of service. We appreciate our staff's flexibility and willingness to make these needed changes.

H. Management Team Contributions

Randall reported that our management team has also been very helpful during the last year of altered library services. They have helped us make changes to our existing processes and have contributed many ideas that we have implemented over the past year.

I. Labor Management Committee Meeting

Randall reported that management representatives, including Roberta and Randall, met with union stewards for one of the regularly scheduled Labor Management Committee meetings. The group discussed ways to improve library services and the workplace for Library staff.

Randall also reported that circulation and door counts continue to be down as compared with last year. There will be few visitors in December because of our move to curbside and remote services. Downloads of digital videos, audiobooks, books, and songs are up 43% over December 2019.

J. Annual Review of Standards for Illinois Public Libraries, Chapters 1-5

Randall reported that, as a requirement for the Per Capita Grant, the Executive Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. This month Randall drew Board members' attention to highlights of Chapters 1 through 5, including:

- Chapter 1 - Work on a strategic plan is in progress. Randall will send a draft plan out for staff comments and then it will go to the Strategic Planning Committee. He expects the plan to be done by February. Randall added that it would be good for the Library to do an environmental scan.
- Chapter 2 - We will develop a worker's compensation procedure as well as a succession plan.
- Chapter 3 - We support and encourage staff to acquire new skills. We have a Reference Assistant who will be working toward her Master's Degree in Library and Information Science this next year.
- Chapter 4 - Randall would like to make parking for patrons of Main Library cost-free. He wants people to come to the Library to try out new technologies. He would like to meet with the Board next year to review the Library's long-term space needs.
- Chapter 5 - Randall plans to make the inventory of all facility systems accessible by Administration remotely. Randall would also like to make our buildings as environmentally friendly as possible.

K. Circulation and Visitor Counts

Randall reported that the circulation total for October 2019 versus October 2020 is down 28% and the visitor count is down 76%. Both have decreased due to library use being restricted to short visits for picking up materials and people electing to limit their time in public spaces. Downloads of digital videos, audio books, books and songs are up 34% over that same time period.

L. Other

Randall noted that the Executive Committee will meet on November 19 and the Strategic Planning Committee will meet on November 24.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY

Margaret Cousin reported that Board members were emailed the Friends Treasurer's Report for November earlier today. She added that the Friends did not meet in November. Margaret announced that the Friends will not acquire the collection of 30,000 used books offered to them by the Peoria Park District. The process of transporting, storing, and going through them would be too large for the Friends to take on. The Friends are very appreciative that the Park District made the offer to them. Margaret reported that the Friendly Finds bookstore at Main Library remains closed as the volunteers do not want to return until they are vaccinated.

COMMITTEE REPORTS (alphabetical listing of committee reports follow the agenda)

The Building, Community Relations, and Nominating/Appeals Committees did not have a report.

C. Executive Committee

1. Report of the meeting of November 19, 2020

Randall reported that the Executive Committee will meet again regarding the plan for library service in January.

D. Finance Committee

1. #2020-138: Adopt Resolution to Continue the Capital Development Fund

A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to adopt resolution #2020-138 to continue the Capital Development Fund as presented. Motion carried by viva voce vote.

2. #2020-139: Adopt Resolution to Encumber 2020 Funds

A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to adopt resolution #2020-139 to encumber 2020 funds as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee

1. Report of the meeting of November 17, 2020

Committee Vice Chair Stephen Buck reported that step 3 grievances 20-L-01 and 20-L-02 were discussed at this meeting.

2. Report of the meeting of December 10, 2020

Committee Vice Chair Stephen Buck reported that the hearing for step 3 grievance 20-L-03 was held at this meeting.

A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to move into Executive Session at 6:16 p.m. for the discussion of personnel matters (5ILCS 120/2(c)(1)). Motion carried by viva voce vote.

RETURN FROM EXECUTIVE SESSION

The Board returned to Regular Session at 6:25 p.m.

3. #2020-140: Discuss and Approve Proposed Resolution of Grievance 20-L-02
A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to approve the proposed resolution of grievance 20-L-02 as presented. Motion carried by viva voce vote.
4. #2020-147: Discuss and Approve Answer to Grievance 20-L-03
A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to approve the answer to grievance 20-L-03 as presented. Motion carried by viva voce vote.

A. Strategic Planning Committee

1. Report of the meeting of November 24, 2020
Randall reported that he will get staff input on the proposed plan, present it to the Strategic Planning Committee in January, and then present it to the full Board for approval.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSSION

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to move into Executive Session at 6:27 p.m. for the purpose of authorizing the destruction of lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004 and for the purpose of reviewing and discussing minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21)). Motion carried by viva voce vote.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:36 p.m.

- A. #2020-142: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
A motion was made by Stephen Buck, seconded by Jeanne Williamson, to destroy all four recordings listed on the Executive Session agenda as presented. Motion carried by viva voce vote.
- B. #2020-143: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))

A motion was made by Stephen Buck, seconded by Dr. Arun Pinto, to keep closed all nine sets of minutes listed on the Executive Session agenda as presented. Motion carried by viva voce vote.

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to adjourn this meeting at 6:39 p.m.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library

ROLL CALL

Board Members Present: Stephen M. Buck, Margaret E. Cousin, Lucy D. Gulley, Dr. Arun Pinto, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Tiffanie S. Duncan, Dr. Mandar Pattekar, and Vivian Rutherford

Library Staff Present: Roberta Koscielski, Deputy Director; and Randall Yelverton, Executive Director

Others Present: None

ORDER OF BUSINESS

- A. #2020-142: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
After review and discussion, it was recommended by consensus that the Board should move to approve the destruction of the recordings of the following meetings:
1. Regular Board Meeting: Executive Session February 19, 2019
 - a. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 2. Regular Board Meeting: Executive Session March 19, 2019
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 3. Regular Board Meeting: Executive Session May 28, 2019
 - a. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 4. Regular Board Meeting: Executive Session June 18, 2019
 - a. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
- B. #2020-143: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))
After review and discussion, it was recommended by consensus that the Board should move to keep closed the minutes of the following meetings:
1. Regular Board Meeting: Executive Session January 21, 2020
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 2. Personnel/Negotiations Committee: Executive Session June 4, 2020
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 3. Regular Board Meeting: Executive Session June 16, 2020
 - a. Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - b. Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21))
 - c. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 - d. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 4. Personnel/Negotiations Committee: Executive Session August 27, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))

5. Personnel/Negotiations Committee: Executive Session October 8, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 6. Personnel/Negotiations Committee: Executive Session October 15, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 7. Personnel/Negotiations Committee: Executive Session November 9, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 8. Personnel/Negotiations Committee: Executive Session November 17, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 9. Executive Committee: Executive Session November 19, 2020
 - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
- D. #2020-145: For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
- None

OTHER BUSINESS

None

#2020-146: ADJOURNMENT AND RETURN TO REGULAR SESSION

A motion was made by Dr. Arun Pinto, seconded by Margaret Cousin, that this Executive Session be adjourned at 6:36 p.m. Motion carried.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library

MINUTES
SPECIAL BOARD MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
December 21, 2020

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:36 p.m. This special meeting was held via Zoom.

ROLL CALL

Board Members Present: Stephen M. Buck, Margaret E. Cousin, Tiffanie Duncan, Lucy D. Gulley, and Barbara Van Auken

Board members Absent: Dr. Mandar Pattekar, Dr. Arun Pinto, Vivian Rutherford, and Jeanne Williamson

Library Staff Present: Chris Farris, Reference Assistant; Roberta Koscielski, Deputy Director; and Randall Yelverton, Executive Director

Others Present: None

ORDER OF BUSINESS

A. Approval of Collective Bargaining Agreement with AFSCME

A motion was made by Stephen Buck, seconded by Barbara Van Auken, to move into Executive Session at 5:30 p.m. for the purpose of discussing personnel matters related to collective bargaining (SILCS 120/2(c)(2)). Motion carried by viva voce vote.

RETURN FROM EXECUTIVE SESSION

The Board returned from Executive Session at 5:51 p.m. A motion was made by Stephen Duncan, seconded by Tiffanie Duncan, to approve the Collective Bargaining Agreement with AFSCME as presented. Motion carried by viva voce vote.

OTHER BUSINESS

None

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to adjourn this meeting at 5:53 p.m.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library

MINUTES
EXECUTIVE COMMITTEE MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
December 28, 2020

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Executive Committee of the Board of Library Trustees of Peoria Public Library to order at 5:30 p.m. This committee meeting was held via Zoom.

ROLL CALL

Committee Members Present: Tiffanie Duncan, Lucy D. Gulley, and Barbara Van Auken

Other Board Members Present: Margaret E. Cousin

Staff Present: Sarah Couri, Manager of McClure Branch; Roberta Koscielski, Deputy Director; and Randall Yelverton, Executive Director

ORDER OF BUSINESS

A. Discussion regarding Library's COVID response

Lucy Gulley noted that this meeting is for the purpose of determining how Library service will be provided beginning January 4, 2021. Mrs. Gulley reminded committee members that at the November Executive Committee meeting, this committee approved the Executive Director's recommendation to limit services to curbside for the period November 23 through January 3. Mrs. Gulley asked for Randall's current recommendation. Randall Yelverton stated that there hasn't been enough of a slowdown in cases with 340 new cases reported from December 24 through 28. Based on this information, he recommends that the Library continue to offer reduced service until February 1. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve the Executive Director's recommendation as presented due to the continued threat of COVID. Motion carried by viva voce vote.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, that this meeting be adjourned at 5:34 pm. Motion carried.

Barbara Van Auken, Chair
Executive Committee
Board of Library Trustees
Peoria Public Library

REPORT OF COMMITTEE

January 19, 2021

To the Mayor and Members of the City Council of the City of Peoria:

Your Library Board of Trustees Committee, having examined the following bills begs leave to report them correct, and recommends that the same be allowed, and that the Mayor and Comptroller be authorized to issue orders on the City Treasurer for the several amounts, as listed, the total amount being:

\$ 206,124.81

Approved for Payment

Approved for Payment

| <u>NAME OF VENDOR</u> | <u>ACTIVITY</u> | <u>AMOUNT</u> |
|--|------------------------|---------------|
| Baker & Taylor | Books | \$ 680.45 |
| Thomson Reuters - West Payment Center | Books | \$ 372.81 |
| Chase CardMember Services | Non-Print | \$ 56.68 |
| Proquest LLC | Non-Print | \$ 1,925.25 |
| Booksite | Publicity | \$ 2,790.00 |
| Medicine Man Creative, LLC | Publicity | \$ 4,500.00 |
| WWCT-FM | Publicity | \$ 250.00 |
| Resource Sharing Alliance NFP | Automation Serv. Cont. | \$ 6,693.50 |
| City of Peoria - General Fund | Medical Insurance | \$ 60,422.38 |
| Arthur J. Gallagher Risk Management Services | Building Insurance | \$ 20,145.00 |
| Libraries of Illinois Risk Agency | Building Insurance | \$ 95,543.00 |
| Illinois American Water | Water & Sewage | \$ 123.83 |
| AT&T c/o CABS Dept. | Telephones | \$ 2,631.32 |
| Call One | Telephones | \$ 1,236.78 |
| RK Dixon | Equip. Serv. Cont. | \$ 222.62 |
| Thermal Services Inc. | Building Services | \$ 109.00 |

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|------------------------------------|--------------------|----------------------|
| Vonachen Services, Inc. | Building Services | \$ 7,307.00 |
| Born Paint Co. | Building Supplies | \$ 224.94 |
| Menards - Peoria | Building Supplies | \$ 76.43 |
| Demco | Technical Supplies | \$ 155.82 |
| Integrated Payments Consulting LLC | Miscellaneous | \$ 40.00 |
| Rotary Club of Peoria | Miscellaneous | \$ 618.00 |
| TOTAL | | \$ 206,124.81 |

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|---------------------------|----------------------|
| Books & Related Materials | \$ 1,053.26 |
| Finance Bills | \$ 205,071.55 |
| SUB-TOTAL | \$ 206,124.81 |
| TOTAL | \$ 206,124.81 |

REPORT OF COMMITTEE

2020 OBLIGATED FUNDS

January 19, 2021

To the Mayor and Members of the City Council of the City of Peoria:

Your Library Board of Trustees Committee, having examined the following bills begs leave to report them correct, and recommends that the same be allowed, and that the Mayor and Comptroller be authorized to issue orders on the City Treasurer for the several amounts, as listed, the total amount being:

\$ 371,554.02

Approved for Payment_____.

Approved for Payment_____.

| <u>NAME OF VENDOR</u> | <u>ACTIVITY</u> | <u>AMOUNT</u> |
|--------------------------------|----------------------|---------------|
| SYNCB/AMAZON | Books/Programming | \$ 1,270.95 |
| Baker & Taylor | Books/Non-Print | \$ 33,989.03 |
| Center Point Large Print | Books | \$ 700.47 |
| Cengage Learning/Gale | Books | \$ 5,656.51 |
| Grey House Publishing | Books | \$ 199.00 |
| InfoUSA Maketing, Inc. | Books | \$ 3,825.00 |
| Library Ideas | Books | \$ 5,051.98 |
| OverDrive, Inc. | Books/Non-Print | \$ 11,433.64 |
| EBSCO | Periodicals | \$ 16,852.29 |
| Journal Star - Gatehouse Media | Periodicals | \$ 696.80 |
| Kanopy, Inc. | Non-Print | \$ 456.00 |
| Midwest Tape | Non-Print | \$ 3,903.43 |
| Ulverscroft Large Print | Books | \$ 96.72 |
| World Book School and Library | Books | \$ 1,998.00 |
| Chase CardMember Services | Publicity/Automation | \$ 2,858.00 |

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|--|-----------------------------|---------------|
| PTC Select | Publicity/Library Supplies | \$ 1,362.93 |
| City of Peoria - General Fund | IMRF/FICA/Medicare/Vehicles | \$ 221,030.95 |
| Illinois Department of Employment Security | Unemployment Insurance | \$ 237.70 |
| Ameren Illinois | Gas & Electricity | \$ 11,671.73 |
| City of Peoria - Stormwater | Water & Sewage | \$ 189.60 |
| Greater Peoria Sanitary District | Water & Sewage | \$ 1,362.97 |
| Illinois American Water | Water & Sewage | \$ 990.10 |
| AT&T | Telephones | \$ 3,000.53 |
| Verizon | Telephones/Automation | \$ 373.75 |
| RK Dixon | Equip. Serv. Cont. | \$ 1,149.80 |
| Johnson Controls Security Solutions | Building Services | \$ 737.92 |
| Securitas Security Services USA, Inc. | Building Services | \$ 8,556.06 |
| Thermal Services Inc. | Building Services | \$ 135.31 |
| Laser Electric Inc. | Building Maint. & Rprs. | \$ 3,321.80 |
| C. L. O'Brien & Co. Inc. | Building Maint. & Rprs. | \$ 112.60 |
| Western Specialty Contractors | Building Maint. & Rprs. | \$ 3,203.53 |
| Home Depot Pro Institutional | Building Supplies | \$ 2,676.81 |
| Lowe's | Building Supplies | \$ 307.60 |
| Nena Hardware | Building Supplies | \$ 6.72 |
| Quadient, Inc. | Postage | \$ 480.00 |
| CDS Office Technologies | Library Supplies | \$ 1,790.35 |
| Office Depot | Library Supplies | \$ 371.98 |
| Quill | Library Supplies | \$ 215.60 |
| Demco | Technical Supplies | \$ 6,597.45 |
| ID Label Inc. | Technical Supplies | \$ 397.00 |
| American Library Association | Miscellaneous | \$ 1,761.00 |

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|----------------------------------|----------------------------------|----------------------|
| Unique Management Services, Inc. | Miscellaneous | \$ 139.30 |
| CDW Government | Automation | \$ 6,516.00 |
| Comcast | Automation | \$ 196.80 |
| FireFold | Automation | \$ 129.00 |
| Truck Centers, Inc. | Vehicles | \$ 887.75 |
| PPL Petty Cash Checking Account | Reimburse to Petty Cash Checking | \$ 2,655.56 |
| | | \$ 371,554.02 |

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|---------------------------|---------------|
| Books & Related Materials | \$ 86,129.82 |
| Finance Bills | \$ 285,424.20 |
| SUB-TOTAL | \$ 371,554.02 |
| Calpine Energy Solutions | \$ - |
| TOTAL | \$ 371,554.02 |

PEORIA PUBLIC LIBRARY MEMORANDUM

TO: BOARD OF LIBRARY TRUSTEES
FROM: RANDALL YELVERTON, EXECUTIVE DIRECTOR
DATE: JANUARY 15, 2021
SUBJECT: LIBRARY BOARD MEMORANDUM #2021-03
PERSONNEL ACTIONS FOR PERIOD ENDING JANUARY 15, 2021

APPOINTMENTS

None

PROMOTIONS & TRANSFERS

None

RESIGNATIONS

None

DISMISSALS

None

All appointments or promotions were as of the effective dates shown following each entry and at the entering salary step for the position filled under the Official Classification and Salary Schedule now in effect by Board action and as shown on the Table of Organization. Approval of these personnel actions as outlined above and as already taken is now recommended.

See Minutes of January 19, 2021

PEORIA PUBLIC LIBRARY FINANCIAL REPORT DECEMBER 31, 2020

STATEMENT OF REVENUES and EXPENDITURES

December= 100%

| | (1) | (2) | (3) | (4) | (5) |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------------|---------------------------|
| | | | | YTD | |
| | 2020 | YTD '20 | YTD '19 | % Increase/ Decrease | % of Budget Line Items |
| <u>REVENUES</u> | <u>BUDGET</u> | | | | |
| Property Taxes | \$ 6,515,838 | \$ 6,457,173 | \$ 6,453,873 | 0.0% | 99.1% |
| Personal Property Replacement Tax | \$ 470,008 | \$ 470,227 | \$ 470,152 | 0.0% | 100.0% |
| Service Charges/Fines/Fees | \$ 126,854 | \$ 50,318 | \$ 93,736 | -46.3% | 39.7% |
| Per Capita Grant | \$ 88,653 | \$ 143,759 | \$ 143,759 | 0.0% | 162.2% |
| Grants | | \$ - | \$ 14,800 | -100.0% | 0.0% |
| Interest | \$ 14,910 | \$ 20,426 | \$ 72,819 | -71.9% | 137.0% |
| Current Revenue | \$ 7,216,263 | \$ 7,141,903 | \$ 7,249,138 | -1.5% | 99.0% |
| Borrowed from Working Cash Fund | | \$ - | \$ 1,000,279 | -100.0% | |
| Gift & Mem./Restricted Fund Bal. Fwd. | | \$ 44,583 | \$ - | 0.0% | |
| TOTAL REVENUES | \$ 7,216,263 | \$ 7,186,487 | \$ 8,249,418 | -12.9% | 99.6% |

| | 2020 | YTD '20 | YTD '19 | % Increase/ Decrease | % of Budget Line Items |
|--------------------------------------|---------------------|---------------------|---------------------|-------------------------|---------------------------|
| <u>EXPENDITURES</u> | <u>BUDGET</u> | | | | |
| Management Salaries | \$ 1,293,143 | \$ 1,291,199 | \$ 1,235,126 | 4.5% | 100% |
| Non-Management Salaries | \$ 2,223,182 | \$ 2,121,726 | \$ 2,257,984 | -6.0% | 95.4% |
| IMRF/FICA/Medicare | \$ 481,000 | \$ 511,062 | \$ 495,387 | 3.2% | 106.2% |
| Medical Insurance (Medical Premiums) | \$ 650,000 | \$ 708,003 | \$ 691,238 | 2.4% | 108.9% |
| GASB 45 Liability | \$ - | \$ - | \$ 37,500 | -100.0% | 0.0% |
| TOTAL PERSONNEL SERVICES | \$ 4,647,325 | \$ 4,631,990 | \$ 4,717,234 | -1.8% | 99.7% |

| | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|--------------|--------------|
| Books | \$ 539,325 | \$ 309,172 | \$ 364,118 | -15.1% | 57.3% |
| Periodicals | \$ 45,000 | \$ 35,310 | \$ 46,302 | -23.7% | 78.5% |
| Non-Print | \$ 275,000 | \$ 267,396 | \$ 297,291 | -10.1% | 97.2% |
| Professional Services | \$ 10,000 | \$ 17,963 | \$ 5,462 | 228.9% | 179.6% |
| Audits & Appraisals | \$ 8,000 | \$ 9,182 | \$ 1,210 | 658.8% | 114.8% |
| Publicity | \$ 20,000 | \$ 23,510 | \$ 14,530 | 61.8% | 117.5% |
| Programming | \$ 25,000 | \$ 38,879 | \$ 42,803 | -9.2% | 155.5% |
| Technical Services | \$ 38,000 | \$ 37,658 | \$ 37,658 | 0.0% | 99.1% |
| Binding | \$ - | \$ - | \$ 137 | -100.0% | 0.0% |
| Digitizing | \$ 4,000 | \$ 3,398 | \$ 3,398 | 0.0% | 84.9% |
| Automation Service Contract | \$ 78,000 | \$ 79,153 | \$ 76,847 | 3.0% | 101.5% |
| Building Insurance | \$ 85,000 | \$ 97,417 | \$ 85,168 | 14.4% | 114.6% |
| Unemployment Insurance | \$ 10,000 | \$ 6,403 | \$ 5,479 | 16.9% | 64.0% |
| Electricity | \$ 135,000 | \$ 116,571 | \$ 144,244 | -19.2% | 86.3% |
| Gas | \$ 57,000 | \$ 38,854 | \$ 50,135 | -22.5% | 68.2% |
| Water & Sewage | \$ 25,000 | \$ 26,566 | \$ 26,242 | 1.2% | 106.3% |
| Telephones | \$ 100,000 | \$ 85,875 | \$ 110,693 | -22.4% | 85.9% |
| Equipment Service Contracts | \$ 100,000 | \$ 75,682 | \$ 71,250 | 6.2% | 75.7% |
| Equipment Repairs | \$ 1,000 | \$ - | \$ - | 0.0% | 0.0% |
| Building Services | \$ 210,000 | \$ 203,998 | \$ 223,839 | -8.9% | 97.1% |
| Building Maintenance & Repairs | \$ 40,000 | \$ 12,316 | \$ 43,018 | -71.4% | 30.8% |
| Building Supplies | \$ 20,000 | \$ 26,712 | \$ 16,950 | 57.6% | 133.6% |
| Postage | \$ 8,800 | \$ 10,915 | \$ 3,739 | 191.9% | 124.0% |
| Travel, Education & Meetings | \$ 10,000 | \$ 2,025 | \$ 6,676 | -69.7% | 20.2% |
| TOTAL CONTRACTUAL SERVICES | \$ 1,844,125 | \$ 1,524,954 | \$ 1,677,190 | -9.1% | 82.7% |

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|--------------|--------------|
| Library Supplies | \$ 29,000 | \$ 26,187 | \$ 25,207 | 3.9% | 90.3% |
| Technical Supplies | \$ 18,000 | \$ 10,570 | \$ 12,542 | -15.7% | 58.7% |
| Miscellaneous | \$ 16,000 | \$ 11,255 | \$ 16,006 | -29.7% | 70.3% |
| Furniture & Fixtures | \$ 1,000 | \$ 651 | \$ 1,474 | -55.8% | 65.1% |
| Automation | \$ 85,000 | \$ 48,317 | \$ 82,532 | -41.5% | 56.8% |
| Vehicles | \$ 15,000 | \$ 6,377 | \$ 23,523 | -72.9% | 42.5% |
| City Administrative Fees | \$ 200,000 | \$ 150,000 | \$ - | 0.0% | 75.0% |
| TOTAL SUPPLIES & MATERIALS | \$ 364,000 | \$ 253,356 | \$ 161,285 | 57.1% | 69.6% |

| | | | | | |
|---------------------------|---------------------|---------------------|---------------------|--------------|--------------|
| TOTAL EXPENDITURES | \$ 6,855,450 | \$ 6,410,300 | \$ 6,555,709 | -2.2% | 93.5% |
|---------------------------|---------------------|---------------------|---------------------|--------------|--------------|

| | | | | | |
|--|--|----------------|----------------|--|--|
| Excess/Deficiency of Revenues over Expenditures | | YTD '20 | YTD '19 | | |
| | | \$ 776,186 | \$ 1,693,709 | | |

PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES

DECEMBER 31, 2020

| | <u>YTD '20</u> | <u>YTD '19</u> |
|--|---------------------|---------------------|
| Excess/Deficiency of Revenues over Expenditures | \$ 776,186 | \$ 1,693,709 |
| Working Cash Fund | \$ 1,000,279 | \$ 1,000,279 |
| Currently Borrowing from City of Peoria | \$ - | \$ - |
| Capital Development Fund | \$ 1,866,435 | \$ 1,854,553 |
| Earned Vacation Pay | \$ 19,226 | \$ 19,226 |
| Obligated Funds | \$ - | |
| CASH IN BANK | \$ 3,662,127 | \$ 4,567,768 |

| | <u>YTD '20</u> | <u>YTD '19</u> |
|--|----------------|----------------|
| <u>CAPITAL DEVELOPMENT FUND</u> | | |
| Ending Fund Balance | \$ 1,866,435 | \$ 1,854,553 |

| | | |
|----------------------|-----------|-----------|
| <u>GRANTS</u> | | |
| Ending Fund Balance | \$ 12,057 | \$ 20,768 |

| | | |
|--|------------|------------|
| <u>GIFT & MEMORIAL/ENDOWMENT FUND</u> | | |
| Ending Fund Balance | \$ 580,272 | \$ 573,624 |

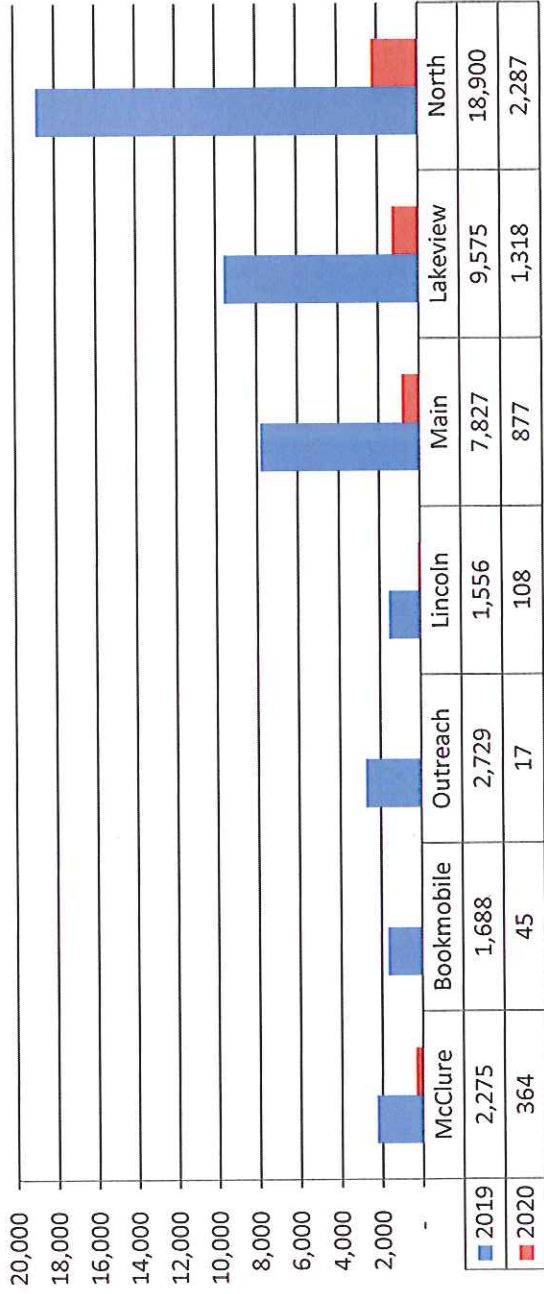
Library Use Statistics

- Circulation by Location December 2019/December 2020
- Door Count by Location December 2019/December 2020
- 2020 Monthly Circulation, Door Count, and Technology Usage
- Pie Charts

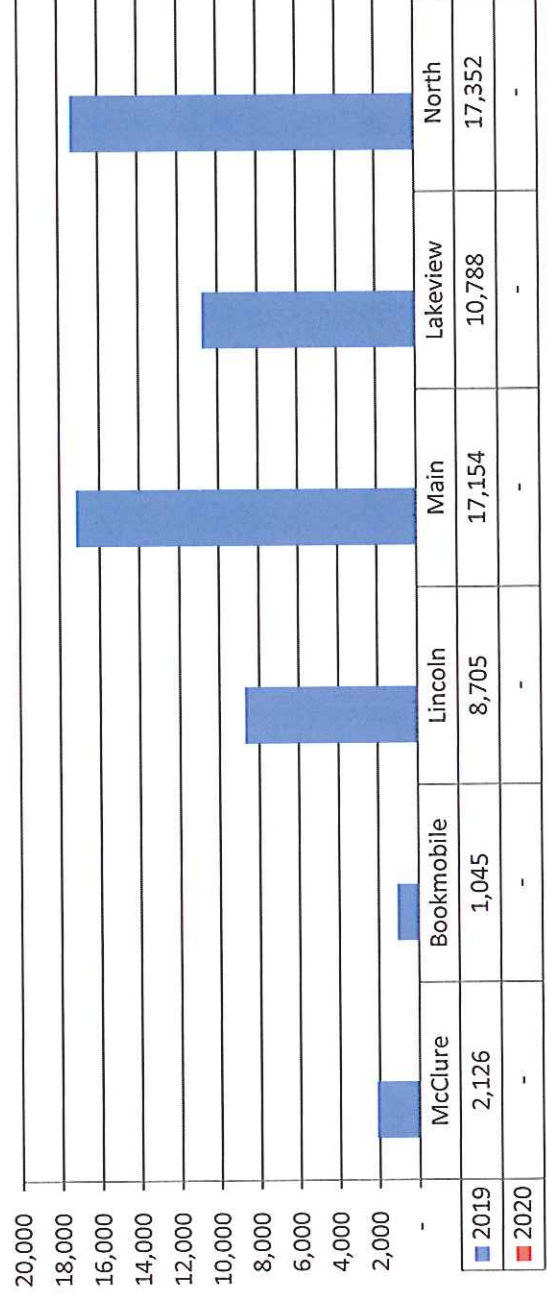
Programs Offered – December 2020

Program Attendance – December 2020

December 2020 Circulation



December 2020 Door Count



PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2020

CIRCULATION MATERIALS

| 2020 | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
|----------------------------|----------------|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|------------------|----------------|-----------------|-----------------|----------------|
| Main | 8,799 | 8,783 | 4,181 | 68 | 642 | 903 | 3,680 | 5,028 | 5,653 | 5,588 | 3,963 | 877 | 48,165 |
| Lakeview | 10,966 | 10,582 | 5,803 | 125 | 1,580 | 2,442 | 7,842 | 8,579 | 6,894 | 7,824 | 6,780 | 1,318 | 70,735 |
| Lincoln | 1,775 | 1,846 | 692 | - | 6 | 48 | 489 | 776 | 785 | 894 | 545 | 108 | 7,964 |
| McClure | 2,487 | 2,484 | 1,130 | 4 | 12 | 187 | 1,253 | 1,786 | 2,130 | 1,992 | 1,263 | 364 | 15,092 |
| North | 22,528 | 21,621 | 10,458 | 14 | 3,453 | 4,326 | 15,157 | 17,379 | 12,932 | 15,570 | 13,156 | 2,287 | 138,881 |
| Bookmobile | 2,529 | 2,175 | 1,240 | - | - | 7 | 12 | 41 | 15 | 74 | 86 | 45 | 6,224 |
| Outreach | 2,486 | 2,578 | 2,305 | 13 | 10 | 7 | 98 | 163 | 135 | 274 | 267 | 17 | 8,353 |
| E-Books | 4,655 | 4,459 | 5,626 | 7,285 | 7,397 | 7,093 | 7,096 | 6,424 | 6,162 | 6,483 | 6,241 | 6,786 | 75,707 |
| Music/Movie Downloads | 3,337 | 3,434 | 4,497 | 4,188 | 3,924 | 3,047 | 4,199 | 4,203 | 3,617 | 3,688 | 3,175 | 3,860 | 45,169 |
| On-Line Renewals | 12,911 | 13,637 | 7,087 | 381 | 156 | 9,021 | 12,457 | 12,717 | 12,432 | 12,290 | 11,347 | 4,214 | 108,650 |
| Outgoing Intralibrary Loan | 5,945 | 5,496 | 3,077 | - | - | 2,062 | 5,826 | 5,344 | 4,624 | 4,138 | 3,960 | 2,127 | 42,599 |
| TOTAL | 78,418 | 77,095 | 46,096 | 12,078 | 17,180 | 29,143 | 58,109 | 62,440 | 55,379 | 58,815 | 50,783 | 22,003 | 567,539 |

2019

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
|----------------------------|----------------|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|------------------|----------------|-----------------|-----------------|----------------|
| Main | 7,095 | 8,071 | 9,538 | 9,222 | 8,177 | 8,529 | 9,007 | 8,770 | 7,908 | 8,963 | 8,123 | 7,827 | 101,230 |
| Lakeview | 9,891 | 10,939 | 11,026 | 9,937 | 10,683 | 13,562 | 12,372 | 11,613 | 11,499 | 11,127 | 10,227 | 9,575 | 132,451 |
| Lincoln | 1,758 | 1,469 | 1,707 | 1,531 | 1,586 | 2,328 | 2,408 | 1,754 | 1,919 | 1,765 | 1,251 | 1,556 | 21,032 |
| McClure | 2,515 | 2,783 | 3,278 | 3,069 | 3,082 | 3,625 | 3,350 | 2,910 | 2,963 | 2,719 | 2,869 | 2,275 | 35,438 |
| North | 21,284 | 22,468 | 25,041 | 21,313 | 21,798 | 30,681 | 28,116 | 24,395 | 22,340 | 22,788 | 21,955 | 18,900 | 281,079 |
| Bookmobile | 2,019 | 2,825 | 3,072 | 2,468 | 1,211 | 2,072 | 1,399 | 860 | 1,910 | 2,772 | 1,255 | 1,688 | 23,551 |
| Outreach | 2,555 | 2,606 | 2,644 | 2,765 | 2,646 | 895 | 782 | 2,657 | 2,810 | 2,584 | 2,706 | 2,729 | 28,379 |
| E-Books | 4,134 | 3,512 | 3,743 | 3,503 | 3,620 | 3,778 | 4,397 | 4,312 | 3,836 | 4,076 | 3,838 | 5,619 | 48,368 |
| Music/Movie Downloads | 3,298 | 2,831 | 3,263 | 3,078 | 3,016 | 2,903 | 3,211 | 2,634 | 2,985 | 3,533 | 2,752 | 3,133 | 36,637 |
| On-Line Renewals | 13,578 | 12,714 | 15,039 | 14,255 | 12,658 | 13,883 | 15,145 | 13,809 | 14,106 | 15,081 | 13,425 | 13,707 | 167,400 |
| Outgoing Intralibrary Loan | 4,955 | 5,207 | 5,689 | 5,571 | 5,529 | 5,148 | 5,345 | 5,364 | 5,464 | 5,805 | 4,764 | 4,888 | 63,729 |
| TOTAL | 73,082 | 75,425 | 84,040 | 76,712 | 74,006 | 87,404 | 85,532 | 79,078 | 77,740 | 81,213 | 73,165 | 71,897 | 939,294 |

DOOR COUNTS

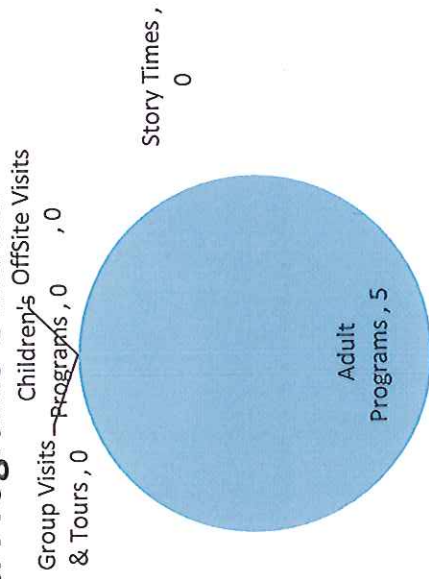
| 2020 | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
|--------------|----------------|-----------------|---------------|--------------|------------|-------------|---------------|---------------|------------------|----------------|-----------------|-----------------|----------------|
| Main | 17,233 | 16,736 | 5,148 | - | - | - | 3,185 | 3,874 | 3,685 | 3,957 | 3,288 | - | 57,106 |
| Lakeview | 10,187 | 9,585 | 3,359 | - | - | - | 2,065 | 2,395 | 2,136 | 2,334 | 2,049 | - | 34,110 |
| Lincoln | 8,048 | 8,507 | 4,181 | - | - | 77 | 1,101 | 1,025 | 1,051 | 1,254 | 1,017 | - | 26,261 |
| McClure | 2,410 | 2,197 | 1,061 | - | - | 134 | 1,231 | 1,570 | 1,820 | 1,830 | 1,180 | 671 | 14,104 |
| North | 16,103 | 16,259 | 6,255 | - | - | - | 4,257 | 4,959 | 4,758 | 5,101 | 4,886 | - | 62,578 |
| Bookmobile | 1,746 | 1,427 | 791 | - | - | - | - | - | - | - | - | - | 3,964 |
| TOTAL | 55,727 | 54,711 | 20,795 | - | - | 211 | 11,839 | 13,823 | 13,450 | 14,476 | 12,420 | 671 | 198,123 |

2019

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
|--------------|----------------|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|------------------|----------------|-----------------|-----------------|----------------|
| Main | 17,156 | 16,834 | 17,955 | 16,834 | 16,431 | 16,501 | 16,846 | 17,101 | 17,582 | 17,654 | 17,329 | 17,154 | 205,377 |
| Lakeview | 9,858 | 9,729 | 9,925 | 10,145 | 11,353 | 11,499 | 11,587 | 11,500 | 11,296 | 11,433 | 10,956 | 10,788 | 130,069 |
| Lincoln | 8,257 | 8,354 | 8,556 | 8,426 | 8,219 | 8,454 | 8,909 | 9,053 | 9,152 | 9,351 | 8,985 | 8,705 | 104,421 |
| McClure | 2,145 | 2,177 | 2,686 | 2,805 | 2,906 | 3,219 | 3,200 | 3,258 | 3,066 | 2,992 | 2,194 | 2,126 | 32,774 |
| North | 15,425 | 15,854 | 15,168 | 15,241 | 15,687 | 15,702 | 16,106 | 16,404 | 16,854 | 17,148 | 17,237 | 17,352 | 194,178 |
| Bookmobile | 1,262 | 1,462 | 2,130 | 1,717 | 1,133 | 1,523 | 776 | 624 | 1,593 | 1,931 | 821 | 1,045 | 16,017 |
| TOTAL | 54,103 | 54,410 | 56,420 | 55,168 | 55,729 | 56,898 | 57,424 | 57,940 | 59,543 | 60,509 | 57,522 | 57,170 | 682,836 |

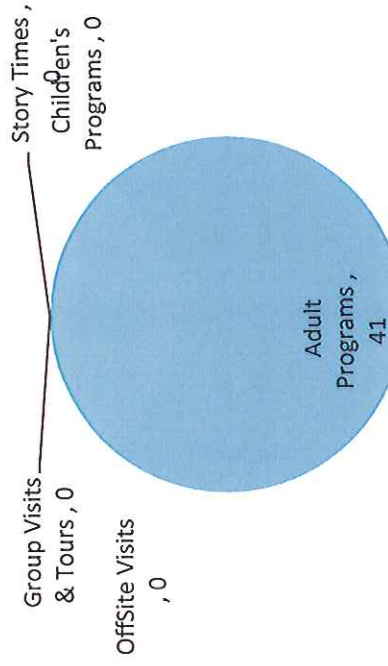
December 2020 Program Report

Dec. Programs Offered



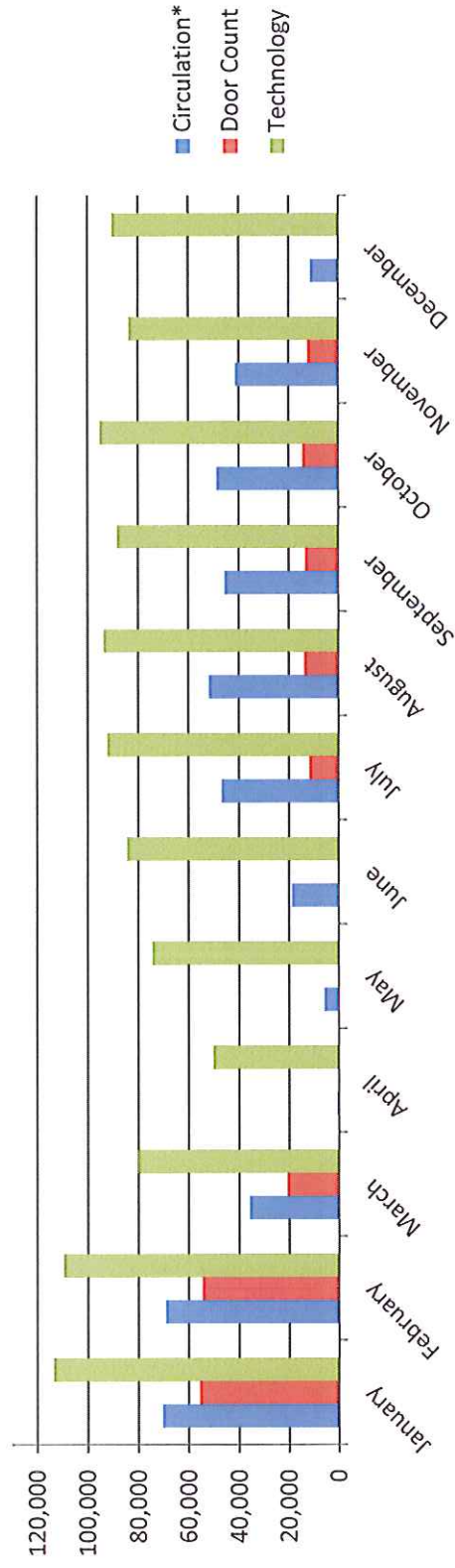
| Programs Offered | |
|----------------------|---|
| Group Visits & Tours | 0 |
| Story Times | 0 |
| OffSite Visits | 0 |
| Children's Programs | 0 |
| Adult Programs | 5 |

Dec. Program Attendance



| Program Attendance | |
|----------------------|----|
| Group Visits & Tours | 0 |
| Story Times | 0 |
| OffSite Visits | 0 |
| Children's Programs | 0 |
| Adult Programs | 41 |

2020 Monthly Circulation, Door Count, and Technology Usage



| 2020 | January | February | March | April | May | June | July | August | September | October | November | December |
|--------------|---------|----------|--------|--------|--------|--------|--------|--------|-----------|---------|----------|----------|
| Circulation* | 70,426 | 69,202 | 35,973 | 605 | 5,859 | 19,003 | 46,814 | 51,813 | 45,600 | 48,644 | 41,367 | 11,357 |
| Door Count | 55,727 | 54,711 | 20,795 | 0 | 0 | 211 | 11,839 | 13,823 | 13,450 | 14,476 | 12,420 | 0 |
| Technology | 113,642 | 109,629 | 80,088 | 50,208 | 74,344 | 84,330 | 92,141 | 93,608 | 88,194 | 95,161 | 83,595 | 90,189 |

* Does not include digital circulation. Digital circulation is included in the Technology monthly totals.

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2020 - CIRCULATION MATERIALS

| | MAIN | LAKEVIEW | LINCOLN | McCLURE | NORTH | BOOK-MOBILE | OUT-REACH | E-BOOKS | MOVIE/MUSIC DOWNLOADS | On-LINE RENEWALS | OUTGOING INTRAS | TOTALS |
|--------------------------------|----------------|----------------|---------------|---------------|----------------|---------------|---------------|---------------|-----------------------|------------------|-----------------|----------------|
| December-20 | | | | | | | | | | | | |
| Adult Fiction | 207 | 344 | 24 | 74 | 410 | 2 | 5 | 6,287 | | 816 | 396 | 8,565 |
| Adult Non-Fict. | 197 | 201 | 7 | 38 | 250 | - | - | - | | 595 | 321 | 1,609 |
| Adult Paperbacks | 30 | 32 | 1 | 11 | 51 | 1 | - | - | | 82 | 118 | 326 |
| YA/Juvenile | 181 | 424 | 28 | 112 | 892 | 27 | 1 | 1,788 | | 1,788 | 718 | 4,171 |
| Juve. Paperbacks | 25 | 80 | 3 | 14 | 208 | 14 | - | - | | 351 | 137 | 832 |
| Periodicals | 22 | 9 | - | - | 23 | - | - | - | | 40 | 32 | 126 |
| Visual Media | 131 | 173 | 45 | 97 | 312 | 1 | 10 | 710 | | 414 | 291 | 2,184 |
| Music Media | 43 | 7 | - | 3 | 40 | - | - | 3,150 | | 36 | 49 | 3,328 |
| Audio Books | 41 | 47 | - | 15 | 100 | - | 1 | 499 | | 89 | 65 | 857 |
| Other | - | 1 | - | - | 1 | - | - | - | | 3 | - | 5 |
| TOTAL | 877 | 1,318 | 108 | 364 | 2,287 | 45 | 17 | 6,786 | 3,860 | 4,214 | 2,127 | 22,003 |
| +/- Over Last Year | -88.8% | -86.2% | -93.1% | -84.0% | -87.9% | -97.3% | -99.4% | 20.8% | 23.2% | -69.3% | -56.5% | -69.4% |
| December-19 | | | | | | | | | | | | |
| Adult Fiction | 1,228 | 2,240 | 176 | 415 | 3,119 | 16 | 2,350 | 5,619 | | 2,149 | 947 | 18,259 |
| Adult Non-Fict. | 1,194 | 1,008 | 87 | 170 | 1,963 | 19 | 337 | - | | 1,894 | 884 | 7,556 |
| Adult Paperbacks | 172 | 381 | 25 | 35 | 351 | 1 | 9 | - | | 343 | 325 | 1,642 |
| YA/Juvenile | 798 | 3,285 | 478 | 760 | 7,458 | 1,211 | 3 | 5,718 | | 5,718 | 1,378 | 21,089 |
| Juve. Paperbacks | 148 | 580 | 64 | 109 | 1,582 | 329 | - | - | | 1,226 | 273 | 4,311 |
| Periodicals | 380 | 161 | 22 | 17 | 241 | 11 | - | - | | 242 | 37 | 1,111 |
| Visual Media | 3,275 | 1,522 | 682 | 699 | 3,416 | 100 | 26 | 538 | | 1,622 | 729 | 12,609 |
| Music Media | 387 | 96 | 9 | 46 | 232 | - | 1 | 2,595 | | 92 | 95 | 3,553 |
| Audio Books | 245 | 301 | 13 | 24 | 537 | 1 | 3 | - | | 385 | 220 | 1,729 |
| Other | - | 1 | - | - | 1 | - | - | - | | 36 | - | 38 |
| TOTAL | 7,827 | 9,575 | 1,556 | 2,275 | 18,900 | 1,688 | 2,729 | 5,619 | 3,133 | 13,707 | 4,888 | 71,897 |
| January - December 2020 | | | | | | | | | | | | |
| Adult Fiction | 8,927 | 17,908 | 1,140 | 3,263 | 25,291 | 96 | 7,194 | 70,543 | | 17,399 | 8,054 | 159,815 |
| Adult Non-Fict. | 8,136 | 7,381 | 377 | 1,279 | 13,370 | 69 | 925 | - | | 16,307 | 7,259 | 55,103 |
| Adult Paperbacks | 1,294 | 2,660 | 110 | 344 | 2,676 | 8 | 32 | - | | 2,324 | 2,198 | 11,646 |
| YA/Juvenile | 8,293 | 25,015 | 2,093 | 4,455 | 58,745 | 4,581 | 77 | 46,017 | | 46,017 | 13,688 | 162,964 |
| Juve. Paperbacks | 1,653 | 4,564 | 512 | 768 | 11,828 | 1,209 | 6 | 9,594 | | 9,594 | 2,717 | 32,851 |
| Periodicals | 2,177 | 1,001 | 101 | 198 | 1,805 | 24 | - | - | | 1,650 | 368 | 7,324 |
| Visual Media | 14,353 | 9,326 | 3,370 | 4,326 | 20,006 | 234 | 98 | 10,218 | | 11,814 | 6,008 | 79,753 |
| Music Media | 2,025 | 615 | 28 | 257 | 1,236 | - | 2 | 34,951 | | 850 | 874 | 40,838 |
| Audio Books | 1,304 | 2,244 | 230 | 202 | 3,891 | 2 | 19 | 5,164 | | 2,470 | 1,433 | 16,959 |
| Other | 3 | 21 | 3 | - | 33 | 1 | - | - | | 225 | - | 286 |
| TOTAL | 48,165 | 70,735 | 7,964 | 15,092 | 138,881 | 6,224 | 8,353 | 75,707 | 45,169 | 108,650 | 42,599 | 567,539 |
| +/- Over Last Year | -52.4% | -46.6% | -62.1% | -57.4% | -50.8% | -73.6% | -74.0% | 56.5% | 23.3% | -35.1% | -33.2% | -39.8% |
| January - December 2019 | | | | | | | | | | | | |
| Adult Fiction | 15,775 | 29,493 | 1,883 | 5,692 | 40,569 | 305 | 27,864 | 48,368 | | 23,388 | 11,804 | 205,141 |
| Adult Non-Fict. | 15,364 | 13,861 | 782 | 2,688 | 27,104 | 149 | 3,530 | - | | 25,441 | 11,930 | 100,849 |
| Adult Paperbacks | 2,531 | 5,109 | 372 | 631 | 4,327 | 5 | 92 | - | | 3,565 | 3,766 | 20,398 |
| YA/Juvenile | 15,489 | 46,581 | 5,832 | 10,544 | 121,435 | 17,195 | 290 | 70,047 | | 70,047 | 18,366 | 305,779 |
| Juve. Paperbacks | 3,043 | 9,421 | 1,501 | 1,751 | 27,116 | 4,755 | 54 | 15,715 | | 15,715 | 3,410 | 66,766 |
| Periodicals | 4,570 | 2,015 | 252 | 461 | 3,382 | 57 | 7 | 2,383 | | 2,383 | 509 | 13,636 |
| Visual Media | 36,493 | 20,866 | 10,169 | 12,224 | 45,765 | 1,065 | 226 | 4,820 | | 20,186 | 9,541 | 161,355 |
| Music Media | 4,962 | 1,437 | 108 | 748 | 3,338 | 2 | 20 | 31,817 | | 1,403 | 1,766 | 45,601 |
| Audio Books | 2,993 | 3,659 | 132 | 694 | 8,011 | 18 | 20 | 4,887 | | 4,887 | 2,637 | 23,051 |
| Other | 10 | 9 | 1 | 5 | 32 | - | - | - | | 385 | - | 442 |
| TOTAL | 101,230 | 132,451 | 21,032 | 35,438 | 281,079 | 23,551 | 32,103 | 48,368 | 36,637 | 167,400 | 63,729 | 943,018 |

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2020

Page 3

| REFERENCE | DEC. '20 | CUM '20 | DEC. '19 | CUM '19 | ADDITIONAL SERVICES | DEC. '20 | CUM '20 | DEC. '19 | CUM '19 |
|--------------------------|----------|---------|----------|---------|---------------------------------------|----------|---------|----------|---------|
| Main | 469 | 5,760 | 740 | 10,750 | One-on-One Tutorials | 9 | 650 | 50 | 892 |
| Lakeview | 298 | 7,165 | 723 | 14,031 | Youth Group Visits | - | 44 | 19 | 200 |
| Lincoln | 172 | 1,943 | 518 | 5,507 | Youth Group Visits Attendance | - | 743 | 304 | 4,552 |
| McClure | 402 | 5,665 | 527 | 8,626 | Youth Story Time | - | 107 | 37 | 479 |
| North | 118 | 5,310 | 779 | 16,057 | Youth Story Time Attendance | - | 1,197 | 414 | 7,844 |
| Outreach | 3 | 64 | 14 | 130 | Youth Off-Site Visits & Presentations | - | 22 | 4 | 63 |
| Bookmobile | - | 100 | 19 | 342 | Youth Off-Site Attendance | - | 827 | 145 | 5,212 |
| TOTAL | 1,462 | 26,007 | 3,320 | 55,443 | Children's Programs | - | 55 | 22 | 299 |
| | | | | | Children's Programs Attendance * | - | 852 | 439 | 5,679 |
| SOURCES USED IN-HOUSE | 1,798 | 42,602 | 5,721 | 80,415 | Children's Passive Programs * | 18 | 116 | 10 | 134 |
| | | | | | Children's Passive Prog. Attendance | 786 | 4,784 | 229 | 2,875 |
| TECHNOLOGY USAGE | | | | | Youth Programs | - | 48 | 12 | 102 |
| Computer Users Signed Up | - | 22,198 | 4,384 | 60,482 | Youth Programs Attendance | - | 573 | 157 | 1,908 |
| E-Books | 6,786 | 75,707 | 5,619 | 48,368 | Youth Passive Programs | 34 | 90 | 3 | 17 |
| Movie/Music Downloads | 3,860 | 45,169 | 3,133 | 36,637 | Youth Passive Programs Attendance | 545 | 1,611 | 22 | 243 |
| DataBase Usage | 17,438 | 167,757 | 12,129 | 168,222 | Lincoln Project Next Generation | - | 149 | 42 | 445 |
| Website Visits | 9,287 | 134,568 | 15,832 | 195,386 | Adult Group Visits | - | 5 | - | 9 |
| WiFi Users | 155 | 13,373 | 3,146 | 37,035 | Adult Group Visits Attendance | - | 47 | - | 572 |
| RSACat Searches | 45,079 | 509,741 | 44,062 | 644,962 | Adult Off-Site Visits & Presentations | - | 37 | 3 | 140 |
| YouTube Followers | 158 | | 77 | 1,070 | Adult Off-Site Attendance | - | 536 | 1,651 | 6,109 |
| Facebook Friends | 4,218 | | 3,605 | 38,633 | Adult Programs | 5 | 125 | 23 | 304 |
| Instagram Followers | 1,416 | | 1,187 | 11,895 | Adult Attendance | 41 | 1,122 | 268 | 4,009 |
| Twitter Followers | 1,656 | | 1,587 | 17,108 | Adult Passive Programs | 6 | 31 | 6 | 82 |
| Pinterest Followers | 136 | | 296 | 3,263 | Adult Passive Programs Attendance | 95 | 572 | 43 | 908 |
| | | | | | Non-PPL Use of Meeting Rooms | 1 | 675 | 515 | 6,645 |
| Holds | 7,096 | 76,387 | 7,240 | 85,606 | Approx. Attendance | 47 | 7,533 | 1,965 | 26,872 |
| New Cards Issued | 101 | 3,540 | 443 | 7,702 | Non-PPL Use of Study Rooms | - | 996 | n/a | n/a |
| Loans to Non-Peorians | 1,066 | 30,246 | 4,319 | 61,300 | Approx. Attendance | - | 1,578 | n/a | n/a |
| Direct | 987 | 29,332 | 4,222 | 59,634 | YouTube Programs | 7 | 137 | n/a | n/a |
| Interlibrary Loans | 79 | 824 | 97 | 1,666 | YouTube Programs Views | 114 | 3,031 | n/a | n/a |
| DOOR COUNT | | | | | | | | | |
| Main | - | 57,106 | 17,154 | 205,377 | | | | | |
| Lakeview | - | 34,110 | 10,788 | 130,069 | | | | | |
| Lincoln | - | 26,261 | 8,705 | 104,421 | | | | | |
| McClure | - | 14,104 | 2,126 | 32,774 | | | | | |
| North | - | 62,578 | 17,352 | 194,178 | | | | | |
| Bookmobile | - | 3,964 | 1,045 | 16,017 | | | | | |
| | - | 198,123 | 57,170 | 682,836 | | | | | |

*Programs held remotely via Zoom or Outdoors

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2020 - TECHNICAL SERVICES

| | <u>2020</u> | <u>2019</u> |
|--|-------------|-------------|
| Books - # at End of Month | 427,515 | 430,996 |
| Books Added | 1,799 | 1,516 |
| Books Discarded | 3,711 | 2,541 |
| Audio Books - # at End of Month | 11,193 | 11,652 |
| Audio Books Added | 80 | 15 |
| Audio Books Discarded | 7 | 2 |
| Kits - # at End of Month | 51 | 51 |
| Kits Added | - | - |
| Kits Discarded | - | - |
| Periodicals - # at End of Month | 87,893 | 88,113 |
| Periodicals Added | 267 | 413 |
| Periodicals Discarded | 55 | 123 |
| Visual Media - # at End of Month | 21,543 | 20,724 |
| Visual Media Added | 227 | 245 |
| Visual Media Discarded | 289 | 68 |
| Government Documents - # at End of Month | 24,957 | 24,957 |
| Government Documents Added | - | - |
| Government Documents Discarded | - | - |
| Maps - # at End of Month | 12,837 | 12,837 |
| Maps Added | - | - |
| Maps Discarded | - | - |
| Microforms - # at End of Month | 18,764 | 18,764 |
| Microforms Added | - | - |
| Microforms Discarded | - | - |
| Music Media - # at End of Month | 23,377 | 24,074 |
| Music Media Added | 22 | - |
| Music Media Discarded | - | 99 |
| Web Resources - # at End of Month | 7,130 | 7,124 |
| Web Resources Added | - | - |
| Web Resources Discarded | - | - |

2021
Schedule of Regular Meetings
Peoria Public Library
Board of Library Trustees

| | | | |
|--------------|---|-----------------------|--|
| January 19 | - | Annual Meeting | (Legally Required Actions) 1. Set Meeting Dates and Time 2. Sign Oath of Office 3. Make or reaffirm Board Committee Assignments if not done recently |
| February 16 | - | Regular Meeting | |
| March 16 | - | Regular Meeting | |
| April 20 | - | Regular Meeting | |
| May 18 | - | Regular Meeting | 1. File Statement of Economic Interest form with County Clerk 1. Adopt Non-Resident Card Participation Policy & Fees effective July 1, 2021 - June 30, 2022 2. To qualify for State/Federal Funding, the Board of Trustees must review and formally adopt designated parts of the current edition of <i>Serving our Public 4.0: Standards for Illinois Public Libraries, 2020</i> and provide information as requested by the Illinois State Library. |
| June 15 | - | Regular Meeting | 1. Election of Officers 2. Executive Session to review minutes lawfully closed, authorize tapes of lawfully recorded meetings to be destroyed-when needed |
| July 20 | - | Regular Meeting | |
| August 17 | - | Regular Meeting | |
| September 21 | - | Regular Meeting | |
| October 19 | - | Regular Meeting | |
| November 16 | - | Regular Meeting | 1. Adopt 2022 Budget 2. Approve 2022-2023 Holiday Memorandum |
| December 21 | - | Regular Meeting | 1. Adopt Financial Resolutions 2. Executive Session to review minutes lawfully closed, authorize tapes of lawfully recorded meetings to be destroyed-when needed |

INSTRUCTIONS

All meetings are held at 5:30 p.m. the third Tuesday of each month unless rescheduled. Meetings are held in the Lower Level Two Conference Room of the Main Library unless otherwise notified in a public notice. If a written request is made, news media and other interested parties will be notified of exceptions and special meetings.



AGENDA REPORT

Number: #2021-07

Meeting Date: January 19, 2021

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: First Reading Review: Revised Bylaws

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2021-07 to adopt revised Bylaws.

BACKGROUND:

This revision is made to reflect changes in dates and times of Board meetings, the procedure to cancel a Board meeting, and to include the responsibility of Executive Committee members to sign expenditures sheets each month.

EFFECTS:

This revision will provide an accurate update of the duties and procedures of the Peoria Public Library Board of Trustees.

FISCAL IMPACT:

None

Respectfully submitted,

Randall Yelverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

Draft revision of Bylaws of Peoria Public Library Board of Library Trustees

**BYLAWS
OF
PEORIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**December 19, 2006
Revised August 16, 2011
Revised February 19, 2013
Revised July 16, 2013
Revised October 17, 2017
Revised January 21, 2020
Revised _____**

ARTICLE I

General Provisions

Section 1: Establishment. The Peoria Public Library (the “Library”) is a local library established pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq.) (the “Act”). These Bylaws are established pursuant to Section 4-7 of the Act.

Section 2: Board of Trustees. The Library shall be governed by a Board of Trustees (the “Board”) consisting of nine (9) members (individually, a “Trustee” and collectively, the “Trustees”) appointed by the Mayor of the City of Peoria (the “City”), with the approval of the City Council, pursuant to the Act.

Section 3: Offices. The Board shall maintain its principal offices at Main Library, 107 N.E. Monroe Street, Peoria, Illinois.

Section 4: Amendments. The Board shall have the power to amend these Bylaws by majority vote of all Trustees then holding office. No amendment may be proposed to or adopted by the Board, however, unless a notice describing the proposed amendment is delivered to each Trustee then holding office at least one (1) week before the meeting at which action is proposed or taken.

Section 5: Authority. The proceedings of the Board shall be governed by the Act and all other applicable statutes and common law of the State of Illinois. To the extent not inconsistent with such laws, and these Bylaws, Robert's Rules of Order shall be used as the rules of procedure of the Board.

ARTICLE II

Meetings

Section 1: Regular Meetings. Regular meetings shall be held at 5:00 ~~5:30~~ p.m. on the third Tuesday of each month *except December* in a public meeting room of Main Library located at 107 N.E. Monroe Street, Peoria, Illinois, or at such other location as designated by the Board from time to time, provided, however, that the Board may determine by a majority vote to forego meetings for the months of July and August *cancel a regular monthly meeting. In the case of a cancelled meeting, monthly expenditures sheets must promptly be signed to ensure the timely payment of the bills (see Article IV, Section 3, Executive Committee).* Upon proper notice, and as provided by law, the Board may change the time and place of any regular meeting. To assure an opportunity for public participation at both regular and special meetings of the Board, the Board shall adopt rules from time to time that (a) provide for an opportunity to receive public comment at all Board meetings other than those properly closed to the public and (b) govern the portion of each meeting during which there is an opportunity for public comment.

Section 2: Special Meetings. Special meetings of the Board may be called by the President, the Chair of any committee of the Board or by any three (3) Trustees;

provided, however, that the Chair of a committee may call a special Board meeting only for the purpose of discussing business properly before his or her committee. Notice of special meetings shall be given to each Trustee at least three (3) days prior to the meeting and to the general public as required by law, and shall include a description of the matters to be discussed at the special meeting. No topic may be discussed at a special meeting unless it is described in the notice of the meeting. Notice of a meeting may be waived by any Trustee before or after the meeting. Attendance at a meeting shall be a waiver of notice unless a Trustee is appearing only to object to the meeting due to insufficiency of notice.

Section 3: Quorum. Five (5) Trustees shall constitute a quorum of the Board.

Section 4: Manner of Acting. The act of a majority of Trustees present at a legally and validly called meeting of the Board at which a quorum of the Board is present shall be the action of the Board, unless the act of a greater number for any particular action is required by law or these Bylaws. In addition, Board action regarding the employment and compensation of the Executive Director shall require the vote of a majority of all Trustees then holding office.

ARTICLE III

Officers

Section 1: Election. At its regular meeting each June, the Board shall elect from its members a President, a Vice-President, a Secretary and such other officers, as the Board shall deem necessary. The Board shall elect officers to fill any vacancy in an office as necessary.

Section 2: Removal. Any officer elected by the Board may be removed by the majority vote of all Trustees then holding office, with or without cause.

Section 3: Term. No Trustee shall serve more than two (2) full consecutive terms in any single office unless additional consecutive one-year terms are approved by a majority of the Board.

Section 4: President. The President will preside at meetings of the Board and will function as the chief executive officer of the Board. He or she may sign, with the Secretary or any other proper officer of the Board, all documents or other instruments approved by the Board except where the execution thereof has been expressly delegated by the Board to another officer, agent or employee or is required by law to be otherwise executed, and, in general, he or she will perform all duties incident to the office of President and such other duties as may be periodically prescribed by the Board.

Section 5: Vice-President. The Vice-President will assist the President in the discharge of his or her duties, as the President may direct, and will perform such other duties as may be periodically prescribed by the Board. In addition, the Vice-President shall act as Chair of the Executive Committee. In the absence of the President or in the event of his or her inability or refusal to act, the Vice-President will perform the duties of the President and, when so acting, will possess all the powers of and be limited by all the restrictions relating to the President.

Section 6: Secretary. The Secretary will be responsible for the recording of the minutes of the meetings of the Board ~~in books specifically maintained therefor~~; ensuring that all notices are delivered in accordance with these Bylaws, or as required by law; be custodian of the corporate records; maintain a register of the address of each Trustee; and

perform all duties incident to the office of the Secretary and such other duties as may be periodically assigned to him or her by the Board. For the purpose of assisting the Secretary in the performance of the foregoing duties, the Board will appoint an employee of the Library to serve as recording secretary. The recording secretary shall perform such duties as shall be assigned from time to time by the Board and the Executive Director of the Library.

ARTICLE IV

Committees and Representatives

Section 1: Appointment. No later than the regular Board meeting in September of each year, the President shall appoint a Chair and members for each standing committee described in Section 4 hereof. The President may appoint additional members to standing committees as necessary. The President may, at any regular or special Board meeting, create, appoint a Chair and members for and terminate any special committees, as he or she shall from time to time deem appropriate. The President shall be an ex officio, voting member of each committee.

Section 2: Responsibility and Authority. Committees shall review and consider matters delegated to them by these Bylaws, the Board and the President. Responsibilities delegated to committees shall not be exclusive; the various committees will frequently need to consider similar and related matters and shall cooperate in discharging their duties. The authority of committees shall be to recommend action or policies to the Board, and no committee shall have authority to take action on behalf of the Board unless the authority to do so is specifically delegated to said committee by the Board.

Section 3: Executive Committee. The Executive Committee shall consist of the President, Vice-President and Secretary. The Vice-President shall act as Chair of the Executive Committee. The Executive Committee shall be responsible for taking action on behalf of the Board as specifically authorized by the Board. *Each month, two members of the Executive Committee must sign the monthly expenditures sheets by noon the day after the regularly scheduled Board meeting date to be forwarded along with the monthly bills to the City Finance Department who will produce the checks in payment of these bills.* In addition, the Executive Committee shall be responsible for all matters regarding the employment of the Executive Director including, without limitation, hiring, evaluation of performance, compensation, relations with the Board and termination.

Section 4: Standing Committees. The following committees shall be standing committees of the Board:

- (a) Building. Responsible for Library facilities, parking lots and grounds (owned or rented); matters involving construction, renovation, repair and maintenance of such facilities and the financing of same, including compliance with Section 5-8 of the Act relating to use of assets credited to the Capital Development Fund.
- (b) Community Relations. Responsible for maintaining communication between the Board, Library patrons and the community in general.
- (c) Finance. Responsible for preparing the annual Library budget, working with the City of Peoria regarding the annual tax levy, the investment of funds on hand, the use of assets credited to the Capital Development Fund in accordance with Section 5-8 of the Act, gift and

donation funds and other funds on hand and other duties related to the financial affairs of the Library.

(d) Nominating/Appeals. The President will appoint this committee at the same time all other committees are appointed. The duties of this committee shall be to nominate officers to the Board and also would work to garner citizens of Peoria to serve as Trustees. The Board President or the Executive Director would then present Trustee recommendations to the Mayor. This committee is also responsible for making decisions on appeals by Library patrons from decisions of the Executive Director relating to the patrons' use of the Library facilities.

(e) Personnel/Negotiations. Responsible for creating personnel policies, negotiating bargaining agreements, hearing grievances, periodically reviewing all employee time records to monitor time-tracking policy compliance, resolving other appeals of action of the Executive Director with respect to employment matters and other duties related to employment matters of the Library. The Personnel/Negotiations Committee shall not be responsible for employment matters concerning the Executive Director, but shall cooperate with the Executive Committee as necessary in such matters.

(f) Strategic Planning. Responsible for developing a strategic plan for the Library. Once the plan is developed and implemented, the committee shall review and update the plan on an annual basis.

Section 5: Committee Meetings. Committee meetings may be called by the President, the Chair of the committee or by any two (2) committee members. Notice of committee meetings shall be given to each committee member at least three (3) days prior to the meeting, to each Trustee at least two (2) days prior to the meeting and to the general public as required by law. Notice of a committee meeting may be waived by any committee member or Trustee before or after the meeting. Attendance at a meeting shall be a waiver of Notice. No quorum shall be required for committee meetings, but any action of a committee shall require the affirmative vote of the majority of the voting members of the committee.

Section 6: Representatives. At the regular Board meeting each September, the President shall appoint a Trustee to each of the representative positions set forth below. The President may, at any regular or special board meeting, appoint a Trustee to other representative positions as he or she shall from time to time may deem appropriate.

- (a) Friends Representative. The President at any regular or special Board meeting may appoint a Trustee or the Executive Director to the position of Friends of Peoria Public Library representative.



AGENDA REPORT

Number: #2021-08

Meeting Date: January 19, 2021

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: First Reading Review: Succession and Transition Policy

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2021-08 to accept the first reading review of a Succession and Transition Policy.

BACKGROUND:

Each year public library Board and staff members must meet specific requirements to qualify for the State Per Capita Grant, including reviewing the current edition of *Serving Our Public: Standards for Illinois Public Libraries*.

Chapter 2 – “Governance and Administration” of the new edition of *Serving Our Public: Standards for Illinois Public Libraries* recommends that the Library has a written succession plan.

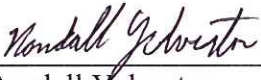
EFFECTS:

Adoption of a written Succession and Transition Policy will be reported to the Illinois State Library as part of our application to Per Capita Grant funding and it will ensure that the Library has procedures in place to address planned or unplanned changes in leadership.

FISCAL IMPACT:

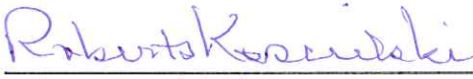
Depending on State allocations and formula computation, our Per Capita Grant could be in excess of \$100,000 and is included in our budget as a revenue source.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

Draft Succession and Transition Policy

Peoria Public Library
Succession and Transition Policy
(Adopted by Peoria Public Library Board of Trustees, _____)

Purpose:

It is the policy of Peoria Public Library to be prepared for eventual changes in leadership— either planned or unplanned— to ensure the stability and accountability of the Library. The Board of Trustees (Board) shall be responsible for implementing this policy and its related procedures.

It is also the policy of the Board to continually assess the leadership needs of the Library. This analysis will be useful in a succession process to help ensure the selection of a qualified and capable leader who is representative of the community, a good fit for the Library's mission, vision, values, goals and objectives, and who has the necessary skills for the Library. The Board's goal will be to conduct this assessment and search for a new Executive Director in time to have the new Executive Director in place as the former Executive Director leaves. However, to ensure the library's operations are not interrupted while the Board assesses the leadership needs and recruits an Executive Director, the Board may appoint a staff member or consultant to assume the responsibilities of Executive Director, if necessary, as described below. This person shall ensure that the Library continues to operate without disruption, that policies are implemented, and that all commitments previously made are adequately and effectively executed. A person selected to act as the Interim Executive Director should accept the position knowing that they may not be considered for appointment as Executive Director.

It is also the policy of the Library to develop a diverse pool of candidates and to conduct a thorough review of at least three professional candidates.

Procedures for Succession:

In the temporary absence of the Executive Director (i.e., illness or leave of absence), the Deputy Director shall perform the duties of Executive Director.

In the event the incumbent Executive Director is no longer able to serve in this position (i.e., leaves the position suddenly and permanently), the Board shall do the following:

- Within 5 business days, appoint an interim Executive Director and alert the entire Library Staff, the Friends of Peoria Public Library, the City of Peoria, the Resource Sharing Alliance, and Reaching Across Illinois Library System.
- Within 15 business days, the Personnel/Negotiations Committee shall meet to implement the following preliminary transition steps:
 - a) Consider the need for consulting assistance based on the circumstances of the transition.
 - b) Review the Library's strategic plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next Executive Director.
 - c) Establish a time frame and plan for the recruitment, screening, and selection process.
- Prior to interviewing any candidates for the permanent position, the Board shall review the results of the analysis done in Step b), above, and review the Library's financial resources. The Board shall then use such information to develop a profile of an ideal candidate and to agree upon potential elements of a tentative compensation package to be offered. The profile should be used to review and screen applicants and to guide interviewing of the candidates. At this time, the job description of the Executive should be updated as needed. While the compensation package offered to a successful candidate may differ from that developed at this stage of the process, the tentative package should be used in the screening process to define the general parameters within which any final negotiation should take place.

The Executive Director will be responsible for the recruitment and hiring for the position of Deputy Director and other key management positions.

The Succession and Transition Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on _____.

2021 Budget Draft v4

| | <u>2021</u> |
|----------------------------|------------------|
| Salaries | \$ 3,586,651 |
| IMRF/FICA/Medicare | \$ 520,000 |
| Med. Insur. (Premiums) | \$ 651,000 |
| GASB 45 Liability | \$ - |
| Books | \$ 669,138 |
| Periodicals | \$ 45,000 |
| City Administrative Fees | \$ 200,000 |
| Non-Print | \$ 352,559 |
| Professional (Legal) Serv. | \$ 10,000 |
| Audits & Appraisals | \$ 8,000 |
| Publicity | \$ 28,000 |
| Programming | \$ 40,000 |
| Technical Services | \$ 45,000 |
| Binding | \$ - |
| Digitizing | \$ 4,000 |
| Automation Serv. Cont. | \$ 78,000 |
| Building Insurance | \$ 116,000 |
| Unemployment Insur. | \$ 10,000 |
| Electricity | \$ 135,000 |
| Gas | \$ 45,000 |
| Water & Sewage | \$ 25,000 |
| Telephones | \$ 100,000 |
| Equipment Serv. Cont. | \$ 100,000 |
| Equipment Repairs | \$ 1,000 |
| Building Services | \$ 210,000 |
| Bldg. Maint. & Rprs. | \$ 40,000 |
| Building Supplies | \$ 30,000 |
| Postage | \$ 10,000 |
| Travel, Educ. & Mtgs | \$ 25,000 |
| Library Supplies | \$ 35,000 |
| Technical Supplies | \$ 18,000 |
| Miscellaneous | \$ 16,000 |
| Furniture & Fixtures | \$ 5,000 |
| Automation | \$ 85,000 |
| <u>Vehicles</u> | <u>\$ 15,000</u> |
| TOTAL | \$ 7,258,348 |
| | \$ 7,258,348 |

To: Randall Yelverton

From: Alyce Jackson

Date: January 13, 2021

Subject: Monthly Programming Report

Holiday/winter stories in all 3 StoryWalks + activity sheets to pick up inside

Arts Tour grant with Fifth House Ensemble – children's and adult programs

Blood Drives with Red Cross – monthly through 2021

Activity kits "to go" – STEM, art, book bundles for all ages, AND crafts for adults!

Zoom, YouTube, Facebook and Instagram "programs" –

- Storytimes – staff and special guests

- Book talks and reviews

- Book clubs – most are continuing online via Zoom

- Demos of electronic resources

- Autism Resource Group

- Local History tours

- Craft demos

- Genealogy tips

- LEGOs

- Scavenger hunts

Winter Reading Challenge – Jan & Feb 2021 – win a Kindle thanks to Friends!

Great British Baking Show – virtual

Planning for Peoria Reads 2021

Mayoral forum with League of Women Voters and WCBU

Black Men in White Coats - screening and discussion with Chillicothe & Illinois Prairie

The Long Hard Winter with Laura Keyes - virtual

Music in the McKenzie 2021 – fingers crossed 🤞

April: Goodnight Gracie

May: Ben Bedford

June: Sarah Marie Dillard

July:

August:

September: Switchback

October: Rupert Wates

Main Library Art Gallery 2021

Jan –

Feb –

March: ICC Student Art

April: Congressional

May: Bradley University Senior Capstone

June: John Boylan & Andre Petty

July: Peoria Historical Society

August: Peoria Guild of Black Artists

September:

October: Jaci Musec

November: 22VA

December: 22VA

TREASURER'S REPORT FOR DECEMBER 2020
Friends of Peoria Public Library

CHECKING ACCOUNT BALANCE – END NOVEMBER 2020 **\$35,245.56**

RECEIPTS:

| | |
|-----------------------------|---------------|
| Donations | 595.44 |
| Memberships | 2,815.00 |
| Ben Franklin Club | 100.00 |
| North Branch StoryWalk post | <u>425.00</u> |

TOTAL **\$3,935.44**

DISBURSEMENTS:

| | |
|---|---------------|
| Elizabeth Klise – final payment, membership books | 500.00 |
| BookPage subscription | <u>882.00</u> |

TOTAL **\$1,382.00**

CHECKING ACCOUNT BALANCE – END DECEMBER 2020 **\$37,659.00***

MORGAN STANLEY

| | |
|---------------------------|---------------------|
| Beginning Value 12/1/2020 | \$121,870.26 |
| Change in Value | 243.36 |
| End Value 12/31/2020 | \$122,113.62 |

TOTAL ALL ACCOUNTS **\$159,772.62**